

## FINDLAY CITY COUNCIL MEETING AGENDA

REGULAR SESSION

OCTOBER 20, 2020

COUNCIL CHAMBERS

ROLL CALL of 2020-2021 Councilmembers

**ACCEPTANCE/CHANGES TO PREVIOUS CITY COUNCIL MEETING MINUTES:**

Acceptance or changes to the October 6, 2020 Regular Session City Council meeting minutes.

**ADD-ON/REPLACEMENT/REMOVAL FROM THE AGENDA:** none

**PROCLAMATIONS:**

**Disability Employment Awareness Month – October 2020**

**RECOGNITION/RETIREMENT RESOLUTIONS:** none

**ORAL COMMUNICATIONS:**

**Lauren Sandhu – presentation on Blanchard River Watershed Partnership**

**PETITIONS:** none

**WRITTEN COMMUNICATIONS:** none

**REPORTS OF MUNICIPAL OFFICERS AND MUNICIPAL DEPARTMENTS:**

**Findlay Municipal Court Activities Report – September 2020.**

**Board of Zoning Appeals minutes – August 13, 2020 and September 10, 2020.**

**City Auditor Staschiak – RLF Administration**

The Hancock Regional Planning Commission has submitted an invoice for their expenses/staff time for RLF administration for January 2020 through September 2020. This is now a routine request where Council has approved requesting the appropriation without going to committee each time. Legislation to authorize a draw from the Revolving Loan Fund account and appropriate \$16,450.22 the RLF to General Expense #21010000-449400 to pay the invoice is requested. Ordinance No. 2020-123 was created.

**City Auditor Staschiak – summary financial reports**

A set of summary financial reports for the prior month follows including:

- Summary of Year-To-Date Information as of September 30, 2020
- Financial Snapshot for General Fund as September 30, 2020
- Open Projects Report as of September 30, 2020
- Cash & Investments as of September 30, 2020

**Mayor Muryn Financial Summary**

**Precipitation and Reservoir levels report – third (3<sup>rd</sup>) quarter July - September 2020.**

**City Auditor Staschiak – amendments to the City's salary ordinance**

The salary ordinance has typically been revised by the Auditor's office with changes requested by the Administration and presented to Council for review. Ordinance No. 2020-121 is this year's updated pay ordinance. Changes to the existing salary ordinance are highlighted in red. The Mayor's Administration and the Auditor's Office have reviewed the document.

Revisions include:

- All exempt positions with a salary range had the max amounts raised by 1.31%
- All steps in the hourly ranges and all excepted pay ranges were increased by 1.31%
- All effective dates were changed as needed in each section
- All other changes are highlighted in red

An ordinance with the emergency clause will need to be passed by the last City Council meeting in December in order to continue the City's regular course of business. Ordinance No. 2020-121 was created.

**Findlay Police Department Activities Report – September 2020.**

**Treasurer's Reconciliation Report – September 30, 2020.**

**Hancock Regional Planning Commission Director Cordonnier – zoning map update**

The Hancock Regional Planning Commission (HRPC) has been working on the Findlay zoning map update. The proposed update was reviewed by the City Planning Commission (CPC) and the Planning and Zoning Committee (P&Z) on February 13, 2020. CPC recommended approval and P&Z requested that HRPC move forward of notifying the public about the potential changes. HRPC and the City of Findlay began a public information campaign in August this year. On August 28, 2020, HRPC sent out seven thousand (7,000) personalized postcards to every property owner whose zoning is proposed to change with HRPC receiving over six hundred (600) phone calls from residents wanting more information or had specific questions about their zoning. Included with the postcard notification was instructions on how to opt-out of the zoning change. The opt-out process allowed residents to not have their property rezoned if they so choose. HRPC received two hundred fifty-five (255) opt-out forms from one hundred seventy (170) property owners. The three (3) most frequent types of opt-outs were C2 to R3 (67), R1 to R2 (54) R2 to R3 (44). The Mayor and HRPC Director hosted a virtual public meeting on September 9, 2020. Approximately eighty (80) individuals attended the meeting. The video of the meeting was made available on the City of Findlay website and was viewed two hundred fifty-nine (259) times. On October 8, 2020, the HRPC Director presented the results of the public outreach to P&Z. The next step is for City Council to move forward with the attached legislation. Ordinance No. 2020-124 was created.

**Findlay Fire Department Activities Report – September 2020.**

**COMMITTEE REPORTS:**

The **PLANNING & ZONING COMMITTEE** to whom was referred a request from Mozelle and Evelyn Miree to rezone 780 6th Street from R1 Large Lot Residential to R4 Duplex Triplex.

*We recommend to re-establish the non-conforming use as a duplex/triplex. Ordinance No. 2020-122 was created.*

The **PLANNING & ZONING COMMITTEE** to whom was referred a request from Brett Gies, Landscape Architect with RCM Architects, on behalf of Thomas Genzman, property owner of 314 West Sandusky Street, to re-establish a non-conforming use of the property as a duplex/triplex.

*We recommend approval as requested.*

**LEGISLATION:**

**RESOLUTIONS:** none

**ORDINANCES:**

**ORDINANCE NO. 2020-106** (*Deferred Compensation Plan – Firefighters*) **requires three (3) readings** **third reading**

AN ORDINANCE AUTHORIZING THE MAYOR AND AUDITOR OF THE CITY OF FINDLAY, OHIO, TO EXECUTE ALL DOCUMENTS NECESSARY TO MAKE THE BENEFITS OF THE OHIO ASSOCIATION OF PROFESSIONAL FIREFIGHTERS 457 DEFERRED COMPENSATION PLAN ROTH 457 OPTIONB AVAILABLE TO ALL FINDLAY FIREFIGHTERS, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2020-107** (*Deferred Compensation Plan – all City employees*) **required three (3) readings** **third reading**

AN ORDINANCE AUTHORIZING THE MAYOR AND AUDITOR OF THE CITY OF FINDLAY, OHIO, TO EXECUTE ALL DOCUMENTS NECESSARY TO MAKE THE BENEFITS OF THE OHIO PUBLIC EMPLOYEES DEFERRED COMPENSATION PROGRAM ROTH 457 OPTION AVAILABLE TO ALL CITY OF FINDLAY EMPLOYEES, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2020-109** (*ee payroll deductions for HSA*) **requires three (3) readings** **third reading**

AN ORDINANCE AUTHORIZING THE AUDITOR TO MAKE PAYROLL DEDUCTIONS FOR THOSE EMPLOYEES WHO HAVE ELECTED TO ENROLL IN THE HEALTH SAVINGS ACCOUNT (HSA) PLAN AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2020-111** (*6th Capital Improvement appropriation*) **requires three (3) readings** **third reading**

AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2020-113** (*525 & 529 Davis St rezone*) **requires three (3) readings** **third reading**

AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY REZONING THE FOLLOWING DESCRIBED PROPERTY (REFERRED TO AS 525 AND 529 DAVIS STREET REZONE) WHICH PREVIOUSLY WAS ZONED "R2 SINGLE FAMILY, LOW DENSITY" TO "M2 MULTIPLE FAMILY, HIGH DENSITY".

**ORDINANCE NO. 2020-114** (*811 Broad Ave vacation*) **requires three (3) readings** **third reading**  
AN ORDINANCE VACATING A CERTAIN PORTION OF A CERTAIN ALLEY (HEREINAFTER REFERED TO AS 811 BROAD AVENUE VACATION) IN THE CITY OF FINDLAY, OHIO.

**ORDINANCE NO. 2020-116** (*electric aggregation program renewal – Energy Harbor*) **requires three (3) readings** **second reading**  
AN EMERGENCY ORDINANCE AUTHORIZING ALL ACTIONS NECESSARY TO SUPPORT THE CONTINUATION OF A GOVERNMENTAL ELECTRIC AGGREGATION PROGRAM WITH OPT-OUT PROVISIONS PURSUANT TO SECTION 4928.20 OF THE OHIO REVISED CODE (THE “AGGREGATION PROGRAM”) DIRECTING THE MAYOR OF THE CITY OF FINDLAY, OHIO TO EXECUTVE AN ELECTRIC SUPPLY AGREEMENT WITH ENERGY HARBOR, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2020-117** (*electric aggregation program renewal - Constellation*) **requires three (3) readings** **second reading**  
AN EMERGENCY ORDINANCE AUTHORIZING ALL ACTIONS NECESSARY TO SUPPORT THE CONTINUATION OF A GOVERNMENTAL ELECTRIC AGGREGATION PROGRAM WITH OPT-OUT PROVISIONS PURSUANT TO SECTION 4928.20 OF THE OHIO REVISED CODE (THE “AGGREGATION PROGRAM”) DIRECTING THE MAYOR OF THE CITY OF FINDLAY, OHIO TO EXECUTVE AN ELECTRIC SUPPLY AGREEMENT WITH CONSTELLATION, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2020-119** (*Blanchard River Greenway Trail Extension (PID 106715)*) **requires three (3) readings** **second reading**  
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2020-121** (*salary ordinance*) **requires three (3) readings** **first reading**  
AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS, PAY RANGES, SALARY SCHEDULES AND OTHER MATTERS THAT MAY AFFECT PAY, FOR ALL NON-ELECTED OFFICERS AND EMPLOYEES OF THE CITY OF FINDLAY, OHIO, AND REPEALING ORDINANCE NO. 2019-086, AND ALL OTHER ORDINANCES AND/OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2020-122** (*780 6<sup>th</sup> St rezone*) **requires three (3) readings** **first reading**  
AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY REZONING THE FOLLOWING DESCRIBED PROPERTY (REFERRED TO AS 780 6th STREET REZONE) WHICH PREVIOUSLY WAS ZONED “R1 LARGE LOT RESIDENTIAL” TO “R4 DUPLEX TRIPLEX”.

**ORDINANCE NO. 2020-123** (*RLF Administration (January 2020-September 2020)*) **requires three (3) readings** **first reading**  
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2020-124** (*Zoning map updates*) **requires three (3) readings** **first reading**  
AN ORDINANCE REPEALING THE CURRENT ZONING MAP INCLUDED IN THE CURRENT ZONING CODE CHAPTER 1101 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, AND IN ITS PLACE, ADOPTING, APPROVING, AND INCORPORATING A REVISED ZONING MAP, ATTACHED HERETO, AS IF FULLY REWRITTEN HEREIN.

**UNFINISHED BUSINESS:**  
**OLD BUSINESS**  
**NEW BUSINESS**

# Proclamation

By Mayor Christina M. Muryn  
Findlay, Ohio

WHEREAS: Persons with disabilities have the same rights to live, learn, work, and play in their community; and

WHEREAS: Workplaces welcoming of the talents of all people, including people with disabilities, are a critical part of our efforts to build an inclusive community and strong economy; and

WHEREAS: In this spirit, the City of Findlay, Ohio, recognizes National Disability Employment Awareness Month this October to raise awareness about disability employment issues and celebrate the many and varied contributions of people with disabilities; and

WHEREAS: The Hancock County Board of Developmental Disabilities promotes the inclusion of persons with disabilities in the local workforce. Local employers have made a commitment to a diverse and inclusive workforce; and

WHEREAS: Activities during this month will reinforce the value and talent people with disabilities add to our workplaces and communities and affirm Findlay's commitment to an inclusive community.

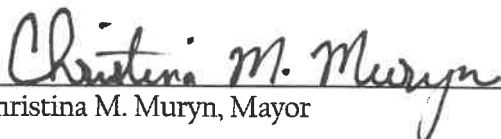
NOW THEREFORE, I, Christina M. Muryn, Mayor of the City of Findlay, Ohio, do hereby proclaim the month of October 2020, as:

## DISABILITY EMPLOYMENT AWARENESS MONTH

In Findlay, Ohio, and call upon employers, schools and other community organizations throughout Findlay to observe this month with appropriate programs and activities, and to advance its important message that people with disabilities are equal to the task throughout the year.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Findlay, Ohio, to be affixed this 1st day of October 2020.

  
Christina M. Muryn, Mayor

THE SUPREME COURT OF OHIO  
**Individual Judge**  
MUNICIPAL COURT AND COUNTY COURT

Court: **FINDLAY MUNICIPAL COURT** Judge: **ALAN D HACKENBERG**  
Report for the month of : **September 2020**

Date of completion of most recent physical inventory
<b>07/15/2020</b>

	B	C	D	E	F	G	H	T	V
	Misdemeanors	O.V.I.	Other Traffic	Personal Injury & Property Damage	Contracts	F.E.D.	Other Civil	TOTAL	Visiting Judge
Pending beginning of period	147	75	82	1	17	0	0	322	0
New cases filed	42	11	49	0	3	0	0	105	0
Cases transferred in, reactivated or redesignated	4	0	3	0	0	0	0	7	0
<b>TOTAL (Add lines 1-3)</b>	<b>193</b>	<b>86</b>	<b>134</b>	<b>1</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>434</b>	<b>0</b>
Jury trial	0	0	0	0	0	0	0	0	0
Court trial	0	0	0	0	0	0	0	0	0
Default				0	0	0	0	0	0
Guilty or no contest plea to original charge	22	13	25					60	3
Guilty or no contest plea to reduced charge	3	0	3					6	0
Dismissal for lack of speedy trial(criminal) or want of prosecution (civil)	0	0	0	0	0	0	0	0	0
Other Dismissals	22	1	6	0	4	0	0	33	0
Transfer to another judge or court	0	1	0	0	0	0	0	1	0
Referral to private judge				0	0	0	0	0	0
Unavailability of party for trial or sentencing	2	0	1	0	0	0	0	3	0
Bankruptcy stay or interlocutory appeal	0	0	0	0	0	0	0	0	0
Other terminations	1	1	0	0	2	0	0	4	0
<b>TOTAL (Add lines 5-16)</b>	<b>50</b>	<b>16</b>	<b>35</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>107</b>	<b>0</b>
Pending end of period (Subtract line 17 from line 4)	143	70	99	1	14	0	0	327	0
Cases pending beyond time guideline	0	0	0	0	0	0	0	0	0
Number of months oldest case is beyond time guideline	0	0	0	0	0	0	0	0	0
Cases submitted awaiting sentencing or judgment beyond time guideline	0	0	0	0	0	0	0	0	0

FTP 10/8/2020

<b>Fax to:</b> (614) 387-9419 -or- <b>Mail to:</b> Court Statistical Reporting Section Supreme Court of Ohio 65 South Front Street, 6th Floor Columbus, Ohio 43215-3431
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ALAN D HACKENBERG	Date
Preparer's name and telephone number if other than judge (print or type)	Date
MARK C MILLER	Date

**THE SUPREME COURT OF OHIO**  
**Administrative Judge**  
**MUNICIPAL COURT AND COUNTY COURT**

Court: **FINDLAY MUNICIPAL COURT** Judge: **MARK C MILLER**

Report for the month of : **September 2020**

	A	B	C	D	E	F	G	H	I	T	
	Felonies	Misdemeanors	O.M. V.I.	Other Traffic	Personal Injury & Property	Contracts	F.E.D.	Other Civil	Small Claims	TOTAL	
Pending beginning of period	1	7	96	9	229	7	997	50	1	229	1625
New cases filed	2	9	161	27	1300	0	83	22	0	108	1710
Cases transferred in, reactivated or redesignated	3	0	22	0	50	0	2	0	0	0	74
<b>TOTAL (Add lines 1-3)</b>	4	16	279	36	1579	7	1082	72	1	337	3409
Trial/Hearing by judge (include bindover by preliminary hearing, guilty or no contest pleas and defaults)	5	0	23	5	53	2	482	15	0	3	583
Hearing by Magistrate (Include guilty or no contest pleas and defaults)	6		2	0	36	0	0	0	0	81	119
Transfer (Include waivers of preliminary hearing and individual judge assignments)	7	8	87	24	97	0	6	0	0	1	223
Dismissal for lack of speedy trial (criminal) or want of prosecution (civil)	8	0	0	0	0	0	75	1	0	0	76
Other dismissals (Include dismissals at preliminary hearing)	9	2	6	0	8	1	18	7	0	40	82
Violations Bureau	10		0		955						955
Unavailability of party for trial or sentencing	11	0	32	2	39	0	0	0	0	0	73
Bankruptcy stay or interlocutory appeal	12	0	0	0	0	0	2	0	0	0	2
Other terminations	13	0	33	1	20	0	0	0	0	0	54
<b>TOTAL (Add lines 5-13)</b>	14	10	183	32	1208	3	583	23	0	125	2167
Pending end of period (Subtract line 14 from line 4)	15	6	96	4	371	4	499	49	1	212	1242
Cases pending beyond time guideline	16	0	0	0	0	0	0	0	0	0	0
Number of months oldest case is beyond time guideline	17	0	0	0	0	0	0	0	0	0	0

FTP 09/8/2020

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 -or-  
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 Court Statistical Reporting Section  
 Supreme Court of Ohio  
 65 South Front Street, 6th Floor  
 Columbus, Ohio 43215-3431

\_\_\_\_\_  
 MARK C MILLER  
 \_\_\_\_\_  
 Preparer's name and telephone number if other than judge (print or type)

\_\_\_\_\_  
 Date

THE SUPREME COURT OF OHIO  
**Individual Judge**  
MUNICIPAL COURT AND COUNTY COURT

Court: **FINDLAY MUNICIPAL COURT** Judge: **MARK C MILLER**  
Report for the month of: **September 2020**

Date of completion of most recent physical inventory  
**04/10/2020**

	B	C	D	E	F	G	H	T	V
	Misdemeanors	O.V.I.	Other Traffic	Personal Injury & Property Damage	Contracts	F.E.D.	Other Civil	TOTAL	Visiting Judge
Pending beginning of period 1	151	52	74	0	20	1	0	298	0
New cases filed 2	45	13	48	0	3	0	0	109	0
Cases transferred in, reactivated or redesignated 3	7	2	3	0	0	0	0	12	0
<b>TOTAL (Add lines 1-3) 4</b>	<b>203</b>	<b>67</b>	<b>125</b>	<b>0</b>	<b>23</b>	<b>1</b>	<b>0</b>	<b>419</b>	<b>0</b>
Jury trial 5	0	0	0	0	0	0	0	0	0
Court trial 6	0	0	1	0	0	0	0	1	1
Default 7				0	0	0	0	0	0
Guilty or no contest plea to original charge 8	15	11	17					43	2
Guilty or no contest plea to reduced charge 9	4	0	0					4	0
Dismissal for lack of speedy trial(criminal) or want of prosecution (civil) 10	0	0	0	0	1	0	0	1	0
Other Dismissals 11	15	1	5	0	6	0	0	27	0
Transfer to another judge or court 12	1	0	0	0	0	0	0	1	0
Referral to private judge 13				0	0	0	0	0	0
Unavailability of party for trial or sentencing 14	6	1	3	0	0	0	0	10	0
Bankruptcy stay or interlocutory appeal 15	0	0	0	0	0	0	0	0	0
Other terminations 16	0	0	0	0	0	0	0	0	0
<b>TOTAL (Add lines 5-16) 17</b>	<b>41</b>	<b>13</b>	<b>26</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>87</b>	<b>0</b>
Pending end of period (Subtract line 17 from line 4) 18	162	54	99	0	16	1	0	332	0
Cases pending beyond time guideline 19	0	0	0	0	0	0	0	0	0
Number of months oldest case is beyond time guideline 20	0	0	0	0	0	0	0	0	0
Cases submitted awaiting sentencing or judgment beyond time guideline 21	0	0	0	0	0	0	0	0	0

FTP 9/8/2020

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Columbus, Ohio 43215-3431

\_\_\_\_\_  
MARK C MILLER  
Date \_\_\_\_\_

\_\_\_\_\_  
Preparer's name and telephone number if other than judge (print or type)  
Date \_\_\_\_\_

\_\_\_\_\_  
MARK C MILLER  
Date \_\_\_\_\_

\*\*\*\*\*CURRENT YEAR\*\*\*\*\*  
 MTD YTD

\*\*\*\*\*LAST YEAR\*\*\*\*\*  
 MTD YTD

RECEIPTS DEPOSITED:

ALCOHOL MONITORING	\$2,750.79	\$22,533.13	\$3,289.50	\$33,413.33
BOND FEES	\$600.00	\$3,805.00	\$386.67	\$4,476.67
CIVIL DEPOSIT TENDERS	(\$6.65)	\$2,813.51	\$500.00	\$8,616.65
COURT COST	\$70,685.45	\$542,148.06	\$70,887.67	\$680,498.19
DUI ENFORCEMENT	\$4,320.53	\$24,225.45	\$3,724.89	\$31,803.16
ELECTRONIC IMAGING	\$5,300.60	\$35,485.25	\$5,021.50	\$46,858.98
FINES & FORFEITURES	158,393.40	\$1,388,651.09	201,127.71	\$1,815,730.67
FUND REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00
INDIGENT DRIVER ALCOHOL	\$671.15	\$5,233.41	\$318.00	\$4,751.63
INMATE MEDICAL EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00
INTEREST	\$22.33	\$399.95	\$83.20	\$798.55
JAIL HOUSING	\$10,510.27	\$142,186.25	\$15,884.25	\$151,754.98
JAIL REIMBURSEMENT	\$654.75	\$3,665.12	\$69.43	\$2,436.70
LEGAL RESEARCH	\$5.00	\$42.41	\$2.00	\$50.00
MEDIATION	\$1,701.00	\$11,173.41	\$1,595.75	\$14,983.56
MISCELLANEOUS	\$46,307.53	\$218,385.58	\$36,221.05	\$318,468.78
MUNI COURT COMPUTERIZATION	\$5,322.04	\$35,593.33	\$5,097.08	\$46,922.91
MUNI COURT IMPROVEMENT	\$17,271.71	\$113,110.54	\$16,239.60	\$150,030.36
RESTITUTION	\$720.50	\$6,930.70	\$1,153.99	\$7,536.13
SPECIAL PROJECTS	\$28,514.22	\$190,293.46	\$27,562.78	\$246,060.91
STATE PATROL	\$35,969.28	\$175,682.77	\$32,784.49	\$255,647.96
TRAFFIC/CRIMINAL BONDS	\$2,208.14	\$34,779.80	\$9,752.77	\$84,475.23
	<b>391,922.04</b>	<b>\$2,957,138.22</b>	<b>431,702.33</b>	<b>\$3,905,315.35</b>

DISTRIBUTIONS:


ALCOHOL MONITORING	\$2,750.79	\$22,086.13	\$3,289.50	\$33,113.33
BOND FEES	\$600.00	\$3,805.00	\$386.67	\$4,476.67
CIVIL DEPOSIT TENDERS	\$479.85	\$4,016.26	\$250.00	\$6,682.48
COURT COST	\$70,615.45	\$539,243.46	\$70,787.67	\$676,285.40
DUI ENFORCEMENT	\$4,313.75	\$24,129.26	\$3,718.11	\$31,744.26
ELECTRONIC IMAGING	\$5,291.60	\$35,398.25	\$5,018.50	\$46,816.98
FINES & FORFEITURES	159,570.38	\$1,398,688.36	201,378.05	\$1,812,984.37
FUND REIMBURSEMENT	\$0.00	\$0.00		
INDIGENT DRIVER ALCOHOL	\$671.15	\$5,208.41	\$318.00	\$4,726.63
INMATE MEDICAL EXPENSE	\$0.00	\$0.00		
INTEREST	\$22.33	\$399.95	\$83.20	\$798.55
JAIL HOUSING	\$9,783.74	\$140,227.17	\$15,884.25	\$150,976.98
JAIL REIMBURSEMENT	\$654.75	\$3,665.12	\$69.43	\$2,436.70
LEGAL RESEARCH	\$5.00	\$42.41	\$2.00	\$50.00
MEDIATION	\$1,699.00	\$11,147.41	\$1,595.75	\$14,973.56
MISCELLANEOUS	\$52,294.34	\$308,286.33	\$50,477.97	\$421,450.99
MUNI COURT COMPUTERIZATION	\$5,313.04	\$35,506.33	\$5,093.08	\$46,880.91
MUNI COURT IMPROVEMENT	\$17,241.71	\$112,820.54	\$16,229.60	\$149,911.36
RESTITUTION	\$100.00	\$5,968.04	\$1,153.99	\$7,398.13
SPECIAL PROJECTS	\$28,466.22	\$189,829.46	\$27,546.78	\$245,872.91
STATE PATROL	\$35,939.28	\$174,193.77	\$32,784.49	\$255,007.46
	<b>395,812.38</b>	<b>\$3,014,661.66</b>	<b>436,067.04</b>	<b>\$3,912,587.67</b>

DISTRIBUTED TO:

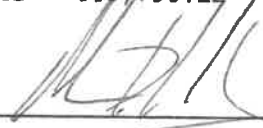


	*****CURRENT YEAR*****		*****LAST YEAR*****	
	MTD	YTD	MTD	YTD
CITY OF FINDLAY	183,972.56	\$1,353,113.70	183,158.35	\$1,710,708.15
HANCOCK COUNTY	\$27,164.98	\$174,279.49	\$22,260.27	\$193,002.71
OTHERS	108,516.34	\$1,084,510.21	162,948.23	\$1,456,704.33
STATE OF OHIO	\$83,761.98	\$474,611.03	\$78,423.37	\$667,177.79
	<u>403,415.86</u>	<u>\$3,086,514.43</u>	<u>446,790.22</u>	<u>\$4,027,592.98</u>



MARK C. MILLER, JUDGE



ALAN D. HACKENBERG, JUDGE

DISCLAIMER: RECEIPTS COLLECTED ARE NOT TO BE CONFUSED WITH RECEIPTS DEPOSIT

# MONTHLY REPORT

ALAN D. HACKENBERG, JUDGE  
 MARK C. MILLER, JUDGE  
 HEATHER M EIGEL, CLERK  
 DAVID D. BEACH  
 Director of Court Services

FINDLAY MUNICIPAL COURT  
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 FINDLAY, OHIO 45839  
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FINDLAY MUNICIPAL COURT Monthly Report for September, 2020

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	*****CURRENT YEAR*****		*****LAST YEAR*****	
	MTD	YTD	MTD	YTD
<b>CASES FILED:</b>				
TRAFFIC	1,327	5,674	1,119	8,962
TRAFFIC COMPANION	105	737	112	827
TRAFFIC OVERTIME PARKING	-	1	-	3
CRIMINAL	170	1,270	185	1,660
CRIMINAL COMPANION	13	126	17	171
SEARCH WARRANT	8	77	9	78
CIVIL	105	1,649	139	1,927
SMALL CLAIMS	108	744	107	841
EXTRADITION	-	19	2	16
HABITUAL TRAFFIC VIOLATOR	-	-	-	5
OTHER	9	112	14	139
<b>TOTALS</b>	1,845	10,409	1,704	14,629
<b>COURT PROCEEDINGS:</b>				
Admin License Suspension	-	1	2	7
APPEAL DOG DESIGNATION	-	1	-	-
Arraignment	1,459	7,207	1,222	10,883
Attachment	3	76	8	100
Bond	2	24	6	37
Civil Status Conference	3	34	6	56
COMMUNITY SERVICE REVIEW	13	183	20	187
Contempt of Court	74	387	55	428
Contested Small Claims	-	7	4	18
Continued	753	6,522	683	6,059
Damages	2	30	-	16
Debtors Examination	21	179	53	324
Default	-	4	1	1
Desk Review	112	1,401	157	1,590
DIVERSION PLEA	4	24	4	40
DUS DIVERSION REVIEW	13	68	33	107
Expungement	12	57	1	55
Extradition	-	14	1	12
Forcible Detention	13	146	27	195
Garnishment	4	9	4	15
Habitual Traffic Violator	-	-	-	2
Hearing on Motion	8	93	8	75
HEARING ON WARRANT	26	173	-	-
Jury Trial	-	2	4	7
Limited Privileges	-	1	-	20
Marriage	2	17	2	17
Mediation	2	2	-	3
Miscellaneous	2	15	2	24
Motion to Compel	-	1	-	-
Motion to Dismiss	-	1	-	1
Motion to Vacate Judgment	-	-	1	3
Motion to Withdraw as Counsel	2	24	1	21
No Hearing	-	1	-	-
Plea	93	968	78	1,099
Preliminary	10	75	12	116

	*****CURRENT YEAR*****		*****LAST YEAR*****	
	MTD	YTD	MTD	YTD
Pre-Trial	178	1,444	175	1,954
Pre-Trial with Judge	83	653	75	570
Reconsideration of Sentence	3	41	-	-
Replevin	-	-	-	1
Restitution	-	12	-	-
Revivor	5	81	6	58
Revocation	12	131	14	158
SAFE SURRENDER	63	63	-	-
SECOND PRETRIAL	89	792	131	871
Sentencing	9	72	19	59
Small Claims	116	601	78	654
STATUS CONFERENCE	971	7,404	1,760	14,426
Summary Judgment	-	-	-	3
Suppression	1	28	5	60
TELEPHONE PRETRIAL	38	122	6	14
Trial	6	37	4	77
WRIT OF RESTITUTION	9	115	15	142
WRITTEN PLEA	2	49	7	55
TOTALS	4,218	29,392	4,690	40,620

	*****CURRENT YEAR*****		*****LAST YEAR*****	
	MTD	YTD	MTD	YTD
<b>CRIMINAL VIOLATIONS:</b>				
ASSAULT	-	42	7	42
BREAKING & ENTERING	-	-	-	1
BURGLARY	-	1	-	2
CONTEMPT	-	2	-	-
CRIMINAL DAMAGING	1	19	2	25
CRIMINAL TRESPASS	2	32	3	30
DISORDERLY CONDUCT	12	84	18	136
DOMESTIC VIOLENCE	15	150	20	176
DRUG ABUSE	49	354	40	428
LEAVING SCENE OF AN ACCIDENT	-	-	-	1
OPEN CONTAINER PROHIBITED	3	37	3	41
OVI	-	2	1	1
RESISTING ARREST	-	15	4	34
ROBBERY	-	3	-	-
TELEPHONE HARASSMENT	1	10	1	4
THEFT	26	177	13	183
UNDERAGE CONSUMPTION	-	7	7	57
OTHER CRIMINAL	74	463	83	670
<b>TOTALS</b>	<b>183</b>	<b>1,398</b>	<b>202</b>	<b>1,831</b>
<b>TRAFFIC VIOLATIONS:</b>				
ACD/SPEED	30	187	32	315
DISOBEYING TRAFFIC CONTROL DEV	31	196	14	202
DRAG RACING	-	-	-	3
DRIVING UNDER SUSPENSION	81	500	76	634
EXPIRED REGISTRATION	5	117	24	270
FAIL TO MAINTAIN CONTROL	20	204	23	290
FAILURE TO YIELD RIGHT OF WAY	19	92	11	152
LEAVING SCENE OF AN ACCIDENT	3	48	5	43
LEFT OF CENTER	-	12	-	14
OVERLOAD	136	412	114	982
OVI	37	313	40	341
PASSING A STOPPED SCHOOL BUS	2	7	4	13
RECKLESS OPERATION	1	11	1	19
SEAT BELT	92	427	108	1,004
SPEEDING	608	2,437	423	3,027
OVERTIME PARKING	-	1	-	3
OTHER TRAFFIC	367	1,448	356	2,480
<b>TOTALS</b>	<b>1,432</b>	<b>6,412</b>	<b>1,231</b>	<b>9,792</b>

NOTE: SEARCH WARRANTS NOT INCLUDED IN VIOLATION TOTALS

ARRESTING AGENCY:	*****CURRENT YEAR*****		*****LAST YEAR*****	
	MTD	YTD	MTD	YTD
<b>PATROL</b>				
OVERTIME PARKING	-	-	-	1
TRAFFIC OTHER	1,051	3,868	838	6,151
OMVI	20	129	13	154
CRIMINAL FELONIES	2	6	-	10
CRIMINAL MISDEMEANORS	58	261	19	186
SEARCH WARRANTS	-	8	-	11
<b>FINDLAY P.D. (BY ORDINANCE)</b>				
OVERTIME PARKING	-	1	-	-
TRAFFIC OTHER	187	1,346	213	2,136
OMVI	10	128	15	102
CRIMINAL FELONIES	-	-	-	-
CRIMINAL MISDEMEANORS	35	286	47	471
SEARCH WARRANTS	-	-	-	-
<b>FINDLAY P.D. (BY ORC)</b>				
OVERTIME PARKING	-	-	-	-
TRAFFIC OTHER	-	6	-	9
OMVI	-	1	1	1
CRIMINAL FELONIES	6	74	16	112
CRIMINAL MISDEMEANORS	60	553	81	770
SEARCH WARRANTS	5	47	4	52
<b>SHERIFF</b>				
OVERTIME PARKING	-	-	-	2
TRAFFIC OTHER	148	783	134	1,047
OMVI	6	51	11	81
CRIMINAL FELONIES	1	6	1	17
CRIMINAL MISDEMEANORS	14	143	15	156
SEARCH WARRANTS	-	14	5	13
<b>OTHERS</b>				
OVERTIME PARKING	-	-	-	-
TRAFFIC OTHER	9	95	6	105
OMVI	1	6	1	4
CRIMINAL FELONIES	-	-	-	1
CRIMINAL MISDEMEANORS	7	65	22	107
SEARCH WARRANTS	3	8	-	2
<b>TOTALS</b>	<b>1,623</b>	<b>7,885</b>	<b>1,442</b>	<b>11,701</b>
<b>PROBATION:</b>				
ESTABLISHED	14	151	5	108
TERMINATED	21	227	5	103
CURRENT	67	67	76	76
<b>TOTALS</b>	<b>102</b>	<b>445</b>	<b>86</b>	<b>287</b>

ACTIVITIES ORDERED:	*****CURRENT YEAR*****		*****LAST YEAR*****	
	MTD	YTD	MTD	YTD
ALCOHOL/SUBSTANCE EVAL	9	110	12	141
ANGER MANAGEMENT	4	12	-	7
BENCH WARRANT TO AGENCY	251	1,689	218	2,221
COMMUNITY SERVICE	2	4	-	2
COMMUNITY SERVICE CITY	-	-	-	1
COMMUNITY SERVICE COUNTY	22	158	20	204
COMMUNITY SERVICE INDIVIDUAL	25	152	18	217
COMMUNITY SERVICE NO JAIL	-	4	1	7
DIP	24	154	18	154
DOMESTIC VIOLENCE PROGRAM	1	3	-	9
ELECTRONIC HOME MONITORING	2	32	4	16
HOUSE ARREST	2	20	3	18
JAIL	5	61	10	129
MENTAL EVAL	-	6	2	15
Pay Restitution	2	13	3	20
Probation	4	68	3	82
SCRAM	2	38	4	42
STAR Program	7	72	11	108
TREATMENT CLEARVIEW SERV	-	14	-	17
TREATMENT FRC	3	54	8	72
TREATMENT MISCELLANEOUS	2	33	6	53
UCP	-	6	-	6
VIP	23	157	15	145
TOTALS	390	2,860	356	3,686

# Board of Zoning Appeals

## August 13, 2020

**Members present:** Chairman, Phil Rooney; Blaine Wells; and Sarah Gillespie.

Mr. Rooney called the meeting to order at 6:00 p.m.; introduced the members to the audience and the general rules were reviewed.

