



2023 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; twenty-nine (29) site plans, two (2) preliminary plats, one (1) final subdivision plats, eleven (11) zoning amendments, twenty (20) conditional use applications, one (1) special review application, and one (1) street or alley vacations.

### Grant Funding

In 2023, the Engineering Department applied for \$11 million in grant funding and currently has been awarded \$8.0 million from various funding sources. The decision for the final grant applications will not be made until the end of the first quarter in 2024.

### Capital Improvement Plan

In 2023, 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 2023. Corresponding years 2022 and 2021 are shown for comparison.

#### *Water Department*

WATER SERVICE PERMITS ISSUED			
	2023	2022	2021
Outside City	38 EA	38 EA	60 EA
Inside City	49 EA	29 EA	42 EA
<b>TOTALS</b>	<b>87 EA</b>	<b>67 EA</b>	<b>102 EA</b>

WATER FEES COLLECTED						
	2023		2022		2021	
Tap/Meter Fees	\$	84,755.00	\$	72,650.00	\$	107,450.00
Rotary Fees	\$	3,212.00	\$	-	\$	1,984.62
<b>TOTALS</b>	<b>\$</b>	<b>87,967.00</b>	<b>\$</b>	<b>72,650.00</b>	<b>\$</b>	<b>109,434.62</b>

NEW WATERLINE						
SIZE	2023		2022		2021	
6-inch	-	LF	1,156	LF	117	LF
8-inch	1,244	LF	1,215	LF	9,234	LF
10-inch	-	LF	-	LF	34	LF
12-inch	-	LF	104	LF	5,866	LF
16-inch	-	LF	-	LF	-	LF
20-inch	-	LF	-	LF	300	LF
<b>TOTALS</b>	<b>1,244</b>	<b>LF</b>	<b>2,475</b>	<b>LF</b>	<b>15,551</b>	<b>LF</b>

### Sewer Department-Sanitary Sewer

SANITARY SEWER PERMITS ISSUED						
	2023		2022		2021	
Outside City	90	EA	46	EA	54	EA
Inside City	38	EA	56	EA	82	EA
<b>TOTALS</b>	<b>128</b>	<b>EA</b>	<b>102</b>	<b>EA</b>	<b>136</b>	<b>EA</b>

SANITARY SEWER FEES COLLECTED						
	2023		2022		2021	
Tap/Inspection Fees	\$	9,345.00	\$	8,750.00	\$	11,474.00
Impact/Capacity Fees	\$	57,769.50	\$	39,654.00	\$	46,069.00
Rotary Fees	\$	-	\$	-	\$	5,856.53
<b>TOTALS</b>	<b>\$</b>	<b>67,114.50</b>	<b>\$</b>	<b>48,404.00</b>	<b>\$</b>	<b>63,399.53</b>

NEW SANITARY SEWER						
SIZE	2023		2022		2021	
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	791	LF	713	LF	-	LF
8-inch Gravity Main	992	LF	473	LF	11,610	LF
10-inch Gravity Main	-	LF	-	LF	502	LF
12-inch Gravity Main	-	LF	-	LF	-	LF
<b>TOTALS</b>	<b>1,783</b>	<b>LF</b>	<b>1,186</b>	<b>LF</b>	<b>12,112</b>	<b>LF</b>

*Sewer Department-Storm Sewer*

<b>STORM SEWER PERMITS ISSUED</b>			
	<b>2023</b>	<b>2022</b>	<b>2021</b>
Outside City	24 EA	52 EA	34 EA
Inside City	16 EA	21 EA	27 EA
<b>TOTALS</b>	<b>40 EA</b>	<b>73 EA</b>	<b>61 EA</b>

<b>STORM SEWER FEES COLLECTED</b>			
	<b>2023</b>	<b>2022</b>	<b>2021</b>
Tap/Inspection Fees	\$ 3,570.00	\$ 6,930.00	\$ 5,230.00

