

# FINDLAY CITY COUNCIL AGENDA

**REGULAR SESSION**

**September 18, 2018**

**COUNCIL CHAMBERS**

## **ROLL CALL of 2018-2019 Councilmembers**

### **ACCEPTANCE/CHANGES TO PREVIOUS CITY COUNCIL MEETING MINUTES:**

Acceptance or changes to the September 4, 2018 Regular Session City Council meeting minutes.

**ADD-ON/REPLACEMENT/REMOVAL FROM THE AGENDA:** – none.

**PROCLAMATIONS:** - none.

**RECOGNITION/RETIREMENT RESOLUTIONS:** - none.

### **PETITIONS:**

#### **Zoning amendment request – 2475 Crystal Avenue**

Philip Rooney, on behalf of Blanchard Valley Health System would like to change the zoning of 2475 Crystal Avenue to M2 Multi-Family. It currently is zoned C1 Local Commercial. Needs to be referred to City Planning Commission and Planning & Zoning Committee.

**WRITTEN COMMUNICATIONS:** - none.

**ORAL COMMUNICATIONS:** - none.

### **REPORTS OF MUNICIPAL OFFICERS AND MUNICIPAL DEPARTMENTS:**

**City Income Tax Monthly Collection Report – August 2018.**

**Findlay Police Department Activities Report – August 2018.**

**Findlay Municipal Court Activities Report – August 2018.**

**Findlay Fire Department Activities Report – August 2018.**

#### **Hancock Regional Planning Commission Director Matt Cordonnier – Early Years 4 Day Care LLC RLF**

On September 5, 2018, the City of Findlay Revolving Loan Fund Committee awarded a loan to Early Years 4 Day Care, LLC in the amount of one hundred thousand dollars (\$100,000). The funding will provide funds for Machinery & Equipment purchases, as well as some working capital funds. The closing date for the loan has been set for September 25, 2018. Legislation to appropriate funds on an emergency basis in order to accommodate the timeline of the business and the bank that are involved in the financing of the project is requested. The appropriation of City RLF funds have historically been passed on an emergency basis in order to accommodate the time sensitive needs of businesses. Ordinance No. 2018-095 was created.

FROM: City of Findlay Revolving Loan Fund  
TO: Early Years 4 Day Care, LLC  
TO: Early Years 4 Day Care, LLC

\$ 100,000.00  
\$ 62,590.67 M&E  
\$ 37,409.33 W.C

#### **Service Director/Acting City Engineer Thomas - US Communities**

The City of Findlay can receive a discount on equipment purchases, materials, supplies and services by becoming a member of the U.S. Community purchasing program. In order to do so, the City of Findlay will need to enter into a joint cooperative purchasing program agreement with U.S. Communities, which will exempt from any bidding requirements otherwise required by law. This is important because there are equipment, materials, supply and service items for which there is no State bid. If the equipment does not have a State bid, the City either needs to become a member of a purchasing alliance like U.S. Communities to assure competitive pricing, or the City will have to formally assemble, advertise, bid, review and award a contract for the item. This is cumbersome and a waste of time when the City can receive the same product through such an alliance. Legislation authorizing the Service Director to enter into a joint cooperative purchasing program agreement with U.S. Communities is requested. Ordinance No. 2018-096 was created.

#### **City Auditor Staschiak – credit card policy**

Governor John Kasich signed House Bill 312 into law on August 2, 2018 establishing new safeguards to combat credit card abuse at Ohio's local governments. The State Auditor spearheaded this legislation to combat this serious issue. Fortunately, the City of Findlay's current Bank Credit Card Policy (in place today) appears to fully conform to the proposed legislation and must now be adopted by Council to comply with the new law. City Auditor Staschiak submitted a copy of the City of Findlay's Credit Card Policy to each Councilmember with the November 6, 2018 City Council meeting packet with additional information to make sure they were aware this change was coming.

Bank and credit card fraud is a serious issue today. Over the years, the City Auditor's Office has worked fraud prevention controls into all aspects of banking including managing the risk of credit card fraud using the best recommendations and practices available to date. Each month, the Auditor's Office works to compile the proper documentation so that it is available for audit. HB312 requires that a legislative authority of a municipal corporation that holds a credit card account on the effective date of this legislation shall adopt a written policy for the use of credit card accounts. Attached is a copy of the City's current policy. Legislation to adopt this policy is requested. Ordinance No. 2018-097 was created.

## City Auditor Staschiak – summary financial reports

A set of summary financial reports for the prior month follows including:

- Summary of Year-To-Date Information as of August 31, 2018
- Open Projects Report as of August 31, 2018
- Cash & Investments as of August 31, 2018
- Financial Snapshot as of August 31, 2018

**Treasurer's Reconciliation Report** –August 31, 2018.

## **COMMITTEE REPORTS:**

The **STRATEGIC PLANNING COMMITTEE** met on September 4, 2018 to continue August 7, 2018, June 5, 2018, May 1, 2018, April 3, 2018 and March 6, 2018 discussions on year one (1) goals and expectations.

*We recommend to develop an RFQ document ready for release by the end of September.*

The **STREETS, SIDEWALKS, & PARKING COMMITTEE** met on September 11, 2018 to continue July 17, 2018, August 9, 2018 and August 22, 2018 discussions on a bicycle ordinance.

*We recommend that the Law Director draft legislation to present to Council with specific changes to Section 373.11 A1(c), A1, A1(a) (Downtown District Definition) and Section B and D combined. In addition, remove Section 373.11 C (Business District).*

The **PLANNING & ZONING COMMITTEE** to whom was referred a request to discuss large lot mowing.

*We recommend to continue discussion at the October 11, 2018 Planning and Zoning Committee meeting.*

The **PLANNING & ZONING COMMITTEE** to whom was referred a request to review the proposed zoning code revisions regarding wind turbines.

*We recommend to pull this from the agenda.*

## **LEGISLATION:**

### **RESOLUTIONS**

**RESOLUTION NO. 019-2018** (*Water Distribution vector truck*) requires three (3) readings

**third reading**

A RESOLUTION TRANSFERRING FUNDS WITHIN APPROPRIATED FUNDS, AND DECLARING AN EMERGENCY.

**RESOLUTION NO. 021-2018** (*mid-year budget transfer*) requires three (3) readings

**second reading**

A RESOLUTION TRANSFERRING FUNDS WITHIN APPROPRIATED FUNDS, AND DECLARING AN EMERGENCY.

### **ORDINANCES**

**ORDINANCE NO. 2018-068** (*Zoning personnel enforcement rights in right-of-way*) requires three (3) readings

**tabled after third reading on 8/7/18**

AN ORDINANCE ENABLING THE CITY OF FINDLAY ZONING DEPARTMENT PERSONNEL ENFORCEMENT RIGHTS WITHIN RIGHT-OF-WAY AREAS WITHIN CITY LIMITS, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-082** (*716 Franklin St rezone*) requires three (3) readings

**third reading**

AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY REZONING THE FOLLOWING DESCRIBED PROPERTY (REFERRED TO AS 716 FRANKLIN STREET REZONE) WHICH PREVIOUSLY WAS ZONED "R2 SINGLE FAMILY, MEDIUM DENSITY" TO "R4 DUPLEX/TRIPLEX".

**ORDINANCE NO. 2018-083** (*310 Frazer St rezone*) requires three (3) readings

**third reading**

AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY REZONING THE FOLLOWING DESCRIBED PROPERTY (REFERRED TO AS 310 FRAZER STREET REZONE) WHICH PREVIOUSLY WAS ZONED "R2 SINGLE FAMILY, MEDIUM DENSITY" TO "R4 DUPLEX/TRIPLEX".

**ORDINANCE NO. 2018-090** (*Airport jet refueling truck*) requires three (3) readings

**second reading**

AN ORDINANCE AUTHORIZING THE SERVICE DIRECTOR OF THE CITY OF FINDLAY, OHIO TO WAIVE FORMAL ADVERTISING AND BIDDING REQUIREMENTS AND ENTER INTO A CONTRACT WITH SKYMARK FOR THE PURCHASE OF A REPLACEMENT JET REFUELING TRUCK FOR THE CITY OF FINDLAY AIRPORT, APPROPRIATING AND TRANSFERRING FUNDS THERETO, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-091** (*2018 Code Updates, project no. 31984100*) requires three (3) readings **second reading**  
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-092** (*parking in right-of-way*) requires three (3) readings **second reading**  
AN ORDINANCE AMENDING SECTION 351.03(a)(21) OF CHAPTER 351 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.

**ORDINANCE NO. 2018-093** (*mid-year budget appropriations*) requires three (3) readings **second reading**  
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-094** (*High Street Sewer Replacement*) requires three (3) readings **second reading**  
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-095** (*Early Years 4 Day Care LLC RLF*) requires three (3) readings **first reading**  
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-096** (*US Communities*) requires three (3) readings **first reading**  
AN ORDINANCE AUTHORIZING THE SERVICE DIRECTOR OF THE CITY OF FINDLAY, OHIO TO ENTER INTO AN AGREEMENT WITH U.S. COMMUNITIES TO PARTICIPATE IN A JOINT COOPERATIVE PURCHASING PROGRAM, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-097** (*credit card policy*) requires three (3) readings **first reading**  
AN ORDINANCE APPROVING THE BANK CREDIT CARD POLICY ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT A.

***UNFINISHED BUSINESS:***

OLD BUSINESS  
NEW BUSINESS

RECEIVED  
SEP 12 2018  
MAYOR'S OFFICE

PETITION FOR ZONING AMENDMENT

TO THE COUNCIL OF THE CITY OF FINDLAY, STATE OF OHIO:

We, the undersigned owner(s) of the following legally described property, hereby request consideration of a change in zoning district classification as specified below:

ADDRESS 0 Crystal Avenue SUBDIVISION n/a

LOT No.(s) n/a Legal Description Attached \_\_\_\_\_

If a rezoning request involves more than one parcel, City Code requires that the petition be signed by the owners of at least fifty per cent (50%) of the frontage of the lots under consideration. If applicable, owners must fill in the following section:

SIGNATURE SUBDIVISION LOT NO. STREET FRONTAGE

Blanchard Valley Health System \_\_\_\_\_

By: Kimberly M. Thomas N/A 139.42 feet

Its: Director of Real Estate, \_\_\_\_\_

IF NOT LOCATED IN A RECORDED SUBDIVISION, ATTACH LEGAL DESCRIPTION

EXISTING USE Vacant Ground

PRESENT ZONING DISTRICT C-1 Local Commercial

PROPOSED ZONING DISTRICT M-2 Multi Family

ATTACH:

- a. Vicinity map showing property lines, streets, and existing and proposed zoning.
- b. List of all property owners within, contiguous to, and directly across the street from the proposed rezoning.

**NOTE: COMPLIANCE WITH ABOVE REQUIREMENT IS EXTREMELY IMPORTANT. FAILURE TO NOTIFY ANY PROPERTY OWNER FALLING WITHIN THIS CRITERIA WILL POSSIBLY INVALIDATE THE REZONING ORDINANCE PASSED AS A RESULT OF THIS PETITION.**

- c. A written statement of the reason for the request and justification for the change.
- d. If the area to be re-zoned is a portion of a parcel, a survey must be done for the portion to be changed and it must be recorded as a new parcel at the County Recorder's office

Name of Owner Blanchard Valley Health System

Name of Contact Person if other than owner Philip L. Rooney  
(A letter granting person to act on Owner's behalf must accompany application if not signed by Owner)

Mailing Address 320 South Main Street, Findlay, Ohio 45840

Phone No. (Home) 419-425-3821 (Business) 419-425-3821

Email: prooney@flagcitylaw.com

11/2/18  
Date

  
Signature of contact Person

**OFFICE USE ONLY**

\$250.00 Fee Paid \_\_\_\_\_ \$100.00 Fee Paid PUD approval \_\_\_\_\_  
Applicable Advertising and Filing Fees Paid \_\_\_\_\_

Date Petition Submitted to City Council \_\_\_\_\_

Referral to Planning Commission \_\_\_\_\_ Referral to Planning & Zoning \_\_\_\_\_

Planning Commission \_\_\_\_\_ Disposition \_\_\_\_\_

Planning & Zoning \_\_\_\_\_ Disposition \_\_\_\_\_

Public Hearing Date Set By Council \_\_\_\_\_ Date  
of Newspaper Notice \_\_\_\_\_

(Must be mailed at least 30 days prior to Hearing)

Date of Notice to Abutting Owners \_\_\_\_\_  
(Must be mailed at least 20 days prior to Hearing)

Referred for Legislation: \_\_\_\_\_

Date of Readings by Council:

First \_\_\_\_\_ Second \_\_\_\_\_ Third \_\_\_\_\_

Action by Council: \_\_\_\_\_ Ordinance No. \_\_\_\_\_



Blanchard Valley Health System Rezoning

ADJOINING PROPERTY OWNERS

Steven Marquart  
2506 Crystal Avenue  
Findlay, Ohio 45840  
Parcel No. 330000083300

Daniel & Deborah Gerschutz  
2500 Crystal Avenue  
Findlay, Ohio 45840  
Parcel No. 330000083310

Robert & Elizabeth Siefer  
2412 Crystal Avenue  
Findlay, Ohio 45840  
Parcel No. 330000083320

Pedcor Investments-1997 XXVIII LP  
P.O. Box 574  
Carmel, Indiana 46082-0574  
Parcel No. 580001015324

AHP-Crystal Glen II, LLC  
P.O. Box 574  
Carmel, Indiana 46032-0574  
Parcel No. 580001015325

Russell & Jamie Cunningham  
208 Township Road 14  
Van Buren, Ohio 45889  
Parcel Nos. 330001025528-330001025557



## Blanchard Valley Health System Rezoning

The zoning of the parcel in question is being changed from C1 Local Commercial to M2 Multi Family to allow for the construction of a quad-plex residential structure as support homes for new mothers.

Based on the parcels location adjoining other M2 parcels, the requested zoning would result in a logical use of the parcel in question.