The following was introduced by Mr. Adkins:

**Case Numbers: 60036-BA-20**

**Address: 708 G Street**

**Zone: R2 – Single Family, Medium Density**

Filed by Virgil Schlachter, regarding a variance from section 1122.05(A) of the City of Findlay Zoning Ordinance concerning a proposed addition at 708 G Street. The applicant is proposing an 8' X 13' addition to the front of the dwelling that will be 7.2-feet from the G Street right-of-way. This section states that the addition must meet a 25-foot front yard setback.

The property to the north sits in line with the front building line of 708 G Street, and the property to the south has a roofed porch that is in line with the current concrete pad at 708 G Street. The roofline of the neighboring property to the south and the concrete pad at 708 G Street, sit approximately 5-feet from each dwelling. If the addition were to be even with an established building line, the proposal would be in harmony with the neighboring property, but with at least an extra 3-foot extension into the setback, harmony in the neighborhood would no longer exist.

Mr. Ryan Cordell, 7546 Ponderosa Drive, Perrysburg, Ohio 43551, representing the applicants, was sworn in. He stated the variance is needed for a patio enclosure and the front is the only place that the addition could be built and be attached to the house. The rear has the garage, the side only has a five-foot area, and the other side has the driveway. He stated the house already has a front porch, and they want to put a new concrete pad and enclose it.

Mr. Wells asked Mr. Adkins to explain the city's position on this request.

Mr. Adkins stated the property to the south has a roofed porch area that lines up with the property of the variance request. Looking at the neighborhood, it would be a straight line and therefore be in harmony with the neighborhood. The owner is proposing an eight feet addition.

Mr. Wells asked Mr. Cordell if they did a five-foot addition, staying in line with the existing roofline, what would that do to the functionality of the space?

Mr. Cordell stated that size addition would not be big enough for the home owner. He stated he has letters from the neighbors to the North and the South regarding them being in favor of the addition.

Ms. Gillespie asked Mr. Cordell if this is going to be an all-season room?

Mr. Cordell stated, yes, it is.

Mr. Wells stated it seems excessive to him; it sticks out and could easily obstruct the view of a car coming down the road.

Mr. Rooney clarified that just because the board may have granted a similar variance somewhere else, they do not set a precedence because locations are so different everywhere in town.

Mr. Rooney stated that per the current code, the owner is already ten feet too close.

Mr. Adkins discussed the new zoning code regarding average front yard setbacks.

Mr. Cordell stated there is already a large pine tree that already sits out and the addition would not sit out past the pine tree, so there would be no less visibility than there already is with the pine tree.

Mr. Wells stated that this board is not tasked with enforcing plants but are tasked with enforcing structures.

Mr. Rooney asked if there were any communications.

Mr. Adkins read a letter into record from Pauline Bartchlett of 700 G Street, stating she has no objections to the addition; and a letter from Susan Price of 627 G Street, stating she also has no objections to the addition.

Discussion took place in regards to a greater setback than requested for the variance using the average setbacks of the neighbors on each side.

Mr. Rooney stated that this request for variance should be tabled so Mr. Cordell can get some exact measurements and see if the addition would still be worth building.

Mr. Wells made a motion to table this request for variance until next month's meeting.

Ms. Gillespie seconded the motion.

Motion to table the variance until September 10, 2020 meeting, 3-0.

Mr. Rooney explained to Mr. Cordell that the city would come out and measure the neighboring properties to get the average of the distance they could build out to.

The following was introduced by Mr. Adkins:

**Case Number: 60040-BA-20**

**Address: 2908 N. Main Street**

**Zone: R2 – Single Family, Medium Density**

Filed by Michael Patterson, regarding a variance from section 1122.05(A) of the City of Findlay Zoning Ordinance concerning new fence at 2908 N. Main Street. The applicant is proposing to replace an existing fence with a new wooden fence in the same location that is up to the property line. This section requires that the fence must meet a 25-foot front yard setback from the property line.

Once a non-conforming fence is removed, or repaired, it must meet the current setbacks per current code. The variance process gives an owner the ability to replace the fence as such. Upon visiting the



property, the current fence does not obstruct any view, and being the owner is moving the fence back from where it stands currently, the city would not oppose the board if it grants a variance to replace the existing fence.

Mr. Michael Patterson was sworn in. He stated before they put up their shed, they had a survey done and found out their existing fence on the west side was a foot and a half onto the neighboring property and the property owner asked them to remove that section, which they did. They now want to put a new fence up. They are on a corner lot to the south. The fence has been there since they bought the property in 1998 and they just want to put it in the same location.

Ms. Tinamarie Bloomfield, property owner of 104 Waddle St. was sworn in. She stated she does not live there, it is a rental property; his fence was on her property but he did remove it. She asked what the setback is for his shed.

Mr. Adkins explained the three-foot side yard setback and the five-foot rear yard setback for the shed to Ms. Bloomfield.

Ms. Bloomfield asked why he has to put the fence up to the property line; why can't it have a setback like the shed?

Mr. Adkins explained to Ms. Bloomfield that the way the code is, fences can go up to the property line. There is a height limitation for fences in the front yard of four-feet high and must be fifty (50%) percent open. Along Waddle Street would also be considered to be a front yard and therefore the first twenty-five feet from the property line cannot exceed four-feet in height and must be fifty percent (50%) open.

Ms. Bloomfield again asked why he can't put the fence even with the shed instead of going up to the property line?

Mr. Rooney stated we cannot change the code.

Mr. Wells showed Ms. Bloomfield a diagram to help her understand the location of the new fence showing her it will not be on her property.

Mr. Rooney asked Mr. Adkins if there were any correspondence.

Mr. Adkins stated there were no correspondences.

Mr. Wells made a motion to grant the variance as requested and to obtain the permit within 60 days.

Ms. Gillespie seconded the motion.

Motion to approve the variance as requested, 3-0.

The following was introduced by Mr. Adkins:

**Case Numbers: 60041-BA-20**  
**Address: 214 Glendale Avenue**  
**Zone: R1 – Single Family, Low Density**

Filed by Kerry Trombley, regarding a variance from section 1121.05(B) and 1121.05(C) of the City of Findlay Zoning Ordinance concerning a proposed addition to the rear of the dwelling at 214 Glendale Avenue. The applicant is proposing a 12-foot rear yard setback and a 3-foot side yard setback for the proposed addition to the attached garage. These sections require a 30-foot rear yard setback and 5-foot side yard setback for the proposed addition.

If the garage was not connected to the dwelling via a breezeway, the garage would have been treated as an accessory structure. The setbacks required for an accessory structure would be 5-feet from the rear property line and 3-feet from the side yard property line. Being the owner is asking for a side yard setback equal to that of an accessory structure and a rear yard setback that is well within the required setback of an accessory structure, the city does not see an issue with granting a variance.

Mr. Trombley was sworn in. He stated he is proposing to expand his one and a half car garage by approximately eight feet to the north making it a two -car garage. It has a breezeway to the house making it an attached garage.

Mr. Rooney asked Mr. Adkins if there are any correspondence.

Mr. Adkins stated there is no correspondence.

Mr. Wells made a motion to grant the variance as requested and for the permit to be obtained within 60 days.

Ms. Gillespie seconded the motion.

Motion to approve the variance as requested, 3-0.

The following was introduced by Mr. Adkins:

**Case Numbers: 60042-BA-20**

**Address: 829 Fishlock Avenue**

**Zone: R2 – Single Family, Medium Density**

Filed by Jack Quisno, regarding a variance from section 1121.05(B) of the City of Findlay Zoning Ordinance concerning a proposed addition to the rear of the dwelling at 829 Fishlock Avenue. The applicant is proposing a 4.4-foot side yard setback for the proposed addition. This section requires a 5-foot side yard setback for the proposed addition.

Being that the dwelling was built with a 4.4-foot setback from the property line, and the owner is looking to construct the addition at the existing established building line, the city has no objection to allowing the owner to continue that line that has already been pre-established.

Applicant not present.

Mr. Wells stated the request is very minimal and is in harmony with the neighborhood. He made a motion to approve the request for variance contingent on getting the permit within 60 days.

Ms. Gillespie seconded the motion.


Motion to approve the variance as requested, 3-0.

The July 09, 2020 meeting minutes were tabled until the September 10, 2020 meeting.

The meeting was adjourned.



Chairman



Secretary

# Board of Zoning Appeals

## September 10, 2020

**Members present:** Chairman, Phil Rooney; Kerry Trombley; Brett Gies; and Sarah Gillespie.

Mr. Rooney called the meeting to order at 6:00 p.m.; introduced the members to the audience and the general rules were reviewed.

Mr. Trombley made a motion to remove the case from the table.

Ms. Gillespie seconded the motion.

Case removed from the table, 4-0.

The following was introduced by Mr. Adkins:

**Case Numbers: TABLED 8/13 - 60036-BA-20**

**Address: 708 G Street**

**Zone: R2 – Single Family, Medium Density**

Filed by Virgil Schlachter, regarding a variance from section 1122.05(A) of the City of Findlay Zoning Ordinance concerning a proposed addition at 708 G Street. The applicant is proposing an 8' X 13' addition to the front of the dwelling that will be 7.2-feet from the G Street right-of-way. This section states that the addition must meet a 25-foot front yard setback.

The property to the north sits in line with the front building line of 708 G Street, and the property to the south has a roofed porch that is in line with the current concrete pad at 708 G Street. The roofline of the neighboring property to the south and the concrete pad at 708 G Street, sit approximately 5-feet from each dwelling. If the addition were to be even with an established building line, the proposal would be in harmony with the neighboring property, but with at least an extra 3-foot extension into the setback, harmony in the neighborhood would no longer exist.

Mr. Adkins explains they can come out 4' from the front of their house to be in line with the neighboring properties. It was determined it is 15.5' from the property line to the house.

Mr. Rooney explains the variance is to come out 8' from the front of the house instead of the 4'. He explained at the last meeting, Mr. Blaine Wells' idea was to see if it only came out as far as the neighboring properties, would it still be a functional use for the owners.

Mr. Ryan Cordell, representing the owner, was sworn in. He stated the description that Mr. Adkins gave sums it all up. He asked if the new zoning classification changes would impact this property.

Mr. Adkins explained even though the property would change from an R2 to an R3, it is already an established neighborhood, so there is a provision in our code that uses the average setback of the neighboring properties. If it was a whole new development it would be at 10', but since it is not, the average of the neighbor's setbacks gives the building line for this property.

Mr. Rooney asked what size from the front of the house would still be functional.

Mr. Cordell stated the home owners indicated that anything under 5' would be too small.

Mr. Rooney asked if there are any new communications on this case.

Mr. Adkins stated there are no new communications on this case.

Mr. Trombley stated the intent of the code is to keep the houses in a straight line, so if they have to keep it within the 4', are they even interested in building?

Mr. Cordell stated no, not at 4'.

Mr. Trombley made a motion to deny the requested 8' variance.

Ms. Gillespie seconded the motion.

Motion to deny the variance as requested, 4-0.

Mr. Adkins explained to Mr. Cordell that a letter of the denial will be sent to the home owner (and to him) and they have the right to appeal the decision within 30 days of the letter.

The following was introduced by Mr. Adkins:

**Case Number: 60156-BA-20**  
**Address: 806 Bright Road**  
**Zone: M-2**

Filed by Findlay Preservation Owner LLC, regarding a variance from section 1126.05(C) of the City of Findlay Zoning Ordinance concerning lot coverage at 806 Bright Road. The applicant is proposing to add additional ADA parking on site, which will total 43.9-percent impervious surface. This section states that lot may not be covered with more than 40-percent of impervious surface.

The amount of impervious surface being added to the site for ADA parking is minimal, and being the site was already over the allowable coverage area, the city does not see an issue with this request.

Mr. Adkins stated it got the Administrative Approval through City Planning Commission and they were fine with-it pending the variance approval.

Mr. Trombley stated it says increasing to 46.3, not 43.9. 43.9 is what is currently existing.

Mr. Jeff Plautz, with Neff and Associates, was sworn in. He stated Mr. Adkins laid out all the facts in his description and the numbers are off of the application.

Mr. Trombley asked if they were adding ADA parking. There is existing ADA parking on the East side, is that going away?

Mr. Plautz stated the existing ADA parking stalls don't meet the ADA code, so they will become standard stalls, or they have to redo them and they will lose a significant number of stalls, so they will be adding additional parking on that side.

Mr. Gies asked what does not meet current ADA standards?

Mr. Plautz stated the widths are not standard 8' width and 5' striping and the slopes have to be under 2% in every direction to make them accessible.

Mr. Gies asked if it is correct that not all of them need to be van accessible?

Mr. Plautz stated that is correct.

Mr. Gies stated he noticed a lot of inefficiencies in the existing parking lot so was wondering if it had been studied to create additional parking beyond that instead of looking for a variance.

Mr. Plautz stated they did do some layouts for the existing lot and restriping; however, its not just a new restriping project. To get them all to code, it becomes a massive parking lot reconstruction program. Needing 16' total for van accessible, you still need the 5, so you loose space over the course of a row of parking.

Mr. Trombley asked what other options have they looked at to try to stay within the existing 43.9 that they have?

Mr. Plautz stated the ADA spaces need to be in close proximity to the entrance to best be used.

Mr. Trombley asked if there is a parking shortage out there?

Mr. Plautz stated that by code they have enough, but based on the use, they would like more. Not every resident has a space.

Ms. Gillespie asked if each resident gets a spot.

Mr. Plautz stated he believes they have to apply for parking spots, but is not familiar with their operations.

Mr. Rooney asked if there are any communications on this case.

Mr. Adkins stated there are no communications on this case. He stated the correct number is 46.3. They are at 43.9 and are asking for 46.3 for the record.

Mr. Trombley made a motion to approve the requested variance since it is very minor and it does not change the character of the area. He stated it is a reasonable request, adding, Permits must be obtained within 60 days.

Ms. Gillespie seconded the motion.

Motion to approve requested variance, 4-0.

Mr. Adkins stated the Parking Lot Permit must be obtained within 60days.

The following was introduced by Mr. Adkins:

**Case Numbers: 60180-BA-20**

**Address: 525 Davis Street**

**Zone: R2 – Single Family, Medium Density (Proposed to go to M2 – Multifamily, High Density)**

Filed by Mark Snyder, regarding a variance from section 1126.05(B), 1126.06(A) and 1126.06(B) of the City of Findlay Zoning Ordinance concerning a proposed zoning change to M2 – Multifamily, high density at 525 Davis Street. The applicant is seeking relief from the minimum lot requirements of size, frontage, and side yard setbacks, for the proposed district. These sections require 21,000 square feet of lot size, 125 feet of lot frontage, and a 25-foot side yard setback.

The owners request is so minimal, the city does not have an issue with the request if City Council approves the zoning change. If approved, the condition should be placed in the motion that variances are only in place if and only if the Council approves the change after the third reading.

Mr. Rooney asked if the zoning change is not granted, he cannot do this?

Mr. Adkins stated that is correct.

Mr. Rooney asked if this is going to change under the new proposed zoning changes?

Mr. Adkins stated this property is not going to change.

Mark Snyder was sworn in. He stated he wants to build a third duplex on the property that would be parallel to the alley in the back. The first two variance, they do not have any control over, the size of the lot and the frontage. The third variance is for a 17' side yard setback. There are currently two one story duplexes and they want to build a third one that will be in uniform with the other two. They have spoken to the neighbors and they prefer the one-story instead of him building up and making them two-story.

Mr. Gies asked if he has considered rotating each half of the buildings 90 degrees which would compact them and the side yard setback would be greater than 17'?

Mr. Snyder stated it would fit, going the same direction as the two existing ones, but thinks there would be so much more green space/usable space if it were parallel to the back alley. The existing ones are around 10' from each side yard, so this one would be even less than that. He stated they would add a sidewalk in the center that would also line up with the existing sidewalk.

Mr. Rooney clarified the building is 28' deep and by rotating, it would make the building 56' (East and West) x 33' (North and South). This would pick up 5' of setback on each side of the building. However, this would still require a request for variance.

Mr. Rooney asked if there are any communications?

Mr. Adkins stated there were no communications on this case.

Mr. Trombley stated that if the property zoning change to an M2 is successful, this is the intent for a denser residential zoning district, for apartments, etc., so he thinks the requests are small and he would be in favor of them if the rezoning is successful.

Ms. Gillespie stated she agrees with that.

Mr. Gies asked if multiple motions are required on this case?

Mr. Adkins stated there should be one motion for the lot dimensions and one motion for the setbacks.

Mr. Gies made a motion to approve the requested variance for the lot dimensions with the width and the length, contingent on the zoning change approval from City Council

Mr. Trombley seconded the motion.

Motion to approve the variance as requested for the lot dimensions for the width and the length, contingent upon the zoning change approval from City Council, 4-0.

Mr. Gies made a motion to approve the requested variance for setbacks, contingent on the zoning change approval from City Council.

Ms. Gillespie seconded the motion.

Motion to approve the variance as requested for the setbacks, contingent upon the zoning change approval from City Council, 4-0.

Mr. Adkins explained to Mr. Snyder, after the third reading with City Council, he must supply proof from the county recorder that the lots have been combined, he will need to get the building permits.

The following was introduced by Mr. Adkins:

**Case Numbers: 60197-BA-20**  
**Address: 2721 N. Main Street**  
**Zone: C-2, General Commercial**

Filed by Dana Fairchild, on behalf of Dollar General, regarding a variance from section 1161.12.8(C)(1) of the City of Findlay Zoning Ordinance concerning a proposed sign at 2721 N. Main Street. The applicant is proposing to replace a non-conforming sign that is proposed to be placed at the same location. This section requires a 10-foot setback from all property lines.

The bracketing for the sign completely rotted apart at the base of the existing sign. An instance like this, allows the city to have a non-conforming sign be replaced by a conforming sign. The city understands the hardship with moving the base of the sign back to 10-feet from the N. Main right-of-way, and would be ok with the proposed variance request, if the sign was replaced with a low-profile sign. If not, the city would oppose the request, and would like to see the sign conform to the code.

Dana Fairchild, was sworn in. He stated the sign has fallen down and they want to put the sign up on the same post as its original height. The parking lot is small and has just been repaved. If they put a low profile sign up, the cars would be right up next to it and with the trees, the sign would not be seen. If they put it back 10', it will be in the way of the cars coming through the parking lot.

Mr. Trombley asked if they want to have the same size of 56 square feet, in the same place?

Mr. Fairchild stated yes.



Mr. Trombley stated that the city has very generous signage codes, especially with wall signage on a building, so the city is trying to get those noncompliance signs into compliance. He asked Mr. Fairchild between the low-profile sign or the 10' setback, which would the owner prefer?

Mr. Fairchild stated that if they lower the sign, it has to be at least high enough to clear the top of the cars, and he could live with that.

Mr. Trombley stated the existing sign is at 16'.

Mr. Fairchild stated that by moving it back further, he has concern about truck traffic going through could bang into the sign.

Mr. Trombley asked if it is currently right at the property line?

Mr. Fairchild stated it is.

Mr. Trombley stated by moving it back 10' he could have a 30' high, 200 square foot sign, per the code, and that would be a big enough sign to overcome any issues.

Mr. Fairchild stated a low-profile sign just won't work there.

Mr. Trombley stated that ultimately it is not the boards role to solve the problem, it is to address the requested variance. He stated he finds it hard to believe this is the only location for the sign and there are businesses all along that street that can meet the code. He asked Mr. Fairchild how much space would be needed over the top of a car?

Mr. Fairchild stated at least 5', preferable 6'.

Mr. Trombley stated he could go with that if they are removing the 3' panel at the bottom, giving him 10', making the sign smaller, allowing the advertising they need, coming closer to code, allows them to stay on existing foundation. He stated this is as far as he would go with this.

Mr. Rooney clarified Mr. Trombley's perspective of a 4' high sign, 10' in the air, less than 200 square feet, low profile sign. He stated he would be alright with this.

Mr. Fairchild clarified his understanding that as long as he goes under 10', he can make that work.

Mr. Rooney asked is there were any communications?

Mr. Adkins stated there were no communications on this case.

Mr. Trombley made a motion to approve a variance to allow a low-profile sign in the existing location with a maximum height of 10 feet.

Ms. Gillespie seconded the motion.

Motion to approve modified variance to allow a low-profile sign in the existing location with a maximum height of 10 feet, 4-0.

Mr. Adkins stated the Zoning Permit must be obtained within 60 days.

The following was introduced by Mr. Adkins:

**Case Numbers: 60199-BA-20**  
**Address: 2303 N. Main Street**  
**Zone: C2 – General Commercial**

Filed by William Piasecki, regarding a variance from section 1135.04(A) of the City of Findlay Zoning Ordinance concerning a new carport at 2303 N. Main Street. The applicant is proposing a 22 X 21 structure that will sit within the required setback. This section requires a 30-foot front yard setback for the proposed structure.

The neighboring dwellings on the north side of Santee Avenue all sit approximately 10-feet from the right-of-way. If the owner were planning to put a solid structure within 1-foot from the property line, it would not be in harmony with the neighborhood and cause visibility issues at the alley. Proposing an open-framed structure, would give better vision at the alleyway. The City understands that meeting a 30-foot setback at the lot is impossible.

Mr. William Piasecki was sworn in. He stated he wants to put up a car port due to the large amount of bird droppings. There is a cell tower that is the path of birds and they leave a large amount of dropping on the vehicles, etc. He has attempted to contact the owner of the cell tower. His employees park in the street because they do not want to park by the cell tower and deal with the large amount of bird droppings. He has done research that shows there is also a health risk. The carport would look nice and would not cause a visibility issue. He stated he has spoken to some neighbors about it and he has a letter from a next-door neighbor he would like to submit.

Ms. Gillespie stated she would be concerned about the birds making a new home in the carport.

Mr. Piasecki stated the walls would be 7' high, the peak would be 9' high, and there would not be any doors. He would manage that himself. This will be protection from the bird droppings.

Mr. Gies asked what if the cell tower went away?

Mr. Piasecki stated he does not own the cell tower, so he has no control over it. It has T-Mobile, AT&T, etc. on it, on probably would never be allowed in the city again, so he suspects the tower will never go away.

Mr. Trombley asked if there were any other spots on the lot the employees could park?

Mr. Piasecki stated based on the number of patients he sees, there are no other spots available for the employees, so they park on the road so they don't have to deal with the bird droppings.

Mr. Rooney asked if there are any communications on this case?

Mr. Adkins stated no communications were received on this case. He read into record the letter Mr. Piasecki submitted from his neighbor. The letter is from Mr. and Mrs. Bryan Montgomery, of 128 Santee Street, stating they give permission for the carport to be built.

Mr. Rooney stated it would not be hurting visibility.

Mr. Trombley told Mr. Piasecki he appreciates him reaching out to his neighbors.

Mr. Trombley made a motion to approve the requested variance.

Ms. Gillespie seconded the motion.

Motion to approve the requested variance, 4-0.

Mr. Adkins informed Mr. Piasecki he needed to obtain the Zoning permit within 60 days.

The July 09, 2020 meeting minutes were approved.


The August 13, 2020 meeting minutes were tabled until October 08, 2020 meeting.

The meeting was adjourned.



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Chairman



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Secretary



# AUDITOR'S OFFICE

318 Dorney Plaza, Room 313  
Findlay, OH 45840-3346  
Telephone: 419-424-7101 • Fax: 419-424-7866  
www.findlayohio.com

**JIM STASCHIAK II**  
CITY AUDITOR

October 12, 2020

The Honorable Council  
Findlay, Ohio 45840

RE: Revolving Loan Fund Administration

Dear Council Members:

The Hancock Regional Planning Commission has submitted invoices for their expenses/staff time for RLF administration for January 2020 through September 2020. I have attached copies for your reference.

This is now a routine request, and you have approved requesting the appropriation without going to committee each time. I have therefore asked the Director of Law to place legislation on your agenda to authorize a draw from the Revolving Loan Fund account and appropriate \$16,450.22 from the RLF to General Expense #21010000-449400 to pay the invoice.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jim Staschiak II", is written over a faint, larger version of the same signature.

Jim Staschiak II  
City Auditor

Cc: Don Rasmussen  
File

RECEIVED  
OCT 06 2020  
AUDITOR



October 6, 2020

City Auditor  
Findlay, Oh 45840

RE: Invoice for Revolving Loan Fund Administration

Dear City Auditor,

Attached is an invoice for the City of Findlay Revolving Loan Fund administration services provided by HRPC staff from January 2020 through September 2020. This invoice also includes billable expense from Coward, Pinski & Associates, LLC for RLF reviews. With this letter, HRPC is requesting payment of the invoice from the City Revolving Loan Fund.

Please note that this invoice is for all 3 quarters of 2020, and reflects a higher balance due to a significant increase in RLF activity due to the COVID-19 pandemic. HRPC worked in conjunction with the State of Ohio, the Mayor, City Auditor, and Economic Development to find ways to utilize the RLF to help the business community through this period.

In March, The State released guidance for RLF's to utilize during the pandemic. In coordination with the RLF Board, City Council, Mayor, and City Auditor, existing RLF loan holders were granted the ability to defer their payments for a period of time. The deferments required a significant amount of time, communicating, documenting, and creating of new legal documents. A majority of existing loan holders did take advantage of the loan deferments.

The State also allowed for our RLF to implement a new type of loan, meant to help businesses safely re-open post COVID shutdown. These loans, for up to \$10,000 at zero percent (0%) interest for sixty (60) months, allowed for several local businesses to reopen safely during the summer. Our office worked alongside the Mayor, Economic Development, and City Auditor to implement this program and get the news out to the business community. A total of nine (9) businesses worked with our office to apply for the loan, with seven (7) being awarded the loan. An additional two (2) projects went through the RLF that were COVID related but went through the microenterprise loan review. Lastly, the City RLF money was used for public infrastructure related to the Penrose Project.

The final breakdown of RLF related activities:

Deferments: 5  
Traditional RLF loan: 1 (West End Tavern building/business acquisition)  
Microenterprise Loans: 2  
Small Business Catalyst Loans: 7  
Infrastructure Projects: 1  
Meetings 7

If you have any questions, feel free to contact our office. Thank you for your attention to this matter.

Sincerely,  
Matt Cordonnier  
Director



Hancock Regional Planning Commission  
 318 Dorney Plaza, Rm. 304  
 Findlay, OH 45840 US  
 +1 4194247094  
 jsells@findlayohio.com

# INVOICE

**BILL TO**  
 City of Findlay RLF  
 City of Findlay  
 Revolving Loan, Fund

**INVOICE # 1415**  
**DATE 10/06/2020**

DESCRIPTION	QTY	RATE	AMOUNT
<b>Charges</b>			
Reimbursable Expense Item Coward Pinski Review	1	1,445.00	1,445.00
Cordonnier Professional Services - Hourly Rate	85.75	42.22	3,620.37
Mercer Professional Services - Hourly Rate	334.75	34.01	11,384.85

January-September 2020 Admin

**BALANCE DUE**

**\$16,450.22**

## SUMMARY OF BILLABLE HOURS 2020

Date	Employee	Project	Activity	Billable	Hours	Billable Amount
1st Quarter Total	Cordonnier, Matthew	FINDLAY RLF	SUPPORT	Y	7.75	\$327.21
2nd Quarter Total	Cordonnier, Matthew	FINDLAY RLF	SUPPORT	Y	61.75	\$2,607.09
3rd Quarter Total	Cordonnier, Matthew	FINDLAY RLF	SUPPORT	Y	16.25	\$686.08
					<b>85.75</b>	<b>\$3,620.37</b>
1ST Quarter Total	Mercer, Jacob	FINDLAY RLF		Y	39.00	\$1,326.39
2nd Quarter Total	Mercer, Jacob	FINDLAY RLF		Y	220.75	\$7,507.71
3rd Quarter Total	Mercer, Jacob	FINDLAY RLF		Y	75.00	\$2,550.75
					<b>334.75</b>	<b>\$11,384.85</b>
1st, 2nd, & 3rd Quarter Totals	Coward Pinski & Associates LLC	FINDLAY RLF	RLF REVIEW	Y		\$1,445.00
<b>GRAND TOTAL BILLABLE HOURS JANUARY THROUGH SEPTEMBER 2020</b>					<b>420.50</b>	<b>\$16,450.21</b>

Date	Employee	Project	Activity	Task	Billable	Hours	Comment
13-May-20	Wilson, Leah	FINDLAY RLF			Y	2.0	Trained Jess on RLF
3-Apr-20	Wilson, Leah	FINDLAY RLF			Y	3.25	Adjusted schedules for RLF clients, emails
<b>TOTAL</b>	<b>Wilson, Leah</b>	<b>FINDLAY RLF</b>				<b>5.25</b>	<b>NOT BILLED</b>
Date	Employee	Project	Activity	Task	Billable	Hours	Comment
30-Jun-20	Sells, Jess	FINDLAY RLF	CLOSING		Y	0.5	Helped with loan closing documents
22-Jun-20	Sells, Jess	FINDLAY RLF			Y	0.5	Helped with RLF Loan closing
23-Jun-20	Sells, Jess	FINDLAY RLF			Y	0.5	Helped with RLF loan closing
15-Jun-20	Sells, Jess	FINDLAY RLF	SUPPORT		Y	2.0	Entered RLF payments, printed amort schedules, organized payment binder
16-Jun-20	Sells, Jess	FINDLAY RLF	SUPPORT		Y	1.0	Added loans into Quicken
17-Jun-20	Sells, Jess	FINDLAY RLF	SUPPORT		Y	1.5	Reconciled City RLF with statement, filing
8-Jun-20	Sells, Jess	FINDLAY RLF	SUPPORT		Y	0.5	Helped with loan closings, Notary
9-Jun-20	Sells, Jess	FINDLAY RLF	SUPPORT		Y	0.5	Helped with loan closing, Notary
27-May-20	Sells, Jess	FINDLAY RLF			Y	2.0	Entered new loans, printed amortization schedules for each
29-May-20	Sells, Jess	FINDLAY RLF			Y	0.5	Went over balances from Quicken, checked on status of entered loans and deleted loan
13-May-20	Sells, Jess	FINDLAY RLF			Y	2.0	TRAINED WITH LEAH ON RLF
<b>TOTAL</b>	<b>Sells, Jess</b>	<b>FINDLAY RLF</b>				<b>11.50</b>	<b>NOT BILLED</b>
Date	Employee	Project	Activity	Task	Billable	Hours	Comment
29-Jun-20	Mercer, Jacob	FINDLAY RLF			Y	0.5	Sending Ginger documentation
30-Jun-20	Mercer, Jacob	FINDLAY RLF			Y	1.0	Correspondence with Ashley Jacobus
22-Jun-20	Mercer, Jacob	FINDLAY RLF			Y	5.0	Sent John Pinski Circle of Friends (Dolly) packet of information Sent Circle of Friends packet of information to the RLF Board Coordinated meeting with Board Coordinating with Modcraft, Stix and Signed by Josette about new closing time
23-Jun-20	Mercer, Jacob	FINDLAY RLF			Y	3.0	Stix Closing Coordinating with Josette about the closing
24-Jun-20	Mercer, Jacob	FINDLAY RLF			Y	5.0	RLF Meeting for Circle of Friends Followup with Dolly (Circle of Friends) about the next steps



Date	Employee	Project	Activity	Task	Billable	Hours	Comment
25-Jun-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	Early Years review to understand what they need to do to get current
16-Jun-20	Mercer, Jacob	FINDLAY RLF			Y	5.5	Met with Dolly from Circle of Friends to discuss the application Talk to Renz about getting Job Retention form sent documents to the state to get approval
17-Jun-20	Mercer, Jacob	FINDLAY RLF			Y	5.5	Chat with Dolly about her application Coordinate with Modcraft, Josette, and Stix about their closings
18-Jun-20	Mercer, Jacob	FINDLAY RLF			Y	3.5	Working to get all the information to the State to have the closings
19-Jun-20	Mercer, Jacob	FINDLAY RLF			Y	6.0	File organization Conversations with potential applicants about the Catalyst Loan Applications
8-Jun-20	Mercer, Jacob	FINDLAY RLF			Y	7.0	3 Closings for Catalyst Loans Coordinate with Signed by Josette to get her on the agenda for RLF Meeting Wednesday Penrose ER work
9-Jun-20	Mercer, Jacob	FINDLAY RLF			Y	5.0	Helping Don Bledsoe get the documents for the meeting Chat with Chris Alexander Chat with Renz Salanga about his Catalyst Loan Application for Stix Restaurant
10-Jun-20	Mercer, Jacob	FINDLAY RLF			Y	4.5	RLF Meeting in the morning Working on getting documents to Auditor's office
11-Jun-20	Mercer, Jacob	FINDLAY RLF			Y	6.25	Working on closing documents for 3 new loans Connecting with Smarty Pants, Bourbon Affair, Circle of Friends, and Thistle Exchange about application
1-Jun-20	Mercer, Jacob	FINDLAY RLF			Y	5.0	Discussions with Findlay Brewing about their debt schedule Discussion with Modcraft
2-Jun-20	Mercer, Jacob	FINDLAY RLF			Y	5.0	Communication with the state UCC Filing for Baker's Cafe Discussion with Don Rasmussen about Guaranty document
3-Jun-20	Mercer, Jacob	FINDLAY RLF			Y	5.5	Discussion with Josette Brinkman Discussion with Dan Sheaffer  Send closing documents to 4 Catalyst Loan recipients

