



2022 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, P.E.	City Engineer
Sara Klay	Project Coordinator
Lee Rausch, P.E.	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 Zoning as an administrative assistant.

## Key Activities & Accomplishments

### City Planning Commission

The Engineering Department reviewed and made recommendations for the following submittals to the CPC; Thirty Two (32) 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 eight (8) street or alley vacations.

### Grant Funding

In 2022, the Engineering Department applied for \$11.3 million in grant funding and currently has been awarded \$6.0 million from various funding sources. The decision for the final grant applications will not be made until the end of the first quarter in 2023.

### Capital Improvement Plan

In 2022, the Engineering Department continued to work with the various City Departments to refine the 10-year Capital Improvement Plan for the City. This plan will give great 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 2022. Corresponding years 2020 and 2021 are shown for comparison.

WATER SERVICE PERMITS ISSUED			
	2022	2021	2020
Outside City	38 EA	60 EA	54 EA
Inside City	29 EA	42 EA	90 EA
<b>TOTALS</b>	<b>67 EA</b>	<b>102 EA</b>	<b>144 EA</b>

WATER FEES COLLECTED			
	2022	2021	2020
Tap/Meter Fees	\$ 72,650.00	\$ 107,450.00	\$ 163,092.00
Rotary Fees	\$ -	\$ 1,984.62	\$ 18,776.00
<b>TOTALS</b>	<b>\$ 72,650.00</b>	<b>\$ 109,434.62</b>	<b>\$ 181,868.00</b>

SANITARY SEWER PERMITS ISSUED			
	2022	2021	2020
Outside City	46 EA	54 EA	39 EA
Inside City	56 EA	82 EA	93 EA
<b>TOTALS</b>	<b>102 EA</b>	<b>136 EA</b>	<b>132 EA</b>



SANITARY SEWER FEES COLLECTED			
	2022	2021	2020
Tap/Inspection Fees	\$ 8,750.00	\$ 11,474.00	\$ 18,442.00
Impact/Capacity Fees	\$ 39,654.00	\$ 46,069.00	\$ 123,610.00
Rotary Fees	\$ -	\$ 5,856.53	\$ 1,980.00
<b>TOTALS</b>	<b>\$ 48,404.00</b>	<b>\$ 63,399.53</b>	<b>\$ 144,032.00</b>

STORM SEWER PERMITS ISSUED			
	2022	2021	2020
Outside City	52 EA	34 EA	35 EA
Inside City	21 EA	27 EA	46 EA
<b>TOTALS</b>	<b>73 EA</b>	<b>61 EA</b>	<b>81 EA</b>

STORM SEWER FEES COLLECTED			
	2022	2021	2020
Tap/Inspection Fees	\$ 6,930.00	\$ 5,230.00	\$ 6,895.00

CURB CUT PERMITS			
	2022	2021	2020
Permits Issued	48 EA	53 EA	72 EA
Fees Collected	\$ 1,075.00	\$ 1,250.00	\$ 1,800.00

SIDEWALK PERMITS			
	2022	2021	2020
Total Repaired	760 LF	4,078 LF	3,329 LF
Total Constructed	509 LF	589 LF	1,184 LF
Permits Issued	75 EA	82 EA	107 EA

NEW WATERLINE			
SIZE	2022	2021	2020
6-inch	1,156 LF	117 LF	1,290 LF
8-inch	1,215 LF	9,234 LF	589 LF
10-inch	LF	34 LF	2,920 LF
12-inch	104 LF	5,866 LF	11,759 LF
16-inch	LF	- LF	2,609 LF
20-inch	LF	300 LF	- LF
<b>TOTALS</b>	<b>2,475 LF</b>	<b>15,551 LF</b>	<b>19,167 LF</b>

NEW SANITARY SEWER			
SIZE	2022	2021	2020
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	713 LF	- LF	232 LF
8-inch Gravity Main	473 LF	11,610 LF	1,498 LF
10-inch Gravity Main	- LF	502 LF	- LF
12-inch Gravity Main	- LF	- LF	3,942 LF
<b>TOTALS</b>	<b>1,186 LF</b>	<b>12,112 LF</b>	<b>5,672 LF</b>

