

City of Sylvania

Lucas County, Ohio

Application for:

**2026 Surface Transportation Block Grant
Projects**

**Main Street Reconstruction Project
(Convent Boulevard to Brint Road)**

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APPLICATION

PROJECT DETAILS REQUEST

Please provide the following information for all projects:

Project Name:

Project Limits (*include map*):

Project Sponsor and point of contact:
(*with phone number*)

Existing project numbers (*PID, State ID, etc.*):

Has the applicant completed the ODOT LPA Participation Requirements and received ODOT approval to administer Local-let projects within the last four years?:

Yes No

Are you applying for a Small Project (federal request is less than \$625,000)?

Yes No

If yes, then do you want to apply for first quarter sale to qualify for the 5% match reduction?

Yes No

Completely describe the work to be accomplished by this project. Try to describe each feature of the project. Project Description:

PROJECT DETAILS REQUEST (continued)

Length of project (miles):

Current status of the project:

Does the project include any utility work? Yes No

If yes, please explain:

The most optimistic, REALISTIC schedule for this project. Be sure to include time for outside reviews and permits, not just local design times. Include at least the following dates:

Authorization to Proceed:

Environmental Clearance complete:

Stage 1 Review complete:

Stage 2 Review complete:

Stage 3 Review complete:

R/W Plans complete:

R/W Clear:

Final Plans to ODOT:

Anticipated Sale Date:

All of the formal actions listed above are not required for all projects. Note those items that are not required. The requirement still exists that jurisdictions doing local contracting (LPA) procedures must submit Stage 1, 2, and 3 packages to ODOT and Lake Erie West.

Please provide financial information on the Project Budget Submittal Detail sheet.

PROJECT BUDGET SUBMITTAL DETAIL

Activity	Total Estimate	Requested Lake Erie West Federal		Other Types of Funds (6)					
				A.		B.		C.	
		Amount	Year	Amount	Year	Amount	Year	Amount	Year
Preliminary Engineering (1)									
Right-of-Way (2)									
Construction Contract (3)									
Construction Engineering (4)									
Contingency Change Orders (5)									
FUNDING TOTAL (calculated)									
% Total Project Cost (manual)									

Numbered Notes:

- Preliminary Engineering** includes the cost of all activities prior to contract letting except Right-of-Way costs. It is not eligible for Lake Erie West TIP funding.
- Right-of-Way** can only be funded by Lake Erie West TIP federal funding in specific circumstances. See “General and Project Management Policies” in the FY 2026-2029 TMACOG TIP for more information on right-of-way.
- Construction Contract** includes the actual estimated construction contract amount plus any other agreements that are included as part of the construction cost.
- Construction Engineering** includes the costs of construction management, inspection, testing, etc.
- Contingency** should include a reasonable estimate of changes that could be expected after construction begins.
- Other Types of Funds**
 - List each type in a separate column. Add additional sheets if necessary for more fund types involved in the project.
 - If all funds for a project have not yet been identified, mark one of the columns “Shortage” and indicate the amount of additional funds needed for each activity.
 - Please provide additional documentation regarding any limitations for each fund type (such as: year restriction, matching amount, restriction on combining fund types, etc.). Also indicate whether the funds have been confirmed or if only applied for.

(To be used for projects competing for Lake Erie West funds in the FY 2026-2029 TIP)

SPONSOR:

PID # (*existing projects*):

STBG Application Due 08/07/2026

<i>Application Question</i>	<i>Application Instructions</i>
4. Does the project sponsor have an official complete streets policy? Yes No	If yes, please attach relevant ordinance, resolution, or other document.
5. Does the project improve air emissions and is it identified on the TMACOG Congestion Management Process (CMP) report? Yes No	If yes, please explain and provide the reference in the CMP. CMP is found here: https://tinyurl.com/pazp54aw
6. Will this project improve water quality through the development of bioswale, rain gardens, or pervious pavement, etc.? Yes No	If yes, please attach explanation and details.
7. Will this project make use of recycled materials to a significant degree? Mill and reuse of asphalt surface materials does not qualify. Yes No	If yes, please attach explanation and details.
8. Does the project include pedestrian improvements (check off all that apply)? Major Improvement Minor Improvement New sidewalk Sidewalk upgrades Sidewalk gaps Crossing improvement Curb extensions Wayfinding/signage Pavement markings Other (provide details) N/A N/A N/A N/A	If yes, you must attach explanation and details. Pertaining to sidewalks, a project will qualify as a Major Improvement if the new work covers, at a minimum, 50% of the project length for a corridor project or 50% of the intersection quadrants. If it does not meet the minimum criteria, then you should select Minor Improvement .

<i>Application Question</i>	<i>Application Instructions</i>
9. Does the project include any of the following bike improvements (check off all that apply)? Protected Bike Lanes/Cycle Track Buffered Bike Lane Protected Intersections/Bike Boxes Shared-Lane Markings/Sharrows Multi-Use Path/Shared-Use Path Bicycle Signage (e.g. Bikes May Use Full Lane) Rails-to-Trail Project Connection to other bike facility Secure Bicycle Parking/Bike Racks Bicycle Detectors/Other bike technologies Other (Not listed here) <u>And</u>, does the project include improvements related to a bikeway specifically shown on the TMACOG Regional Bicycle Network? Yes No	If yes, you must attach explanation and details. A map containing regional bicycle facilities is located here: https://arcg.is/1mXDem1 Note: this question has two parts to answer.
10. Does the project carry public transit (fixed route)? Yes No	A fixed route is a designated service line, or primary route, operated by TARTA or other similar transit carrier. If yes, please attach explanation and details.
11. Is the project located in a community served by public transportation? Yes No	Self-explanatory.

Application Question	Application Instruction
19. If this is a bridge or roadway project, which of the following best describes the project? Resurfacing Rehabilitation with some base replacement Reconstruction with full base replacement Narrow and resurface/rehabilitate/reconstruct Widen and resurface/rehabilitate/reconstruct New roadway	Self-explanatory
20. If this is not a bridge or roadway project, which of the following best describes the existing condition? Past its useful life and substandard Near the end of its useful life and substandard Near the end of its useful life Declining and substandard Declining Not applicable	Self-explanatory If this is a new interchange, then that will require an Interchange Justification Study (IJS) or Interchange Modification Study (IMS) be underway in order to be ranked.