Date	Employee	Project	Activity	Task	Billable	Hours	Comment
4-Jun-20	Mercer, Jacob	FINDLAY RLF			Y	6.5	Redacting Modcraft Taxes Discussion with John Pinski Coordinating closing with the 4 Catalyst Loans
26-May-20	Mercer, Jacob	FINDLAY RLF			Y	8.0	Gathering all the applications of the RLF Meeting Wednesday Working with applicants to ensure they had required materials for the Board Review Applications received from: TC Reed DPM LLC; RooBarb Studios LTD; Objects of Desire LTD; Branded by Martina LLC, and Findlay Brewing Company
27-May-20	Mercer, Jacob	FINDLAY RLF			Y	8.0	Board Meeting Getting closing documents completed Getting items to the state for their approval Getting on Council agenda for June 2
28-May-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	RLF SBCL followup
29-May-20	Mercer, Jacob	FINDLAY RLF			Y	6.0	SBCL Followup Followup with Scott Lammers about his Microenterprise Project (Modcraft Brewing)
18-May-20	Mercer, Jacob	FINDLAY RLF			Y	6.0	Organizing for Meeting Tuesday to discuss RLF Small Business Catalyst Loan Idea Working on getting the Fern approved by the State
19-May-20	Mercer, Jacob	FINDLAY RLF			Y	6.0	Meeting for the Small Business Catalyst Loan Followup about the meeting, creating a streamlined application for the SBCL
20-May-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	Follow up work on the Small Business Catalyst Loans
21-May-20	Mercer, Jacob	FINDLAY RLF			Y	0.5	Setting up meeting reminders for the next few meetings
22-May-20	Mercer, Jacob	FINDLAY RLF			Y	4.5	Working on the City SBCL applications
12-May-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	Working with the Fern to get their job retention information sent to the state Call with Jared Jodrey
13-May-20	Mercer, Jacob	FINDLAY RLF			Y	8.0	Call with Tim Mayle, Mayor Muryrn, and Matt to discuss catalyst loan  Call with Jared Jodrey  Working with Matt to try and make sure this Small Business Catalyst Idea is feasible

Date	Employee	Project	Activity	Task	Billable	Hours	Comment
14-May-20	Mercer, Jacob	FINDLAY RLF			Y	8.0	Follow up with the state about the idea Working with Matt on the Small Business Catalyst Idea
15-May-20	Mercer, Jacob	FINDLAY RLF			Y	8.0	More follow up with the catalyst loan work on The Fern materials for the State and getting closing documents done
4-May-20	Mercer, Jacob	FINDLAY RLF			Y	2.0	Working on The Fern RLF documents
7-May-20	Mercer, Jacob	FINDLAY RLF			Y	2.0	Working to finish up the deferment letters and get that information organized
8-May-20	Mercer, Jacob	FINDLAY RLF			Y	2.0	Working with Morehart's to get their loan current and get their deferment information settled
27-Apr-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	Follow up with Darrin Karcher, Setting up a RLF Board Meeting
28-Apr-20	Mercer, Jacob	FINDLAY RLF			Y	2.5	Work on getting the Deferral letters to Ginger, follow-up with Goodrich and Baker's to get the letters
29-Apr-20	Mercer, Jacob	FINDLAY RLF			Y	0.5	Quick email to post meetings to City website and HRPC website
1-May-20	Mercer, Jacob	FINDLAY RLF			Y	5.0	Prepping for the City RLF Board Meeting for the Fern and follow up after the meeting.
20-Apr-20	Mercer, Jacob	FINDLAY RLF			Y	2.0	Communication with The Fern, Communication with Scott Lammers
23-Apr-20	Mercer, Jacob	FINDLAY RLF			Y	2.0	Follow up with Darrin Karcher and the Fern
14-Apr-20	Mercer, Jacob	FINDLAY RLF			Y	3.0	Organizing files and follow up with deferments
15-Apr-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	Calls with multiple potential applicants call to John Pinski to discuss potential applications
16-Apr-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	Calls with applicants
17-Apr-20	Mercer, Jacob	FINDLAY RLF			Y	2.0	Follow-up with John Pinski on one application
6-Apr-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	Work on a letter to send to the loanees to acknowledge and agree to the deferment terms
7-Apr-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	Organizing RLF meeting call with John Pinski about micro-application

Date	Employee	Project	Activity	Task	Billable	Hours	Comment
8-Apr-20	Mercer, Jacob	FINDLAY RLF			Y	2.0	Contacting potential city applicant and discussing it with John Pinski
9-Apr-20	Mercer, Jacob	FINDLAY RLF			Y	2.0	Contacting potential city applicant and discussing it with John Pinski
10-Apr-20	Mercer, Jacob	FINDLAY RLF			Y	3.0	Contacting potential city applicant and discussing it with John Pinski
1-Apr-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	Prep for meeting Meeting at 1pm
2-Apr-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	Follow up from the meeting with the loans that wanted to discuss deferment
3-Apr-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	Work on a letter to send to the loanees to acknowledge and agree to the deferment terms
<b>TOTAL</b>	<b>Mercer, Jacob</b>	<b>FINDLAY RLF</b>				<b>220.75</b>	<b>\$7,507.71</b>
Date	Employee	Project	Activity	Task	Billable	Hours	Comment
29-Jun-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.25	review ER
30-Jun-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.5	Meet with Jacob Review Loans
23-Jun-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.5	City Meeting Prep
24-Jun-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.0	City RLF Meeting, Vitos Research, Daycare Research
15-Jun-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.0	Catalyst Loan Work
17-Jun-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.5	Catalyst
18-Jun-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.5	Review with Jacob
8-Jun-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.0	phone call with Lasserre Bradly, Penrose, ER Work.
9-Jun-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.5	Penrose Submission to the State - waiver and meeting prep
10-Jun-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.5	City RLF Meeting, Meeting Prep and Post meeting discussion with Jake
11-Jun-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.5	Penrose Bid Document Prep
1-Jun-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.0	Prep for City Council
2-Jun-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.0	City Council for RLF Catalyst and Penrose



Date	Employee	Project	Activity	Task	Billable	Hours	Comment
3-Jun-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.5	Penrose ER
4-Jun-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.0	Penrose ER, 106 Letter to SHPO
26-May-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	4.0	Penrose work and RLF meeting
27-May-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.0	RLF Meeting
28-May-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.25	Lasserre Bradley Phone call
29-May-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.75	Penrose and CC Prep
18-May-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.0	RLF Meeting Prep, Phone Calls with Jim Ferguson, Don Bledsoe, and Matt Kline
19-May-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.5	RLF Meeting and prep
20-May-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	3.0	Catalyst Loan Phone Calls and emails
21-May-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.0	Catalyst Loan work
22-May-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	4.0	catalyst Loan prep
11-May-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.25	Discussion with Mayor and Brian Thomas, phone call with State - Jared
12-May-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.25	Email to State - Jared
13-May-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.25	Meeting with Brian, Mayor, Tim about potential uses of City RLF program, emails, and phone call to State
14-May-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.0	Phone Call with Ginger, process, following email to RLF Board, meeting with Jim and Mayor
15-May-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.0	Phone Call with Jared and Lassarre Bradley, RLF Infrastructure Grant, several phone calls and emails
4-May-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.5	Small Business Assistance Zoom Call and Prep
6-May-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.25	Phone call with Fern
8-May-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.25	Phone Call with Tim and Lasserre. Email to Jared.
27-Apr-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.5	Phone call with Dan Schafer
28-Apr-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.0	review with Jacob

Date	Employee	Project	Activity	Task	Billable	Hours	Comment
1-May-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.0	RLF Meeting
14-Apr-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.0	Review with Jake
16-Apr-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.25	email to roobarb
7-Apr-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.0	Prep for meeting
8-Apr-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.0	City RLF Meeting and Prep
10-Apr-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.5	Follow up with Jake
1-Apr-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.5	City RLF Meeting
3-Apr-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.5	follow up with Jake, Document creation
<b>TOTAL</b>	<b>Cordonnier, Matthew</b>	<b>FINDLAY RLF</b>				<b>61.75</b>	<b>\$2,607.09</b>
<b>GRAND TOTAL BILLABLE HOURS APRIL THROUGH JUNE 2020</b>						<b>282.50</b>	<b>\$10,114.79</b>

Date	Employee	Project	Activity	Task	Billable	Hours	Comment
1-Jul-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.0	RLF Meeting
8-Jul-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.25	Phone call with potential applicant
9-Jul-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.5	Denise Grant Phone Call about RLF
13-Jul-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.25	Phone Call Catalyst
14-Jul-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.5	Deferral conversation with Jacob
15-Jul-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.0	City RLF meeting and Prep
16-Jul-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.0	West End Tavern Meeting at HRPC
21-Jul-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.5	discussion with mayor about RLF
22-Jul-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.0	Phone Call then follow up email with potential Catalyst Loan applicant
29-Jul-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.0	City RLF Meeting and prep
3-Aug-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.25	Discussion with Jake
10-Aug-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.25	Phone call with Dan Schaffer
11-Aug-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.0	Phone call with Lassiere Bradley and Contractor
13-Aug-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.75	Contract review for Penrose
18-Aug-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.25	City Council West End Tavern
20-Aug-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.25	Prep for closing
24-Aug-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.25	Phone Call
27-Aug-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.75	phone call and email
31-Aug-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.5	Phone call with State
8-Sep-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.0	Check in with Jacob, phone call with state, email with potential applicant.
<b>TOTAL</b>	<b>Cordonnier, Matthew</b>	<b>FINDLAY RLF</b>				<b>16.25</b>	<b>\$686.08</b>
6-Jul-20	Mercer, Jacob	FINDLAY RLF			Y	3.0	Working with Ashley Jacobus on finishing up her application Sent it out to the Board for their review
8-Jul-20	Mercer, Jacob	FINDLAY RLF			Y	2.0	RLF Board Meeting and follow up

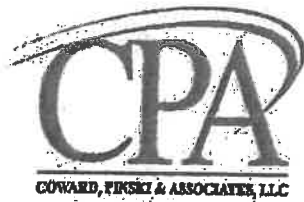
Date	Employee	Project	Activity	Task	Billable	Hours	Comment
9-Jul-20	Mercer, Jacob	FINDLAY RLF			Y	2.0	Working with Early Years to get their account sorted out
10-Jul-20	Mercer, Jacob	FINDLAY RLF			Y	1.0	Connecting with Tammy Morehart again about her account Ashley Jacobus call and questions on her taxes
14-Jul-20	Mercer, Jacob	FINDLAY RLF			Y	0.5	Corresponding with Board about the meeting
15-Jul-20	Mercer, Jacob	FINDLAY RLF			Y	5.0	Sunshine Institute RLF Board Meeting and follow up
16-Jul-20	Mercer, Jacob	FINDLAY RLF			Y	3.0	Working to get caught up on deferment letters and finishing up Sunshine Institute documents
20-Jul-20	Mercer, Jacob	FINDLAY RLF			Y	2.0	Working with Dan on getting a new application started for West End Tavern
21-Jul-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	Meeting with Dan, Matt, and Shawnda to go over the RLF application Working on getting through the documents to get to John Pinski
22-Jul-20	Mercer, Jacob	FINDLAY RLF			Y	1.5	Working on Sunshine Institute Closing Documents Chat with Jared about West End Tavern
23-Jul-20	Mercer, Jacob	FINDLAY RLF			Y	3.0	Meeting with Shawnda Lehman to work on her application Working with Premier Bank to get additional items
28-Jul-20	Mercer, Jacob	FINDLAY RLF			Y	3.5	Ashley Jacobus closing for Sunshine Institute Check in with West End about application Contacting JJ Preston about West End
29-Jul-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	West End Tavern RLF Meeting and Follow-up
3-Aug-20	Mercer, Jacob	FINDLAY RLF			Y	2.0	Follow up with Sunshine Institute about their the repayment method Follow up with JJ Preston about Premier Bank's commitment letter and projections
5-Aug-20	Mercer, Jacob	FINDLAY RLF			Y	3.0	West End Tavern ER
6-Aug-20	Mercer, Jacob	FINDLAY RLF			Y	1.0	Corresponding with Kirk Falknor about what Blue Pacific Grill needs to supply for their application and going through their submitted items
10-Aug-20	Mercer, Jacob	FINDLAY RLF			Y	8.0	Working on the ER for West End Tavern project
11-Aug-20	Mercer, Jacob	FINDLAY RLF			Y	3.0	ER For West End Tavern
12-Aug-20	Mercer, Jacob	FINDLAY RLF			Y	5.0	ER West End Tavern West End Tavern Closing Document work



Date	Employee	Project	Activity	Task	Billable	Hours	Comment
17-Aug-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	West End Tavern work for closing
18-Aug-20	Mercer, Jacob	FINDLAY RLF			Y	3.0	Working with State to get West End closing work done Closing Document work West End Tavern
19-Aug-20	Mercer, Jacob	FINDLAY RLF			Y	2.0	Working to get documents to Ginger Talked with John Pinski to get amortization schedule
20-Aug-20	Mercer, Jacob	FINDLAY RLF			Y	3.0	Getting things ready for the West End Tavern closing Working with the Title Company in preparation for the closing
24-Aug-20	Mercer, Jacob	FINDLAY RLF			Y	2.0	Followup on the West End Tavern
26-Aug-20	Mercer, Jacob	FINDLAY RLF			Y	0.5	Call to Premier about Modcraft
27-Aug-20	Mercer, Jacob	FINDLAY RLF			Y	2.0	Discussions with Modcraft about UCC Email to the Board about subordinating to Premier
15-Sep-20	Mercer, Jacob	FINDLAY RLF			Y	2.0	Correspondence with Board to discuss terms Contact Blair Lane to discuss joining the board
<b>TOTAL</b>	<b>Mercer, Jacob</b>	<b>FINDLAY RLF</b>				<b>75.00</b>	<b>\$2,550.75</b>
1-Jul-20	Sells, Jess	FINDLAY RLF	CLOSING		Y	0.5	Helped with loan closing documents
6-Jul-20	Sells, Jess	FINDLAY RLF	CLOSING		Y	0.5	Helped with closing documents
8-Jul-20	Sells, Jess	FINDLAY RLF	CLOSING		Y	0.5	Helped with closing documents
14-Jul-20	Sells, Jess	FINDLAY RLF			Y	4.0	Reconciliation of account, entered payments, semi annual report, billing research
15-Jul-20	Sells, Jess	FINDLAY RLF			Y	2.0	Worked on semi annual report numbers, updated tracking spreadsheets
16-Jul-20	Sells, Jess	FINDLAY RLF			Y	2.0	Pulled hours for billing, updated billing spreadsheets, research/training, prepare invoice
25-Aug-20	Sells, Jess	FINDLAY RLF			Y	3.0	Enter payments, Balance account, Emails with Ginger, Add new 5/3rd account in Quicken, Updated spreadsheets
17-Sep-20	Sells, Jess	FINDLAY RLF			Y	2.0	Entered payments into Quicken, reconciled both bank accounts, email with Ginger regarding Early Years' extra principle payments, updated spreadsheets
<b>TOTAL</b>	<b>Sells, Jess</b>	<b>FINDLAY RLF</b>				<b>14.50</b>	<b>NOT BILLED</b>
24-Sep-20	Coward Pinski & Associates LLC	FINDLAY RLF	RLF REVIEW		Y		<b>\$1,445.00</b>
<b>GRAND TOTAL BILLABLE HOURS JULY THROUGH SEPTEMBER 2020</b>						<b>91.25</b>	<b>\$4,681.83</b>

Date	Employee	Project	Activity	Task	Billable	Hours	Comment
6-Jan-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.00	Discussion with Leah, Process
23-Jan-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.50	Phone call with Dan Schafer
24-Jan-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.00	Email with potential client
3-Feb-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.50	Phone call with Dan Schafer
21-Feb-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.50	Phone Call with potential Client
2-Mar-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.25	Discussion with Jake - Bakers
19-Mar-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.00	Phone call with State - Covid
17-Mar-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.0	Phone call with State - Covid
31-Mar-20	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.00	Discussion with Jake, Correspondance
<b>TOTALS</b>	<b>Cordonnier, Matthew</b>	<b>FINDLAY RLF</b>			<b>Y</b>	<b>7.75</b>	<b>\$327.21</b>
10-Jan-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	Bakers Café ER
6-Feb-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	Working on Baker's Cafe Closing Documents
10-Feb-20	Mercer, Jacob	FINDLAY RLF			Y	2.0	Communicating with Baker's Cafe about closing Sending Auditor's office the vendor information
12-Feb-20	Mercer, Jacob	FINDLAY RLF			Y	1.0	Communicating with Baker's Cafe on closing
14-Feb-20	Mercer, Jacob	FINDLAY RLF			Y	3.0	Working on the Closing Documents for Baker's Cafe
18-Feb-20	Mercer, Jacob	FINDLAY RLF			Y	1.0	Working with Denise to fix the ordinance for Baker's Cafe
19-Feb-20	Mercer, Jacob	FINDLAY RLF			Y	1.0	Working with Denise to fix the Ordinance on Baker's Cafe
21-Feb-20	Mercer, Jacob	FINDLAY RLF			Y	3.0	Closing prep and Closing for Baker's Cafe
23-Mar-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	Communication with BK about his RLF application Communication with current RLF loanees about deferment
24-Mar-20	Mercer, Jacob	FINDLAY RLF			Y	2.0	Communication with current RLF loans
25-Mar-20	Mercer, Jacob	FINDLAY RLF			Y	3.0	Corresponding with the Board about the meeting Checking in with loanees looking for deferment
26-Mar-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	Corresponding with the Board about the meeting Checking in with loanees looking for deferment
27-Mar-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	Corresponding with the Board about the meeting Checking in with loanees looking for deferment
30-Mar-20	Mercer, Jacob	FINDLAY RLF			Y	3.0	Corresponding with the Board about the meeting Checking in with loanees looking for deferment
31-Mar-20	Mercer, Jacob	FINDLAY RLF			Y	4.0	Checking in with loanees looking for deferment. Meeting Prep. Trying to contact remaining loans to get an update

Date	Employee	Project	Activity	Task	Billable	Hours	Comment
<b>TOTALS</b>	<b>Mercer, Jacob</b>	<b>FINDLAY RLF</b>			<b>Y</b>	<b>39.00</b>	<b>\$1,326.39</b>
24-Jan-20	Wilson, Leah	FINDLAY RLF			Y	3.0	Tracked payments, made new spreadsheets for beginning of year
30-Jan-20	Wilson, Leah	FINDLAY RLF			Y	1.75	Statements for Early Years - both projects, responded to email
31-Jan-20	Wilson, Leah	FINDLAY RLF			Y	4.25	Statements Sent Emails with statements
4-Feb-20	Wilson, Leah	FINDLAY RLF			Y	3.5	Annual statements for RLF clients Emails
6-Feb-20	Wilson, Leah	FINDLAY RLF			Y	3.5	Statements
7-Feb-20	Wilson, Leah	FINDLAY RLF			Y	1.25	Emails and mailing statements
28-Feb-20	Wilson, Leah	FINDLAY RLF			Y	0.25	Tracked payments
6-Mar-20	Wilson, Leah	FINDLAY RLF			Y	2.0	Entered payments for RLF
16-Mar-20	Wilson, Leah	FINDLAY RLF			Y	5.25	Rlf Payment tracking and email, worked on RLF Semi-annual report
17-Mar-20	Wilson, Leah	FINDLAY RLF			Y	6.0	Sent email about RLF overpayment for Beer Barrel, discussed RLF hold on payments with Jake and Matt, tried to fix issue with Quicken, RLF semi-annual report
18-Mar-20	Wilson, Leah	FINDLAY RLF			Y	4.5	Tried to fix Quicken issue for RLF - had to re-enter payments for several months to fix and restore backup, email, semi-annual report
25-Mar-20	Wilson, Leah	FINDLAY RLF			Y	1.0	Troubleshoot Quicken, email
26-Mar-20	Wilson, Leah	FINDLAY RLF			Y	0.5	Email, Quicken fixes with Sherri
27-Mar-20	Wilson, Leah	FINDLAY RLF			Y	3.5	Finished RLF Semi-Annual Report, email, added payments to Quicken, adjusted balances on Quicken to match City's
30-Mar-20	Wilson, Leah	FINDLAY RLF			Y	1.0	Fixing RLF semi-annual report, emails
31-Mar-20	Wilson, Leah	FINDLAY RLF			Y	3.5	Emails and submitted Semi-Annual Report to State, created report for RLF Board
<b>TOTALS</b>	<b>Wilson, Leah</b>	<b>FINDLAY RLF</b>			<b>Y</b>	<b>44.75</b>	<b>NOT BILLED</b>
<b>GRAND TOTAL BILLABLE HOURS JANUARY THROUGH MARCH 2020</b>						<b>46.75</b>	<b>\$1,653.60</b>



# Coward Pinski & Associates, LLC

Gregory E. Coward, CPA  
 gcoward@cowardpinski.com

John W. Pinski, Jr., CPA  
 jpinski@cowardpinski.com

FINDLAY REVOLVING LOAN FUND  
 MUNICIPAL BUILDING  
 HRPC OFFICE  
 FINDLAY, OH 45840

Invoice: 30089  
 Date: 09/24/2020  
 Due Date: Upon Receipt

DATE	SERVICE	STAFF	HOURS	RATE	AMOUNT
04/02/2020	Client Meeting/Conference conference call on City RLF deferral of payments	Pinski	0.75	85.00	63.75
04/22/2020	Business Consulting look over Fern documents for loan request	Pinski	1.00	85.00	85.00
05/19/2020	Business Consulting phone conference on new loan application process	Pinski	1.00	85.00	85.00
05/26/2020	Business Consulting review of four different loan proposals	Pinski	2.00	85.00	170.00
05/27/2020	Business Consulting zoom meeting and preapre for meeting.	Pinski	2.00	85.00	170.00
06/05/2020	Business Consulting look over Stix loan application	Pinski	0.50	85.00	42.50
06/09/2020	Business Consulting review of applications Styx, Signs by Josette, and Modcraft	Pinski	2.00	85.00	170.00
06/10/2020	Business Consulting meeting on 3 RLF applications	Pinski	2.00	85.00	170.00
06/22/2020	Business Consulting review of Crcl Friends application	Pinski	0.75	85.00	63.75
07/07/2020	Business Consulting review of sunsine application	Pinski	0.50	85.00	42.50
07/08/2020	Business Consulting				

101 W. Sandusky St., Ste 200, Findlay, OH 45840-3276

Phone: 419-425-0163

www.cowardpinski.com

Fax: 419-425-0526



## FINDLAY REVOLVING LOAN FUND

Invoice: 30089

DATE	SERVICE	STAFF	HOURS	RATE	AMOUNT
	meeting on Sunshine loan				
		Pinski	0.50	85.00	42.50
07/27/2020	Business Consulting look over West end numbers				
		Pinski	2.00	85.00	170.00
07/29/2020	Business Consulting preparation and meeting on West End				
		Pinski	2.00	85.00	170.00
				Subtotal	\$1,445.00
				Current Amount Due	\$1,445.00

101 W. Sandusky St., Ste 200, Findlay, OH 45840-3276

Phone: 419-425-0163

www.cowardpinski.com

Fax: 419-425-0526



# AUDITOR'S OFFICE

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**JIM STASCHIAK II**  
CITY AUDITOR

Friday, October 09, 2020

The Honorable Council  
Findlay, Ohio

Council Members,

A set of summary financial reports for the prior month include:

Summary of Year-To-Date Information as of September 30, 2020  
Financial Snapshot for General Fund as of September 30, 2020  
Open Projects Report as of September 30, 2020  
Cash & Investments as of September 30, 2020

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Jim Staschiak II".

Jim Staschiak II  
City Auditor

**CITY OF FINDLAY**  
**SUMMARY OF YEAR-TO-DATE INFORMATION AS OF SEPTEMBER 30, 2020**

	<b>EXPENDITURE BUDGET</b>	<b>Y-T-D EXPENSED</b>	<b>Y-T-D %</b>	<b>ANNUAL REVENUE BUDGET</b>	<b>Y-T-D RECEIVED</b>	<b>Y-T-D %</b>
COUNCIL	327,935	140,544	42.9%	4,300	2,128	49.5%
MAYOR'S OFFICE	351,501	228,977	65.1%	7,000	22,599	322.8%
AUDITOR'S OFFICE	727,737	470,268	64.6%	407,025	297	0.1%
TREASURER'S OFFICE	23,649	18,590	78.6%	-	-	0.0%
LAW DIRECTOR	695,827	524,271	75.3%	110,000	121,124	110.1%
MUNICIPAL COURT	2,501,301	1,606,384	64.2%	1,129,690	1,194,978	105.8%
CIVIL SERVICE OFFICE	160,791	85,917	53.4%	25,000	21,290	85.2%
PLANNING & ZONING	152,592	150,431	98.6%	-	-	0.0%
COMPUTER SERVICES	601,613	293,010	48.7%	597,999	600,294	100.4%
GENERAL EXPENSE	2,825,193	1,674,224	59.3%	-	-	0.0%
GENERAL REVENUE	-	-	0.0%	22,440,549	17,724,373	79.0%
POLICE DEPARTMENT	8,785,889	5,708,403	65.0%	562,800	369,704	65.7%
DISASTER SERVICES	55,647	48,495	87.1%	-	-	0.0%
FIRE DEPARTMENT	7,956,257	5,336,743	67.1%	282,000	14,081	5.0%
DISPATCH CENTER	1,122,376	794,292	70.8%	-	19,856	0.0%
N.E.A.T.	9,350	9,350	100.0%	-	-	0.0%
SAFETY DIRECTOR	128,704	78,303	60.8%	-	-	0.0%
HUMAN RESOURCES	159,736	96,814	60.6%	-	10	0.0%
SERVICE DIRECTOR	132,277	60,196	45.5%	-	-	0.0%
ENGINEERING OFFICE	862,339	468,489	54.3%	115,120	105,266	91.4%
PUBLIC BUILDING	542,367	232,416	42.9%	-	-	0.0%
ZONING	374,507	225,960	60.3%	76,000	74,535	98.1%
PARK MAINTENANCE	1,215,033	651,547	53.6%	130,920	130,252	99.5%
RESERVOIR RECREATION	26,973	2,968	11.0%	-	-	0.0%
RECREATION MAINTENANCE	101,796	45,331	44.5%	-	-	0.0%
RECREATION FUNCTIONS	1,105,707	667,299	60.4%	753,050	508,656	67.5%
CEMETERY DEPARTMENT	567,259	351,886	62.0%	194,000	133,359	68.7%
<b>TOTAL GENERAL FUND</b>	<b>31,514,356</b>	<b>19,971,108</b>	<b>63.4%</b>	<b>26,835,453</b>	<b>21,042,802</b>	<b>78.4%</b>

CONTINUED ON REVERSE

	<b>EXPENDITURE BUDGET</b>	<b>Y-T-D EXPENSED</b>	<b>Y-T-D %</b>	<b>ANNUAL REVENUE BUDGET</b>	<b>Y-T-D RECEIVED</b>	<b>Y-T-D %</b>
SCM&R STREETS	3,167,699	1,743,335	55.0%	2,546,600	2,263,635	88.9%
TRAFFIC-SIGNALS	649,380	289,235	44.5%	85,000	90,407	106.4%
<b>TOTAL SCM&amp;R FUND</b>	<b>3,817,079</b>	<b>2,032,570</b>	<b>53.2%</b>	<b>2,631,600</b>	<b>2,354,043</b>	<b>89.5%</b>
SCM&R HIWAYS	239,413	176,655	73.8%	169,975	142,788	84.0%
<b>TOTAL SCM&amp;R HIWAYS FUND</b>	<b>239,413</b>	<b>176,655</b>	<b>73.8%</b>	<b>169,975</b>	<b>142,788</b>	<b>84.0%</b>
AIRPORT OPERATIONS	1,085,938	626,142	57.7%	535,899	426,170	79.5%
<b>TOTAL AIRPORT FUND</b>	<b>1,085,938</b>	<b>626,142</b>	<b>57.7%</b>	<b>535,899</b>	<b>426,170</b>	<b>79.5%</b>
WATER TREATMENT	3,916,814	1,945,422	49.7%	12,000	67,608	563.4%
WATER DISTRIBUTION	1,990,599	1,192,252	59.9%	132,500	138,823	104.8%
UTILITY BILLING	1,243,199	620,245	49.9%	7,596,595	6,331,910	83.4%
SUPPLY RESERVOIR	769,896	234,677	30.5%	21,502	6,877	32.0%
<b>TOTAL WATER FUND</b>	<b>7,920,508</b>	<b>3,992,595</b>	<b>50.4%</b>	<b>7,762,597</b>	<b>6,545,218</b>	<b>84.3%</b>
SANITARY SEWER MAINT	1,081,450	743,809	68.8%	4,000	16,683	417.1%
STORMWATER MAINT	750,132	150,936	20.1%	777,500	588,846	75.7%
WATER POLLUTION CONTROL	3,479,414	2,116,421	60.8%	8,548,600	6,785,179	79.4%
<b>TOTAL SEWER FUND</b>	<b>5,310,996</b>	<b>3,011,165</b>	<b>56.7%</b>	<b>9,330,100</b>	<b>7,390,708</b>	<b>79.2%</b>
PARKING	95,504	67,098	70.3%	72,200	69,766	96.6%
<b>TOTAL PARKING FUND</b>	<b>95,504</b>	<b>67,098</b>	<b>70.3%</b>	<b>72,200</b>	<b>69,766</b>	<b>96.6%</b>
SWIMMING POOL	122,173	95,346	78.0% %	87,000	87,000	100.0%
<b>TOTAL SWIMMING POOL FUND</b>	<b>122,173</b>	<b>95,346</b>	<b>78.0%</b>	<b>87,000</b>	<b>87,000</b>	<b>100.0%</b>
CIT ADMINISTRATION	19,605,271	13,706,298	69.9%	23,973,000	18,893,428	78.8%
<b>TOTAL CIT FUND</b>	<b>19,605,271</b>	<b>13,706,298</b>	<b>69.9%</b>	<b>23,973,000</b>	<b>18,893,428</b>	<b>78.8%</b>



**SNAPSHOT \$ FINANCIAL: GENERAL FUND**

Revenues/Expenditures & Key Balances Snapshot as of :

**2020**  
**Projected 9/30/2020**

**GENERAL FUND REVENUES & EXPENSES**

Prior Year Ending Cash Balance – Unappropriated	\$ 13,295,064
Revenue and Receipts Projection General Fund	\$ 27,957,003
Expenses Appropriated General Fund <i>(assumes \$0.00 returned by departments)</i>	<b>\$ (32,426,753)</b>
<b>OPERATIONAL SURPLUS/(DEFICIT)</b>	<b><u>(\$4,469,750)</u></b>

**BUDGETED UNENCUMBERED YEAR END GF CASH BALANCE**

**\$ 8,825,314**

**FINANCIAL POLICY AMOUNTS**

	<b>Minimum</b>	<b>Year End Projected Balance</b>	<b>Over/(Short)</b>
Minimum Reserve Balance GF <i>(Resolution 002-2014 16.7% of Budget Expenses)</i>	\$ 5,027,962	\$ 8,825,314	<b>\$3,797,352</b>
Best Practice GF Minimum Reserve	\$ 7,541,943	\$ 8,825,314	<b>\$1,283,371</b>
GF Rainy Day Reserve Account #10000000-818002	\$ 1,500,000	\$ 1,500,000	<b>\$0</b>
Available Rainy Day amount that can be reserved **	\$ 1,513,452		<b>(\$13,452)</b>
Self Insurance Fund #6060	\$ 1,000,000	\$ 976,268	<b>(\$23,732)</b>
Severance Payout Reserve Fund #2090	\$ 1,000,000	\$ 980,545	<b>(\$19,455)</b>
Retirements in need of appropriation	\$ 325,000	<b>\$655,545</b>	
Potential additional Retirements in 2020	\$ 1,261,403	<b>(\$605,858)</b>	

**MONITORING INTANGIBLE / ANTICIPATED ITEMS**

**LIKELY POSSIBLE**

**GENERAL FUND**

Revenue Differential + / (-)

Expense Differential + / (-)

2020 Proposed Capital Improvements Plan General Fund Dollars

Fund Subsidies + / (-)

Unbudgeted Projects

**PROJECTED POTENTIAL YEAR END GF CASH BALANCE** *(excludes rainy day reserve)*

\*\* subject to release of prior year audit

**CITY OF FINDLAY  
OPEN PROJECTS AS OF SEPTEMBER 30, 2020**

PROJECT NUMBER	PROJECT NAME	TOTAL	TOTAL	TOTAL	CURRENTLY
		APPROPRIATED INCEPTION TO DATE	EXPENSED INCEPTION TO DATE	PENDING PURCHASE ORDERS	AVAILABLE TO SPEND
31902400	USDOJ CORONAVIRUS	37,181	26,280	3,917	6,984
31903200	2020 BWC SAFETY INTRE GRAN	20,035	20,035	-	-
31903500	PD QUICK RESPONSE	50,000	-	50,000	-
31903700	2020 PD CIT SUPPORT/EXPANSION	40,000		17,425	22,575
31903800	2020 EMORY ADAMS PARKING LOT	10,000	-	-	10,000
31904000	WET 2020 LLC RLF	25,000	25,000	-	-
31948200	OHIO 629 - MARATHON	250,000	-	-	250,000
31955300	ROWMARK 629 ROADWORK	100,000	1,516	2,234	96,250
31966700	TYLER CASHIERING IMPLEMENTATION	38,500	18,075	20,310	115
31966800	2017 ORC PD REQUIRED TRAINING	39,556	-	4,704	34,852
31972000	2017 SWALE LOT & WALK PATH	70,000	40,245	9,755	20,000
31972900	SALT BARN STRUCTURE	580,000	552,979	21,300	5,721
31976600	RESERVOIR PARKING LOT	15,000	-	-	15,000
31976900	2017 CRISIS INTERVENTION TRAINING	6,103	3,892	-	2,211
31977900	PUBLIC SAFETY SOFTWARE SYSTEM	731,770	631,798	17,190	82,782
31980300	BLANCH RVR GREENWAY TRAIL	666,300	658,729	5,147	2,424
31980800	ORC PD REQUIRED TRAINING	29,320	28,583	220	517
31983000	VHF RADIO SYSTEM	604,077	462,211	116,875	24,990
31983400	2018 SKATE PARK REPAIRS	7,000	-	-	7,000
31985900	HPD GRANT 2018	11,000	10,105	751	144
31990400	DISASTER RECOVERY SITE @ CUBE	55,000	8,055	5,000	41,945
31993000	CUBE COOLING SYS CONDENSERS	20,000	-	11,800	8,200
31993600	KEEP ACTIVE KEEP HEALTHY PROG	100,000	42,586	4,580	52,834
31993800	RVR GREENTRAIL TO RIVERBEND	200,000	80,110	100,649	19,241
31994600	PD QUICK RESPONSE GRANT FY2020	50,000	50,000	-	-
31994700	MUNI BUILDING HVAC CONTROLLER	195,000	94,537	84,443	16,021
31994900	FIRE STRICT FACILITY	250,000	-	-	250,000
31995000	HPD GRANT 2020	14,961	-	-	14,961
<b>GENERAL FUND PROJECTS</b>		<b>4,215,803</b>	<b>2,754,737</b>	<b>476,299</b>	<b>984,767</b>

