



2020 ANNUAL REPORT

ENGINEERING  
DEPARTMENT

## Introduction

The City of Findlay Engineering Department has endeavored to provide citizens, developers, contractors, City Departments, and other interested parties with the best service possible in regard to all of the following functions:

- Civil engineering
- Project management
- Engineering records maintenance
- Infrastructure tracking
- Construction inspection
- Plan review
- Infrastructure planning
- Bonding, inspection, tracking of private Development
- Utility/sidewalk permitting
- Address assignment
- GIS development
- Prevailing wage coordination
- Flood Hazard Mitigation
- City mapping
- Airport grant administration
- Support for USACE Flood Feasibility Study
- Representation to numerous City Committees and Commissions
- Contracting for City departments

The following pages contain the Annual Operations Summary listing detailed statistical information and summaries of the projects the Engineering Department has worked on.

## Staffing

The varied knowledge base, expertise and dedication of the Engineering Department staff makes it possible to provide the services mentioned in the introduction. The knowledge of our staff is truly our greatest asset, essential to maintaining cost effective and efficient service. The Department had 7 full time employees, listed below:

Jeff Corbin	Construction Inspector
Greg Craven	Engineering Technician (GIS)
Mitch Heacock	MS4 Coordinator
Jeremy Kalb	Assistant City Engineer
Sara Klay	Project Coordinator
Brian Thomas	City Engineer
Brooke Weininger	Engineer (EI)

Deidre Ramthun continued to assist the office on a part-time basis as an administrative assistant in addition to her duties with the Civil Service Commission.

## Key Activities & Accomplishments

### City Planning Commission

The Engineering Department reviewed and made recommendations for the following submittals to the CPC; Twenty two (22) site plans, one (1) preliminary subdivision plats, three (3) final subdivision plats, ten (10) zoning amendments, five (5) conditional use applications, one (1) special review application, one (1) reestablish a nonconforming use and six (6) street or alley vacations.

### Grant Funding

In 2020, the Engineering department applied for \$1.16 million in grant funding for a three (3) different projects. Engineering has been awarded two (2) of the grants for a total of \$522,000. The decision for the final grant application will not be made until the end of the first quarter of 2021.

### Capital Project Dashboard

In 2020, the Engineering department created a Capital Project Dashboard which incorporates an interactive map showing all the planned capital projects for the current year. The Capital Project Dashboard can be used by the general public or other interested parties to review the status of capital projects in the community.

### Development Inspections

Engineering staff provided inspection and oversight for improvements that impact the City's infrastructure. These include subdivision expansions and other projects that extend the existing waterline and sewers.

### General Operations

The following information is provided as a report of operations in the Engineering Department for the year 2020. Corresponding years 2018 and 2019 are shown for comparison.

NEW SANITARY SEWER			2020	2019	2018
8" Force Main	- LF		- LF	- LF	- LF
6" Force Main	- LF		- LF	- LF	- LF
4" Force Main	- LF		- LF	- LF	- LF
6"	232 LF		- LF	109 LF	
8"	1,498 LF		7,124 LF	4,133 LF	
10"	- LF		456 LF	1,413 LF	
12"	3,942 LF		- LF	1,336 LF	
15"	- LF		- LF	- LF	
18"	- LF		- LF	25 LF	
42"	- LF		10 LF	- LF	
	TOTALS		5,672 LF	7,590 LF	7,016 LF

SANITARY SEWER PERMITS ISSUED			
	<u>2020</u>	<u>2019</u>	<u>2018</u>
Outside City	39	68	45
Inside City	93	76	82
<b>TOTALS</b>	<b>132</b>	<b>144</b>	<b>127</b>

SANITARY SEWER FEES COLLECTED			
	<u>2020</u>	<u>2019</u>	<u>2018</u>
Tap/Inspection Fees	\$ 18,442.00	\$11,826.00	\$11,826.00
Impact/Capacity Fees	\$ 123,610.00	\$126,805.60	\$126,805.60
Rotary Fees	\$ 1,980.00	\$3,884.47	\$3,884.47
	<b>\$ 144,032.00</b>	<b>\$142,516.07</b>	<b>\$142,516.07</b>

