



WHO DOES WHAT?

11/28/2016

CITY COUNCIL/ADMINISTRATION

ITEM	DESCRIPTION	DEPT	POINT OF CONTACT	PHONE	E-MAIL
Liquor Permit – Council approvals		City Council	Kari Egbert	498-8143	kegbert@sidneyoh.com
Noise Ordinance	Apply for variance	City Manager	Mark Cundiff	498-8100	mcundiff@sidneyoh.com
Parade/Special Event/Assemblage	Parade in city ROW, block parties, car shows	City Clerk	Kari Egbert	498-8143	kegbert@sidneyoh.com

COMMUNITY SERVICES

ITEM	DESCRIPTION	DEPT	POINT OF CONTACT	PHONE	E-MAIL
Building Permit		Building Inspection	Dave Brulport Lisa Philipps	498-8132 498-8130	dbrulport@sidneyoh.com lphilipps@sidneyoh.com
Fence permits		Planning	Kirby King Barbara Dulworth	498-8133 498-8131	kking@sidneyoh.com bdulworth@sidneyoh.com
Occupancy- Industrial Commercial	Use Compliance Certificate	Planning	Kirby King Barbara Dulworth	498-8133 498-8131	kking@sidneyoh.com bdulworth@sidneyoh.com
Property Maintenance	Exterior property maintenance complaints on private property	Code Enforcement	Kirby King Barbara Dulworth	498-8133 498-8131	kking@sidneyoh.com bdulworth@sidneyoh.com
Sign Permits	Permanent and Temporary	Planning	Kirby King Barbara Dulworth	498-8133 498-8131	kking@sidneyoh.com bdulworth@sidneyoh.com
Site Plan		Planning	Barbara Dulworth	498-8131	bdulworth@sidneyoh.com
Zoning		Planning	Barbara Dulworth	498-8131	bdulworth@sidneyoh.com

ENGINEERING

ITEM	DESCRIPTION	DEPT	POINT OF CONTACT	PHONE	E-MAIL
Addressing	Assignment of Street address	GIS	Zack King	498-8744	zking@sidneyoh.com
Banners	Issue banner permits for 4th & Michigan Fence	Engineering	Lori Werling	498-8142	lwerling@sidneyoh.com
Capital projects	Answer questions on Capital Projects	Engineering	Lori Werling	498-8142	lwerling@sidneyoh.com
Driveway/curb cut	Permit to install or repair driveway in public right-of-way	Engineering	Lori Werling	498-8142	lwerling@sidneyoh.com
Grading Permit	Review changes in grading on private property	Engineering	Lori Werling	498-8142	lwerling@sidneyoh.com
Liquor Permit – Annexation	Verify year of annexation for liquor permit	Engineering	Lori Werling	498-8142	lwerling@sidneyoh.com



WHO DOES WHAT?

Prevailing Wage	Prevailing wage coordinator for capital projects	Engineering	Lori Werling	498-8142	lwerling@sidneyoh.com
Right-of-way Permits	Permit to work or occupy public right-of-way	Public Works/Eng	Lori Werling	498-8142	lwerling@sidneyoh.com
Sewer Builder Registration	Issue license and maintain list of registered sewer builders	Engineering	Lori Werling	498-8142	lwerling@sidneyoh.com
Sewer tap inspections	Inspect sewer taps	Engineering	Lori Werling	498-8142	lwerling@sidneyoh.com
Sidewalk Repairs	Install new sidewalk, inspections or review existing for standards compliance	Engineering	Lori Werling	498-8142	lwerling@sidneyoh.com

GRACELAND CEMETERY

ITEM	DESCRIPTION	DEPT	POINT OF CONTACT	PHONE	E-MAIL
Cemetery Plot	Purchase a plot	Cemetery	Luke Voisard	498-8170	lvoisard@sidneyoh.com