# City of Findlay

## Income Tax Department

Post Office Box 862 Findlay, Ohio 45839-0862  
 318 Dorney Plaza, Municipal Building Room 115  
 Telephone: 419-424-7133 • Fax: 419-424-7410  
 findlaytaxforms.com

Lydia L. Mihalik  
Mayor

Andrew Thomas  
Tax Administrator

### Monthly Collection Report to Findlay Council

August 2018

Total collections for August 2018: \$1,383,824.31

	<b>2018</b>	<b>2017</b>	<b>Variance</b>
	<u>Year-to-date</u>	<u>Year-to-date</u>	
Withholders	12,835,814.63	12,389,358.12	446,456.51
Individuals	1,961,161.24	1,781,365.04	179,796.20
Businesses	<u>1,940,763.42</u>	<u>1,652,112.86</u>	<u>288,650.56</u>
<b>Totals</b>	16,737,739.29	15,822,836.02	914,903.27
			5.78%

#### Actual & Estimated Past-due Taxes

Withholders	558,186.47
Individuals	2,804,213.29
Businesses	<u>179,527.82</u>
<b>Total</b>	3,541,927.58

#### Actual and Projected Revenue

	<b>2018</b>	<b>Percentage</b>	<b>Amount</b>	<b>Percentage</b>	<b>2018</b>
	<u>Actual</u>	<b>of Projection</b>	<b>to Meet</b>	<b>to Meet</b>	<b>Projected</b>
	<u>Year-to-date</u>	<u>Collected</u>	<u>Projection</u>	<u>Projection</u>	<u>Year End</u>
Withholders	12,835,814.63	69.76%	5,564,185.37	30.24%	18,400,000.00
Individuals	1,961,161.24	72.64%	738,838.76	27.36%	2,700,000.00
Businesses	<u>1,940,763.42</u>	55.45%	<u>1,559,236.58</u>	44.55%	<u>3,500,000.00</u>
<b>Totals</b>	16,737,739.29	68.04%	7,862,260.71	31.96%	24,600,000.00

**Refunds Paid**

	Month-to-date <u>Quantity</u>	Year-to-date <u>Quantity</u>	Month-to-date <u>Amount</u>	Year-to-date <u>Amount</u>
Withholders	0	70	0.00	12,860.24
Individuals	11	875	1,468.75	297,424.27
Businesses	<u>6</u>	<u>61</u>	<u>6,550.00</u>	<u>38,643.76</u>
<b>Totals</b>	17	1,006	8,018.75	348,928.27

**Transfers of Overpayments**

	Month-to-date <u>Quantity</u>	Year-to-date <u>Quantity</u>	Month-to-date <u>Amount</u>	Year-to-date <u>Amount</u>
Withholders	0	7	0.00	1,274.25
Individuals	13	808	2,181.85	149,433.19
Businesses	<u>42</u>	<u>478</u>	<u>37,756.60</u>	<u>271,455.04</u>
<b>Totals</b>	55	1,293	39,938.45	422,162.48



Andrew Thomas, Administrator

9-4-18

Date

# Findlay Income Tax Department

## Monthly Collections Report

Tuesday, September 4, 2018

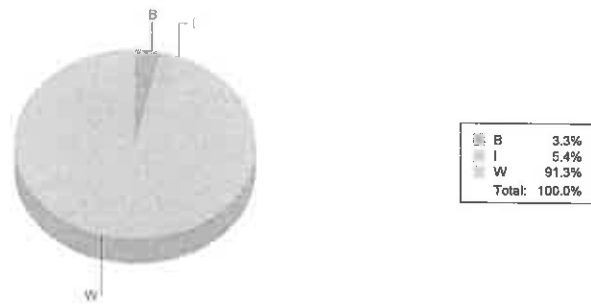
12:57:29PM

For Period August 1, 2018 through August 31, 2018

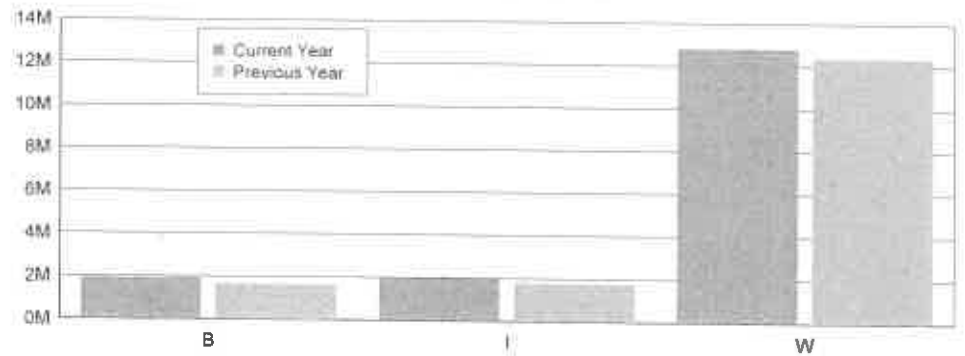
### City of Findlay

Account Type	Monthly Total	2018 Year to Date	2017 Year to Date	Increase (Decrease)	% Change	2018 Month to Date	Previous Year(s) Month to Date
W	1,264,029.76	12,835,814.63	12,389,358.12	446,456.51	3.60	1,255,519.78	8,509.98
I	74,540.00	1,961,161.24	1,781,365.04	179,796.20	10.09	23,769.81	50,770.19
B	45,254.55	1,940,763.42	1,652,112.86	288,650.56	17.47	29,445.09	15,809.46
<b>Totals:</b>	<b>1,383,824.31</b>	<b>16,737,739.29</b>	<b>15,822,836.02</b>	<b>914,903.27</b>	<b>5.78</b>	<b>1,308,734.68</b>	<b>75,089.63</b>

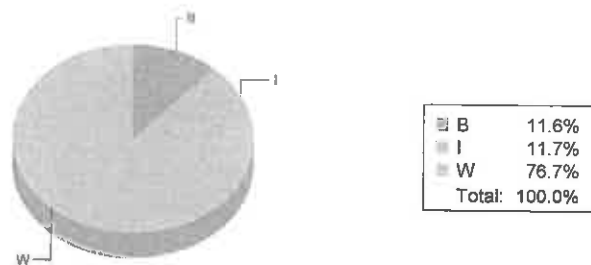
Monthly Collections by Account Type



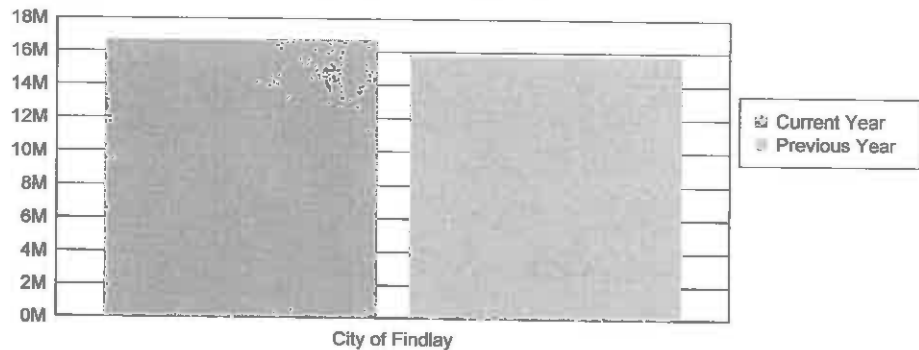
Collections Year to Date



YTD Collections by Account Type



Year to Date Total Collections





2018 <u>Business</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>Year-to-Date</u>
2018 Total	4,512.00	20,987.00	83,846.20	158,102.49	23,189.51	160,687.98	10,930.42	29,445.09					
2017 Total	7,287.38	271,249.89	83,835.38	358,782.87	273,014.51	10,768.44	268,638.10	5,603.23					491,700.69
2016 Total	66,564.00	12,398.05	61,340.11	3,453.32	352.00	1,536.15	986.18	906.20					1,279,179.80
2015 Total	272.00	1,834.78	503.00	285.66	658.68	541.18		177.00					147,536.01
2014 Total	10.00			72.00		219.51	549.39						4,252.30
2013 Total	(9.00)	65.20	75.00		259.00	10.00	65.25	1,537.77					2,967.48
2012 Total	75.00	9.80			3,370.98	142.00		2,094.92					2,003.22
2012 at 1 percent	60.00	7.84			2,696.78	113.60		1,675.94					5,692.70
2012 at .25 percent	15.00	1.96			674.20	28.40		418.98					4,554.16
2011 Total					1,816.69	33.12		1,599.61					1,138.54
2011 at 1 percent					1,453.35	26.50		1,279.69					3,449.42
2011 at .25 percent					363.34	6.62		319.92					2,759.54
2010 Total					1,872.47			2,622.48					689.88
2010 at 1 percent					1,497.98			2,097.98					4,494.95
2010 at .25 percent					374.49			524.50					3,595.96
2009 & Prior at 1 percent	167.20				167.98			(848.33)					898.99
2012 & Prior at 1 percent	227.20	7.84			5,816.09	140.10		4,205.28					(513.15)
Prev Yr MTD Check	74,366.58	285,557.72	145,753.49	362,573.85	281,512.31	13,250.40	270,238.92	15,809.46					10,396.51
Total Category Check	78,878.58	306,544.72	229,599.69	520,676.34	304,701.82	173,938.38	281,169.34	45,254.55					1,449,062.73
All Years at 1% Check	78,863.58	306,542.76	229,599.69	520,676.34	303,289.79	173,903.36	281,169.34	43,991.15					1,940,763.42
													1,938,036.01
<b><u>Totals</u></b>													
2018 Total	65,538.59	1,249,786.48	1,558,187.17	3,060,927.56	1,458,529.91	1,578,435.34	1,587,469.77	1,308,734.68					11,867,609.50
2017 Total	1,847,418.30	481,071.54	236,088.10	1,049,993.45	317,599.50	32,951.07	277,388.01	19,951.76					4,262,461.73
2016 Total	83,874.99	26,084.31	78,623.29	18,097.41	10,333.55	11,796.58	11,653.42	10,560.08					251,023.63
2015 Total	10,353.07	9,798.54	19,131.11	12,503.76	7,497.14	8,950.39	9,543.28	10,857.89					88,635.18
2014 Total	7,667.71	4,600.38	16,065.02	14,437.56	8,668.49	9,329.26	5,750.75	9,905.75					76,425.92
2013 Total	8,797.69	6,439.32	11,964.49	12,576.47	5,441.40	5,725.02	2,771.55	5,692.57					59,408.51
2012 Total	9,958.24	5,902.30	10,101.51	4,512.57	9,836.62	3,253.32	4,284.19	6,902.81					54,751.56
2012 at 1 percent	7,966.59	4,721.84	8,081.21	3,610.06	7,869.30	2,602.66	3,427.35	5,522.25					43,801.25
2012 at .25 percent	1,991.65	1,180.46	2,020.30	902.51	1,967.32	650.66	856.84	1,380.56					10,950.31
2011 Total	4,313.85	1,687.12	7,058.57	5,356.93	6,390.78	2,886.73	4,333.62	5,843.38					37,970.98
2011 at 1 percent	3,451.08	1,349.70	5,646.86	4,285.54	5,112.62	2,389.38	3,466.90	4,674.70					30,376.78
2011 at .25 percent	862.77	337.42	1,411.71	1,071.39	1,278.16	597.35	866.72	1,168.68					7,594.20
2010 Total	3,569.68	1,322.28	7,716.53	2,461.74	4,191.69	1,518.05	1,373.54	4,775.58					28,929.09
2010 at 1 percent	2,855.74	1,057.82	6,173.22	1,969.39	3,353.35	1,214.44	1,098.83	3,820.46					21,543.27
2010 at .25 percent	713.94	264.46	1,543.31	492.35	838.34	303.61	274.71	955.12					5,385.82
2009 & Prior at 1 percent	2,934.51	1,269.67	876.64	1,671.82	1,241.17	2,756.37	1,173.40	599.81					12,523.19
2012 & Prior at 1 percent	17,207.93	8,399.03	20,777.93	11,536.61	17,576.44	8,962.85	9,166.48	14,617.23					108,244.49
Prev Yr MTD Check	1,978,888.04	538,175.46	387,626.26	1,121,611.51	371,200.34	79,266.79	318,271.76	75,089.63					4,870,129.79
Total All Categories Check	2,044,426.63	1,787,961.94	1,945,813.43	4,182,539.07	1,829,730.25	1,657,702.13	1,905,741.53	1,383,824.31					16,737,739.29
All Years at 1% Check	2,040,858.28	1,786,179.60	1,940,838.11	4,180,072.82	1,825,646.43	1,656,150.51	1,903,743.26	1,380,319.96					16,713,808.96

# City of Findlay Income Tax Department

Post Office Box 862 Findlay, Ohio 45839-0862  
Telephone: 419-424-7133 • Fax: 419-424-7410  
findlaytaxforms.com

Lydia L. Mihalk  
Mayor

## Monthly Collection Report to City Council

For the Month of August 2018

Resolution 36-2009 and Chapter 194 Section 7(F)(1) Addendum

	<u>Individuals</u>	<u>Businesses</u>
A. Month-to-date quantity:	<u>0</u>	<u>0</u>
B. Cumulative quantity:	<u>2</u>	<u>81</u>
C. Cumulative quantity with no filing obligations:	<u>          </u>	<u>10</u>
D. Cumulative quantity with no tax liabilities:	<u>          </u>	<u>19</u>
E. Cumulative quantity HB 49 Opt-in election:	<u>          </u>	<u>1</u>
F. Cumulative quantity remaining (B – C – D – E):	<u>2</u>	<u>51</u>

For the remaining 2 individual and 51 business taxpayers (F), the aggregate reported estimate declarations, primarily for tax year 2017, amount to \$1,214,981.00

Pursuant to Resolution Number 36-2009 and/or Section 7(F)(1) of Chapter 194 of the Codified Ordinances, the Tax Department has informed the cumulative quantities of individual and business taxpayers that the Tax Department would not be enforcing the estimate payment provisions delineated in Section 7 of Ordinance Number 1976-106, as amended or in Section 7 of Chapter 194 of the Codified Ordinances. The Tax Department has informed these individual and business taxpayers that the annual income taxes on net profits attributable to the City should be paid when the annual income tax returns are filed by the original or by the legitimately-extended due date, when each amount of annual tax liability can be certified as due by each taxpayer, or be paid by prearranged installment due dates of February 15, May 15, July 15, and October 15 after the tax year.

  
Andrew Thomas, Tax Administrator

9-4-18  
Date

# City of Findlay

Lydia Mihalik, Mayor

## POLICE DEPARTMENT

John E. Dunbar, Chief of Police

318 Dorney Plaza, Room 116 • Findlay, OH 45840

Phone: 419-424-7194 • Fax: 419-424-7296

[www.findlayohio.com](http://www.findlayohio.com)

September 6, 2018

Honorable Council:

Attached are the Findlay Police Department activity stats for August 2018.

Sincerely,



John E. Dunbar  
Chief of Police



## FINDLAY POLICE DEPARTMENT

### Monthly Activities Report - 2018

Category	2018		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	Total	Avg	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
<b>Detective Division</b>														
City (Law Director)	901	112.63	103	82	99	122	103	140	133	119				
County	454	56.75	50	65	55	60	49	58	43	74				
Juvenile	134	16.75	18	13	16	27	19	14	14	13				

<b>Vice Narcotics/Metric</b>														
Narcotics Investigation	231	28.88	23	30	34	45	27	31	11	30				
Felony														
Arrests	120	15.00	7	17	10	21	10	18	7	30				
Charges	211	26.38	10	33	13	36	13	37	14	55				
Misdemeanor														
Arrests	2	0.25	0	0	0	2	0	0	0	0				
Charges	0	0	0	0	0	0	0	0	0	0				
Drug Talks	16	2.29	0	0	4	8	1	0	0	3				

<b>Patrol Division</b>														
Traffic Stops	5,188	648.50	614	656	703	677	641	676	638	583				
Citations	1,955	244.38	245	237	266	264	267	249	201	226				
OVI	83	10.38	9	9	13	11	10	7	14	10				
Accidents														
Non-Injury	563	70.38	102	74	57	61	70	58	64	77				
Injury	99	12.38	9	5	11	17	17	10	16	14				
Complaints														
Homicide	2	0.25	0	1	0	0	0	0	1	0				
Robbery	7	0.88	2	0	1	0	1	1	1	1				
Assault	87	10.88	10	14	10	7	15	10	11	10				
Sex Offenses	64	8.00	7	13	8	6	8	6	12	4				
Unlawful Entry	105	13.13	17	14	11	5	12	17	13	16				
Theft/Fraud/Shoplifting	683	85.38	90	86	62	78	93	91	89	94				
Motor Vehicle Theft	30	3.71	2	3	1	5	7	5	4	3				
Arson	1	0.14	0	1	0	0	0	0	0	0				
Criminal Damage/Vandalism	141	17.63	15	8	18	21	13	17	24	25				
Domestic Dispute	423	52.88	57	40	56	54	61	50	50	55				
Alcohol/Drug	436	54.50	42	48	53	57	52	55	63	66				
Warrants Served	1,031	128.88	123	122	132	107	136	127	150	134				
Arrests	1,801	225.13	210	201	213	195	221	248	263	250				
Reports Generated	8,723	1090.38	1,048	1,012	1,100	1,053	1,192	1,103	1,125	1,090				
School Walk Thru/Public Relation	821	102.63	117	159	156	143	145	10	1	90				

<b>Special Assignment Unit</b>														
Events	927	115.88	85	120	130	126	146	100	119	101				
Arrests	388	47.00	34	52	63	41	43	59	54	42				
Traffic Citations	262	32.75	26	32	34	49	46	35	16	24				
Traffic Warning	185	23.13	14	24	24	32	34	15	28	14				
OVI	2	0.25	0	0	0	0	0	0	0	2				
Minor Misdemeanor Citations	49	6.13	5	1	8	6	7	6	6	10				
Warrants Served	298	37.25	32	43	47	34	35	40	38	29				
Alcohol/Drug Offenses	139	17.38	12	15	18	17	13	20	24	20				
Weapons Offenses	3	0.38	0	0	1	0	1	0	0	1				
Cases Referred for Charges	64	8.00	4	2	8	6	12	7	14	11				
Surveillance Details	90	11.25	0	64.5	7	11.5	3	0	2	2				
Assists to other PD Divisions	230	28.75	17	29	41	35	30	30	27	21				

