



2023 ANNUAL REPORT





### 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

- 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
- Utility/Sidewalk Permitting
- 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 |       | 60 EA  |  |  |  |  |
| Inside City                  | 49 EA | 29 EA | 42 EA  |  |  |  |  |
| TOTALS                       | 87 EA | 67 EA | 102 EA |  |  |  |  |





| 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   |  |  |
| TOTALS               | \$ | 87,967.00 | \$ | 72,650.00 | \$ | 109,434.62 |  |  |

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

## 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  |  |  |  |
| TOTALS                        | 128 EA | 102 EA | 136 EA |  |  |  |

| 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  |  |  |
| TOTALS                        | \$ | 67,114.50 | \$ | 48,404.00 | \$ | 63,399.53 |  |  |

| NEW SANITARY SEWER   |       |           |       |     |               |     |
|----------------------|-------|-----------|-------|-----|---------------|-----|
| SIZE                 | 2023  |           | 2022  |     | 2021          |     |
| 8-inch Force Main    |       | LF        |       | LF_ | <u> </u>      | LF_ |
| 6-inch Force Main    |       | <u>LF</u> |       | LF_ | <u> </u>      | LF_ |
| 4-inch Force Main    |       | <u>LF</u> |       | LF_ |               | LF_ |
| 6-inch Gravity Main  | 791   | <u>LF</u> | 713   | LF_ |               | LF_ |
| 8-inch Gravity Main  | 992   | LF        | 473   | LF_ | <u>11,610</u> | LF_ |
| 10-inch Gravity Main |       | LF        |       | LF_ | 502           | LF_ |
| 12-inch Gravity Main | -     | LF        | -     | LF  |               | LF  |
| TOTALS               | 1,783 | LF        | 1,186 | LF  | 12,112        | LF  |





## Sewer Department-Storm Sewer

| STORM SEWER PERMITS ISSUED |       |       |       |  |  |  |  |
|----------------------------|-------|-------|-------|--|--|--|--|
|                            | 2023  | 2022  | 2021  |  |  |  |  |
| Outside City               | 24 EA | 52 EA | 34 EA |  |  |  |  |
| Inside City                | 16 EA | 21 EA | 27 EA |  |  |  |  |
| TOTALS                     | 40 EA | 73 EA | 61 EA |  |  |  |  |

| STORM SEWER FEES COLLECTED |      |          |    |          |    |          |  |
|----------------------------|------|----------|----|----------|----|----------|--|
|                            | 2023 |          |    | 2022     |    | 2021     |  |
| Tap/Inspecton Fees         | \$   | 3,570.00 | \$ | 6,930.00 | \$ | 5,230.00 |  |

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





## Roadway and Right of Ways

| 2023           |       | 2022     |             | 2021        |
|----------------|-------|----------|-------------|-------------|
| 50 EA          |       | 53 EA    |             | 72 EA       |
| \$<br>1,075.00 | \$    | 1,250.00 | \$          | 1,800.00    |
| \$             | 50 EA | 50 EA    | 50 EA 53 EA | 50 EA 53 EA |

# SIDEWALK PERMITS

|                   | 2023     | 2022     | 2021     |
|-------------------|----------|----------|----------|
| 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   |

| ANNEXATIONS                 |          |              |              |
|-----------------------------|----------|--------------|--------------|
|                             | 2023     | 2022         | 2021         |
| 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 SUR</b>        | FACE WITH CURB) |            |            |
|--------------------------------------|-----------------|------------|------------|
|                                      | 2023            | 2022       | 2021       |
| Total (Construction and Annexations) | 0.00 Miles      | 0.00 Miles | 0.00 Miles |

| STREET RESURFACING      |             |             |             |
|-------------------------|-------------|-------------|-------------|
|                         | 2023        | 2022        | 2021        |
| 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

| 341.62 | Miles        |
|--------|--------------|
| 0.24   | Miles        |
| 0.00   | Miles        |
| 341.86 | Miles        |
|        | 0.24<br>0.00 |