HUMAN RESOURCES

ITEM	DESCRIPTION	DEPT	POINT OF CONTACT	PHONE	E-MAIL
Employee Verification		Human Resources	Vickie Allen	498-8144	vallen@sidneyoh.com
Inquiries			Kelly Holthaus	498-8192	kholthaus@sidneyoh.com
Employment References		Human Resources	Vickie Allen	498-8144	vallen@sidneyoh.com
Job Applications		Human Resources	Lynn Shuster Kelly Holthaus Vickie Allen	"0" 498-8192 498-8144	lshuster@sidneyoh.com kholthaus@sidneyoh.com vallen@sidneyoh.com

PARKS

ITEM	DESCRIPTION	DEPT	POINT OF CONTACT	PHONE	E-MAIL
5K – Tawawa		Parks & Recreation	Jennie Rogers	498-8155	jrogers@sidneyoh.com
Ball field reservations	Reserve Custenborder, Flanagan, Harmon for league games, tournaments	Parks & Recreation	Jennie Rogers	498-8155	jrogers@sidneyoh.com
Brookside Park	Reserve Brookside Park facility	Parks & Recreation	Jennie Rogers	498-8155	jrogers@sidneyoh.com
Fishing Permits	For after hours entrance to fish in City Parks	Parks & Recreation/Police (after 5:00 pm)	Jennie Rogers Park Ranger Police Dispatch	498-8155 498-8455 498-2351	jrogers@sidneyoh.com jaselage@sidneyoh.com
Julia Lamb	Reserve facility for football games or events	Parks & Recreation	Jennie Rogers	498-8155	jrogers@sidneyoh.com



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Memorial Tree and Bench application	To purchase and place tree or bench in a park	Parks & Recreation	Jennie Rogers	498-8155	jrogers@sidneyoh.com
Park Event	Tournament, 5k runs, large gatherings, etc.	Parks & Recreation	Jennie Rogers	498-8155	jrogers@sidneyoh.com
Park Shelter	Reservations for outings	Parks & Recreation	Jennie Rogers	498-8155	jrogers@sidneyoh.com
Park Trees	Trees located in city parks	Parks Dept.	Jim Heuing	498-8156	jheuing@sidneyoh.com
Pool reservation	Reserve municipal pool for parties/gatherings	Parks & Recreation	Jennie Rogers or Pool Manager	498-8155 498-8171 (in season)	jrogers@sidneyoh.com
Tawawa, Harmon, or Deam Parks restroom key	Collect deposit for keys to restrooms	Parks & Recreation	Jennie Rogers	498-8155	jrogers@sidneyoh.com
Volunteer Opportunity Coordinator	Organization and corporate projects	Parks & Recreation	Park Ranger Justin Aselag	937-498-2335 Ext. 8455	jaselage@sidneyoh.com

POLICE

ITEM	DESCRIPTION	DEPT	POINT OF CONTACT	PHONE	E-MAIL
On/Off Street Parking Permits	City Parking Lots (Downtown)	Police Dept.	Angie Kitzmiller	498-2351	akitzmiller@sidneyoh.com
Peddler/Solicitor		Police Dept	Angie Kitzmiller	498-2351	akitzmiller@sidneyoh.com
Taxi		Police Dept	Angie Kitzmiller	498-2351	akitzmiller@sidneyoh.com

PURCHASING

ITEM	DESCRIPTION	DEPT	POINT OF CONTACT	PHONE	E-MAIL
Open Bid Information		Purchasing	Jenny Wagner	498-8749	jwagner@sidneyoh.com
Vendor Applications		Purchasing	Jenny Wagner	498-8749	jwagner@sidneyoh.com

REVENUE COLLECTION

ITEM	DESCRIPTION	DEPT	POINT OF CONTACT	PHONE	E-MAIL
Cemetery Plot	Payments for cemetery plots and services	Revenue Collections	Karen Berning	498-8113	kberning@sidneyoh.com
Dead animal in streets	Contact Revenue Collections who will contact solid waste contractor for pick up	Revenue Collections	Karen Berning	498-8113	kberning@sidneyoh.com
Garbage schedule		Revenue Collections	Karen Berning	498-8113	kberning@sidneyoh.com
Sewer/Water Tap-In	Payment for tap-in fees	Revenue Collections	Karen Berning	498-8113	kberning@sidneyoh.com
Tax		Revenue Collections	Jeff Wical	498-8707	hwical@sidneyoh.com

SERVICE CENTER



WHO DOES WHAT?