<b>Municipal Court</b>														
Papers Processed	2,248	281.00	279	209	268	289	279	289	306	329				
Paper Service Hours	1,032	129.00	133	138	131	118	130	124	112	146				
Security Hours	357	44.63	54	31	42	51	48	38	57	36				
Prisoners To/From Court	29	3.63	3	2	1	2	4	5	9	3				
Miles Driven	5,804	725.50	791	476	696	491	566	997	871	916				
Summons	660	82.50	86	66	81	92	86	82	89	78				
Overtime Hours	9.5	1.19	1	0	1	0	5	0	1.5	1				

\*\*\*\*\*CURRENT YEAR\*\*\*\*\*  
 MTD YTD

\*\*\*\*\*LAST YEAR\*\*\*\*\*  
 MTD YTD

RECEIPTS DEPOSITED:

ALCOHOL MONITORING	\$3,409.34	\$28,328.49	\$3,240.00	\$31,072.13
BOND FEES	\$425.00	\$4,625.00	\$600.00	\$5,650.00
CIVIL DEPOSIT TENDERS	\$225.00	\$6,906.62	\$750.00	\$5,625.00
COURT COST	\$78,530.65	\$590,896.92	\$73,486.74	\$568,227.45
DUI ENFORCEMENT	\$4,081.34	\$31,977.35	\$3,925.45	\$33,164.54
ELECTRONIC IMAGING	\$5,647.77	\$41,707.02	\$5,134.50	\$42,385.32
FINES & FORFEITURES	174,829.99	\$1,489,216.51	171,504.07	\$1,514,964.25
FUND REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00
INDIGENT DRIVER ALCOHOL	\$726.48	\$6,455.49	\$757.60	\$5,105.80
INMATE MEDICAL EXPENSE	\$0.00	\$0.00	\$0.00	\$56.00
INTEREST	\$70.77	\$467.51	\$20.12	\$111.78
JAIL HOUSING	\$16,060.19	\$116,248.76	\$7,831.16	\$84,510.85
JAIL REIMBURSEMENT	\$723.76	\$5,690.57	\$243.40	\$2,564.50
LEGAL RESEARCH	\$11.00	\$41.50	\$7.00	\$41.86
MEDIATION	\$1,798.50	\$13,205.00	\$1,638.90	\$13,399.68
MISCELLANEOUS	\$36,570.32	\$276,290.43	\$32,948.61	\$278,373.42
MUNI COURT COMPUTERIZATION	\$5,700.79	\$41,799.56	\$5,152.00	\$42,313.39
MUNI COURT IMPROVEMENT	\$18,377.00	\$132,362.84	\$16,368.96	\$134,767.71
RESTITUTION	\$100.00	\$1,636.36	\$967.95	\$6,949.58
SPECIAL PROJECTS	\$29,817.33	\$216,005.72	\$26,564.05	\$219,809.73
STATE PATROL	\$32,876.28	\$239,187.09	\$31,454.67	\$245,346.50
TRAFFIC/CRIMINAL BONDS	\$6,978.43	\$65,059.50	\$3,681.56	\$83,517.52
	<u>416,959.94</u>	<u>\$3,308,108.24</u>	<u>386,276.74</u>	<u>\$3,317,957.01</u>

DISTRIBUTIONS:

ALCOHOL MONITORING	\$3,409.34	\$28,328.49	\$3,240.00	\$31,012.13
BOND FEES	\$425.00	\$4,525.00	\$600.00	\$5,625.00
CIVIL DEPOSIT TENDERS	\$530.00	\$3,115.00		\$2,975.00
COURT COST	\$78,508.70	\$589,663.18	\$73,464.74	\$567,294.38
DUI ENFORCEMENT	\$4,084.73	\$31,950.23	\$3,922.06	\$33,140.81
ELECTRONIC IMAGING	\$5,647.77	\$41,647.02	\$5,131.50	\$42,358.32
FINES & FORFEITURES	174,357.61	\$1,487,000.61	172,688.01	\$1,510,197.34
FUND REIMBURSEMENT				
INDIGENT DRIVER ALCOHOL	\$726.48	\$6,455.49	\$757.60	\$5,105.80
INMATE MEDICAL EXPENSE				\$56.00
INTEREST	\$70.77	\$467.51	\$20.12	\$111.78
JAIL HOUSING	\$16,060.19	\$115,748.76	\$7,831.16	\$81,802.85
JAIL REIMBURSEMENT	\$723.76	\$5,690.57	\$243.40	\$2,564.50
LEGAL RESEARCH	\$11.00	\$41.50	\$7.00	\$41.86
MEDIATION	\$1,798.50	\$13,188.00	\$1,637.90	\$13,390.68
MISCELLANEOUS	\$46,345.52	\$395,364.66	\$44,013.64	\$368,725.20
MUNI COURT COMPUTERIZATION	\$5,700.79	\$41,739.56	\$5,149.00	\$42,286.39
MUNI COURT IMPROVEMENT	\$18,377.00	\$132,190.84	\$16,358.96	\$134,684.71
RESTITUTION	\$100.00	\$1,473.36	\$598.04	\$6,421.07
SPECIAL PROJECTS	\$29,817.33	\$215,701.72	\$26,548.05	\$219,674.73
STATE PATROL	\$32,858.28	\$238,832.09	\$31,424.67	\$245,181.50
	<u>419,552.77</u>	<u>\$3,353,123.59</u>	<u>393,635.85</u>	<u>\$3,312,650.05</u>

DISTRIBUTED TO:

	*****CURRENT YEAR*****		*****LAST YEAR*****	
	MTD	YTD	MTD	YTD
CITY OF FINDLAY	212,058.42	\$1,591,315.88	185,013.01	\$1,499,796.76
HANCOCK COUNTY	\$22,051.70	\$189,896.58	\$29,007.68	\$217,652.66
OTHERS	110,352.61	\$1,040,708.93	111,276.68	\$1,039,278.19
STATE OF OHIO	\$84,804.23	\$622,462.25	\$79,085.63	\$644,027.48
	<u>429,266.96</u>	<u>\$3,444,383.64</u>	<u>404,383.00</u>	<u>\$3,400,755.09</u>



MARK C. MILLER, JUDGE



ALAN D. HACKENBERG, JUDGE

DISCLAIMER: RECEIPTS COLLECTED ARE NOT TO BE CONFUSED WITH RECEIPTS DEPOSIT

**THE SUPREME COURT OF OHIO**  
**Individual Judge**  
**MUNICIPAL COURT AND COUNTY COURT**

Court: **FINDLAY MUNICIPAL COURT** Judge: **ALAN D HACKENBERG**

Report for the month of: **August 2018**

Date of completion of most recent physical inventory
<b>07/19/2018</b>

	B	C	D	E	F	G	H	T	V
	Misdemeanors	O.V.I.	Other Traffic	Personal Injury & Property Damage	Contracts	F.E.D.	Other Civil	TOTAL	Visiting Judge
Pending beginning of period 1	208	66	123	0	22	0	0	419	0
New cases filed 2	60	11	42	1	1	0	1	116	0
Cases transferred in, reactivated or redesignated 3	10	1	7	0	0	0	0	18	0
<b>TOTAL (Add lines 1-3) 4</b>	<b>278</b>	<b>78</b>	<b>172</b>	<b>1</b>	<b>23</b>	<b>0</b>	<b>1</b>	<b>553</b>	<b>0</b>
Jury trial 5	0	0	0	0	0	0	0	0	0
Court trial 6	0	1	3	0	1	0	0	5	0
Default 7				0	0	0	0	0	0
Guilty or no contest plea to original charge 8	26	11	32					69	9
Guilty or no contest plea to reduced charge 9	3	1	2					6	0
Dismissal for lack of speedy trial(criminal) or want of prosecution (civil) 10	0	0	0	0	0	0	0	0	0
Other Dismissals 11	31	2	12	0	4	0	0	49	0
Transfer to another judge or court 12	1	0	0	0	0	0	0	1	0
Referral to private judge 13				0	0	0	0	0	0
Unavailability of party for trial or sentencing 14	4	2	3	0	0	0	0	9	0
Bankruptcy stay or interlocutory appeal 15	0	0	0	0	0	0	0	0	0
Other terminations 16	0	0	2	0	1	0	0	3	0
<b>TOTAL (Add lines 5-16) 17</b>	<b>65</b>	<b>17</b>	<b>54</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>142</b>	<b>0</b>
Pending end of period (Subtract line 17 from line 4) 18	213	61	118	1	17	0	1	411	0
Cases pending beyond time guideline 19	0	0	0	0	0	0	0	0	0
Number of months oldest case is beyond time guideline 20	0	0	0	0	0	0	0	0	0
Cases submitted awaiting sentencing or judgment beyond time guideline 21	0	0	0	0	0	0	0	0	0

FTP 9-10-18

Fax to: (614) 387-9419 -or- Mail to: Court Statistical Reporting Section Supreme Court of Ohio 65 South Front Street, 6th Floor Columbus, Ohio 43215-3431
--

ALAN D HACKENBERG	Date
Preparer's name and telephone number if other than judge (print or type)	Date
MARK C MILLER	Date

**THE SUPREME COURT OF OHIO**  
**Administrative Judge**  
**MUNICIPAL COURT AND COUNTY COURT**

Court: **FINDLAY MUNICIPAL COURT** Judge: **MARK C MILLER**

Report for the month of: **August 2018**

	A	B	C	D	E	F	G	H	I	T
	Felonies	Misdemeanors	O.M.V.I.	Other Traffic	Personal Injury & Property	Contracts	F.E.D.	Other Civil	Small Claims	TOTAL
Pending beginning of period	11	160	8	428	13	540	71	2	179	1412
New cases filed	14	201	25	1036	4	218	33	1	94	1626
Cases transferred in, reactivated or redesignated	0	106	1	40	0	4	0	0	1	152
<b>TOTAL (Add lines 1-3)</b>	<b>25</b>	<b>467</b>	<b>34</b>	<b>1504</b>	<b>17</b>	<b>762</b>	<b>104</b>	<b>3</b>	<b>274</b>	<b>3190</b>
Trial/Hearing by judge (include bindover by preliminary hearing, guilty or no contest pleas and defaults)	0	49	4	29	2	64	22	0	0	170
Hearing by Magistrate (Include guilty or no contest pleas and defaults)		11	0	51	0	0	0	0	52	114
Transfer (Include waivers of preliminary hearing and individual judge assignments)	9	130	24	84	1	6	1	1	1	257
Dismissal for lack of speedy trial (criminal) or want of prosecution (civil)	0	0	0	0	0	0	0	0	0	0
Other dismissals (Include dismissals at preliminary hearing)	6	87	0	0	0	27	12	0	31	163
Violations Bureau		1		867						868
Unavailability of party for trial or sentencing	1	21	1	47	0	0	0	0	0	70
Bankruptcy stay or interlocutory appeal	0	0	0	0	0	2	0	0	0	2
Other terminations	0	37	0	39	0	1	0	0	1	78
<b>TOTAL (Add lines 5-13)</b>	<b>16</b>	<b>336</b>	<b>29</b>	<b>1117</b>	<b>3</b>	<b>100</b>	<b>35</b>	<b>1</b>	<b>85</b>	<b>1722</b>
Pending end of period (Subtract line 14 from line 4)	9	131	5	387	14	662	69	2	189	1468
Cases pending beyond time guideline	0	0	0	0	0	0	0	0	0	0
Number of months oldest case is beyond time guideline	0	0	0	0	0	0	0	0	0	0

FTP 9-10-18

**Fax to:**  
(614) 387-9419  
-or-  
**Mail to:**  
Court Statistical Reporting Section  
Supreme Court of Ohio  
65 South Front Street, 6th Floor  
Columbus, Ohio 43215-3431

MARK C MILLER \_\_\_\_\_ Date \_\_\_\_\_  
Preparer's name and telephone number if other than judge (print or type) \_\_\_\_\_ Date \_\_\_\_\_

**THE SUPREME COURT OF OHIO**  
**Individual Judge**  
**MUNICIPAL COURT AND COUNTY COURT**

Court: **FINDLAY MUNICIPAL COURT** Judge: **MARK C MILLER**

Date of completion of most recent physical inventory  
**03/08/2018**

Report for the month of : **August 2018**

	B	C	D	E	F	G	H	T	V
	Misdemeanors	O.V.I.	Other Traffic	Personal Injury & Property Damage	Contracts	F.E.D.	Other Civil	TOTAL	Visiting Judge
Pending beginning of period	171	46	135	1	18	2	0	373	0
New cases filed	71	13	42	0	5	1	0	132	0
Cases transferred in, reactivated or redesignated	4	0	1	0	0	0	0	5	0
<b>TOTAL (Add lines 1-3)</b>	<b>246</b>	<b>59</b>	<b>178</b>	<b>1</b>	<b>23</b>	<b>3</b>	<b>0</b>	<b>510</b>	<b>0</b>
Jury trial	0	0	0	0	0	0	0	0	0
Court trial	0	0	0	0	0	0	0	0	0
Default				0	0	0	0	0	0
Guilty or no contest plea to original charge	17	8	29					54	2
Guilty or no contest plea to reduced charge	4	3	1					8	0
Dismissal for lack of speedy trial(criminal) or want of prosecution (civil)	0	0	0	0	0	0	0	0	0
Other Dismissals	25	2	15	0	2	1	0	45	1
Transfer to another judge or court	2	0	1	0	1	0	0	4	0
Referral to private judge				0	0	0	0	0	0
Unavailability of party for trial or sentencing	2	1	6	0	0	0	0	9	0
Bankruptcy stay or interlocutory appeal	0	0	0	0	0	0	0	0	0
Other terminations	1	0	1	0	1	0	0	3	0
<b>TOTAL (Add lines 5-16)</b>	<b>51</b>	<b>14</b>	<b>53</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>123</b>	<b>0</b>
Pending end of period (Subtract line 17 from line 4)	195	45	125	1	19	2	0	387	0
Cases pending beyond time guideline	0	0	0	0	0	0	0	0	0
Number of months oldest case is beyond time guideline	0	0	0	0	0	0	0	0	0
Cases submitted awaiting sentencing or judgment beyond time guideline	0	0	0	0	0	0	0	0	0

FTP 9-10-18

**Fax to:**  
(614) 387-9419  
-or-  
**Mail to:**  
Court Statistical Reporting Section  
Supreme Court of Ohio  
65 South Front Street, 6th Floor  
Columbus, Ohio 43215-3431

\_\_\_\_\_  
MARK C MILLER Date

\_\_\_\_\_  
Preparer's name and telephone number if other than judge (print or type) Date

\_\_\_\_\_  
MARK C MILLER Date

**Findlay Fire Department**  
**Monthly Activities Report - 2018**  
 Submitted By: Joshua S. Eberle, Fire Chief

Fire Statistics	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Fires	12	9	10	5	11	5	9	7				
Assist Other Agency	3	1		1	4	0	4	10				
Emergency Medical Service (EMS)	113	117	103	112	118	115	127	104				
Car Accidents	9	18	17	20	18	13	22	16				
Rescues (Extrication, Water, Elevator)	1	1	2	0	4	1	4	2				
Hazmat	10	9	4	8	16	9	8	11				
Good Intent	4	9	9	6	5	6	5	8				
Burning Complaints	3	11	13	10	9	5	14	2				
False Alarms	47	23	28	22	42	42	29	32				
<b>Totals</b>	<b>202</b>	<b>198</b>	<b>186</b>	<b>184</b>	<b>227</b>	<b>196</b>	<b>222</b>	<b>192</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Runs by District												
Station 1 - (South Main St)	59	67	62	54	98	59	65	60				
Station 2 - (North Main St)	68	44	55	53	58	59	70	42				
Station 3 - (Tiffin Ave)	24	45	36	36	35	37	43	45				
Station 4 - (CR 236)	51	42	33	41	36	41	44	45				
<b>Totals</b>	<b>202</b>	<b>198</b>	<b>186</b>	<b>184</b>	<b>227</b>	<b>196</b>	<b>222</b>	<b>192</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Firefighter Training (by hours)												
EMS Formal	144	122	242	215	138	236	111	260				
Fire Formal	128	118	309	282	312	308	178	286				
Fire Informal	1278	902	1308	1214	961	1219	1575	1261				
<b>Totals</b>	<b>1550</b>	<b>1142</b>	<b>1859</b>	<b>1711</b>	<b>1411</b>	<b>1763</b>	<b>1864</b>	<b>1807</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Fire Prevention Bureau**