<u>PROJECT NUMBER</u>	<u>PROJECT NAME</u>	<u>TOTAL APPROPRIATED INCEPTION TO DATE</u>	<u>TOTAL EXPENSED INCEPTION TO DATE</u>	<u>TOTAL PENDING PURCHASE ORDERS</u>	<u>CURRENTLY AVAILABLE TO SPEND</u>
32542300	OIL DITCH CLEANING	20,000	-	-	20,000
32549500	HOWARD RUN DITCH CLEANING	6,000	-	-	6,000
32593900	COUNTRY CLUB DR SLOPE REHAB	332,731	63,481	230,250	39,000
32800200	20 STREET PREV MAINT PROGRAM	675,000	245,892	177,479	251,629
32801100	E SANDUSKY CORRIDOR/SAFETY	50,000	12,380	22,991	14,630
32801400	ODOT FY21 RESURFACING	500	-	-	500
32801500	CROSSING LIGHT IMPROVEMENT	15,000	-	-	15,000
32801700	2020 CITY WALKS AND RAMPS	20,000	1,692	18,308	-
32803100	MLK PWKY IMPROVEMENTS	500	-	-	500
32842500	BLANCHARD/6TH TRAN ALT PLAN	31,000	13,211	17,289	500
32852700	W SANDUSKY/WESTERN AVENUE	190,000	23,659	2,405	163,936
32864600	CR212/CR236 WIDENING	140,000	86,592	51,026	2,383
32872100	S MAIN/LINCOLN INTERSECTION	125,000	46,180	27,190	51,630
32872800	S MAIN/MAIN CROSS INTERSECTION	125,000	47,081	23,115	54,804
32873100	S MAIN/ SANDUSKY INTERSECTION	125,000	46,766	22,935	55,299
32876000	BLANCHARD/LINCOLN BIKE LANE	3,471,500	599,663	1,826,035	1,045,801
32884500	ODOT FY20 RESURF PID100184	2,101,451	559,438	1,472,468	69,545
32893100	19 TRAFFIC POLE REPLACEMENT	50,000	41,530	-	8,470
32894300	LOGAN AVE PH3 CDBG	20,000	14,536	4,964	500
32894500	2020 RESURFACING	1,251,000	1,046,738	111,612	92,650
	<b>SCM&amp;R FUND PROJECTS</b>	<b>8,749,682</b>	<b>2,848,839</b>	<b>4,008,065</b>	<b>1,892,778</b>
35201900	2020 FAA CARES ACT GRANT	69,000	-	-	69,000
35202300	AIP-28 REHAB TAXIWAY A	432,624	-	44,300	388,324
35284600	ODOT AVIAT BEACON & WINDSOCK	178,681	23,000	155,556	125
35293200	AIP-27 RUNWAY 7/25 REHAD CRACK SEAL	139,183	24,987	23,548	90,648
35293400	AIP-27 REHAB TAXIWAY A - DESIGN	59,000	51,306	-	7,694
	<b>AIRPORT FUND PROJECTS</b>	<b>878,488</b>	<b>99,293</b>	<b>223,404</b>	<b>555,791</b>

<u>PROJECT NUMBER</u>	<u>PROJECT NAME</u>	<u>TOTAL APPROPRIATED INCEPTION TO DATE</u>	<u>TOTAL EXPENSED INCEPTION TO DATE</u>	<u>TOTAL PENDING PURCHASE ORDERS</u>	<u>CURRENTLY AVAILABLE TO SPEND</u>
35500500	CHAPEL DR STORM SEWER	25,000	6,509	3,791	14,700
35577600	HOWARD ST SEWER SEP PH 1	1,672,776	1,275,192	-	397,584
35592200	BLANCH ST STORM SEW REPLACE	80,000	52,163	1,673	26,164
35592300	CIMARRON COURT DRAINAGE	95,000	9,940	52,456	32,604
35594100	CR 180 DRAINAGE PLAN	90,916	90,893	-	23
35600100	SEWER TELEVISIONING	681,100	5,747	629,319	46,035
35600600	20 SEWER & MANHOLE LINING	348,500	2,917	-	345,583
35601000	2020 MANHOLE ADJUSTMENT	75,000	5,777	9,223	60,000
35601200	BLUE BONNET/BITTERSWEET SAN	20,000	15,710	1,590	2,700
35601300	WPC CLARIFIER 3&4 REHAB	20,000	12,000	5,000	3,000
35602800	E FRONT EMERG SEWER REPAIR	45,000	-	40,000	5,000
35674500	LTCP EVALUATION STUDY	340,000	313,449	220	26,331
35675000	SANITARY SEWER CR 212	45,000	7,269	731	37,000
35675500	DISTRIBUTION DR SAN SEWER	94,530	57,084	-	37,446
35680200	2018 SEWER LINING & MANHOLE	385,900	375,806	7,755	2,339
35681100	2018 ANNUAL SEWER TELEVISIONING	150,000	123,580	20,527	5,893
35681200	WPC UV SYSTEM REPLACEMENT	2,878,500	2,702,145	21,299	155,057
35691300	19 SEWER LINING & MANHOLE	400,000	306,240	86,598	7,162
35691400	19 SEWER TELEVISIONING	300,000	252,505	43,059	4,436
35691700	MADISON & MONROE	528,800	41,718	434,978	52,104
35691800	SR12 & DAVIS SAN SEWER	60,000	46,820	369	12,811
35691900	WEST MAIN CROSS SAN SEWER	20,000	18,891	1,109	-
	<b>SEWER FUND PROJECTS</b>	<b>8,356,022</b>	<b>5,722,353</b>	<b>1,359,697</b>	<b>1,273,972</b>

<u>PROJECT NUMBER</u>	<u>PROJECT NAME</u>	<u>TOTAL APPROPRIATED INCEPTION TO DATE</u>	<u>TOTAL EXPENSED INCEPTION TO DATE</u>	<u>TOTAL PENDING PURCHASE ORDERS</u>	<u>CURRENTLY AVAILABLE TO SPEND</u>
35700900	2020 WATER VALVE ADJUSTMENT	10,000	62	938	9,000
35702700	PENROSE PUBLIC INFRA RLF G	71,150	-	60,136	11,014
35754100	RAW WATERLINE/TRANSFER STATION	230,000	202,890	-	27,110
35775800	RESERVOIR 1 RAMP REPAVING	20,000	-	-	20,000
35781800	WTP SCADA SYSTEM UPGRADES	585,600	7,616	560,000	17,984
35781900	WATER ASSET MGT OEPA MSTR	350,000	43,457	1,543	305,000
35782200	UB OFFICE RENOVATIONS	10,000	6,515	-	3,485
35782300	WTP ROOF REPLACEMENT	535,000	496,329	-	38,671
35782500	RESERVOIR #2 RAMP REPAVING	25,000	-	-	25,000
35782600	WTP & RES SECURITY CAMERAS	150,000	23,272	82,497	44,231
35782800	RESERVOIR TRANSFER LINE REHAB	20,000	167	-	19,833
35783300	WATER METER SYSTEM REPLACE	250,000	154	-	249,846
35783500	2018 UTILITY RATE STUDY	25,000	-	24,900	100
35790800	WTP CO2 TANKS REPLACEMENT	50,000	-	-	50,000
35791100	HOWARD ST WL REPLACEMENT	358,549	256,650	-	101,900
35793300	OLIVE ST WL REPLACEMENT	560,145	516,138	11,169	32,839
35794400	LARGE METER TESTING CALIBRAT	95,625	-	95,625	-
35795300	SIXTH ST WATERLINE REPLACE	555,430	453,471	66,559	35,400
35795400	W MELROSE AVE WATRLINE	161,000	148,160	9,000	3,841
<b>WATER FUND PROJECTS</b>		<b>4,062,499</b>	<b>2,154,879</b>	<b>912,367</b>	<b>995,253</b>

CITY OF FINDLAY  
**CASH & INVESTMENTS AS OF SEPTEMBER 30, 2020**

<u>AMOUNT</u>	<u>DESCRIPTION AND RATE</u>	<u>BANK/FIRM</u>
\$ 1,024,000.00	STAR OHIO @ 0.290%	
123,304.26	STAR OHIO @ 0.290%	
3,500.00	STAR OHIO @ 0.290%	
1,505,326.75	STAR OHIO @ 0.290%	
578,483.34	STAR OHIO @ 0.290%	
24,000,000.00	STAR PLUS @ 0.080%	
25,505,000.00	SAVINGS ACCOUNT	FIFTH THIRD BANK
1,995,820.00	FFCB @ 2.900%	KEY BANK
245,000.00	CERTIFICATE OF DEPOSIT @ 2.650%	WATERFORD BANK
245,000.00	CERTIFICATE OF DEPOSIT @ 1.790%	FIRST NATIONAL BANK
245,000.00	CERTIFICATE OF DEPOSIT @ 1.510%	FIRST FEDERAL BANK
<hr/>		
\$ 55,470,434.35	INVESTMENT TOTAL	
4,582,921.90	5/3 BANK ACCOUNT BALANCE	
-	ACCRUED INVESTMENT INTEREST	
<hr/>		
<b><u>\$ 60,053,356.25</u></b>	<b>TOTAL CASH &amp; INVESTMENTS</b>	

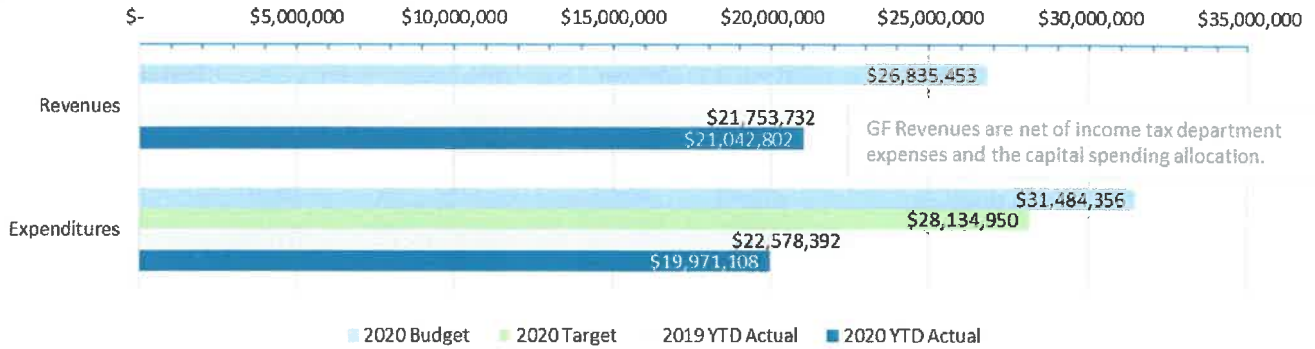
**UNAPPROPRIATED FUND BALANCES (CURRENT CASH BALANCES ON REVERSE)**

GENERAL	\$ 8,825,314
SCM&R	247,243
SCM&R HIWAY	234,470
SEVERANCE PAYOUT RESERVE	980,545
AIRPORT	99,980
WATER	2,687,325
SEWER	5,660,977
STORMWATER	2,114,100
PARKING	41,292
CIT ADMINISTRATION	246,589
CIT CAPITAL IMPROVEMENT	2,380,611

CITY OF FINDLAY  
**BREAKDOWN OF TOTAL CASH & INVESTMENTS BY FUND AS OF SEPTEMBER 30, 2020**

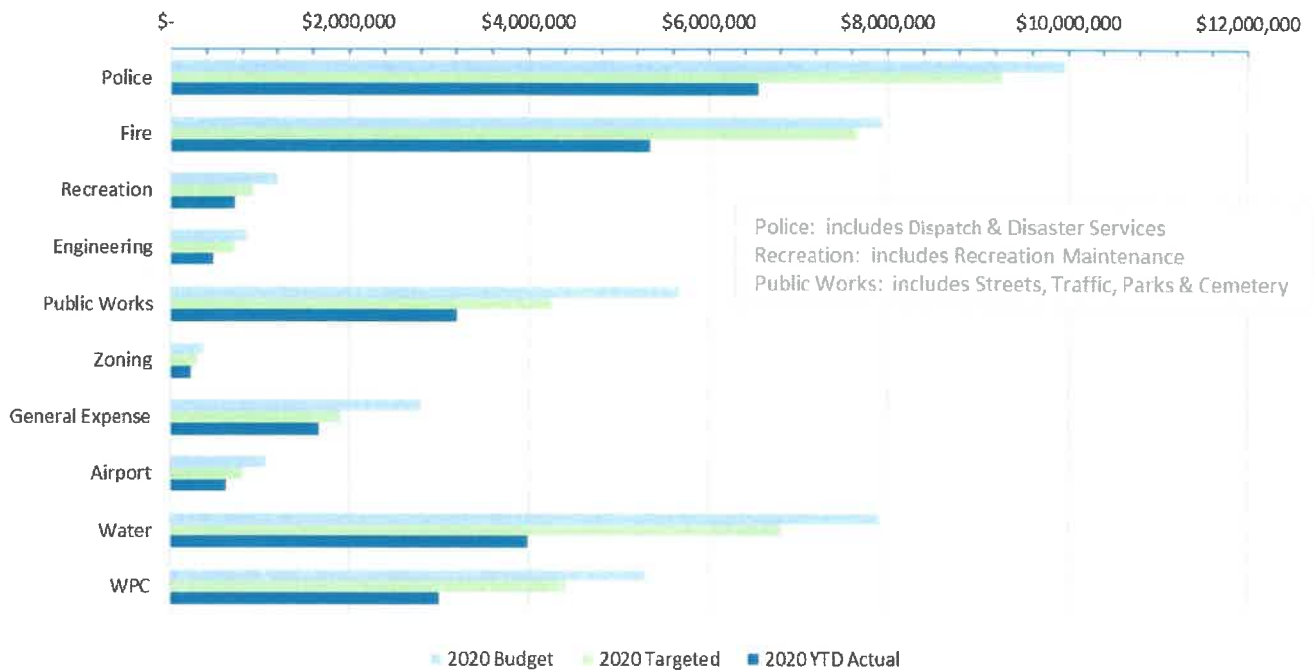
\$16,672,253.71	General Fund
1,500,000.00	General Fund Restricted Rainy Day
1,461,998.07	General Fund Projects
1,784,848.59	SCM&R Fund
2,544,945.40	SCM&R Fund Projects
370,867.12	County Permissive License Fund
276,457.36	State Highway Fund
212.57	Law Enforcement Trust Fund
4,011.87	Drug Law Enforcement Trust Fund
299,217.46	ID Alcohol Treatment Fund
65,421.44	Enforcement & Education Fund
589,765.58	Court Special Projects Fund
157,468.07	Court Computerization Fund
2,109.56	METRICH Drug Law Enforcement Trust Fund
148,718.10	Alcohol Monitoring Fund
146,286.89	Mediation Fund
172,071.64	Electronic Imaging Fund
20,613.66	Legal Research Fund
677,829.45	Severance Payout Fund
565,352.53	Coronavirus Relief Fund
107,463.47	Debt Service Fund
38,636.88	CR 236 TIF Fund
695,367.04	Municipal Court Improvement Fund
410,118.09	Airport Fund
81,285.50	Airport Fund Projects
7,134,119.15	Water Fund
901,101.05	Water Fund Restricted
1,723,468.53	Water Fund Projects
6,091,880.52	Sewer Fund
5,458,954.27	Sewer Fund Restricted
2,648,467.71	Sewer Fund Projects
71,025.65	Parking Fund
-	Parking Fund Projects
46,521.17	Swimming Pool Fund
-	Swimming Pool Fund Projects
30,053.98	Internal Service Central Stores Fund
712,162.55	Internal Service Workers Comp Fund
1,042,861.11	Internal Service Self Insurance Fund
2,411,645.59	CIT Fund
470,009.68	CIT Fund- Restricted Capital Improvements
-	CIT Fund-Restricted Flood Mitigation
283,242.62	Police Pension Fund
283,242.62	Fire Pension Fund
56,751.12	Unclaimed Monies Fund
113,951.60	Tax Collection Agency Fund
1,519,719.73	Cemetery Trust Fund
159,728.94	Private Trust Fund
78,501.47	Guaranteed Deposits
-	Special Assessments Pavements Fund
304.52	Special Assessments Sidewalks Fund
-	Special Assessments Sidewalks Fund Projects
22,322.62	Special Assessments Storm Fund
<b><u>\$ 60,053,356.25</u></b>	<b>TOTAL CASH &amp; INVESTMENTS</b>

### General Fund - 2020 Budget vs. September YTD Actual



Note: At 9/30/19, expenses were ahead of revenues due to all subsidies being paid out in the first half of the year and transfers made to capital and other funds.

### Operational Departments - 2020 Budget vs. September YTD Actual



### General Fund Revenues & Expenditures

Prior Year Ending Cash Balance 12/31/19	\$ 13,295,064
Revenues YTD September	\$ 21,042,802
Operational Expenditures YTD September	\$ (19,971,108)



## Updated 2020 City of Findlay Operational Budget

*Targeted Budget Updated in July 2020*

		2019	2020	2020		2020	% of
		ACTUAL	ORIGINAL BUDGET	TARGETED		ACTUAL SEP YTD	Targeted Spent
TOTAL	COUNCIL	174,881	327,935	193,435	-41%	140,544	73%
TOTAL	MAYOR'S OFFICE	280,421	346,501	315,729	-9%	228,977	73%
TOTAL	AUDITOR'S OFFICE	597,417	727,737	727,737	0%	470,268	65%
TOTAL	TREASURER'S OFFICE	18,934	23,649	23,649	0%	18,590	79%
TOTAL	LAW DIRECTOR	622,997	665,827	665,827	0%	524,271	79%
TOTAL	MUNICIPAL COURT	1,846,359	2,501,301	2,501,301	0%	1,606,384	64%
TOTAL	CIVIL SERVICE	129,986	160,791	160,791	0%	85,917	53%
TOTAL	PLANNING & ZONING	159,849	152,592	152,592	0%	150,431	99% *
TOTAL	COMPUTER SERVICES	438,796	525,363	467,260	-11%	293,010	63%
TOTAL	GENERAL EXPENSE	5,327,641	2,317,800	1,917,800	-17%	1,674,224	87% **
TOTAL	POLICE DEPARTMENT	7,397,849	8,449,269	8,096,779	-4%	5,708,403	71%
TOTAL	DISASTER SERVICES	50,046	55,647	54,647	-2%	48,495	89%
TOTAL	FIRE DEPARTMENT	7,268,174	7,932,075	7,656,768	-3%	5,336,743	70%
TOTAL	DISPATCH CENTER	1,084,236	1,122,376	1,114,783	-1%	794,292	71%
TOTAL	SAFETY DIRECTOR	107,596	128,704	112,539	-13%	78,303	70%
TOTAL	HUMAN RESOURCES	128,857	159,736	137,034	-14%	96,814	71%
TOTAL	SERVICE DIRECTOR	98,004	132,277	106,437	-20%	60,196	57%
TOTAL	ENGINEERING DEPARTMENT	663,267	860,839	723,357	-16%	468,489	65%
TOTAL	PUBLIC BUILDING	355,264	542,367	425,707	-22%	232,416	55%
TOTAL	ZONING	298,268	374,507	317,522	-15%	235,310	74%
TOTAL	PARKS DEPARTMENT	988,582	1,113,333	906,498	-19%	651,547	72%
TOTAL	RESERVOIR RECREATION	3,785	26,973	8,273	-69%	2,968	36%
TOTAL	RECREATION MAINTENANCE	87,765	99,500	85,000	-15%	45,331	53%
TOTAL	RECREATION FUNCTIONS	791,586	926,413	853,131	-8%	667,299	78%
TOTAL	CEMETERY DEPARTMENT	551,296	494,259	410,354	-17%	351,886	86%
TOTAL	GENERAL FUND	29,471,859	30,167,771	28,134,950	-7%	19,971,108	71%
	<i>Remove CI transfer out of Gen'l Exp</i>	<i>(2,000,000)</i>					
		<b>27,471,859</b>	<b>30,167,771</b>	<b>28,134,950</b>	<b>-7%</b>		
TOTAL	PERSONAL EXPENSES	20,649,566	23,121,259	22,232,173	-4%		
TOTAL	OPERATING EXPENSES	8,822,293	7,046,512	5,902,777	-16%		
	<i>Remove CI transfer out of Gen'l Exp</i>	<i>(2,000,000)</i>					
		<b>6,822,293</b>	<b>7,046,512</b>	<b>5,902,777</b>	<b>-16%</b>		
TOTAL	REDUCTION			2,032,821			

\* amount the City pays to support HRPC

\*\* several subsidies are paid from here and have already been paid out

Key Restricted Funds	2019	2020	2020		2020	% of Targeted
	ACTUAL	ORIGINAL BUDGET	TARGETED		ACTUAL SEP YTD	Spent
AIRPORT	1,266,118	1,223,038	817,243	-33%	626,142	77%
WATER FUND	7,382,904	7,508,514	6,811,778	-9%	3,992,595	59%
WPC FUND	4,158,277	4,525,623	4,410,915	-3%	3,011,166	68%
STREETS/TRAFFIC	3,358,060	3,353,785	2,934,504	-13%	2,209,225	75%

# City of Findlay

Christina Muryn, Mayor

## WATER TREATMENT DEPARTMENT

Jason Phillips, Superintendent  
110 North Blanchard Street • Findlay, OH 45840  
Phone: 419-424-7193 • Fax: 419-424-7892  
www.findlayohio.com

October 12, 2020

## NEWS RELEASE

### PRECIPITATION & RESERVOIR LEVELS

Total precipitation recorded at the City of Findlay Water Pollution Control Center was 8.23 inches of rain for the third quarter (July-Sept) of 2020.

At the end of September, the Findlay reservoirs stood at 82% of capacity. This reservoir level represents a 776 day water supply at the city's current usage rate.

The City of Findlay Water Treatment Plant treated 623.11 million gallons of water in the third quarter of 2020. That is an average of 6.77 million gallons per day.

Thank you,



Jason Phillips  
Superintendent  
Water Treatment Plant

EC: City Council  
Department Supervisors  
File

	10/12/2020	2019					2020				
		Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	YTD Total	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec	YTD Total
<b>Precipitation</b>											
Rain (Inches)		8.7	15.67	10.61	6.18	41.16	9.23	7.58	8.23		25.04
Snow (Inches)		20.1			6.5	26.6	13.2	3.4	0		16.6
<b>Total Precipitation (In Inches)</b>		<b>28.8</b>	<b>15.67</b>	<b>10.61</b>	<b>12.68</b>	<b>67.76</b>	<b>22.43</b>	<b>10.98</b>	<b>8.23</b>	<b>0</b>	<b>41.64</b>
<b>Reservoir</b>											
Current Volume (Billion Gallons)		6.2	6.3	5.5	5.25		5.6	6.1	5.2		
Max Capacity (Billion Gallons)		6.4	6.4	6.4	6.4		6.4	6.4	6.4	6.4	
<b>% of Capacity</b>		<b>97%</b>	<b>99%</b>	<b>86%</b>	<b>82%</b>		<b>88%</b>	<b>96%</b>	<b>82%</b>		
Supply at Current Usage (Days)		1014	1058	843	855		920	903	775		
Supply at Max Capacity/Current Usage (Days)		1041	1074	976	1042		1046	941	945	#DIV/0!	
<b>Treatment</b>											
Gallons Treated (Millions)		553.65	542.55	604.03	565.08		557.21	618.35	623.11		
Max Treatment Capacity (Millions)		1440	1456	1472	1472		1456	1456	1472		
<b>Current Treatment Capacity Utilization</b>		<b>38%</b>	<b>37%</b>	<b>41%</b>	<b>38%</b>		<b>38%</b>	<b>42%</b>	<b>42%</b>		
AVG Gallons Treated Per Day (Millions)		6.15	5.96	6.56	6.14		6.12	6.8	6.77		
Max Daily Treatment Capacity (Millions)		16	16	16	16		16	16	16	16	
<b>AVG Daily Remaining Capacity (Millions)</b>		<b>9.85</b>	<b>10.04</b>	<b>9.44</b>	<b>9.86</b>		<b>9.88</b>	<b>9.2</b>	<b>9.23</b>		

### Water and Sewer Rates

2017 Annual Water Rates		
Findlay	\$	358
Ohio average	\$	634

Year	Average Ohio Water Rate Increases	Findlay
2014	1.8%	0%
2015	3.3%	0%
2016	6.1%	0%
2017	0.9%	0%

2017 Annual Sewer Rates		
Findlay	\$	424
Ohio average	\$	677

Year	Average Ohio Sewer Rate Increases	Findlay
2014	3.2%	0%
2015	4.4%	0%
2016	0.9%	0%
2017	2.4%	0%

from 2017 Ohio EPA Sewer & Water Rate Survey



# AUDITOR'S OFFICE

318 Dorney Plaza, Room 313  
Findlay, OH 45840-3346  
Telephone: 419-424-7101 • Fax: 419-424-7866  
www.findlayohio.com

**JIM STASCHIAK II**  
CITY AUDITOR

Tuesday, October 13, 2020

**It is respectfully requested this letter be read into the Council meeting record**

Honorable Members of City Council,

As paymaster for the City, the salary ordinance has typically been revised by the Auditor's office with changes requested by the Administration and presented to Council for review. Attached is this year's updated pay ordinance. The changes made to the existing ordinance are highlighted in RED. The Mayor's administration and the Auditor's office have reviewed the document.

As always I will look forward to answering any questions Council might have. The revisions include:

- All exempt positions with a salary range had the max amounts raised by 1.31%
- All steps in the hourly ranges and all excepted pay ranges were increased by 1.31%
- All effective dates were changed as needed in each section
- All other changes are highlighted in RED

It is important a completed ordinance is passed by your last meeting in December which includes the emergency clause so we can continue the City's regular course of business.

Respectfully,

A handwritten signature in blue ink, appearing to read "Jim Staschiak II", is written over a light blue horizontal line.

Jim Staschiak II - City Auditor

**ORDINANCE NO. 2020-121**

**AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS, PAY RANGES, SALARY SCHEDULES AND OTHER MATTERS THAT MAY AFFECT PAY, FOR ALL NON-ELECTED OFFICERS AND EMPLOYEES OF THE CITY OF FINDLAY, OHIO, AND REPEALING ORDINANCE NO. 2019-086, AND ALL OTHER ORDINANCES AND/OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.**

BE IT ORDAINED by the Council of the City of Findlay, State of Ohio, two-thirds (2/3) of all members elected thereto concurring:

**SECTION 1: REPEAL**

That Ordinance No. 2019-086 As Amended, and all other Ordinances and/or parts of Ordinances in conflict herewith be repealed and Ordinance No. 2020-121 is hereby enacted establishing Job Classifications, Pay Ranges, Salary Schedules and other matters that may affect pay for all non-elected officers and employees of the City of Findlay, Ohio.

**SECTION 2: UNCLASSIFIED SERVICE OF CIVIL SERVICE**

The unclassified service of the civil service of the City shall include:

- A. All officers elected by the people.
- B. All directors or heads of departments.
- C. All officers and members of boards and commissions whose appointment is subject to concurrence by Council.
- D. One administrative assistant to each elective officer and the various directors or heads of departments, the Deputy Auditor and one secretary and one assistant or clerk for each board or commission appointed by the Mayor.
- E. The City Clerk.
- F. The legal assistants to the Law Director.
- G. Four clerical/administrative support employees for the City Auditor, per ORC section 124.11 (A)(8).
- H. Bailiffs, constables, clerks of court and deputy clerks of court, official stenographers, and other employees of courts.
- I. Physicians, nurses, engineers, veterinarians, and surveyors, or other comparable professions which require licensing under the laws of the State of Ohio.
- J. Those employees whose job duties require, as essential qualifications over and above technical competency requirements, a high degree of trust, confidence, reliance, integrity or fidelity and who perform non-ministerial, discretionary duties in the department heads place and stead.

**SECTION 3: CLASSIFIED SERVICE OF CIVIL SERVICE**

- A. The classified service shall comprise all positions not specifically included in Section 2, above.
- B. In all examinations for positions in the classified service requiring applicants to be state licensed or certified, or requiring peculiar and exceptional qualifications of a scientific, managerial, semiprofessional, or educational

**ORDINANCE NO. 2020-121**

**AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS, PAY RANGES, SALARY SCHEDULES AND OTHER MATTERS THAT MAY AFFECT PAY, FOR ALL NON-ELECTED OFFICERS AND EMPLOYEES OF THE CITY OF FINDLAY, OHIO, AND REPEALING ORDINANCE NO. 2019-086, AND ALL OTHER ORDINANCES AND/OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.**

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- E. The City Clerk.
- F. The legal assistants to the Law Director.
- G. Four clerical/administrative support employees for the City Auditor, per ORC section 124.11 (A)(8).
- H. Bailiffs, constables, clerks of court and deputy clerks of court, official stenographers, and other employees of courts.
- I. Physicians, nurses, engineers, veterinarians, and surveyors, or other comparable professions which require licensing under the laws of the State of Ohio.
- J. Those employees whose job duties require, as essential qualifications over and above technical competency requirements, a high degree of trust, confidence, reliance, integrity or fidelity and who perform non-ministerial, discretionary duties in the department heads place and stead.

**SECTION 3: CLASSIFIED SERVICE OF CIVIL SERVICE**

- A. The classified service shall comprise all positions not specifically included in Section 2, above.
- B. In all examinations for positions in the classified service requiring applicants to be state licensed or certified, or requiring peculiar and exceptional qualifications of a scientific, managerial, semiprofessional, or educational

character, prior residence within the City shall not be required for entrance to the examinations, but on appointment, the persons shall be required to comply with the residency provisions provided herein.

**SECTION 4: RESIDENCY PROVISION**

- A. Pursuant to Ohio Revised Code 9.481(B) (2) (b), the City requires any individual employed by the City of Findlay as a condition of employment, to reside in either Hancock County, or in any county adjacent to Hancock County in the State of Ohio. The only exceptions to this residency requirement are elected officials who are required to live in the City of Findlay, as well as those employees appointed under the provisions of Ohio Revised Code, which require residency in the City.
- B. Elected officials and the Director of Public Service or Safety have the authority to grant temporary exceptions to the residency requirement upon request of employees that fall under their appointing authority

**SECTION 4.1 PROMOTIONAL POLICY**

Effective March 1, 2016, an employee who is promoted to or hired into a job classification that is in the "Administrative," "Professional," "Executive," or "Computer" job classifications of the ordinance, and that is paid using a minimum and maximum biweekly salary range will be assigned a biweekly amount within the allowed range. Once the employee is assigned an amount within the range, all future increases in the biweekly salary amount shall not exceed eight percent (8%) in any calendar year without Council authorization.

**SECTION 5: EXECUTIVE, ADMINISTRATIVE, PROFESSIONAL, AND COMPUTER JOB CLASSIFICATIONS AND RANGES FOR BIWEEKLY SALARIES**

That from and after **January 10, 2021** the following job classifications of the various non-elected officers and employees of the City of Findlay, Ohio shall be declared as Executive, Administrative, Professional or Computer positions under provisions of the Fair Labor Standards Act and guidelines provided by the U.S. Department of Labor. These job classifications shall be exempted from the payment of overtime, and shall be paid a bi-weekly salary as provided by law. These job classifications and biweekly pay amounts are to be used by full-time employees only, as defined in Section 12.

<u>JOB CLASSIFICATION</u>	<u>BIWEEKLY PAY</u>	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
Airport Director.....	\$1,856.00	\$3,192.00
Assistant City Engineer.....	\$2,381.60	\$3,561.60
Assistant Fire Chief.....	\$2,322.40	\$3,699.20
City Clerk/Chief Assistant/Mayor's Office.....	\$1,930.40	\$3,305.60
City Engineer.....	\$2,668.80	\$3,956.80
Clerk of Municipal Court.....	\$1,930.40	\$3,699.20
Software Developer.....	\$1,856.00	\$3,192.00
Information Systems Manager.....	\$2,438.40	\$3,956.80
Deputy City Auditor.....	\$2,339.20	\$4,385.60
Director of Public Safety.....	\$2,668.80	\$4,385.60
Director of Public Service.....	\$2,339.20	\$4,385.60
Engineer (EI).....	\$1,856.00	\$3,224.00
Engineer Project Manager.....	\$1,856.00	\$3,192.00
Fire Chief.....	\$2,668.80	\$4,070.40
Flood Plain/Zoning Administrator.....	\$1,856.00	\$3,192.00
Human Resources Director.....	\$2,339.20	\$4,385.60
Income Tax Administrator.....	\$2,322.40	\$3,699.20
Police Captain.....	\$2,322.40	\$3,699.20
Police Chief.....	\$2,668.80	\$4,070.40
Professional Civil Engineer.....	\$2,176.80	\$3,214.40
Professional Surveyor.....	\$1,888.80	\$2,967.20
Project Coordinator.....	\$1,856.00	\$3,096.80
Public Works Superintendent.....	\$2,322.40	\$3,699.20
Public Works Supervisor.....	\$1,856.00	\$3,192.00



Recreation Administrative Supervisor.....	\$1,856.00	\$3,192.00
Rec., Marketing & Facilities Supt.....	\$2,322.40	\$3,699.20
Service-Safety Director.....	\$3,018.40	\$6,577.60
Sewer Maintenance Supervisor.....	\$1,856.00	\$3,192.00
Traffic Signal Supervisor.....	\$1,856.00	\$3,192.00
Utilities Billing Supervisor.....	\$1,856.00	\$3,192.00
Wastewater Treatment Supervisor.....	\$1,856.00	\$3,192.00
Water Distribution Supervisor.....	\$1,856.00	\$3,182.00
Water Pollution Control Supt.....	\$2,322.40	\$3,699.20
Water Treatment Plant Supt.....	\$2,322.40	\$3,699.20
Water Treatment Supervisor.....	\$1,856.00	\$3,192.00

**SECTION 6: EXCEPTED PAY RANGES**

That from and after **January 10, 2021** the following job classifications and salaries are hereby established as an exception to all other pay ranges outlined in this ordinance.

<u>JOB CLASSIFICATION</u>	<u>BIWEEKLY PAY</u>
Assistant Director of Law I.....	\$2,152.35
Assistant Director of Law II.....	\$1,983.27
Assistant Director of Law III.....	\$1,821.67
Assistant Director of Law IV.....	\$1,653.91
Member – Civil Service Commission.....	\$197.79

**SECTION 7: OVERTIME ELIGIBLE EMPLOYEE CLASSIFICATIONS PAID WITHIN A RANGE OF HOURLY RATES**

That from and after **January 10, 2021** the following job classifications of the various non-elected officers and employees of the City of Findlay, Ohio, shall be declared as overtime eligible positions pursuant to Section 15 herein. These job classifications are to be used for part-time and full-time employees as defined in Section 12.