Application Question	Application Instructions														
21. What is the three-year average accident rate per million vehicles? Or, what is the percentage of fatal and injury crashes over the most recent three years of available crash data? <table> <tr> <th><u>Crash rate</u></th><th><u>Fatal/Injury %</u></th></tr> <tr> <td>< 0.99</td><td>< 30%</td></tr> <tr> <td>1 to 1.99</td><td>30-34%</td></tr> <tr> <td>2 to 2.99</td><td>35-39%</td></tr> <tr> <td>3 to 3.99</td><td>40-44%</td></tr> <tr> <td>4 to 4.99</td><td>45-49%</td></tr> <tr> <td>> 5.00</td><td>> 50%</td></tr> </table>	<u>Crash rate</u>	<u>Fatal/Injury %</u>	< 0.99	< 30%	1 to 1.99	30-34%	2 to 2.99	35-39%	3 to 3.99	40-44%	4 to 4.99	45-49%	> 5.00	> 50%	See ADDITIONAL INSTRUCTIONS below this section. Use the best answer for the greatest number of points.
<u>Crash rate</u>	<u>Fatal/Injury %</u>														
< 0.99	< 30%														
1 to 1.99	30-34%														
2 to 2.99	35-39%														
3 to 3.99	40-44%														
4 to 4.99	45-49%														
> 5.00	> 50%														
22. Is this project location listed in the regional TMACOG Safe Locaton Report? Yes No	Reference Appendix C in the 2020-2022 TMACOG Safety Location Report: https://tinyurl.com/4mscz6bd														
23. What is the existing number of Average Daily Traffic (ADT) on the locally maintained road? < 5,000 ADT 5,000 to 9,999 ADT 10,000 to 14,999 ADT 15,000 to 19,999 ADT >20,000 ADT	Use traffic count figures for ADT from the TMACOG Traffic Count Database System or adjusted actual counts if the sponsor has obtained them. In the case of the latter, provide a copy of the count report and adjustment calculations. Traffic Count Database System														

<i>Application Question</i>	<i>Application Instructions</i>
24. What percentage of Average Daily Traffic (ADT) is made up of trucks? <3% 3% to 8.99% 9% to 14.99% >15%	Use traffic count figures for ADT from the TMACOG Traffic Count Database System or adjusted actual counts if the sponsor has obtained them. In the case of the latter, provide a copy of the count report and adjustment calculations. Traffic Count Database System
25. Is the project listed on a truck impact route (TIR)? If it is not, then does it have a truck ADT greater than 500? Yes, the project is on a TIR Not on a TIR, but truck ADT is >500 trucks per day Not on a truck impact route	A reference map is found here: https://arcg.is/1rXK853 If a route is not shown on the map but has over 500 Truck ADT, then provide the traffic count study showing that information.
26. Is the project listed in the 2055 Regional Transportation Plan? Committed list (currently programmed) Plan Priority list (by 2035) Plan Priority list (2036 or later) Reserve list System Preservation list Not listed	Self-explanatory The 2055 Plan Summary is found here: https://tinyurl.com/3r6a27mf

<i>Application Question</i>	<i>Application Instructions</i>
27. How long ago was the last time the project sponsor received Lake Erie West-managed STBG funding? < 4 years ago 4 to 7 years ago 8 to 9 years ago 10 or more years ago	Self-explanatory
28. Has one or more Lake Erie West-funded projects slipped a fiscal year or been cancelled since the last STBG solicitation? One project slipped past the programmed year Two or more projects slipped past the programmed year One or more projects have been cancelled <i>Small project applications are exempt from this answer</i>	The project sponsor will be penalized if one or more of their projects have slipped a fiscal year or have been cancelled by the project sponsor since the last STBG solicitation. No penalties will be given if Lake Erie West administratively moves the project. Exceptions may be granted if circumstances are beyond the project sponsor's control.
29. How many bonus points out of 20 will be applied to this project? Bonus points towards this project:	Each project applicant is allotted 20 bonus points. If one project application is submitted by a single sponsor, then all 20 bonus points will be applied to that project. If more than one project application is submitted by a single sponsor, then the 20 points may be divided up and applied over the projects as they see fit.

PROJECT SCORING CRITERIA FOR TIP ANALYSIS FY 2026-2029 TIP

NOTE: Provided for your information only. Scoring will be completed by the TAC ad hoc scoring and ranking committee.

Project Name:

PID#:

Criteria 1: ECONOMIC DEVELOPMENT (15%) Maximum 15 points		
	Points Available	Score
1. Does the project align with the TMACOG Comprehensive Economic Development Strategy (CEDS)? • Yes = 5 points • No = 0 points	5	
2. What is the functional classification level that this project is located on? • Principal Arterial (class 3) = 5 points • Minor Arterial (class 4) = 4 points • Major Collector (class 5) = 3 points • Minor Collector (class 6 – urban only) = 2 points	2 to 5	
3. Does the project provide direct access to a multimodal or intermodal terminal? • Direct access to a MM/IM connection = 6 points • Access to a MM/IM connection within 0.5 miles = 3 points • No access = 0 points	3 or 6	
	TOTAL	

Criteria 2: LIVABILITY & INTER-CONNECTIVITY (15%) Maximum 15 points		
	Points Available	Score
4. Does the project sponsor have an official Complete Streets Policy? • Yes = 1 point • No = 0 points	1	
5. Does this project improve air emissions and is it identified on the TMACOG Congestion Management Process (CMP) report? • Yes = 1 point • No = 0 points	1	
6. Will this project improve water quality through the development of bioswale, rain gardens, pervious pavement, etc.? • Yes = 1 point • No = 0 points	1	
7. Will this project make use of recycled materials to a significant degree? • Yes = 1 point • No = 0 points	1	
8. Does the project include pedestrian improvements? • Major improvement = 5 points • Minor improvement = 2 points • No improvements = 0 points	2 or 5	
9. Does the project include bike improvements? And, does the project include improvements related to a bikeway specifically shown on the TMACOG Regional Bicycle Network (RBN)? • Bike improvements & on RBN = 5 points • Bike improvements but not on RBN = 2 points • On RBN but no bike improvements = 2 points • Neither = 0 points	2 or 5	
10. Does the project carry public transit (fixed route)? • Yes = 3 points • No = 0 points	3	
11. Is the project located in a community served by public transit? • Yes = 1 point • No = 0 points	1	
	TOTAL	

Criteria 3: PROJECT READINESS & FUNDING (15%) Maximum 15 points		
	Points Available	Score
12. Has the project been programmed by ODOT? • Yes = 2 points • No = 0 points	2	
13. Has right-of-way been cleared or not needed? • Yes = 2 points • No = 0 points	2	
14. Does the project qualify for Categorical Exclusion C1? • Yes = 3 points • No = 0 points	3	
15. What percentage of the total project (including design, right-of-way, and construction) will use TIP federal funds? • < 64% = 10 points • 65% to 74% = 5 points • 75% to 80% = 0 points	5 or 10	
16. Do you have an established method or protocol to regularly evaluate the roadway and pavement maintenance? • Yes = 1 point • No = 0 points	1	
	TOTAL	