Construction												
Code Interpretations	2	4	4	3	2	1	4	6				
Inspections	2	7	2	3	8	9	3	4				
Plan Reviews	1	13	11	7	5	4	7	6				
System Acceptance Tests	2	5	1	9	8	13	2	3				
<b>Totals</b>	<b>7</b>	<b>29</b>	<b>18</b>	<b>22</b>	<b>23</b>	<b>27</b>	<b>16</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Existing Structure - Additions												
Code Interpretations	3	4	1	3	1	1	4	4				
Inspections	7	3	3	2	5	5		5				
Plan Reviews	9	6	4	16	6	3	10	3				
System Acceptance Tests	2	2	2	3	2	4	6	6				
<b>Totals</b>	<b>21</b>	<b>15</b>	<b>10</b>	<b>24</b>	<b>14</b>	<b>13</b>	<b>20</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Fire Investigations	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Cause and Determination												
Accidental	3	2	1	3	1		4					
Undetermined		1	2					2				
Incendiary							1					
Fire Investigation Activities												
Follow-up	5	8	5	6	9	8	11	1				
Interviews	31	14	11	15	13	3	28	7				
Assists	4			1	2							
<b>Totals</b>	<b>43</b>	<b>25</b>	<b>19</b>	<b>25</b>	<b>25</b>	<b>11</b>	<b>34</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Inspections	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Assembly	4	5	17	24	7	14	16	12				
Business	4	3	2	6	9	4	4	9				
Education K-12					3	5		1				
Education Pre-School	2	1		3		1	2	2				
Factory			1			1		1				
Mercantile		7	3	1			6	4				
Hazardous / Fireworks						1	2	1				
Institutional												
Mercantile								4				
Residential	10	5	4	1			2	1				
Adoption / Foster Care	1		3	1		3		1				
Pre-Fire Plan			1									
Utility Mobile Food Vendors								53				
Utility Outbuildings								20				
Vacant Structures												
<b>Totals</b>	<b>21</b>	<b>21</b>	<b>31</b>	<b>36</b>	<b>19</b>	<b>29</b>	<b>32</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Prevention	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Code Interpretations	8	4	10	9	7	5	5	14				
Complaints	4	1	2	2	1		4	2				
Fireworks Exhibitions / Events	3	1	5	3	9	6	10	1				
Knox Box Consults/Maint.	3	5	1	3	4		3	7				
Other	1	3	2	7	2	1	4					
Fire Plan Updates	2			1								
Pre-Fire Plan	1		3		2			1				
Property Research	6	1			4	1	1	4				
Safety Presentations	2	10	2	3	16	13	9	2				
Re-inspections	93	74	42	39	57	42	43	32				
Background Checks		1			1	2		1				
<b>Totals</b>	<b>123</b>	<b>100</b>	<b>67</b>	<b>67</b>	<b>103</b>	<b>70</b>	<b>59</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Public Presentations	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Station Tours	1		1				1					
Truck Visits	0		0				5					
Meetings Attended	2		2	5	4	5	4	1				
School / Seminars Attended	7	14	7	13	12	7		4				
<b>Totals</b>	<b>10</b>	<b>14</b>	<b>10</b>	<b>18</b>	<b>16</b>	<b>12</b>	<b>10</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>





September 12, 2018

Findlay City Council  
318 Dorney Plaza  
Findlay, OH 45840

RE: City of Findlay Revolving Loan Fund  
Request for Appropriation

Dear Honorable Members of Council:

On September 5<sup>th</sup>, 2018 the City of Findlay Revolving Loan Fund Committee awarded a loan to Early Years 4 Day Care, LLC in the amount of \$100,000. The funding will provide funds for Machinery & Equipment purchases, as well as some working capital funds. The closing date for the loan has been set for September 25<sup>th</sup>, 2018.

By copy of this letter, the Law Director is requested to prepare the necessary legislation to appropriate the funds as follows:

FROM:	City of Findlay Revolving Loan Fund	\$100,000
TO:	Early Years 4 Day Care, LLC	\$62,590.67 <i>M&amp;E</i>
	Early Years 4 Day Care, LLC	\$37,409.33 <i>W.C</i>

I request this ordinance be passed on an emergency basis in order to accommodate the timeline of the business and the bank that are involved in the financing of the project. The appropriation of City RLF funds have historically been passed on an emergency basis in order to accommodate the time sensitive needs of businesses.

If you need any addition information, please do not hesitate to contact me.

Sincerely,

Matthew Cordonnier, Director  
Hancock Regional Planning Commission

CC: Don Rasmussen  
Ginger Sampson

# Office of the Mayor

Lydia L. Mihalik

318 Dorney Plaza, Room 310

Findlay, OH 45840

Telephone: 419-424-7137 • Fax: 419-424-7245

www.findlayohio.com

Paul E. Schmelzer, P.E., P.S.  
Safety Director

Brian A. Thomas, P.E., P.S.  
Service Director

Honorable City Council  
Findlay, OH 45840

September 12, 2018

RE: U.S. Communities

Dear Council Members:

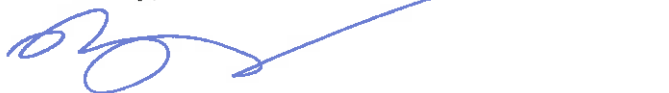
The City of Findlay can receive a discount on equipment purchases, materials, supplies and services by becoming a member of the U.S. Community purchasing program. In order to do so, the City of Findlay will need to enter into a joint cooperative purchasing program agreement with U.S. Communities, which will exempt from any bidding requirements otherwise required by law.

This is important because there are equipment, materials, supply and service items for which there is no State Bid. If the equipment does not have a state bid, we either need to become a member of a purchasing alliance like U.S. Communities to assure competitive pricing, or we have to formally assemble, advertise, bid, review and award a contract for the item. This is cumbersome and a waste of time when we can receive the same product through such an alliance.

I am requesting the Law Director to prepare legislation necessary for the Service Director to enter into a joint cooperative purchasing program agreement with U.S. Communities.

If you have any questions, please feel free to contact me.

Sincerely,



Brian Thomas  
Service Director/Acting City Engineer

pc: Don Rasmussen, Law Director  
Jim Staschiak II, Auditor

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# MICPA

## Master Intergovernmental Cooperative Purchasing Agreement

### Solutions

BY SUPPLIER ([show all ->](#))

BY CATEGORY

[Facilities](#)

[Office & School](#)

[Specialty](#)

[Technology](#)

Generally, a public body may participate in, sponsor, conduct or administer a cooperative procurement agreement with one or more other public bodies, or agencies of the United States, for the purpose of combining requirements to increase efficiency or reduce administrative expenses. Each state has its own laws regarding Intergovernmental purchasing and each state's authorizing statute is available on our website.

All U.S. Communities contracts have been competitively solicited by a lead public agency in accordance with their public purchasing rules and regulations. Each solicitation contains language that advises all suppliers of the subsequent contract that may be used by other government agencies throughout the United States. This language is based on the lead jurisdiction "Joint Powers Authority" or "Cooperative Procurement" program. Although each government may have different purchasing procedures to follow, applying these competitive principles satisfies the competitive bid requirements for most state and local government agencies.

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State statutes and, if applicable, local ordinances generally allow one government agency to purchase from contracts competitively solicited by another government agency ("Lead Public Agency"). This, of course, would require the consent of all parties including the supplier, the Lead Public Agency and government agency purchasing from the Lead Public Agency contract. U.S. Communities contracts are established to meet both the competitive solicitation and consent requirements. Public agencies accessing U.S. Communities consent to a Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with the various lead public agencies that have competitively solicited and awarded available contracts.

## U.S. COMMUNITIES | NATIONAL COOPERATIVE PURCHASING PROGRAM

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# AUTHORIZING STATE STATUTES U.S. COMMUNITIES

## Solutions

BY SUPPLIER ( show all -> )

BY CATEGORY

- Facilities
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- Technology

Select to View Other State/Territory Statutes: Ohio

[All State Statutes List](#)

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- Ohio Revised Rule
- General Provisions
- Chapter 9: Miscellaneous

### § 9.48 Joint purchasing programs..

(A) As used in this section, "political subdivision" has the same meaning as in section 2744.01 of the Revised Code and includes a county hospital as defined in section 339.01 of the Revised Code.

(B) A political subdivision may do any of the following:

(1) Permit one or more other political subdivisions to participate in contracts into which it has entered for the acquisition of equipment, materials, supplies, or services, and may charge such participating political subdivisions a reasonable fee to cover any additional costs incurred as a result of their participation;

(2) Participate in a joint purchasing program operated by or through a national or state association of political subdivisions in which the purchasing political subdivision is eligible for membership.

(3) Participate in contract offerings from the federal government that are available to a political subdivision including, but not limited to, contract offerings from the general services administration.

(C) Acquisition by a political subdivision of equipment, material, supplies, or services, through participation in a contract of another political subdivision or participation in an association program under division (B)(1) or (2) of this section, is exempt from any competitive selection requirements otherwise required by law, if the contract in which it is participating was awarded pursuant to a publicly solicited request for a proposal or a competitive selection procedure of another political subdivision within this state or in another state. Acquisition by a political subdivision of equipment, materials, supplies, or services pursuant to division (B)(3) of this section is exempt from any competitive selection requirements otherwise required by law. No political subdivision shall acquire equipment, materials, supplies, or services by participating in a contract under this section if it has received bids for such acquisition, unless its participation enables it to make the acquisition upon the same terms, conditions, and specifications at a lower price.

(D) A political subdivision that is eligible to participate in a joint purchasing program operated by or through a national or state association of political subdivisions in which the purchasing political subdivision is eligible for membership may purchase supplies or services from another party, including another political subdivision, instead of through participation in contracts authorized by division (B)(2) of this section if the political subdivision can purchase those supplies or services from the other party upon equivalent terms, conditions, and specifications but at a lower price than it can through those contracts. Purchases that a political subdivision makes under this division are exempt from any competitive selection procedures otherwise required by law. A political subdivision that makes any purchase under this division shall maintain sufficient information regarding the purchase to verify that it satisfied the conditions for making a purchase under this division. Nothing in this division restricts any action taken by a political subdivision as authorized by division (B)(1) of this section.

(E) The authorization granted to a municipal corporation under this section shall be in addition to, and not in derogation of the powers and authority granted by state law, the Ohio Constitution, and the provisions of a municipal charter, ordinance, or resolution.

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**U.S. COMMUNITIES<sup>®</sup>**  
GOVERNMENT PURCHASING ALLIANCE

**MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT**

This Master Intergovernmental Cooperative Purchasing Agreement ("Agreement") is made between certain government agencies that execute a Lead Public Agency Certificate (collectively, "Lead Public Agencies") to be appended and made a part hereof and other government agencies ("Participating Public Agencies") that agree to the terms and conditions hereof through the U.S. Communities registration process and made a part hereof.

**RECITALS**

**WHEREAS**, after a competitive solicitation and selection process by Lead Public Agencies, in compliance with their own policies, procedures, rules and regulations, a number of suppliers (each, a "Contract Supplier") have entered into Master Agreements with Lead Public Agencies to provide a variety of goods, products and services based on national and international volumes (herein "Products and Services");

**WHEREAS**, Master Agreements are made available by Lead Public Agencies through U.S. Communities and provide that Participating Public Agencies may purchase Products and Services on the same terms, conditions and pricing as the Lead Public Agency, subject to any applicable local purchasing ordinances and the laws of the State of purchase;

**WHEREAS**, the parties desire to comply with the requirements and formalities of any intergovernmental cooperative act, if applicable, to the laws of the State of purchase;

**WHEREAS**, the parties hereto desire to conserve resources and reduce procurement cost;

**WHEREAS**, the parties hereto desire to improve the efficiency, effectiveness and economy of the procurement of necessary Products and Services;

**NOW, THEREFORE**, in consideration of the mutual promises contained in this Agreement, and of the mutual benefits to result, the parties agree as follows:

1. That each party will facilitate the cooperative procurement of Products and Services.
2. That the procurement of Products and Services subject to this Agreement shall be conducted in accordance with and subject to the relevant statutes, ordinances, rules and regulations that govern each party's procurement practices.
3. That the cooperative use of solicitations obtained by a party to this Agreement shall be in accordance with the terms and conditions of the solicitation, except as modification of those terms and conditions is otherwise allowed or required by applicable law.
4. That the Lead Public Agencies will make available, upon reasonable request and subject to convenience, information which may assist in improving the effectiveness, efficiency and economy of Participating Public Agencies' procurement of Products and Services
5. That the Participating Public Agency will make timely payments to the Contract Supplier for Products and Services received in accordance with the terms and conditions of the procurement. Payment, inspections and acceptance of Products and Services ordered by the Participating Public Agency shall be the exclusive obligation of such Participating Public Agency. Disputes between the Participating Public Agency and Contract Supplier are to be resolved in accordance with the applicable laws and venue rules of the State of purchase.
6. The Participating Public Agency shall not use this Agreement as a method for obtaining additional concessions or reduced prices for similar products or services.
7. The Participating Public Agency is solely responsible for ordering, accepting, and paying and any other action, inaction or decision regarding the Products and Services obtained under this Agreement. A Lead Public Agency shall not be liable in any fashion for any violation by a Participating Public Agency, and the Participating Public Agency shall be responsible for its own conduct to the extent permitted by law.
8. The exercise of any rights or remedies by the Participating Public Agency shall be the exclusive obligation of such Participating Public Agency.
9. This Agreement shall remain in effect until termination by a party giving thirty (30) days prior written notice to U.S. Communities at 2999 Oak Road, Suite 710, Walnut Creek, CA 94597.
10. This Agreement shall become effective after execution of the Lead Public Agency Certificate or Participating Public Agency registration, as applicable.



## AUDITOR'S OFFICE

318 Dorney Plaza, Room 313  
Findlay, OH 45840-3346  
Telephone: 419-424-7101 • Fax: 419-424-7866  
www.findlayohio.com

**JIM STASCHIAK II**  
CITY AUDITOR

*It is respectfully requested this letter be read into the Council meeting record*

Wednesday, September 12, 2018

Honorable Members of City Council,

Gov. John Kasich signed [House Bill 312](#) into law on August 2, 2018, establishing new safeguards to combat credit card abuse at Ohio's local governments. The State Auditor spearheaded this legislation to combat this serious issue. Fortunately, the City of Findlay's current Bank Credit Card Policy (in place today) appears to fully conform to the proposed legislation and must now be adopted by Council to comply with the new law.

I submitted a copy of the City of Findlay's Credit Card Policy to each of you with your November 7, 2017 meeting packet with additional information to make sure you were aware this change was coming.

We all are aware bank and credit card fraud is a serious issue today. Over the years, the City Auditor's office has worked fraud prevention controls into all aspects of banking including managing the risk of credit card fraud using the best recommendations and practices available to date. Each month my staff works to compile the proper documentation so that it is available for audit.

HB312 requires that a legislative authority of a municipal corporation that holds a credit card account on the effective date of this legislation shall adopt a written policy for the use of credit card accounts. I have attached a copy of the City's current policy and by copy of this letter request the Director of Law draft legislation for your meeting on September 18<sup>th</sup>, 2018, so that City Council can formally adopt the attached policy.

Respectfully,

Jim Staschiak II - City Auditor

CC: Director of Law Rasmussen

# BANK CREDIT CARD POLICY

The purpose of this policy is to establish criteria for the proper use of bank credit cards when conducting City business. Bank credit cards issued under this policy may only be used by the name of the cardholder to conduct City business.

## **General Information**

Authorized employees will have a card on file with a unique card number, the City of Findlay, and employee's name embossed on it. Only the named employee shall use the card; no other person is authorized to use the card.

Each bank credit card will have a sign in/sign out card. When the employee is issued temporary custody of the card, the cardholder will sign out the card, and upon returning, the cardholder will then sign the card back in. A credit card can only be signed out after a purchase order has been approved.