#### 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 |
|                    |                   |



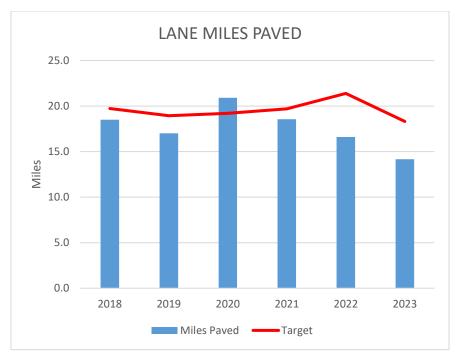


# **Key Performance Indicators (KPIs)**

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

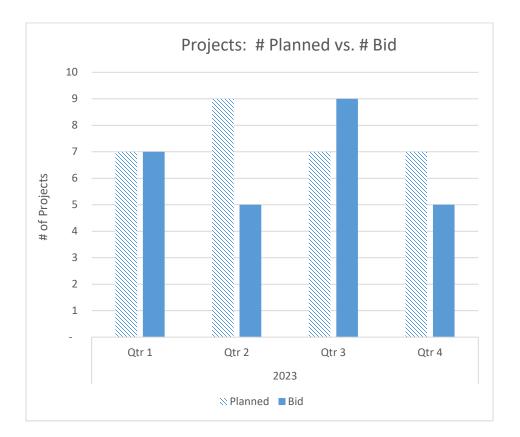
- Miles Paved Tracking the number of lane miles that were paved during the year. Please
  note that this includes all paving done on City streets but does not include work done on
  alleys (i.e. resurfacing projects plus resurfacing ODOT Large City Funding plus paving
  done by the Street Department). 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.

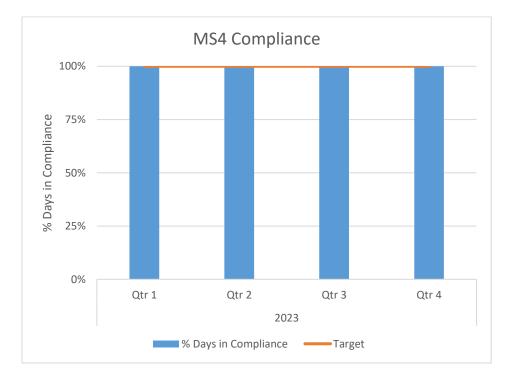
The graphs showing the KPIs as they stand at the end of 2023 are included on the following pages.