<b>NEW STORM SEWER</b>			
<b>SIZE</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
6-inch	- LF	5 LF	- LF
8-inch	- LF	- LF	87 LF
10-inch	70 LF	- LF	- LF
12-inch	699 LF	1,740 LF	3,035 LF
15-inch	1,069 LF	936 LF	289 LF
18-inch	188 LF	5 LF	1,569 LF
21-inch	47 LF	5 LF	- LF
24-inch	- LF	413 LF	1,484 LF
27-inch	- LF	- LF	- LF
30-inch	- LF	191 LF	54 LF
36-inch	- LF	3 LF	37 LF
<b>TOTALS</b>	<b>2,073 LF</b>	<b>3,293 LF</b>	<b>6,554 LF</b>

*Roadway and Right of Ways*

<b>CURB CUT PERMITS</b>			
	<b>2023</b>	<b>2022</b>	<b>2021</b>
Permits Issued	50 EA	53 EA	72 EA
Fees Collected	\$ 1,075.00	\$ 1,250.00	\$ 1,800.00

<b>SIDEWALK PERMITS</b>			
	<b>2023</b>	<b>2022</b>	<b>2021</b>
Total Repaired	2,656 LF	4,078 LF	3,329 LF
Total Constructed	481 LF	589 LF	1,184 LF
Permits Issued	74 EA	82 EA	107 EA

<b>ANNEXATIONS</b>			
	<b>2023</b>	<b>2022</b>	<b>2021</b>
Total Acreage Increase	0 Acres	3.978 Acres	8.584 Acres
Total Square Miles Increase	0 Sq Mi.	0.006 Sq Mi.	0.013 Sq Mi.

<b>NEW PAVEMENT (HARD SURFACE WITH CURB)</b>			
	<b>2023</b>	<b>2022</b>	<b>2021</b>
Total (Construction and Annexations)	0.00 Miles	0.00 Miles	0.00 Miles

<b>STREET RESURFACING</b>			
	<b>2023</b>	<b>2022</b>	<b>2021</b>
Total Curb Replaced	30,473 LF	20,481 LF	26,747 LF
Total Street Resurfaced	14.12 LN MI	17.55 LN MI	18.55 LN MI

## Infrastructure Totals

STREET RIGHT-OF-WAY AND PAVEMENT	
Hard Surface with Curb through 2022	136.33 Miles
Hard Surface without Curb through 2022	61.25 Miles
Total Pavement through 2022	197.58 Miles
Total Right-of-Way through 2022	197.2 Miles
Vacated -2023	
Hard Surface with Curb	0.00 Miles
Hard Surface without Curb	0.00 Miles
Right-of-way	0.00 Miles
Constructed - 2023	
Hard Surface with Curb	0.00 Miles
Hard Surface without Curb	0.00 Miles
Dedicated - 2023	
Right-of-way	0.00 Miles
Annexed - 2023	
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 - 2023	136.33 Miles
Total Hard Surface without Curb - 2023	61.25 Miles
Total Pavement through 2023	197.58 Miles
Total Right-of-way through 2023	197.2 Miles

WATERLINES	
Total through 2022	341.62 Miles
Constructed - 2023	0.24 Miles
Removed - 2023	0.00 Miles
Total through 2023	341.86 Miles

SANITARY SEWERS	
Total through 2022	306.53 Miles
Constructed - 2023	0.34 Miles
Removed - 2023	0.00 Miles
Total through 2023	306.87 Miles

