

FINDLAY CITY COUNCIL AGENDA

REGULAR SESSION

November 6, 2018

COUNCIL CHAMBERS

ROLL CALL of 2018-2019 Councilmembers

ACCEPTANCE/CHANGES TO PREVIOUS CITY COUNCIL MEETING MINUTES:

Acceptance or changes to the October 16, 2018 Regular Session City Council meeting minutes.

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

PROCLAMATIONS: - none.

RECOGNITION/RETIREMENT RESOLUTIONS: - none.

PETITIONS:

Status of Binner (Lone Tree Drive) annexation

On August 22, 2018, annexation documents for the Binner annexation were received and have been in the office of the City Clerk the required 60 days ending October 22, 2018. Attorney Howard Elliott, acting on behalf of Jeffrey Whitman, agent for the petitioners Richard R. Binner and Brenda R. Binner. This annexation will be referred to as the Binner (Lone Tree Drive) Annexation. Resolution No. 013-2018 (services the City will provide if annexed into City limits) was adopted during the July 17, 2018 City Council meeting, Ordinances No. 2018-109 (accept and approve the annexation) and 2018-110 (rezone the three parcels) were created and are to receive their first reading during the November 6, 2018 City Council meeting.

Zoning amendment request – 606 Howard Street

James and Barbara Dysinger would like to change the zoning of 606 Howard Street to O1 Institutions and Offices. It currently is zoned R2 Single Family Medium Density. Needs to be referred to City Planning Commission and Planning & Zoning Committee.

WRITTEN COMMUNICATIONS:

ORAL COMMUNICATIONS: - none.

REPORTS OF MUNICIPAL OFFICERS AND MUNICIPAL DEPARTMENTS:

Findlay Municipal Court Activities Report – September 2018.

Treasurer's Reconciliation Report – September 30, 2018.

Officer/Shareholders Disclosure Form from the Ohio Department of Commerce Division of Liquor Control for City Barbeque LLC, dba City Barbeque & Patio, located at 15033 Flag City Drive, Findlay, Ohio for a D5I and D6 liquor permit. This requires a vote of Council.

John E. Dunbar, Chief of Police – City Barbeque LLC, dba City Barbeque & Patio, Findlay, Ohio. A check of the records shows no criminal record on the following:

Richard Malir
James O'Connor

Officer/Shareholders Disclosure Form from the Ohio Department of Commerce Division of Liquor Control for Vivir Modern Mexican LLC, dba Vivir Modern Mexican, located at 119 East Crawford Street, Findlay, Ohio for a D1 liquor permit. This requires a vote of Council.

John E. Dunbar, Chief of Police – Vivir Modern Mexican LLC, dba Vivir Modern Mexican, Findlay, Ohio. A check of the records shows no criminal record on the following:

Joseph P. Rowan

Parks and Recreation Board minutes – March 19, 2018, April 16, 2018, June 18, 2018 and August 20, 2018.

Traffic Commission minutes – August 20, 2018 and September 17, 2018.

City Planning Commission agenda – November 8, 2018; **minutes** – October 11, 2018.

Mayor Mihalik – 3rd qtr Key Performance Indicators (KPIs)

The third quarter Key Performance Indicators or "KPIs" have been compiled. These are the performance measurements the City monitors for each department on a continuous basis. A few highlights of the third quarter are:

- Safety - incidents and lost days are down considerably compared to prior year(s) and the target
- Police - crime rates are running at or below average through 9 months
- Fire – response rates are good and showing steady improvement
- Fire - days of optimal manpower is showing improvement in August and September
- Water - unaccounted for water has decreased for August and September
- Sewer - sewer maintenance is a bit behind previous years
- Airport - fuel sales are up over prior year and above target

City Auditor Staschiak – RLF Administration

The Hancock Regional Planning Commission has submitted an invoice for their expenses/staff time for RLF administration for July 2018 through September 2018. This is now a routine request where Council has approved requesting the appropriation without going to committee each time. Legislation to authorize a draw from the Revolving Loan Fund account and appropriate \$6,916.53 from the RLF to General Expense #21010000-449400 to pay the invoice is requested. Ordinance No. 2018-111 was created.

Service Director/Acting City Engineer Thomas – Recreation Maintenance Storage Structure project number 31983700

As part of the 2017 Capital Improvement Plan, Recreation Maintenance was planning to construct a storage building, but would like to change the scope from the construction of a storage building to the purchase of two (2) smaller prebuilt storage buildings. This change will allow them to end up with more square footage while reducing the cost of the project. Funds for the project have already been appropriated, therefore, no legislation is needed.

Service Director/Acting City Engineer Thomas – Marathon Diamonds

Recreation Maintenance had it in their budget for a contractor do some regrading on two (2) of the fields at the Marathon Diamonds this year with the remaining fields being regraded in the future. During the year, this information was communicated with Findlay Girls Fastpitch Softball Club (FGFSC) and Findlay Youth Baseball who had asked if the City would consider regrading all four (4) fields if they donated funds to help offset the additional cost. Checks from both organizations have been received and those funds need to be appropriated back to the Recreation Maintenance budget. Legislation to appropriate funds is requested. Ordinance No. 2018-112 was created.

FROM:	General Fund (Findlay Girls Fastpitch Softball Club)	\$ 5,450.00
FROM:	General Fund (Findlay Youth Baseball)	\$ 5,450.00
TO:	Recreation Maintenance #21042000-other	\$ 10,900.00

City Auditor Jim Staschiak – year-end items to appropriate

The following accounts require an appropriation or a transfer for this budget year.

Appropriation Ordinance

FROM:	CR 236 TIF Fund	\$ 47,519.66
TO:	CR 236 Widening Debt Service #23060310-other	\$ 47,519.66

FROM:	CR 236 Widening Debt Service #23060310-other	\$ 47,519.66
TO:	CIT – Capital Improvements restricted account	\$ 47,519.66

REASON: The CR 236 debt payments were appropriated and paid initially by Capital Improvements money for 2018. We have received a total of forty-seven thousand five hundred nineteen dollars and sixty-six (\$47,519.66) in 2018 of TIF revenue to offset a portion of the 2018 debt payment. These appropriations allow the TIF Fund money to be used for the debt and reimburse Capital Improvements.

FROM:	County Permissive Fund	\$ 132,828.34
TO:	CR 236 Widening Debt Service #23060310-other	\$ 96,959.34
TO:	CR 236 Land Debt Service #23060210-other	\$ 35,869.00

FROM:	CR 236 Widening Debt Service #23060310-other	\$ 96,959.34
FROM:	CR 236 Land Debt Service #23060210-other	\$ 35,869.00
TO:	CIT – Capital Improvements restricted account	\$ 132,828.34

REASON: The CR 236 debt payments were appropriated and paid initially by Capital Improvements money for 2018. There was a balance in County Permissive Fund of seven thousand one hundred fifty-four dollars and eighty-one cents (\$7,154.81) and were able to draw one hundred twenty-five thousand six hundred seventy-three dollars and fifty-three cents (\$125,673.53) from the County Permissive Fund to pay the 2018 debt payments as an allowable use of the money. These appropriations allow the County Permissive money to be used for the debt and reimburse Capital Improvements.

FROM:	Special Assessments Sidewalks #28020000	\$ 1.18
TO:	General Fund	\$ 1.18

REASON: In 2004, the City made the final debt payment on the 2003 Sidewalk Construction Program, however, there were several assessment deferrals granted at that time in addition to several property owners that had chosen not to pay the assessment. Also, the City made the final debt payment on the 2010 Sidewalk Repair and New Construction projects in 2014. About half (1/2) of the assessed property owners chose not to pay this assessment, therefore, the City had to cover the costs of the debt payments with General Fund money and was to be reimbursed when the property owners finally made payment. The one dollar eighteen cents (\$1.18) represents the amount of money that was received in 2018 for some of these properties. This money should now be returned to the General Fund. There are still a few outstanding assessments to be collected from these projects.

FROM:	Special Assessments Pavements #28010000	\$ 1,965.56
TO:	General Fund	\$ 1,965.56

REASON: in 2008, the City made the final debt payment on the 10-year Prospect Avenue Pavement Special Assessment, however, there were several assessment deferrals granted at that time in addition to several property owners that had chosen to not pay the assessment. The City had to cover the costs of the debt payments with General Fund money and was to be reimbursed when the property owners finally made payment. The one thousand nine hundred sixty-five dollars and fifty-six cents (\$1,965.56) represents the amount of money currently showing in the Special Assessments Pavements Fund that is from one of the deferrals. There is still one property from this special assessment project that is remaining on deferred status.

FROM:	Severance Payout Reserve Fund	\$ 15,000.00
TO:	Severance Payout #22090000-personal services	\$ 15,000.00

REASON: There have been several retirements that have already occurred and some that are scheduled to occur this year that were not included in the original budget figures because the City did not have written notification of the retirements at the time of budget development last fall. Funds need to be appropriated to cover the expense of the retirement settlements.

Ordinance No. 2018-113 was created.

Service Director Thomas – The Interlocal Purchasing System

Service Director Thomas is requesting Council's authorization to join The Interlocal Purchasing System (TIPS), a National Cooperative Purchasing Program offered by Region VII Education Service Center located in Pittsburg, Texas. Participation through membership and utilization of competitively bid and awarded vendor contracts in a cooperative purchasing program specializing in the management of high quality cooperative procurement solution will be beneficial to the taxpayers through the anticipated savings to be realized. Legislation authorizing the Service Director to sign any necessary documents requesting membership in TIPS. Resolution No. 028-2018 was created.

City Income Tax Monthly Collection Report – October 2018.

COMMITTEE REPORTS:

An **AD HOC COMMITTEE** met on October 16, 2018 to continue discussions from the June 14, 2018, May 8, 2018, April 10, 2018 and February 15, 2018 AD HOC COMMITTEE meetings to review Council's Rules of Procedures for the 2018-2019 Council term.
We recommend continue discussion and review of Council's Rules of Procedures.

An **AD HOC COMMITTEE** met on October 17, 2018 to continue October 3, 2018 discussions on the Mayor's 2020-2023, City Auditor's 2020-2023, Council President's 2020-2021, and Councilmember 2020-2021 salaries.
We recommend the committee continue to meet to discuss the salary levels of elected officials.

An **AD HOC COMMITTEE** met on November 1, 2018 to continue discussions from the October 16, 2018, June 14, 2018, May 8, 2018, April 10, 2018 and February 15, 2018 AD HOC COMMITTEE meetings to review Council's Rules of Procedures for the 2018-2019 Council term.
We recommend continued discussions on Council's Rules of Procedure.

LEGISLATION:

RESOLUTIONS

RESOLUTION NO. 027-2018

second reading

(Hengsteler annexation – services City will provide if annexed into City limits) requires three (3) readings

A RESOLUTION STATING WHAT SERVICES THE CITY OF FINDLAY, OHIO WILL PROVIDE TO THE TERRITORY PROPOSED TO BE ANNEXED TO THE CITY OF FINDLAY, OHIO, SITUATED IN MARION TOWNSHIP, COUNTY OF HANCOCK, STATE OF OHIO, AND BEING A PART OF THE SOUTHWEST FOURTH (1/4) OF SECITON 5, T1N, R11E, A TRACT OF LAND CONSISTING OF 36.689 ACRES OF LAND, MORE OR LESS.

RESOLUTION NO. 028-2018 (TIPS) requires one (1) reading

first reading

A RESOLUTION AUTHORIZING THE SERVICE DIRECTOR OF THE CITY OF FINDLAY TO JOIN THE INTERLOCAL PURCHASING SYSTEM (TIPS), A NATIONAL COOPERATIVE PURCHASING PROGRAM, OFFERED BY REGION VIII EDUCATION SERVICE CENTER THAT SPECIALIZES IN THE MANAGEMENT OF HIGH QUALITY COOPERATIVE PROCUREMENT SOLUTION.

RESOLUTION NO. 029-2018 (no PO) requires one (1) reading

first reading

A RESOLUTION APPROVING THE EXPENDITURES MADE BY THE AUDITORS OFFICE ON THE ATTACHED LIST OF VOUCHERS WHICH EITHER EXCEED THE PURCHASE ORDER OR WERE INCURRED WITHOUT A PURCHASE ORDER EXCEEDING THE STATUTORY LIMIT OF THREE THOUSAND DOLLARS (\$3000.00) ALL IN ACCORDANCE WITH OHIO REVISED CODE 5705.41(D).

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. 2018-097 (credit card policy) requires three (3) readings

tabled after second reading on 10/2/18

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

ORDINANCE NO. 2018-099 (2018 annual sewer & manhole lining program project no. 35680200) requires three (3) readings

third reading

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-100 (WTP underground utility capacity increase project no. 35776100) requires three (3) readings

third reading

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-104 (bicycle ordinance) requires three (3) readings

third reading

AN ORDINANCE AMENDING SECTION 373.11 AND REPEALING SECTION 373.13 OF CHAPTER 373 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.

ORDINANCE NO. 2018-105 (*WTP roof replacement*) requires three (3) readings
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

second reading

ORDINANCE NO. 2018-106 (*Production Dr ROW dedication plat*) required three (3) readings

second reading

AN ORDINANCE ACCEPTING THE RIGHT-OF-WAY DEDICATION AS SHOWN ON THE PRODUCTION DRIVE RIGHT-OF-WAY DEDICATION PLAT, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-107 (*2475 Crystal Ave rezone*) requires three (3) readings

second 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 2475 CRYSTAL AVENUE REZONE) WHICH PREVIOUSLY WAS ZONED "C1 LOCAL COMMERCIAL" TO "M2 MULTI-FAMILY".

ORDINANCE NO. 2018-109 (*accept and approve the annexation*) requires three (3) readings

first reading

AN ORDINANCE ACCEPTING AND APPROVING AN APPLICATION FOR ANNEXATION OF TERRITORY SITUATED IN THE TOWNSHIP OF MARION, COUNTY OF HANCOCK, STATE OF OHIO, AND SITUATED IN THE SOUTHEAST FOURTH (1/4) OF SECTION 9, T1N, R11E, A TRACT OF LAND CONSISTING OF 0.2789 ACRES OF LAND FOR PARCEL A, 0.2777 ACRES FOR PARCEL B, AND 0.277 ACRES OF LAND FOR PARCEL C (HEREINAFTER REFERED TO AS THE HUMBLE ROBINSON ANNEXATION).

ORDINANCE NO. 2018-110 (*rezone the 3 parcels*) requires three (3) readings

first reading

AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY ZONING THE FOLLOWING DESCRIBED PROPERTY AS R1 SINGLE FAMILY LOW DENSITY (HEREINAFTER REFERRED TO AS THE BINNER (LONE TREE DRIVE) ANNEXATION).

ORDINANCE NO. 2018-111 (*RLF Administration*) requires three (3) readings

first reading

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-112 (*Marathon Diamonds*) requires three (3) readings

first reading

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-113 (*year-end appropriations*) requires three (3) readings

first reading

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

UNFINISHED BUSINESS:

OLD BUSINESS
NEW BUSINESS

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

September 4, 2018

Honorable City Council
City of Findlay, Ohio

Re: Binner annexation

Dear Honorable Councilmembers:

On August 22, 2018, I received the annexation documents for the above-referenced property owned by Richard R. Binner and Brenda R. Binner, residing at 625 H Street, Findlay, Ohio 45840. Howard Elliott, Attorney acting on behalf of Jeffrey Whitman is the authorized agent for the petitioner.

These annexation documents will be in my office for the required 60 day period, which will end October 22, 2018. At that time, I will forward the documents to the Council Clerk for Council's action.

