



2021 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, it is also 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	City Engineer
Sara Klay	Project Coordinator
Lee Rausch	Assistant 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 four (24) site plans, two (2) preliminary plats, one (1) final subdivision plats, seven (7) zoning amendments, ten (10) conditional use applications, two (2) special review applications, and six (6) street or alley vacations.

Grant Funding

In 2021, the Engineering Department applied for \$8.7 million in grant funding for eight (8) different projects. Engineering has been awarded six (6) of the grants for a total of \$4.3 million in grant funds. The decision for the final grant applications will not be made until the end of the first quarter of 2022.

Capital Improvement Plan

In 2021, the Engineering Department worked with the various City Departments to develop a 10-year Capital Improvement Plan. This 10-year plan will give Council and City Departments a good representation of the City’s finances with respect to future projects and equipment that are needed in order to operate at a high standard.

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 2021. Corresponding years 2019 and 2020 are shown for comparison.

NEW SANITARY SEWER						
	2021		2020		2019	
8-inch Force Main	-	LF	-	LF	-	LF
6-inch Force Main	-	LF	-	LF	-	LF
4-inch Force Main	-	LF	-	LF	-	LF
6-inch Gravity Main	-	LF	232	LF	-	LF
8-inch Gravity Main	11,610	LF	1,498	LF	7,124	LF
10-inch Gravity Main	502	LF	-	LF	456	LF
12-inch Gravity Main	-	LF	3,942	LF	-	LF
15-inch Gravity Main	-	LF	-	LF	-	LF
18-inch Gravity Main	-	LF	-	LF	-	LF
42-inch Gravity Main	-	LF	-	LF	10	LF
TOTALS	12,112	LF	5,672	LF	7,590	LF

SANITARY SEWER PERMITS ISSUED			
	2021	2020	2019
Outside City	54 EA	39 EA	68 EA
Inside City	82 EA	93 EA	76 EA
TOTALS	136 EA	132 EA	144 EA

SANITARY SEWER FEES COLLECTED			
	2021	2020	2019
Tap/Inspection Fees	\$ 11,474.00	\$ 18,442.00	\$ 11,826.00
Impact/Capacity Fees	\$ 46,069.00	\$ 123,610.00	\$ 126,805.60
Rotary Fees	\$ 5,856.53	\$ 1,980.00	\$ 3,884.47
TOTALS \$	\$ 63,399.53	\$ 144,032.00	\$ 142,516.07

NEW STORM SEWER			
	2021	2020	2019
8-inch	87 LF	- LF	180 LF
10-inch	- LF	- LF	743 LF
12-inch	3,035 LF	- LF	6,563 LF
15-inch	289 LF	100 LF	892 LF
18-inch	1,569 LF	- LF	1,760 LF
21-inch	- LF	- LF	- LF
24-inch	1,484 LF	- LF	2,020 LF
27-inch	- LF	- LF	- LF
30-inch	54 LF	385 LF	1,190 LF
36-inch	37 LF	- LF	1,604 LF
42-inch	- LF	- LF	1,059 LF
48-inch	- LF	- LF	1,147 LF
54-inch	- LF	- LF	384 LF
TOTALS	6,554 LF	485 LF	17,542 LF

STORM SEWER PERMITS ISSUED			
	2021	2020	2019
Outside City	34 EA	35 EA	42 EA
Inside City	27 EA	46 EA	55 EA
TOTALS	61 EA	81 EA	97 EA

STORM SEWER FEES COLLECTED

	2021	2020	2019
Tap/Inspector Fees	\$ 5,230.00	\$ 6,895.00	\$ 7,875.00

NEW WATERLINE

	2021	2020	2019
6-inch	117 LF	1,290 LF	5,585 LF
8-inch	9,234 LF	589 LF	6,984 LF
10-inch	34 LF	2,920 LF	10 LF
12-inch	5,866 LF	11,759 LF	2,660 LF
16-inch	- LF	2,609 LF	5,062 LF
20-inch	300 LF	- LF	- LF
TOTALS	15,551 LF	19,167 LF	20,301 LF

WATER SERVICE PERMITS ISSUED

	2021	2020	2019
Outside City	60 EA	54 EA	68 EA
Inside City	42 EA	90 EA	53 EA
TOTALS	102 EA	144 EA	121 EA