The act of having a bank credit card issued in the employee's name does not indicate pre-approval of any expenditures/expenses.

Use of a bank credit card is restricted to purchases that CANNOT be procured through normal procedures. All goods and services purchased by the City should be acquired through credit extended by the City's vendors to the City whenever possible and paid by approved invoice within the agreed upon credit terms of the vendor. Also, in order to use the credit card for these types of purchases (other than for airlines or places of lodging) a W-9 must be obtained from vendors and *vendors must be pre-approved by the Auditor's Office.*

The use of the bank credit card does not justify the payment of any sales tax for which the City is exempt. As in all other purchases, the merchant shall be given a copy of the state sales tax exemption letter issued to the City and accordingly, state sales tax should not be charged. This is also applicable to all telephone and internet orders.

The bank credit card remains the property of the issuing bank. Users of the credit card are accountable for the activity on the card. The issuing bank or the City may suspend or cancel user privileges at any time for any reason. Generally the cards are to remain in possession of the Auditor's Office; however, if the user is in temporary possession of the card, the user will surrender the credit card upon request to the Auditor's Office or to any authorized agent of the issuer.

## **Accounting for Credit Cards**

The City of Findlay shall have one bank credit card account that is administered by the Auditor's Office. Within that one account, cards are ordered specifically with the City of Findlay and the employee's name and each has their own individual credit limit. Cards must be signed out (but only with an approved purchase order) and signed back in by each employee. When signing out a card, the employee will be asked if a purchase order has been approved and for what purpose the card is being signed out.

Cards are issued in an RFID (radio-frequency identification) blocking sleeve. Cards should remain in these sleeves when not in use and should be returned with the sleeve.

The Auditor's Office will retain custody of all the credit cards in the safe when not in use. They will also maintain a list of all city issued chip-enabled credit cards, the names of those employees, the expiration dates, and the pin numbers. The Auditor's Office also keeps the original signed cardholder agreements.

Department Supervisors may make a request to the City Auditor (or his designee) for a credit card be issued to a specific employee for a specific use. Cards typically take about 7-10 business days from the order date to be received. If a card has to be ordered and overnighted due to the lack of planning by the department/employee, the expedited fee from the bank will be charged to the department.

A bank credit card may be issued to an individual who meets the following conditions:

1. He or she is a permanent employee with the City of Findlay,
2. Said employee agrees to be held liable to the credit card company for all charges while conducting official City business, and
3. Said employee has signed a bank credit card cardholder agreement

The Auditor's Office review is to provide for control of the number of cards that are issued to and maintained by the City. Cards usually have an expiration date of 4 years from the issue date. Per the bank's policy, cards that have had no activity within 1 year of the expiration date will not be automatically renewed. Those expired cards will be destroyed and not replaced.

### **Credit Limits**

The credit limit on each individual card shall be \$1,000. When there is a need to have a temporary higher credit limit (i.e. to cover the cost of a flight, hotel, and rental car in a single trip that might exceed the default limit), the employee and employee's supervisor must communicate this to the City Auditor (or his designee) so that a temporary adjustment to the credit limit can be processed.

### **Cardholder Responsibilities and Accountability**

It is the responsibility of each individual cardholder to:

1. Safeguard the bank credit card and credit card account number and PIN at all times; lost or stolen cards must be reported immediately to the credit card company and to the Auditor's Office;
2. Carry an additional picture ID to use the card if requested by a vendor; all cards are marked on the back with "Request ID" in the signature block;
3. When signed out, keep card in a secure location at all times and keep it in the RFID blocking sleeve issued with the card;
4. Not allow anyone to use the credit card and/or credit card account who is not the authorized employee listed on the card; the employee whose name appears on the card is the only individual who may use the card;
5. Obtain and retain original itemized receipts for goods and services purchased. All forms of canceled checks and copies of credit card receipts do NOT substitute for original receipts; cardholders must obtain an itemized receipt from the vendor and submit the receipt (and any additional documentation) along with the Credit Card Use Transaction Log;



6. Sign all receipts and/or packing slips and the customer's copy of the charges and attach to a Credit Card Use Transaction Log and remit to the Auditor's Office within 3 business days of the purchase;
7. Surrender of the credit card upon completion of the travel or purchase to the Auditor's Office;
8. Understand that the City Auditor (or his designee) shall, at his discretion, cancel any credit card and revoke future credit card privileges when the credit card or receipts are not returned timely to the Auditor's Office or upon request.

### **Approved uses of Bank Credit Cards**

A purchase made with a credit card may be made in-store, by telephone, fax, or internet. The bank credit cards are not expense accounts; a purchase order is required *prior to use of the card*. The purchase order must include the name and address of the vendor accepting the credit card.

Upon approval, bank credit cards may be used for the following:

1. Fuel,
2. Online training sessions (when accounts payable billing is not accepted),
3. Travel expenses such as deposits to hold rooms, lodging, airline tickets, and fuel for a city vehicle while away on travel,
4. Rental cars,
5. Or other purchases deemed appropriate for purchase with the use of the bank credit card by the City Auditor

### **Unauthorized and/or Inappropriate Card Use**

Bank credit cards must never be used to purchase items for personal use or for non-City purposes, even if the employee intends to reimburse the City of Findlay.

Unauthorized and/or inappropriate card use includes, but is not limited to:

1. Items for personal use,
2. Items for non-City use,
3. Cash or cash advances,
4. Food and beverages (alcoholic or non-alcoholic),
5. Weapons of any kind or explosives (except authorized Police Department purchases),
6. Entertainment (including hotel pay per view movie charges) or recreation,
7. Fuel for personal vehicles,
8. Shuttles or taxis,
9. Under no circumstances may any personal expenses, including meals at seminars/conferences/training be charged on the credit card,
10. No photo copies are to made of the card and stored in the department files (this is a violation of MasterCard rules and could harm the City in the case of fraudulent claims),
11. Purchasing from a non-approved vendor without a purchase order,
12. To circumvent purchasing policies; the bank credit cards are not expense accounts.

The above list is provided as a guide only. In situations where there is doubt about the appropriate use of the bank credit card, contact the Auditor's Office prior to creating a requisition.

### **Misuse of the Bank Credit Card**

1. A cardholder who makes an unauthorized purchase with the card or uses the card in an inappropriate manner will be subject to revocation of the credit card and disciplinary action including restitution to the City of Findlay for unauthorized purchases, possible card cancellation, possible termination of employment and criminal prosecution; human error and extraordinary circumstances may be taken into consideration when investigating any violation of this agreement.
2. The City Auditor has the authority to investigate and determine whether a violation of the credit card policy has occurred.
3. If any item purchased with a credit card is not acceptable, arrangements must be made for a return for a credit or an exchange. A cash refund or check is prohibited.
4. Failure to submit packing slips, receipts or other documentation on a Credit Card Use Transaction Log within 3 business days of the purchase.
5. Sharing the credit card or card account number with unauthorized users or making a photocopy of the card to retain by the department or cardholder (this is a direct violation of the use agreement with MasterCard and could result in the City being liable for any fraudulent charges).
6. If, for any reason, disallowed charges are not repaid before the credit card bill is due and payable, the City of Findlay shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the employee up to an amount of the disallowed charges and interest at the same rate as charged by the credit card company. Any employee who has been issued a credit card by the City shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the City Auditor.

### **Making a Telephone or Internet Order**

Each and every bank credit card purchase must be supported by documentation; print all screens in the order process to ensure there is some sort of documentation of the purchase price that will show on the credit card statement.

When the order arrives, and packing slips should be retained and submitted with the Credit Card Use Transaction Log.

Internet orders should only be placed with reputable merchants who provide a secure ordering site. Users should ensure that the site utilizes industry recognized encryption transmission tools. Some examples include: a secure site will show a padlock icon or will have an internet URL address that begins with "https".

When making purchases via the internet, the card number is NOT to be stored on the vendor's system. Please make sure to uncheck this option if present.

The cardholder shall ensure that the purchase is sales tax exempt before finalizing the order.

### **Card Cancellation**

A bank credit card may be canceled by the issuer or the Auditor's Office for any of the following reasons:

1. the card is lost or stolen;
2. the card information has been hacked and used fraudulently;
3. the employee retires, resigns, or is otherwise terminated from City employment;
4. the cardholder requests cancellation for any reason;
5. the cardholder misused or abused card privileges;
6. the cardholder fails to comply with all of the terms of the policy

### **Credit Card Use Transaction Log (non-travel purchases)**

The cardholder is required to record the details of each purchase. The Credit Card Use Transaction Log will include the following:

1. Cardholder's Name and employee number
2. Date of Transaction
3. Merchant Name
4. Complete item description (Be specific. A description of "misc parts" is not acceptable.)
5. Acknowledge that sales tax has not been charged
6. Total amount of the charge for the transaction
7. The purchase order number
8. If an item is being returned, attach the credit slip to the Credit Card Use Transaction Log
9. The employee (cardholder) signature and date signed on the form
10. The department supervisor signature and date signed on the form

### **Travel Expense Statement and Request for Reimbursement**

If credit cards are used for travel, employees must submit a fully itemized travel expense report with the signed original itemized receipt(s) attached. Any charges against the credit card not properly documented on the travel expense report shall be paid by the employee.

### **Lost or Stolen Card**

In the case of a lost or stolen card, the cardholder shall immediately notify the Auditor's Office at 419-424-7102 and Fifth Third Bank. The police department should also be notified depending upon the situation, i.e. robbery, burglary, etc. The following telephone number may be used to notify the Bank:

**24 HOURS, 7 DAYS A WEEK: 1-800-375-1747**

Failure to immediately report a lost or stolen card could result in the employee being responsible for fraudulent use of the card.

The following information should be provided to the Auditor's Office: cardholder's name, last 4 of the card number, the date reported to police (if applicable), the date reported to the Bank, and the last known purchase(s) before the card was discovered lost or stolen. The missing card will be canceled and a new card will be ordered by the Auditor's Office.

### **Auditor's Office Responsibilities for Bank Credit Card**

The City Auditor (or his designee) is responsible for:

1. Implementation of this policy
2. Timely reconciliation of credit card accounts
3. Appropriate record keeping of issued cards
4. A comprehensive annual notification to each department with a list of those employees in the department that have a credit card in their name and the expiration date of the card
5. Handling these administrative duties:
  - a. Knowing the credit card limitations
  - b. Developing and implementing internal procedures that govern City use credit cards
  - c. Answering questions about use of cards
  - d. Monitoring card usage to ensure that City policies, and internal policies and procedures are being followed
  - e. Assigning credit card privileges to authorized users
6. Payment of bills
  - a. The responsibility of processing a voucher for payment of the credit card charges will reside with the Auditor's Office.
  - b. If any finance or late charges are assessed due to the Auditor's Office not receiving adequate documentation sufficient to pay the bill timely, they will be charged to the department.

# CITY OF FINDLAY

## BANK CREDIT CARD CARDHOLDER AGREEMENT

1. I hereby acknowledge receipt of a City of Findlay MasterCard credit card.
2. I also acknowledge receipt of the City of Findlay's Bank Credit Card policy and confirm that I have read, understand, and will comply with the terms outlined therein.
3. The bank credit card is provided to employees based on their need to purchase business-related items that are not otherwise available through a vendor on a purchase order and invoice basis.
4. The bank credit card may be revoked at any time.
5. The bank credit card is not an entitlement or expense account, nor reflective of title or position.
6. All charges are billed directly to and paid directly by the City of Findlay through the bank credit card statement. Any personal charges on the bank card could be considered a misappropriation of City funds since the cardholder cannot pay the bank directly.
7. Cardholders are expected to comply with internal control procedures in order to protect City assets. This includes keeping receipts, completing the appropriate expense report or transaction log upon completion of use of the card, and following proper card security measures. The City and/or the State Auditor's Office will audit the use of this card and report any discrepancies.
8. Prior to receipt submission to the Auditor's Office, the cardholder and department supervisor will sign the applicable Credit Card Use Transaction Log or Travel Expense Report with the receipts attached. The cardholders is responsible to provide itemized receipts for all bank credit card transactions.
9. A lost or stolen card should be reported immediately by telephone to the Auditor's Office (419-424-7102) and the Bank **24 HOURS, 7 DAYS A WEEK: 1-800-375-1747.**
10. A cardholder must surrender custody of the bank credit card upon return from travel or completion of the sales transaction. At that point, no further use of the account is authorized.

***The bank credit card is for business-related purchases only; personal charges are not to be made to the bank credit card. In accepting this card I understand that I am the only person allowed to use the card and I am responsible for all charges made against the card. Improper use of the card can be considered misappropriation of City funds which may result in disciplinary action. In addition, should I fail to use this card properly and make repayment when required, I understand the City may deduct from my wages that amount equal to the total of the discrepancy. Improper use of the card may also result in revocation of credit card privileges. I also understand that the City of Findlay my elect to collect such amount, including legal fees, even if I am no longer employed by the City of Findlay.***

Printed Name on Card	Last 4 Digits of Card

Signature of Cardholder	Employee #	Date



## AUDITOR'S OFFICE

318 Dorney Plaza, Room 313  
Findlay, OH 45840-3346  
Telephone: 419-424-7101 • Fax: 419-424-7866  
[www.findlayohio.com](http://www.findlayohio.com)

**JIM STASCHIAK II**  
CITY AUDITOR

Thursday, September 13, 2018

The Honorable Council  
Findlay, Ohio

Council Members,

A set of summary financial reports for the prior month follows including:

Summary of Year-To-Date Information as of August 31, 2018  
Open Projects Report as of August 31, 2018  
Cash & Investments as of August 31, 2018  
Financial Snapshot as of August 31, 2018

Respectfully Submitted,

Jim Staschiak II  
City Auditor

**CITY OF FINDLAY**  
**SUMMARY OF YEAR-TO-DATE INFORMATION AS OF AUGUST 31, 2018**

	EXPENDITURE BUDGET	Y-T-D EXPENSED	Y-T-D %	ANNUAL REVENUE BUDGET	Y-T-D RECEIVED	Y-T-D %
COUNCIL	184,631	122,307	66.2%	3,000	3,220	107.3%
MAYOR'S OFFICE	325,040	206,748	63.6%	4,200	2,536	60.4%
AUDITOR'S OFFICE	643,802	391,454	60.8%	366,501	405	0.1%
TREASURER'S OFFICE	20,298	15,488	76.3%	-	-	0.0%
LAW DIRECTOR	619,597	377,585	60.9%	104,000	110,258	106.0%
MUNICIPAL COURT	2,320,731	1,200,019	51.7%	1,521,700	1,306,275	85.8%
CIVIL SERVICE OFFICE	133,006	71,602	53.8%	47,500	42,084	88.6%
PLANNING & ZONING	154,075	147,900	96.0%	-	-	0.0%
COMPUTER SERVICES	426,130	232,822	54.6%	414,130	414,130	100.0%
GENERAL EXPENSE	3,573,955	2,715,419	76.0%	-	-	0.0%
GENERAL REVENUE	-	-	0.0%	22,877,031	15,827,493	69.2%
POLICE DEPARTMENT	7,601,491	4,588,858	60.4%	547,739	281,289	51.4%
DISASTER SERVICES	51,705	43,717	84.6%	-	-	0.0%
FIRE DEPARTMENT	7,737,408	4,656,062	60.2%	309,800	80,293	25.9%
DISPATCH CENTER	1,238,848	737,602	59.5%	-	-	0.0%
N.E.A.T.	101,755	34,314	33.7%	1,500	292	19.4%
SAFETY DIRECTOR	150,257	75,755	50.4%	-	-	0.0%
HUMAN RESOURCES	155,250	83,098	53.5%	-	-	0.0%
SERVICE DIRECTOR	114,336	57,781	50.5%	-	-	0.0%
ENGINEERING OFFICE	796,735	445,108	55.9%	137,511	88,263	64.2%
PUBLIC BUILDING	421,591	212,677	50.4%	1,000	-	0.0%
ZONING	294,837	185,342	62.9%	57,700	48,214	83.6%
PARK MAINTENANCE	958,855	514,856	53.7%	170,500	171,874	100.8%
RESERVOIR RECREATION	5,272	1,760	33.4%	-	-	0.0%
RECREATION MAINTENANCE	110,593	45,765	41.4%	-	-	0.0%
RECREATION FUNCTIONS	929,261	445,462	47.9%	647,700	403,736	62.3%
CEMETERY DEPARTMENT	474,220	260,923	55.0%	183,500	141,480	77.1%
<b>TOTAL GENERAL FUND</b>	<b>29,543,679</b>	<b>17,870,426</b>	<b>60.5%</b>	<b>27,395,012</b>	<b>18,921,843</b>	<b>69.1%</b>