Sincerely,



Kathy K. Launder
City Clerk



PETITION FOR ZONING AMENDMENT CITY OF FINDLAY

(Revised May 2017)

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: 606 Howard St. SUBDIVISION: _____

LOT No.(s): _____

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

SIGNATURE	SUBDIVISION	LOT NO.	STREET FRONTAGE

IF NOT LOCATED IN A RECORDED SUBDIVISION, ATTACH LEGAL DESCRIPTION

EXISTING USE Offices used for counseling

PRESENT ZONING DISTRICT R2 - Single family - Med. Density

PROPOSED ZONING DISTRICT O1 - Institutions and Offices

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 rezoned 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 Barbara & James Dysinger

Name of Contact Person if other than owner NA
(a letter granting person to act on owner's behalf must accompany application if not signed by owner)

Mailing Address 7714 W. Watermark Dr.

Phone No. (Home) 419 348 6102 (Business) 419 425-2141

Email: jdysinger@woh.fr.com cell: 419-348-0964

10, 19, 18 Date Barbara J. Dysinger, James W. Dysinger Signature of contact person

OFFICE USE ONLY

\$250.00 fee paid _____ \$100 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 Property 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. _____

We were told that Attachment a, vicinity map, would be provided by zoning office.

We were also told that Attachment d is not applicable in our situation.

We are including Attachments b and c.

Attachment: b

List of all property owners within, contiguous to, and directly across the street from the proposed rezoning.

Property owners:

Barbara and James Dysinger @606 Howard St.

Contiguous owners:

Denise E. and Richard E. Ziebold, 602 Howard St.

William H Haley, 614 Howard St. (and vacant lot between 606 and 614 Howard St.)

Joseph A. Bibler, 605 Frazier St.

Maggie Mae Properties, LLC, 1605 Grant Blvd (owner of 609 Frazier St.)

Cassandra Walton, 613 Frazier St.

Directly Across Street:

John Ruehle, 611 Howard St., (Pride Transportation-a business)

October 19, 2018

Attachment c.

Statement of reasons for request and justification for the change of zoning for property located at 606 Howard Street.

We also add Attachment c, as instructed, stating that we are requesting the zoning change for the property at 606 Howard Street from in order to list it for sale.

Thank you.

Barbara J. and James W. Dysinger, owners of 606 Howard St.

October 19, 2018

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

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

RECEIPTS DEPOSITED:

ALCOHOL MONITORING	\$4,323.58	\$32,652.07	\$4,179.29	\$35,251.42
BOND FEES	\$400.00	\$5,025.00	\$570.00	\$6,220.00
CIVIL DEPOSIT TENDERS	\$650.00	\$7,556.62	\$290.00	\$5,915.00
COURT COST	\$68,637.75	\$659,534.67	\$68,092.27	\$636,319.72
DUI ENFORCEMENT	\$3,522.21	\$35,499.56	\$4,607.22	\$37,771.76
ELECTRONIC IMAGING	\$5,259.00	\$46,966.02	\$5,411.30	\$47,796.62
FINES & FORFEITURES	161,312.76	\$1,650,529.27	182,979.58	\$1,697,943.83
FUND REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00
INDIGENT DRIVER ALCOHOL	\$378.50	\$6,833.99	\$771.80	\$5,877.60
INMATE MEDICAL EXPENSE	\$0.00	\$0.00	\$0.00	\$56.00
INTEREST	\$64.56	\$532.07	\$12.79	\$124.57
JAIL HOUSING	\$14,770.28	\$131,019.04	\$9,351.25	\$93,862.10
JAIL REIMBURSEMENT	\$177.59	\$5,868.16	\$413.00	\$2,977.50
LEGAL RESEARCH	\$9.60	\$51.10	\$7.50	\$49.36
MEDIATION	\$1,691.00	\$14,896.00	\$1,692.63	\$15,092.31
MISCELLANEOUS	\$31,007.09	\$307,297.52	\$39,465.15	\$317,838.57
MUNI COURT COMPUTERIZATION	\$5,218.83	\$47,018.39	\$5,456.90	\$47,770.29
MUNI COURT IMPROVEMENT	\$16,820.55	\$149,183.39	\$17,282.27	\$152,049.98
RESTITUTION	\$450.00	\$2,086.36	\$917.40	\$7,866.98
SPECIAL PROJECTS	\$27,156.71	\$243,162.43	\$28,214.55	\$248,024.28
STATE PATROL	\$31,316.65	\$270,503.74	\$37,294.89	\$282,641.39
TRAFFIC/CRIMINAL BONDS	\$16,059.27	\$81,118.77	\$453.91	\$83,971.43
	389,225.93	\$3,697,334.17	407,463.70	\$3,725,420.71

DISTRIBUTIONS:

ALCOHOL MONITORING	\$4,323.58	\$32,652.07	\$4,179.29	\$35,191.42
BOND FEES	\$400.00	\$4,925.00	\$570.00	\$6,195.00
CIVIL DEPOSIT TENDERS		\$3,115.00	\$290.00	\$3,265.00
COURT COST	\$68,618.75	\$658,281.93	\$68,084.27	\$635,378.65
DUI ENFORCEMENT	\$3,518.82	\$35,469.05	\$4,603.83	\$37,744.64
ELECTRONIC IMAGING	\$5,256.00	\$46,903.02	\$5,408.30	\$47,766.62
FINES & FORFEITURES	163,214.59	\$1,650,215.20	114,574.62	\$1,624,771.96
FUND REIMBURSEMENT				
INDIGENT DRIVER ALCOHOL	\$378.50	\$6,833.99	\$771.80	\$5,877.60
INMATE MEDICAL EXPENSE				\$56.00
INTEREST	\$64.56	\$532.07	\$12.79	\$124.57
JAIL HOUSING	\$14,770.28	\$130,519.04	\$9,351.25	\$91,154.10
JAIL REIMBURSEMENT	\$177.59	\$5,868.16	\$413.00	\$2,977.50
LEGAL RESEARCH	\$9.60	\$51.10	\$7.50	\$49.36
MEDIATION	\$1,690.00	\$14,878.00	\$1,691.63	\$15,082.31
MISCELLANEOUS	\$39,118.41	\$434,483.07	\$50,181.23	\$418,906.43
MUNI COURT COMPUTERIZATION	\$5,215.83	\$46,955.39	\$5,456.90	\$47,743.29
MUNI COURT IMPROVEMENT	\$16,810.55	\$149,001.39	\$17,275.27	\$151,959.98
RESTITUTION	\$350.00	\$1,823.36	\$957.40	\$7,378.47
SPECIAL PROJECTS	\$27,140.71	\$242,842.43	\$28,198.55	\$247,873.28
STATE PATROL	\$31,360.65	\$270,192.74	\$37,294.89	\$282,476.39
	382,418.42	\$3,735,542.01	349,322.52	\$3,661,972.57

DISTRIBUTED TO:

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

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

	*****CURRENT YEAR***** MTD	*****CURRENT YEAR***** YTD	*****LAST YEAR***** MTD	*****LAST YEAR***** YTD
CITY OF FINDLAY	180,571.43	\$1,771,887.31	191,958.75	\$1,691,755.51
HANCOCK COUNTY	\$16,864.07	\$206,760.65	\$27,474.89	\$245,127.55
OTHERS	119,822.66	\$1,160,531.59	\$54,460.09	\$1,093,738.28
STATE OF OHIO	\$78,175.81	\$700,638.06	\$89,172.49	\$733,199.97
	<u>395,433.97</u>	<u>\$3,839,817.61</u>	<u>363,066.22</u>	<u>\$3,763,821.31</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**

Date of completion of most recent physical inventory

07/19/2018

Report for the month of: **September 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	1	213	61	118	1	17	0	1	411	0
New cases filed	2	63	11	38	1	4	0	0	117	0
Cases transferred in, reactivated or redesignated	3	5	1	3	0	0	0	0	9	0
TOTAL (Add lines 1-3)	4	281	73	159	2	21	0	1	537	0
Jury trial	5	0	0	0	0	0	0	0	0	0
Court trial	6	0	0	0	0	0	0	0	0	0
Default	7			0	1	0	0	1	0	0
Guilty or no contest plea to original charge	8	30	10	12				52	1	0
Guilty or no contest plea to reduced charge	9	5	1	6				12	0	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	13	0	4	0	5	0	0	22	0
Transfer to another judge or court	12	1	0	0	0	1	0	0	2	0
Referral to private judge	13			0	0	0	0	0	0	0
Unavailability of party for trial or sentencing	14	7	1	3	0	0	0	0	11	0
Bankruptcy stay or interlocutory appeal	15	0	0	0	0	0	0	0	0	0
Other terminations	16	1	1	2	0	0	0	0	4	0
TOTAL (Add lines 5-16)	17	57	13	27	0	7	0	0	104	0
Pending end of period (Subtract line 17 from line 4)	18	224	60	132	2	14	0	1	433	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 019/18

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 : **September 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	1	9	131	5	387	14	662	69	2	189	1468
New cases filed	2	16	166	28	1101	1	162	16	0	71	1561
Cases transferred in, reactivated or redesignated	3	1	17	1	33	0	1	2	0	0	55
TOTAL (Add lines 1-3)	4	26	314	34	1521	15	825	87	2	260	3084
Trial/Hearing by judge (include bindover by preliminary hearing, guilty or no contest pleas and defaults)	5	0	40	4	3	0	159	13	0	0	219
Hearing by Magistrate (Include guilty or no contest pleas and defaults)	6		10	0	75	0	0	0	0	55	140
Transfer (Include waivers of preliminary hearing and individual judge assignments)	7	14	103	23	88	1	7	0	0	0	236
Dismissal for lack of speedy trial (criminal) or want of prosecution (civil)	8	0	0	0	0	0	1	0	0	0	1
Other dismissals (Include dismissals at preliminary hearing)	9	1	1	0	2	0	44	5	0	28	81
Violations Bureau	10		0		852						852
Unavailability of party for trial or sentencing	11	1	23	1	46	0	0	0	0	0	71
Bankruptcy stay or interlocutory appeal	12	0	0	0	0	0	2	0	0	0	2
Other terminations	13	0	22	0	23	0	4	0	0	0	49
TOTAL (Add lines 5-13)	14	16	199	28	1089	1	217	18	0	83	1651
Pending end of period (Subtract line 14 from line 4)	15	10	115	6	432	14	608	69	2	177	1433
Cases pending beyond time guideline	16	0	0	0	0	0	0	0	0	0	0
Number of months oldest case is beyond time guideline	17	0	0	0	0	0	0	0	0	0	0

FTP
10/9/18

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**

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

Date of completion of most
recent physical inventory

03/08/2018

	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	1	195	45	125	1	19	2	0	387	0
New cases filed	2	41	12	50	0	3	0	0	106	0
Cases transferred in, reactivated or redesignated	3	1	0	0	0	1	0	0	2	0
TOTAL (Add lines 1-3)	4	237	57	175	1	23	2	0	495	0
Jury trial	5	0	0	0	0	0	0	0	0	0
Court trial	6	2	1	0	0	0	0	0	3	0
Default	7				0	1	0	0	1	0
Guilty or no contest plea to original charge	8	27	7	30					64	0
Guilty or no contest plea to reduced charge	9	1	0	11					12	1
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	19	0	11	0	2	0	0	32	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	0	0	2	0	0	0	0	2	0
Bankruptcy stay or interlocutory appeal	15	0	0	0	0	1	0	0	1	0
Other terminations	16	1	0	1	0	0	0	0	2	0
TOTAL (Add lines 5-16)	17	51	8	55	0	4	0	0	118	0
Pending end of period (Subtract line 17 from line 4)	18	186	49	120	1	19	2	0	377	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

FTD
10/9/18

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



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 September 30, 2018

TREASURER

Fifth Third Initial Balance	2,520,533.24
- Withdrawals ()	(5,680,489.04)
+ Deposits	6,710,963.81
Ending Balance	3,551,008.01

- Outstanding checks ()	(432,748.88)
Deposit in Transit	69.50
Deposit in Transit	329.50
Correction Pending	(14,721.33)
Correction Pending	(500.00)

Treasurer's Checking Bal	3,103,436.80
--------------------------	--------------

Investment Principal	55,541,894.10
Accrued Bond Interest	2,735.05

Treasurer's Total Cash and Investments	58,648,065.95
---	---------------

AUDITOR

Auditor's Checking Bal	3,103,436.80
------------------------	--------------

Auditor's Total Cash Investments	and	58,648,065.95
-------------------------------------	-----	---------------

Respectfully submitted,



Susan Jo Hite
Treasurer

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

October 19, 2018

The Honorable Council:

A check of the records of this office shows no criminal record on the following:

Richard Malir
James O'Connor

City Barbeque LLC, DBA City Barbeque & Patio, 15033
Flag City Drive, Findlay, Ohio 45840.

Sincerely,



John E. Dunbar
Chief of Police

NOTICE TO LEGISLATIVE
AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

15087810130		TRFO	CITY BARBEQUE LLC	
06 01 2018			DBA CITY BARBEQUE	
10 11 2018			15033 FLAG CITY DR	
D5I D6			FINDLAY OHIO 45840	
32	044	A	F21199	

FROM 10/15/2018

RECEIVED
OCT 15 2018
MAYOR'S OFFICE

2918529			FRESH BBQ LLC	
06 01 2018			DBA CITY Q BARBEQUE	
10 11 2018			15033 FLAG CITY DR	
D5I D6			FINDLAY OHIO 45840	
32	044			



MAILED 10/15/2018

RESPONSES MUST BE POSTMARKED NO LATER THAN. 11/15/2018

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES **A TRFO 1508781-0130**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD IN OUR COUNTY SEAT. IN COLUMBUS.

WE DO NOT REQUEST A HEARING.

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

**CLERK OF FINDLAY CITY COUNCIL
MUNICIPAL BLDG RM 114
318 DORNEY PLAZA
FINDLAY OHIO 45840-3346**

Commerce Division of Liquor Control : Web Database Search

OWNERSHIP DISCLOSURE INFORMATION

This online service will allow you to obtain ownership disclosure information for issued and pending retail liquor permit entities within the State of Ohio.

Searching Instructions

Enter the known information and click the "Search" button. **For best results, search only ONE criteria at a time.** If you try to put too much information and it does not match exactly, the search will return a message "No records to display".

The information is sorted based on the Permit Number in ascending order.

To do another search, click the "Reset" button.

	SEARCH CRITERIA
Permit Number	<input type="text" value="1508781"/>
Permit Name / DBA	<input type="text"/>
Member / Officer Name	<input type="text"/>

[Search](#)[Reset](#)[Main Menu](#)

Member/Officer Name	Shares/Interest	Office Held
Permit Number: 1508781; Name: CITY BARBEQUE LLC; DBA: ; Address: 6175 EMERALD PKWY DUBLIN 43016		
JAMES OCONNOR		SECRETARY
RICHARD MALIR		CEO
CITY BARBEQUE HOLDINGS LLC	5% VOTING	

- [Ohio.Gov](#)
- [Ohio Department of Commerce](#)

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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

October 31, 2018

The Honorable Council:

A check of the records of this office shows no criminal record on the following:

Joseph P. Rowan

Vivir Modern Mexican LLC, DBA Vivir Modern Mexican, 119 E. Crawford Street, Findlay, Ohio 45840.

Sincerely,



John E. Dunbar
Chief of Police

**NOTICE TO LEGISLATIVE
AUTHORITY**

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

9285261		NEW		VIVIR MODERN MEXICAN LLC DBA VIVIR MODERN MEXICAN 119 E CRAWFORD ST FINDLAY OH 45840
PERMIT NUMBER		TYPE		
ISSUE DATE				
10 26 2018				
FILING DATE				
D1				
PERMIT CLASSES				
32	044	A	C15546	
TAX DISTRICT			RECEIPT NO.	