WATER FEES COLLECTED

	2021	2020	2019
Tap/Meter Fees	\$ 107,450.00	\$ 163,092.00	\$ 127,563.00
Rotary Fees	\$ 1,984.62	\$ 18,776.00	\$ 15,098.00
TOTALS	\$ 109,434.62	\$ 181,868.00	\$ 142,661.00

NEW PAVEMENT (HARD SURFACE WITH CURB)

	2021	2020	2019
Total (Construction and Annexations)	0 Miles	0.65 Miles	0.99 Miles

STREET RESURFACING

	2021	2020	2019
Total Curb Replaced	26,747 LF	19,649 LF	24,248 LF
Total Street Resurfaced	18.55 LN MI	22.29 Miles	13.28 Miles

CURB CUT PERMITS			
	2021	2020	2019
Permits Issued	53 EA	72 EA	85 EA
Fees Collected	\$ 1,250.00	\$ 1,800.00	\$ 1,475.00

SIDEWALK PERMITS			
	2021	2020	2019
Total Repaired	4,078 LF	3,329 LF	3,338 LF
Total Constructed	589 LF	1,184 LF	1,876 LF
Permits Issued	82 EA	107 EA	130 EA

ANNEXATIONS			
	2021	2020	2019
Total Acreage Increase	8.584 Acres	0 Acres	36.689 Acres
Total Square Miles Increase	0.0134 Sq Mi.	0 Sq Mi.	0.058 Sq Mi.

Infrastructure Totals

STREET RIGHT-OF-WAY AND PAVEMENT	
Hard Surface with Curb through 2020	136.33 Miles
Hard Surface without Curb through 2020	61.25 Miles
Total Pavement through 2020	197.58 Miles
Total Right-of-Way through 2020	197.2 Miles
Vacated -2021	
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	0.00 Miles
Hard Surface without Curb	0.00 Miles
Dedicated - 2020	
Right-of-way	0.00 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 2020	338.21 Miles
Constructed - 2021	2.94 Miles
Removed - 2021	0.00 Miles
Total through 2021	341.15 Miles

SANITARY SEWERS	
Total through 2020	304.02 Miles
Constructed - 2021	2.29 Miles
Removed - 2021	0.00 Miles
Total through 2021	306.31 Miles

ANNEXATIONS	
Total through 2020	20.2183 Sq. Miles
Annexations - 2021	0.0134 Sq. Miles
Total through 2021	20.2317 Sq. Miles