Criteria 4: SYSTEM USE & PERFORMANCE (55%) Maximum 55 points		
	Points Available	Score
17. Pavement Project: What is the existing pavement condition rating (PCR) based on the most recent ODOT scores? • 0 to 64 PCR = 6 points • 65 to 74 PCR = 3 points • 75 to 100 PCR = 0 points	3 or 6	
18. Bridge Project: What is the general appraisal rating? • 1 to 2 GA = 6 points • 3 to 4 GA = 4 points • 5 to 6 GA = 2 points • 7 to 9 GA = 0 points	2, 4, or 6	
19. Roadway/bridge project: Which of the following best describes the project? • Resurfacing = 10 points • Rehabilitation with some base replacement = 8 points • Reconstruction with full base replacement = 7 points • Narrow and resurface/rehab/reconstruct = 4 points • Widen and resurface/rehab/reconstruct = 2 points • New roadway = 0 points	2, 4, 7, 8, or 10	
20. Note: Which of the following best describes the existing condition? • Past its useful life and substandard = 10 points • Near the end of its useful life and substandard = 8 points • Near the end of its useful life = 6 points • Declining and substandard = 4 points • Declining = 2 points • Not applicable = 0 points	2, 4, 6, 8, or 10	
21. What is the three-year average accident rate per million vehicles? Or, what is the percentage of fatal and injury crashes over the most recent three years of available crash data? Use best answer. • < 0.99 OR < 30% = 0 points • 1 to 1.99 OR 30% to 34% = 2 points • 2 to 2.99 OR 35% to 39% = 4 points • 3 to 3.99 OR 40% to 44% = 6 points • 4 to 4.99 OR 45% to 49% = 8 points • > 5.0 OR > 50% = 10 points	2, 4, 6, 8, or 10	

Criteria 4: SYSTEM USE & PERFORMANCE (55%) Maximum 55 points		
	Points Available	Score
22. Is this project listed in the regional TMACOG Safety Location Report? • Yes = 5 points • No = 0 points	5	
23. What is the existing number of Average Daily Traffic (ADT) on the locally maintained road? • < 5,000 ADT = 4 points • 5,000 to 9,999 ADT = 5 points • 10,000 to 14,999 ADT = 6 points • 15,000 to 19,999 ADT = 7 points • > 20,000 ADT = 8 points	4 to 8	
24. What percentage of the Average Daily Traffic (ADT) is made up of trucks? • < 3% = 0 points • 3% to 8.99% = 1 point • 9% to 14.99% = 3 points • > 15% = 5 points	1, 3, or 5	
25. Is the project on a truck impact route (TIR)? If it is not, then does it have a truck ADT greater than 500? • Yes, the project is on a TIR = 2 points • Not on a TIR, but > 500 truck ADT = 2 points • No = 0 points	2	
26. Is the project listed in the 2055 Regional Transportation Plan? • Committed list (currently programmed) = 3 points • Plan Priority list (by 2035) = 3 points • Plan Priority list (2036 or later) = 2 points • Reserve list = 1 point • System Preservation list = 1 point • Not listed = 0 points	1 to 3	
27. How long ago was the last time the project sponsor received TMACOG-managed STBG funding? • < 4 years ago = 0 points • 4 to 7 years ago = 4 points • 8 to 9 years ago = 6 points • 10 or more years ago = 8 points	4, 6, or 8	

Criteria 4: SYSTEM USE & PERFORMANCE (55%) Maximum 55 points		
	Points Available	Score
28. Has one or more TMACOG-funded projects slipped past a fiscal year or been cancelled since the last STBG solicitation? (Small projects are exempt from this answer.) • One project slipped past the programmed year = -5 points • Two or more projects have slipped past the programmed year = -10 points • One or more projects have been cancelled = -10 points	-5 or -10	
MAXIMUM POINTS = 100	TOTAL	

BONUS POINTS		
	Points Available	Score
How many bonus points will be allotted for this project? • Each sponsor has up to 20 bonus points to apply to a project. • <i>Grand Total can be split over multiple projects, however it cannot exceed 20 points collectively.</i>	1 to 20	
ADD TO TOTAL ABOVE, MAXIMUM POINTS = 120	GRAND TOTAL	

TMACOG COMPLETE STREETS CHECKLIST

This checklist accompanies the TMACOG Complete Streets policy. It is to be completed when applying for Lake Erie West-attributable funding through the Lake Erie West Transportation Improvement Program (TIP).

The purpose of this checklist is to ensure that all users have been considered in a given project. For projects using Lake Erie West-attributable federal funding of the Surface Transportation Block Grant program (STBG), it will be necessary to meet or exceed standards and procedures acceptable to the Ohio DOT and U.S. DOT., such as the Ohio Department of Transportation's Project Development Process and Location & Design Manual. More information on various Complete Streets guidelines and standards can be found in the [ODOT's Manuals and Design Standards](#).

One of the goals of TMACOG's Complete Streets Policy is to provide flexibility for different types of streets, areas, and users. This means that a complete street in a rural area may look very different from a complete street in an urban area.

Existing Conditions

1. Explain how the project area currently accommodates pedestrians (including ADA compliance), bicyclists, and transit users.

2. Explain how the proposed project will accommodate them once completed.

3. Please describe the existing character of the project area, including land use, adjacent land use, estimated pedestrian and bicycle traffic, any unofficial walking paths, density of development, street furniture/lighting, landscaping, street trees, perceived safety issues, transit routes and stops.

Safety

1. Briefly explain how the project will improve safety. Lake Erie West strongly encourages sponsors of intersection safety projects to conduct a crash study and provide results. Your crash information also needs to include the number of pedestrian and bicycle crashes by severity, as well as if the project area includes any locations (corridors or intersections) that are on Lake Erie West's or ODOT's high-crash lists.

Connectivity

1. Project limits should be selected so that they can accommodate existing and future connections. In this regard, were logical termini chosen to include connections through "pinch points", such as overpasses, railroad crossings, and bridges? If the project touches another jurisdiction, was a systems approach taken? Were cross-jurisdictional connections considered? Please explain.
2. Does the project area include recommendations that are contained in any of the following plans or policies? Please check off all that apply.
 - TMACOG Long Range Transportation Plan
 - Safe Routes to School travel plans
 - TMACOG Sidewalk Policy
 - ADA Transition Plans
 - Bikeway plans
 - Freight plans
 - Short-range and/or long-range transit plans
 - ODOT plans
 - Any neighborhood or mobility plans
 - Any other plans, e.g. comprehensive plans. If yes, how does your project fulfill any of these plans? Please specify the plan name(s).

Complete Streets Attributes

1. Please cite the specific design guidance or resources which relate to Complete Streets used in developing the scope of the project. Examples may include appropriate sections of the *American Association of State Highway and Transportation Officials (AASHTO) Green Book*, the *Manual of Uniform Traffic Control Devices (MUTCD)*, etc.