NEW STORM SEWER			
	<u>2020</u>	<u>2019</u>	<u>2018</u>
6"	- LF	- LF	- LF
8"	- LF	180 LF	- LF
10"	- LF	743 LF	33 LF
12"	- LF	6,563 LF	2,128 LF
15"	100 LF	892 LF	536 LF
18"	- LF	1,760 LF	1,185 LF
21"	- LF	- LF	- LF
24"	- LF	2,020 LF	855 LF
27"	- LF	- LF	- LF
30"	385 LF	1,190 LF	514 LF
36"	- LF	1,604 LF	1,740 LF
42"	- LF	1,059 LF	1,059 LF
48"	- LF	1,147 LF	1,147 LF
54"	- LF	384 LF	384 LF
60"	- LF	- LF	- LF
84"	- LF	- LF	- LF
<b>TOTALS</b>	<b>485 LF</b>	<b>17,542 LF</b>	<b>9,581 LF</b>

STORM SEWER PERMITS ISSUED			
	<u>2020</u>	<u>2019</u>	<u>2018</u>
Outside City	35	42	10
Inside City	46	55	51
<b>TOTALS</b>	<b>81</b>	<b>97</b>	<b>61</b>



STORM SEWER FEES COLLECTED			
	<u>2020</u>	<u>2019</u>	<u>2018</u>
Tap/Inspector Fees	\$ 6,895.00	\$ 7,875.00	\$4,655.00

NEW WATERLINE			
	<u>2020</u>	<u>2019</u>	<u>2018</u>
2"	- LF	- LF	- LF
6"	1,290 LF	5,585 LF	4,900 LF
8"	589 LF	6,984 LF	14,417 LF
10"	2,920 LF	10 LF	7,574 LF
12"	11,759 LF	2,660 LF	1,320 LF
16"	2,609 LF	5,062 LF	3,913 LF
20"	- LF	- LF	- LF
24"	- LF	- LF	- LF
30"	- LF	- LF	- LF
36"	- LF	- LF	- LF
TOTALS	19,167 LF	20,301 LF	32,124 LF

WATER SERVICE PERMITS ISSUED			
	<u>2020</u>	<u>2019</u>	<u>2018</u>
Outside City	54	68	54
Inside City	90	53	91
TOTALS	144	121	145

WATER FEES COLLECTED			
	<u>2020</u>	<u>2019</u>	<u>2018</u>
Tap/Meter Fees	\$ 163,092.00	\$ 127,563.00	\$143,200.00
Rotary Fees	\$ 18,776.00	\$ 15,098.00	\$39,642.18
TOTALS	\$ 181,868.00	\$ 142,661.00	\$182,842.18

NEW PAVEMENT (HARD SURFACE WITH CURB)			
	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total(construction and annexations)	0.65 Miles	0.99 Miles	1.06 Miles

STREET RESURFACING			
	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total Increase	117,717 LN LF	70,117 LF	32,485 LF
	22.29 LN MI	13.28 Miles	6.15 Miles

CURB CUT PERMITS			
	<u>2020</u>	<u>2019</u>	<u>2018</u>
Permits Issued	72	85	171
Fees Collected	\$ 1,800.00	\$ 1,475.00	\$4,275.00

SIDEWALK PERMITS				
	2020	2019	2018	
Total Repaired	3,329 LF	3,338 LF	3,933 LF	
Total Constructed	1,184 LF	1,876 LF	3,160 LF	
Permits Issued	107	130	149	

ANNEXATIONS				
	2020	2019	2018	
Total Increase	0 Acres	36.689 Acres	49.068 Acres	
	0 Sq Mi.	0.05777 Sq Mi.	0.077 Sq Mi.	