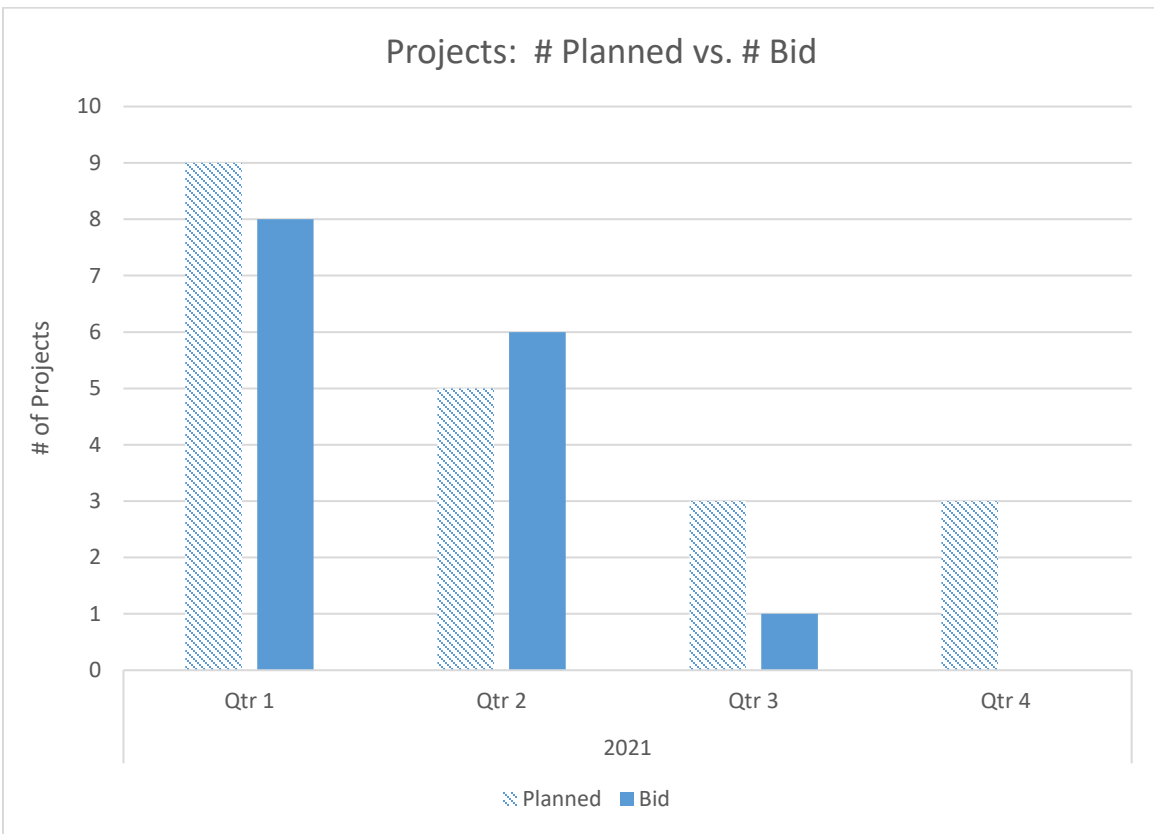
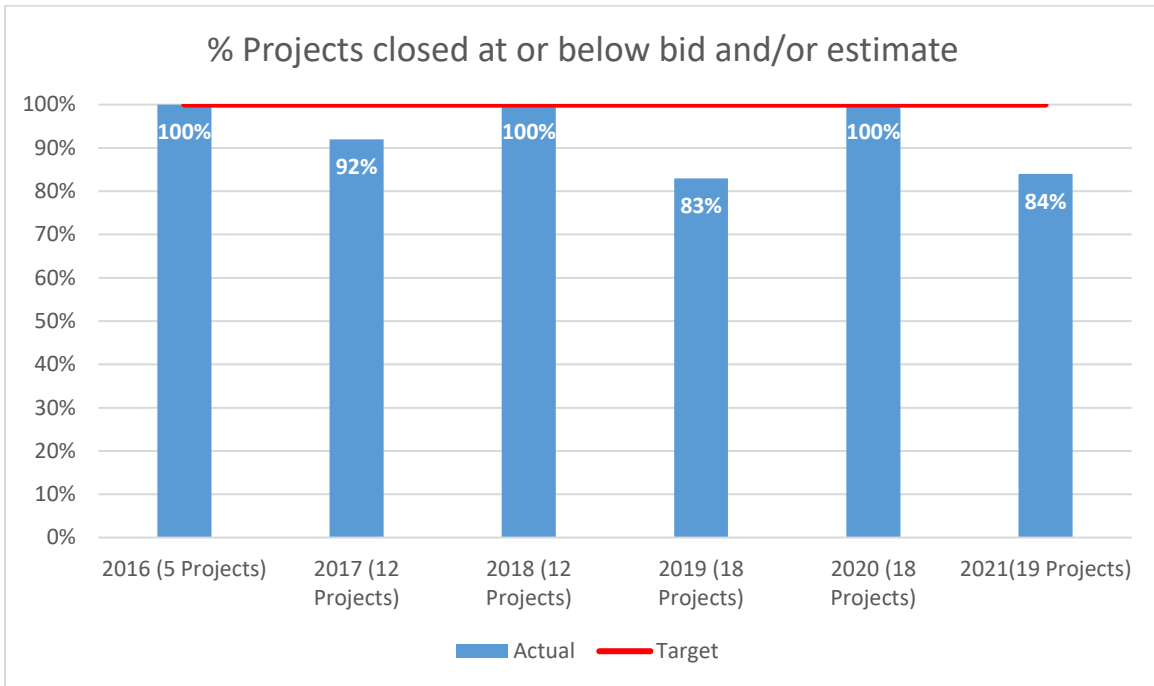
Key Performance Indicators (KPIs)