2. Transit accommodation to the extent needed should be handled in consultation with the local transit authority. Have you consulted your local transit agency to ensure that transit vehicles will be accommodated and access to transit facilities provided? Please explain:

3. Has a speed study been conducted for the street/corridor? Please consider project conditions and context to determine if a speed study is necessary.
Yes
No

4. Has a parking study been conducted for both on-street and off-street parking? Please consider project conditions and context to determine if a parking study is necessary.
Yes
No

5. How will the project consider future utility/telecommunications needs?

6. Which, if any, of the following items will be incorporated into the project? Please check off all that will apply.

Pedestrian

- Pedestrian facilities – both sides of the street
- Pedestrian facilities – one side of the street
- Sidewalk with ADA-compliant curb ramps
- Signalized crosswalk
- Marked crosswalk with signage, including mid-block crossing
- Pedestrian detectors
- Audible signals
- Shoulder (in rural areas)

Bicycle

- Bicycle facilities
- Bike lanes
- Shared-lane markings/Sharrows
- Shared bike-bus lanes
- Bicycle signage (e.g., Bikes May Use Full Lane)
- Secure bicycle parking
- Bicycle detectors
- Multiuse path

Stormwater Management

- Bioswales
- Stormwater planters
- Pervious/permeable pavement options

Transit

Transit facilities

Priority bus lane

Bus stop, including paved passenger waiting area

Bus passenger shelter

Bus pads

Light rail or street car

Traffic Calming

Traffic calming elements

Landscaping, including street trees

Narrower traffic lanes

On-street car parking

Other physical changes (e.g., chicanes, curb extensions, medians, islands)

Other

Lighting

911 call boxes

Freight accommodations

Emergency vehicle accommodations

Other(s) (please explain)

Exceptions

7. If no pedestrian, bicycle, or transit facilities are being provided, please explain why (see **Exceptions** below). Include a statement as to how the needs of all users are being addressed within the same corridor as the project.

Other

8. Is there additional information to provide about the project that is unique or wasn't captured previously with regard to the Complete Streets Policy?

See Lake Erie West website for resources and policy guidance regarding complete streets. Attach additional sheets as necessary.

APPLICATION ATTACHMENT

ATTACHMENT

MAIN STREET RECONSTRUCTION (CONVENT TO BRINT)

4. Sylvania City Council passed Resolution 14-2014 on June 2, 2014 adopting the Sylvania Complete Streets Policy. The resolution has been included in the application.
8. Main Street has complete sidewalks on both sides of the street. This project would only have the necessary sidewalk replacements for any storm sewer replacement work beyond the curbs. Minor Improvement noted.
9. Main Street does not have bicycle accommodations, but with this project new bike lanes on both sides of the road will be striped and installed by reducing the traveled lane widths from 16' to 12'. Markings/Sharrows noted. Bike lanes on Main Street north of the project limits are shown on LEW's Regional Bicycle Network.
16. The Pavement Maintenance Plan for the City of Sylvania has been included in the application.
21. 5 crashes within the project limits from 2023-2025.
 - a. $\text{Crash Rate} = 5 / (3 \times 365 \times 8,200) / 1,000,000 = 0.56$
 - b. Fatal/Injury % = 1 injury crash of 5 total, 20%
23. 2021 ADT (TMACOG Count) = 8,200 vpd

PROJECT LIMITS & EXHIBIT

An aerial photograph of a residential neighborhood with various streets and a highlighted yellow road corridor. The yellow corridor runs diagonally from the bottom left towards the top right. Red lines outline the boundaries of the highlighted area and other street segments. White text labels identify the following streets: OAKLAND (top left), MAIN STREET (center left, within a loop), KUENZLER (center left), THAMLETZ (center left), MAIN (center right), MADISON COVE (center right), BRINT (right edge), RAILROAD (bottom left), CONVENT (bottom left), SPRING (bottom center), HIGH (bottom center), HAWLEY (bottom center), MIL (bottom center), ALLEN (bottom right), and MAIN (top right). The area includes houses, trees, and a large parking lot near the center.

City of *Sylvania*
Department of Public Service



PROJECT FUNDING EXHIBIT

**CURRENT PROJECT ESTIMATE
FOR
MAIN STREET RECONSTRUCTION (CONVENT BOULEVARD TO BRINT ROAD)**

Design & Engineering	\$85,000	City
Right-of-Way (Consulting)	\$0	
Right-of-Way (Acquisition)	\$0	
Construction & Contingency	\$900,144	City, ODOT-STBG, OPWC
CE, Inspection/Testing	\$95,000	City

TOTAL PROJECT COST \$1,080,144

Ohio Public Works Commission (OPWC) 24.49%		City of Sylvania (City) 17.65%	
Design & Engineering	\$0	Design & Engineering	\$85,000
Right-of-Way (Consulting)	\$0	Right-of-Way (Consulting)	\$0
Right-of-Way (Acquisition)	\$0	Right-of-Way (Acquisition)	\$0
Construction & Contingency	\$264,500	Construction & Contingency	\$10,644
CE, Inspection/Testing	\$0	CE, Inspection/Testing	\$95,000
TOTAL	\$264,500	TOTAL	\$190,644

ODOT Surface Transportation Block Grant (ODOT-STBG) 57.86%	
Design & Engineering	\$0
Right-of-Way (Consulting)	\$0
Right-of-Way (Acquisition)	\$0
Construction & Contingency	\$625,000
CE, Inspection/Testing	\$0
TOTAL	\$625,000

