

**BOARD OF TRUSTEES
KINGSVILLE TOWNSHIP, ASHTABULA COUNTY, OHIO**

RESOLUTION NO. 2018- 011

MONTHLY DEPARTMENTAL REPORTS

WHEREAS, monthly departmental reports allow the Kingsville Township Board of Trustees and the general public to stay apprised of current departmental activities; and

WHEREAS, the reports provide a set of data to use for future planning and budgeting; and

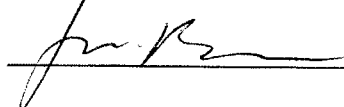
WHEREAS, the reports need to be provided in a form that is easily recorded and shared among department heads, the Township Trustees, and the Fiscal Officer.

BE IT RESOLVED, the Kingsville Township Board of Trustees, Ashtabula County, State of Ohio hereby provides the following set of minimum requirements for the monthly reports to be submitted by the Road/Service Department, Zoning Administrator, Cemetery Sexton, and Fire/EMS Department.

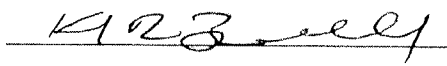
- All reports shall be submitted to the Fiscal Officer at the first meeting of every month for the previous month's activity.
- Reports shall be typed and formatted for easy reading. Hand-written reports are not acceptable.
- Reports shall be provided in a digital format, preferably email, to the Fiscal Officer and the Township Trustees.
- The Road/Service Department report shall include at a minimum:
 - Hours and projects worked
 - Equipment downtime and needed repairs and parts
 - Proposals of any new large equipment purchases
 - Project updates
- The Fire and EMS report shall include at a minimum:
 - EMS Total calls – transports and negatives
 - EMS call breakdown by community
 - EMS call breakdown by staffed (6am to 10pm) versus volunteer (10pm to 6am)
 - Fire Total calls
 - Fire call breakdown by Kingsville versus mutual aid
 - Fire inspections
- Cemetery report shall include at a minimum:
 - Grave openings
 - Foundations poured
 - Plots purchased
- Zoning report shall include at a minimum:
 - Permits issued
 - Complaints / Violations addressed
 - Upcoming hearings for the Board of Zoning Appeals

NOW, THEREFORE, this Resolution shall be in full force and effect upon its passage and approval by the Board of Trustees and as further provided under Ohio law.


Board of Trustees



Jim Branch, Chairman



Karl Brunell, Vice-Chairman



Michael Cliff, Trustee

CERTIFICATION:

I, Sarah E. Patterson, Fiscal Officer of Kingsville Township, hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Trustees of Kingsville Township at a regularly scheduled meeting on September 26, 2018.

Signed: 

Sarah E. Patterson
Fiscal Officer of Kingsville Township
Ashtabula County, Ohio