### Infrastructure Totals

STREET RIGHT-OF-WAY AND PAVEMENT				
Hard surface with curb through 2019			135.68 Miles	
Hard surface without curb through 2019			61.25 Miles	
TOTAL pavement through 2019			196.93 Miles	
TOTAL Right-of-Way through 2019			196.55 Miles	
Vacated -2020				
Hard surface with curb			0.00 Miles	
Hard surface without curb			0.00 Miles	
Right-of-way			0.00 Miles	
Constructed - 2020				
Hard surface with curb			0.65 Miles	
Hard surface without curb			0.00 Miles	
Dedicated - 2020				
Right-of-way			0.65 Miles	
Annexed - 2020				
Hard surface with curb			0.00 Miles	
Hard surface without curb			0.00 Miles	
Right-of-way			0.00 Miles	
TOTAL Hard Surface with curb - 2020			136.33 Miles	
TOTAL Hard Surface without curb - 2019			61.25 Miles	
TOTAL Pavement through 2019			197.58 Miles	
TOTAL Right-of-way through 2019			197.2 Miles	

WATERLINES				
Total through 2019			334.58 Miles	
Constructed - 2020			3.63 Miles	
Removed - 2020			0.00 Miles	
TOTAL through 2020			338.21 Miles	

SANITARY SEWERS							
Total through 2019						303.69	Miles
Constructed - 2020						0.33	Miles
Removed - 2020						0.00	Miles
TOTAL through 2020						304.02	Miles