CERTIFIED CONSTRUCTION COST ESTIMATE



City of Sylvania Downtown Main St Reconstruction - Estimate

Line	Item Number	Description	Unit	Unit Price	Quantity	Total
0001	201	Clearing and Grubbing	Lump	\$ 10,000.00	1	\$10,000.00
0002	202	Pavement Removed	Sq Yd	\$ 15.00	4978	\$74,670.00
0003	202	Walk Removed	Sq Ft	\$ 2.00	500	\$1,000.00
0004	202	Curb and Gutter Removed	Ft	\$ 30.00	150	\$4,500.00
0005	202	Catch Basin Removed	Each	\$ 500.00	6	\$3,000.00
0006	203	Excavation	Cu Yd	\$ 100.00	25	\$2,500.00
0007	203	Embankment	Cu Yd	\$ 100.00	5	\$500.00
0008	204	Proof Rolling	Hour	\$ 200.00	1	\$200.00
0009	608	4" Concrete Walk	Sq Ft	\$ 20.00	350	\$7,000.00
0010	609	Combination Curb and Gutter, Type 2, As Per Plan	Ft	\$ 70.00	150	\$10,500.00
0011	659	Topsoil	Cu Yd	\$ 300.00	3	\$900.00
0012	659	Seeding and Mulching	Sq Yd	\$ 15.00	30	\$450.00
0013	659	Commercial Fertilizer	Ton	\$ 1,000.00	0.01	\$10.00
0014	659	Water	Mgal	\$ 1.00	1	\$1.00
0015	832	Storm Water Pollution Prevention Plan	Lump	\$ 2,500.00	1	\$2,500.00
0016	832	Storm Water Pollution Prevention Plan Inspections	Lump	\$ 3,000.00	1	\$3,000.00
0017	832	Storm Water Pollution Prevention Plan Inspections Software	Lump	\$ 4,000.00	1	\$4,000.00
0018	832	Erosion Control	Each	\$ 18,000.00	1	\$18,000.00
0019	605	6" Base Pipe Underdrains with Geotextile Fabric	Ft	\$ 15.00	2800	\$42,000.00
0020	611	6" Conduit, Type B, 707.45	Ft	\$ 65.00	50	\$3,250.00
0021	611	6" Conduit, Type F for Underdrain Outlets	Ft	\$ 40.00	100	\$4,000.00
0022	611	12" Conduit, Type B, 707.45	Ft	\$ 110.00	450	\$49,500.00
0023	611	24" Conduit, Type B, 707.45	Ft	\$ 190.00	100	\$19,000.00
0024	611	48" Conduit, Type B, 707.45	Ft	\$ 580.00	60	\$34,800.00
0025	611	Catch Basins	Each	\$ 350.00	6	\$2,100.00
0026	204	Subgrade Compaction	Sq Yd	\$ 1.00	4978	\$4,978.00
0027	206	Cement	Ton	\$ 275.00	50	\$13,750.00
0028	206	Curing Coat	Sq Yd	\$ 5.00	1500	\$7,500.00
0029	206	Cement Stabilized Subgrade, 16 Inches Deep (Slurry)	Sq Yd	\$ 30.00	1500	\$45,000.00
0030	254	Pavement Planing, Asphalt Concrete	Sq Yd	\$ 5.00	450	\$2,250.00
0031	301	Asphalt Concrete Base, PG64-22, (449)	Cu Yd	\$ 200.00	554	\$110,800.00

0032	304	Aggregate Base	Cu Yd	\$ 75.00	830	\$62,250.00
0033	407	Non-Tracking Tack Coat (.085 gal/sy)	Gal	\$ 2.50	424	\$1,060.00
0034	441	Asphalt Concrete Surface Course, Type 1, (448), PG64-22	Cu Yd	\$ 250.00	242	\$60,500.00
0035	441	Asphalt Concrete Intermediate Course, Type 2, (448)	Cu Yd	\$ 240.00	173	\$41,520.00
0036	611	Manhole Reconstructed to Grade (Sanitary)	Each	\$ 5,000.00	6	\$30,000.00
0037	611	Valve Adjusted to Grade (Water)	Each	\$ 1,000.00	5	\$5,000.00
0038	630	Ground Mounted Support, No. 3 Post	Ft	\$ 18.00	260	\$4,680.00
0039	630	Ground Mounted Support, No. 3 Post, As Per Plan	Ft	\$ 18.00	23	\$414.00
0040	630	Sign Post Reflector	Each	\$ 55.00	23	\$1,265.00
0041	630	Sign Support Assembly, Pole Mounted	Each	\$ 200.00	23	\$4,600.00
0042	630	Sign, Flat Sheet	Sq Ft	\$ 30.00	115	\$3,450.00
0043	630	Removal of Ground Mounted Sign and Disposal	Each	\$ 15.00	23	\$345.00
0044	630	Removal of Ground Mounted Post Support and Disposal	Each	\$ 20.00	23	\$460.00
0045	642	Center Line, Type 1	Mile	\$ 3,000.00	0.27	\$810.00
0047	644	Bike Lane Symbol Marking	Each	\$ 400.00	12	\$4,800.00
0048	644	Shared Lane Marking	Each	\$ 400.00	6	\$2,400.00
0049	614	Detour Signing	Lump	\$ 8,000.00	1	\$8,000.00
0050	616	Water	Mgal	\$ 10.00	10	\$100.00
0051	614	Maintaining Traffic	Lump	\$ 15,000.00	1	\$15,000.00
0052	623	Construction Layout Stakes and Surveying	Lump	\$ 10,000.00	1	\$10,000.00
0053	624	Mobilization	Lump	\$ 80,000.00	1	\$80,000.00
Total:						\$818,313.00
10% Contingency:						\$81,831.30
Estimate Total:						\$900,144.30

This construction cost estimate is based on current unit costs for similar construction that is performed in the region and utilizing Prevailing Wages. The useful life of this improvement will exceed 15 years.



Eric M. Barnes, PE, SI E -88904
City of Sylvania
Deputy Service Director

July 13, 2026



CERTIFIED COUNCIL RESOLUTION

RESOLUTION NO. 11-2026

A RESOLUTION AUTHORIZING THE MAYOR AND DIRECTOR OF FINANCE TO FILE A LAKE ERIE WEST GRANT APPLICATION FOR THE MAIN STREET RECONSTRUCTION PROJECT (CONVENT BOULEVARD TO BRINT ROAD); AND DECLARING AN EMERGENCY.

WHEREAS, the Director of Public Service, by report dated July 20, 2026, has requested permission to apply for Lake Erie West ("LEW") Surface Transportation Block Grant ("STBG") funding for the Main Street Reconstruction Project (Convent Boulevard to Brint Road); and,

WHEREAS, the estimated total cost of the Main Street Reconstruction Project is \$1,080,144 and the Director of Public Service has recommended the City submit a STBG grant application to assist with \$625,000, or 57.9% of the project, and if successful, the Director of Public Service would also apply for Ohio Public Works Commission funding to reduce the local share.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Sylvania, Lucas County, Ohio, 6 members elected thereto concurring:

SECTION 1. That the Mayor and Director of Finance of the City of Sylvania are hereby authorized to file an application for Surface Transportation Block Grant funding for the Main Street Reconstruction Project.

SECTION 2. That the Mayor and Director of Finance are authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

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

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

SECTION 5. That this Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, property and welfare and for the further reason that the City should file its application for the grant immediately and therefore this Resolution should be effective immediately. Provided this Resolution 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 on passage as an emergency: Yeas 6 Nays 0

Passed July 20, 2026 as an emergency measure.