NEW STORM SEWER			
SIZE	2022	2021	2020
6-inch	5 LF	- LF	- LF
8-inch	LF	87 LF	- LF
10-inch	LF	- LF	- LF
12-inch	1,740 LF	3,035 LF	- LF
15-inch	936 LF	289 LF	100 LF
18-inch	5 LF	1,569 LF	- LF
21-inch	5 LF	- LF	- LF
24-inch	413 LF	1,484 LF	- LF
27-inch	- LF	- LF	- LF
30-inch	191 LF	54 LF	385 LF
36-inch	3 LF	37 LF	- LF
<b>TOTALS</b>	<b>3,293 LF</b>	<b>6,554 LF</b>	<b>485 LF</b>

NEW PAVEMENT (HARD SURFACE WITH CURB)			
	2022	2021	2020
Total (Construction and Annexations)	0 Miles	0.00 Miles	0.65 Miles

STREET RESURFACING			
	2022	2021	2020
Total Curb Replaced	20,481 LF	26,747 LF	19,649 LF
Total Street Resurfaced	17.55 LN MI	18.55 Miles	22.29 Miles

ANNEXATIONS			
	2022	2021	2020
Total Acreage Increase	0 Acres	8.584 Acres	0.000 Acres
Total Square Miles Increase	0 Sq Mi.	0.0134 Sq Mi.	0.000 Sq Mi.

### Infrastructure Totals

STREET RIGHT-OF-WAY AND PAVEMENT	
Hard Surface with Curb through 2021	136.33 Miles
Hard Surface without Curb through 2021	61.25 Miles
Total Pavement through 2021	197.58 Miles
Total Right-of-Way through 2021	197.2 Miles
Vacated -2022	
Hard Surface with Curb	0.00 Miles
Hard Surface without Curb	0.00 Miles
Right-of-way	0.00 Miles
Constructed - 2022	
Hard Surface with Curb	0.00 Miles
Hard Surface without Curb	0.00 Miles
Dedicated - 2022	
Right-of-way	0.00 Miles
Annexed - 2022	
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 - 2022	136.33 Miles
Total Hard Surface without Curb - 2022	61.25 Miles
Total Pavement through 2022	197.58 Miles
Total Right-of-way through 2022	197.2 Miles

WATERLINES	
Total through 2021	341.15 Miles
Constructed - 2022	0.47 Miles
Removed - 2022	0.00 Miles
Total through 2022	341.62 Miles

SANITARY SEWERS	
Total through 2021	306.31 Miles
Constructed - 2022	0.22 Miles
Removed - 2022	0.00 Miles
Total through 2022	306.53 Miles

ANNEXATIONS	
Total through 2021	20.2317 Sq. Miles
Annexations - 2022	0.0000 Sq. Miles
Total through 2022	20.2317 Sq. Miles