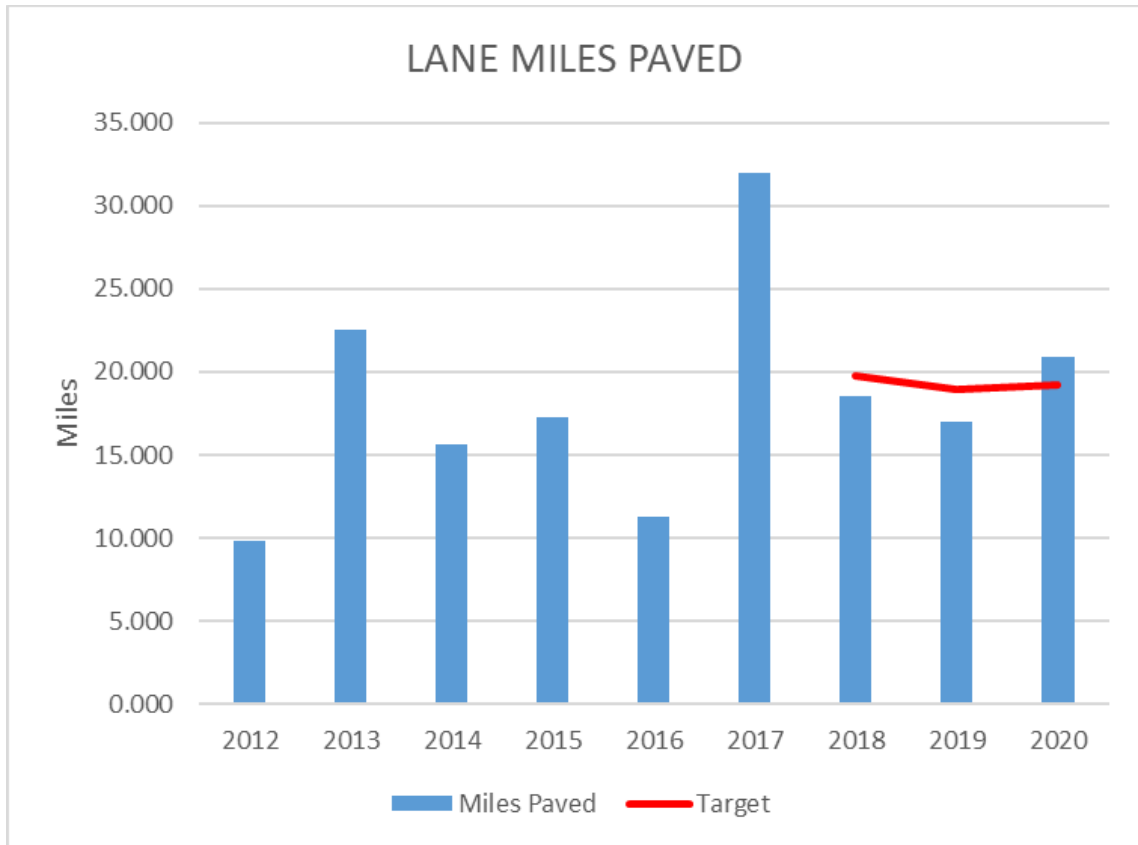
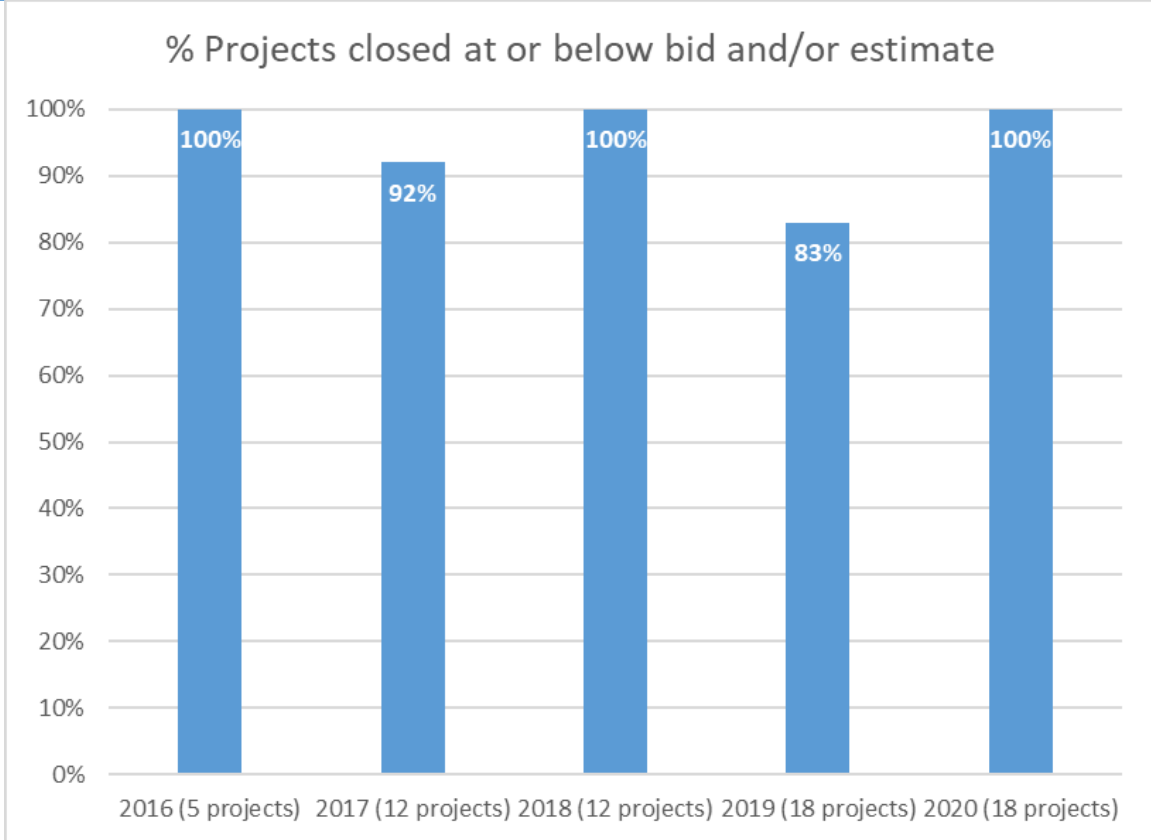
ANNEXATIONS							
Total through 2019						20.2183	Sq. Miles
Annexations - 2020			0.000	Acres		0.0000	Sq. Miles
TOTAL through 2019						20.2183	Sq. Miles