CONTINUED ON REVERSE

	EXPENDITURE BUDGET	Y-T-D EXPENSED	Y-T-D %	ANNUAL REVENUE BUDGET	Y-T-D RECEIVED	Y-T-D %
SCM&R STREETS	3,153,945	1,941,997	61.6%	3,159,210	2,667,864	84.4%
TRAFFIC-SIGNALS	450,023	209,757	46.6%	129,000	131,636	102.0%
<b>TOTAL SCM&amp;R FUND</b>	<b>3,603,968</b>	<b>2,151,754</b>	<b>59.7%</b>	<b>3,288,210</b>	<b>2,799,500</b>	<b>85.1%</b>
SCM&R HIWAYS	112,827	83,728	74.2%	139,200	96,916	69.6%
<b>TOTAL SCM&amp;R HIWAYS FUND</b>	<b>112,827</b>	<b>83,728</b>	<b>74.2%</b>	<b>139,200</b>	<b>96,916</b>	<b>69.6%</b>
AIRPORT OPERATIONS	1,219,738	724,003	59.4%	1,054,642	917,719	87.0%
<b>TOTAL AIRPORT FUND</b>	<b>1,219,738</b>	<b>724,003</b>	<b>59.4%</b>	<b>1,054,642</b>	<b>917,719</b>	<b>87.0%</b>
WATER TREATMENT	2,551,603	1,442,129	56.5%	14,698	56,093	381.6%
WATER DISTRIBUTION	2,370,691	1,082,143	45.5%	127,000	182,473	143.7%
UTILITY BILLING	1,202,332	630,247	52.4%	8,318,888	5,709,051	68.6%
SUPPLY RESERVOIR	698,316	349,065	50.0%	21,494	5,382	25.0%
<b>TOTAL WATER FUND</b>	<b>6,822,942</b>	<b>3,503,584</b>	<b>51.4%</b>	<b>8,482,080</b>	<b>5,953,000</b>	<b>70.2%</b>
SANITARY SEWER MAINT	1,025,176	531,233	51.8%	2,183	9,192	421.1%
STORMWATER MAINT	287,280	156,651	54.5%	771,330	516,451	67.0%
WATER POLLUTION CONTROL	3,308,116	2,062,715	62.4%	8,981,200	6,069,435	67.6%
<b>TOTAL SEWER FUND</b>	<b>4,620,572</b>	<b>2,750,599</b>	<b>59.5%</b>	<b>9,754,713</b>	<b>6,595,078</b>	<b>67.6%</b>
PARKING	132,710	87,973	66.3%	134,700	106,696	79.2%
<b>TOTAL PARKING FUND</b>	<b>132,710</b>	<b>87,973</b>	<b>66.3%</b>	<b>134,700</b>	<b>106,696</b>	<b>79.2%</b>
SWIMMING POOL	87,074	16,799	19.3%	72,000	72,000	100.0%
<b>TOTAL SWIMMING POOL FUND</b>	<b>87,074</b>	<b>16,799</b>	<b>19.3%</b>	<b>72,000</b>	<b>72,000</b>	<b>100.0%</b>
CIT ADMINISTRATION	19,880,783	12,767,359	64.2%	24,614,000	16,779,303	68.2%
<b>TOTAL CIT FUND</b>	<b>19,880,783</b>	<b>12,767,359</b>	<b>64.2%</b>	<b>24,614,000</b>	<b>16,779,303</b>	<b>68.2%</b>



**CITY OF FINDLAY  
OPEN PROJECTS AS OF AUGUST 31, 2018**

PROJECT NUMBER	PROJECT NAME	TOTAL	TOTAL	TOTAL	CURRENTLY
		APPROPRIATED	EXPENSED	PENDING	AVAILABLE
		INCEPTION TO DATE	INCEPTION TO DATE	PURCHASE ORDERS	TO SPEND
31942400	DOWNTOWN REVITALIZATION	4,724,564	4,604,945	97,598	22,021
31948200	OHIO 629 - MARATHON	250,000	-	-	250,000
31950900	MUNI BLDG VIDEO RECORDING	65,000	-	-	65,000
31955300	ROWMARK 629 ROADWORK	100,000	1,516	2,234	96,250
31960100	CITY FIBER LOOP INSTALLATION	1,120,000	1,106,350	6,765	6,885
31961900	16/17 EMORY ADAMS IMPROVEMENTS	30,000	24,273	5,645	82
31965000	VOIP PHONE SYSTEM	130,000	124,302	4,896	802
31965800	SILT COLLECTOR @ RESERVOIR	355,000	355,000	-	-
31966700	TYLER CASHIERING IMPLEMENTATION	38,500	18,075	20,310	115
31966800	2017 ORC PD REQUIRED TRAINING	39,556	-	-	39,556
31970300	FFD #3 FACILITY UPGRADE	25,000	8,753	12,292	3,955
31971100	PARKER BLDG SIDING & INTERIOR	28,000	26,626	-	1,374
31971400	2017 COOPER PARK IMPROVEMENTS	5,000	-	5,000	-
31971500	2017 SWALE PARK IMPROVEMENTS	10,000	-	-	10,000
31971600	2017 RIVERSIDE PARK IMPROVEMENTS	20,000	15,674	4,310	17
31971800	2017 EDE PARK IMPROVEMENTS	10,000	373	-	9,627
31972000	2017 SWALE LOT & WALK PATH	70,000	40,245	9,755	20,000
31972500	FOOTBALL BLDG POWER	38,000	4,842	-	33,158
31972600	17/18 CEMETERY FOUND & GROUNDS	10,000	351	7,649	2,000
31972900	SALT BARN STRUCTURE	30,000	-	-	30,000
31976600	RESERVOIR PARKING LOT	15,000	-	-	15,000
31976900	2017 CRISIS INTERVENTION TRAINING	5,103	179	50	4,875
31977100	CAMPBELLS SOUP OHIO 629	125,489	-	-	125,489
31977400	FIRE ENGINE PURCHASE 2017	463,000	462,002	305	693
31977900	PUBLIC SAFETY SOFTWARE SYSTEM	725,000	426,321	215,605	83,074
31978000	PD QUICK RESPONSE TEAM	87,500	36,664	50,836	-
31978200	HPD GRANT 2017	8,383	7,586	-	797
31980300	BLANCH RVR GREENWAY TRAIL	80,000	16,040	63,860	100
31980800	ORC PD REQUIRED TRAINING	29,320	26,073	2,020	1,227
31982700	RIVERSIDE PARK COURT CONVERSION	73,525	47,024	365	26,135
31982900	CUBE RUBBER FLOORING	62,000	46,169	-	15,831
31983000	VHF RADIO SYSTEM	354,077	-	-	354,077
31983100	FFD #3 EXHAUST SYSTEM	30,800	-	30,800	-
31983200	18 DOWNTOWN LIGHTS UPGRADE	12,500	-	-	12,500
31983400	2018 SKATE PARK REPAIRS	7,000	-	-	7,000
31983700	RECREATION STORAGE STRUCTURES	25,000	-	-	25,000
31983800	MUNI BLDG 2ND FLOOR WINDOWS	49,000	-	49,000	-
31984000	PARKS MANLEY BLDG LIGHTING	26,000	-	-	26,000
31984100	2018 CUBE CODE UPDATES	5,000	-	200	4,800
31984200	GIS SOFTWARE REPLACEMENT	40,000	10,131	27,164	2,705
31984700	MIRACLE FIELD EXPANSION 2018	100,000	75,887	22,113	2,000

PROJECT NUMBER	PROJECT NAME	TOTAL APPROPRIATED INCEPTION TO DATE	TOTAL EXPENSED INCEPTION TO DATE	TOTAL PENDING PURCHASE ORDERS	CURRENTLY AVAILABLE TO SPEND
31984900	MUNI BLDG CONCRETE REPAIR 2018	25,000	-	-	25,000
31985000	FFD 1 & 4 EXHAUST SYSTEM AFG	135,091	-	-	135,091
31985300	AUTOLIV OHIO 626	163,000	-	-	163,000
<b>GENERAL FUND PROJECTS</b>		<b>9,745,408</b>	<b>7,485,402</b>	<b>638,772</b>	<b>1,621,235</b>
32542300	OIL DITCH CLEANING	20,000	-	-	20,000
32549500	HOWARD RUN DITCH CLEANING	2,000	-	750	1,250
32556000	B4 & B6 SEWER SEPARATION PH 1	361,500	49,686	311,782	32
32556100	B4 & B6 SEWER SEPARATION PH 2	655,500	426,019	204,004	25,477
32842500	BLANCHARD/6TH TRAN ALT PLAN	31,000	13,211	17,289	500
32852700	W SANDUSKY/WESTERN AVENUE	190,000	15,299	1,265	173,436
32852800	E SANDUSKY/BLANCHARD INTERSECTION	20,000	-	-	20,000
32852900	LIMA/WESTERN INTERSECCION	185,000	51,017	-	133,983
32863400	W BIGELOW/NORTHGATE INTERSECTION	125,000	42,417	40,895	41,688
32864600	CR212/CR236 WIDENING	140,000	70,727	64,716	4,558
32871700	N MAIN/FFD 2 SIGNAL	75,000	18,168	8,040	48,792
32872100	S MAIN/LINCOLN INTERSECTION	125,000	-	-	125,000
32872800	S MAIN/MAIN CROSS INTERSECTION	125,000	-	-	125,000
32873100	S MAIN/ SANDUSKY INTERSECTION	125,000	-	-	125,000
32875900	PARK STREET REHAB	258,000	241,337	921	15,742
32876000	BLANCHARD/LINCOLN LIKE LANE	421,500	18,573	106,716	296,211
32876300	ODOT FY 18 RESURFACING	800,000	74,669	554,760	170,571
32880100	2018 STREET RESURFACING	1,250,000	98,887	1,134,181	16,932
32880800	2018 STREET PREV MAINT	500,000	207,610	253,286	39,104
32882100	TRAFFIC SIGNAL UPGRADES 2017	112,500	78,675	29,901	3,924
32884400	ODOT FY 19 RESURFACING	1,475	-	-	1,475
<b>SCM&amp;R FUND PROJECTS</b>		<b>5,523,475</b>	<b>1,406,296</b>	<b>2,728,505</b>	<b>1,388,673</b>
35250600	AIRPORT DRAINAGE IMPROVEMENTS	145,750	6,426	134,541	4,783
<b>AIRPORT FUND PROJECTS</b>		<b>145,750</b>	<b>6,426</b>	<b>134,541</b>	<b>4,783</b>
35575100	CR300 DRAINAGE	160,300	150,468	-	9,832
35577600	HOWARD ST SEWER SEP PH 1	50,000	14,979	14,521	20,500
35577800	HUNTERS CREEK EMERG STORM	85,000	83,138	1,863	-
35580600	2018 ANNUAL DITCH MAINT	25,000	-	-	25,000
35580900	2018 STORMWATER MGT	25,000	-	-	25,000
35674400	2017 SEWER LINING & MANHOLE	550,000	453,097	40,022	56,880
35674500	LTCP EVALUATION STUDY	340,000	170,498	127,471	42,031
35674900	SEWER PARKING LOTS	38,000	15,040	-	22,960

PROJECT NUMBER	PROJECT NAME	TOTAL	TOTAL	TOTAL	CURRENTLY
		APPROPRIATED	EXPENSED	PENDING	AVAILABLE
		INCEPTION TO DATE	INCEPTION TO DATE	PURCHASE ORDERS	TO SPEND
35675000	SANITARY SEWER CR 212	45,000	7,269	731	37,000
35675200	HIGH ST SEWER REPLACEMENT	33,908	4,241	1,851	27,816
35675300	EAST & FRONT CSO ELIMINATION	82,738	43,020	11,015	28,703
35675400	SEWER FLAP GATE PROJECT	128,485	53,779	46,149	28,558
35675500	DISTRIBUTION DR SAN SEWER	94,530	834	74,530	19,166
35677700	WASHINGTON PARK SANITARY	45,000	11,363	2,537	31,100
35680200	2018 SEWER LINING & MANHOLE	20,000	177	250	19,573
35680500	2018 ANNUAL CSO LTC	25,000	-	-	25,000
35681100	2018 ANNUAL SEWER TELEVISIONING	20,000	154	-	19,846
35681200	WPC UV SYSTEM REPLACEMENT	20,000	127	-	19,873
35681500	WPC CLARIFIER 1 & 2 REHAB	20,000	3,500	500	16,000
<b>SEWER FUND PROJECTS</b>		<b>1,807,961</b>	<b>1,011,682</b>	<b>321,440</b>	<b>474,839</b>
35741400	BLANCHARD RVR/STANFORD W/L	25,000	11,659	1,130	12,211
35754100	RAW WATERLINE/TRANSFER STATION	210,000	167,490	35,400	7,110
35762600	WESTMOOR RD WATERLINE REPLACE	280,000	240,839	700	38,461
35773400	RESERVOIR OVERFLOW DESIGN	15,000	-	-	15,000
35774000	VINCENT WL REPLACEMENT	391,420	303,416	-	88,004
35774300	TR215 WATERLINE EXTENSION	411,575	321	381,575	29,679
35775800	RESERVOIR 1 RAMP REPAVING	20,000	-	-	20,000
35776100	WTP UNDER UTILITY CAPACITY	20,000	4,773	665	14,562
35780400	SANDUSKY W/L TO DOLD	200,000	8,031	169,028	22,941
35780700	CONCORD WL REPLACEMENT	127,700	307	116,090	11,303
35781000	MILTON ST WATERLINE REPLACEMENT	125,000	205	100,155	24,640
35781300	SUMMIT ST WATERLINE REPLACEMENT	175,000	424	119,855	54,721
35781400	WOODWORTH WATERLINE REPLACEMENT	225,000	451	209,845	14,704
35781600	MERRIWEATHER WL REPLACEMENT	65,000	231	56,032	8,736
35781700	WTP HYPO CHLORIDE TANKS	200,000	69,595	3,832	126,573
35781800	WTP SCADA SYSTEM UPGRADES	25,000	235	-	24,765
35781900	WATER ASSET MGT OEPA MSTR	350,000	-	-	350,000
35782000	FISHLOCK AVE WATERLINE	875,000	714,529	142,372	18,099
35782200	UB OFFICE RENOVATIONS	10,000	-	-	10,000
35782300	WTP ROOF REPLACEMENT	20,000	-	-	20,000
35782400	WTP FIRE ALARM SYSTEM	20,000	147	-	19,853
35782500	RESERVOIR #2 RAMP REPAVING	25,000	-	-	25,000
35782600	WTP & RES SECURITY CAMERAS	150,000	-	-	150,000
35782800	RESERVOIR TRANSFER LINE REHAB	20,000	-	-	20,000
35783300	WATER METER SYSTEM REPLACE	250,000	-	-	250,000
35783500	2018 UTILITY RATE STUDY	25,000	-	-	25,000
35783600	2018 SMALL WATERLINES	75,000	19,000	-	56,000
35783900	WTP BULK WATER STATION	50,000	-	-	50,000
<b>WATER FUND PROJECTS</b>		<b>4,385,695</b>	<b>1,541,653</b>	<b>1,336,680</b>	<b>1,507,363</b>