ATTEST:

Candice W. Bales

Clerk of Council

APPROVED:

Mark R. Foy

Mayor

7-20-2026

Date

Mary J. Mitchell

President of Council

APPROVED AS TO FORM:

Terri Y. King

Director of Law

I hereby certify that the foregoing
is a true and exact copy of
~~Ordinance~~/Resolution No. 11-2026
duly passed by the Council of the
City of Sylvania, Ohio, at its
meeting on July 20, 2026
Clerk of Council C. W. Bales

COMPLETE STREETS POLICY

RESOLUTION NO. 14 - 2014

**A RESOLUTION OF THE COUNCIL OF SYLVANIA ADOPTING A
COMPLETE STREETS POLICY; AND DECLARING AN EMERGENCY.**

WHEREAS, the goal of transportation officials is for all users to be able to safely and conveniently reach their destination; and,

WHEREAS, "Complete Streets" are streets where vehicle lanes, bike lanes, sidewalks, ADA accessibility are all provided; and,

WHEREAS, the Director of Public Service, in a report dated May 15, 2014, has indicated that new scoring parameters for Ohio Department of Transportation grant funding awards points to political subdivisions that have a Complete Streets Policy and, therefore, has recommended the approval and adoption of the Complete Streets Policy attached hereto as "Exhibit A;" and,

WHEREAS, at the May 19, 2014 meeting of Sylvania City Council, this matter was referred to the Streets Committee for its review and recommendation; and,

WHEREAS, the Streets Committee met on June 2, 2014 to consider the Complete Streets Policy and thereafter recommended that the Complete Streets Policy be approved and adopted.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Sylvania, Lucas County, Ohio, 7 members elected thereto concurring:

SECTION 1. That the Council of the City of Sylvania hereby adopts and approves the Complete Streets Policy attached hereto as "Exhibit A."

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution 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 3. That the Clerk of Council is hereby directed to post a copy of this Resolution 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 4. 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 policy should be adopted and approved 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 this Charter.

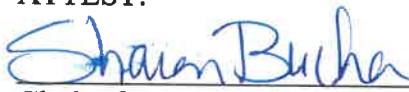
Vote dispensing with the second and third readings: Yeas 7 Nays 0

Passed, June 2, 2014, as an emergency measure.



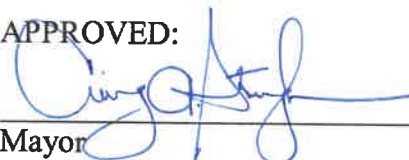
President of Council

ATTEST:



Clerk of Council

APPROVED:

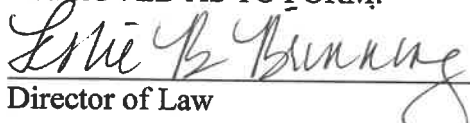


Mayor

June 2, 2014

Date

APPROVED AS TO FORM:



Director of Law

PROOF OF PUBLICATION BY POSTING

I hereby certify that the within, foregoing, above or attached, as the case may be, was published by posting a copy thereof in the office of the Clerk of Council of the City of Sylvania, Ohio, in the Sylvania Municipal Building for a period of not less than 15 days, to wit:

FROM 6/3/14 TO 7/3/14
 7/3/14
CLERK OF COUNCIL DATE

SYLVANIA COMPLETE STREETS POLICY

VISION

Sylvania streets are designed and maintained to be safe, accessible, convenient and comfortable for all ages and abilities at all times.

INTENT

This Complete Streets Policy will ensure that all current and projected users of the public right-of-way should be able to safely and conveniently reach their destinations along and across a street or road, regardless of their chosen mode of transportation, in order for that street or road to be considered "complete". Complete Streets will make Sylvania more walkable and bikeable, support investments in transit, foster social engagement and community pride and improve the livability and long-term sustainability. Sylvania will continue to be a better place to be.

POLICY

This policy is to establish guiding principles and practices so that transportation improvements are planned, designed, constructed, operated and maintained to develop an accessible, safe, reliable, efficient, integrated, convenient and connected multimodal transportation system that promotes active transportation and public health, and accommodates people of all ages and abilities, including pedestrians, bicyclists, users of mass transit, motorists, emergency responders, freight providers and adjacent land users.

The city shall plan, design, construct, and maintain all transportation improvements to encourage walking, bicycling and transit use while promoting safe operations for all users, subject to the exceptions included herein. Transportation improvements will include an array of integral facilities that are recognized as contributing to Complete Streets, including: street and sidewalk lighting; pedestrian and bicycle safety improvements; accommodations for freight; access improvements including compliance with the Americans with Disabilities Act; public transit facilities accommodation including, but not limited to, pedestrian and bicycle access improvements to transit stops and stations; landscaping; drainage; and street amenities. The City of Sylvania shall work with adjacent municipalities to consider inter-city connectivity.

The City of Sylvania shall protect and preserve affordable, universal access by improving the safety, convenience, and comfort for users of all modes, ages and abilities within the rights-of-way.

STREET NETWORK/CONNECTIVITY

(A) The City of Sylvania shall design, operate and maintain a transportation network that

provides a continuous and connected network of facilities accommodating all modes of travel.

(B) The City shall ensure desirable accommodations are provided in the rights-of-way to enhance connectivity for pedestrians, bicyclists, and transit.

(C) The City shall implement non-motorized connectivity improvements to services, schools, parks, civic uses, regional connections and commercial uses.

(D) The City shall require large new developments and redevelopment projects to provide interconnected street networks with small blocks.

APPLICABILITY

(A) The City shall approach every transportation improvement and project phase as an opportunity to create safer, more accessible streets for all users. These phases include, but are not limited to: planning, programming, design, right-of-way acquisition, construction, construction engineering, reconstruction, operation and maintenance. Other changes to transportation facilities on streets and in public rights-of-way, including capital improvements, re-channelization projects and maintenance, may also be included.

(B) All city-owned transportation facilities in the public right of way including, but not limited to, streets, bridges and all other connecting pathways shall be designed, constructed, operated, and maintained so that users of all ages and abilities can travel safely and independently.

(C) All City Departments shall follow the policy.

(D) The City shall require all developers and builders to obtain and comply with the City's design standards. Privately constructed streets and parking lots shall adhere to this policy.

(E) The City shall require agencies that Sylvania has permitting authority over, including, but not limited to, water agencies, electrical utilities, gas and petroleum utilities, communications utilities, and service contractors to comply with this policy.

(F) The City shall foster partnerships with the State of Ohio, Lucas County, Toledo Metropolitan Area of Governments (TMACOG), neighboring communities and counties, and business and school districts to develop facilities and accommodations that further the City's complete streets policy and continue such infrastructure beyond the City's borders.

EXCEPTIONS

Complete Streets principles and practices shall be included in street construction, reconstruction, repaving, and rehabilitation projects, as well as other plans and manuals. Any exception to this policy, including for private projects, must be approved by the Director of Public Service and be documented with supporting data that indicates the basis for the decision. Such documentation shall be publicly available, online and in person.