FROM **10/30/2018**

PERMIT NUMBER		TYPE	
ISSUE DATE			
FILING DATE			
PERMIT CLASSES			
TAX DISTRICT			RECEIPT NO.



MAILED **10/30/2018**

RESPONSES MUST BE POSTMARKED NO LATER THAN. **11/30/2018**

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.
REFER TO THIS NUMBER IN ALL INQUIRIES **A NEW 9285261**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD IN OUR COUNTY SEAT. IN COLUMBUS.

WE DO NOT REQUEST A HEARING.

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

**CLERK OF FINDLAY CITY COUNCIL
MUNICIPAL BLDG RM 114
318 DORNEY PLAZA
FINDLAY OHIO 45840-3346**

Commerce Division of Liquor Control : Web Database Search

OWNERSHIP DISCLOSURE INFORMATION

This online service will allow you to obtain ownership disclosure information for issued and pending retail liquor permit entities within the State of Ohio.

Searching Instructions

Enter the known information and click the "Search" button. **For best results, search only ONE criteria at a time.** If you try to put too much information and it does not match exactly, the search will return a message "No records to display".

The information is sorted based on the Permit Number in ascending order.

To do another search, click the "Reset" button.

	SEARCH CRITERIA
Permit Number	<input type="text" value="9285261"/>
Permit Name / DBA	<input type="text"/>
Member / Officer Name	<input type="text"/>

Search**Reset****Main Menu**

Member/Officer Name	Shares/Interest	Office Held
Permit Number: 9285261; Name: VIVIR MODERN MEXICAN LLC; DBA: DBA VIVIR MODERN MEXICAN; Address: 119 E CRAWFORD ST FINDLAY 45840		
JOSEPH ROWAN	MANAGE MEM	CEO

- [Ohio.Gov](#)
- [Ohio Department of Commerce](#)

[Commerce Home](#) | [Press Room](#) | [CPI Policy](#) | [Privacy Statement](#) | [Public Records Request Policy](#) | [Disclaimer](#) | [Employment](#) | [Contacts](#)

PARKS AND RECREATION BOARD

City of Findlay
March 19, 2018

MINUTES

ATTENDANCE

Members Present: Brian Thomas, Chair, Matt Cordonnier, Dennis McPheron, Greg Meyers, Gary Pruitt, Grant Russel, Mike Slough, Dave Trisel.

Staff Present: Matt Stoffel, Lisa Mansfield, and Kathy Launder.

Guests: Judy Pusateri, United Way of Hancock County.

APPROVAL OF MINUTES

Motion to accept minutes of the December 18, 2017, meeting, by Meyers, second by Trisel. Motion passed 8-0.

NEW BUSINESS

Fee Waiver Request-United Way: Judy Pusateri of the United Way of Hancock County announced that as part of the United Way's Annual Campaign kick off this year they are planning a kickball tournament and would like to hold it at the Marathon Diamonds. For the kickball tournament the United Way would need four fields for five hours. They will have a total of 16 teams with a registration fee of \$200 per team. The event will be free and open to the public. The event will be an alcohol free, family event for all community members. The United Way will be offering a meal for \$5 per family. The income generated from the kickball team registrations will go toward covering the cost of the food. Pusateri is requesting that the fee to rent the fields be waived. In exchange, the City of Findlay will be listed as a major sponsor of the event in material and promotions.

Discussion ensued regarding needing to develop a policy or guidelines for consideration of waiving fees for facility rentals.

Motion to waive fees for four ballfields at Marathon Diamonds for five hours on September 20, 2018, for the United Way's Annual Campaign kick off and kickball tournament in exchange for listing as a major sponsor of the event, by Pruitt, second by Cordonnier. Motion passed 8-0.

Recreation Summit Recap: Mansfield reported that the user groups don't feel the summit is necessary. The summit was held because the user groups didn't feel that their requests were being heard. Most if not all of the user groups concerns have been addressed. The only thing out there is the suggestion to add a multipurpose arena or second sheet of ice. The study that was completed determined that a second sheet of ice is not needed. Some groups still say it is. Mansfield stated that the City is not in a position to add a second sheet of ice. The City has more pressing items to take care of before considering a second sheet of ice. A multipurpose center would be great but who will pay for it and what does the day to day operation of it look like. Mansfield stated that she gets out and talk to the user groups as they are at the facility. They are constantly in touch throughout the seasons. McPheron stated that a multipurpose facility would serve a variety of groups versus a second sheet of ice serving a select few. Director Thomas suggested that the user groups could come up with a plan for the second sheet of ice for funding and use. Meyers stated that we should tap into people outside of the user groups. What is the general public wanting. Mansfield stated that she is already developing a survey that will go out to the human resources departments of various companies in Findlay to disperse to their employees for input. Mansfield and her team have already been discussing ways to fill the current gaps in available ice time. One suggestion was to have company team building exercises on the ice, using a meeting room for additional training and bring in a catered lunch. Also considering an over 50 kickball league in partnership with 50 North.

DEPARTMENT REPORTS

Recreation Department Report: Mansfield reported that the softball managers meeting was held and their games will start on May 13. Indoor Lacrosse will be held March 20 April 12 on Tuesdays and Thursdays. 30 kids have preregistered. A coach at Ohio Northern University just moved to Findlay and wants to get involved, so will be helping out. The Pitch Hit and Run event will be held April 21. Gliding Stars and Silver Blades will be having their shows. The University of Findlay baseball and softball openers are being held.

Parks Maintenance Department Report: Stoffel stated the Green Waste Site will open April 3. Working to get the parks ready. The City was awarded a grant from the Hancock Parks Foundation to install drinking fountains in the parks. Leftover funding will be used to purchase trees to plant in the parks. In April will begin working on the pool to get it ready to open. Will be paving the Pickleball Courts when the asphalt plants open.

OTHER REPORTS

Hancock Park District Report: Pruitt reported that new park brochures for Oakwoods, Litzenberg, and Riverbend are being developed with maps and directions. Rebuilding of Shelter 2 at Riverbend Park is out for bid for the demolition and rebuilding. The project is scheduled to start in May.

Past Liberty-Benton FFA class built the fishing pier at Shank Lake at Oakwoods Nature Preserve. The current Liberty-Benton FFA and alumni is replacing the wood planks with composite material to prevent slipping when wet and will install ADA rated railings. Also will be restriping the parking lot at the waterfalls to designate one way in and one way out.

OTHER BUSINESS

Next Meeting: The next meeting of the Parks and Recreation Board is scheduled for April 16, 2018, at 4:00pm in the third floor conference room of the Municipal Building.

Being no further business, the meeting adjourned.

Respectfully submitted,



Kathy Launder
City Clerk

PARKS AND RECREATION BOARD

City of Findlay

April 16, 2018

MINUTES

ATTENDANCE

Members Present: Brian Thomas, Chair, Matt Cordonnier, Greg Meyers, Grant Russel, Mike Slough, Dave Trisel, Jeff Wobser.

Staff Present: Matt Stoffel, Lisa Mansfield, and Kathy Launder.

APPROVAL OF MINUTES

Motion to accept minutes of the March 19, 2018, meeting, by Cordonnier, second by Wobser. Motion passed 7-0.

NEW BUSINESS

Soccer Agreement with YMCA: Thomas stated that we are still working with the YMCA on what the fee amount should be. The City's fee is \$5000. The YMCA thinks they should only pay \$250. The previous agreement stated that they would be responsible for half the cost of the water up to a certain amount and tournaments and camps. Wobser asked that if the City is not going to back down, are we willing to run the soccer program. Pacesetter South is a subcontract of the agreement. The house team is charged the Administrative Fee plus camps. Water for the premier fields costs approximately \$2000-\$3000. Thomas stated that he has additional meetings scheduled with the YMCA to discuss the fee.

DEPARTMENT REPORTS

Recreation Department Report: Mansfield reported that the ice is down. Public Skates will start April 20. Scotts Pitch Hit and run will be held on April 21. University Softball and Baseball will be helping with the event. Keep Active will have 6 summer dates. The last one will incorporate an obstacle course and movie night at Bernard Park. Adult Softball registration is on Friday. The ice shows went good. Attendance was down potentially due to Findlay High School Musical changing its date. Waiting for the weather to cooperate. Had two tournaments cancelled already. Pickleball is the scheduled activity for the July 12 Keep Active program.

Parks Maintenance Department Report: Stoffel stated that the Green Waste Site is open. Restrooms in the parks are still closed due to the cold temperature. Renovating shelter at Ede Park with the leadership of an Eagle Scout. The Pickleball courts will be paved and striped to meet specs for tournament play. Will purchase a few pieces of equipment that will be kept at the Recreation Department.

OTHER BUSINESS

Next Meeting: The next meeting of the Parks and Recreation Board is scheduled for May 21, 2018, at 4:00pm in the third floor conference room of the Municipal Building.

Being no further business, the meeting adjourned.

Respectfully submitted,



Kathy Launder
City Clerk

PARKS AND RECREATION BOARD

City of Findlay

June 18, 2018

MINUTES

ATTENDANCE

Members Present: Brian Thomas, Chair, Matt Cordonnier, Dennis McPheron, Greg Meyers, Gary Pruitt, Grant Russel, Mike Slough, Dave Trisel, Jeff Wobser.

Staff Present: Matt Stoffel, Lisa Mansfield, and Kathy Launder.

Guests: Jason, Carrie, and Jackson Plesack.

APPROVAL OF MINUTES

Motion to accept minutes of the April 16, 2018, meeting, by Wobser, second by Meyers. Motion passed 7-0. (Cordonnier and Russel arrived after approval of minutes.)

OLD BUSINESS

Soccer Agreement: Thomas stated that the issue of fees for use of the soccer fields at Emory Adams Park has been worked out. Only issue left is how to handle outside rental of the soccer fields. How do we coordinate use of the nets and equipment?

NEW BUSINESS

Skate Park: Jason, Carrie, and Jackson Plesack inquired to the status of Eagle Creek Skate Park and if it will be upgraded in the near future. Stoffel stated that minor maintenance has been done to the Eagle Creek Skate Park. No major updates due to significant cost to replacement equipment. Have discussed concrete park location, not has not moved forward. The cost of the new concrete skate park in Bowling Green was about \$180,000 at the time it was built. Wobser asked the Plesacks to gather names of individuals who will use the skate park if it was upgraded. Meyers stated that it was used a lot when it was first built. Russel stated that we can possibly get assistance with funding through the Tony Hawk Foundation, but it would need to be in a visible location and easily accessible.

DEPARTMENT REPORTS

Recreation Department Report: Mansfield reported that the Keep Active events are scheduled for July 12 at Flag City Sports Complex with Ultimate Frisbee; July 26 will be the Pickleball Court Grand Opening at Riverside Park; August 7 at West Park with an Obstacle Course & Wiffle Ball; and August 16 at Bernard Park with an obstacle Course. There are 25 kids signed up for Summer LaCrosse. Learn to Skate has 25 participants. Set up an obstacle course for the free lunch program. Ice will be up for another month. Hockey camps have been going on. Dealing with weather for ball tournaments. Miracle League All Star Tournaments will be held on September 17. There will be new surface on the field, two new play toys at the playground for 1-5 year olds, a new shelter, and new bleachers with safety railing.

Parks Maintenance Department Report: Stoffel stated that the Pickleball Courts should be done next week. Working with the local Pickleball club to make sure striping/lining is correct. Will be adding a drinking fountain by the Pickleball Courts through the Hancock Park District grant. Mowing, maintaining ballfields, and shelter house upkeep.

OTHER REPORTS

Hancock Park District Report: Pruitt reported skateboarding popularity is growing. It is scheduled to debut at the 2020 Olympics. There will be a surge in popularity after that. May want to consider. Is there a commitment to have a really nice skateboard facility? Do we need to be more high profile? Do we want to accommodate bikes, skateboards, scooters, and rollerblades all at the same facility?

OTHER BUSINESS

Next Meeting: The next meeting of the Parks and Recreation Board is scheduled for July 16, 2018, at 4:00pm in the third floor conference room of the Municipal Building.

Being no further business, the meeting adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kathy Launder".

Kathy Launder
City Clerk

PARKS AND RECREATION BOARD

City of Findlay

August 20, 2018

MINUTES

ATTENDANCE

Members Present: Brian Thomas, Chair, Matt Cordonnier, Dennis McPheron, Gary Pruitt, Grant Russel, Mike Slough, Dave Trisel.

Staff Present: Mayor Lydia Mihalik, Matt Stoffel, Lisa Mansfield, and Kathy Launder.

APPROVAL OF MINUTES

Motion to accept minutes of the June 18, 2018, meeting, by Trisel, second by Cordonnier. Motion passed 7-0.

NEW BUSINESS

Volleyball Court at West Park: Mayor Mihalik stated that while she was at a Keep Active event at West Park, a family made a request for a sand volleyball court to be installed at West Park. Stoffel stated that it would not cost very much to install, will use a different kind of sand so that it does not need tilled as often. Mayor Mihalik stated that this could be a way to bring the neighborhood children together and be active.

Cordonnier stated that the park looks nice and this would be a nice addition. Stoffel stated that they could prep it in the fall and install it in the spring. A sign could be created to install to state that a sand volleyball court will be installed. Mayor Mihalik stated that this area is investing in themselves, and we should invest in them. This would help make the quality of life a little better. Motion to approve installing a sand volleyball court in West Park at a location to be determined by the Parks Department, by Slough, second by Cordonnier. Motion passed 7-0.

Driving on Sidewalks at Riverside Park: Pruitt brought to the City's attention that there have been several people driving on the sidewalk in Riverside Park with full size vehicles. Typically they are travelling from the parking lot to Shelter 15 that the person had rented for set up, etc. The park rangers have had several complaints of near misses. There are signs posted that state no driving on trails that are easy to miss. Should new, more visible signs be put up or maybe bollards to prevent people from being able to drive on the sidewalks? What is in the rental agreements, verbal and/or written? The sidewalks are not designed to have cars driven on them.

Motion to support that no vehicles are permitted in the park area at Riverside Park except for special authorization by permit and proceed with implementing a solution to enforce, by Russel, second by McPheron. Motion passed 7-0.

Miracle League All Star Tournament: Mansfield reported that the inaugural Miracle League All Star Games will be held on September 15, 2018, at the Miracle Field. There are 90 All Star players from 25 states and Canada. Three games will be played. In preparation for the Games, the Miracle League started helped to fund the addition of three toys at the playground, a shelter pavilion, doubled the bleacher seating capacity. The faulty playing surface was replaced with a brand new surface and the All Star logo was installed on the field.

DEPARTMENT REPORTS

Recreation Department Report: Mansfield reported the scheduling software is in the process of being updated. This was a suggestion that came out of the Recreation Summit two years ago. Participants will be able to register for classes, pay for shelter reservations, see the ice/field schedules, public skate schedules will be listed. The ice is going back down, and Public Skate will be held on September 7. Ice schedule is set for Winter. Diamonds summer use is wrapped up. Will be performing field maintenance in the fall. Games will be shifted to Swale Park to free up the Diamonds. Youth Football's first game is on Sunday.

Thomas stated the bid for the Cube updates has gone out. This will include addressing the safety concerns with the HVAC and electrical.

Parks Maintenance Department Report: Stoffel stated that additional items will be installed at the Pickleball Court with a grant from AARP. These items include bleachers, benches, windscreens, signage, and bulletin board. There are two try it out dates scheduled to play Pickleball on August 22 and September 26. An Eagle Scout will be helping redo and upgrade the dugouts at Remington. The pool is closed for the season. A soccer agreement is signed with the YMCA. Finished up repairs at Emory Adams Park and Fort Findlay Playground.