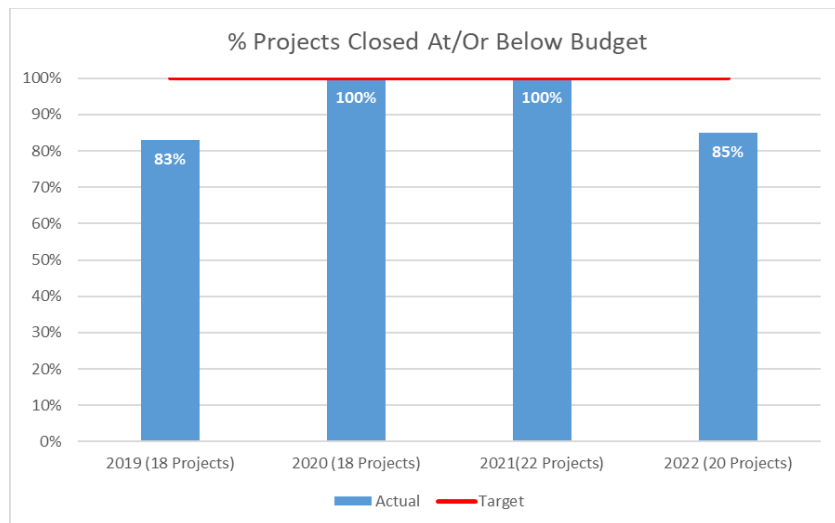


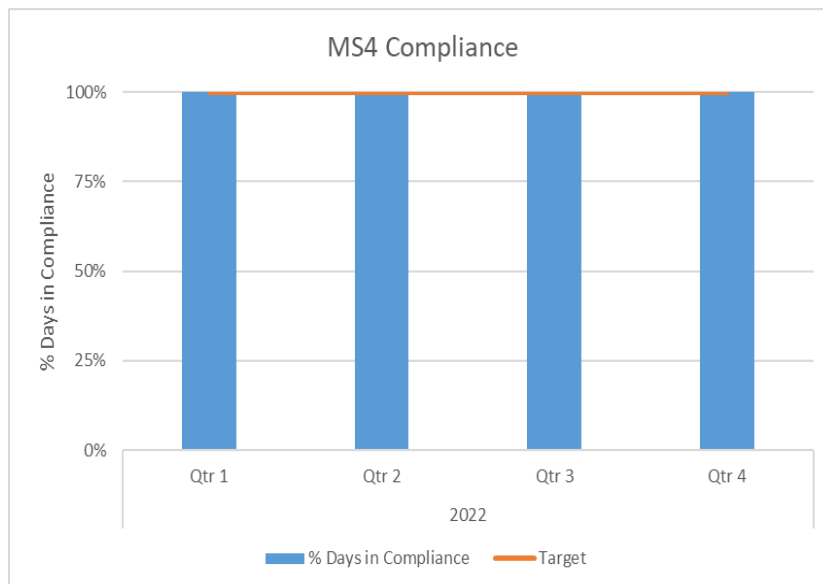
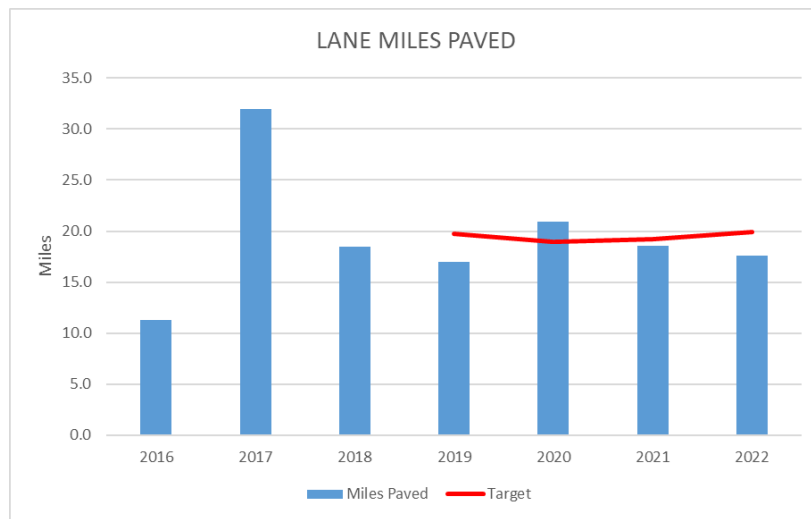
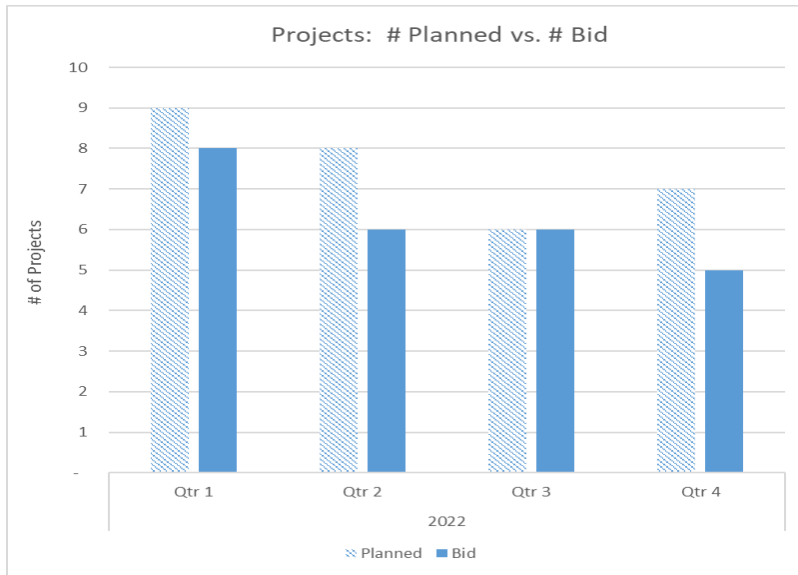
## Key Performance Indicators (KPIs)

In 2022, 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 2022 are included on the following pages.