Exceptions may be considered for one or more of the following reasons:

- A. Where bicyclists and pedestrians are prohibited by law from using the roadway. Bicycles and pedestrians are legally permitted to travel on or along all streets and roads in the City with the exception of limited access freeways and highways.
- B. Where the street or road is already adequately designed to accommodate all users, and thus is complete without further enhancements.
- C. Where the cost of establishing bikeways or walkways would be excessively disproportionate to the need or probable use. In accordance with federal guidelines, excessively disproportionate is defined as exceeding 20 percent of the cost of the total transportation project (including right of way acquisition costs). This exception must consider probable use through the life of the project, 20 years for roadways and 50 years for bridges.
- D. Where the project consists of maintenance, repair or resurfacing of an existing cross-section only. However, resurfacing projects often offer a low-cost opportunity to adjust lane width or add a bike lane simply by changing the pavement markings on a road, and therefore resurfacing projects should be considered an opportunity to make a street or road more complete. Projects that include adding lanes, shoulders, or involve replacement of the full pavement structure are not considered maintenance or repair and do not qualify for this exception.
- E. Where the project consists primarily of the installation of traffic control or safety devices and little or no additional right-of-way is to be acquired. However whenever new traffic control detection devices are installed they must be capable of detecting bicycles. All new pedestrian crossing devices must also meet the most current accessibility standards for controls, signals and placement.
- F. Where the Average Daily Traffic count (ADT) is projected to be less than 1,000 vehicles per day over the life of the project and legal speeds are 25 mph or less. Where traffic is light, but speeds are higher, motorists must have adequate sight distance and the opportunity to change lanes to pass a bicycle or pedestrian for a road to be complete without additional design elements.
- G. Where scarcity of population or other factors indicate an absence of need for current and future conditions. This exception must take the long view and consider probable use

through the life of the project, 20 years for roadways and 50 years for bridges.

- H. Where roadway standards or bicycle and pedestrian standards cannot be met. There are times bicycle and pedestrian facility standards cannot be met due to roadway topographic constraints or if a project sponsor believes it is impractical to make the street safe for shared use. For example, roads with a combination of extremely high traffic volume (18,000+ vehicles a day), constrained and fixed right-of-way, environmental impacts to waterways, flood plains, wetlands, and posted speeds of 45 mph or more may need special consideration.

Non-standard treatments for bicycle and pedestrian accommodations should be reviewed for possible inclusion into roadway projects like these to avoid not having any bicycle and pedestrian accommodations, or an alternate route in the same corridor should be identified and marked.

This type of exception is highly problematic because high traffic volume is often an indication that a road is the most direct connection between multiple origins and destinations, and pedestrians, cyclists and transit users should not be denied access to those destinations. In order for this exception to be considered, alternate routes should be identified that are in the same traffic corridor and that allow pedestrians, cyclists and people with disabilities access to significant destinations and, as necessary, make improvements to those alternate routes (for example: signage, bike boulevard treatments, shared used spurs, shared-lane markings, etc.).

Cyclists, pedestrians, transit riders and people with disabilities must also be able to cross these high-volume roads safely so that these roads do not become barriers to non-motorized use. High-volume, wide roads often have the unintended impact of dividing a community. To accommodate crossing of very wide, multi-lane roads, signal timing may need to be adjusted to accommodate users who walk more slowly. Countdown timers, and/or mid-point safety islands may need to be installed, and highly visible signage and crosswalk markings may need to be added. Accommodations for cyclists crossing these roads should also be considered, including bicycle detection devices at traffic signals and mid-point safety islands where multi-use paths cross busy roadways.

CONTEXT SENSITIVE DESIGN STANDARDS

Additionally, the City Council declares it is the City of Sylvania's policy to use the best and latest design standards available. In recognition of context sensitivity, public input and the needs of many users, a flexible, innovative and balanced approach that follows other appropriate design standards may be considered, provided that a comparable level of safety and accessibility for all users is present. Each project must be considered both separately and as part of a connected network to determine the level and type of treatment necessary for the street to be complete.

The City shall:

(A) Adopt new Complete Streets Design Guidelines to guide the planning, funding, design, construction, operation, and maintenance of new and modified streets in Sylvania while remaining flexible to the unique circumstances of different streets where sound design, engineering and planning judgment will produce context sensitive designs.

(B) Incorporate the Complete Streets Design Guidelines' principles into City plans.

(C) Provide well-designed pedestrian accommodations on streets and crossings. Ensure safe pedestrian connections to public transit facilities. Pedestrian accommodations can take numerous forms, including but not limited to traffic signals, roundabouts, between lane refuges, sidewalks, buffer zones, shared-use pathways, and ADA compliant curb ramps, among others.

(D) Provide well-designed bicycle accommodations along streets where appropriate. Ensure safe bicycle connections to public transit facilities. Bicycle accommodations can take numerous forms, including but not limited to the use of bicycle paths, signs, pavement markings, and bicycle parking facilities among others.

(E) Where physical conditions warrant, trees and structural shade shall be provided whenever a street is newly constructed, reconstructed, or relocated.

ACTION PLAN/IMPLEMENTATION

The City of Sylvania shall view Complete Streets as integral to everyday transportation decision making practices and processes. To this end:

- A. *Complete Streets Principles.* The Service Department, and other relevant departments, agencies, or committees will incorporate Complete Streets principles into proposed plans, manuals, checklists, decision trees, rules, regulations, and programs as appropriate;
- B. *Design Standards.* The Service Department, and other relevant departments, agencies, or committees will review current design standards, including subdivision regulations which apply to new roadway construction, to ensure that they reflect the best currently available design standards and guidelines, and effectively implement Complete Streets, where feasible in order to accommodate all users in every project;
- C. *Project Criteria.* The Service Department and other relevant departments, agencies, or committees will review and prioritize street projects based on established criteria to ensure that the greatest benefits are provided for multi-modal transportation users;

- D. *Revisions to Existing Plans and Policies.* The City of Sylvania shall incorporate Complete Streets principles into plans, manuals, rules, regulations and programs;
- E. *Inventory.* The City shall maintain an inventory of the transit, pedestrian and bicycling facility infrastructure integrated with the City's database. The City will prioritize projects that eliminate gaps in the transit, pedestrian and bikeway networks based on population density, land use patterns and public demand;
- F. *Funding.* The City shall actively seek sources of appropriate funding to implement Complete Streets through the Capital Improvements Plan. City staff shall identify current and potential future sources of funding for street improvements and recommend improvements to the project selection criteria to support Complete Streets projects;
- J. *Local Participation.* The City shall ensure project coordination to promote the most responsible and efficient use of fiscal resources for activities that occur within the public right of way. The City will coordinate street improvements and construction operations with merchants and neighborhood stakeholders to develop a shared vision. The City will solicit input from local stakeholders in the planning, funding and design process.