OTHER REPORTS

Hancock Park District Report: Pruitt reported that they have removed the concrete and are installing new equipment at Centennial Park. Blanchard Valley Health System provided some financial assistance. The YMCA has suggested doing some structured fitness classes at the park. Haven't received a firm commitment yet.

OTHER BUSINESS

Next Meeting: The next meeting of the Parks and Recreation Board is scheduled for September 17, 2018, at 4:00pm in the third floor conference room of the Municipal Building.

Being no further business, the meeting adjourned.

Respectfully submitted,



Kathy Launder
City Clerk

TRAFFIC COMMISSION

City of Findlay

August 20, 2018

MINUTES

ATTENDANCE:

MEMBERS PRESENT: Safety Director Paul Schmelzer, Service Director/Acting City Engineer Brian Thomas, Fire Chief Josh Eberle, Police Chief John Dunbar.

STAFF PRESENT: Mayor Lydia Mihalik; Don Rasmussen, Law Director; Matt Stoffel, Public Works Superintendent; Tom DeMuth Traffic Signal Supervisor; Jeremy Kalb, Engineering Department; Kathy Launder, City Clerk.

GUESTS PRESENT: Jill Wagner.

OLD BUSINESS

1. Request of Tom DeMuth, City of Findlay Traffic Signal Supervisor, to review the crosswalk signalization across Lima Avenue at Cooper Tire & Rubber Company leading from their corporate offices to their parking lot due to ailing equipment needing repaired or replaced.

4/16/2018

DeMuth stated that the traffic signal equipment at Cooper Tire was installed in 1993. The hardware is wearing out and it is outdated equipment. In lieu of spending money to update the light, DeMuth suggested that it be converted to a regular crosswalk like West Main Cross Street. Schmelzer stated that an RFB similar to West Main Cross Street is no longer recognized under the Uniform Traffic Code. DeMuth stated that if it is not a federal or state highway, should be able to use the RFB. Not a traffic control device just an enhancement. Option A is to just stripe a sign the crosswalk. Option B is to install a HAWK device or overhead light. Option C is to replace the existing. Schmelzer stated the cost of this type of device is born by the entity that needs it. Cooper Tire needs to pay for a HAWK system or traffic signal or we will put back to a crosswalk. DeMuth stated that they will not be happy with a HAWK system. Schmelzer stated that he will talk with Cooper Tire about cost of traffic signal after DeMuth gets actual costs.

08/20/2018

Schmelzer forwarded to Cooper and has not heard back.

2. Request of Michael Chiarelli, Kan Du Group located at 17728 County Road 99, Findlay, for a traffic signal facing north at Speedway Drive to allow motorists to safely be able to turn left (east) from their facility as well as Flashover Sports.

4/16/2018

Chiarelli stated that the Kan Du Group is the former Blanchard Valley Industries and moved to a County Road 99 location. It serves adults with disabilities. There will be 45-50 adults on location at a time. There is a concern of the safety of turning left out of the drive onto CR 99. A traffic signal would allow a safer turn. The entrance to the facility will be moved to line up with the existing traffic signal.

Schmelzer stated that usually the organization requesting an additional traffic signal would be responsible for the cost to purchase and install the signal. There may be grants or government funds available to cover the cost. Having a traffic signal there may spark additional development. Cost to install a new signal would be approximately \$15,000 if have to purchase all equipment. Schmelzer stated that if the owner moves the drive the City would pay for the signal. Chiarelli stated that the owner is aware that they would have to move the entrance.

Motion to table request pending further discussion regarding combining the driveways, by Director Schmelzer, second by Councilman Slough. Motion passed 5-0.

06/18/2018

No new information.

8/20/2018

Schmelzer met with property owner. Doubt we will do anything there very soon. Keep on the agenda.

3. Request of Councilman John Harrington to review the traffic pattern around Jefferson School.

5/15/2017

Acting Chief Dunbar stated that he has assigned the Special Assignment Unit to review the traffic pattern around Jefferson School. They are to have their report completed by May 24, 2017, to bring back to Traffic Commission. It is suggested to reach out to Dennis McPherson to attend the next meeting when it is discussed. Motion to table, by Director Schmelzer, second by Thomas. Motion passed 5-0.

06/19/2017

Chief Dunbar stated that Sgt. Brian Dill with the Special Assignment Unit reviewed the area for best options for traffic pattern around Jefferson School. He spoke with school personnel as well as the residents in the area. The following are several proposals for consideration:

- A. Remove the No Parking restriction on Seventh Street between S. Main St. and Maple Ave. to allow for additional stacking.
- B. Make Washington Ave. between Sixth St. and Seventh St. No Parking during school hours.
- C. Make Maple Avenue between Seventh Street and Fairlawn Place one-way going southbound allowing two lanes of stacking.
- D. Make Fairlawn Place from Maple Ave. to Washington Ave. No Parking during school hours.
- E. Maple Avenue between Fairlawn Place and Pearl Street has already been made No Parking Any Time on both sides of the street.

Schmelzer requested that Chief Dunbar develop a map with the recommendations and forward to the Superintendent of Findlay City Schools for review. The net benefit of these recommendations is to get cars off of Sixth Street and increase bus maneuverability on Fairlawn Avenue.

Motion to have the Engineering Department create an exhibit to reflect proposals A, B, C, and D from Special Assignment Unit, and forward to Ed Kurt, Superintendent of Findlay City Schools, and Jefferson School Principal for review, by Director Schmelzer, second by Councilman Monday. Motion passed 5-0.

08/28/2017

Motion to lift item from table, by Director Schmelzer, second by Chief Eberle. Motion passed 4-0.

Director Schmelzer reported that Findlay City Schools Superintendent Ed Kurt stated that it is very difficult to make any changes to traffic patterns around schools during the school year. Superintendent Kurt stated that they would continue to monitor the traffic around the school throughout the year and, if necessary, make a change at the beginning of the summer to get resident acclimated and then parents. The Principal of Jefferson School stated that the double stacking on the one way of Maple Avenue is not a safe idea. Will look at periodically throughout school year with school staff and take notes.

Motion to table item and evaluate traffic patterns throughout the school year, by Director Schmelzer, second by Director Thomas. Motion passed 4-0.

Schmelzer stated that a map was put together based on Police Department recommendation to the school. Have not heard back from Superintendent Ed Kurt or Dennis McPherson.

Motion to lift off table, by Schmelzer, second by Thomas. Motion passed 4-0.

Discussed plan.

- A. Remove parking restriction on school days south side of Seventh Street east of the first north/south alley
- B. Make a no parking zone on Washington Ave. between Sixth St. and Seventh St.
- C. Change Maple Ave. from Seventh to Fairlawn to a one way in southbound direction to create a row of parking on the west side and bypass lane on the east side
- D. No parking on Fairlawn

Modify map per discussions for next meeting. Will then give to Findlay City Schools to have them review recommendations.

Motion to table, by Schmelzer, second by Chief Eberle. Motion passed 4-0.

NEW BUSINESS

1. Request of Jill Wagner to make the southeast area of the River parking lot free public parking.

Jill Wagner stated that there is a sign in the parking lot by the pedestrian bridge along the Blanchard River that states "2 Hour Parking". There are no other signs in this parking lot stating that it is 2 hour parking. Ms. Wagner would like the City to remove this sign to make this parking lot free parking from the concrete structure to the pedestrian bridge.

Sherman House had leased these parking spaces at one time with signage designating it as Sherman House parking. Once the Sherman House signs were removed, the 2 Hour Parking signs were not put back up. Schmelzer stated that signage should be consistent with other City parking lots. We should have put 2 hour signs back up. Chief Eberle stated that overgrown brush and trees need to be cleaned up along the parking lot as well. Schmelzer stated that the City will do some maintenance to clean up the area around the parking lot, will remove all old signage, and install appropriate 2 Hour Parking signs, and make sure that the parking lot is being patrolled.

2. Request of Jeremy Kalb, Engineering Department, to change the first alley east of Main Street from E. Main Cross St. to E. Crawford St. to one way southbound.

The request to change the direction of the alley to one way south is so that access to the parking garage can be maintained when East Crawford Street is closed for events. This request was made by a business owner. Chief Eberle suggested that we contact the other business owners in the area to get their opinion.

Motion to table, by Chief Eberle, second by Chief Dunbar. Motion passed 3-0.

3. Request of Jeremy Kalb, Engineering Department, to remove the on street parking spaces on the south side of E. Lincoln Street from S. Main St. to Beech Street.

Thomas stated that the on street parking spaces were temporarily removed during the construction of the Hancock Hotel. The church called and said that they don't need the spaces for their activities. Schmelzer stated that these parking spaces will be utilized by visitors to Downtown.

Motion to deny request to remove parking spaces on the south side of E. Lincoln Street from S. Main St. to Beech Street and to reinstall the parking spaces, by Schmelzer, second by Thomas. Motion passed 4-0.

4. Request forward from Brian Thomas, Acting City Engineer, to add a stop sign on Fairmont Drive at Beechmont Drive.

Thomas stated that this request came from a resident in the area. The resident is concerned about speeding on Fairmont. The City does not install stop signs to regulate speed. The Police Department will do some targeted enforcement in the area.

Motion to deny request for a four-way stop on Fairmont Drive at Beechmont Drive, by Schmelzer, second by Chief Dunbar. Motion passed 4-0.

5. Request of We Serve Coffee to restrict trucks in first alley east of Main Street from E. Sandusky Street to E. Crawford Street.

Building appurtenances are being damaged by trucks going through the alley. Deliveries are made to restaurants, Bistro on Main and Legends, using this alley.

Put up bollard?

Should

Motion to not place restrictions on truck traffic in alley, by Schmelzer, second by Thomas.
Motion passed 4-0.

6. Request by phone of Rick Armstrong to add a left turn signal at the traffic light at Sixth Street and South Blanchard Street heading eastbound.

Thomas stated that the City is currently discussing adding a left turn lane on Sixth Street in both directions at South Blanchard Street. He received the survey and is trying to figure out how to make it work. Sixth Street will need to be widened to add a left turn lane. Survey will show if there is existing right-of-way that can be used. Haven't reviewed the survey fully yet.

No action taken.

7. Request of Tom DeMuth, Traffic Signal Supervisor, to review the need for traffic signals at the intersection of N. Main St. and Clinton Court.

DeMuth stated that the traffic signal at the intersection of N. Main St. and Clinton Court is due to be replaced/upgraded. DeMuth asked if the traffic signal is still needed. Cost for the replacement/upgrade is approximately \$100,000. He stated the current signals will be good for another 5 years. Schmelzer stated that if the north side of river is developed, the traffic signal would definitely be needed. Schmelzer stated that we should hold off on this discussion until plans for development of the north side of the river are completed. If the traffic signals start to fail, then bring back for discussion.

No action taken.

8. Request of Tom DeMuth, Traffic Signal Supervisor, to review the east side crosswalk across Tiffin Avenue at Croy Drive

DeMuth stated that the wheelchair ramp was not installed by ODOT, but they striped it for a crosswalk, but no signals added. Ramps are at the curve, not dedicated. Crosswalk marking is thermoplastic, would have to ground out. Signs should be larger and lowered.

Move to peel plastic, by Schmelzer, second by Thomas

Stripe were mistakenly placed and currently signed as part of ODOT project to not cross there, that's why we are removing the crosswalk to match the original intent of the project.

With no further business to discuss, the meeting adjourned. The next meeting of the City of Findlay Traffic Commission will be held on September 17, 2018 at 2:30 p.m. in the third floor conference room of the Municipal Building.

Respectfully submitted,



Kathy K. Launder
City Clerk

TRAFFIC COMMISSION

City of Findlay

September 17, 2018

MINUTES

ATTENDANCE:

MEMBERS PRESENT: Service Director/Acting City Engineer Brian Thomas, Fire Chief Josh Eberle, Police Chief John Dunbar, Councilman Jim Slough.

STAFF PRESENT: Matt Stoffel, Public Works Superintendent; Tom DeMuth Traffic Signal Supervisor; Kathy Launder, City Clerk.

GUESTS PRESENT: Justin Stutzman.

OLD BUSINESS

1. Request of Tom DeMuth, City of Findlay Traffic Signal Supervisor, to review the crosswalk signalization across Lima Avenue at Cooper Tire & Rubber Company leading from their corporate offices to their parking lot due to ailing equipment needing repaired or replaced.

4/16/2018

DeMuth stated that the traffic signal equipment at Cooper Tire was installed in 1993. The hardware is wearing out and it is outdated equipment. In lieu of spending money to update the light, DeMuth suggested that it be converted to a regular crosswalk like West Main Cross Street. Schmelzer stated that an RFB similar to West Main Cross Street is no longer recognized under the Uniform Traffic Code. DeMuth stated that if it is not a federal or state highway, should be able to use the RFB. Not a traffic control device just an enhancement. Option A is to just stripe a sign the crosswalk. Option B is to install a HAWK device or overhead light. Option C is to replace the existing. Schmelzer stated the cost of this type of device is born by the entity that needs it. Cooper Tire needs to pay for a HAWK system or traffic signal or we will put back to a crosswalk. DeMuth stated that they will not be happy with a HAWK system. Schmelzer stated that he will talk with Cooper Tire about cost of traffic signal after DeMuth gets actual costs.

08/20/2018

Schmelzer forwarded to Cooper and has not heard back.

9/17/2018

No new information.

2. Request of Michael Chiarelli, Kan Du Group located at 17728 County Road 99, Findlay, for a traffic signal facing north at Speedway Drive to allow motorists to safely be able to turn left (east) from their facility as well as Flashover Sports.

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Chiarelli stated that the Kan Du Group is the former Blanchard Valley Industries and moved to a County Road 99 location. It serves adults with disabilities. There will be 45-50 adults on location at a time. There is a concern of the safety of turning left out of the drive onto CR 99. A traffic signal would allow a safer turn. The entrance to the facility will be moved to line up with the existing traffic signal.

Schmelzer stated that usually the organization requesting an additional traffic signal would be responsible for the cost to purchase and install the signal. There may be grants or government funds available to cover the cost. Having a traffic signal there may spark additional development. Cost to install a new signal would be approximately \$15,000 if have to purchase all equipment. Schmelzer stated that if the owner moves the drive the City would pay for the signal. Chiarelli stated that the owner is aware that they would have to move the entrance.

Motion to table request pending further discussion regarding combining the driveways, by Director Schmelzer, second by Councilman Slough. Motion passed 5-0.

8/20/2018

Schmelzer met with property owner. Doubt we will do anything there very soon. Keep on the agenda.

9/17/2018

No new information

3. Request of Councilman John Harrington to review the traffic pattern around Jefferson School.

5/15/2017

Acting Chief Dunbar stated that he has assigned the Special Assignment Unit to review the traffic pattern around Jefferson School. They are to have their report completed by May 24, 2017, to bring back to Traffic Commission. It is suggested to reach out to Dennis McPherson to attend the next meeting when it is discussed. Motion to table, by Director Schmelzer, second by Thomas. Motion passed 5-0.

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08/20/2017

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Motion to table item and evaluate traffic patterns throughout the school year, by Director Schmelzer, second by Director Thomas. Motion passed 4-0.

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Discussed plan.

- A. Remove parking restriction on school days south side of Seventh Street east of the first north/south alley
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- C. Change Maple Ave. from Seventh to Fairlawn to a one way in southbound direction to create a row of parking on the west side and bypass lane on the east side
- D. No parking on Fairlawn

Modify map per discussions for next meeting. Will then give to Findlay City Schools to have them review recommendations.

Motion to table, by Schmelzer, second by Chief Eberle. Motion passed 4-0.