## Objectives for 2023

- 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.
- RCM and Van Horn Hoover of Findlay has been selected to complete the ADA Transition Plan for the City of Findlay. The plan will access all City owned properties and structures for compliancy with American Disability Act (ADA) Standards. Any required improvements that need to be made will be identified with a cost estimate and a potential timeframe for the improvements.
- Take the lead on updating the Share Used Path Masterplan that can be utilized by both City and County entities for the identification of future projects. This updated plan will ensure that future projects create connectivity between new and existing paths.
- Develop an Access Management Manual for the City of Findlay. Access Management is the practice of controlling the number, type, size, and location of access points to the roadway system in order to promote the efficient and safe movement of traffic. This manual establishes procedures and standards to maintain and protect the existing roadway system's function and ability to move people and goods efficiently.
- 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.
- In 2023, Engineering plans on applying for at least \$1,000,000 in grant funding. Grants applications will be set to the Ohio Public Works Commission (OPWC), Ohio Safety Grant, Transportation Alternatives Program (TAP) and Community Development Block Grant (CDBG). The Engineering Department will also be looking for any additional grant applications that the City could utilize for future projects.

## Budget Summary Sheet



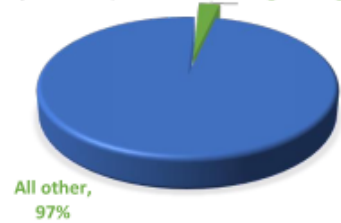
**ENGINEERING**  
City Engineer Jeremy Kalb

FINANCIAL DIVISION	BUDGET	2020 ACTUAL	2021 ACTUAL	2022 ORIG BUD	2022 PROJECTION	2023 REQUEST	\$ change 2023/2022 BUDGET	% change 2023/2022 BUDGET
	Personal Services	\$ 575,988	\$ 597,961	\$ 733,342	\$ 692,202	\$ 774,906	\$ 41,564	5.67%
	Other	\$ 94,594	\$ 148,870	\$ 171,097	\$ 127,313	\$ 135,900	\$ (35,197)	-20.57%
	<b>TOTAL</b>	<b>\$ 670,582</b>	<b>\$ 746,831</b>	<b>\$ 904,439</b>	<b>\$ 819,515</b>	<b>\$ 910,806</b>	<b>\$ 6,367</b>	<b>0.70%</b>

**BUDGET HIGHLIGHTS**

- 3.00% wage increase, 3% wage adjustment

% OF GENERAL FUND



STAFFING LEVEL	2019	2020	2021	2022	2023
Total FT	6	7	7	8	9

**2022 CAPITAL IMPROVEMENT HIGHLIGHTS**

- Sewer Televising Program Continued
- Applied for approximately \$11.3 Million in Grants for Projects
- Received approximately \$6.0 Million in Grants for Projects. Waiting for confirmation on \$5.3 Million in Grant Funding
- Received \$12,000 of reimbursement for construction engineering on projects with State/Federal Funding
- Completed the second phase of Bright Road Resurfacing (Tiffin Ave. to Fostoria Ave.)
- Finished up the design of CR212/ CR236 and project has been sent out to bid.
- Greenway Trail Phase II (Bright Rd. to CR236) was sold in the middle of November, construction to start in 2023.

**2022 ACHIEVEMENTS**

- Capital project implementation and oversight
- Contracted with a consultant to renovate the current GIS system
- Awarded \$2.77 Million from the Ohio Department of Transportation for Bright Road Resurfacing Phase II and Greenway Trail Phase II.
- Reconstructed State and Markle Street utilizing OPWC funds.
- Performed a water main lining project, utilizing OPWC funds.

**2023 OBJECTIVES**

- Capital project implementation and oversight, continue to build the 10 year CIP plan.
- Create a steering committee for the GIS and asset management.
- Take the lead on updating the Share Used Path Masterplan.
- Create a City wide Access Management Policy
- Finalize and prepare construction plans for Downtown Park and Recreation area.
- Develop and implement a digitized asset management program for Water and Sewer.
- Complete ADA Transition Plan

OPERATIONS AND SERVICES