<u>JOB CLASSIFICATION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Computer Support Technician.....	\$11.18	\$20.26
Network Administrator .....	\$20.97	\$36.65
Senior Network Administrator.....	\$21.98	\$40.22
Code Enforcement Officer I .....	\$19.54	\$26.19
Code Enforcement Officer II .....	\$25.00	\$32.42
Fire Inspector/Part Time .....	\$25.00	\$30.82
GIS Technician .....	\$22.83	\$32.42
GIS Specialist .....	\$26.78	\$39.54
Mechanic – Fire Department .....	\$16.26	\$29.59
Performance/Data Management Technician.....	\$21.34	\$35.82
Assistant to Director of Law/Council Clerk.....	\$19.31	\$28.82
Auditor Staff Accountant.....	\$21.63	\$39.58

**SECTION 8: HOURLY JOB CLASSIFICATIONS AND PAY RANGES**

That from and after **January 10, 2021** the following hourly job classifications and pay ranges of the various non-elected officers and employees of the City of Findlay, Ohio, shall be as follows:

Employees hired on or before August 21, 2003 shall be placed in a pay range which begins with a zero (0). Those hired after August 21, 2003 shall be placed in a pay range that begins with a nine (9). Seasonal or temporary employees will be placed in a pay range that begins with an eight (8).



JOB CLASSIFICATIONS

PAY RANGE

These job classifications and pay ranges are to be used for full-time and part-time employees as defined in Section 12. The employees in these classifications shall be paid on an hourly basis as provided by law and shall be eligible for overtime pursuant to Section 15 herein.

Account Clerk I .....	.0130	9130
Account Clerk II .....	.0140	9140
Account Clerk III .....	.0150	9150
Account Clerk IV .....	.0160	9160
Administrative Assistant I.....	.0120	9120
Administrative Assistant II.....	.0130	9130
Administrative Assistant III.....	.0140	9140
Administrative Assistant IV .....	.0150	9150
Administrative Assistant V .....	.0160	9160
Administrative Assistant VI .....	.0170	9170
Airport Worker I.....	.0130	9130
Airport Worker II.....	.0140	9140
Airport Worker III.....	.0160	9160
Assistant Recreation Supervisor .....	.0160	9160
Assistant Utilities Billing Supervisor.....	.0160	9160
Building & Grounds Maintenance Tech .....	.0160	9160
Building & Ice Maintenance Tech .....	.0130	9130
Building Maintenance Tech .....	.0150	9150
City Forester .....	.0180	9180
Clerk I .....	.0080	9080
Clerk II .....	.0110	9110
Clerk III .....	.0120	9120
Clerk IV .....	.0140	9140
Clerk-Civil Service Commission/Engineering I .....	.0120	9120
Clerk-Civil Service Commission/Engineering II .....	.0130	9130
Clerk-Civil Service Commission/Engineering III .....	.0140	9140
Clerk-Civil Service Commission/Engineering IV.....	.0150	9150
Clerk-Civil Service Commission/Engineering V.....	.0160	9160
Clerk-Civil Service Commission/Engineering VI.....	.0170	9170
Code Enforcement Coordinator .....	.0120	9120
Chief Construction Inspector .....	.0190	9190
Construction Inspector I.....	.0160	9160
Construction Inspector II.....	.0170	9170
Construction Inspector III.....	.0180	9180
Custodial/Maintenance Worker .....	.0030	9030
Custodial Worker I .....	.0050	9050
Custodial Worker II .....	.0070	9070
Customer Service/Field Representative .....	.0005	9005
Graduate Engineer .....	.0170	9170
Engineering Technician .....	.0180	9180
Fleet Maintenance Manager.....	.0120	9120
CAD I .....	.0110	9110
CAD II .....	.0130	9130
Engineering Tech I.....	.0150	9150
Engineering Tech II.....	.0170	9170
Facility Coordinator.....	.0030	9030
Firefighter (Part-time Only).....	N/A	9080,9090,9100,9110
Public Works Groundskeeper .....	.0030-0140	9030-9140
Lab Technician I – No License .....	.0170	N/A
Lab Technician I – Class I License .....	.0171	N/A
Lab Technician I – Class II License.....	.0172	N/A
Lab Technician I – Class III License.....	.0173	N/A

Lab Technician I – Class IV License .....	0174	N/A
Lab Technician I .....	N/A	9160
Lab Technician II – No License .....	0180	N/A
Lab Technician II – Class I License .....	0181	N/A
Lab Technician II – Class II License .....	0182	N/A
Lab Technician II – Class III License .....	0183	N/A
Lab Technician II .....	N/A	9170
MS4 Coordinator .....	0170	9170
Operations/Scheduler .....	0160	9160
Public Maintenance Mechanic I .....	0160	9160
Public Maintenance Mechanic II .....	0170	9170
Public Maintenance Mechanic III .....	0180	9180
Public Works Maintenance Worker I .....	0110	9110
Public Works Maintenance Worker II .....	0120	9120
Public Works Maintenance Worker III .....	0130	9130
Public Works Maintenance Worker IV .....	0140	9140
Public Works Maintenance Worker V .....	0150	9150
Public Works Maintenance Worker VI .....	0160	9160
Public Works Cemetery Foreman .....	0170	9170
Public Works Foreman I .....	0170	9170
Public Works Foreman II .....	0180	9180
Public Works Foreman III .....	0190	9190
Parking Enforcement Officer .....	0110	9110
Payroll Clerk .....	0130	9130
Records Administrator I .....	0150	9150
Records Administrator II .....	0170	9170
Recreation Activities Coordinator .....	0090-0150	9090-9150
Secretary I .....	0120	9120
Secretary II .....	0140	9140
Secretary III .....	0150	9150
Security Officer .....	0031	9031
Sewer Maintenance Worker I – No License .....	0120	N/A
Sewer Maintenance Worker I – Class I License .....	0125	N/A
Sewer Maintenance Worker I – Class II License .....	0130	N/A
Sewer Maintenance Worker I .....	N/A	9120
Sewer Maintenance Worker II – No License .....	0140	N/A
Sewer Maintenance Worker II – Class I License .....	0141	N/A
Sewer Maintenance Worker II – Class II License .....	0142	N/A
Sewer Maintenance Worker II .....	N/A	9130
Sewer Maintenance Worker III – No License .....	0160	N/A
Sewer Maintenance Worker III – Class I License .....	0161	N/A
Sewer Maintenance Worker III – Class II License .....	0162	N/A
Sewer Maintenance Worker III .....	N/A	9140
Sewer Maintenance Worker IV .....	0150	9150
Sewer Maintenance Worker V .....	0160	9160
Sewer Maintenance Worker VI .....	0170	9170
Sewer Maintenance Foreman I .....	0180	9180
Sewer Maintenance Foreman II .....	0190	9190
Sign Maintenance Supervisor .....	0190	9190
Surveyor Technician I .....	0120	9120
Surveyor Technician II .....	0140	9140
Surveyor I, SIT .....	0160	9160
Surveyor II, Intern .....	0180	9180
Tax Administrator Agent I .....	0120	9120
Tax Administrator Agent II .....	0130	9130
Traffic Signal Electrician I .....	0160	9160
Traffic Signal Electrician II .....	0180	9180
Traffic Signal Electrician III .....	0190	9190

Traffic Signal Electrician Assistant I .....	0120	9120
Traffic Signal Electrician Assistant II .....	0140	9140
Truck Driver I .....	0110	9110
Truck Driver II .....	0120	9120
Utilities Billing Clerk I .....	0110	9110
Utilities Billing Clerk II .....	0120	9120
Utilities Billing Clerk III .....	0130	9130
Utilities Billing Clerk IV .....	0140	9140
Utility Grounds Maintenance Worker I .....	0110	9110
Utilities Ground Maintenance Worker II .....	0120	9120
Utility Grounds Maintenance Worker III .....	0130	9130
Utility Grounds Maintenance Worker IV .....	0140	9140
Utility Grounds Maintenance Worker V .....	0150	9150
Utility Grounds Maintenance Worker VI .....	0160	9160
Utility Maintenance Mechanic I .....	0140	9140
Utility Maintenance Mechanic II .....	0150	9150
Utility Maintenance Mechanic III .....	0160	9160
Utility Maintenance Mechanic IV .....	0170	9170
Utility Maintenance Mechanic V .....	0180	9180
Utility Maintenance Mechanic VI .....	0190	9190
Water Meter Maintenance Worker .....	0130	9130
Water Meter Technician I .....	0120	9120
Water Meter Technician II .....	0140	9140
Water Meter Technician III .....	0150	9150
Waterline Maintenance Technician Assistant – Class I License .....	0150	N/A
Waterline Maintenance Technician Assistant – Class II License .....	0151	N/A
Waterline Maintenance Technician Assistant .....	N/A	9150
Waterline Maintenance Technician – Class I License .....	0160	N/A
Waterline Maintenance Technician – Class II License .....	0161	N/A
Waterline Maintenance Technician .....	N/A	9160
Waterline Maintenance Worker I – No License .....	0120	N/A
Waterline Maintenance Worker I – Class I License .....	0125	N/A
Waterline Maintenance Worker I – Class II License .....	0130	N/A
Waterline Maintenance Worker I .....	N/A	9120
Waterline Maintenance Worker II – No License .....	0140	N/A
Waterline Maintenance Worker II – Class I License .....	0141	N/A
Waterline Maintenance Worker II – Class II License .....	0142	N/A
Waterline Maintenance Worker II .....	N/A	9130
Waterline Maintenance Worker III – No License .....	0160	N/A
Waterline Maintenance Worker III – Class I License .....	0161	N/A
Waterline Maintenance Worker III – Class II License .....	0162	N/A
Waterline Maintenance Worker III .....	N/A	9140
Waterline Maintenance Worker IV .....	0150	9150
Waterline Maintenance Worker V .....	0160	9160
Waterline Maintenance Worker VI .....	0170	9170
Waterline Maintenance Foreman I .....	0180	9180
Waterline Maintenance Foreman II .....	0190	9190
Water Treatment Plant Operator Assistant - No License .....	0140	N/A
Water Treatment Plant Operator Assistant – Class I License .....	0141	N/A
Water Treatment Plant Operator Assistant – Class II License .....	0142	N/A
Water Treatment Plant Operator Assistant - Class III License .....	0143	N/A
Water Treatment Plant Operator Assistant .....	N/A	9140
Water Treatment Plant Operator – No License/OIT .....	0160	9160
Water Treatment Plant Operator - Class I License .....	0161	9170
Water Treatment Plant Operator – Class II License .....	0162	9180
Water Treatment Plant Operator – Class III License .....	0163	9190
Welder .....	0160	9160
W/W Treatment Plant Operator Assistant - No License .....	0140	N/A

WW Treatment Plant Operator Assistant – Class I License.....	0141	N/A
WW Treatment Plant Operator Assistant – Class II License.....	0142	N/A
WW Treatment Plant Operator Assistant - Class III License.....	0143	N/A
WW Treatment Plant Operator Assistant .....	N/A	9140
WW Treatment Plant Operator – No License/OIT .....	0160	9160
WW Treatment Plant Operator - Class I License .....	0161	9170
WW Treatment Plant Operator – Class II License .....	0162	9180
WW Treatment Plant Operator – Class III License .....	0163	9190
Zoning/Building Inspector .....	0160	9160

TEMPORARY JOB CLASSIFICATIONS

PAY RANGE

This job classification and pay ranges are to be used for temporary and seasonal employees as defined in Section 12. Overtime eligibility shall be determined pursuant to Section 15 herein and under the applicable provisions of the Fair Labor Standards Act.

Temporary Support Staff.....8010 – 8160

	<u>MINIMUM</u>	<u>MAXIMUM</u>
Learn to Skate Instructor I.....	\$10.00	\$14.00
Learn to Skate Instructor II.....	\$15.00	\$24.00
Learn to Skate Instructor III.....	\$25.00	\$30.00

SECTION 9: LICENSE STIPENDS/SHIFT DIFFERENTIAL/EMERGENCY CONTACT PAY

A. Effective January 12, 2020 employees who are in the following classifications will be paid an annual license stipend upon providing proof of the license level obtained: Sewer Maintenance Supervisor, Water Treatment Superintendent, Water Pollution Control Superintendent, Water Distribution Supervisor, Water Treatment Supervisor, Wastewater Treatment Supervisor, Waterline Maintenance Foreman I, and II and Sewer Maintenance Foreman I, and II. The following license stipend amounts will be paid on the first payday in July of each year to active employees:

Class I License	\$250.00
Class II License	\$500.00
Class III License	\$750.00
Class IV License	\$1,000.00

B. Effective January 12, 2020, employees hired after August 21, 2003 and who are in the following classifications will be paid an annual license stipend upon providing proof of the license level obtained: Sewer Maintenance Worker I, II, and III, IV, V and VI, Waterline Maintenance Worker I, II, III, IV, V and VI, Waterline Maintenance Foreman I and II, and Sewer Maintenance Foreman I and II, Waterline Maintenance Technician Assistant, Waterline Maintenance Technician and Laboratory Technician I and II. The license stipend will be paid on the first payday in July of each year to active employees:

Class I License	\$250.00
Class II License	\$500.00
Class III License	\$750.00
Class IV License	\$1,000.00

C. Effective May 18, 2008, employees of the Water Distribution Department who are required to carry a cell phone and/or pager designated for emergency contact and who must be available to co-ordinate response to an emergency situation, will receive at least ten dollars (\$10.00) per day for each day that they serve in the capacity as emergency contact.

D. Effective January 12, 2020, employees with the titles of Water Treatment Plant Operator, Water Treatment Plant Operator Assistant, Lab Technician I and II, Wastewater Treatment Plant Operator and Wastewater Treatment Plant Operator Assistant shall be paid an hourly shift differential during the afternoon and overnight shifts.

Eligible employees shall receive seventy-five cents (\$0.75) per hour for each complete hour worked between 4 p.m. and midnight, and they shall receive fifty cents (\$0.50) per hour for each complete hour worked between midnight and 8 a.m. Shift differential shall not be paid for any partial hour worked.

When an eligible employee works between the hours of 4 p.m. and 8 a.m. on the holidays outlined in Section 22, Paragraph D, or when an operator is working overtime during the hours of 4 p.m. through 8 a.m., appropriate shift differential will be paid at the same factoring rate as the base wage. (Ex: Holiday Pay is paid at 1.5 of the base)

**SECTION 10: PAY RANGES EFFECTIVE JANUARY 10, 2021**

- A. That the following pay ranges are hereby established for the non-elected officials and employees of the City of Findlay, Ohio, and all of said non-elected officials and employees shall be paid hourly on a bi-weekly basis, as provided by law, except as noted in Sections 5, 6 and 7.

Completed Years of Service	0	1 - 2	3 - 4	5 - 6	7	8 Or more
Pay Range	A	B	C	D	E	F
0005	9.06	9.87	10.26	10.78	11.22	11.76
0010	10.13	11.07	11.59	12.19	12.74	13.37
0020	10.62	11.59	12.19	12.74	13.37	13.93
0022	10.83	10.83	10.83	10.83	10.83	10.83
0030	11.05	12.19	12.74	13.37	13.93	14.65
0031	11.73	12.81	13.31	13.98	14.55	15.26
0032	11.52	11.52	11.52	11.52	11.52	11.52
0040	12.70	13.93	14.60	15.22	15.95	16.66
0050	13.31	14.60	15.22	15.95	16.66	17.37
0060	13.89	15.22	15.95	16.66	17.37	18.21
0070	14.50	15.95	16.66	17.37	18.21	18.99
0080	15.20	16.66	17.37	18.21	18.99	19.81
0090	15.88	17.37	18.21	18.99	19.81	20.81
0100	16.55	18.21	18.99	19.81	20.81	21.68
0110	17.34	18.99	19.81	20.81	21.68	22.70
0120	18.04	19.81	20.81	21.68	22.70	23.72
0125	18.44	20.32	21.19	22.22	23.21	24.27
0130	18.85	20.81	21.68	22.70	23.72	24.86
0140	19.79	21.68	22.70	23.72	24.86	26.00
0141	20.62	22.70	23.72	24.86	26.00	26.00
0142	21.60	23.72	24.86	26.00	26.00	26.00
0143	22.61	24.86	26.00	26.00	26.00	26.00
0150	20.62	22.70	23.72	24.86	26.00	27.24
0151	21.60	23.72	24.86	26.00	27.24	27.24
0160	21.60	23.72	24.86	26.00	27.24	28.56
0161	22.61	24.86	26.00	27.24	28.56	29.11
0162	23.67	26.00	27.24	28.56	29.11	29.64

Completed Years of Service	0	1 - 2	3 - 4	5 - 6	7	8 Or more
Pay Range	A	B	C	D	E	F
0163	24.76	27.24	28.56	29.11	29.64	30.26
0170	22.61	24.86	26.00	27.24	28.56	29.94
0171	23.67	26.00	27.24	28.56	29.94	29.94
0172	24.76	27.24	28.56	29.94	29.94	29.94
0173	25.95	28.56	29.94	29.94	29.94	30.51
0174	27.20	29.94	29.94	29.94	29.94	30.51
0175	28.49	29.94	29.94	29.94	29.94	30.51
0180	23.67	26.00	27.24	28.56	29.94	31.27
0181	24.76	27.24	28.56	29.94	31.27	31.27
0182	25.95	28.56	29.94	31.27	31.27	31.27
0183	27.20	29.94	31.27	31.27	31.27	31.27
0190	24.76	27.24	28.56	29.94	31.27	32.77
0191	25.95	28.56	29.94	31.27	32.77	32.77
0192	27.20	29.94	31.27	32.77	32.77	32.77
0193	28.49	31.27	32.77	32.77	32.77	32.77
0200	25.94	28.56	29.94	31.27	32.77	34.34
0220	28.50	31.27	32.77	34.34	35.93	37.69
9005	9.06	9.51	9.80	10.09	10.28	10.51
9010	10.13	10.65	10.97	11.30	11.52	11.74
9020	10.62	11.11	11.47	11.80	12.06	12.29
9030	11.05	11.61	11.94	12.30	12.55	12.83
9031	11.73	12.34	12.70	13.07	13.34	13.60
9040	12.70	13.34	13.74	14.14	14.43	14.71
9050	13.31	13.95	14.36	14.80	15.13	15.44
9060	13.89	14.58	15.03	15.47	15.76	16.07
9070	14.50	15.20	15.65	16.12	16.46	16.79
9080	15.20	15.98	16.44	16.95	17.28	17.63
9090	15.88	16.64	17.14	17.67	18.01	18.39
9100	16.55	17.36	17.88	18.43	18.80	19.19
9110	17.34	18.22	18.77	19.32	19.71	20.10
9120	18.04	18.93	19.52	20.09	20.50	20.93
9130	18.85	19.80	20.39	21.01	21.44	21.85
9140	19.79	20.77	21.40	22.02	22.49	22.95
9150	20.62	21.68	22.33	22.99	23.45	23.92
9160	21.60	22.66	23.36	24.06	24.55	25.05
9170	22.61	23.76	24.47	25.19	25.72	26.23
9180	23.67	24.85	25.61	26.37	26.91	27.43
9190	24.76	25.98	26.79	27.58	28.12	28.69

ALL SEASONAL AND TEMPORARY EMPLOYMENT POSITIONS PAY AT STEP A

8010	Minimum Wage
8020	5% over Minimum Wage
8030	5% over Pay Range Directly Above
8040	5% over Pay Range Directly Above
8050	5% over Pay Range Directly Above
8060	5% over Pay Range Directly Above
8070	5% over Pay Range Directly Above
8080	5% over Pay Range Directly Above
8090	5% over Pay Range Directly Above
8100	5% over Pay Range Directly Above
8110	5% over Pay Range Directly Above
8120	5% over Pay Range Directly Above
8130	5% over Pay Range Directly Above
8140	5% over Pay Range Directly Above
8150	5% over Pay Range Directly Above
8160	5% over Pay Range Directly Above

SECTION 11: STEPS

- A. The pay ranges established in Section 10 above establish six (6) steps, and each step within each pay range states the hourly rate. Advancement from Step A shall be based upon the individual employee's completed years of service with the City of Findlay, Ohio on the following schedule:

<u>Completed Years of Service</u>	<u>Step</u>
0	A (0)
1, 2	B (1, 2)
3, 4	C (3, 4)
5, 6	D (5, 6)
7	E (7)
8 or more	F (8)

- B. Service time credit with the City shall be carried with the employee when transferring between departments, or when changing job classifications, except that no service time credit shall apply to the Police or Fire Departments in the positions of sworn police officer or sworn firefighter for new employees at these departments after February 26, 1984.
- C. Service time credit shall only apply to regular, full-time employees, and shall not apply to temporary, seasonal, or part-time help. Service time credit is used in the calculations of pay rate and longevity eligibility. Service time credit does not apply to vacation accrual.
1. New employees hired after February 26, 1984, may receive service credit for previous employment when such previous employment is determined to be qualified and competent in a similar job position. Such service credit shall be awarded on the following basis:

<u>Years of Experience</u>	<u>Service Credit</u>
5 or More	2 years
2, 3, 4	1 year
1 or less	0



- E. New employees hired after February 26, 1984, by the Police or Fire Departments, into the classification of sworn police officer or sworn firefighter, shall only receive service credit for previous employment with full time, paid departments which are determined to be equal to the Findlay Police and Fire Departments in training and experience.

**SECTION 12: DEFINITIONS**

- A. For the purpose of interpreting this ordinance, full time employees shall be those employees having completed their regular work schedule of thirty (30) or more hours per week on a twelve (12) months per calendar year basis.
- B. Part-time employees shall be those employees having completed their regular work schedule of less than thirty (30) hours per week on a twelve (12) months per calendar year basis. Furlough days will be used in the calculation of the regular work schedule.
- C. Seasonal or temporary employees shall be those employees who work less than twelve (12) months in a calendar year.

**SECTION 13: COMPENSATION FOR ACTING POSITIONS**

- A. When it is required to appoint an employee to an acting position on a temporary basis to fulfill a position temporarily unoccupied, then and in such event, the acting employee shall be paid the salary as designated for the position under the City salary ordinance, providing, however, the temporary salary increase shall commence only after thirty business days of continuous service in the acting position.
- B. When the vacancy appears to be permanent, as in death, retirement, or termination, the temporary salary shall commence upon the appointment of the employee to the acting position.

**SECTION 14: LONGEVITY**

- A. Effective December 24, 2000, all full-time employees who have completed ten (10) or more years of continuous full-time service shall accrue a longevity fund of thirty dollars (\$30) per bi-weekly pay period in addition to their regular rate of pay.
- B. Effective December 24, 2000, all full-time employees who have completed fifteen (15) or more years of continuous full-time service shall accrue a longevity fund of fifty dollars (\$50) per bi-weekly pay period in addition to their regular rate of pay. The longevity accrual in this section shall replace the longevity accrual to be earned upon the completion of ten (10) years of service.
- C. Effective December 24, 2000, all full-time employees who have completed twenty (20) or more years of continuous full-time service shall accrue a longevity fund of seventy dollars (\$70) per bi-weekly pay period in addition to their regular rate of pay. The longevity accrual in this section shall replace the longevity accrual to be earned upon the completion of fifteen (15) years of service.
- D. Effective December 24, 2000, all full-time employees who have completed twenty-five (25) or more years of continuous full-time service shall accrue a longevity fund of ninety dollars (\$90) per bi-weekly pay period in addition to their regular rate of pay. The longevity accrual in this section shall replace the longevity accrual to be earned upon the completion of twenty (20) years of service.
- E. Accrued longevity funds shall be paid in a separate check to be issued annually coincidental with the last pay check in the calendar year.
- F. Longevity accruals under this section shall be included in any calculation of overtime pay rates.
- G. Longevity accruals shall be included in wage rates on a one-time basis, at the time of retirement, or death, to calculate unused holivac, vacation and/or sick leave payments.



- H. The classifications of Assistant Director of Law I through Assistant Director of Law IV, inclusive, shall accrue longevity as set forth in this section.

**SECTION 15: OVERTIME PAY EFFECTIVE JANUARY 3, 2016**

- A. Each eligible City employee, except temporary or seasonal employees in the Swimming Pool Departments, who is scheduled to work more than forty (40) hours per calendar week shall be compensated at the rate of time and one half (1-1/2) his regular hourly rate for any hours worked in excess of forty (40) hours per calendar week.
- B. The calculation of overtime pay shall be calculated including holidays, and vacation leave as part of the straight time determination. Sick leave hours and callback hours as provided in Section 16 shall not be considered as part of the straight time determination.
  - 1. An employee who is eligible for overtime may elect to take accrued compensatory time ("Comp Time") off instead of overtime pay for any overtime worked, upon approval of management. The compensatory time shall be granted by the employee's supervisor on a time and one half (1-1/2) basis (i.e. for one hour of overtime, one and one half hours of comp time will be granted.) Employees may accumulate up to and maintain 120 hours of unused comp time and may with approval of the Director of Public Service or Safety, accumulate and maintain a balance in excess of 120 hours of unused comp time.
  - 2. When an employee who has been eligible for overtime receives a promotion and accepts a position that is exempt from the payment of overtime, the employee will be paid for all unused accumulated compensatory time hours at the time of the promotion. The payment will be made using a rate of pay in effect prior to the employee's promotion.

**SECTION 16: CALL BACK PAY EFFECTIVE JANUARY 3, 2016**

- A. An employee who is called back to work from off duty, shall be paid at least three (3) hours' pay at one and one half (1 ½) times the employee's regular rate of pay.
- B. No hours worked or paid under this section shall be counted in the straight time determination pursuant to Section 15 as paid hours worked as part of the employee's regular work week.
- C. There shall be no duplication of overtime pay during the same three (3) hour call-in period.

**SECTION 17: SICK LEAVE PAYMENT; UNUSED SICK LEAVE PAYMENT**

In addition to the sick leave provided for in O.R.C. Sec. 124.38, the following policy on sick leave payment is established for all employees of the City. As used in this section, "retirement" means disability or service retirement under any state or municipal retirement system in this state.

- A. Any employee incurring a non-duty related sickness or disability shall receive sick leave with full pay, subject to accumulated sick leave.
- B. An employee incurring a duty related sickness or injury shall receive sick leave with full pay for the maximum period as prescribed for total temporary disability in the Ohio Revised Code unless extended by City Council upon recommendation of the Director of Public Service or Safety. Sick leave used under these conditions, and subject to worker's compensation payments, shall be reinstated to accumulated sick leave, provided that the employee completes the proper application for worker's compensation benefits and refunds to the City all funds received as a result of the application. There shall be no reinstatement for sick leave not subject to workers compensation reimbursement.
- C. Accumulated sick leave shall be computed on a basis of one hour of accumulated sick leave for each one hour missed from the regular scheduled shift as a result of sickness or disability.

D. Any City employee hired on or before August 21, 2003 and paid directly by warrant by the City Auditor may elect at the time of retirement from active service with the City, or death, and with ten (10) or more years of service with the State or any of its political subdivisions, to be paid in cash one fourth (1/4) the value of the first 960 hours of accrued but unused sick leave credit and, if applicable, to be paid in cash one-half (1/2) the value of all accrued but unused sick leave credit in excess of 960 hours. Payment shall be contingent upon 30 days written notice prior to retirement. In the event an employee has more than one thousand nine hundred twenty (1,920) hours of unused sick leave, all such sick leave shall be paid at the rate of one-half (1/2) of said leave. The accumulated but unused sick leave payment provided for herein shall be based on the employee's rate of pay at the time of retirement and shall eliminate all sick leave credit accrued but unused by the employee at the time payment is made

Any City employee hired after August 21, 2003 and paid directly by warrant by the City Auditor may elect at the time of retirement from active service with the City, or death, and with ten (10) or more years of service with the State or any of its political subdivisions, to be paid in cash one fourth (1/4) the value of 960 hours of accrued but unused sick leave credit. Payment shall be contingent upon 30 days written notice prior to retirement. The accumulated but unused sick leave payment provided for herein shall be based on the employee's rate of pay at the time of retirement and shall eliminate all sick leave credit accrued but unused by the employee at the time payment is made.

**SECTION 18: DONATED LEAVE POLICY**

A. This policy sets forth the process to allow employees to voluntarily provide donated leave to co-workers, or receive donated leave, if there is a critical need due to a serious health condition or injury of an employee. This policy would apply to full-time and part-time permanent employees only.

**To Request Donated Leave**

In order to determine if an employee is eligible to receive donated leave as a result of their serious illness or injury, the employee must provide sufficient documentation to establish the existence of a serious health condition.

An employee requesting donated leave will complete the "Application to Request Donated Leave" form, or equivalent documentation to establish the serious illness or injury. It is the responsibility of the employee to provide documentation for certification. Leave donation requests will not be processed until all necessary documentation is provided.

An employee may receive donated leave up to the number of hours the employee is scheduled to work each pay period only, if the employee who is to received donated leave:

1. has a serious health condition,
2. has utilized all accrued vacation/holovac and sick hours, and
3. has applied for any paid leave, workers compensation or other benefits program for which the employee is eligible. Donated leave may be used to satisfy the waiting period for these benefits.

**B Certification of Eligibility**

Upon receiving the "Application to Request Donated Leave", the Human Resources Director shall review all documents submitted including necessary medical documentation, but excluding any Protected Health Information (PHI), to ensure any such application meets both the standard for sick leave usage and the criteria for donated leave. So long as all the requirements of this section have been met, the Human Resources Director shall approve any such application for donated leave.

For this section, a "serious health condition" is defined as:

1. an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or
2. a period of incapacity of more than seven (7) days that also involves:
  - a. treatment by a health care provider in connection with such inpatient care, or
  - b. the constant supervision of the health care provider, or

- c. a condition which is permanent or long-term for which treatment may not be effective.

C. Donation Process

An employee of the City of Findlay may voluntarily donate accrued, unused sick and/or vacation/holovac hours to another employee of the City who has no accrued leave and, who has a critical need for it due to a serious health condition. Employees wishing to donate leave to a fellow employee must complete the "Leave Donation Donor Form" and certify the following information:

1. the name of the employee for whom the leave is intended,
2. that the employee voluntarily elects to donate leave and does so with the understanding the donated leave will not be returned,
3. willingness to donate a minimum of 8 hours, and
4. that they will retain a combined leave balance of sick and vacation/holovac hours of 480 or more.

D Establishing Need and Utilization of Donated Leave

Upon establishing the need and utilization of donated leave, the Auditor's Office will perform the following functions:

1. notify the donating employee of the specific pay period it will be used in and the amount of leave to be used, and
2. inform the requesting employee of the amount of leave that will be used from donations.

E. Administering the Donation Program

The leave donation program shall be administered on pay period by pay period basis under the following guidelines:

1. Employees using donated leave shall be considered in active pay status and shall accrue leave and any other benefits to which they would otherwise be entitled.
2. Leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received.
3. Donated leave shall not count toward the probationary period.
4. Donated leave shall never be converted to a cash benefit.
5. Donated leave or the leave accrued by the use of the donation is not eligible for reimbursement when used to satisfy the waiting period for workers compensation benefits.
6. If the leave meets the FMLA criteria, the leave time will also be charged against the employee's yearly entitlement as outlined by FMLA and the employee handbook.

- F. The City of Findlay shall respect an employee's right of privacy. However, the City may, with permission of the employee who is in need of leave, inform employees of their co-worker's critical need for leave. In addition, supervisors and all other employees are **prohibited from directly soliciting** leave donations from co-workers to ensure that no employees are coerced to donate leave.

**SECTION 19: MEDICAL INSURANCE**

- A. The City agrees to share in the cost of providing health and prescription drug insurance for full-time employees. Employees hired before November 1, 2013 may choose between a Core Plan and a High Deductible Health Plan (HDHP). Employees hired after November 1, 2013 may only enroll in the High Deductible Health Plan (HDHP).
- B. Except as otherwise provided herein, the cost of health and prescription drug insurance coverage shall be shared between the employer and full-time employees, whether the employee selects family, employee plus or single coverage. The employer's share of the monthly premium, regardless of the plan option(s) selected by the employee, shall be shared on the following basis:

Employer's Share 90% of monthly premium  
Employee's Share 10% of monthly premium

- C. The City shall make a contribution to the health savings account of an employee who elects coverage under the HDHP. The contribution amount will be approved by Council annually. These amounts shall be distributed across 24 pay periods. The employee must be in active paid status to receive these contributions.

In order to continue to qualify for the ten percent (10%) premium contribution limit for medical and prescription drug coverage, employees must participate in the employer's wellness program which includes a wellness screening and attending one open enrollment meeting. If the employee does not participate, the employer's share of the premium contribution for medical and prescription drug coverage shall be eighty percent (80%) and the employee's share of the premium for medical and prescription drug coverage will increase to twenty percent (20%).

Employees hired after May 1, 2016 shall be given an opportunity to participate in the wellness program upon hire as part of the onboarding and pre-employment process. Employees hired after May 1, 2016 that choose not to participate in the wellness program upon hire shall have a premium contribution of twenty percent (20%) and the City's share of the premium shall be eighty percent (80%). All employees on the City's health plan shall have an opportunity to participate in the wellness program.

- D. The City is able to assess a premium surcharge for employees who enroll in the City's health insurance who declare tobacco use by themselves or a covered spouse. The surcharge is to be paid by the employee, however the City will not be required to pay a portion of this surcharge in addition to the employee's share.
- E. The City shall make available to employees an optional dental and/or vision coverage, if selected by the employee. The monthly premium cost shall be shared:

Employer's Share	90% of monthly premium
Employee's Share	10% of monthly premium

- F. The employee's share shall be deducted from the payroll of each participating employee.
- G. An employee must be on the payroll of the City for a period of 30 days, before becoming eligible for the hospitalization and health insurance contributions provisions contained herein.
- H. A Health Insurance Committee will be formed and be comprised of thirteen (13) members consisting of two (2) representatives each from the Police Union and Fire Union, and eight (8) representatives from the non-union departments and one (1) representative of the employer. The Mayor, Auditor and/or other administrator of the employer health care plan will serve as ex officio members of the committee but shall not enjoy or exercise voting rights. In addition, the employer retains the right to invite advisory personnel to participate in all meetings for informational purposes only.
- I. The function of the committee will be to conduct regular meetings aimed at discussing the function, cost and financial condition of the health care plan. Whenever changes to the health care plan are due to an increase in health insurance cost of more than twelve percent (12%), the employer has the right to make plan design changes to lower the overall cost of the plan to twelve percent (12%). The employer will be required to share any proposed changes with the insurance committee and seek input from the committee prior to implementing any changes. Whenever changes to the health care plan are otherwise warranted or necessitated, the committee shall vote on which changes and/or provisions shall be implemented.
- J. A majority vote of the insurance committee shall bind all employees. In the event that the committee cannot reach a majority vote, after further discussion and consideration of said plan changes, only the proposed changes receiving a plurality of votes shall be considered and the plan receiving a majority of those votes shall bind all employees. In no event shall a plan change adopted by the committee impose a different effect or outcome on any single employee or group of employees.