9/17/2018

Thomas stated that the Engineering Department is in the process of modifying the map.

4. Request of Jeremy Kalb, Engineering Department, to change the first alley east of Main Street from E. Main Cross St. to E. Crawford St. to one way southbound.

8/20/2018

The request to change the direction of the alley to one way south is so that access to the parking garage can be maintained when East Crawford Street is closed for events. This request was made by a business owner. Chief Eberle suggested that we contact the other business owners in the area to get their opinion.

Motion to table, by Chief Eberle, second by Chief Dunbar. Motion passed 3-0.

9/17/2018

No new information.

NEW BUSINESS

1. Request to consider removing traffic signal at Lake Cascades and Western Avenue.

This item has been briefly discussed before. The traffic signal at the intersection of Western Avenue and Lake Cascades Parkway is failing. The cabinet and controller is also failing. Thomas stated that traffic counts did not meet warrant for traffic signal to remain. Engineering Department recommends to remove traffic signal and install stop signs on Lake Cascades Parkway. Western Avenue traffic will not stop. There are currently no sight issues. This may change if the southwest corner is developed. Chief Dunbar stated some concerns with the curve from Lake Cascades Parkway onto Western Avenue remaining a Yield. He proposes to eliminate the curve. Another suggestion was to replace the Yield with a Stop Sign. It is proposed to have Western Avenue as a thru street, have traffic on Lake Cascades Parkway stop at Western Avenue, keep yield sign at curve. Flash for two weeks on yellow for Western Avenue, red for Lake Cascades Parkway, then bag the traffic signals. If there are no concerns after this period, then come back for official determination of removing traffic signals. Motion to table and bring back to the Traffic Commission after review of the curved yield area, by Chief Eberle, second by Councilman Slough. Motion passed 4-0.

2. Request of Chanda West, 2211 Washington Avenue, to make the intersection of Washington Avenue and East Edgar Street a four way stop.

The concern is that motorists are speeding down East Edgar Street. There was a serious vehicle accident at this intersection recently. There are several families with small children in the area as well.

Motion to make the intersection of Washington Avenue and East Edgar Street a four way stop, by Councilman Slough, second by Chief Eberle. Motion passed 4-0.

3. Request of Councilwoman Holly Frische to look at the need for a traffic signal at the intersection of Deer Ridge Drive and East Melrose Avenue.

Thomas stated that the last traffic count done was in 2015. The average daily total did not meet the warrant for a traffic signal. With the new apartments going in on the north side of Melrose Avenue, there will be an increase in traffic. Deer Ridge is a private drive. A new signal will cost approximately \$150,000. Recommend get current traffic counts after the apartments are built and occupied. Motion to table until traffic counts are obtained, by Chief Eberle, second by Councilman Slough. Motion passed 4-0.

4. Request of Councilwoman Holly Frische to look at the need for a traffic signal at the intersection of Fishlock Avenue and East Sandusky Street (due to traffic going to/from downtown for work, school and the fair).

Thomas stated that this intersection has been reviewed in the past. Will need to get current traffic counts. Being a state route, the City will have to turn in an application to the Ohio Department of Transportation (ODOT) for installation of a traffic signal. Motion to have Engineering Department take traffic counts for East Sandusky Street to determine if it warrants a traffic signal, by Chief Eberle, second by Director Thomas. Motion passed 4-0.

5. Request of Councilwoman Holly Frische to look at the need for a pedestrian crossing at the intersection of 6th Street and Washington Avenue (due to the amount of joggers and kids walking to Donnell, Jefferson and Chamberlin).

Thomas stated that he is not sure what the actual request is. There is already a crosswalk marked with signage across Sixth Street at Washington Avenue. MUTCD does not recommend flashing crosswalk signals. Motion to table by Chief Eberle, second by Director Thomas. Motion passed 4-0.

OTHER BUSINESS

Justin Stutzman address the Traffic Commission with a concern of its recent decision to make Bolton Street one way from Edith to Prentiss. He is requesting that it be changed to be one way from Edith to Lester. Mr. Stutzman lives on Lester and uses Bolton to travel to and from his residence. Having Bolton as one way from Edith to Prentiss makes it difficult on him and others living on Lester in their normal travels. The Traffic Commission will review this at its next meeting.

With no further business to discuss, the meeting adjourned. The next meeting of the City of Findlay Traffic Commission will be held on October 15, 2018 at 2:30 p.m. in the third floor conference room of the Municipal Building.

Respectfully submitted,



Kathy K. Launder
City Clerk

City of Findlay
City Planning Commission
City Council Chambers, 1st floor of Municipal Building
Thursday, November 8, 2018 - 9:00 AM

AGENDA

CALL TO ORDER

ROLL CALL

SWEARING IN

APPROVAL OF MINUTES

NEW ITEMS

1. **PETITION FOR ZONING AMENDMENT #ZA-13-2018** filed to zone 36.689 Acres located at the southeast corner of E. Bigelow Avenue and Crystal Avenue (Hengsteler farm) to I-1 Light Industrial upon its annexation to the City of Findlay.
2. **PETITION FOR ZONING AMENDMENT #ZA-14-2018** filed to rezone 606 Howard Street from R-2 Single Family Medium Density to O-1 Institutions and Offices.
3. **APPLICATION FOR SITE PLAN REVIEW #SP-20-2018** filed by Casey's General Store, PO Box 3001, Ankeny, IA for a fueling station and 4700 square foot convenience market to be located at 1403 N. Main Street, Findlay.
4. **APPLICATION FOR SITE PLAN REVIEW #SP-21-2018** filed by Joe Built Homes, 5271 SR 12, Findlay for condominium development to be located at 113 Alexander Place.

ADMIMISTRATIVE APPROVALS

ADJOURNMENT

City of Findlay

City Planning Commission

Thursday, October 11, 2018 – 9:00 AM

Minutes

(Staff Report Comments from the meeting are incorporated into the minutes in lighter text. Actual minutes begin with the DISCUSSION Section for each item)

MEMBERS PRESENT:

Mayor Lydia Mihalik
Dan Clinger
Jackie Schroeder
Brian Thomas
Dan DeArment

STAFF ATTENDING:

Todd Richard, Zoning Inspector
Jeremy Kalb, Engineering Project Manager
Matt Cordonnier, HRPC Director
Judy Scrimshaw, Development Planner
Leah Fox, HRPC Staff
Jodi Mathias, Zoning Inspector
Erik Adkins, Zoning Inspector

GUESTS:

Tom Shindlecker, Dan Stone, Lou Wilin, Dan Stone,
Brett Gies, Jerry Murray, Precia Stuby

CALL TO ORDER

ROLL CALL

The following members were present:

Mayor Mihalik
Dan DeArment
Dan Clinger
Jackie Schroeder
Brian Thomas

SWEARING IN

All those planning to give testimony were sworn in by Judy Scrimshaw.

APPROVAL OF MINUTES

Dan Clinger made a motion to approve the minutes of September 13, 2018. Dan DeArment seconded. Motion carried 5-0-0.

NEW ITEMS

1. PETITION FOR ZONING AMENDMENT #ZA-12-2018 filed to rezone 2475 Crystal Avenue from C-1 Local Commercial to M-2 Multiple-Family High Density.

CPC STAFF**General Information**

This request is located on the east side of Crystal Avenue. It is zoned C-1 Local Commercial. Land to the north in Marion Township is zoned R-3 Multi-Family. To the east and south is zoned M-2 Multiple-Family High Density in the City of Findlay. To the west is zoned R-2 Two Family Residential in Marion Township. It is not located within the 100-year flood plain. The City of Findlay Land Use Map designates the area as Multi-Family.

Parcel History

This site is a vacant parcel.

Staff Analysis

The applicants propose to construct a building with four (4) dwelling units on the site. The current zoning does not permit any residential structures.

The Multiple Family zoning fits in with the existing uses in the neighborhood and is consistent with the Land Use Plan.

Staff Recommendation

CPC Staff recommends that Findlay City Planning Commission recommend approval to Findlay City Council of **PETITION FOR ZONING AMENDMENT #ZA-12-2018 filed to rezone 2475 Crystal Avenue from C-1 Local Commercial to M-2 Multiple-Family High Density.**

ENGINEERING

No Comment

FIRE PREVENTION

No Comment

RECOMMENDATION

Staff recommends that FCPC recommend approval to Findlay City Council of **PETITION FOR ZONING AMENDMENT #ZA-12-2018 filed to rezone 2475 Crystal Avenue from C-1 Local Commercial to M-2 Multiple-Family High Density.**

DISCUSSION

Dan Clinger said he assumed there wasn't any relationship with the other residential areas there and asked if they would be using access off of Crystal Ave. Brett Gies said yes. Mr. Clinger said his guess was the commercial use of the land would be minimal due to the isolation. He said it would fit in with the other residential classifications.

MOTION

Mayor Mihalik made a motion to recommend **approval to Findlay City Council PETITION FOR ZONING AMENDMENT #ZA-12-2018 filed to rezone 2475 Crystal Avenue from C-1 Local Commercial to M-2 Multiple-Family High Density.**

2nd: Jackie Schroeder

VOTE: Yay (5) Nay (0) Abstain (0)

2. APPLICATION FOR FINAL PLAT #FP-08-2018 filed for the Dedication of right-of-way for Production Drive west of Bright Road.

CPC STAFF**General Information**

This request is located off the west side of Bright Road as a continuation of the existing Production Drive on the east side of Bright Road. It is not located within the 100-year flood plain.

Parcel History

This area was proposed as a business park back in 2001. Production Drive was shown as access into the park from Bright Road on that original plan.

A site plan for AutoLiv was approved by FCPC in November, 2017 and Production Drive was proposed for access on that plan also.

Staff Analysis

The plat today will dedicate the right-of-way as public for the newly constructed street.

Staff Recommendation

Staff recommends **that FCPC approve APPLICATION FOR FINAL PLAT #FP-08-2018 filed for the Dedication of right-of-way for Production Drive west of Bright Road.**

ENGINEERING**FIRE PREVENTION**

No Comment

RECOMMENDATION

Staff recommends **approval of APPLICATION FOR FINAL PLAT #FP-08-2018 filed for the Dedication of right-of-way for Production Drive west of Bright Road.**

DISCUSSION

Jackie Schroeder asked what other properties would be accessing Production Dr. Dan Stone said right now Humble Robinson would be accessing this road rather than Crystal Ave. He said there have been discussions about cutting off the access going out to Crystal Ave. as well and the intent is to bring all the truck traffic out onto the main truck routes. Ms. Schroeder mentioned that would also give neighboring properties access as well. Mr. Stone agreed. He pointed out the access points for AutoLiv and said the cul-de-sac was designed as a suitable space for firetrucks turning movements.

Mayor Mihalik said this was a lot of work to get done and said she is grateful for those involved in this, including Mr. Stone.

MOTION

Dan Clinger made a motion to **approve APPLICATION FOR FINAL PLAT #FP-08-2018 filed for the Dedication of right-of-way for Production Drive west of Bright Road.**

2nd: Dan DeArment

VOTE: Yay (5) Nay (0) Abstain (0)

3. APPLICATION FOR PRELIMINARY PLAT #PP-05-2018 filed for Hickory Lake 2nd Addition located in Marion Township.

CPC STAFF**General Information**

This request is located on the west side of TR 242 and south of US 224 in Marion Township. It is zoned R-1 Single Family Residential. To the south and west is zoned R-1 Single Family Residential. To the east is zoned A-1 Agricultural. Land to the north is zoned B-1 Institutions and Offices. It is not within the 100-year flood plain. The City of Findlay Land Use Plan designates the area as Single Family Large Lot.

Parcel History

The Preliminary Plat for Hickory Lake 1st-3rd Additions was approved in June of 2014 by FCPC. The Final Plat for Hickory Lake 1st Addition was approved by FCPC in December 2015. The land is currently vacant.

Staff Analysis

This is the second phase of a proposed three (3) phase residential development. This plat shows 12 single-family lots on a cul-de-sac street, Mallard Lane.

The cul-de-sac is under the 600' maximum permitted. All lots meet the size requirements of the Marion Township zoning resolution.

The layout is consistent with the plan submitted in 2014.

Staff Recommendation

Staff recommends **approval of APPLICATION FOR PRELIMINARY PLAT #PP-05-2018 filed for Hickory Lake 2nd Addition.**

ENGINEERING

No comment

FIRE PREVENTION

No comment

RECOMMENDATION

Staff recommends **approval of APPLICATION FOR PRELIMINARY PLAT #PP-05-2018 filed for Hickory Lake 2nd Addition.**

DISCUSSION

Dan Clinger asked if the parcel directly south was Hickory Lake 1st Addition. Mr. Stone said yes. He pointed out Hickory Lake, Hickory Lake 1st Addition, and Hickory Lake 2nd Addition, and then the potential location for Hickory Lake 3rd Addition.

MOTION

Dan DeArment made a motion to **approve APPLICATION FOR PRELIMINARY PLAT #PP-05-2018 filed for Hickory Lake 2nd Addition located in Marion Township.**

2nd: Dan Clinger

VOTE: Yay (5) Nay (0) Abstain (0)

4. APPLICATION FOR SITE PLAN REVIEW #SP-17-2018 filed by Service Leaders, LLC, 8146 W. US 224, New Riegel, OH for industrial building to be located at 1744 Romick Pkwy.

CPC STAFF**General Information**

This request is located on Romick Parkway. It is zoned I-1 Light Industrial. To the north, south, east, and west is zoned I-1 Light Industrial. It is not located within the 100-year flood plain. The City of Findlay Land Use Plan designates the area as Regional Commercial.

Parcel History

This is a vacant parcel.

Staff Analysis

The applicant proposes to construct a 6,000 square foot industrial building and a 4,600 square foot hoop salt building on the parcel. The main function of the company is snow and ice removal. The building will house snow removal equipment.

All setbacks for the I-1 district are met with the layout.

Parking in I-1 is based on 1.1 spaces per employee on the largest shift. The plan indicates that the maximum number of employees on site will be five. This calculates to six (6) parking spaces. The plan shows six (6) spots.

Maximum building height in I-1 is 60'. The elevation drawings indicate that the main building is 28'-10" at the peak. The hoop building is just under 26' at the tallest point.

There is no freestanding signage on the plan. A letter from the Engineer states that any signage will be mounted on the building.

All lighting is provided by wall packs mounted on the building. There is no residential use currently in proximity to the site, so no photometric plan was requested.

Because the zoning district to the west of the site is MH Mobile Home, that would be the only side that could require screening. There is an existing heavy tree line along the property boundary that will suffice as the barrier. The Industrial districts have very minimal landscaping standards when not abutting residential uses or zones.

The entry and parking lot is paved. Much of the rest of the site is shown as stone. The applicant has indicated that there are no plans to have any outdoor storage. All equipment is to be kept inside the building.

Staff Recommendation

Staff recommends **approval of APPLICATION FOR SITE PLAN REVIEW #SP-17-2018 for industrial buildings to be located at 1744 Romick Pkwy.**

ENGINEERING

Access –

Will be from a new drive coming off of Romick Parkway. The new driveway will require a curb cut and will be paved with Heavy Duty Asphalt Pavement.

Sanitary Sewer –

The sanitary sewer lateral is proposed to come out of the North side of the building, and connect to the existing lateral on the Northeast corner of the property. Contractor/ Owner will be responsible to make sure that the lateral is in good working condition.

Waterline –

An existing 8-inch waterline is located on the east side of the site near the existing curb. The plans are proposing a new waterline tap coming from the east side of the building and tapping onto the existing waterline.

Stormwater Management –

Stormwater will be directed by the onsite swales to the drainage ditch that is located to the west of the property. The drainage ditch then continues to the regional detention facility.