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CITY OF FINDLAY  
CASH & INVESTMENTS AS OF AUGUST 31, 2018

<u>AMOUNT</u>	<u>DESCRIPTION AND RATE</u>	<u>BANK/FIRM</u>
\$ 925,000.00	STAR OHIO @ 2.11%	
121,547.00	STAR OHIO @ 2.11%	
23,003,500.00	STAR OHIO @ 2.11%	
1,403,626.75	STAR OHIO @ 2.11%	
1,000,000.00	STAR PLUS @ 2.13%	
9,505,000.00	SAVINGS ACCOUNT	FIFTH THIRD BANK
1,002,320.00	FNMA @ 1.020%	KEY BANK
996,130.00	FFCB @ 0.890%	FIFTH THIRD BANK
999,580.00	US TREASURY @ 1.250%	KEY BANK
1,000,625.00	US TREASURY @ 1.250%	PNC BANK
1,000,300.00	FFCB @ 1.300%	HUNTINGTON BANK
995,429.69	US TREASURY @ 1.237%	HUNTINGTON BANK
245,000.00	CERTIFICATE OF DEPOSIT @ 1.100%	WATERFORD BANK
1,999,040.00	US TREASURY @ 1.250%	D A DAVIDSON
999,120.00	FFCB @ 1.375%	HUNTINGTON BANK
245,000.00	CERTIFICATE OF DEPOSIT @ 0.500%	CITIZENS NATIONAL BANK
986,640.00	US TREASURY @ 1.000%	D A DAVIDSON
996,895.93	FHLB @ 1.550%	HUNTINGTON BANK
1,970,880.00	US TREASURY @ 0.875%	KEY BANK
245,000.00	CERTIFICATE OF DEPOSIT @ 1.200%	FIRST NATIONAL BANK
1,996,875.00	US TREASURY @ 2.000%	PNC BANK
986,484.38	US TREASURY @ 1.625%	HUNTINGTON BANK
245,000.00	CERTIFICATE OF DEPOSIT @ 1.834%	FIRST FEDERAL BANK
979,531.25	US TREASURY @ 1.500%	PNC BANK
1,998,649.10	US TREASURY @ 2.500%	D A DAVIDSON
981,110.00	US TREASURY @ 1.625%	KEY BANK
<hr/>		
\$ 56,828,284.10	INVESTMENT TOTAL	
1,443,879.13	5/3 BANK ACCOUNT BALANCE	
2,272.14	ACCRUED INVESTMENT INTEREST	
<hr/>		
<b>\$ 58,274,435.37</b>	<b>TOTAL CASH &amp; INVESTMENTS</b>	

**UNAPPROPRIATED FUND BALANCES (CURRENT CASH BALANCES ON REVERSE)**

GENERAL	\$ 10,644,957
SCM&R	234,603
SCM&R HIWAY	336,228
SEVERANCE PAYOUT RESERVE	479,305
AIRPORT	193,934
WATER	6,009,467
SEWER	7,688,933
STORMWATER	2,339,341
PARKING	14,736
CIT ADMINISTRATION	614,008
CIT CAPITAL IMPROVEMENT	2,445,429

CITY OF FINDLAY  
**BREAKDOWN OF TOTAL CASH & INVESTMENTS BY FUND AS OF AUGUST 31, 2018**

\$15,899,304.66	General Fund
1,000,000.00	General Fund Restricted Rainy Day
1,669,651.58	General Fund Projects
1,420,309.82	SCM&R Fund
3,004,816.16	SCM&R Fund Projects
7,154.81	County Permissive License Fund
322,483.63	State Highway Fund
589.57	Law Enforcement Trust Fund
1,537.00	Drug Law Enforcement Trust Fund
273,721.03	ID Alcohol Treatment Fund
60,204.62	Enforcement & Education Fund
387,928.16	Court Special Projects Fund
93,837.76	Court Computerization Fund
2,109.56	METRICH Drug Law Enforcement Trust Fund
113,464.47	Alcohol Monitoring Fund
111,558.79	Mediation Fund
148,265.38	Electronic Imaging Fund
20,471.25	Legal Research Fund
363,139.84	Severance Payout Fund
101,528.36	Debt Service Fund
28,228.65	CR 236 TIF Fund
489,150.13	Municipal Court Improvement Fund
602,488.32	Airport Fund
139,324.37	Airport Fund Projects
8,888,343.74	Water Fund
849,053.09	Water Fund Restricted
2,760,212.31	Water Fund Projects
7,282,636.92	Sewer Fund
5,394,643.48	Sewer Fund Restricted
781,096.82	Sewer Fund Projects
66,245.53	Parking Fund
-	Parking Fund Projects
71,893.68	Swimming Pool Fund
-	Swimming Pool Fund Projects
27,009.11	Internal Service Central Stores Fund
784,904.60	Internal Service Workers Comp Fund
918,899.22	Internal Service Self Insurance Fund
1,699,275.74	CIT Fund
158,661.15	CIT Fund- Restricted Capital Improvements
-	CIT Fund-Restricted Flood Mitigation
239,479.03	Police Pension Fund
239,479.03	Fire Pension Fund
10,989.30	Unclaimed Monies Fund
18,225.68	Tax Collection Agency Fund
1,448,140.83	Cemetery Trust Fund
157,002.94	Private Trust Fund
192,650.52	Guaranteed Deposits
1,965.56	Special Assessments Pavements Fund
1.18	Special Assessments Sidewalks Fund
-	Special Assessments Sidewalks Fund Projects
22,357.99	Special Assessments Storm Fund
<u>\$58,274,435.37</u>	<b>TOTAL CASH &amp; INVESTMENTS</b>

**SNAPSHOT \$ FINANCIAL: GENERAL FUND**

2018

Revenues/Expenditures & Key Balances Snapshot as of :

Projected

8/31/2018

**GENERAL FUND REVENUES & EXPENSES**

Prior Year Ending Cash Balance – Unappropriated \$ 12,355,960

Revenue and Receipts Projection General Fund \$ 29,833,404

Expenses Appropriated General Fund (assumes \$0.00 returned by departments) \$ (31,544,407)

**OPERATIONAL SURPLUS/(DEFICIT) (\$1,711,003)**

**PROJECTED UNENCUMBERED YEAR END GF CASH BALANCE \$ 10,644,957**

**FINANCIAL POLICY AMOUNTS**

	Minimum	Proj. Balance	Over/(Short)
Minimum Reserve Balance GF (Resolution 002-2014 16.7% of Budget Expenses)	\$ 4,750,432	\$ 10,644,957	\$5,894,525
GF Rainy Day Reserve Account #10000000-818002 (up to 5% prior year revenues)	\$ 1,000,000	\$ 1,000,000	\$0
Self Insurance Fund #6060	\$ 1,000,000	\$ 776,556	(\$223,444)

**MONITORING INTANGIBLE / ANTICIPATED ITEMS**

LIKELY

POSSIBLE

**GENERAL FUND**

Revenue Differential + / (-)

Expense Differential + / (-)

Fund Subsidies + / (-)

Unbudgeted Projects

**BUDGETED YEAR END GF CASH BALANCE (excludes rainy day reserve)**

2018 \$ 10,644,957



# TREASURER'S OFFICE

318 Dorney Plaza, Room 313  
Findlay, OH 45840-3346  
Telephone: 419-424-7107 • Fax: 419-424-7866  
www.findlayohio.com

SUSAN JO HITE  
CITY TREASURER

## Treasurer's Reconciliation for August 31, 2018

### TREASURER

Fifth Third Initial Balance	4,496,386.14
- Withdrawals ()	(8,075,924.24)
+ Deposits	6,100,071.34
Ending Balance	2,520,533.24
- Outstanding checks ()	(1,076,942.08)
Deposit in Transit	85.93
Deposit in Transit	192.00
Account & Adjustment	10.04
Treasurer's Checking Bal	1,443,879.13
Investment Principal	56,828,284.10
Accrued Bond Interest	2,272.14
	58,274,435.37

### AUDITOR

Auditor's Checking Bal	1,443,879.13
Auditor's Total Cash and Investments	58,274,435.37

Respectfully submitted,


Susan Jo Hite  
Treasurer



**COMMITTEE REPORT**  
**THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO**

The **STRATEGIC PLANNING COMMITTEE** met on September 4, 2018 to continue August 7, 2018, June 5, 2018, May 1, 2018, April 3, 2018 and March 6, 2018 discussions on year one (1) goals and expectations.

We recommend: *To develop an RFQ document ready for release by the end of September.*

Aye  Nay   
Jeff Wobser, Chairman

Aye  Nay *Absent*  
Dennis Hellmann

Aye  Nay   
Dina Ostrander

Aye  Nay *J + C Russel*  
Grant Russel

Aye  Nay   
Tom Shadlecker

Aye  Nay *Lynette Michalek*  
Mayor Michalik

Aye  Nay   
Auditor Staschiak

LEGISLATION: \_\_\_\_\_

DATE: September 4, 2018

COMMITTEE: STRATEGIC PLANNING


# COMMITTEE REPORT

## THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

The **STREETS, SIDEWALKS, & PARKING COMMITTEE** met on September 11, 2018 to continue July 17, 2018, August 9, 2018 and August 22, 2018 discussions on a bicycle ordinance.

We recommend that the law director draft legislation to present to council with specific changes to Section 373.11 A1(c), A1 A1<sup>(a)</sup> (downtown district definition) and sections B and D combined. In addition remove Sec. 373.11 C (Business district).

Aye  Nay   
Tim Watson, Chairman

Aye  Nay   
Holly Friche

Aye  Nay   
Grant Russel

LEGISLATION: \_\_\_\_\_

DATE: September 11, 2018

COMMITTEE: STREETS, SIDEWALKS  
STREETLIGHTS & PARKING


COMMITTEE REPORT

THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

The **PLANNING & ZONING COMMITTEE** to whom was referred a request to discuss large lot mowing.

We recommend TO CONTINUE DISCUSSION AT  
THE 10/11/18 P & Z MEETING

Aye  Nay   
John Harrington, Chairman

Aye  Nay  SECOND  
Dennis Hellmann

Aye  Nay  MOTION  
Grant Russel

Aye  Nay   
Tom Shindlecker

Aye  Nay   
James Slough

PLANNING & ZONING COMMITTEE

LEGISLATION: \_\_\_\_\_

DATED: September 13, 2018

# COMMITTEE REPORT

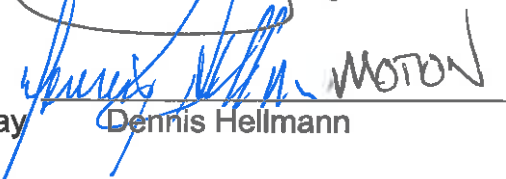
## THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

The **PLANNING & ZONING COMMITTEE** to whom was referred a request to review the proposed zoning code revisions regarding wind turbines.

We recommend: ITEM PULLED FROM AGENDA

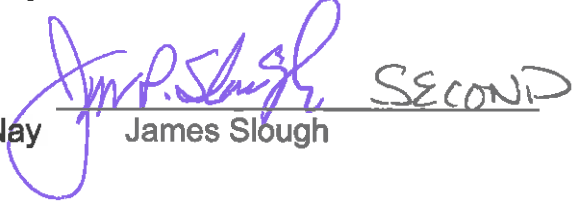
### PUBLIC HEARING:

Aye  Nay   
John Harrington, Chairman

Aye  Nay  MOTION  
Dennis Hellmann

Aye  Nay ABSENT  
Grant Russel

Aye  Nay   
Tom Shindledecker

Aye  Nay  SECOND  
James Slough

**PLANNING & ZONING COMMITTEE**

LEGISLATION: \_\_\_\_\_

DATED: September 13, 2018

**FINDLAY CITY COUNCIL  
CARRY-OVER LEGISLATION  
September 18, 2018**

**RESOLUTION NO. 019-2018** (*Water Distribution vector truck*) requires three (3) readings **third reading**  
A RESOLUTION TRANSFERRING FUNDS WITHIN APPROPRIATED FUNDS, AND DECLARING AN EMERGENCY.

**RESOLUTION NO. 021-2018** (*mid-year budget transfer*) requires three (3) readings **second reading**  
A RESOLUTION TRANSFERRING FUNDS WITHIN APPROPRIATED FUNDS, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-068** (*Zoning personnel enforcement rights in right-of-way*) requires three (3) readings **tabled after third reading on 8/7/18**  
AN ORDINANCE ENABLING THE CITY OF FINDLAY ZONING DEPARTMENT PERSONNEL ENFORCEMENT RIGHTS WITHIN RIGHT-OF-WAY AREAS WITHIN CITY LIMITS, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-082** (*716 Franklin St rezone*) requires three (3) readings **third reading**  
AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY REZONING THE FOLLOWING DESCRIBED PROPERTY (REFERRED TO AS 716 FRANKLIN STREET REZONE) WHICH PREVIOUSLY WAS ZONED "R2 SINGLE FAMILY, MEDIUM DENSITY" TO "R4 DUPLEX/TRIPLEX".

**ORDINANCE NO. 2018-083** (*310 Frazer St rezone*) requires three (3) readings **third reading**  
AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY REZONING THE FOLLOWING DESCRIBED PROPERTY (REFERRED TO AS 310 FRAZER STREET REZONE) WHICH PREVIOUSLY WAS ZONED "R2 SINGLE FAMILY, MEDIUM DENSITY" TO "R4 DUPLEX/TRIPLEX".

**ORDINANCE NO. 2018-090** (*Airport jet refueling truck*) requires three (3) readings **second reading**  
AN ORDINANCE AUTHORIZING THE SERVICE DIRECTOR OF THE CITY OF FINDLAY, OHIO TO WAIVE FORMAL ADVERTISING AND BIDDING REQUIREMENTS AND ENTER INTO A CONTRACT WITH SKYMARK FOR THE PURCHASE OF A REPLACEMENT JET REFUELING TRUCK FOR THE CITY OF FINDLAY AIRPORT, APPROPRIATING AND TRANSFERRING FUNDS THERETO, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-091** (*2018 Cube Code Updates, project no. 31984100*) requires three (3) readings **second reading**  
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-092** (*parking in right-of-way*) requires three (3) readings **second reading**  
AN ORDINANCE AMENDING SECTION 351.03(a)(21) OF CHAPTER 351 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.

**ORDINANCE NO. 2018-093** (*mid-year budget appropriations*) requires three (3) readings **second reading**  
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2018-094** (*High Street Sewer Replacement*) requires three (3) readings **second reading**  
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY

# City of Findlay

## Office of the Director of Law

318 Dorney Plaza, Room 310  
Findlay, OH 45840  
Telephone: 419-429-7338 • Fax: 419-424-7245

**Donald J. Rasmussen**  
Director of Law

SEPTEMBER 18, 2018

THE FOLLOWING IS THE NEW LEGISLATION TO BE PRESENTED TO THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO, AT THE TUESDAY, SEPTEMBER 18, 2018 MEETING.

### **ORDINANCES:**

- 2018-095 AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.
- 2018-096 AN ORDINANCE AUTHORIZING THE SERVICE DIRECTOR OF THE CITY OF FINDLAY, OHIO TO ENTER INTO AN AGREEMENT WITH U.S. COMMUNITIES TO PARTICIPATE IN A JOINT COOPERATIVE PURCHASING PROGRAM, AND DECLARING AN EMERGENCY.
- 2018-097 AN ORDINANCE APPROVING THE BANK CREDIT CARD POLICY ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT A.

**ORDINANCE NO. 2018-095**

**AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.**

BE IT ORDAINED by the Council of the City of Findlay, State of Ohio, two-thirds (2/3) of all members elected thereto concurring:

SECTION 1: That the following sums be and the same are hereby appropriated and transferred:

FROM:	City of Findlay Revolving Loan Fund	\$ 100,000.00
TO:	Early Years 4 Day Care, LLC #31984000	\$ 100,000.00

SECTION 2: That the Auditor of the City of Findlay, Ohio is hereby authorized to draw one hundred thousand dollars and no cents (\$100,000.00) from the Revolving Loan Fund Account held at Fifth Third Bank.

SECTION 3: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reason it is immediately necessary to appropriate and transfer said funds so that Early Years 4 Day Care, LLC may expand their business.

WHEREFORE, this Ordinance shall take effect and be in force from and after its passage and approval by the Mayor.