PAVEMENT MAINTENANCE PLAN
(CITY OF SYLVANIA)



Pavement Management Plan

March 5, 2026

6730 Monroe Street, Sylvania OH 43560

419-885-8965

www.cityofsylvania.com

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Mark Frye, Mayor



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Mission Statement

1. The Pavement Management Plan creates a strategic approach to maintain the 123.34 center lane mile of City-owned roads by utilizing the pavement condition index (PCI).

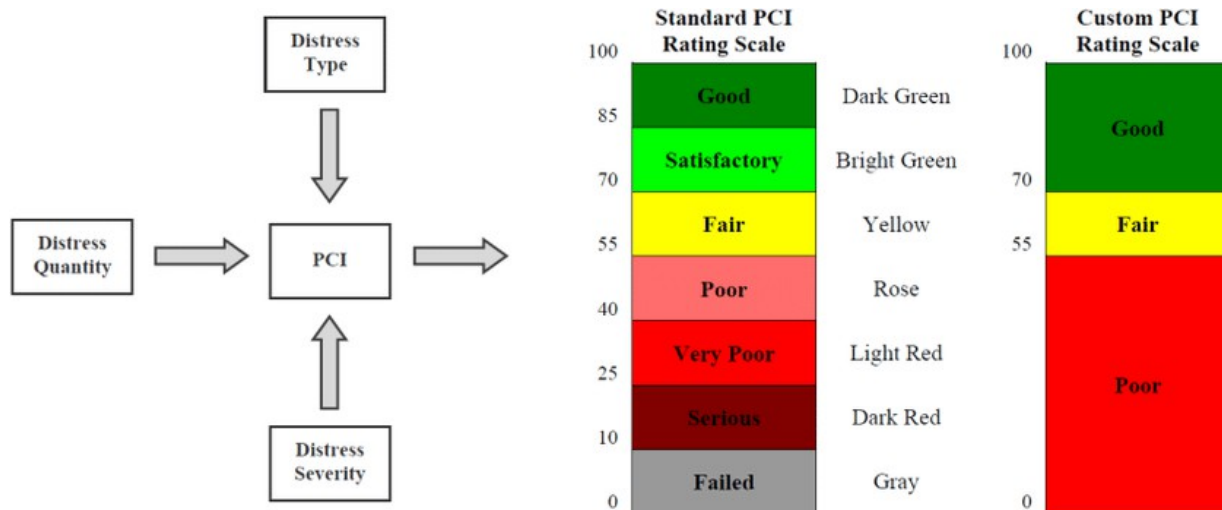
Goals

- 1. Utilize pavement condition data and predicted pavement performance to make informed decisions and prioritize pavement maintenance and rehabilitation.**
 - a. Define roles related to the pavement management process within the City.
 - b. Develop a data collection plan for the roadway network.
- 2. Differentiate and select projects based on roadway functional classification and available data.**
 - a. Public Works staff shall be responsible for making project recommendations for Residential Primary, Residential Secondary, and other City-owned roadways as related to base failure, maintenance activities, and roadway rehabilitation.
 - b. Commission Members shall have a list of prioritized projects submitted on an annual basis for review and selection.
 - c. Roadway selection shall be broken down into priority or alternate roadways. An alternate selection is necessary in situations where projects or utility work are expected to occur which would cause redundant work.
- 3. Develop an annual plan for City of Sylvania streets.**
 - a. Establish a recommended process for making project recommendations.
 - b. Paving project data and maps to be provided by Public Works staff.



Pavement Condition Index

The Pavement Condition Index (PCI) is a metric used to determine the condition of a pavement section based on all the collected data available for that section. The PCI scores range from 0 to 100, with a '0' PCI indicating failed pavement and a '100' PCI indicating perfect pavement. Surface distress is measured using the PCI methodology, which reflects surface condition, rutting, and structural cracking. PCI ratings utilize a color-coding system to differentiate ranges for what values indicate poor pavement versus satisfactory pavement which can be manipulated based on the standards of the City.



Roadman Technologies Software

The City utilizes the Roadman Technologies software (RMT) to track and prioritize roadways by their PCI values. City vehicles have a sensor installed which tracks, transmits, and uploads data to the City server. The uploaded data approximates a PCI value for the roadway based on the information from the sensors and creates a color coded map with colors similar to the above which allows City staff to prioritize and track the PCI values for the entirety of the roadway network. A list of roadways can then be generated for the next fiscal year paving list and presented to the Board of Commissioners for the City of Sylvania.

Roles and Responsibilities

Role	Responsibility
Mayor and City Commission	• Establish and adopt annual budget for pavement management activity. • Provide guidance in the prioritization and approval of proposed projects.
Finance	• Provide guidance to Mayor and City Commission regarding annual budget for pavement management activities.
Public Works	• Provide general oversight of administrative operations of pavement management process. • Coordinate with the Mayor and City Commission. • Monitor quality control issues and compliance with Pavement management Plan.
Director, Public Works or designee	• Establish construction project schedule. • Work with contractor to coordinate pavement management activities. • Manage Pavement Contract.

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Paving Contractor	• Meet project schedule established by the Public Works Director. • Attend coordination and progress meetings as needed to meet the requirements of the City. • Work to inform the public as required to perform paving activities.
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Process for Development of Priority Projects list

Process Step	Description
1.	Public Works reviews data, including cost estimates and PCI scoring, with color-coded mapping to prioritize project suggestions.
2.	The Mayor and Commission review a priority paving project list using the following tools: Data – Segments that have the lowest PCI score. Segments with PCI score greater than or equal to 70 are unlikely to warrant repaving. Reported Field Observations – Reports by constituents, field observations by staff, and/or areas with a high number of wet weather crashes can provide additional insights into project prioritization. Mapping – Color-coded maps help identify and group contiguous segments with PCI scores less than 60. - Segments with a PCI of 0 – 39 are in the worst condition and color-coded as red. - Segments with an PCI of 40-54 are color-coded as orange. - Segments with an PCI of 55-69 are color-coded as yellow. - Segments with an PCI of 70-84 are color-coded as light green and are unlikely to need repaving. - Segments with an PCI of 85-100 are color-coded as dark green and are unlikely to need repaving.
3.	The Mayor and City Commission provide a paving project list. City staff will provide concerns or recommendations throughout the process.
4.	City staff cross-checks the proposed priority lists with internal and external partners. Projects are reviewed for pavement marking changes or if utility projects are proposed in the area.
5.	City staff provides the project list to contractor for implementation.

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6.	Contractor works with City staff to develop and implement a proposed schedule.
7.	City staff inspects and confirms work has been completed to City standards.

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