MS4 Requirements –

The amount of erodible material that will be disturbed will be more than one acre so the site is will be required to comply with the City of Findlay's Erosion & Sediment Control Ordinance.

Recommendations:

- Approval of the Site Plan

Following Permits are needed before Construction Can Start:

Waterline Permit-	1 total
Sanitary Sewer Permit-	1 total
Drive/ Curb Cut Permit-	1 total

FIRE PREVENTION

Apply for all necessary permits with Wood County Building Department.

RECOMMENDATION

Staff recommends approval of APPLICATION FOR SITE PLAN REVIEW #SP-17-2018 for industrial buildings to be located at 1744 Romick Pkwy. subject to the following conditions:

- **Compliance with the City of Findlay's Erosion & Sediment Control Ordinance. (ENG)**
- **Apply for all necessary permits with Wood County Building Department. (FIRE)**

DISCUSSION

Mr. DeArment mentioned that he had a concern with environmental contamination due to salt runoff into the storm water ponds. He said he thinks the third side of that building should be enclosed to keep rain water from coming in. One of the applicants said that was how they built the other buildings and said the back wall needs to be there and there's a vent toward the top to help keep airflow going. Mr. DeArment said that that was not shown on the drawings. He asked if there was a third wall. The applicant said yes, the back wall is used to push up the salt. Mr. DeArment asked how tall the wall is. The applicant said it's a full wall and asked if he was talking about the concrete wall. Mr. DeArment said he was referring to the wall at the bottom of the drawing. The applicant said that wall was approximately 6 feet. Mr. DeArment asked if it was open from 6 feet up. The applicant said from 6 feet up, it's the hoop structure. Mr. Stone came up to the Commission and pointed out where everything was located on the plan. Mr. DeArment asked if the other end was completely open. The applicant said yes. Mr. DeArment asked if they would be loading trucks inside the building or if they would be going in with a loader and taking a scoop. The applicant said the building is big enough that they could do that but they haven't made a final call on how they load. He said the reason this building was made bigger is to keep salt back further and have more push back so it isn't out and exposed. He pointed out the commodity building and said that even if they were to load outside of the building, they would want to concrete that area so any spillage can be shoved back in the building with no waste. Mr. DeArment asked about the stone. The applicant state that they would probably want to extend that pad if they want to load outside of the building – potentially an additional 20 feet for the truck.

Mr. Clinger asked if they were using large equipment here. The applicant said they would have 550 trucks to run as salt trucks. He said they do have one 650, but the majority are 550. He said the loaders are not really onsite except putting them away at the end of the season. During the season, they will be at the distribution centers, hooked up and ready to go. At the end of the season, they store all of their tractors and loaders onsite – around 16. Mr. Clinger asked if the vehicles would primarily be offsite. The applicant said they would keep the vehicles in the building during the winter while the big equipment is gone, so the salt trucks will stay in that building and the backhoe that is used for loading so about 5 trucks in total. Mr. Clinger mentioned if their business grows, they appear to have access to the warehouse building to the west side. He asked if parking could extend parking to the north side if needed. Mr. Stone said there is ample room for parking. He said there is plenty of room onsite for any type of parking expansion needed. Mr. Clinger asked if the centerline of the ditch is represented as the dashed line on the drawing. Mr. Stone pointed out where the ditch would run.

Mr. Clinger said he would recommend approval subject to following screening requirements for the residential area to the west if the vegetation is removed. Mr. DeArment said he would like to add the condition that there is a 20 foot apron for drag out on the north end of the building. Mr. Clinger asked the applicant if that would be reasonable. The applicant said yes.

Mr. DeArment mentioned he likes the new public notice signs. Mayor Mihalik said those are a result of the change to the zoning ordinance for public notification.

Mr. Clinger asked if the industrial zoning allows for the stone parking and driveways without any other issues. Ms. Scrimshaw said they need to pave their actual parking lots but they can have stone outdoor storage areas. She said right now, they aren't planning to use it for storage and will just be driving through. But if they do decide to use it for storage, they will need to fence it in. Mr. Clinger asked if that would need to come back to zoning if that happens. Ms. Scrimshaw said they would probably just need a fence permit because it is a permitted use.

MOTION

Dan Clinger made a motion to **approve APPLICATION FOR SITE PLAN REVIEW #SP-17-2018 for an industrial building to be located at 1744 Romick Pkwy subject to the follow conditions:**

- **If vegetation is removed to the west side, applicant must follow screening requirements for the residential area to the west.**
- **Add 20 foot apron for drag out on the north end of the building.**
- **Compliance with the City of Findlay's Erosion & Sediment Control Ordinance. (ENG)**
- **Apply for all necessary permits with Wood County Building Department. (FIRE)**

2nd: Jackie Schroeder

VOTE: Yay (5) Nay (0) Abstain (0)

5. APPLICATION FOR SITE PLAN REVIEW #SP-18-2018 filed by Dr. Brad Gregory, 13059 TR 108, Findlay for an office building to be located at 3510 N. Main Street, Findlay.

CPC STAFF

General Information

This request is located on North Main Street just south of Northparke Drive. It is zoned C-2 General Commercial. To the north and south are zoned C-2 General Commercial. Land to the east and west is zoned I-1 Light Industrial. It is not located within the 100-year flood plain. The City of Findlay Land Use Plan designates the area as Regional Commercial.

Parcel History

The south half of the lot is occupied by an office building owned by 3500 Properties LTD and the north half is vacant and will be split off to create a new commercial lot.

Staff Analysis

The applicant is proposing to construct a 3672 square foot building for a dental related practice. The building will be single story with an attached 2-car garage at the rear.

The building location meets all the required setbacks of the C-2 district.

Parking is provided at the front of the building. The C-2 district requires one space per 375 square feet. Ten spaces is the minimum for this size of structure. There are 12 spaces shown in the front of the building and two provided in the garage.

The maximum building height in C-2 is 60 feet. The elevation drawings show the height at the peak to be 23' - 6".

The location of an identification sign is shown on the plans. There are no sign details yet. This should be a low profile sign as has been used on the lots to the south. A separate permit will be required from the zoning office for the sign.

The applicant stated that there are no light poles, only wall packs on the building.

The landscaping plan shows adequate foundation plantings and parking lot screening along Main Street.

Access to the site is from a shared drive through 3500 N. Main that is accessed via a curb cut on the shared property line between 3480 N. Main and 3500 N. Main. A Marginal Access Agreement (MAA) was recorded in 1983 when Tom Croy purchased the parcel that is currently the site of Peterman & Associates. The MAA agreement goes in perpetuity with the land and basically states that if and when any other parcel of 5 acres or less are sold out of the remaining frontage (owned by Ohio Bank at the time) that they are to connect access in order to keep the drive openings to a minimum.

We received a letter from Scott Weasel of Peterman's stating that they were concerned about construction traffic on the drive. We have no problem with a temporary construction drive from Main Street directly into the site if the City Engineer has no issue with that. We do feel that limiting the drive access as required in the MAA is still pertinent, however. N. Main Street is more heavily travelled now than it was in 1983 with all the development that has occurred on the north end of town since that time.

Staff Recommendation

Staff recommends **approval of APPLICATION FOR SITE PLAN REVIEW #SP-18-2018 for an office building to be located at 3510 N. Main Street, Findlay.**

ENGINEERING

Access –

Access to the site will be from a new drive coming off the access easement that runs through 3500 N. Main Street. The proposed driveway is located at the south end of the property and will consist of asphalt pavement.

Sanitary Sewer –

The 6-inch sanitary sewer lateral is proposed to come out of the North side of the building, and connect to the existing sanitary sewer located on the east side of the property.

Waterline –

A new 1-inch waterline is proposed to come out of the east side of the building and connect to the existing 8-inch Waterline that is located on the west side of the N. Main Street curb. Copper pipe will need to be used for the 1-inch service within City Right of Way.

Stormwater Management –

Drainage for the site will flow to the catch basins to the west of the property and will be contained by the on-site detention pond that is located at the west side of the property. Detention Calculations were submitted with the site plan.

MS4 Requirements –

The amount of erodible material that will be disturbed will be less than one acre so the site will not be required to comply with the City of Findlay's Erosion & Sediment Control Ordinance.

Recommendations:

- Conditional Approval of the Site Plan
 - Provided a 1-inch Copper Waterline within City ROW

Following Permits are Needed Before Construction Can Start:

Sanitary Sewer-	1 total
Waterline Tap-	1 total

FIRE PREVENTION

Apply for all necessary permits with Wood County Building Department.

STAFF RECOMMENDATION

Staff recommends approval of **APPLICATION FOR SITE PLAN REVIEW #SP-18-2018 for an office building to be located at 3510 N. Main Street, Findlay.**

- **Provided a 1-inch Copper Waterline within City ROW (ENG)**

Apply for all necessary permits with Wood County Building Department. (FIRE)

DISCUSSION

Mr. DeArment asked if Engineering had any issues with the temporary access during construction. Mr. Kalb said he wouldn't have any problems with that but would have to either protect the curb or if the curb does get damaged, then that will need to be fixed. Mr. Thomas mentioned that there's no curb there. Mr. Kalb said never mind, as long as it gets cleaned up afterwards and back to its previous condition.

Ms. Schroeder asked where the drainage from the site goes and mentioned she noticed it's going into a catch basin. Mr. Stone said there's a series of storm drains that go up north through Ventura Dr. and everything out that way. Ms. Schroeder asked if everything for detention was on-site. Mr. Stone said yes and pointed out the detention facility that has a small pipe that goes into a 12 inch storm sewer line and wraps all the way around the football field and ties into the cube and then goes north of that to a regional pond near Ventura Dr. or near Speedway. He said it does fall way now so it's not breaking the watershed.

Mr. Stone mentioned that based on the plan, they are showing that a rear access because the portico is here for picking up patients after surgery but said that access has been denied by the current owner and the new purchaser. He said they are planning to create a turnaround there and got up to sketch what the intended turnaround would look like to show the Commission. Mr. Stone said all of the traffic circulation would stay on the property and explained that is a simple turnaround in the back that would be used a few times a day for patients getting out of surgery. It would be a two-way road that would allow them to come in, pick up, back up, and then come back out the marginal access agreement. He said it will all be paved and detention calculations will be updated.

Mr. Clinger asked if most of the traffic would be in and out of the front door. Mr. Stone said the majority will be out the front door and maybe a quarter to a third of the business would be in surgery coming out the back.

MOTION

Dan DeArment made a motion to **approve APPLICATION FOR SITE PLAN REVIEW #SP-18-2018 for an office building to be located at 3510 N. Main Street, Findlay subject to the following conditions:**

- **Temporary access must be removed after construction (CPC)**
- **Provided a 1-inch Copper Waterline within City ROW (ENG)**
- **Apply for all necessary permits with Wood County Building Department. (FIRE)**

2nd: Mayor Mihalik

VOTE: Yay (5) Nay (0) Abstain (0)

6. SPECIAL REVIEW #SR-01-2018 filed by Dan Stone, Van Horn, Hoover & Associates, 3200 N. Main Street, Findlay for a proposed commercial lot split and review of access points.

CPC STAFF

General Information

This request is located on North Main Street just north of Alpine Drive. It is zoned C-2 General Commercial. To the south is zoned C-2 General Commercial and CD Condominium District. Land to the north is zoned C-2 General Commercial. Land to the east and west is zoned R-1 Single Family Low Density. It is not located within the 100-year flood plain. The City of Findlay Land Use Plan designates the area as Neighborhood Commercial.

Parcel History

The north half of the parcel is the site of an existing office building. In its heyday, this site housed a small strip shopping center and Petti's Alpine restaurant. Over time, this became what is now La Charrita restaurant and various small businesses before Van Horn, Hoover purchased that part of the building and converted to their offices.

Staff Analysis

Because this is a Special Review, there is no formal action required of FCPC. The applicant is looking for feedback before pursuing the lot split.

Staff has no issue with the lot split as shown. The existing building on the north end appears to be constructed on the north property line. There is more than enough spacing on the south side from the proposed lot line.

We don't know that the applicant has any client lined up for a commercial building on the south lot. We assume the drawing is for speculative purposes at this time to show what might fit here.

The applicant's other question is concerning the curb cuts. There are currently two existing accesses on the property. Where he has drawn the line to split the two pieces, one of those cuts ends up on each lot. We have mixed emotions on this without knowing what that business may be. A shared access might be preferable. Planning Commission could require a Marginal Access Agreement because it is a Major Thoroughfare.

ENGINEERING

No Comment

FIRE PREVENTION

No comment

DISCUSSION

Mr. Stone said his current goal is to sell that off for another professional use. He said he would like to see an office or a lower-volume traffic generator. He does not want any type of retail next to him. He said access points are always a main thing when trying to sell a property so he came up with this concept to show parking arrangement. Mr. Stone said he knows the lot split would be doable.

Mayor Mihalik said she thinks it would be great to get the space cleaned up and utilized and the condominiums might appreciate having something there.

Mr. Clinger said it would be nice to combine the drives but there are so many drives along that side of the street that he's not sure we are really gaining anything by requiring a common drive for those two parcels. Mr. Stone said he thought a combined driveway would chop up the access for this type of setup. His building in particular would have people driving right up to the door coming and going. He said he would like to have a four-car garage back there to keep their work vehicles out of the elements and out of visibility due to fairly regular theft from vehicles at his former location. Mr. Thomas said he could see it both ways and this one is a little different because this does exist whereas the other did not but they already had the agreement. He said he would suggest curbing the entrances so that they would be more defined and can't get bigger. Mr. Stone said both of them would be redone and he would put concrete in his and would lean toward having them do concrete on theirs as well that way the actual driveway is defined. He said over the years, the curb on Main Street has been redone and it somewhat fed into one driveway but not the other so both access points would probably need to be cleaned up. Mr. Stone said they want to make sure it looks good and are hoping to use concrete so it lasts longer.

Mr. Clinger said he feels that the two accesses, since they are currently there, would be acceptable.

ADJOURNMENT

Lydia L. Mihalik
Mayor

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

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

October 31, 2018

Honorable City Council
City of Findlay, Ohio

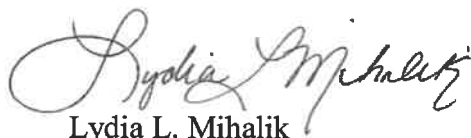
Dear Honorable Council Members:

The third quarter Key Performance Indicators or “KPIs” have been compiled. These are the performance measurements we monitor for each department on a continuous basis. A few highlights of the third quarter are:

- Safety - incidents and lost days are down considerably compared to prior year(s) and the target
- Police - crime rates are running at or below average through 9 months
- Fire - response rates are good and showing steady improvement
- Fire - days of optimal manpower is showing improvement in August & September
- Water - unaccounted for water has decreased for August & September
- Sewer - sewer maintenance is a bit behind previous years
- Airport - fuel sales are up over prior year and above target

These KPIs are a critical tool we use to measure our service delivery and operational effectiveness. They allow us to see our progress towards goals we set for continuous improvement.

Sincerely,



Lydia L. Mihalik
Mayor

Findlay Performs



Findlay Performs connects the performance of City departments to the City's Strategic Plan. Our Journey framework is a map for the City's overall direction and lays out our Vital Few Objectives.

Key Performance Indicators, or KPIs, are a critical tool in the City's ability to: demonstrate progress on its goals; provide leadership with the information to make data-driven decisions as it allocates resources; and share the information necessary to tell the organization's story. This performance data will provide service delivery and operational effectiveness measurements and will serve as a report card to demonstrate the City's pledge to hold our service delivery to a high standard.