ITEM	DESCRIPTION	DEPT	POINT OF CONTACT	PHONE	E-MAIL
Leaf Collection		Service Center	Joyce Reier	498-8117	jreier@sidneyoh.com
Live Trap Rental	\$20 refundable deposit – may rent for 2 week period	Service Center	Joyce Reier	498-8117	jreier@sidneyoh.com
Mulch Giveaway		Service Center	Joyce Reier	498-8117	jreier@sidneyoh.com
Street Trees	Trees located in the ROW	Service Center	Brian Green Joyce Reier	498-8159 498-8117	bgreen@sidneyoh.com jreier@sidneyoh.com
Streetlight outage	Street lights out or going on/off	Service Center	Joyce Reier	498-8117	jreier@sidneyoh.com
Tire & Used Oil Disposal	City NO longer accepts tires, oil, batteries, paint or other HHW items.	Shelby Co. Recycling OR North Central Ohio Solid Waste District		498-7351 OR 1-800-553-6763	www.ncowaste.org

STREET

ITEM	DESCRIPTION	DEPT	POINT OF CONTACT	PHONE	E-MAIL
"Children At Play" Sign (Residential)	<i>NO LONGER PERMITTED BY ODOT</i>				
Debris (other than animals) in street	Clearing and disposal of debris from streets	Streets	Brian Green Joyce Reier	498-8159 498-8117	bgreen@sidneyoh.com jreier@sidneyoh.com
Handicap Parking Sign (Residential)	Evaluation and issuing of handicap parking signs	Streets	Brian Green Joyce Reier	498-8159 498-8117	bgreen@sidneyoh.com jreier@sidneyoh.com
Oversize Vehicle Permit	Annual or single permit – for oversized vehicle on City streets	Streets	Brian Green Joyce Reier	498-8159 498-8117	bgreen@sidneyoh.com jreier@sidneyoh.com

TRANSIT

ITEM	DESCRIPTION	DEPT	POINT OF CONTACT	PHONE	E-MAIL
Airport	Airport Operations	Municipal Airport	Mike Chappie	498-9794 (937)308-4709	aerotechaviation@msn.com
Public Transit	To schedule transportation	Shelby Public Transit	Karen Jenkins	492-6117	kjenkins@sidneyoh.com
Public Transit	To purchase tokens	Transit Bldg Revenue Collections	492-6117 498-8114	498-8711 498-8115	
Public Transit	System Information	Shelby Public Transit	Ron Schalow	498-8151	rschalow@sidneyoh.com

UTILITIES

ITEM	DESCRIPTION	DEPT	POINT OF CONTACT	PHONE	E-MAIL
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Catch basin debris	Advise J. Reier and she will notify proper dept	Underground Utilities	Joyce Reier (Use UU callout list for after hours calls)	498-8117	jreier@sidneyoh.com
Hydrant Meter Rentals	Use hydrant meter to fill pool or long-term watering project	Underground Utilities	Joyce Reier	498-8117	jreier@sidneyoh.com
Inflow & Infiltration (I & I)	Inspection and compliance with City's I & I program	Underground Utilities	Steve Rhodes Kent Fogt	498-8157 498-8786	srhodes@sidneyoh.com kfogt@sidneyoh.com
Sewer backup	Advise J. Reier and she will notify proper dept	Underground Utilities	Joyce Reier (Use UU callout list for after hours calls)	498-8117	jreier@sidneyoh.com
Sewer gas	Advise J. Reier and she will notify proper dept	Underground Utilities	Joyce Reier (Use UU callout list for after hours calls)	498-8117	jreier@sidneyoh.com
Sewer/Water Tap-In	Calculation of Tap-In Fee	Underground Utilities	Larry Broughton	498-8180	lbroughton@sidneyoh.com
Water main break	Advise J. Reier and she will notify proper dept	Underground Utilities	Joyce Reier (Use UU callout list for after hours calls)	498-8117	jreier@sidneyoh.com