

WHO DOES WHAT?

ITEM	DESCRIPTION	DEPT	POINT OF CONTACT	PHONE	E-MAIL
Fence permits		Community Services	Ginger Gehret Barbara Dulworth	498-8744 498-8131	ggehret@sidneyoh.com bdulworth@sidneyoh.com
Sign Permits	Permanent and Temporary	Community Services	Ginger Gehret Barbara Dulworth	498-8744 498-8131	ggehret@sidneyoh.com bdulworth@sidneyoh.com
Zoning		Community Services	Ginger Gehret Barbara Dulworth	498-8744 498-8131	ggehret@sidneyoh.com bdulworth@sidneyoh.com
Occupancy	Commercial Zoning C.O.	Community Services	Ginger Gehret Barbara Dulworth	498-8744 498-8131	ggehret@sidneyoh.com bdulworth@sidneyoh.com
Site Plan		Community Services	Barbara Dulworth	498-8131	bdulworth@sidneyoh.com
Property Maintenance	Exterior property maintenance complaints on private property	Code Enforcement	Barbara Dulworth	498-8133 498-8131	bdulworth@sidneyoh.com
Building Permit		Building Inspection	Joyce Wise Dave Brulport	498-8130 498-8132	jwise@sidneyoh.com dbrulport@sidneyoh.com

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Banners	Issue banner permits for 4 th & Michigan Fence	Engineering	Lori Werling	498-8142	lwerling@sidneyoh.com
Parade/Special Event		Police Dept	Nancy Steinke	498-2351	nsteinke@sidneyoh.com
Taxi		Police Dept	Nancy Steinke	498-2351	nsteinke@sidneyoh.com
Peddler/Solicitor		Police Dept	Nancy Steinke	498-2351	nsteinke@sidneyoh.com
Liquor Permit – Council approvals		City Council	Council Clerk	498-8143	jgoubeaux@sidneyoh.com
Mail	USPS/UPS/FedEx	Receptionist	Lynn Shuster	“0”	lshuster@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
Employee Verification Inquiries		Human Resources	Vickie Allen Kelly Holthaus	498-8144 498-8192	vallen@sidneyoh.com kholthaus@sidneyoh.com
Employment References		Human Resources	Vickie Allen	498-8144	vallen@sidneyoh.com

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Meeting Rooms	Conference Rooms, Council Chambers	Admin	Lynn Shuster J Goubeaux L Werling	498-8218 or "0" Oper 498-8100 498-8142	lshuster@sidneyoh.com jgoubeaux@sidneyoh.com lwerling@sidneyoh.com
City Car	Pool Car – City Hall	Admin	Lynn Shuster J Goubeaux L Werling	498-8218 or "0" Oper 498-8100 498-8142	lshuster@sidneyoh.com jgoubeaux@sidneyoh.com lwerling@sidneyoh.com
City Car	Pool Car – Service Ctr		Joyce Reier	498-8117	jreier@sidneyoh.com
Garbage schedule		Revenue Collections	Karen Berning	498-8113	kberning@sidneyoh.com
Tax		Revenue Collections	Susan Lukey	498-8707	slukey@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
Right-of-way Permits	Permit to work or occupy public right-of-way	Public Works/Eng	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

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Sewer Builder Registration	Issue license and maintain list of registered sewer builders	Engineering	Lori Werling	498-8142	lwerling@sidneyoh.com
Prevailing Wage	Prevailing wage coordinator for capital projects	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
Capital projects	Answer questions on Capital Projects	Engineering	Lori Werling	498-8142	lwerling@sidneyoh.com
Streetlight outage	Street lights out or going on/off	Engineering	Karen Jenkins	498-8142	kjenkins@sidneyoh.com
Park Shelter	Reservations for outings	Parks & Recreation	Jennie Rogers	498-8155	jrogers@sidneyoh.com
5K – Tawawa		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

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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
Pool reservation	Reserve municipal pool for parties/gatherings	Parks & Recreation	Jennie Rogers or Pool Manager	498-8155 498-8171 (in season)	jrogers@sidneyoh.com
Brookside Park	Reserve Brookside Park facility	Parks & Recreation	Jennie Rogers	498-8155	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
Fishing Permits	For after hours entrance to fish in City Parks	Parks & Recreation	Jennie Rogers Park Ranger Police Dept.	498-8155 498-8455 498-2351	jrogers@sidneyoh.com relliott@sidneyoh.com nsteinke@sidneyoh.com
Ball field reservations	Reserve Custenborder, Flanagan, Harmon for league games, tournaments	Parks & Recreation	Jennie Rogers	498-8155	jrogers@sidneyoh.com
Julia Lamb	Reserve facility for football games or events	Parks & Recreation	Jennie Rogers	498-8155	jrogers@sidneyoh.com
Oversize Vehicle Permit	Annual or single permit – for oversized vehicle on City streets	Streets	Marty Keifer	498-8153	mkeifer@sidneyoh.com

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Handicap Parking Sign (Residential)	Evaluation and issuing of handicap parking signs	Streets	Marty Keifer	498-8153	mkeifer@sidneyoh.com
“Children At Play” Sign (Residential)	Evaluation and installation of “Children at Play” signs	Streets	Marty Keifer	498-8153	mkeifer@sidneyoh.com
Sewer/Water Tap-In		Utility Billing PW Director	Karen Berning Chris Clark	498-8113 498-8152	kberning@sidneyoh.com cclark@sidneyoh.com
Hydrant, Sewer (sprinkler) Meter Rentals	Use hydrant meter to fill pool or a sprinkler meter for a one time, long-term watering project	Underground Utilities	Joyce Reier	498-8117	jreier@sidneyoh.com
Sewer Meter Purchase	Purchase meter for annual watering use	Underground Utilities	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
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		492-7351 OR 1-800-553-6763	www.ncowaste.org
Cemetery	Purchase a plot	Cemetery Office	Luke Voisard	498-8170	lvoisard@sidneyoh.com

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Public Transit	Arrange for public transportation	Shelby Public Transit	Deb Grogean	498-8151	dgrogean@sidneyoh.com
Employee Parking Pass	Employee Parking Lots	Revenue Collections	Lori McLain	498-8714	lmclain@sidneyoh.com
On/Off Street Parking Permits	City Parking Lots	Police Dept.	Nancy Steinke	498-2335	nsteinke@sidneyoh.com

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4/13/11

Distribution:
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Senior Directors
Receptionist – City Hall
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Website – IT Dept
L. Werling – PW/Eng
J. Wise – Bldg Inspection