### Key Performance Indicators (KPIs)

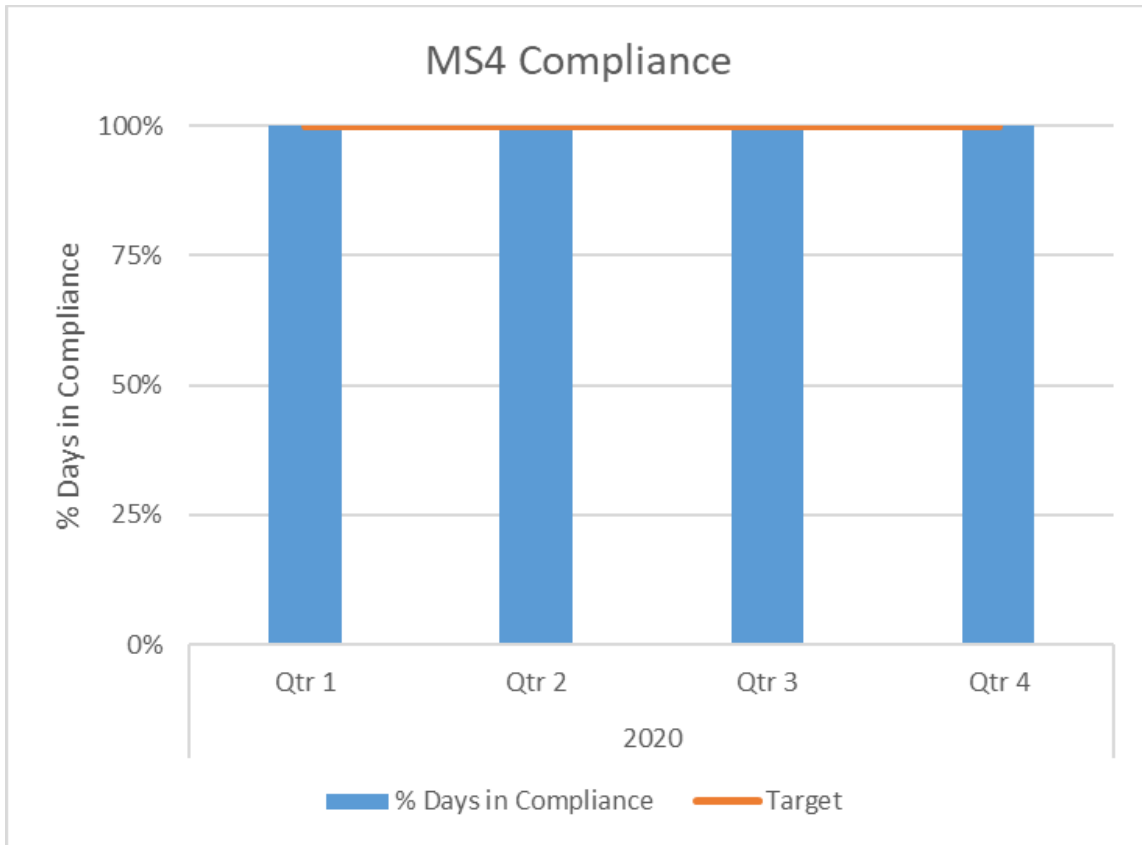
In 2020, The Engineering department continued to measure the Key Performance Indicators that were setup in 2016. These include:

- Project Cost Management – Looking at the percent of projects that were closed that were at or below the bid price.
- Miles Paved – Tracking the number of lane miles that were paved during the year. Please note that this includes all paving done on City streets but does not include work done on alleys (i.e. resurfacing projects plus resurfacing ODOT Large City Funding plus paving done by the Street Department). The amount of paving that can be completed in a year depends upon the amount of curb that also needs to be replaced on the street that are being paved. In years where there is less curb work needed, more paving can be completed and vice versa. In 2021, the Engineering department is going to include the average street rating to this indicator so that it will be easier to see what progress is being made.
- Projects bid versus planned – Looking on a quarter by quarter basis at the number of projects that the Engineering department would like to get out to bid versus the actual number that are bid.
- MS4 Compliance – Looking at the percentage of days that the City of Findlay is in compliance with the MS4 requirements established by the Ohio Environmental Protection Agency.

The graphs showing the KPIs as they stand at the end of 2020 are included on the following pages.