\_\_\_\_\_  
PRESIDENT OF COUNCIL

\_\_\_\_\_  
MAYOR

PASSED \_\_\_\_\_

ATTEST \_\_\_\_\_  
CLERK OF COUNCIL

APPROVED \_\_\_\_\_

**ORDINANCE NO. 2018-096**

**AN ORDINANCE AUTHORIZING THE SERVICE DIRECTOR OF THE CITY OF FINDLAY, OHIO TO ENTER INTO AN AGREEMENT WITH U.S. COMMUNITIES TO PARTICIPATE IN A JOINT COOPERATIVE PURCHASING PROGRAM, AND DECLARING AN EMERGENCY.**

WHEREAS, the City of Findlay is authorized to participate in a joint purchasing program operated by U.S. Communities in which it is eligible to join, and;

WHEREAS, U.S. Communities is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of equipment, material, supplies and services when no State bids are available, and;

WHEREAS, the City of Findlay is eligible to contract with U.S. Communities to receive discounts on equipment purchases, materials, supplies and services exempt from any bidding requirements otherwise required by law.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Findlay, State of Ohio, two-thirds (2/3) of all members elected thereto concurring:

SECTION 1: That the Service Director of the City of Findlay, Ohio, be and is hereby authorized to enter into a contract with U.S. Communities to participate in a joint cooperative purchasing program.

SECTION 2: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reason it is immediately necessary to authorize entering aforementioned contract so that the City of Findlay may pursue purchasing of City equipment, materials, supplies and services at a discounted price,

WHEREFORE, this Ordinance shall take effect and be in force from and after its passage and approval by the Mayor.

\_\_\_\_\_  
PRESIDENT OF COUNCIL

\_\_\_\_\_  
MAYOR

PASSED \_\_\_\_\_

ATTEST \_\_\_\_\_  
CLERK OF COUNCIL

APPROVED \_\_\_\_\_



**ORDINANCE NO. 2018-097**

**AN ORDINANCE APPROVING THE BANK CREDIT CARD POLICY ATTACHED HERETO AND INCORPORATED HEREIN AS EXHIBIT A.**

WHEREAS, the Governor of the State of Ohio signed House Bill 312 into law on August 2, 2018 establishing new safeguards for credit card use in local government, and;

WHEREAS, HB 312 is not now effective and will not become effective until November 2, 2018, and;

WHEREAS, the City of Findlay currently has a policy in effect and therefore needs not to adopt a written policy to comport with HB 312 until January 30, 2019, and;

WHEREAS, the Auditor has requested legislation to adopt a written credit card policy to govern the use of bank credit cards by employees in conformity with said HB 312.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Findlay, State of Ohio, a majority of elected thereto concurring:

SECTION 1: This Council hereby approves the written bank credit card policy attached hereto and incorporated herein to govern the use of bank credit cards by employees in accordance with the policy attached hereto and incorporated herein as Exhibit A.

WHEREFORE, this Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

\_\_\_\_\_  
PRESIDENT OF COUNCIL

\_\_\_\_\_  
MAYOR

PASSED \_\_\_\_\_

ATTEST \_\_\_\_\_  
CLERK OF COUNCIL

APPROVED \_\_\_\_\_

# BANK CREDIT CARD POLICY

The purpose of this policy is to establish criteria for the proper use of bank credit cards when conducting City business. Bank credit cards issued under this policy may only be used by the name of the cardholder to conduct City business.

## **General Information**

Authorized employees will have a card on file with a unique card number, the City of Findlay, and employee's name embossed on it. Only the named employee shall use the card; no other person is authorized to use the card.

Each bank credit card will have a sign in/sign out card. When the employee is issued temporary custody of the card, the cardholder will sign out the card, and upon returning, the cardholder will then sign the card back in. A credit card can only be signed out after a purchase order has been approved.

The act of having a bank credit card issued in the employee's name does not indicate pre-approval of any expenditures/expenses.

Use of a bank credit card is restricted to purchases that CANNOT be procured through normal procedures. All goods and services purchased by the City should be acquired through credit extended by the City's vendors to the City whenever possible and paid by approved invoice within the agreed upon credit terms of the vendor. Also, in order to use the credit card for these types of purchases (other than for airlines or places of lodging) a W-9 must be obtained from vendors and *vendors must be pre-approved by the Auditor's Office.*

The use of the bank credit card does not justify the payment of any sales tax for which the City is exempt. As in all other purchases, the merchant shall be given a copy of the state sales tax exemption letter issued to the City and accordingly, state sales tax should not be charged. This is also applicable to all telephone and internet orders.

The bank credit card remains the property of the issuing bank. Users of the credit card are accountable for the activity on the card. The issuing bank or the City may suspend or cancel user privileges at any time for any reason. Generally the cards are to remain in possession of the Auditor's Office; however, if the user is in temporary possession of the card, the user will surrender the credit card upon request to the Auditor's Office or to any authorized agent of the issuer.

## **Accounting for Credit Cards**

The City of Findlay shall have one bank credit card account that is administered by the Auditor's Office. Within that one account, cards are ordered specifically with the City of Findlay and the employee's name and each has their own individual credit limit. Cards must be signed out (but only with an approved purchase order) and signed back in by each employee. When signing out a card, the employee will be asked if a purchase order has been approved and for what purpose the card is being signed out.

Cards are issued in an RFID (radio-frequency identification) blocking sleeve. Cards should remain in these sleeves when not in use and should be returned with the sleeve.

The Auditor's Office will retain custody of all the credit cards in the safe when not in use. They will also maintain a list of all city issued chip-enabled credit cards, the names of those employees, the expiration dates, and the pin numbers. The Auditor's Office also keeps the original signed cardholder agreements.

Department Supervisors may make a request to the City Auditor (or his designee) for a credit card be issued to a specific employee for a specific use. Cards typically take about 7-10 business days from the order date to be received. If a card has to be ordered and overnighted due to the lack of planning by the department/employee, the expedited fee from the bank will be charged to the department.

A bank credit card may be issued to an individual who meets the following conditions:

1. He or she is a permanent employee with the City of Findlay,
2. Said employee agrees to be held liable to the credit card company for all charges while conducting official City business, and
3. Said employee has signed a bank credit card cardholder agreement

The Auditor's Office review is to provide for control of the number of cards that are issued to and maintained by the City. Cards usually have an expiration date of 4 years from the issue date. Per the bank's policy, cards that have had no activity within 1 year of the expiration date will not be automatically renewed. Those expired cards will be destroyed and not replaced.

### **Credit Limits**

The credit limit on each individual card shall be \$1,000. When there is a need to have a temporary higher credit limit (i.e. to cover the cost of a flight, hotel, and rental car in a single trip that might exceed the default limit), the employee and employee's supervisor must communicate this to the City Auditor (or his designee) so that a temporary adjustment to the credit limit can be processed.

### **Cardholder Responsibilities and Accountability**

It is the responsibility of each individual cardholder to:

1. Safeguard the bank credit card and credit card account number and PIN at all times; lost or stolen cards must be reported immediately to the credit card company and to the Auditor's Office;
2. Carry an additional picture ID to use the card if requested by a vendor; all cards are marked on the back with "Request ID" in the signature block;
3. When signed out, keep card in a secure location at all times and keep it in the RFID blocking sleeve issued with the card;
4. Not allow anyone to use the credit card and/or credit card account who is not the authorized employee listed on the card; the employee whose name appears on the card is the only individual who may use the card;
5. Obtain and retain original itemized receipts for goods and services purchased. All forms of canceled checks and copies of credit card receipts do NOT substitute for original receipts; cardholders must obtain an itemized receipt from the vendor and submit the receipt (and any additional documentation) along with the Credit Card Use Transaction Log;

6. Sign all receipts and/or packing slips and the customer's copy of the charges and attach to a Credit Card Use Transaction Log and remit to the Auditor's Office within 3 business days of the purchase;
7. Surrender of the credit card upon completion of the travel or purchase to the Auditor's Office;
8. Understand that the City Auditor (or his designee) shall, at his discretion, cancel any credit card and revoke future credit card privileges when the credit card or receipts are not returned timely to the Auditor's Office or upon request.

### **Approved uses of Bank Credit Cards**

A purchase made with a credit card may be made in-store, by telephone, fax, or internet. The bank credit cards are not expense accounts; a purchase order is required *prior to use of the card*. The purchase order must include the name and address of the vendor accepting the credit card.

Upon approval, bank credit cards may be used for the following:

1. Fuel,
2. Online training sessions (when accounts payable billing is not accepted),
3. Travel expenses such as deposits to hold rooms, lodging, airline tickets, and fuel for a city vehicle while away on travel,
4. Rental cars,
5. Or other purchases deemed appropriate for purchase with the use of the bank credit card by the City Auditor

### **Unauthorized and/or Inappropriate Card Use**

Bank credit cards must never be used to purchase items for personal use or for non-City purposes, even if the employee intends to reimburse the City of Findlay.

Unauthorized and/or inappropriate card use includes, but is not limited to:

1. Items for personal use,
2. Items for non-City use,
3. Cash or cash advances,
4. Food and beverages (alcoholic or non-alcoholic),
5. Weapons of any kind or explosives (except authorized Police Department purchases),
6. Entertainment (including hotel pay per view movie charges) or recreation,
7. Fuel for personal vehicles,
8. Shuttles or taxis,
9. Under no circumstances may any personal expenses, including meals at seminars/conferences/training be charged on the credit card,
10. No photo copies are to made of the card and stored in the department files (this is a violation of MasterCard rules and could harm the City in the case of fraudulent claims),
11. Purchasing from a non-approved vendor without a purchase order,
12. To circumvent purchasing policies; the bank credit cards are not expense accounts.

The above list is provided as a guide only. In situations where there is doubt about the appropriate use of the bank credit card, contact the Auditor's Office prior to creating a requisition.

### **Misuse of the Bank Credit Card**

1. A cardholder who makes an unauthorized purchase with the card or uses the card in an inappropriate manner will be subject to revocation of the credit card and disciplinary action including restitution to the City of Findlay for unauthorized purchases, possible card cancellation, possible termination of employment and criminal prosecution; human error and extraordinary circumstances may be taken into consideration when investigating any violation of this agreement.
2. The City Auditor has the authority to investigate and determine whether a violation of the credit card policy has occurred.
3. If any item purchased with a credit card is not acceptable, arrangements must be made for a return for a credit or an exchange. A cash refund or check is prohibited.
4. Failure to submit packing slips, receipts or other documentation on a Credit Card Use Transaction Log within 3 business days of the purchase.
5. Sharing the credit card or card account number with unauthorized users or making a photocopy of the card to retain by the department or cardholder (this is a direct violation of the use agreement with MasterCard and could result in the City being liable for any fraudulent charges).
6. If, for any reason, disallowed charges are not repaid before the credit card bill is due and payable, the City of Findlay shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the employee up to an amount of the disallowed charges and interest at the same rate as charged by the credit card company. Any employee who has been issued a credit card by the City shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the City Auditor.

### **Making a Telephone or Internet Order**

Each and every bank credit card purchase must be supported by documentation; print all screens in the order process to ensure there is some sort of documentation of the purchase price that will show on the credit card statement.

When the order arrives, and packing slips should be retained and submitted with the Credit Card Use Transaction Log.

Internet orders should only be placed with reputable merchants who provide a secure ordering site. Users should ensure that the site utilizes industry recognized encryption transmission tools. Some examples include: a secure site will show a padlock icon or will have an internet URL address that begins with "https".

When making purchases via the internet, the card number is NOT to be stored on the vendor's system. Please make sure to uncheck this option if present.

The cardholder shall ensure that the purchase is sales tax exempt before finalizing the order.

### **Card Cancellation**

A bank credit card may be canceled by the issuer or the Auditor's Office for any of the following reasons:

1. the card is lost or stolen;
2. the card information has been hacked and used fraudulently;
3. the employee retires, resigns, or is otherwise terminated from City employment;
4. the cardholder requests cancellation for any reason;
5. the cardholder misused or abused card privileges;
6. the cardholder fails to comply with all of the terms of the policy

### **Credit Card Use Transaction Log (non-travel purchases)**

The cardholder is required to record the details of each purchase. The Credit Card Use Transaction Log will include the following:

1. Cardholder's Name and employee number
2. Date of Transaction
3. Merchant Name
4. Complete item description (Be specific. A description of "misc parts" is not acceptable.)
5. Acknowledge that sales tax has not been charged
6. Total amount of the charge for the transaction
7. The purchase order number
8. If an item is being returned, attach the credit slip to the Credit Card Use Transaction Log
9. The employee (cardholder) signature and date signed on the form
10. The department supervisor signature and date signed on the form

### **Travel Expense Statement and Request for Reimbursement**

If credit cards are used for travel, employees must submit a fully itemized travel expense report with the signed original itemized receipt(s) attached. Any charges against the credit card not properly documented on the travel expense report shall be paid by the employee.

### **Lost or Stolen Card**

In the case of a lost or stolen card, the cardholder shall immediately notify the Auditor's Office at 419-424-7102 and Fifth Third Bank. The police department should also be notified depending upon the situation, i.e. robbery, burglary, etc. The following telephone number may be used to notify the Bank:

**24 HOURS, 7 DAYS A WEEK: 1-800-375-1747**

Failure to immediately report a lost or stolen card could result in the employee being responsible for fraudulent use of the card.

The following information should be provided to the Auditor's Office: cardholder's name, last 4 of the card number, the date reported to police (if applicable), the date reported to the Bank, and the last known purchase(s) before the card was discovered lost or stolen. The missing card will be canceled and a new card will be ordered by the Auditor's Office.

### **Auditor's Office Responsibilities for Bank Credit Card**

The City Auditor (or his designee) is responsible for:

1. Implementation of this policy
2. Timely reconciliation of credit card accounts
3. Appropriate record keeping of issued cards
4. A comprehensive annual notification to each department with a list of those employees in the department that have a credit card in their name and the expiration date of the card
5. Handling these administrative duties:
  - a. Knowing the credit card limitations
  - b. Developing and implementing internal procedures that govern City use credit cards
  - c. Answering questions about use of cards
  - d. Monitoring card usage to ensure that City policies, and internal policies and procedures are being followed
  - e. Assigning credit card privileges to authorized users
6. Payment of bills
  - a. The responsibility of processing a voucher for payment of the credit card charges will reside with the Auditor's Office.
  - b. If any finance or late charges are assessed due to the Auditor's Office not receiving adequate documentation sufficient to pay the bill timely, they will be charged to the department.

## CITY OF FINDLAY BANK CREDIT CARD CARDHOLDER AGREEMENT

1. I hereby acknowledge receipt of a City of Findlay MasterCard credit card.
2. I also acknowledge receipt of the City of Findlay's Bank Credit Card policy and confirm that I have read, understand, and will comply with the terms outlined therein.
3. The bank credit card is provided to employees based on their need to purchase business-related items that are not otherwise available through a vendor on a purchase order and invoice basis.
4. The bank credit card may be revoked at any time.
5. The bank credit card is not an entitlement or expense account, nor reflective of title or position.
6. All charges are billed directly to and paid directly by the City of Findlay through the bank credit card statement. Any personal charges on the bank card could be considered a misappropriation of City funds since the cardholder cannot pay the bank directly.
7. Cardholders are expected to comply with internal control procedures in order to protect City assets. This includes keeping receipts, completing the appropriate expense report or transaction log upon completion of use of the card, and following proper card security measures. The City and/or the State Auditor's Office will audit the use of this card and report any discrepancies.
8. Prior to receipt submission to the Auditor's Office, the cardholder and department supervisor will sign the applicable Credit Card Use Transaction Log or Travel Expense Report with the receipts attached. The cardholders is responsible to provide itemized receipts for all bank credit card transactions.
9. A lost or stolen card should be reported immediately by telephone to the Auditor's Office (419-424-7102) and the Bank **24 HOURS, 7 DAYS A WEEK: 1-800-375-1747**.
10. A cardholder must surrender custody of the bank credit card upon return from travel or completion of the sales transaction. At that point, no further use of the account is authorized.

***The bank credit card is for business-related purchases only; personal charges are not to be made to the bank credit card. In accepting this card I understand that I am the only person allowed to use the card and I am responsible for all charges made against the card. Improper use of the card can be considered misappropriation of City funds which may result in disciplinary action. In addition, should I fail to use this card properly and make repayment when required, I understand the City may deduct from my wages that amount equal to the total of the discrepancy. Improper use of the card may also result in revocation of credit card privileges. I also understand that the City of Findlay my elect to collect such amount, including legal fees, even if I am no longer employed by the City of Findlay.***

Printed Name on Card	Last 4 Digits of Card

Signature of Cardholder	Employee #	Date