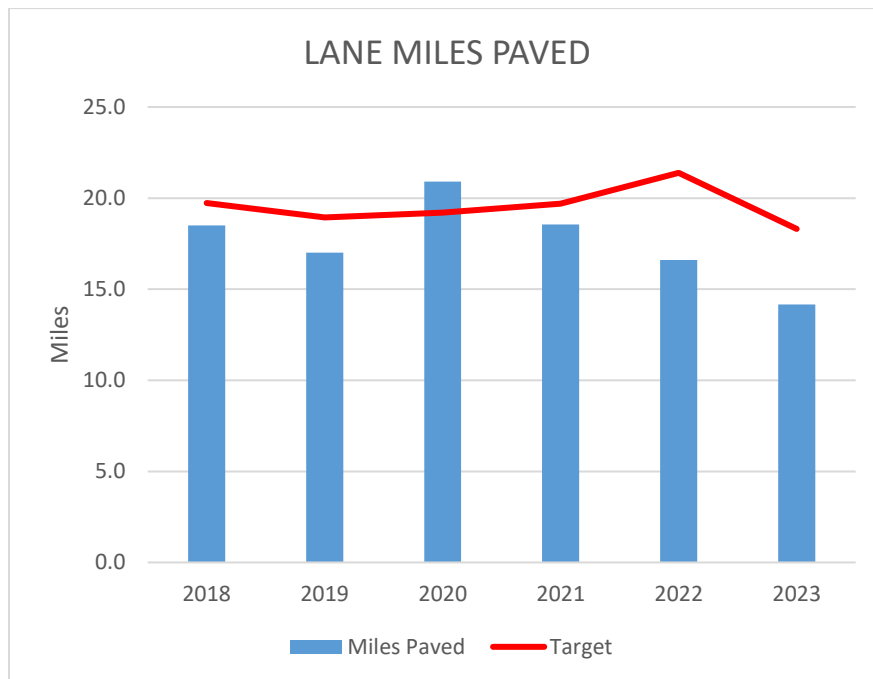
ANNEXATIONS	
Total through 2022	20.2377 Sq. Miles
Annexations - 2023	0.0000 Sq. Miles
Total through 2023	20.2377 Sq. Miles