- K. For the Mayor, Auditor, Director of Law, and the Judges of the Municipal Court, the City shall provide for a hospitalization and health insurance policy for those elected officials upon notification by such elected official that he/she desires such coverage. The policy shall be under the same group plan provided for non-elected City employees and the amount to be paid by the City shall be equal to that paid by the City for non-elected employees.
- L. The City Council may choose to appropriate additional funds for payments of health insurance costs upon the recommendation of the Auditor, if it is deemed necessary to meet the financial obligations related to health insurance costs. The funding would be in addition to the distribution of monthly premiums as outlined in Paragraphs B and C of this section.

**SECTION 20: LIFE INSURANCE**

- A. All full-time employees shall be covered under a group life insurance policy and shall receive double indemnity coverage under said policy.
- B. The Mayor, Auditor, Treasurer, Director of Law, Council Members, President of Council and the Judges of the Municipal Court, shall be furnished by the City a term life insurance policy in an amount and terms equal to the amount of term life insurance provided to non-elected employees.
- C. Such policy to insure the life of such full-time and elected officials with the aforementioned reserves the right to designate his beneficiary of the insurance on his life.
- D. The Mayor, subject to City Council approval, shall determine the amount of life insurance coverage provided to all full-time employees.

**SECTION 21: REGULAR VACATION/HOLIVAC AND ACCRUAL SERVICE YEARS**

- A. Holivac is the combination of holidays and vacation hours into a single accrual. The holivac system recognizes eleven (11) holidays per year and the amount of vacation that the individual employee is entitled to receive.
- B. One year of service shall be computed on 26 biweekly pay periods. These weeks do not need to be consecutive. If there is a break in the employee's full-time service with the City, upon re-hire to a full-time position, the employee will be given credit for previous time for which vacation/holivac accrual was eligible. Positions listed in the Excepted Pay Ranges of this Ordinance are not eligible for vacation/holivac accrual credit upon re-hire.
- C. Each full-time employee, after service of one (1) year with the City, shall have earned and will be due annually thereafter a maximum of eighty (80) hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0385 hours for each paid base hour for those entitled to a maximum of 80 hours per year. Employees subject to holivac shall accrue 0.0808 hours on each paid base hour.
- D. A full-time employee with eight (8) or more years of service with the City shall have earned and is entitled to a maximum of 120 hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0577 hours on each base hour paid for those entitled to a maximum of 120 hours per year. Employees subject to holivac shall accrue 0.10000 hours on each paid base hour.
- E. A full-time employee with fifteen (15) or more years of service with the City shall have earned and is entitled to a maximum of 160 hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0769 hours on each paid base hour for those entitled to a maximum of 160 hours per year. Employees subject to holivac shall accrue 0.1192 hours on each paid base hour.
- F. A full-time employee with twenty-two (22) or more years of service with the City shall have earned and is entitled to a maximum 200 hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0962 hours on each paid base hour for those entitled to a maximum of 200 hours per year. Employees subject to holivac shall accrue 0.1385 hours on each paid base hour.

- G. Vacation/holovac leave is earned while on other paid leave provided by the City but vacation/holovac is not accrued when working overtime hours. Vacation/holovac leave is earned only while on active pay status with the City.
- H. During the first year of service, no vacation shall be granted to an employee, but the employee during the first year of service shall accumulate vacation hours as provided for by ordinance of City Council. During the first year of service, employees subject to holovac shall accrue their holidays at a rate of 0.0423 hours on each paid base hour. After one year of service, an employee may take vacation or holovac up to the number of hours accumulated at the time subject to other limitations as specified by ordinance.
- I. Employees may express their preference as to vacation or holovac period, and the preference will be recognized by the department head, as far as practicable
- J. Employees who have unused vacation or holovac leave to their credit may accumulate up to two (2) years credit with the approval of the department head. Employees shall forfeit their right to take or be paid for any vacation or holovac leave to their credit which is in excess of the accrual for two (2) years. Excess leave shall be eliminated from the employee's leave balance in the pay period in which the vacation anniversary date occurs. The Director of Public Service or Safety may approve exceptions to this provision upon a written request from the employee stating the reasons for such exception. The two (2) year accrual limit shall be based on the accumulation of an employee who would be paid 40 base hours per week.
- K. A person employed with the City on or after May 21, 2017, other than as an elected officer, who was previously employed by the State or any political subdivision of the State earning vacation credits is entitled to have his or her prior service with any of these employers counted as service with the City of Findlay for the purpose of computing the amount of the employee's vacation/holovac leave, and their anniversary date. Upon approval of the appropriate hiring authority, a candidate seeking a position with the City may be permitted to transfer their accrued but unused vacation leave from a State employer or any political subdivision of the State. The hours to be transferred cannot exceed two years of accrual.

## SECTION 22: HOLIDAYS

- A. A full or part-time employee, excluding temporary or seasonal employees, whose salary or wage is paid by the City shall not be required to work on days declared in this section to be holidays, unless in the opinion of the employee's responsible administrative superior failure to work on such holidays would impair the public service. Such holidays shall be:
  - 1. The first day of January, known as New Year's Day;
  - 2. The third Monday of January, known as Martin Luther King, Jr. Day;
  - 3. The third Monday in February, known as Washington-Lincoln Day or President's Day;
  - 4. The last Monday in May, known as Decoration or Memorial Day;
  - 5. The Fourth Day of July, known as Independence Day;
  - 6. The first Monday of September; known as Labor Day;
  - 7. November 11, known as Veteran's Day;
  - 8. The fourth Thursday in November, known as Thanksgiving Day;
  - 9. The day after Thanksgiving;
  - 10. December 24, known as Christmas-Eve Day;
  - 11. December 25, known as Christmas Day; and
  - 12. Any other holiday set by a proclamation of the Mayor of the City.
- B. In the event that any of the aforesaid holidays shall fall on Saturday, the Friday immediately preceding shall be observed as the holiday. In the event that any of the aforesaid holidays shall fall on Sunday, the Monday immediately succeeding shall be observed as the holiday.
- C. Any employee, not subject to holovac whose normal scheduled day off falls on one of the aforementioned holidays shall be granted a day off with pay to replace the holiday missed as a result of his normal work schedule during the pay period in which the legal holiday so missed falls.

- D. **As of January 10, 2021**, an employee of the Water Treatment Plant, Water Pollution Control Center or **Airport** who is required to work on New Year's Day, July 4<sup>th</sup>, Thanksgiving, Christmas Day, Christmas Eve, Memorial Day, or Labor Day, as part of the employees regular forty (40) hour schedule, shall be paid at one and one-half times his regular rate of pay for hours worked on these holidays.
- E. A full-time or part-time employee who works less than forty (40) hours per week shall receive paid Holiday leave on a pro-rata basis at the same rate as the employee's average number of hours worked per day in the balance of the pay period which contains the holiday. Furlough days will be used in the calculation of the pro-ration.

**SECTION 23: MILEAGE REIMBURSEMENT**

- A. No elected official or employee of the various departments of the City of Findlay, Ohio, using his personal private motor vehicle while on City business or in the performance of his duties as an official or employee of the City, shall, be paid mileage for such use, by the City, on a daily, weekly, monthly, or other period of time-only basis. All claims for reimbursement for mileage shall be upon the basis of actual miles traveled.
- B. The Auditor of the City is hereby directed and authorized to make payment for reimbursement to City officials and employees for miles traveled using personal or private motor vehicles on City business at the rate set by the Internal Revenue Service at the time of business travel. No claims for reimbursement for mileage shall be allowed unless accompanied by a detailed report showing actual miles traveled on City business.

**SECTION 24: DEATH IN FAMILY**

- A. In the event of the death in the immediate family of an employee, the employee shall be granted up to 3 work days off (24 hours of duty time off in the case of a Fire Department employee), without loss of pay, vacation, or accumulated sick leave, in order to attend the funeral or matters of the deceased. Should notification of death be received during working hours, the employee shall also receive, with the consent of the department head the balance of the shift off, without the loss of pay, vacation, holivac or accumulated sick leave, in addition to the aforementioned time off provisions.
- B. **As of January 10, 2021**, the immediate family shall be defined as the spouse, child, mother, father, sister, brother, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, **current** stepchild **and current stepparent**.
- C. In the event of a death of a member of the employee's "extended family", the employee shall be granted up to three (3) days off without loss of pay for the purpose of attending the funeral, which shall be deducted from the employee's sick leave bank. For purposes of this section, "extended family" shall be defined to include employee's aunt, uncle, cousin, and grandparent-in-law.
- D. Additional time off, for a death in the immediate family shall be given with consent of the head of the department and shall be deducted from vacation, holivac or accumulated sick leave.
- E. Time off, for a death other than the immediate family shall be given with the consent of the head of the department and shall be deducted from vacation, holivac or accumulated sick leave.

**SECTION 25: TAX DEFERRAL PLAN FOR EMPLOYEE PENSION CONTRIBUTIONS**

- A. The Mayor, Auditor, and the Directors of Public Safety and Service of the City are hereby authorized to execute all necessary documents with the Internal Revenue Service, the Public Employees Retirement System and the Ohio Police and Fire Pension Fund to qualify all public employee retirement payments made by the City for its employees as tax-deferred compensation under the Internal Revenue Service regulations.
- B. All employees of the City who are subject to either the Public Employees Retirement System or the Ohio Police and Fire Pension Fund shall not and do not have the option of choosing to receive the contributed amounts

directly instead of having them paid by the City to the Public Employees Retirement System or the Ohio Police and Fire Pension Fund.

- C. Employee contributions to the Public Employees Retirement System or the Ohio Police and Fire Pension Fund will be paid by the City in lieu of the contributions being paid directly by the employee.

#### SECTION 26: UNION CONTRACTS

Provisions in this ordinance which are also covered in collective bargaining agreements shall be superseded by the terms of those agreements.

#### SECTION 27: EXCLUSION OF EMPLOYEES OF FINDLAY MUNICIPAL COURT

- A. All employees of the Findlay Municipal Court other than the Clerk while still considered employees of the City shall be subject to classification as determined by the Judges of said Court and shall be subject to the orders of the Judges of said Court.

#### SECTION 28: MILITARY LEAVE

- A. (1) Permanent City employees who are members of the Ohio Organized Militia, or members of other reserve components of the armed forces of the United States, including the Ohio National Guard, are entitled to a leave of absence from their respective positions without loss of pay for the time they are performing service in the uniformed services, for periods of up to one month, for each calendar year in which they are performing service in the uniformed services.  
  
(2) As used in this section:
  - (a) "Calendar year" means the year beginning on the first day of January and ending on the last day of December.
  - (b) "Month" means twenty-two (22) eight (8) hour work days or one hundred seventy-six (176) hours, or for a public safety employee, seventeen (17) twenty-four hour days or four hundred eight (408) hours, within one calendar year.
  - (c) "Permanent City employee" means any person holding a position in the employ of the City that requires working a regular schedule of twenty-six (26) consecutive biweekly pay periods or any other regular schedule of comparable consecutive pay periods which is not limited to a specific season or duration. "Permanent City employee" does not include student help; intermittent, seasonal, or external interim employees; or individuals covered by personal service contracts.
  - (d) "Service in the uniformed services" means the performance of duty, on a voluntary or involuntary basis, in a uniformed service, under competent authority, and includes active duty, active duty for training, initial active duty for training, inactive duty for training, full-time national guard duty, and performance of duty or training by a member of the Ohio Organized Militia pursuant to Chapter 5923 of the Ohio Revised Code. "Service in the uniformed services" also includes the period of time for which a person is absent from a position of public or private employment for the purpose of an examination to determine the fitness of the person to perform any duty described in this division.
  - (e) "Uniformed services" means the armed forces, the Ohio Organized Militia when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time or war or emergency.
  - (f) "Public safety employee" means a permanent City employee who is employed as a Firefighter or Emergency Medical Technician.



- B. Any permanent City employee, who is entitled to the leave provided under division (A) of this section, and who is called or ordered to the uniformed services for longer than a month, for each calendar year in which the employee performed service in the uniformed services because of an executive order issued by the President of the United States, because of an act of Congress, or because of an order to perform duty issued by the Governor pursuant to section 5919.29 of the Ohio Revised Code is entitled, during the period designated in the order or act, to a leave of absence and to be paid during each monthly pay period of that leave of absence, the lesser of the following:
- (1) The difference between the permanent City employee's gross monthly wage or salary as a permanent City employee and the sum of the permanent City employee's gross uniformed pay received in the month; or
  - (2) Five hundred dollars (\$500.00)
- C. No permanent City employee shall receive payments under division (B) of this section if the sum of the permanent City employee's gross uniformed pay received in a pay period exceeds the employee's gross wage or salary as a permanent City employee for that period or if the permanent City employee is receiving pay under division (A) of this section.
- D. Each permanent City employee who is entitled to leave provided under division (A) of this section shall submit to the permanent City employee's appointed authority the published order authorizing the call or order to the uniformed services or a written statement from the appropriate military commander authorizing that service, prior to being credited with that leave.
- E. Any permanent City employee whose employment is governed by a collective bargaining agreement with provision for the performance of service in the uniformed services shall abide by the terms of that collective bargaining agreement with respect to the performance of that service, except that no collective bargaining agreement may afford fewer rights and benefits than are conferred under this section.

**SECTION 29: DIRECT DEPOSIT**

- A. The City Auditor shall make all wage and benefit payments by direct deposit except when circumstances necessitate that any such direct deposit is not appropriate or prudent.

**SECTION 30: BOND**

- A. All officers and employees of the City, except the City Auditor, City Treasurer, Income Tax Administrator, Utilities Billing Supervisor, and Recreation Administrative Supervisor, shall be included in a public employees and public officers blanket bond or bonds indemnifying the City against loss due to the non-faithful performance of dishonest act or acts of such officer or employee.
- B. All officers and employees shall be bonded under a blanket bond in the amount of not less than one-hundred thousand dollars (\$100,000).
- C. The blanket bond or bonds shall be purchased from a surety company licensed to issue such bonds in the State of Ohio and shall be in the penalty as set forth, and shall cover all elected officers, appointed officers, and all employees, whether full-time, part-time, casual, temporary or otherwise.

**SECTION 31: DISCHARGE OF AN EMPLOYEE; PAYMENT**

- A. An employee leaving the service of the City for any reason shall be paid in full for all accumulated vacation hours, holivac hours, compensatory time and accrued longevity at the time of the termination.

**SECTION 32: EFFECTIVE DATE**

A. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reasons that is immediately necessary for preparation and implementation of various changes in specific provisions which will go into effect as of **January 10, 2021** or as noted in each Section.

\_\_\_\_\_  
PRESIDENT OF COUNCIL

\_\_\_\_\_  
MAYOR

PASSED \_\_\_\_\_

ATTEST \_\_\_\_\_  
CLERK OF COUNCIL

APPROVED \_\_\_\_\_

# City of Findlay

Christina M. Muryn, Mayor

## POLICE DEPARTMENT

Robert K. Ring, Chief of Police  
318 Dorney Plaza, Room 116 • Findlay, OH 45840  
Phone: 419-424-7194 • Fax: 419-424-7296  
[www.findlayohio.com](http://www.findlayohio.com)

October 6, 2020

Honorable Council:

Attached are the Findlay Police Department activity stats for September 2020.

Sincerely,



Robert K. Ring  
Chief of Police

## FINDLAY POLICE DEPARTMENT

### Monthly Activities Report - 2020

Category	2020		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Total	Avg	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
<b>Detective Division</b>														
City (Law Director)	731	81.22	62	66	67	51	73	85	102	98	127			
County	224	24.89	14	26	30	20	25	16	32	22	39			
Juvenile	71	7.89	8	10	6	4	6	10	8	7	12			

<b>Vice Narcotics/Metrich</b>														
Narcotics Investigation	230	25.56	40	33	28	18	15	30	18	26	22			
Felony														
Arrests	102	11.33	20	10	17	10	6	11	10	8	10			
Charges	169	18.78	33	15	30	18	8	17	16	14	18			
Misdemeanor														
Arrests	6	0.66667	0	6	0	0	0	0	0	0	0			
Charges	0	0	0	0	0	0	0	0	0	0	0			
Drug Talks	1	0.13	0	0	0	0	0	0	0	0	1			

<b>Patrol Division</b>														
Traffic Stops	3,325	369.44	536	463	283	91	282	310	423	452	485			
Citations	2,132	236.89	368	254	209	82	140	267	299	271	242			
OVI	114	12.67	15	15	13	11	14	10	16	11	9			
Accidents														
Non-Injury	675	75.00	100	89	55	28	69	93	62	82	97			
Injury	122	13.56	8	11	11	7	14	24	19	10	18			
Complaints														
Homicide	0	0.00	0	0	0	0	0	0	0	0	0			
Robbery	14	1.56	2	2	0	0	1	3	0	3	3			
Assault	222	24.67	38	45	28	33	16	17	23	16	6			
Sex Offenses	100	11.11	10	13	7	10	13	9	11	17	10			
Unlawful Entry	101	11.22	14	20	20	13	5	4	13	6	6			
Theft/Fraud/Shoplifting	661	73.44	95	87	93	59	53	66	71	53	84			
Motor Vehicle Theft	45	5.00	9	2	3	8	4	9	5	2	3			
Arson	1	0.13	0	0	0	0	0	0	0	0	1			
Criminal Damage/Vandalism	182	20.22	17	23	15	11	25	30	26	16	19			
Domestic Dispute	550	61.11	64	69	60	71	95	47	58	45	41			
Alcohol/Drug	428	47.56	51	44	43	33	60	44	38	54	61			
Warrants Served	377	41.89	73	58	36	17	21	36	43	49	44			
Arrests	1,345	149.44	187	182	154	68	133	132	149	169	171			
Reports Generated	6,295	699.44	1,234	971	621	430	474	671	632	660	602			
School Walk Thru/Public Relation	327	36.33	109	72	48	4	9	2	3	2	78			

<b>Special Assignment Unit</b>														
Events	0	0.00	0	0	0	0	0	0	0	0	0			
Arrests	0	0.00	0	0	0	0	0	0	0	0	0			
Traffic Citations	0	0.00	0	0	0	0	0	0	0	0	0			
Traffic Warning	0	0.00	0	0	0	0	0	0	0	0	0			
OVI	0	0	0	0	0	0	0	0	0	0	0			
Minor Misdemeanor Citations	0	0.00	0	0	0	0	0	0	0	0	0			
Warrants Served	0	0.00	0	0	0	0	0	0	0	0	0			
Alcohol/Drug Offenses	0	0.00	0	0	0	0	0	0	0	0	0			
Weapons Offenses	0	0.00	0	0	0	0	0	0	0	0	0			
Cases Referred for Charges	0	0.00	0	0	0	0	0	0	0	0	0			
Surveillance Details	0	0.00	0	0	0	0	0	0	0	0	0			
Assists to other PD Divisions	0	0.00	0	0	0	0	0	0	0	0	0			

<b>Municipal Court</b>														
Papers Processed	1,987	220.78	279	259	224	116	159	215	236	267	232			
Paper Service Hours	1035	115.00	110	115	101	76	89	135	132	137	140			
Security Hours	486	54.00	54	36	77	90	66	43	50	32	38			
Prisoners To/From Court	14	1.56	2	8	2	0	1	0	1	0	0			
Miles Driven	5,676	630.67	796	766	621	179	476	617	712	791	718			
Summons	637	70.78	84	75	59	38	71	84	76	81	69			
Overtime Hours	12.5	1.39	0.5	1	0	2	9	0	0	0	0			



## TREASURER'S OFFICE

318 Dorney Plaza, Room 313  
Findlay, OH 45840-3346  
Telephone: 419-424-7107 • Fax: 419-424-7866

### Treasurer's Reconciliation for September 30, 2020

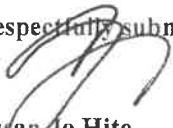
#### TREASURER

Fifth Third Initial Balance	4,357,158.97
- Withdrawals ()	(5,967,836.48)
+ Deposits	5,337,105.72
Ending Balance	3,726,428.21
- Outstanding checks ()	(31,482.12)
Deposit in Transit	887,975.81
Treasurer's Checking Bal	4,582,921.90
Investment Principal	55,470,434.35
Treasurer's Total Cash and Investments	60,053,356.25

#### AUDITOR

Auditor's Checking Bal	4,582,921.90
Auditor's Total Cash and Investments	60,053,356.25

Respectfully submitted,

  
Susan Jo Hite  
Treasurer



October 14, 2020

Findlay City Council  
318 Dorney Plaza  
Findlay, Ohio 45840

**RE: Zoning Map Amendment**

Honorable Members of Council:

As you are aware, HRPC has been working on the Findlay Zoning Map Update. The proposed update was reviewed by the City Planning Commission and the Planning and Zoning Committee on February 13, 2020. The Planning Commission recommended approval and the Planning and Zoning Committee requested that HRPC move forward notifying the public about the potential changes.

HRPC and the City of Findlay began a public information campaign in August 2020. On August 28<sup>th</sup>, 2020 HRPC sent out 7,000 personalized postcards to every property owner whose zoning is proposed to change. HRPC received over 600 phone calls from residents. Most residents wanted more information or had specific questions about their zoning.

Included with the postcard notification was instructions on how to opt-out of the zoning change. The opt-out process allowed residents to not have their property rezoned if they so choose. HRPC received 255 opt-out forms from 170 property owners. The following are the three most frequent types of opt-outs: C2 to R3 = 67, R1 to R2 = 54, R2 to R3 = 44

The Mayor and I hosted a virtual public meeting on September 9, 2020. Approximately 80 individuals attended the meeting. The video of the meeting was made available on the City of Findlay website and was viewed 259 times.

On October 8<sup>th</sup>, I presented the results of the public outreach to the Planning and Zoning Committee.

I now feel it is appropriate for City Council to move forward with the attached legislation.

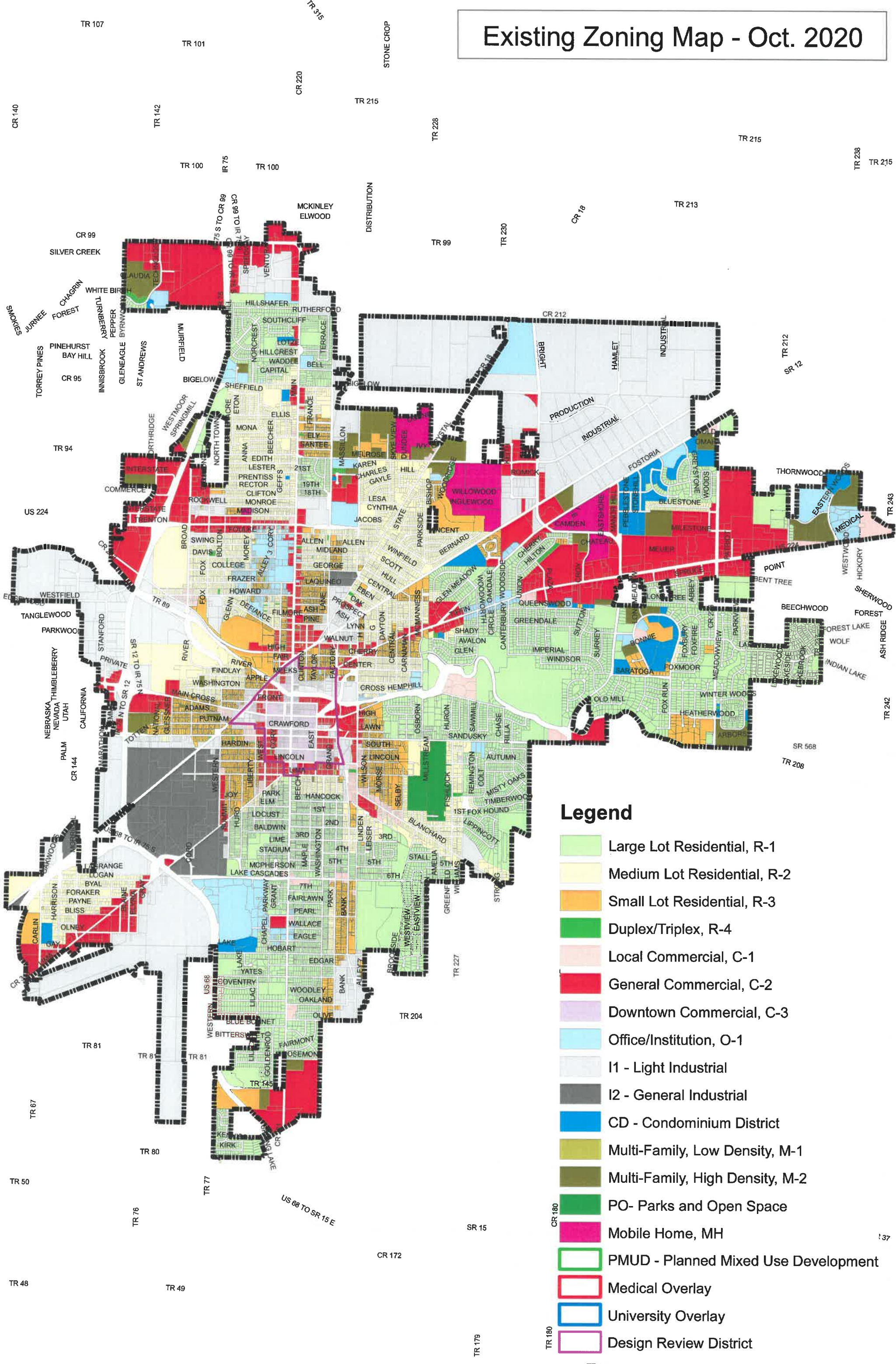
If any Council Members have any questions please feel free to contact me. Also, the virtual public meeting is still available for viewing on the City of Findlay website.

Sincerely,

Matt Cordonnier, Director  
Hancock Regional Planning Commission



# Existing Zoning Map - Oct. 2020



## Legend

- Large Lot Residential, R-1
- Medium Lot Residential, R-2
- Small Lot Residential, R-3
- Duplex/Triplex, R-4
- Local Commercial, C-1
- General Commercial, C-2
- Downtown Commercial, C-3
- Office/Institution, O-1
- I1 - Light Industrial
- I2 - General Industrial
- CD - Condominium District
- Multi-Family, Low Density, M-1
- Multi-Family, High Density, M-2
- PO- Parks and Open Space
- Mobile Home, MH
- PMUD - Planned Mixed Use Development
- Medical Overlay
- University Overlay
- Design Review District







**Findlay Fire Department**  
**Monthly Activities Report - 2020**  
 Submitted By: Joshua S. Eberle, Fire Chief

Fire Statistics	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Fires	9	3	7	14	3	6	7	5	6			
Assist Other Agency	1		3	85	111	88	115	97	123			
Emergency Medical Service (EMS)	131	114	118	12	11	12	13	13	19			
Car Accidents	10	11	12	7	13	26	17	11	19			
Rescues (Extrication, Water, Elevator)	0	2	3	1	2	1	2	4	8			
Hazmat	8	6	8	5	9	15	7	13	9			
Good Intent	6	10	6	4	6	15	7	6	7			
Burning Complaints	4	4	2	16	13	7	5	2	6			
False Alarms	16	21	21	8	22	34	37	37	30			
<b>Totals</b>	<b>169</b>	<b>150</b>	<b>159</b>	<b>152</b>	<b>190</b>	<b>204</b>	<b>210</b>	<b>188</b>	<b>227</b>	<b>0</b>	<b>0</b>	<b>0</b>

Runs by District												
Station 1 - (South Main St)	57	58	70	50	66	69	62	59	66			
Station 2 - (North Main St)	53	44	33	39	43	55	54	57	67			
Station 3 - (Tiffin Ave)	31	31	32	36	47	41	49	25	45			
Station 4 - (CR 236)	44	38	45	27	34	39	45	47	49			
<b>Totals</b>	<b>185</b>	<b>171</b>	<b>180</b>	<b>152</b>	<b>190</b>	<b>204</b>	<b>210</b>	<b>188</b>	<b>227</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Fire Prevention Bureau**

Construction												
Code Interpretations		1	1				2		2			
Inspections		1	3	6	8	3	8		14			
Plan Reviews	5	1	7		2	2	1	3	1			
System Acceptance Tests	1	5	3	4	2	4	5	3				
<b>Totals</b>	<b>6</b>	<b>8</b>	<b>14</b>	<b>10</b>	<b>12</b>	<b>9</b>	<b>16</b>	<b>6</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>

Existing Structure - Additions												
Code Interpretations	2	2	3	1		3	5		2			
Inspections	3	1	4	2	3	7	4	1	5			
Plan Reviews	1	6	5	1	4	7	1		2			
System Acceptance Tests	2	9	4	6	6	4	4	8	10			
<b>Totals</b>	<b>8</b>	<b>18</b>	<b>16</b>	<b>10</b>	<b>13</b>	<b>21</b>	<b>14</b>	<b>9</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>

Fire Investigations	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Cause and Determination												
Accidental	4			1	1	1						
Undetermined	5	1	1		1				1			
Incendiary												
Fire Investigation Activities												
Follow-up	1			5	6	4			2			
Interviews	1	5	1	1					1			
Assists												
<b>Totals</b>	<b>11</b>	<b>6</b>	<b>2</b>	<b>7</b>	<b>8</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>

Inspections												
Assembly					1		34	12	19			
Business	2		1	1	2	3	2	13	10			
Education K-12		1		1	5	3			1			
Education Pre-School	4		1			1	1	1	1			
Factory									1			
Mercantile								6				
Hazardous / Fireworks												
Institutional	5		1	1								
Mercantile												
Residential		1			1	2	4	2	5			
Adoption / Foster Care		1	1			2	1	2	1			
Pre-Fire Plan	1				1	1		17	4			
Utility Mobile Food Vendors												
Utility Outbuildings												
Vacant Structures												
<b>Totals</b>	<b>12</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>10</b>	<b>12</b>	<b>42</b>	<b>53</b>	<b>42</b>	<b>0</b>	<b>0</b>	<b>0</b>

Fire Statistics	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>Prevention</b>												
Code Interpretations	5	1	2	1	8	7	11	5	7			
Complaints	2	2	1	2	4	1	2	2	1			
Fireworks Exhibitions / Events							4					
Knox Box Consults/Maint.	1		1		3	3	2	1	21			
Other					1			1	1			
Fire Plan Updates					1							
Pre-Fire Plan		20	7	1	1		2	11				
Property Research	6	2	5		1	2	3	3	4			
Safety Presentations	1		2	2	1	2	8	3	9			
Re-inspections	37	75	2		4	6	8	19	20			
Background Checks	1		1				1		1			
<b>Totals</b>	<b>53</b>	<b>100</b>	<b>21</b>	<b>6</b>	<b>24</b>	<b>21</b>	<b>41</b>	<b>45</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Public Presentations</b>												
Station Tours												
Truck Visits									2			
Meetings Attended	4	5	2	1		5	7	9	4			
School / Seminars Attended	5	20	6	12	8			13	6			
Birthday Parade / Drive-by				11	15	3	2					
Community Connection			26	32		110		1				
Safety Presentations	1		2	2								
<b>Totals</b>	<b>9</b>	<b>25</b>	<b>8</b>	<b>13</b>	<b>8</b>	<b>5</b>	<b>7</b>	<b>22</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Committee Members:**

- Grant Russel, at large – Committee Chair
- Dennis Hellmann, Ward 2
- Tom Shindledecker, at-large
- Jim Slough, Ward 4
- Beth Warnecke, Ward 3

**Staff:**

- Matt Cordonnier, HRPC Director
- Judy Scrimshaw, HRPC
- Jacob Mercer, HRPC
- Evelyn & Mozelle Miree, applicants (6<sup>th</sup> Street)
- Brett Gies, RCM Architects, applicant (W. Sandusky St.)
- Erik Adkins, Findlay Zoning

Meeting Start Time: 12:11 PM

Meeting End Time: 12:22 PM

## Agenda:

### Call to Order

- Meeting called to order at noon.

### Roll Call

### New Items

#### 1. 314 West Sandusky

- Request to re-establish a non-conforming use by converting a current single-family home to a duplex/triplex.
- City Planning Commission approved 4-0
- Per Matt Cordonnier
  - Notices sent out with no concerns received
  - Previously had a duplex/triplex in 2008-09
  - There are duplexes & triplexes in the area
  - Has parking for up to six vehicles; there will be an addition to the property that makes this triplex possible
  - This property will be zoned R-3 with the new zoning map (if adopted). R-3 allows duplex/triplex as a conditional use; therefore, this case would not be in front of Council under the new zoning map.
- Dennis asked about the maximum number of units this parcel could have under the proposed change. HRPC said it is limited to three units.
- MOTION: recommend approval as requested (Russel / Warnecke)
  - Motion approved 4-0 (Slough abstains)

#### 2. 780 6th Street

- Request to rezone to R4 Duplex/Triplex from R1 Large Lot Residential
- City Planning Commission recommended reestablishing a non-conforming use (4-0)

- Per Matt Cordonnier & Judy Scrimshaw
  - Previously had a duplex as recently as 2014. Building appears as a duplex with two garages, entrances, formerly two water meters
  - HRPC recommend, and the City Planning Commission approved (4-0) a reestablishment of a non-conforming use because it can be done quicker (one reading at Council vs. three readings for a change in zoning) and for less expense to the property owner.
  - This property will be zoned R-3 with the new zoning map (if adopted). R-3 allows duplex/triplex as a conditional use; therefore, this case would not be in front of Council under the new zoning map.
  - HRPC believes this became non-conforming when the property zoning was changed to R-1 from the former B-Residential during a previous zoning map/code update because B-Residential allowed for a duplex while R-1 did not.
- Applicants moved in about four weeks ago; they purchased the property in April.
  - Property sat vacant for two years
  - Was marketed as a duplex
  - They first became aware of the issue when they received the Zoning Map Update postcard.
- MOTION: recommend the reestablishment of a non-confirming use (Hellmann / Shindledecker)
  - Motion approved 5-0

### 3. Update on Zoning Map Update

Matt Cordonnier & Judy Scrimshaw presented the following information about the public notification efforts for the Zoning Map Update project:

- HRPC held an online community meeting. The video of the meeting viewed over 250 times.
- Approximately 525 calls were received after the notification post cards were mailed.
- The opt out deadline was October 1; HRPC did not receive any opt out requests after the deadline; calls dwindled to near none since then. HRPC believes this is an indication that people had enough time to a decision.
- The website had over 1,650 unique views from September 1 to October 8 and over 2,500 unique views in total.
- 170 individuals elected to opt out on proposed changes for 255 parcels.
  - The most common opt-out request was to R-3 from C-2 with 67.
  - The second most common opt-out request was to R-2 from R-1 with 54.
  - The third most common opt-out request was to R-3 from R-2 with 44.
  - HRPC talked to most of the people who have elected to opt out. Some who initially elected to opt out changed their minds after these conversations.