Included in this report are 40 performance indicators that were identified by City departments as "key" or "most important" in determining success or improvement of city services. Depending on the nature of the data, these measures are reviewed either monthly, quarterly or annually by department staff and City administration leadership.

As of September 30, 2018 (unless otherwise noted)

Contents (click a link below)

- [KPI Dashboard – Overview](#)
- [2018 Journey – Strategic Plan Overview](#)
- KPIs by Department:
 - [Enterprise – City](#)
 - [Police](#)
 - [Fire](#)
 - [Public Works](#)
 - [Parks & Recreation](#)
 - [Water](#)
 - [Sewer](#)
 - [Airport](#)
 - [Engineering](#)

KPI Dashboard (click on a KPI for more detail)

See more KPIs at each department section

SAFETY

<i>Police</i>
violent crimes
21
average incidents per month through Q3 2018
even with 3 year average

<i>Police</i>
non-violent crimes
103
average incidents per month through Q3 2018
lower than 3 year avg

<i>Police</i>
average response time
5:54
minutes through Q3 2018
quicker than target

<i>Fire</i>
average response time
4:00
minutes through Q3 2018
quicker than target

SERVICES

<i>Water</i>
safe drinking water
100%
days in compliance
meets target

<i>Sewer</i>
regulatory compliance
100%
days in compliance
meets target

<i>Public Works</i>
pothole repairs
1 day
average time to complete
quicker than target

<i>Airport</i>
hangar capacity
84%
capacity filled
under target of 90%

<i>Engineering</i>
lane miles paved
32
miles paved in 2017

PARKS & RECREATION

<i>The Cube</i>
ice usage
77%
2017 average capacity utilized

<i>The Cube</i>
public skate
85
average # of participants per session in 2017

<i>Ball Diamonds</i>
field usage
57%
2017 average capacity utilized

FINANCIAL

<i>City</i>
ratio of actual to budget
0.90
ratio through Q3 2018
spending less than target

<i>City</i>
overtime
\$121k
incurred in Q3 2018
below 3 year average

[← Back to contents](#)

2018 Journey



MISSION

Enduring stewardship dedicated to service and safety for citizens, promoting Findlay as the premier place for opportunity and growth.

VALUES

ACCOUNTABILITY

TRUST

PROFESSIONALISM

COMMITMENT

EXCELLENCE

DEDICATION

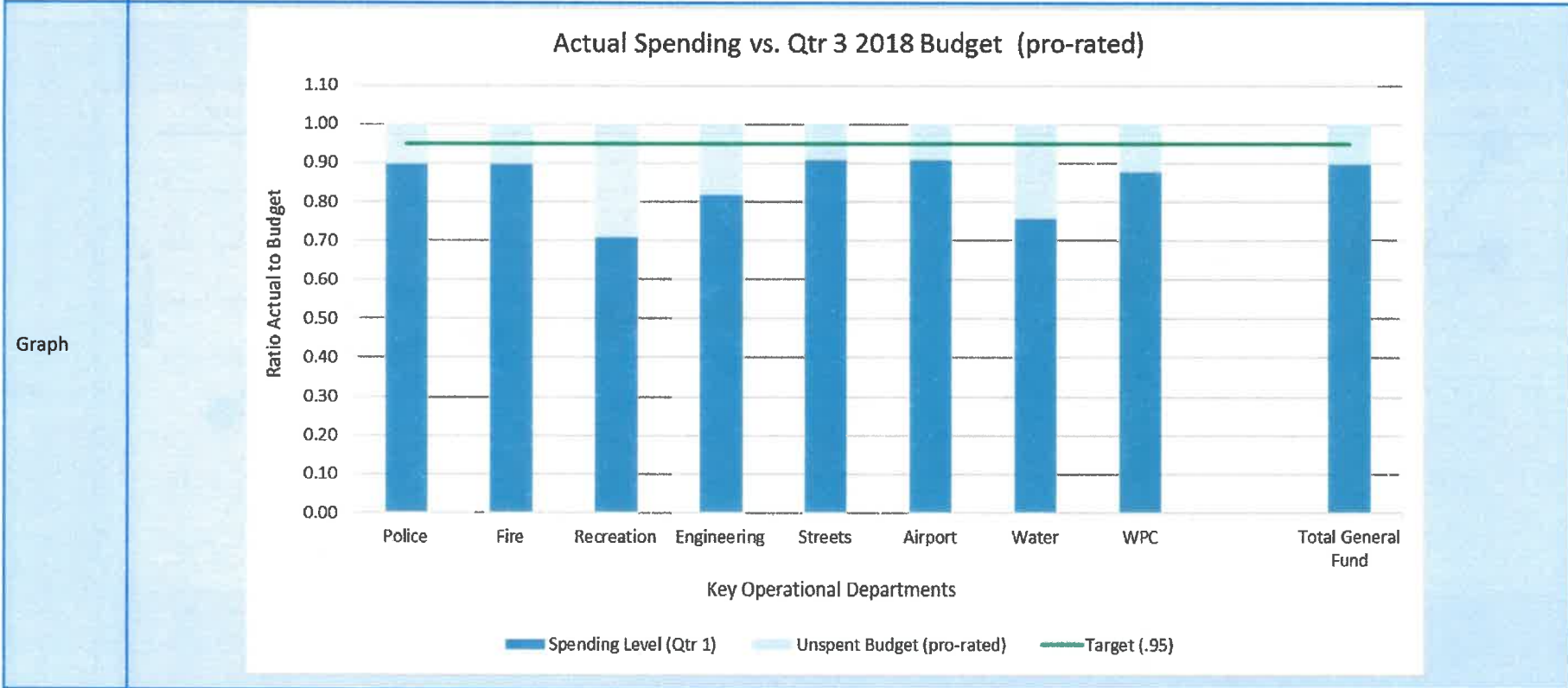
SAFETY

DIVERSITY

2018 Vision	Vital Few Objectives	Measures	2018 Target	2018 Initiatives
<p>BE:</p> <ul style="list-style-type: none"> A great place to Live, Learn, Work, and Play Financially stable excellent public entity Vibrant world class community <p>DO:</p> <ul style="list-style-type: none"> Promote successful flood mitigation Maintain excellent infrastructure Promote Best-in-Class economic development Maximize our resources <p>HAVE:</p> <ul style="list-style-type: none"> Strong innovative partnerships Open effective community engagement Valued community/customer satisfaction Highly skilled, driven, competent workforce 	Financial Vision			
	VFO— Manage Revenue	Actual/Forecast ratio (Monthly)	1.00	
	VFO— Manage Expenses	Actual/Budget ratio (Monthly)	1.00	
	VFO— Manage Reserves	Actual/Policy Minimum Ratio	1.00	
	Customer/Stakeholder			
	VFO—Achieve Excellent Community Satisfaction	Quality of Life Survey Score (Biennially)	M/A	Init 36—Improve/ Update Zoning and NEAT Init 38—Improve Airport Facilities Init 39—Improve Quality of Feedback from Community
	VFO— Continue Strong, Innovative Partnerships	Partner Engagement Index Score	1.00	
	Operations & Service			
	VFO—Achieve Public Service Excellence	Performance Standards by Department (KPIs)	Various	Init 30—Further Use/Development of Departmental Key Performance Indicators Init 33—Improve Technology and Communication Init 37—Assess Water & Sewer Lines
	VFO—Enhance Infrastructure Including Equipment	Capital Expenditure as a % General Revenue	20%	
	People Investment			
	VFO—Improve Employee Satisfaction	Annual Survey Score	3.50	
	VFO—Promote an Accident Free Workplace	10% Reduction of 5-Year Avg. of reportable/ recordable incidents	16.0	Init 34—Implement Safety Training Program
	VFO—Promote an Accident Free Workforce	10% Reduction of 5-Year Avg. of Lost Days	125	Init 35—Improve Employee Satisfaction
	VFO—Employee Performance Management	Performance Review Completion	100%	
VFO—Ongoing Workforce Training & Development	Training Support as needed			
VFO—Support Wellness Program	Decrease % of Employees with serious Health Concerns			

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Dept.	ENTERPRISE
KPI Measure	Actual vs. Budget – YTD Ratios
Rationale/ Definition	We monitor the rate of spending as a ratio to the budget to try to stay below budget. The year-to-date (YTD) actual spend is compared to the pro-rated budget, based on a uniform spend assumption.
Frequency	Quarterly (YTD amounts at end of each quarter)
Data Source	Financial summary data



Other/ comments Our target spending is a .95 level. This provides us with flexibility to allocate additional funds to capital improvements and/or increase cash reserves.

Dept.	ENTERPRISE	ENTERPRISE																																				
KPI Measure	Safety: # of Reportable Incidents	Safety: # of Lost Days (due to injury)																																				
Rationale/ Definition	Tracking the number of incidents each year allows us to examine trends and take steps to reduce injuries and accidents in the workplace.	The days lost due shows the cost and productivity that is lost due to injuries and accidents in the workplace.																																				
Frequency	Quarterly	Quarterly																																				
Data Source	Bureau of Workers Compensation data	Bureau of Workers Compensation data																																				
Graph	<p>Reportable Incidents</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Reportable Incidents</th> <th>Target - to stay under</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>25</td> <td>-</td> </tr> <tr> <td>2015</td> <td>14</td> <td>20</td> </tr> <tr> <td>2016</td> <td>14</td> <td>18</td> </tr> <tr> <td>2017</td> <td>16</td> <td>17</td> </tr> <tr> <td>2018 YTD</td> <td>10</td> <td>16</td> </tr> </tbody> </table>	Year	Reportable Incidents	Target - to stay under	2014	25	-	2015	14	20	2016	14	18	2017	16	17	2018 YTD	10	16	<p>Lost Days</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Lost Days</th> <th>Target - to stay under</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>319</td> <td>-</td> </tr> <tr> <td>2015</td> <td>103</td> <td>160</td> </tr> <tr> <td>2016</td> <td>293</td> <td>125</td> </tr> <tr> <td>2017</td> <td>211</td> <td>125</td> </tr> <tr> <td>2018 YTD</td> <td>11</td> <td>125</td> </tr> </tbody> </table>	Year	Lost Days	Target - to stay under	2014	319	-	2015	103	160	2016	293	125	2017	211	125	2018 YTD	11	125
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Other/ comments	The target is a 10% reduction from the 5 year average; not to exceed the previous year's actual incidents.	The target is a 10% reduction from the 5 year average; not to exceed the previous year's actual incidents. In 2016 and 2017, the majority of the lost days are attributed to 1-2 incidents.																																				

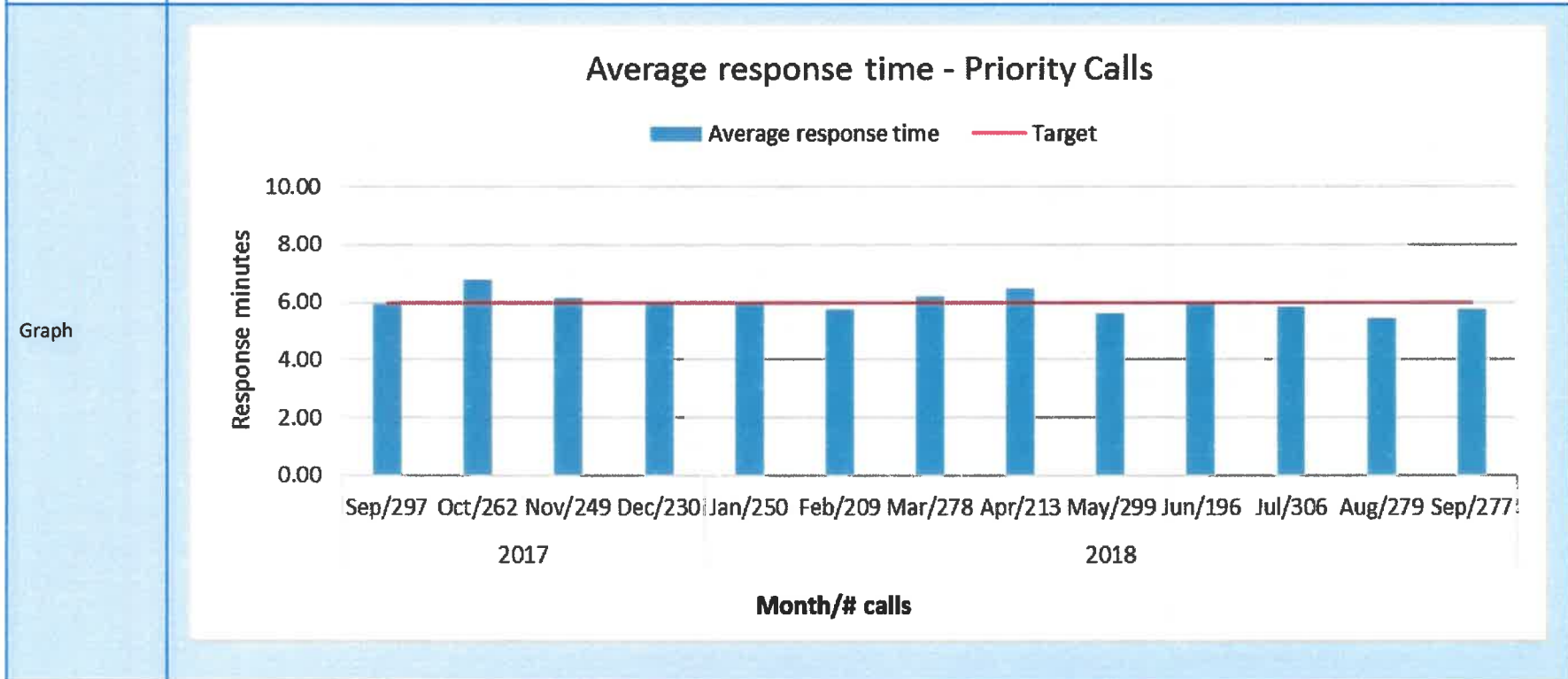
Dept.	ENTERPRISE																																																																																				
KPI Measure	Overtime																																																																																				
Rationale/ Definition	We monitor overtime costs by comparing to a 5-year quarterly average.																																																																																				
Frequency	Quarterly																																																																																				
Data Source	Overtime summary																																																																																				
Graph	<p>Overtime costs - City-wide</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Qtr</th> <th>Actual</th> <th>5 yr avg</th> </tr> </thead> <tbody> <tr><td>2014</td><td>Qtr 1</td><td>\$205,000</td><td>\$125,000</td></tr> <tr><td>2014</td><td>Qtr 2</td><td>\$100,000</td><td>\$110,000</td></tr> <tr><td>2014</td><td>Qtr 3</td><td>\$135,000</td><td>\$145,000</td></tr> <tr><td>2014</td><td>Qtr 4</td><td>\$105,000</td><td>\$135,000</td></tr> <tr><td>2015</td><td>Qtr 1</td><td>\$135,000</td><td>\$125,000</td></tr> <tr><td>2015</td><td>Qtr 2</td><td>\$110,000</td><td>\$110,000</td></tr> <tr><td>2015</td><td>Qtr 3</td><td>\$125,000</td><td>\$145,000</td></tr> <tr><td>2015</td><td>Qtr 4</td><td>\$130,000</td><td>\$135,000</td></tr> <tr><td>2016</td><td>Qtr 1</td><td>\$135,000</td><td>\$125,000</td></tr> <tr><td>2016</td><td>Qtr 2</td><td>\$110,000</td><td>\$110,000</td></tr> <tr><td>2016</td><td>Qtr 3</td><td>\$140,000</td><td>\$145,000</td></tr> <tr><td>2016</td><td>Qtr 4</td><td>\$130,000</td><td>\$135,000</td></tr> <tr><td>2017</td><td>Qtr 1</td><td>\$85,000</td><td>\$125,000</td></tr> <tr><td>2017</td><td>Qtr 2</td><td>\$120,000</td><td>\$110,000</td></tr> <tr><td>2017</td><td>Qtr 3</td><td>\$205,000</td><td>\$145,000</td></tr> <tr><td>2017</td><td>Qtr 4</td><td>\$140,000</td><td>\$135,000</td></tr> <tr><td>2018</td><td>Qtr 1</td><td>\$130,000</td><td>\$125,000</td></tr> <tr><td>2018</td><td>Qtr 2</td><td>\$125,000</td><td>\$110,000</td></tr> <tr><td>2018</td><td>Qtr 3</td><td>\$120,000</td><td>\$145,000</td></tr> <tr><td>2018</td><td>Qtr 4</td><td>\$120,000</td><td>\$135,000</td></tr> </tbody> </table>	Year	Qtr	Actual	5 yr avg	2014	Qtr 1	\$205,000	\$125,000	2014	Qtr 2	\$100,000	\$110,000	2014	Qtr 3	\$135,000	\$145,000	2014	Qtr 4	\$105,000	\$135,000	2015	Qtr 1	\$135,000	\$125,000	2015	Qtr 2	\$110,000	\$110,000	2015	Qtr 3	\$125,000	\$145,000	2015	Qtr 4	\$130,000	\$135,000	2016	Qtr 1	\$135,000	\$125,000	2016	Qtr 2	\$110,000	\$110,000	2016	Qtr 3	\$140,000	\$145,000	2016	Qtr 4	\$130,000	\$135,000	2017	Qtr 1	\$85,000	\$125,000	2017	Qtr 2	\$120,000	\$110,000	2017	Qtr 3	\$205,000	\$145,000	2017	Qtr 4	\$140,000	\$135,000	2018	Qtr 1	\$130,000	\$125,000	2018	Qtr 2	\$125,000	\$110,000	2018	Qtr 3	\$120,000	\$145,000	2018	Qtr 4	\$120,000	\$135,000
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Other/ comments	Our target for comparison is a 5-year average. Higher levels of overtime are generally caused by weather related events (e.g. flooding, snow, etc.)																																																																																				