## Key Performance Indicators (KPIs)

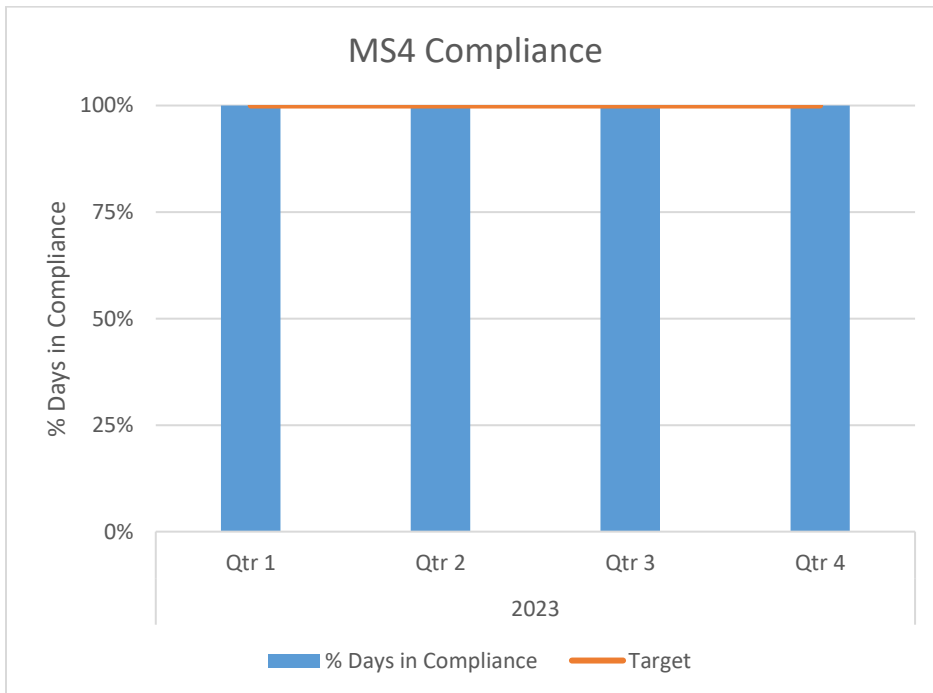
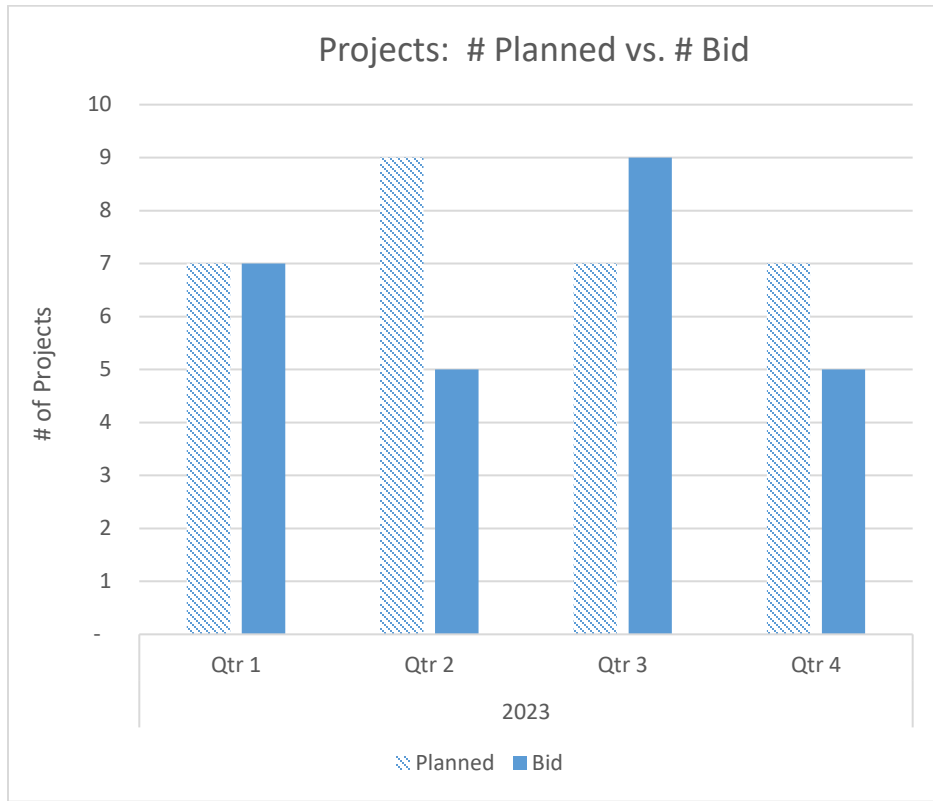
In 2023, The Engineering department continued to measure the Key Performance Indicators that were setup in 2016. These include:

- 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 2023 are included on the following pages.



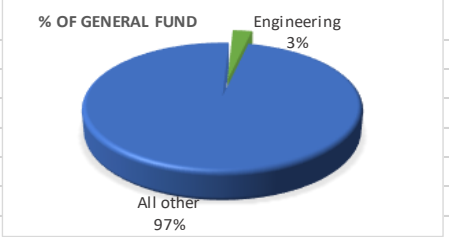




## Objectives for 2024

- 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 developing and implementing master plans for the Findlay Airport and the Water Department. These master plans will give the City a comprehensive, long-range study of every physical aspect of each of the respective departments.
- Develop a digitized asset management program for City utilities and roadway network.
- In 2023, Engineering plans on applying for at least \$7,000,000 in grant funding. Grants applications will be set to the Ohio Public Works Commission (OPWC), Ohio Safety Grant, Transportation Alternatives Program (TAP), Federal Aviation Association (FAA), Ohio Department of Transportation (ODOT), ODOT Aviation 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