- The legislation that Council will consider will repeal the current zoning map and adopt a new zoning map which will include all proposed changes less changes on parcels where an opt-out request was submitted.
- There is an open question as to when the absolute last moment someone may change their mind and either opt out or revoke their previously submitted opt-out request. The current thought is that it will be up to the day of the third reading of the ordinance so that Council may have the final map for their inspection prior to the vote. HRPC to discuss with the Law Director. Upon adoption by Council, the map will be finalized, and any future changes will have to go through the standard zoning change process.
- MOTION: recommend adoption of the new zoning map (Warnecke / Hellmann)
  - Motion approved 3-1 (Shindledecker nay, Slough absent)

**Tabled Items**

1. Midland Rezone (tabled)

**Adjournment**

- Meeting adjourned at 12:55 pm

*Grant C. Russel*

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Grant Russel, Planning & Zoning Committee Chair

COMMITTEE REPORT

THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

The **PLANNING & ZONING COMMITTEE** to whom was referred a request from Mozelle and Evelyn Miree to rezone 780 6<sup>th</sup> Street from R1 Large Lot Residential to R4 Duplex Triplex.

We recommend

*re-establish the non-conforming use as a Duplex Triplex*

PUBLIC HEARING:

Aye  Nay *Grant Russel*  
Grant Russel, Chairman

Aye  Nay *Bud Haas*  
Bud Haas *Bud warnecke*

Aye  Nay *Dennis Hellmann*  
Dennis Hellmann

Aye  Nay *Tom Shindledecker*  
Tom Shindledecker

Aye  Nay *James Slough*  
James Slough

PLANNING & ZONING COMMITTEE

MOTION LEGISLATION: \_\_\_\_\_

DATED: October 8, 2020

SECOND

**COMMITTEE REPORT**

**THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO**

The **PLANNING & ZONING COMMITTEE** to whom was referred a request from Brett Gies, Landscape Architect with RCM Architects, on behalf of Thomas Genzman, property owner of 314 West Sandusky Street, to re-establish a non-conforming use of the property as a duplex/triplex.

We recommend

*APPROVAL AS REQUESTED*

**PUBLIC HEARING:**

Aye  Nay *Grant Russel*  
Grant Russel, Chairman

Aye  Nay *Bud Haas* *BETH WARNECKE*  
Bud Haas **PLANNING & ZONING COMMITTEE**

Aye  Nay *Dennis Hellmann*  
Dennis Hellmann

**LEGISLATION:** \_\_\_\_\_

Aye  Nay *Tom Shindlecker*  
Tom Shindlecker

**DATED:** October 8, 2020

Aye  Nay *ABSTAIN*  
James Slough

**FINDLAY CITY COUNCIL  
CARRY-OVER LEGISLATION  
OCTOBER 20, 2020**

**ORDINANCE NO. 2020-106** (*Deferred Compensation Plan – Firefighters*) **requires three (3) readings** **third reading**  
AN ORDINANCE AUTHORIZING THE MAYOR AND AUDITOR OF THE CITY OF FINDLAY, OHIO, TO EXECUTE ALL DOCUMENTS NECESSARY TO MAKE THE BENEFITS OF THE OHIO ASSOCIATION OF PROFESSIONAL FIREFIGHTERS 457 DEFERRED COMPENSATION PLAN ROTH 457 OPTION AVAILABLE TO ALL FINDLAY FIREFIGHTERS, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2020-107** (*Deferred Compensation Plan – all City employees*) **required three (3) readings** **third reading**  
AN ORDINANCE AUTHORIZING THE MAYOR AND AUDITOR OF THE CITY OF FINDLAY, OHIO, TO EXECUTE ALL DOCUMENTS NECESSARY TO MAKE THE BENEFITS OF THE OHIO PUBLIC EMPLOYEES DEFERRED COMPENSATION PROGRAM ROTH 457 OPTION AVAILABLE TO ALL CITY OF FINDLAY EMPLOYEES, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2020-109** (*ee payroll deductions for HSA*) **requires three (3) readings** **third reading**  
AN ORDINANCE AUTHORIZING THE AUDITOR TO MAKE PAYROLL DEDUCTIONS FOR THOSE EMPLOYEES WHO HAVE ELECTED TO ENROLL IN THE HEALTH SAVINGS ACCOUNT (HSA) PLAN AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2020-111** (*6th Capital Improvement appropriation*) **requires three (3) readings** **third reading**  
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2020-113** (*525 & 529 Davis St rezone*) **requires three (3) readings** **third reading**  
AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY REZONING THE FOLLOWING DESCRIBED PROPERTY (REFERRED TO AS 525 AND 529 DAVIS STREET REZONE) WHICH PREVIOUSLY WAS ZONED "R2 SINGLE FAMILY, LOW DENSITY" TO "M2 MULTIPLE FAMILY, HIGH DENSITY".

**ORDINANCE NO. 2020-114** (*811 Broad Ave vacation*) **requires three (3) readings** **third reading**  
AN ORDINANCE VACATING A CERTAIN PORTION OF A CERTAIN ALLEY (HEREINAFTER REFERED TO AS 811 BROAD AVENUE VACATION) IN THE CITY OF FINDLAY, OHIO.

**ORDINANCE NO. 2020-116** (*electric aggregation program renewal – Energy Harbor*) **requires three (3) readings** **second reading**  
AN EMERGENCY ORDINANCE AUTHORIZING ALL ACTIONS NECESSARY TO SUPPORT THE CONTINUATION OF A GOVERNMENTAL ELECTRIC AGGREGATION PROGRAM WITH OPT-OUT PROVISIONS PURSUANT TO SECTION 4928.20 OF THE OHIO REVISED CODE (THE "AGGREGATION PROGRAM") DIRECTING THE MAYOR OF THE CITY OF FINDLAY, OHIO TO EXECUTVE AN ELECTRIC SUPPLY AGREEMENT WITH ENERGY HARBOR, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2020-117** (*electric aggregation program renewal - Constellation*) **requires three (3) readings** **second reading**  
AN EMERGENCY ORDINANCE AUTHORIZING ALL ACTIONS NECESSARY TO SUPPORT THE CONTINUATION OF A GOVERNMENTAL ELECTRIC AGGREGATION PROGRAM WITH OPT-OUT PROVISIONS PURSUANT TO SECTION 4928.20 OF THE OHIO REVISED CODE (THE "AGGREGATION PROGRAM") DIRECTING THE MAYOR OF THE CITY OF FINDLAY, OHIO TO EXECUTVE AN ELECTRIC SUPPLY AGREEMENT WITH CONSTELLATION, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2020-119** (*Blanchard River Greenway Trail Extension (PID 106715)*) **requires three (3) readings** **second reading**  
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.



# City of Findlay

## Office of the Director of Law

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**Donald J. Rasmussen**  
Director of Law

OCTOBER 20, 2020

THE FOLLOWING IS THE NEW LEGISLATION TO BE PRESENTED TO THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO, AT THE TUESDAY, OCTOBER 20, 2020 MEETING.

### **ORDINANCES**

- 2020-121 AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS, PAY RANGES, SALARY SCHEDULES AND OTHER MATTERS THAT MAY AFFECT PAY, FOR ALL NON-ELECTED OFFICERS AND EMPLOYEES OF THE CITY OF FINDLAY, OHIO, AND REPEALING ORDINANCE NO. 2019-086, AND ALL OTHER ORDINANCES AND/OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.
- 2020-122 AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY REZONING THE FOLLOWING DESCRIBED PROPERTY (REFERRED TO AS 780 6th STREET REZONE) WHICH PREVIOUSLY WAS ZONED "R1 LARGE LOT RESIDENTIAL" TO "R4 DUPLEX TRIPLEX".
- 2020-123 AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.
- 2020-124 AN ORDINANCE REPEALING THE CURRENT ZONING MAP INCLUDED IN THE CURRENT ZONING CODE CHAPTER 1101 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, AND IN ITS PLACE, ADOPTING, APPROVING, AND INCORPORATING A REVISED ZONING MAP, ATTACHED HERETO, AS IF FULLY REWRITTEN HEREIN.

**ORDINANCE NO. 2020-121**

**AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS, PAY RANGES, SALARY SCHEDULES AND OTHER MATTERS THAT MAY AFFECT PAY, FOR ALL NON-ELECTED OFFICERS AND EMPLOYEES OF THE CITY OF FINDLAY, OHIO, AND REPEALING ORDINANCE NO. 2019-086, AND ALL OTHER ORDINANCES AND/OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.**

BE IT ORDAINED by the Council of the City of Findlay, State of Ohio, two-thirds (2/3) of all members elected thereto concurring:

**SECTION 1: REPEAL**

That Ordinance No. 2019-086 As Amended, and all other Ordinances and/or parts of Ordinances in conflict herewith be repealed and Ordinance No. 2020-121 is hereby enacted establishing Job Classifications, Pay Ranges, Salary Schedules and other matters that may affect pay for all non-elected officers and employees of the City of Findlay, Ohio.

**SECTION 2: UNCLASSIFIED SERVICE OF CIVIL SERVICE**

The unclassified service of the civil service of the City shall include:

- A. All officers elected by the people.
- B. All directors or heads of departments.
- C. All officers and members of boards and commissions whose appointment is subject to concurrence by Council.
- D. One administrative assistant to each elective officer and the various directors or heads of departments, the Deputy Auditor and one secretary and one assistant or clerk for each board or commission appointed by the Mayor.
- E. The City Clerk.
- F. The legal assistants to the Law Director.
- G. Four clerical/administrative support employees for the City Auditor, per ORC section 124.11 (A)(8).
- H. Bailiffs, constables, clerks of court and deputy clerks of court, official stenographers, and other employees of courts.
- I. Physicians, nurses, engineers, veterinarians, and surveyors, or other comparable professions which require licensing under the laws of the State of Ohio.
- J. Those employees whose job duties require, as essential qualifications over and above technical competency requirements, a high degree of trust, confidence, reliance, integrity or fidelity and who perform non-ministerial, discretionary duties in the department heads place and stead.

**SECTION 3: CLASSIFIED SERVICE OF CIVIL SERVICE**

- A. The classified service shall comprise all positions not specifically included in Section 2, above.
- B. In all examinations for positions in the classified service requiring applicants to be state licensed or certified, or requiring peculiar and exceptional qualifications of a scientific, managerial, semiprofessional, or educational

character, prior residence within the City shall not be required for entrance to the examinations, but on appointment, the persons shall be required to comply with the residency provisions provided herein.

**SECTION 4: RESIDENCY PROVISION**

- A. Pursuant to Ohio Revised Code 9.481(B) (2) (b), the City requires any individual employed by the City of Findlay as a condition of employment, to reside in either Hancock County, or in any county adjacent to Hancock County in the State of Ohio. The only exceptions to this residency requirement are elected officials who are required to live in the City of Findlay, as well as those employees appointed under the provisions of Ohio Revised Code, which require residency in the City.
- B. Elected officials and the Director of Public Service or Safety have the authority to grant temporary exceptions to the residency requirement upon request of employees that fall under their appointing authority

**SECTION 4.1 PROMOTIONAL POLICY**

Effective March 1, 2016, an employee who is promoted to or hired into a job classification that is in the "Administrative," "Professional," "Executive," or "Computer" job classifications of the ordinance, and that is paid using a minimum and maximum biweekly salary range will be assigned a biweekly amount within the allowed range. Once the employee is assigned an amount within the range, all future increases in the biweekly salary amount shall not exceed eight percent (8%) in any calendar year without Council authorization.

**SECTION 5: EXECUTIVE, ADMINISTRATIVE, PROFESSIONAL, AND COMPUTER JOB CLASSIFICATIONS AND RANGES FOR BIWEEKLY SALARIES**

That from and after January 10, 2021 the following job classifications of the various non-elected officers and employees of the City of Findlay, Ohio shall be declared as Executive, Administrative, Professional or Computer positions under provisions of the Fair Labor Standards Act and guidelines provided by the U.S. Department of Labor. These job classifications shall be exempted from the payment of overtime, and shall be paid a bi-weekly salary as provided by law. These job classifications and biweekly pay amounts are to be used by full-time employees only, as defined in Section 12.

<u>JOB CLASSIFICATION</u>	<u>BIWEEKLY PAY</u>	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
Airport Director.....	\$1,856.00	\$3,192.00
Assistant City Engineer.....	\$2,381.60	\$3,561.60
Assistant Fire Chief.....	\$2,322.40	\$3,699.20
City Clerk/Chief Assistant/Mayor's Office.....	\$1,930.40	\$3,305.60
City Engineer.....	\$2,668.80	\$3,956.80
Clerk of Municipal Court.....	\$1,930.40	\$3,699.20
Software Developer.....	\$1,856.00	\$3,192.00
Information Systems Manager.....	\$2,438.40	\$3,956.80
Deputy City Auditor.....	\$2,339.20	\$4,385.60
Director of Public Safety.....	\$2,668.80	\$4,385.60
Director of Public Service.....	\$2,339.20	\$4,385.60
Engineer (EI).....	\$1,856.00	\$3,224.00
Engineer Project Manager.....	\$1,856.00	\$3,192.00
Fire Chief.....	\$2,668.80	\$4,070.40
Flood Plain/Zoning Administrator.....	\$1,856.00	\$3,192.00
Human Resources Director.....	\$2,339.20	\$4,385.60
Income Tax Administrator.....	\$2,322.40	\$3,699.20
Police Captain.....	\$2,322.40	\$3,699.20
Police Chief.....	\$2,668.80	\$4,070.40
Professional Civil Engineer.....	\$2,176.80	\$3,214.40
Professional Surveyor.....	\$1,888.80	\$2,967.20
Project Coordinator.....	\$1,856.00	\$3,096.80
Public Works Superintendent.....	\$2,322.40	\$3,699.20
Public Works Supervisor.....	\$1,856.00	\$3,192.00

Recreation Administrative Supervisor.....	\$1,856.00	\$3,192.00
Rec., Marketing & Facilities Supt.....	\$2,322.40	\$3,699.20
Service-Safety Director.....	\$3,018.40	\$6,577.60
Sewer Maintenance Supervisor.....	\$1,856.00	\$3,192.00
Traffic Signal Supervisor.....	\$1,856.00	\$3,192.00
Utilities Billing Supervisor.....	\$1,856.00	\$3,192.00
Wastewater Treatment Supervisor.....	\$1,856.00	\$3,192.00
Water Distribution Supervisor.....	\$1,856.00	\$3,182.00
Water Pollution Control Supt.....	\$2,322.40	\$3,699.20
Water Treatment Plant Supt.....	\$2,322.40	\$3,699.20
Water Treatment Supervisor.....	\$1,856.00	\$3,192.00

**SECTION 6: EXCEPTED PAY RANGES**

That from and after January 10, 2021 the following job classifications and salaries are hereby established as an exception to all other pay ranges outlined in this ordinance.

<u>JOB CLASSIFICATION</u>	<u>BIWEEKLY PAY</u>
Assistant Director of Law I.....	\$2,152.35
Assistant Director of Law II.....	\$1,983.27
Assistant Director of Law III.....	\$1,821.67
Assistant Director of Law IV.....	\$1,653.91
Member – Civil Service Commission.....	\$197.79

**SECTION 7: OVERTIME ELIGIBLE EMPLOYEE CLASSIFICATIONS PAID WITHIN A RANGE OF HOURLY RATES**

That from and after January 10, 2021 the following job classifications of the various non-elected officers and employees of the City of Findlay, Ohio, shall be declared as overtime eligible positions pursuant to Section 15 herein. These job classifications are to be used for part-time and full-time employees as defined in Section 12.

<u>JOB CLASSIFICATION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Computer Support Technician.....	\$11.18	\$20.26
Network Administrator .....	\$20.97	\$36.65
Senior Network Administrator.....	\$21.98	\$40.22
Code Enforcement Officer I .....	\$19.54	\$26.19
Code Enforcement Officer II.....	\$25.00	\$32.42
Fire Inspector/Part Time .....	\$25.00	\$30.82
GIS Technician .....	\$22.83	\$32.42
GIS Specialist .....	\$26.78	\$39.54
Mechanic – Fire Department .....	\$16.26	\$29.59
Performance/Data Management Technician.....	\$21.34	\$35.82
Assistant to Director of Law/Council Clerk.....	\$19.31	\$28.82
Auditor Staff Accountant.....	\$21.63	\$39.58

**SECTION 8: HOURLY JOB CLASSIFICATIONS AND PAY RANGES**

That from and after January 10, 2021 the following hourly job classifications and pay ranges of the various non-elected officers and employees of the City of Findlay, Ohio, shall be as follows:

Employees hired on or before August 21, 2003 shall be placed in a pay range which begins with a zero (0). Those hired after August 21, 2003 shall be placed in a pay range that begins with a nine (9). Seasonal or temporary employees will be placed in a pay range that begins with an eight (8).

JOB CLASSIFICATIONS

PAY RANGE

These job classifications and pay ranges are to be used for full-time and part-time employees as defined in Section 12. The employees in these classifications shall be paid on an hourly basis as provided by law and shall be eligible for overtime pursuant to Section 15 herein.

Account Clerk I .....	0130	9130
Account Clerk II .....	0140	9140
Account Clerk III .....	0150	9150
Account Clerk IV .....	0160	9160
Administrative Assistant I.....	0120	9120
Administrative Assistant II.....	0130	9130
Administrative Assistant III.....	0140	9140
Administrative Assistant IV .....	0150	9150
Administrative Assistant V .....	0160	9160
Administrative Assistant VI .....	0170	9170
Airport Worker I.....	0130	9130
Airport Worker II.....	0140	9140
Airport Worker III.....	0160	9160
Assistant Recreation Supervisor .....	0160	9160
Assistant Utilities Billing Supervisor.....	0160	9160
Building & Grounds Maintenance Tech.....	0160	9160
Building & Ice Maintenance Tech .....	0130	9130
Building Maintenance Tech .....	0150	9150
City Forester .....	0180	9180
Clerk I .....	0080	9080
Clerk II .....	0110	9110
Clerk III .....	0120	9120
Clerk IV .....	0140	9140
Clerk-Civil Service Commission/Engineering I .....	0120	9120
Clerk-Civil Service Commission/Engineering II .....	0130	9130
Clerk-Civil Service Commission/Engineering III .....	0140	9140
Clerk-Civil Service Commission/Engineering IV.....	0150	9150
Clerk-Civil Service Commission/Engineering V.....	0160	9160
Clerk-Civil Service Commission/Engineering VI.....	0170	9170
Code Enforcement Coordinator .....	0120	9120
Chief Construction Inspector .....	0190	9190
Construction Inspector I.....	0160	9160
Construction Inspector II.....	0170	9170
Construction Inspector III.....	0180	9180
Custodial/Maintenance Worker .....	0030	9030
Custodial Worker I .....	0050	9050
Custodial Worker II .....	0070	9070
Customer Service/Field Representative .....	0005	9005
Graduate Engineer .....	0170	9170
Engineering Technician .....	0180	9180
Fleet Maintenance Manager.....	0120	9120
CAD I .....	0110	9110
CAD II .....	0130	9130
Engineering Tech I.....	0150	9150
Engineering Tech II.....	0170	9170
Facility Coordinator.....	0030	9030
Firefighter (Part-time Only).....	N/A	9080,9090,9100,9110
Public Works Groundskeeper .....	0030-0140,	9030-9140
Lab Technician I – No License .....	0170	N/A
Lab Technician I – Class I License .....	0171	N/A
Lab Technician I – Class II License .....	0172	N/A
Lab Technician I – Class III License .....	0173	N/A

Lab Technician I – Class IV License .....	0174	N/A
Lab Technician I .....	N/A	9160
Lab Technician II – No License .....	0180	N/A
Lab Technician II – Class I License .....	0181	N/A
Lab Technician II – Class II License .....	0182	N/A
Lab Technician II – Class III License .....	0183	N/A
Lab Technician II .....	N/A	9170
MS4 Coordinator .....	0170	9170
Operations/Scheduler .....	0160	9160
Public Maintenance Mechanic I .....	0160	9160
Public Maintenance Mechanic II .....	0170	9170
Public Maintenance Mechanic III .....	0180	9180
Public Works Maintenance Worker I .....	0110	9110
Public Works Maintenance Worker II .....	0120	9120
Public Works Maintenance Worker III .....	0130	9130
Public Works Maintenance Worker IV .....	0140	9140
Public Works Maintenance Worker V .....	0150	9150
Public Works Maintenance Worker VI .....	0160	9160
Public Works Cemetery Foreman .....	0170	9170
Public Works Foreman I .....	0170	9170
Public Works Foreman II .....	0180	9180
Public Works Foreman III .....	0190	9190
Parking Enforcement Officer .....	0110	9110
Payroll Clerk .....	0130	9130
Records Administrator I .....	0150	9150
Records Administrator II .....	0170	9170
Recreation Activities Coordinator .....	0090-0150	9090-9150
Secretary I .....	0120	9120
Secretary II .....	0140	9140
Secretary III .....	0150	9150
Security Officer .....	0031	9031
Sewer Maintenance Worker I – No License .....	0120	N/A
Sewer Maintenance Worker I – Class I License .....	0125	N/A
Sewer Maintenance Worker I – Class II License .....	0130	N/A
Sewer Maintenance Worker I .....	N/A	9120
Sewer Maintenance Worker II – No License .....	0140	N/A
Sewer Maintenance Worker II – Class I License .....	0141	N/A
Sewer Maintenance Worker II – Class II License .....	0142	N/A
Sewer Maintenance Worker II .....	N/A	9130
Sewer Maintenance Worker III – No License .....	0160	N/A
Sewer Maintenance Worker III – Class I License .....	0161	N/A
Sewer Maintenance Worker III – Class II License .....	0162	N/A
Sewer Maintenance Worker III .....	N/A	9140
Sewer Maintenance Worker IV .....	0150	9150
Sewer Maintenance Worker V .....	0160	9160
Sewer Maintenance Worker VI .....	0170	9170
Sewer Maintenance Foreman I .....	0180	9180
Sewer Maintenance Foreman II .....	0190	9190
Sign Maintenance Supervisor .....	0190	9190
Surveyor Technician I .....	0120	9120
Surveyor Technician II .....	0140	9140
Surveyor I, SIT .....	0160	9160
Surveyor II, Intern .....	0180	9180
Tax Administrator Agent I .....	0120	9120
Tax Administrator Agent II .....	0130	9130
Traffic Signal Electrician I .....	0160	9160
Traffic Signal Electrician II .....	0180	9180
Traffic Signal Electrician III .....	0190	9190

Traffic Signal Electrician Assistant I .....	0120	9120
Traffic Signal Electrician Assistant II .....	0140	9140
Truck Driver I .....	0110	9110
Truck Driver II .....	0120	9120
Utilities Billing Clerk I .....	0110	9110
Utilities Billing Clerk II .....	0120	9120
Utilities Billing Clerk III .....	0130	9130
Utilities Billing Clerk IV .....	0140	9140
Utility Grounds Maintenance Worker I .....	0110	9110
Utilities Ground Maintenance Worker II .....	0120	9120
Utility Grounds Maintenance Worker III .....	0130	9130
Utility Grounds Maintenance Worker IV .....	0140	9140
Utility Grounds Maintenance Worker V .....	0150	9150
Utility Grounds Maintenance Worker VI .....	0160	9160
Utility Maintenance Mechanic I .....	0140	9140
Utility Maintenance Mechanic II .....	0150	9150
Utility Maintenance Mechanic III .....	0160	9160
Utility Maintenance Mechanic IV .....	0170	9170
Utility Maintenance Mechanic V .....	0180	9180
Utility Maintenance Mechanic VI .....	0190	9190
Water Meter Maintenance Worker .....	0130	9130
Water Meter Technician I .....	0120	9120
Water Meter Technician II .....	0140	9140
Water Meter Technician III .....	0150	9150
Waterline Maintenance Technician Assistant – Class I License .....	0150	N/A
Waterline Maintenance Technician Assistant – Class II License .....	0151	N/A
Waterline Maintenance Technician Assistant .....	N/A	9150
Waterline Maintenance Technician – Class I License .....	0160	N/A
Waterline Maintenance Technician – Class II License .....	0161	N/A
Waterline Maintenance Technician .....	N/A	9160
Waterline Maintenance Worker I – No License .....	0120	N/A
Waterline Maintenance Worker I – Class I License .....	0125	N/A
Waterline Maintenance Worker I – Class II License .....	0130	N/A
Waterline Maintenance Worker I .....	N/A	9120
Waterline Maintenance Worker II – No License .....	0140	N/A
Waterline Maintenance Worker II – Class I License .....	0141	N/A
Waterline Maintenance Worker II – Class II License .....	0142	N/A
Waterline Maintenance Worker II .....	N/A	9130
Waterline Maintenance Worker III – No License .....	0160	N/A
Waterline Maintenance Worker III – Class I License .....	0161	N/A
Waterline Maintenance Worker III – Class II License .....	0162	N/A
Waterline Maintenance Worker III .....	N/A	9140
Waterline Maintenance Worker IV .....	0150	9150
Waterline Maintenance Worker V .....	0160	9160
Waterline Maintenance Worker VI .....	0170	9170
Waterline Maintenance Foreman I .....	0180	9180
Waterline Maintenance Foreman II .....	0190	9190
Water Treatment Plant Operator Assistant - No License .....	0140	N/A
Water Treatment Plant Operator Assistant – Class I License .....	0141	N/A
Water Treatment Plant Operator Assistant – Class II License .....	0142	N/A
Water Treatment Plant Operator Assistant - Class III License .....	0143	N/A
Water Treatment Plant Operator Assistant .....	N/A	9140
Water Treatment Plant Operator – No License/OIT .....	0160	9160
Water Treatment Plant Operator - Class I License .....	0161	9170
Water Treatment Plant Operator – Class II License .....	0162	9180
Water Treatment Plant Operator – Class III License .....	0163	9190
Welder .....	0160	9160
W/W Treatment Plant Operator Assistant - No License .....	0140	N/A

WW Treatment Plant Operator Assistant – Class I License.....	0141	N/A
WW Treatment Plant Operator Assistant – Class II License.....	0142	N/A
WW Treatment Plant Operator Assistant - Class III License.....	0143	N/A
WW Treatment Plant Operator Assistant .....	N/A	9140
WW Treatment Plant Operator – No License/OIT .....	0160	9160
WW Treatment Plant Operator - Class I License .....	0161	9170
WW Treatment Plant Operator – Class II License .....	0162	9180
WW Treatment Plant Operator – Class III License .....	0163	9190
Zoning/Building Inspector .....	0160	9160

TEMPORARY JOB CLASSIFICATIONS

PAY RANGE

This job classification and pay ranges are to be used for temporary and seasonal employees as defined in Section 12. Overtime eligibility shall be determined pursuant to Section 15 herein and under the applicable provisions of the Fair Labor Standards Act.

Temporary Support Staff.....8010 – 8160

	<u>MINIMUM</u>	<u>MAXIMUM</u>
Learn to Skate Instructor I.....	\$10.00	\$14.00
Learn to Skate Instructor II.....	\$15.00	\$24.00
Learn to Skate Instructor III.....	\$25.00	\$30.00

SECTION 9: LICENSE STIPENDS/SHIFT DIFFERENTIAL/EMERGENCY CONTACT PAY

- A. Effective January 12, 2020 employees who are in the following classifications will be paid an annual license stipend upon providing proof of the license level obtained: Sewer Maintenance Supervisor, Water Treatment Superintendent, Water Pollution Control Superintendent, Water Distribution Supervisor, Water Treatment Supervisor, Wastewater Treatment Supervisor, Waterline Maintenance Foreman I, and II and Sewer Maintenance Foreman I, and II. The following license stipend amounts will be paid on the first payday in July of each year to active employees:

Class I License	\$250.00
Class II License	\$500.00
Class III License	\$750.00
Class IV License	\$1,000.00

- B. Effective January 12, 2020, employees hired after August 21, 2003 and who are in the following classifications will be paid an annual license stipend upon providing proof of the license level obtained: Sewer Maintenance Worker I, II, and III, IV, V and VI, Waterline Maintenance Worker I, II, III, IV, V and VI, Waterline Maintenance Foreman I and II, and Sewer Maintenance Foreman I and II, Waterline Maintenance Technician Assistant, Waterline Maintenance Technician and Laboratory Technician I and II. The license stipend will be paid on the first payday in July of each year to active employees:

Class I License	\$250.00
Class II License	\$500.00
Class III License	\$750.00
Class IV License	\$1,000.00

- C. Effective May 18, 2008, employees of the Water Distribution Department who are required to carry a cell phone and/or pager designated for emergency contact and who must be available to co-ordinate response to an emergency situation, will receive at least ten dollars (\$10.00) per day for each day that they serve in the capacity as emergency contact.

- D. Effective January 12, 2020, employees with the titles of Water Treatment Plant Operator, Water Treatment Plant Operator Assistant, Lab Technician I and II, Wastewater Treatment Plant Operator and Wastewater Treatment Plant Operator Assistant shall be paid an hourly shift differential during the afternoon and overnight shifts.



Eligible employees shall receive seventy-five cents (\$0.75) per hour for each complete hour worked between 4 p.m. and midnight, and they shall receive fifty cents (\$0.50) per hour for each complete hour worked between midnight and 8 a.m. Shift differential shall not be paid for any partial hour worked.

When an eligible employee works between the hours of 4 p.m. and 8 a.m. on the holidays outlined in Section 22, Paragraph D, or when an operator is working overtime during the hours of 4 p.m. through 8 a.m., appropriate shift differential will be paid at the same factoring rate as the base wage. (Ex: Holiday Pay is paid at 1.5 of the base)

**SECTION 10: PAY RANGES EFFECTIVE JANUARY 10, 2021**

- A. That the following pay ranges are hereby established for the non-elected officials and employees of the City of Findlay, Ohio, and all of said non-elected officials and employees shall be paid hourly on a bi-weekly basis, as provided by law, except as noted in Sections 5, 6 and 7.

Completed Years of Service	0	1 - 2	3 - 4	5 - 6	7	8 Or more
Pay Range	A	B	C	D	E	F
0005	9.06	9.87	10.26	10.78	11.22	11.76
0010	10.13	11.07	11.59	12.19	12.74	13.37
0020	10.62	11.59	12.19	12.74	13.37	13.93
0022	10.83	10.83	10.83	10.83	10.83	10.83
0030	11.05	12.19	12.74	13.37	13.93	14.65
0031	11.73	12.81	13.31	13.98	14.55	15.26
0032	11.52	11.52	11.52	11.52	11.52	11.52
0040	12.70	13.93	14.60	15.22	15.95	16.66
0050	13.31	14.60	15.22	15.95	16.66	17.37
0060	13.89	15.22	15.95	16.66	17.37	18.21
0070	14.50	15.95	16.66	17.37	18.21	18.99
0080	15.20	16.66	17.37	18.21	18.99	19.81
0090	15.88	17.37	18.21	18.99	19.81	20.81
0100	16.55	18.21	18.99	19.81	20.81	21.68
0110	17.34	18.99	19.81	20.81	21.68	22.70
0120	18.04	19.81	20.81	21.68	22.70	23.72
0125	18.44	20.32	21.19	22.22	23.21	24.27
0130	18.85	20.81	21.68	22.70	23.72	24.86
0140	19.79	21.68	22.70	23.72	24.86	26.00
0141	20.62	22.70	23.72	24.86	26.00	26.00
0142	21.60	23.72	24.86	26.00	26.00	26.00
0143	22.61	24.86	26.00	26.00	26.00	26.00
0150	20.62	22.70	23.72	24.86	26.00	27.24
0151	21.60	23.72	24.86	26.00	27.24	27.24
0160	21.60	23.72	24.86	26.00	27.24	28.56
0161	22.61	24.86	26.00	27.24	28.56	29.11
0162	23.67	26.00	27.24	28.56	29.11	29.64

Completed Years of Service	0	1 - 2	3 - 4	5 - 6	7	8 Or more
Pay Range	A	B	C	D	E	F
0163	24.76	27.24	28.56	29.11	29.64	30.26
0170	22.61	24.86	26.00	27.24	28.56	29.94
0171	23.67	26.00	27.24	28.56	29.94	29.94
0172	24.76	27.24	28.56	29.94	29.94	29.94
0173	25.95	28.56	29.94	29.94	29.94	30.51
0174	27.20	29.94	29.94	29.94	29.94	30.51
0175	28.49	29.94	29.94	29.94	29.94	30.51
0180	23.67	26.00	27.24	28.56	29.94	31.27
0181	24.76	27.24	28.56	29.94	31.27	31.27
0182	25.95	28.56	29.94	31.27	31.27	31.27
0183	27.20	29.94	31.27	31.27	31.27	31.27
0190	24.76	27.24	28.56	29.94	31.27	32.77
0191	25.95	28.56	29.94	31.27	32.77	32.77
0192	27.20	29.94	31.27	32.77	32.77	32.77
0193	28.49	31.27	32.77	32.77	32.77	32.77
0200	25.94	28.56	29.94	31.27	32.77	34.34
0220	28.50	31.27	32.77	34.34	35.93	37.69
9005	9.06	9.51	9.80	10.09	10.28	10.51
9010	10.13	10.65	10.97	11.30	11.52	11.74
9020	10.62	11.11	11.47	11.80	12.06	12.29
9030	11.05	11.61	11.94	12.30	12.55	12.83
9031	11.73	12.34	12.70	13.07	13.34	13.60
9040	12.70	13.34	13.74	14.14	14.43	14.71
9050	13.31	13.95	14.36	14.80	15.13	15.44
9060	13.89	14.58	15.03	15.47	15.76	16.07
9070	14.50	15.20	15.65	16.12	16.46	16.79
9080	15.20	15.98	16.44	16.95	17.28	17.63
9090	15.88	16.64	17.14	17.67	18.01	18.39
9100	16.55	17.36	17.88	18.43	18.80	19.19
9110	17.34	18.22	18.77	19.32	19.71	20.10
9120	18.04	18.93	19.52	20.09	20.50	20.93
9130	18.85	19.80	20.39	21.01	21.44	21.85
9140	19.79	20.77	21.40	22.02	22.49	22.95
9150	20.62	21.68	22.33	22.99	23.45	23.92
9160	21.60	22.66	23.36	24.06	24.55	25.05
9170	22.61	23.76	24.47	25.19	25.72	26.23
9180	23.67	24.85	25.61	26.37	26.91	27.43
9190	24.76	25.98	26.79	27.58	28.12	28.69

ALL SEASONAL AND TEMPORARY EMPLOYMENT POSITIONS PAY AT STEP A

8010	Minimum Wage
8020	5% over Minimum Wage
8030	5% over Pay Range Directly Above
8040	5% over Pay Range Directly Above
8050	5% over Pay Range Directly Above
8060	5% over Pay Range Directly Above
8070	5% over Pay Range Directly Above
8080	5% over Pay Range Directly Above
8090	5% over Pay Range Directly Above
8100	5% over Pay Range Directly Above
8110	5% over Pay Range Directly Above
8120	5% over Pay Range Directly Above
8130	5% over Pay Range Directly Above
8140	5% over Pay Range Directly Above
8150	5% over Pay Range Directly Above
8160	5% over Pay Range Directly Above

SECTION 11: STEPS

- A. The pay ranges established in Section 10 above establish six (6) steps, and each step within each pay range states the hourly rate. Advancement from Step A shall be based upon the individual employee's completed years of service with the City of Findlay, Ohio on the following schedule:

<u>Completed Years of Service</u>	<u>Step</u>
0	A (0)
1, 2	B (1, 2)
3, 4	C (3, 4)
5, 6	D (5, 6)
7	E (7)
8 or more	F (8)

- B. Service time credit with the City shall be carried with the employee when transferring between departments, or when changing job classifications, except that no service time credit shall apply to the Police or Fire Departments in the positions of sworn police officer or sworn firefighter for new employees at these departments after February 26, 1984.
- C. Service time credit shall only apply to regular, full-time employees, and shall not apply to temporary, seasonal, or part-time help. Service time credit is used in the calculations of pay rate and longevity eligibility. Service time credit does not apply to vacation accrual.
1. New employees hired after February 26, 1984, may receive service credit for previous employment when such previous employment is determined to be qualified and competent in a similar job position. Such service credit shall be awarded on the following basis:

<u>Years of Experience</u>	<u>Service Credit</u>
5 or More	2 years
2, 3, 4	1 year
1 or less	0

- E. New employees hired after February 26, 1984, by the Police or Fire Departments, into the classification of sworn police officer or sworn firefighter, shall only receive service credit for previous employment with full time, paid departments which are determined to be equal to the Findlay Police and Fire Departments in training and experience.