## Objectives for the Next Year

- Post water and sewer maps from the GIS to the City of Findlay website so that they can be used by other City Departments, consultants, etc.
- Create a user group for the GIS system that will consist of employees that will use the GIS system. The group will meet monthly, or as needed, to discuss issues they are having with the GIS and to make suggestions on what additional information should be added to the system.
- Create a steering committee for the GIS system. The committee will meet on a quarterly basis, or as needed, to discuss the input from the user group and will determine the direction the GIS should be taken.
- Complete an ADA transition plan. The plan will look at all City owned property and structures and verifies that they are all ADA compliant. Any required improvements that need to be made will be listed with a cost estimate and a potential timeframe for making the improvements.
- Begin having discussions with City Council regarding sidewalks. Sidewalks are also infrastructure that needs to be maintained, try to determine the best method moving forward to make sure that deficient sidewalks are getting replaced in a cost effective manner.
- Depending on the results from the 2020 Census, there may need to be a Metropolitan Planning Organization (MPO) created for the City of Findlay's Urban Cluster Area. If a MPO needs to be created, take the lead in the creation process and work with Hancock County and the Ohio Department of Transportation to keep the process moving.
- At this point in time, the plan is to apply for at least \$1,000,000 in grant funding. Grants will be applied for from Ohio Public Works Commission (OPWC), Ohio Safety Grant, and Transportation Alternatives Program (TAP).

## Budget Summary Sheet

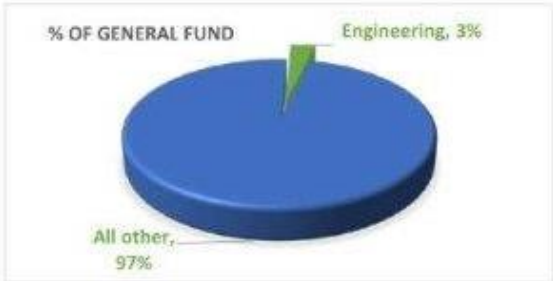


**ENGINEERING**  
City Engineer Brian Thomas

FINANCIAL DIVISION	BUDGET	2018 actual	2019 actual	2020 projection	Original 2020 request	2021 request	\$ change from 2020 request to 2021 request	% change from 2020 request to 2021 request
	Personal Services	\$ 523,584	\$ 535,662	\$ 582,054	\$ 659,593	\$ 658,835	\$ (758)	-0.11%
	Other	\$ 138,844	\$ 127,605	\$ 131,461	\$ 201,246	\$ 205,636	\$ 4,390	2.18%
	<b>TOTAL</b>	<b>\$ 662,428</b>	<b>\$ 663,267</b>	<b>\$ 713,515</b>	<b>\$ 860,839</b>	<b>\$ 864,471</b>	<b>\$ 3,632</b>	<b>0.42%</b>

**BUDGET HIGHLIGHTS**

- Part-time collaboration of shared administrative staff with Civil Service is working well and will be continued
- 1.31% wage increase



STAFFING LEVEL	2017	2018	2019	2020	2021
Total FT	7	6	6	7	7

OPERATIONALS AND

**2020 CAPITAL IMPROVEMENT HIGHLIGHTS**

- GIS Maps Created For 2020 Capital Discussion
- Sewer Televising Program Continued
- Applied for approximately \$1.16 Million in Grants for Projects
- Received approximately \$522,000 in Grants for Projects. Waiting for confirmation on \$637,768 in Grant Funding
- Estimated to receive approximately \$44,500 reimbursement for construction engineering for projects with State/Federal Funding (using engineering time through the middle of November)

**2020 ACHIEVEMENTS**

- Capital project implementation and oversight
- GIS utility maps being used by other departments
- Sewer televising program continued
- Updated information to increase fringe rate to continue receiving reimbursement for inspection services on projects with state or federal funding

**2021 OBJECTIVES**

- Capital project implementation and oversight
- Continue working on GIS so data can be shared with and used by the public
- Take the lead on setup of an Metropolitan Planning Organization (MPO) for our area
- Continue with sewer televising program
- Begin discussions on implementation of a sidewalk program to improve the condition of sidewalks citywide
- Complete ADA Transition Plan