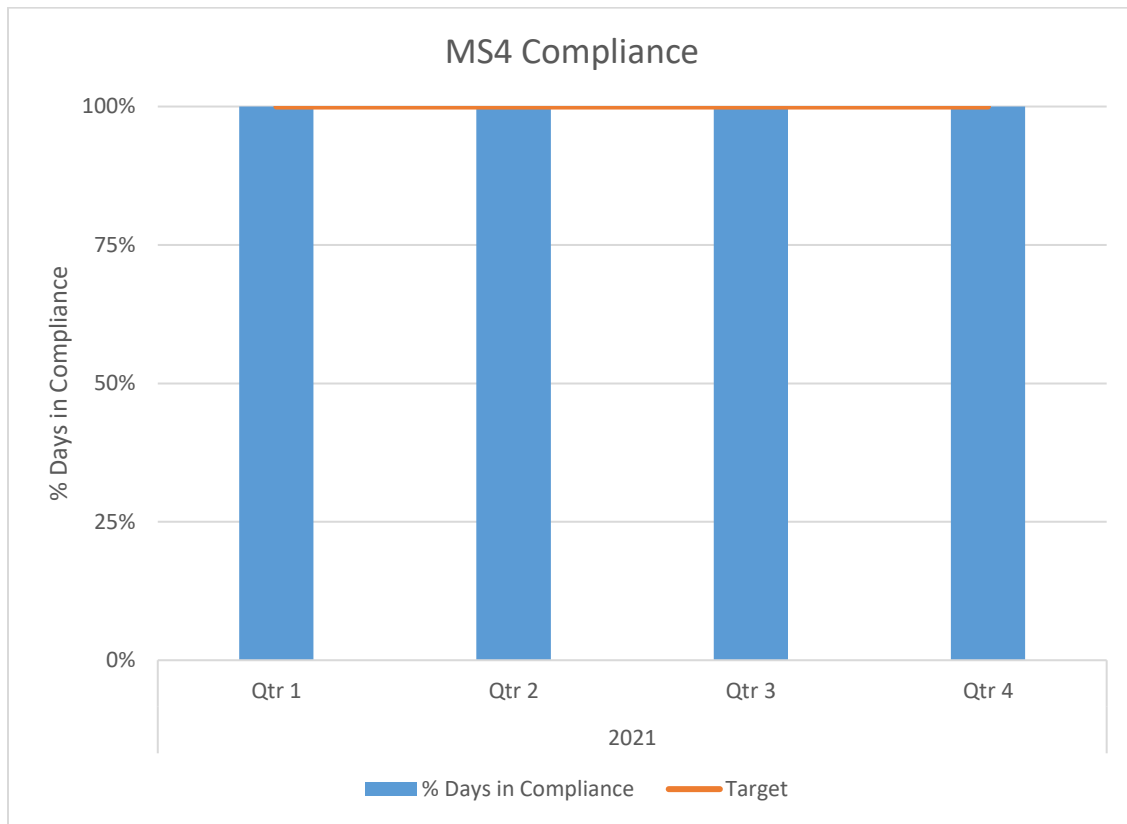
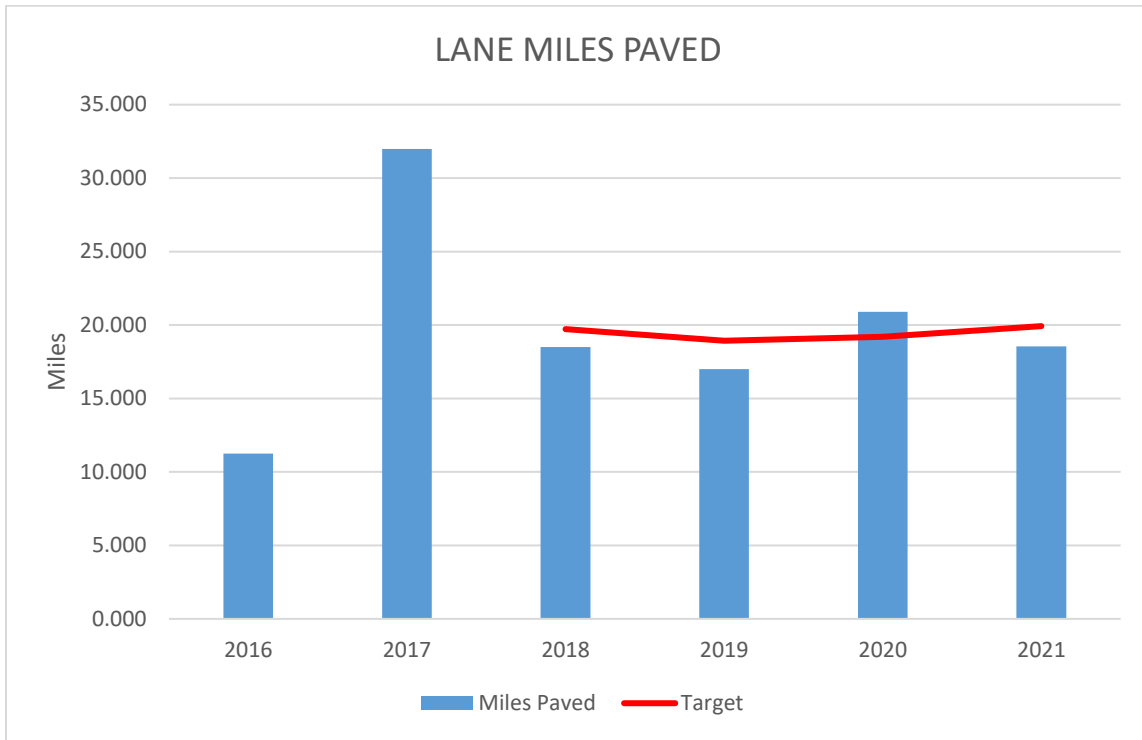
In 2021, The Engineering department continued to measure the Key Performance Indicators that were setup in 2016. These include:

- 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
- 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 2021 are included on the following pages.







Objectives for the Next Year

- 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.
- Take the lead on updating the Shared Use Path Masterplan that can be utilized by both City and County entities.
- Develop a City wide Access Management Code that will help define the location and/or sizes of drive access off of major and minor roadways.
- Develop specifications for Small Cell Towers in City Limits, and implement a permitting process that will ensure the cell towers are placed accordingly to the specifications.
- 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). The Engineering Department will also be looking for any additional grant applications that the City could utilize for future projects.

Budget Summary Sheet



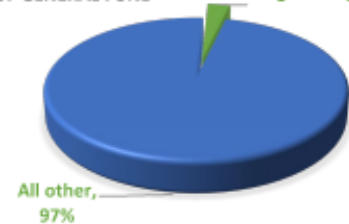
ENGINEERING
City Engineer Jeremy Kalb

FINANCIAL VISION	BUDGET	2019 actual	2020 actual	2021 projection	Original 2021 request	2022 request	\$ change from 2021 request to 2022 request	% change from 2021 request to 2022 request
	Personal Services	\$ 535,662	\$ 575,988	\$ 587,348	\$ 658,835	\$ 733,342	\$ 74,507	11.31%
	Other	\$ 127,605	\$ 94,594	\$ 144,011	\$ 205,636	\$ 171,097	\$ (34,539)	-16.80%
	TOTAL	\$ 663,267	\$ 670,582	\$ 731,359	\$ 864,471	\$ 904,439	\$ 39,968	4.62%

BUDGET HIGHLIGHTS

- To help ease some of the traffic coming into the office for various permits, Zoning and Engineering will share an administrative assistant
- 4.55% wage increase

% OF GENERAL FUND



STAFFING LEVEL	2018	2019	2020	2021	2022
Total FT	6	6	7	7	8

OPERATIONS AND 2021 CAPITAL IMPROVEMENT HIGHLIGHTS

- Sewer Televising Program Continued
- Applied for approximately \$8.7 Million in Grants for Projects
- Received approximately \$4.3 Million in Grants for Projects. Waiting for confirmation on \$4.4 Million 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)
- Dr. Martin Luther King Jr. Parkway was completed and open to traffic

2021 ACHIEVEMENTS

- Capital project implementation and oversight
- Updated Capital Improvement Plan Layout
- Sewer televising program continued
- Awarded \$1.8 Million from the Ohio Department of Development for a Water Infrastructure Project
- Hired a new Assistant City Engineer (Lee Rausch)

2022 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 updating the Share Used Path Masterplan.
- Continue with sewer televising program
- Begin discussions on implementation of a sidewalk program to improve the condition of sidewalks citywide
- Complete ADA Transition Plan