## **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**

|  |  |  | Engine   | eer  | ing, Jer   | em  | ny Kalb  |  |   |   |   |  |
|--|--|--|--|--|--|---|--|--|---|---|---|--|
| BUDGET   | 2021 ACTUAL  | 202  | 2 ACTUAL   | 2  | 023 ORIG<br>BUD  | PRO   | 2023<br>DJECTION   | R  | 2024<br>EQUEST  | 2024  | nange<br>4/2023<br>DGET   | % change<br>2024/2023<br>BUDGET  |
| Personal Services  | \$ 597,961.02  | \$   | 683,471  | \$   | 774,906  | \$  | 762,197  | \$   | 831,526   | \$  | 56,620  | 7.319  |
| ther   | \$ 148,869.72  | \$   | 113,972  | \$   | 138,290  | \$  | 98,469   | \$   | 110,370   |   | (27,920)  | -20.19   |
| TOTAL  | \$ 746,831   | \$   | 797,443  | Ş  | 913,196  | \$  | 860,666  | \$   | 941,896   | \$  | 28,700  | 3.149  |
|  | BUDGET HIGI  | HUG  | нтя  |  |  |   | % 0  | EGE  | NERAL FUND  |   | Engineeri   | ng   |
| 2024 Operating   |  | -  |  | crea   | ase and a  |   |  | I GLI  |   |   | 3%  | "6   |
| 3% Wage Adjus  | stments.   |  | -  |  |  |   |  |  |   |   |   |  |
| <ul> <li>Anticipate no ch<br/>continue to sha</li> </ul>   | •  | -  |  | -  |  |   |  |  |   |   |   |  |
| Department.  |  |  |  |  | Ū.   | -   |  |  |   |   |   |  |
| <ul> <li>By switching ou<br/>save a significar</li> </ul>  |  |  |  | wer  | re able to   |   |  |  | All othe  | _   |   |  |
| save a significal  | int amount in yea  | arry r   | 663.   |  |  | -   |  |  | 97%   |   |   |  |
|  |  |  |  |  |  |   |  |  |   |   |   |  |
| STAFFING LEVEL   | 2019   | ,  | 2020   | ,  | 2021   | ×   | 2022   | •  | 2023  | 2   | 024   |  |
| otal Full Time   | 7/1  |  | 7/1  | ļ  | 7/1  |   | 7/1  |  | 7/1   |   | 7/1   |  |
|  |  | 20   | 23 CAPI  | TAL  | IMPROV   | EME   | NT HIGH  | LIGI   | HTS   |   |   |  |
| Capital Project I  |  |  | Oversight  | S  | 23 ACHIE   |   |  |  | T., 0   |   |   |  |
| <ul><li>Worked with th</li><li>Managed the co</li></ul>  | e Ohio EPA to in<br>onstrution of the  | nplei<br>e STR   | Oversight<br>ment an ar  | s<br>nen   | idment to ti   | he cu   | irrent CSO   |  |   |   |   | zed \$770,000  |
| Worked with th   | e Ohio EPA to in<br>onstrution of the<br>or the construct  | nplei<br>e STR<br>tion.  | Oversight<br>ment an ar<br>IICT Center   | s<br>nen<br>rano   | idment to ti<br>d wrapping   | he cu<br>up co  | irrent CSO<br>onstructio   | n of   | the Burn Bi   | uilding   | that utili:   |  |
| <ul> <li>Worked with th</li> <li>Managed the cc<br/>in CDBG funds f</li> <li>Completed the<br/>sewer system th</li> </ul>  | e Ohio EPA to in<br>onstrution of the<br>or the construct<br>frame work of the<br>hat was previou  | nplei<br>e STR<br>tion.<br>he GI<br>sly m  | Oversight<br>ment an ar<br>IICT Center<br>IS system.<br>hissing.   | s<br>nen<br>rano<br>Wo   | idment to tl<br>d wrapping<br>orking with a  | he cu<br>up co<br>a con   | irrent CSO<br>onstruction<br>sultant we  | n of   | the Burn Bi<br>re able to a   | uilding<br>dd in n  | that utili:<br>najority o   | f our storm  |
| <ul> <li>Worked with th</li> <li>Managed the co<br/>in CDBG funds f</li> <li>Completed the</li> </ul>  | e Ohio EPA to in<br>onstrution of the<br>or the construct<br>frame work of t<br>hat was previou<br>ionitoring effort   | nplei<br>e STR<br>tion.<br>he GI<br>sly m<br>ts we   | Oversight<br>ment an ar<br>RICT Center<br>IS system.<br>hissing.<br>were able  | s<br>nen<br>rand<br>Wo<br>e to i   | idment to ti<br>d wrapping<br>orking with a<br>identify five   | he cu<br>up co<br>a con<br>e area   | urrent CSO<br>onstruction<br>sultant we  | n of<br>e we<br>own  | the Burn Bi<br>re able to a<br>combined :   | uilding<br>dd in n<br>sewers  | that utili;<br>najority o<br>. Three o  | f our storm<br>f the   |
| <ul> <li>Worked with th</li> <li>Managed the cc<br/>in CDBG funds f</li> <li>Completed the<br/>sewer system tl</li> <li>Through flow m<br/>identified areas<br/>be completed in</li> </ul>   | e Ohio EPA to in<br>postrution of the<br>for the construct<br>frame work of th<br>hat was previou<br>ponitoring effort<br>s have been sepa<br>n the upcoming   | nplei<br>e STR<br>tion.<br>he Gl<br>sly m<br>ts we<br>arate<br>year.   | Oversight<br>ment an ar<br>IICT Center<br>IS system.<br>hissing.<br>were able<br>d through   | s<br>men<br>rand<br>Wo<br>e to i<br>imp  | idment to th<br>d wrapping<br>orking with a<br>identify five<br>plemented p  | he cu<br>up co<br>a con<br>e area<br>oroje  | irrent CSO<br>onstruction<br>sultant we<br>as of unkno<br>cts and the  | n of<br>e we<br>own<br>e ren   | the Burn Burn Burn Burn Burn Burn Burn Burn   | uilding<br>dd in n<br>sewers<br>o know  | that utili:<br>najority o<br>. Three o<br>n areas ar  | f our storm<br>f the<br>re planned to  |
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