CITY OF FINDLAY		2024 BUDGET SUMMARY						
Engineering, Jeremy Kalb								
F I N A N C I A L V I S I O N	BUDGET	2021 ACTUAL	2022 ACTUAL	2023 ORIG BUD	2023 PROJECTION	2024 REQUEST	\$ change 2024/2023 BUDGET	% change 2024/2023 BUDGET
	Personal Services	\$ 597,961.02	\$ 683,471	\$ 774,906	\$ 762,197	\$ 831,526	\$ 56,620	7.31%
Other	\$ 148,869.72	\$ 113,972	\$ 138,290	\$ 98,469	\$ 110,370	\$ (27,920)	-20.19%	
<b>TOTAL</b>	<b>\$ 746,831</b>	<b>\$ 797,443</b>	<b>\$ 913,196</b>	<b>\$ 860,666</b>	<b>\$ 941,896</b>	<b>\$ 28,700</b>	<b>3.14%</b>	
<b>BUDGET HIGHLIGHTS</b>								
<ul style="list-style-type: none"> <li>2024 Operating Budget includes a 3% Wage Increase and a 3% Wage Adjustments.</li> <li>Anticipate no change in the staffing level in 2024, will continue to share an office administrator with Zoning Department.</li> <li>By switching our MARCS radios out to VHF we were able to save a significant amount in yearly fees.</li> </ul>								
<b>STAFFING LEVEL</b>								
Total Full Time	2019	2020	2021	2022	2023	2024		
	7/1	7/1	7/1	7/1	7/1	7/1		
<b>2023 CAPITAL IMPROVEMENT HIGHLIGHTS</b>								
<ul style="list-style-type: none"> <li>Blanchard River Greenway Trail Phase II was completed prior to the end of the year.</li> <li>Redesign of the Engineering Office to allow additional work spaces as well as consolidate records into one room</li> <li>Applied for approximately \$11.0 Million in Grants for Projects and received approximately \$8.0 million so far.</li> </ul>								
<b>2023 ACHIEVEMENTS</b>								
<ul style="list-style-type: none"> <li>Capital Project Implementation and Oversights</li> <li>Worked with the Ohio EPA to implement an amendment to the current CSO Long Term Control Plan.</li> <li>Managed the construction of the STRICT Center and wrapping up construction of the Burn Building that utilized \$770,000 in CDBG funds for the construction.</li> <li>Completed the frame work of the GIS system. Working with a consultant we were able to add in majority of our storm sewer system that was previously missing.</li> <li>Through flow monitoring efforts we were able to identify five areas of unknown combined sewers. Three of the identified areas have been separated through implemented projects and the remaining two known areas are planned to be completed in the upcoming year.</li> <li>Obtained \$955,000 of CDBG funds for the construction of new park restrooms at Rawson and Swale Park. The projects are currently out to bid and are expected to start in 2024.</li> <li>The boardwalk and pedestrian bridge for Greenway Trail Phase II was able to be set and completed prior to the end of the construction season. The path is currently open to pedestrian traffic and our contractor will be back in the spring to finish up any punchlist items as well as touch up any seeding areas.</li> <li>Working in conjunction with the Water Department and Public Works Department, the Engineering office helped manage the replacement of the remaining lead services on Center Street. The replacement of the lead services was projected to take two weeks to complete, but through the efforts of our great departments we were able to open the roadway in 5 days.</li> <li>Through various projects and programs the Engineering Department, and the selected consultant, has evaluated City properties and assets in compliance with ADA standards.</li> <li>Selected a consulting firm to design an upgrade/ replacement of Fort Findlay at Emory Adams Park.</li> <li>Working in conjunction with various governmental agencies, to provide roadway and utility cost estimates for Project Hat Trick.</li> </ul>								
<b>2024 OBJECTIVES</b>								
<ul style="list-style-type: none"> <li>Continue to expand the 10 year Capital Improvements Plan.</li> <li>Continue to implement and oversee the Capital Improvement Plan for the City's Departments.</li> <li>Continue to research and apply for grant opportunities to help fund various City projects.</li> <li>Finalize a masterplan for shared used paths in the City of Findlay.</li> <li>Develop and implement a digitized asset management program for Water and Sewer.</li> <li>Continue to expand the GIS system.</li> <li>Take the lead in implement an Airport and Water masterplan.</li> </ul>								