**SECTION 12: DEFINITIONS**

- A. For the purpose of interpreting this ordinance, full time employees shall be those employees having completed their regular work schedule of thirty (30) or more hours per week on a twelve (12) months per calendar year basis.
- B. Part-time employees shall be those employees having completed their regular work schedule of less than thirty (30) hours per week on a twelve (12) months per calendar year basis. Furlough days will be used in the calculation of the regular work schedule.
- C. Seasonal or temporary employees shall be those employees who work less than twelve (12) months in a calendar year.

**SECTION 13: COMPENSATION FOR ACTING POSITIONS**

- A. When it is required to appoint an employee to an acting position on a temporary basis to fulfill a position temporarily unoccupied, then and in such event, the acting employee shall be paid the salary as designated for the position under the City salary ordinance, providing, however, the temporary salary increase shall commence only after thirty business days of continuous service in the acting position.
- B. When the vacancy appears to be permanent, as in death, retirement, or termination, the temporary salary shall commence upon the appointment of the employee to the acting position.

**SECTION 14: LONGEVITY**

- A. Effective December 24, 2000, all full-time employees who have completed ten (10) or more years of continuous full-time service shall accrue a longevity fund of thirty dollars (\$30) per bi-weekly pay period in addition to their regular rate of pay.
- B. Effective December 24, 2000, all full-time employees who have completed fifteen (15) or more years of continuous full-time service shall accrue a longevity fund of fifty dollars (\$50) per bi-weekly pay period in addition to their regular rate of pay. The longevity accrual in this section shall replace the longevity accrual to be earned upon the completion of ten (10) years of service.
- C. Effective December 24, 2000, all full-time employees who have completed twenty (20) or more years of continuous full-time service shall accrue a longevity fund of seventy dollars (\$70) per bi-weekly pay period in addition to their regular rate of pay. The longevity accrual in this section shall replace the longevity accrual to be earned upon the completion of fifteen (15) years of service.
- D. Effective December 24, 2000, all full-time employees who have completed twenty-five (25) or more years of continuous full-time service shall accrue a longevity fund of ninety dollars (\$90) per bi-weekly pay period in addition to their regular rate of pay. The longevity accrual in this section shall replace the longevity accrual to be earned upon the completion of twenty (20) years of service.
- E. Accrued longevity funds shall be paid in a separate check to be issued annually coincidental with the last pay check in the calendar year.
- F. Longevity accruals under this section shall be included in any calculation of overtime pay rates.
- G. Longevity accruals shall be included in wage rates on a one-time basis, at the time of retirement, or death, to calculate unused holivac, vacation and/or sick leave payments.

- H. The classifications of Assistant Director of Law I through Assistant Director of Law IV, inclusive, shall accrue longevity as set forth in this section.

**SECTION 15: OVERTIME PAY EFFECTIVE JANUARY 3, 2016**

- A. Each eligible City employee, except temporary or seasonal employees in the Swimming Pool Departments, who is scheduled to work more than forty (40) hours per calendar week shall be compensated at the rate of time and one half (1-1/2) his regular hourly rate for any hours worked in excess of forty (40) hours per calendar week.
- B. The calculation of overtime pay shall be calculated including holidays, and vacation leave as part of the straight time determination. Sick leave hours and callback hours as provided in Section 16 shall not be considered as part of the straight time determination.
  - 1. An employee who is eligible for overtime may elect to take accrued compensatory time ("Comp Time") off instead of overtime pay for any overtime worked, upon approval of management. The compensatory time shall be granted by the employee's supervisor on a time and one half (1-1/2) basis (i.e. for one hour of overtime, one and one half hours of comp time will be granted.) Employees may accumulate up to and maintain 120 hours of unused comp time and may with approval of the Director of Public Service or Safety, accumulate and maintain a balance in excess of 120 hours of unused comp time.
  - 2. When an employee who has been eligible for overtime receives a promotion and accepts a position that is exempt from the payment of overtime, the employee will be paid for all unused accumulated compensatory time hours at the time of the promotion. The payment will be made using a rate of pay in effect prior to the employee's promotion.

**SECTION 16: CALL BACK PAY EFFECTIVE JANUARY 3, 2016**

- A. An employee who is called back to work from off duty, shall be paid at least three (3) hours' pay at one and one half (1 ½) times the employee's regular rate of pay.
- B. No hours worked or paid under this section shall be counted in the straight time determination pursuant to Section 15 as paid hours worked as part of the employee's regular work week.
- C. There shall be no duplication of overtime pay during the same three (3) hour call-in period.

**SECTION 17: SICK LEAVE PAYMENT; UNUSED SICK LEAVE PAYMENT**

In addition to the sick leave provided for in O.R.C. Sec. 124.38, the following policy on sick leave payment is established for all employees of the City. As used in this section, "retirement" means disability or service retirement under any state or municipal retirement system in this state.

- A. Any employee incurring a non-duty related sickness or disability shall receive sick leave with full pay, subject to accumulated sick leave.
- B. An employee incurring a duty related sickness or injury shall receive sick leave with full pay for the maximum period as prescribed for total temporary disability in the Ohio Revised Code unless extended by City Council upon recommendation of the Director of Public Service or Safety. Sick leave used under these conditions, and subject to worker's compensation payments, shall be reinstated to accumulated sick leave, provided that the employee completes the proper application for worker's compensation benefits and refunds to the City all funds received as a result of the application. There shall be no reinstatement for sick leave not subject to workers compensation reimbursement.
- C. Accumulated sick leave shall be computed on a basis of one hour of accumulated sick leave for each one hour missed from the regular scheduled shift as a result of sickness or disability.

D. Any City employee hired on or before August 21, 2003 and paid directly by warrant by the City Auditor may elect at the time of retirement from active service with the City, or death, and with ten (10) or more years of service with the State or any of its political subdivisions, to be paid in cash one fourth (1/4) the value of the first 960 hours of accrued but unused sick leave credit and, if applicable, to be paid in cash one-half (1/2) the value of all accrued but unused sick leave credit in excess of 960 hours. Payment shall be contingent upon 30 days written notice prior to retirement. In the event an employee has more than one thousand nine hundred twenty (1,920) hours of unused sick leave, all such sick leave shall be paid at the rate of one-half (1/2) of said leave. The accumulated but unused sick leave payment provided for herein shall be based on the employee's rate of pay at the time of retirement and shall eliminate all sick leave credit accrued but unused by the employee at the time payment is made

Any City employee hired after August 21, 2003 and paid directly by warrant by the City Auditor may elect at the time of retirement from active service with the City, or death, and with ten (10) or more years of service with the State or any of its political subdivisions, to be paid in cash one fourth (1/4) the value of 960 hours of accrued but unused sick leave credit. Payment shall be contingent upon 30 days written notice prior to retirement. The accumulated but unused sick leave payment provided for herein shall be based on the employee's rate of pay at the time of retirement and shall eliminate all sick leave credit accrued but unused by the employee at the time payment is made.

### SECTION 18: DONATED LEAVE POLICY

A. This policy sets forth the process to allow employees to voluntarily provide donated leave to co-workers, or receive donated leave, if there is a critical need due to a serious health condition or injury of an employee. This policy would apply to full-time and part-time permanent employees only.

#### To Request Donated Leave

In order to determine if an employee is eligible to receive donated leave as a result of their serious illness or injury, the employee must provide sufficient documentation to establish the existence of a serious health condition.

An employee requesting donated leave will complete the "Application to Request Donated Leave" form, or equivalent documentation to establish the serious illness or injury. It is the responsibility of the employee to provide documentation for certification. Leave donation requests will not be processed until all necessary documentation is provided.

An employee may receive donated leave up to the number of hours the employee is scheduled to work each pay period only, if the employee who is to receive donated leave:

1. has a serious health condition,
2. has utilized all accrued vacation/holovac and sick hours, and
3. has applied for any paid leave, workers compensation or other benefits program for which the employee is eligible. Donated leave may be used to satisfy the waiting period for these benefits.

#### B Certification of Eligibility

Upon receiving the "Application to Request Donated Leave", the Human Resources Director shall review all documents submitted including necessary medical documentation, but excluding any Protected Health Information (PHI), to ensure any such application meets both the standard for sick leave usage and the criteria for donated leave. So long as all the requirements of this section have been met, the Human Resources Director shall approve any such application for donated leave.

For this section, a "serious health condition" is defined as:

1. an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or
2. a period of incapacity of more than seven (7) days that also involves:
  - a. treatment by a health care provider in connection with such inpatient care, or
  - b. the constant supervision of the health care provider, or

- c. a condition which is permanent or long-term for which treatment may not be effective.

C. Donation Process

An employee of the City of Findlay may voluntarily donate accrued, unused sick and/or vacation/holovac hours to another employee of the City who has no accrued leave and, who has a critical need for it due to a serious health condition. Employees wishing to donate leave to a fellow employee must complete the "Leave Donation Donor Form" and certify the following information:

1. the name of the employee for whom the leave is intended,
2. that the employee voluntarily elects to donate leave and does so with the understanding the donated leave will not be returned,
3. willingness to donate a minimum of 8 hours, and
4. that they will retain a combined leave balance of sick and vacation/holovac hours of 480 or more.

D. Establishing Need and Utilization of Donated Leave

Upon establishing the need and utilization of donated leave, the Auditor's Office will perform the following functions:

1. notify the donating employee of the specific pay period it will be used in and the amount of leave to be used, and
2. inform the requesting employee of the amount of leave that will be used from donations.

E. Administering the Donation Program

The leave donation program shall be administered on pay period by pay period basis under the following guidelines:

1. Employees using donated leave shall be considered in active pay status and shall accrue leave and any other benefits to which they would otherwise be entitled.
2. Leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received.
3. Donated leave shall not count toward the probationary period.
4. Donated leave shall never be converted to a cash benefit.
5. Donated leave or the leave accrued by the use of the donation is not eligible for reimbursement when used to satisfy the waiting period for workers compensation benefits.
6. If the leave meets the FMLA criteria, the leave time will also be charged against the employee's yearly entitlement as outlined by FMLA and the employee handbook.

- F. The City of Findlay shall respect an employee's right of privacy. However, the City may, with permission of the employee who is in need of leave, inform employees of their co-worker's critical need for leave. In addition, supervisors and all other employees are **prohibited from directly soliciting** leave donations from co-workers to ensure that no employees are coerced to donate leave.

**SECTION 19: MEDICAL INSURANCE**

- A. The City agrees to share in the cost of providing health and prescription drug insurance for full-time employees. Employees hired before November 1, 2013 may choose between a Core Plan and a High Deductible Health Plan (HDHP). Employees hired after November 1, 2013 may only enroll in the High Deductible Health Plan (HDHP).
- B. Except as otherwise provided herein, the cost of health and prescription drug insurance coverage shall be shared between the employer and full-time employees, whether the employee selects family, employee plus or single coverage. The employer's share of the monthly premium, regardless of the plan option(s) selected by the employee, shall be shared on the following basis:

Employer's Share 90% of monthly premium  
Employee's Share 10% of monthly premium

- C. The City shall make a contribution to the health savings account of an employee who elects coverage under the HDHP. The contribution amount will be approved by Council annually. These amounts shall be distributed across 24 pay periods. The employee must be in active paid status to receive these contributions.

In order to continue to qualify for the ten percent (10%) premium contribution limit for medical and prescription drug coverage, employees must participate in the employer's wellness program which includes a wellness screening and attending one open enrollment meeting. If the employee does not participate, the employer's share of the premium contribution for medical and prescription drug coverage shall be eighty percent (80%) and the employee's share of the premium for medical and prescription drug coverage will increase to twenty percent (20%).

Employees hired after May 1, 2016 shall be given an opportunity to participate in the wellness program upon hire as part of the onboarding and pre-employment process. Employees hired after May 1, 2016 that choose not to participate in the wellness program upon hire shall have a premium contribution of twenty percent (20%) and the City's share of the premium shall be eighty percent (80%). All employees on the City's health plan shall have an opportunity to participate in the wellness program.

- D. The City is able to assess a premium surcharge for employees who enroll in the City's health insurance who declare tobacco use by themselves or a covered spouse. The surcharge is to be paid by the employee, however the City will not be required to pay a portion of this surcharge in addition to the employee's share.
- E. The City shall make available to employees an optional dental and/or vision coverage, if selected by the employee. The monthly premium cost shall be shared:

Employer's Share	90% of monthly premium
Employee's Share	10% of monthly premium

- F. The employee's share shall be deducted from the payroll of each participating employee.
- G. An employee must be on the payroll of the City for a period of 30 days, before becoming eligible for the hospitalization and health insurance contributions provisions contained herein.
- H. A Health Insurance Committee will be formed and be comprised of thirteen (13) members consisting of two (2) representatives each from the Police Union and Fire Union, and eight (8) representatives from the non-union departments and one (1) representative of the employer. The Mayor, Auditor and/or other administrator of the employer health care plan will serve as ex officio members of the committee but shall not enjoy or exercise voting rights. In addition, the employer retains the right to invite advisory personnel to participate in all meetings for informational purposes only.
- I. The function of the committee will be to conduct regular meetings aimed at discussing the function, cost and financial condition of the health care plan. Whenever changes to the health care plan are due to an increase in health insurance cost of more than twelve percent (12%), the employer has the right to make plan design changes to lower the overall cost of the plan to twelve percent (12%). The employer will be required to share any proposed changes with the insurance committee and seek input from the committee prior to implementing any changes. Whenever changes to the health care plan are otherwise warranted or necessitated, the committee shall vote on which changes and/or provisions shall be implemented.
- J. A majority vote of the insurance committee shall bind all employees. In the event that the committee cannot reach a majority vote, after further discussion and consideration of said plan changes, only the proposed changes receiving a plurality of votes shall be considered and the plan receiving a majority of those votes shall bind all employees. In no event shall a plan change adopted by the committee impose a different effect or outcome on any single employee or group of employees.



- K. For the Mayor, Auditor, Director of Law, and the Judges of the Municipal Court, the City shall provide for a hospitalization and health insurance policy for those elected officials upon notification by such elected official that he/she desires such coverage. The policy shall be under the same group plan provided for non-elected City employees and the amount to be paid by the City shall be equal to that paid by the City for non-elected employees.
- L. The City Council may choose to appropriate additional funds for payments of health insurance costs upon the recommendation of the Auditor, if it is deemed necessary to meet the financial obligations related to health insurance costs. The funding would be in addition to the distribution of monthly premiums as outlined in Paragraphs B and C of this section.

**SECTION 20: LIFE INSURANCE**

- A. All full-time employees shall be covered under a group life insurance policy and shall receive double indemnity coverage under said policy.
- B. The Mayor, Auditor, Treasurer, Director of Law, Council Members, President of Council and the Judges of the Municipal Court, shall be furnished by the City a term life insurance policy in an amount and terms equal to the amount of term life insurance provided to non-elected employees.
- C. Such policy to insure the life of such full-time and elected officials with the aforementioned reserves the right to designate his beneficiary of the insurance on his life.
- D. The Mayor, subject to City Council approval, shall determine the amount of life insurance coverage provided to all full-time employees.

**SECTION 21: REGULAR VACATION/HOLIVAC AND ACCRUAL SERVICE YEARS**

- A. Holivac is the combination of holidays and vacation hours into a single accrual. The holivac system recognizes eleven (11) holidays per year and the amount of vacation that the individual employee is entitled to receive.
- B. One year of service shall be computed on 26 biweekly pay periods. These weeks do not need to be consecutive. If there is a break in the employee's full-time service with the City, upon re-hire to a full-time position, the employee will be given credit for previous time for which vacation/holivac accrual was eligible. Positions listed in the Excepted Pay Ranges of this Ordinance are not eligible for vacation/holivac accrual credit upon re-hire.
- C. Each full-time employee, after service of one (1) year with the City, shall have earned and will be due annually thereafter a maximum of eighty (80) hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0385 hours for each paid base hour for those entitled to a maximum of 80 hours per year. Employees subject to holivac shall accrue 0.0808 hours on each paid base hour.
- D. A full-time employee with eight (8) or more years of service with the City shall have earned and is entitled to a maximum of 120 hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0577 hours on each base hour paid for those entitled to a maximum of 120 hours per year. Employees subject to holivac shall accrue 0.10000 hours on each paid base hour.
- E. A full-time employee with fifteen (15) or more years of service with the City shall have earned and is entitled to a maximum of 160 hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0769 hours on each paid base hour for those entitled to a maximum of 160 hours per year. Employees subject to holivac shall accrue 0.1192 hours on each paid base hour.
- F. A full-time employee with twenty-two (22) or more years of service with the City shall have earned and is entitled to a maximum 200 hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0962 hours on each paid base hour for those entitled to a maximum of 200 hours per year. Employees subject to holivac shall accrue 0.1385 hours on each paid base hour.

- G. Vacation/holovac leave is earned while on other paid leave provided by the City but vacation/holovac is not accrued when working overtime hours. Vacation/holovac leave is earned only while on active pay status with the City.
- H. During the first year of service, no vacation shall be granted to an employee, but the employee during the first year of service shall accumulate vacation hours as provided for by ordinance of City Council. During the first year of service, employees subject to holovac shall accrue their holidays at a rate of 0.0423 hours on each paid base hour. After one year of service, an employee may take vacation or holovac up to the number of hours accumulated at the time subject to other limitations as specified by ordinance.
- I. Employees may express their preference as to vacation or holovac period, and the preference will be recognized by the department head, as far as practicable
- J. Employees who have unused vacation or holovac leave to their credit may accumulate up to two (2) years credit with the approval of the department head. Employees shall forfeit their right to take or be paid for any vacation or holovac leave to their credit which is in excess of the accrual for two (2) years. Excess leave shall be eliminated from the employee's leave balance in the pay period in which the vacation anniversary date occurs. The Director of Public Service or Safety may approve exceptions to this provision upon a written request from the employee stating the reasons for such exception. The two (2) year accrual limit shall be based on the accumulation of an employee who would be paid 40 base hours per week.
- K. A person employed with the City on or after May 21, 2017, other than as an elected officer, who was previously employed by the State or any political subdivision of the State earning vacation credits is entitled to have his or her prior service with any of these employers counted as service with the City of Findlay for the purpose of computing the amount of the employee's vacation/holovac leave, and their anniversary date. Upon approval of the appropriate hiring authority, a candidate seeking a position with the City may be permitted to transfer their accrued but unused vacation leave from a State employer or any political subdivision of the State. The hours to be transferred cannot exceed two years of accrual.

**SECTION 22: HOLIDAYS**

- A. A full or part-time employee, excluding temporary or seasonal employees, whose salary or wage is paid by the City shall not be required to work on days declared in this section to be holidays, unless in the opinion of the employee's responsible administrative superior failure to work on such holidays would impair the public service. Such holidays shall be:
  - 1. The first day of January, known as New Year's Day;
  - 2. The third Monday of January, known as Martin Luther King, Jr. Day;
  - 3. The third Monday in February, known as Washington-Lincoln Day or President's Day;
  - 4. The last Monday in May, known as Decoration or Memorial Day;
  - 5. The Fourth Day of July, known as Independence Day;
  - 6. The first Monday of September; known as Labor Day;
  - 7. November 11, known as Veteran's Day;
  - 8. The fourth Thursday in November, known as Thanksgiving Day;
  - 9. The day after Thanksgiving;
  - 10. December 24, known as Christmas-Eve Day;
  - 11. December 25, known as Christmas Day; and
  - 12. Any other holiday set by a proclamation of the Mayor of the City.
- B. In the event that any of the aforesaid holidays shall fall on Saturday, the Friday immediately preceding shall be observed as the holiday. In the event that any of the aforesaid holidays shall fall on Sunday, the Monday immediately succeeding shall be observed as the holiday.
- C. Any employee, not subject to holovac whose normal scheduled day off falls on one of the aforementioned holidays shall be granted a day off with pay to replace the holiday missed as a result of his normal work schedule during the pay period in which the legal holiday so missed falls.

- D. As of January 10, 2021, an employee of the Water Treatment Plant, Water Pollution Control Center or Airport who is required to work on New Year's Day, July 4<sup>th</sup>, Thanksgiving, Christmas Day, Christmas Eve, Memorial Day, or Labor Day, as part of the employees regular forty (40) hour schedule, shall be paid at one and one-half times his regular rate of pay for hours worked on these holidays.
- E. A full-time or part-time employee who works less than forty (40) hours per week shall receive paid Holiday leave on a pro-rata basis at the same rate as the employee's average number of hours worked per day in the balance of the pay period which contains the holiday. Furlough days will be used in the calculation of the pro-ration.

**SECTION 23: MILEAGE REIMBURSEMENT**

- A. No elected official or employee of the various departments of the City of Findlay, Ohio, using his personal private motor vehicle while on City business or in the performance of his duties as an official or employee of the City, shall, be paid mileage for such use, by the City, on a daily, weekly, monthly, or other period of time-only basis. All claims for reimbursement for mileage shall be upon the basis of actual miles traveled.
- B. The Auditor of the City is hereby directed and authorized to make payment for reimbursement to City officials and employees for miles traveled using personal or private motor vehicles on City business at the rate set by the Internal Revenue Service at the time of business travel. No claims for reimbursement for mileage shall be allowed unless accompanied by a detailed report showing actual miles traveled on City business.

**SECTION 24: DEATH IN FAMILY**

- A. In the event of the death in the immediate family of an employee, the employee shall be granted up to 3 work days off (24 hours of duty time off in the case of a Fire Department employee), without loss of pay, vacation, or accumulated sick leave, in order to attend the funeral or matters of the deceased. Should notification of death be received during working hours, the employee shall also receive, with the consent of the department head the balance of the shift off, without the loss of pay, vacation, holivac or accumulated sick leave, in addition to the aforementioned time off provisions.
- B. As of January 10, 2021, the immediate family shall be defined as the spouse, child, mother, father, sister, brother, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, current stepchild and current stepparent.
- C. In the event of a death of a member of the employee's "extended family", the employee shall be granted up to three (3) days off without loss of pay for the purpose of attending the funeral, which shall be deducted from the employee's sick leave bank. For purposes of this section, "extended family" shall be defined to include employee's aunt, uncle, cousin, and grandparent-in-law.
- D. Additional time off, for a death in the immediate family shall be given with consent of the head of the department and shall be deducted from vacation, holivac or accumulated sick leave.
- E. Time off, for a death other than the immediate family shall be given with the consent of the head of the department and shall be deducted from vacation, holivac or accumulated sick leave.

**SECTION 25: TAX DEFERRAL PLAN FOR EMPLOYEE PENSION CONTRIBUTIONS**

- A. The Mayor, Auditor, and the Directors of Public Safety and Service of the City are hereby authorized to execute all necessary documents with the Internal Revenue Service, the Public Employees Retirement System and the Ohio Police and Fire Pension Fund to qualify all public employee retirement payments made by the City for its employees as tax-deferred compensation under the Internal Revenue Service regulations.
- B. All employees of the City who are subject to either the Public Employees Retirement System or the Ohio Police and Fire Pension Fund shall not and do not have the option of choosing to receive the contributed amounts

directly instead of having them paid by the City to the Public Employees Retirement System or the Ohio Police and Fire Pension Fund.

- C. Employee contributions to the Public Employees Retirement System or the Ohio Police and Fire Pension Fund will be paid by the City in lieu of the contributions being paid directly by the employee.

#### SECTION 26: UNION CONTRACTS

Provisions in this ordinance which are also covered in collective bargaining agreements shall be superseded by the terms of those agreements.

#### SECTION 27: EXCLUSION OF EMPLOYEES OF FINDLAY MUNICIPAL COURT

- A. All employees of the Findlay Municipal Court other than the Clerk while still considered employees of the City shall be subject to classification as determined by the Judges of said Court and shall be subject to the orders of the Judges of said Court.

#### SECTION 28: MILITARY LEAVE

- A. (1) Permanent City employees who are members of the Ohio Organized Militia, or members of other reserve components of the armed forces of the United States, including the Ohio National Guard, are entitled to a leave of absence from their respective positions without loss of pay for the time they are performing service in the uniformed services, for periods of up to one month, for each calendar year in which they are performing service in the uniformed services.
- (2) As used in this section:
- (a) "Calendar year" means the year beginning on the first day of January and ending on the last day of December.
- (b) "Month" means twenty-two (22) eight (8) hour work days or one hundred seventy-six (176) hours, or for a public safety employee, seventeen (17) twenty-four hour days or four hundred eight (408) hours, within one calendar year.
- (c) "Permanent City employee" means any person holding a position in the employ of the City that requires working a regular schedule of twenty-six (26) consecutive biweekly pay periods or any other regular schedule of comparable consecutive pay periods which is not limited to a specific season or duration. "Permanent City employee" does not include student help; intermittent, seasonal, or external interim employees; or individuals covered by personal service contracts.
- (d) "Service in the uniformed services" means the performance of duty, on a voluntary or involuntary basis, in a uniformed service, under competent authority, and includes active duty, active duty for training, initial active duty for training, inactive duty for training, full-time national guard duty, and performance of duty or training by a member of the Ohio Organized Militia pursuant to Chapter 5923 of the Ohio Revised Code. "Service in the uniformed services" also includes the period of time for which a person is absent from a position of public or private employment for the purpose of an examination to determine the fitness of the person to perform any duty described in this division.
- (e) "Uniformed services" means the armed forces, the Ohio Organized Militia when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time or war or emergency.
- (f) "Public safety employee" means a permanent City employee who is employed as a Firefighter or Emergency Medical Technician.

- B. Any permanent City employee, who is entitled to the leave provided under division (A) of this section, and who is called or ordered to the uniformed services for longer than a month, for each calendar year in which the employee performed service in the uniformed services because of an executive order issued by the President of the United States, because of an act of Congress, or because of an order to perform duty issued by the Governor pursuant to section 5919.29 of the Ohio Revised Code is entitled, during the period designated in the order or act, to a leave of absence and to be paid during each monthly pay period of that leave of absence, the lesser of the following:
- (1) The difference between the permanent City employee's gross monthly wage or salary as a permanent City employee and the sum of the permanent City employee's gross uniformed pay received in the month; or
  - (2) Five hundred dollars (\$500.00)
- C. No permanent City employee shall receive payments under division (B) of this section if the sum of the permanent City employee's gross uniformed pay received in a pay period exceeds the employee's gross wage or salary as a permanent City employee for that period or if the permanent City employee is receiving pay under division (A) of this section.
- D. Each permanent City employee who is entitled to leave provided under division (A) of this section shall submit to the permanent City employee's appointed authority the published order authorizing the call or order to the uniformed services or a written statement from the appropriate military commander authorizing that service, prior to being credited with that leave.
- E. Any permanent City employee whose employment is governed by a collective bargaining agreement with provision for the performance of service in the uniformed services shall abide by the terms of that collective bargaining agreement with respect to the performance of that service, except that no collective bargaining agreement may afford fewer rights and benefits than are conferred under this section.

#### SECTION 29: DIRECT DEPOSIT

- A. The City Auditor shall make all wage and benefit payments by direct deposit except when circumstances necessitate that any such direct deposit is not appropriate or prudent.

#### SECTION 30: BOND

- A. All officers and employees of the City, except the City Auditor, City Treasurer, Income Tax Administrator, Utilities Billing Supervisor, and Recreation Administrative Supervisor, shall be included in a public employees and public officers blanket bond or bonds indemnifying the City against loss due to the non-faithful performance of dishonest act or acts of such officer or employee.
- B. All officers and employees shall be bonded under a blanket bond in the amount of not less than one-hundred thousand dollars (\$100,000).
- C. The blanket bond or bonds shall be purchased from a surety company licensed to issue such bonds in the State of Ohio and shall be in the penalty as set forth, and shall cover all elected officers, appointed officers, and all employees, whether full-time, part-time, casual, temporary or otherwise.

#### SECTION 31: DISCHARGE OF AN EMPLOYEE; PAYMENT

- A. An employee leaving the service of the City for any reason shall be paid in full for all accumulated vacation hours, holivac hours, compensatory time and accrued longevity at the time of the termination.

SECTION 32: EFFECTIVE DATE

- A. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reasons that is immediately necessary for preparation and implementation of various changes in specific provisions which will go into effect as of January 10, 2021 or as noted in each Section.

\_\_\_\_\_  
PRESIDENT OF COUNCIL

\_\_\_\_\_  
MAYOR

PASSED \_\_\_\_\_

ATTEST \_\_\_\_\_  
CLERK OF COUNCIL

APPROVED \_\_\_\_\_

**ORDINANCE NO. 2020-122**

**AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY REZONING THE FOLLOWING DESCRIBED PROPERTY (REFERRED TO AS 780 6<sup>th</sup> STREET REZONE) WHICH PREVIOUSLY WAS ZONED "R1 LARGE LOT RESIDENTIAL" TO "R4 DUPLEX TRIPLEX".**

BE IT ORDAINED by the Council of the City of Findlay, State of Ohio:

SECTION 1: That the following described property:

Situated in the City of Findlay, County of Hancock, State of Ohio, and being Lots 5550 through 5553 in the Leiser Addition, together with the east eighteen feet (18') of Leiser Street, now vacated which vacated street lies immediately west of and adjoins, the aforementioned lots, excepting therefrom, however, the east seventy feet (70') of said aforementioned Lots 5550-5553.

SECTION 2: That said property above described herein be and the same is hereby rezoned from R1 Large Lot Residential to R4 Duplex Triplex.

SECTION 3: That from and after the effective date of this ordinance, said property above described herein shall be subject to R4 Duplex Triplex regulations.

SECTION 4: This Ordinance shall be in full force and effect from and after the earliest period provided by law.

\_\_\_\_\_  
PRESIDENT OF COUNCIL

\_\_\_\_\_  
MAYOR

PASSED \_\_\_\_\_

ATTEST \_\_\_\_\_  
CLERK OF COUNCIL

APPROVED \_\_\_\_\_



**ORDINANCE NO. 2020-123**

**AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.**

BE IT ORDAINED by the Council of the City of Findlay, State of Ohio, two-thirds (2/3) of all members elected thereto concurring:

SECTION 1: That the following sums be and the same are hereby appropriated:

FROM:	Revolving Loan Fund	\$ 16,450.22
TO:	General Expense #21010000-449400	\$ 16,450.22

SECTION 2: That the Auditor of the City of Findlay, Ohio is hereby authorized to draw sixteen thousand four hundred fifty dollars and twenty-two cents (\$16,450.22) from the Revolving Loan Fund Account held at Fifth Third Bank.

SECTION 3: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reason it is immediately necessary to appropriate funds so that Hancock Regional Planning Commission January 2020 through September 2020,

WHEREFORE, this Ordinance shall take effect and be in force from and after its passage and approval by the Mayor.

\_\_\_\_\_  
PRESIDENT OF COUNCIL

\_\_\_\_\_  
MAYOR

PASSED \_\_\_\_\_

ATTEST \_\_\_\_\_  
CLERK OF COUNCIL

APPROVED \_\_\_\_\_

**ORDINANCE NO. 2020-124**

**AN ORDINANCE REPEALING THE CURRENT ZONING MAP INCLUDED IN THE CURRENT ZONING CODE CHAPTER 1101 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, AND IN ITS PLACE, ADOPTING, APPROVING, AND INCORPORATING A REVISED ZONING MAP, ATTACHED HERETO, AS IF FULLY REWRITTEN HEREIN.**

WHEREAS, The City of Findlay Zoning Department in cooperation with the Hancock Regional Planning Commission, City Planning Commission, and the Planning and Zoning Committee of Council has completed the reviewing and updating of the zoning map within the zoning code ordinance for the City of Findlay; and,

WHEREAS, this Council does deem it prudent and necessary to replace said zoning map within the City of Findlay, Ohio zoning code ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Findlay, State of Ohio:

SECTION 1: That the current zoning map within the City of Findlay zoning code ordinance be and the same is hereby repealed, and in its place a revised zoning map replace the existing zoning map within the zoning code ordinance as if fully rewritten herein.

SECTION 2: This Ordinance shall take effect and be in force from and after the earliest period provided by law.

\_\_\_\_\_  
PRESIDENT OF COUNCIL

\_\_\_\_\_  
MAYOR

PASSED \_\_\_\_\_

ATTEST \_\_\_\_\_  
CLERK OF COUNCIL

APPROVED \_\_\_\_\_