Dept.	ENTERPRISE																																																															
KPI Measure	Employee Sick Time Usage																																																															
Rationale/ Definition	We monitor sick time usage in order to curb any possible abuse. It is compared to a 3-year average.																																																															
Frequency	Biannually																																																															
Data Source	Sick time usage data																																																															
Graph	<p style="text-align: center;">Sick leave - average hours used per employee</p> <table border="1"> <caption>Sick leave - average hours used per employee</caption> <thead> <tr> <th>Department/Current # Employees</th> <th>2014</th> <th>2015</th> <th>2016</th> <th>2017</th> <th>2018YTD</th> <th>3 yr avg - main city depts</th> </tr> </thead> <tbody> <tr> <td>Airport/4.5</td> <td>~2</td> <td>~8</td> <td>~8</td> <td>~8</td> <td>~12</td> <td>~40</td> </tr> <tr> <td>Public Works/34</td> <td>~25</td> <td>~28</td> <td>~20</td> <td>~58</td> <td>~25</td> <td>~40</td> </tr> <tr> <td>Recreation/5.5</td> <td>~45</td> <td>~35</td> <td>~5</td> <td>~5</td> <td>~5</td> <td>~40</td> </tr> <tr> <td>Police/77</td> <td>~45</td> <td>~48</td> <td>~50</td> <td>~60</td> <td>~30</td> <td>~40</td> </tr> <tr> <td>Fire/64</td> <td>~135</td> <td>~75</td> <td>~100</td> <td>~85</td> <td>~32</td> <td>~85</td> </tr> <tr> <td>Water/39</td> <td>~50</td> <td>~45</td> <td>~50</td> <td>~58</td> <td>~25</td> <td>~40</td> </tr> <tr> <td>WPC/28</td> <td>~30</td> <td>~45</td> <td>~32</td> <td>~75</td> <td>~30</td> <td>~40</td> </tr> <tr> <td>Engineering/7</td> <td>~50</td> <td>~28</td> <td>~48</td> <td>~48</td> <td>~15</td> <td>~40</td> </tr> </tbody> </table>	Department/Current # Employees	2014	2015	2016	2017	2018YTD	3 yr avg - main city depts	Airport/4.5	~2	~8	~8	~8	~12	~40	Public Works/34	~25	~28	~20	~58	~25	~40	Recreation/5.5	~45	~35	~5	~5	~5	~40	Police/77	~45	~48	~50	~60	~30	~40	Fire/64	~135	~75	~100	~85	~32	~85	Water/39	~50	~45	~50	~58	~25	~40	WPC/28	~30	~45	~32	~75	~30	~40	Engineering/7	~50	~28	~48	~48	~15	~40
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Other/ comments	Our target for comparison is a 3-year average. Sick leave can also include sick leave hours taken as part of FMLA. The Fire department usage is higher due to the 24 hr. shifts.																																																															

Dept.	POLICE
KPI Measure	# of Violent & Non-Violent Crimes
Rationale/ Definition	We monitor crime incidents as compared to a 3-year average in order to examine changing trends. Communities are evaluated on the number of non-violent and violent crimes committed in their jurisdiction. This measure allows us to prudently direct resources.
Frequency	Monthly
Data Source	Police Statistics
Graph	<div style="text-align: center;"> <h3>CRIME INCIDENTS</h3> <p> — Violent crimes — Non-violent crimes — 3 year avg. = 3 year avg. </p> <p> 180 160 140 120 100 80 60 40 20 0 </p> <p> JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP 2016 2017 2018 </p> </div>
Other/ comments	Our target for comparison is a 3-year average. Violent crimes include: homicide, rape, robbery and aggravated assault.

Dept.	POLICE																																																				
KPI Measure	# of Traffic Accidents																																																				
Rationale/ Definition	We monitor traffic accidents as compared to a 3-year average. This measure allows us to determine effective resource allocation to enforce laws related to motorists and pedestrians.																																																				
Frequency	Monthly																																																				
Data Source	Police Statistics																																																				
Graph	<p>The graph shows monthly traffic accidents fluctuating around a 3-year average of approximately 90. The number of accidents peaks at around 120 in October 2016 and November 2017, and drops to around 60 in February 2017 and February 2018.</p> <table border="1"> <caption>Estimated Data from Traffic Accidents Graph</caption> <thead> <tr> <th>Year</th> <th>Jan</th> <th>Feb</th> <th>Mar</th> <th>Apr</th> <th>May</th> <th>Jun</th> <th>Jul</th> <th>Aug</th> <th>Sep</th> <th>Oct</th> <th>Nov</th> <th>Dec</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>75</td> <td>85</td> <td>65</td> <td>85</td> <td>65</td> <td>95</td> <td>85</td> <td>88</td> <td>110</td> <td>118</td> <td>100</td> <td>102</td> </tr> <tr> <td>2017</td> <td>92</td> <td>68</td> <td>88</td> <td>82</td> <td>105</td> <td>85</td> <td>72</td> <td>95</td> <td>90</td> <td>98</td> <td>62</td> <td>115</td> </tr> <tr> <td>2018</td> <td>110</td> <td>112</td> <td>80</td> <td>68</td> <td>88</td> <td>68</td> <td>90</td> <td>92</td> <td>90</td> <td>90</td> <td>90</td> <td>80</td> </tr> </tbody> </table>	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016	75	85	65	85	65	95	85	88	110	118	100	102	2017	92	68	88	82	105	85	72	95	90	98	62	115	2018	110	112	80	68	88	68	90	92	90	90	90	80
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec																																									
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2017	92	68	88	82	105	85	72	95	90	98	62	115																																									
2018	110	112	80	68	88	68	90	92	90	90	90	80																																									
Other/ comments	Our target for comparison is a 3-year average.																																																				

Dept.	POLICE
KPI Measure	Average response time – Priority Calls
Rationale/ Definition	Quick response times to emergency calls are key to police effectiveness. People expect the police to respond in a timely manner. That is why response times to emergency/in-progress calls are evaluated.
Frequency	Monthly
Data Source	CAD Incidents Unit Response Report



Other/ comments Our target is 6 minutes. The target is based on prior year data and the desire to set an assertive, yet realistic goal.

Dept.	POLICE																																																				
KPI Measure	Crime prevention and community outreach activities																																																				
Rationale/ Definition	The Crime Prevention/Community Outreaches are a vital aspect of the function of the Findlay Police Department. These include activities by the Crime Prevention Officer as well as school walk-throughs/visits by officers, in addition to any other outreach an officer does.																																																				
Frequency	Monthly																																																				
Data Source	Police Statistics																																																				
Graph	<table border="1"> <caption>Crime Prevention/Community Outreach Activities</caption> <thead> <tr> <th>Month</th> <th>2017</th> <th>2018</th> <th>2 yr avg</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>145</td><td>205</td><td>135</td></tr> <tr><td>Feb</td><td>145</td><td>265</td><td>135</td></tr> <tr><td>Mar</td><td>140</td><td>265</td><td>135</td></tr> <tr><td>Apr</td><td>140</td><td>245</td><td>135</td></tr> <tr><td>May</td><td>125</td><td>255</td><td>135</td></tr> <tr><td>Jun</td><td>10</td><td>25</td><td>135</td></tr> <tr><td>Jul</td><td>25</td><td>15</td><td>135</td></tr> <tr><td>Aug</td><td>115</td><td>145</td><td>135</td></tr> <tr><td>Sep</td><td>200</td><td>265</td><td>135</td></tr> <tr><td>Oct</td><td>185</td><td>0</td><td>135</td></tr> <tr><td>Nov</td><td>175</td><td>0</td><td>135</td></tr> <tr><td>Dec</td><td>95</td><td>0</td><td>135</td></tr> </tbody> </table>	Month	2017	2018	2 yr avg	Jan	145	205	135	Feb	145	265	135	Mar	140	265	135	Apr	140	245	135	May	125	255	135	Jun	10	25	135	Jul	25	15	135	Aug	115	145	135	Sep	200	265	135	Oct	185	0	135	Nov	175	0	135	Dec	95	0	135
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Other/ comments	This is a newer measure and no formal targets have been set. We are comparing to the 2-year average right now. These activities include: school visits, class presentations, school walk-throughs, Crime Stopper meetings, Block Watch meetings, Coffee with a Cop, etc. Activity is lower in the summer months due to school being out of session.																																																				

Dept.	FIRE	FIRE
KPI Measure	Response Time and Turnout Time	Average Response Time & Turnout Time
Rationale/ Definition	Quick response is vital to the effectiveness of the fire department. We strive to meet standards set by the NFPA (National Fire Protection Association).	We also monitor our average response times to examine trends and identify efficiency areas to be addressed.
Frequency	Monthly	Monthly
Data Source	Apparatus Response Report	Apparatus Response Report
Graph		
Other/ comments	<p>Our target is to meet the 5 minute response time and 70 second turnout time, 90% of the time.</p> <p>Response time: Time from alarm at station to arrival at scene Turnout time: Time from alarm at station to vehicle in motion to scene</p>	<p>Our target response time is 5 minutes. Our target turnout time is 70 seconds.</p> <p>Response time: Time from alarm at station to arrival at scene Turnout time: Time from alarm at station to vehicle in motion to scene</p>

Dept.	FIRE																																													
KPI Measure	Daily manpower level																																													
Rationale/ Definition	Having the appropriate level of personnel on duty daily is key to the effectiveness of the fire department. The optimal level is 15 or more, which allows for a dedicated ladder truck company. The daily minimum level is 14. This number does not include fire prevention personnel or the Fire Chief.																																													
Frequency	Monthly																																													
Data Source	Fire Department																																													
Graph	<p>The chart displays the following data points:</p> <table border="1"> <thead> <tr> <th>Month</th> <th>% Days Ideal Level (15 firefighters)</th> <th>% Days at Minimum Level (14 firefighters)</th> </tr> </thead> <tbody> <tr><td>Aug 2017</td><td>35%</td><td>65%</td></tr> <tr><td>Sep 2017</td><td>40%</td><td>60%</td></tr> <tr><td>Oct 2017</td><td>28%</td><td>72%</td></tr> <tr><td>Nov 2017</td><td>60%</td><td>40%</td></tr> <tr><td>Dec 2017</td><td>68%</td><td>32%</td></tr> <tr><td>Jan 2018</td><td>71%</td><td>29%</td></tr> <tr><td>Feb 2018</td><td>89%</td><td>11%</td></tr> <tr><td>Mar 2018</td><td>81%</td><td>19%</td></tr> <tr><td>Apr 2018</td><td>77%</td><td>23%</td></tr> <tr><td>May 2018</td><td>81%</td><td>19%</td></tr> <tr><td>Jun 2018</td><td>27%</td><td>73%</td></tr> <tr><td>Jul 2018</td><td>29%</td><td>71%</td></tr> <tr><td>Aug 2018</td><td>61%</td><td>39%</td></tr> <tr><td>Sep 2018</td><td>50%</td><td>50%</td></tr> </tbody> </table>	Month	% Days Ideal Level (15 firefighters)	% Days at Minimum Level (14 firefighters)	Aug 2017	35%	65%	Sep 2017	40%	60%	Oct 2017	28%	72%	Nov 2017	60%	40%	Dec 2017	68%	32%	Jan 2018	71%	29%	Feb 2018	89%	11%	Mar 2018	81%	19%	Apr 2018	77%	23%	May 2018	81%	19%	Jun 2018	27%	73%	Jul 2018	29%	71%	Aug 2018	61%	39%	Sep 2018	50%	50%
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Other/ comments	This is a newer measure and no formal targets have been set.																																													

Dept.	PUBLIC WORKS	PUBLIC WORKS																																																																																				
KPI Measure	Potholes – Days to complete repair	Traffic Signals – Days to complete repair																																																																																				
Rationale/ Definition	We strive to respond to and repair reported problems in a timely manner.	We strive to respond to and repair reported problems in a timely manner.																																																																																				
Frequency	Monthly	Monthly																																																																																				
Data Source	Work order data	Work order data																																																																																				
Graph	<p>Potholes - Days to complete request</p> <p>Legend: Avg days to complete request (blue bars), Target days (3 or less) (orange line)</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Avg days to complete request</th> <th>Target days</th> </tr> </thead> <tbody> <tr><td>Sep 2017</td><td>0.8</td><td>3.0</td></tr> <tr><td>Oct 2017</td><td>0.5</td><td>3.0</td></tr> <tr><td>Nov 2017</td><td>0.5</td><td>3.0</td></tr> <tr><td>Dec 2017</td><td>1.0</td><td>3.0</td></tr> <tr><td>Jan 2018</td><td>(none)</td><td>3.0</td></tr> <tr><td>Feb 2018</td><td>0.5</td><td>3.0</td></tr> <tr><td>Mar 2018</td><td>0.8</td><td>3.0</td></tr> <tr><td>Apr 2018</td><td>0.5</td><td>3.0</td></tr> <tr><td>May 2018</td><td>0.5</td><td>3.0</td></tr> <tr><td>Jun 2018</td><td>0.5</td><td>3.0</td></tr> <tr><td>Jul 2018</td><td>0.6</td><td>3.0</td></tr> <tr><td>Aug 2018</td><td>0.5</td><td>3.0</td></tr> <tr><td>Sep 2018</td><td>0.8</td><td>3.0</td></tr> </tbody> </table>	Month	Avg days to complete request	Target days	Sep 2017	0.8	3.0	Oct 2017	0.5	3.0	Nov 2017	0.5	3.0	Dec 2017	1.0	3.0	Jan 2018	(none)	3.0	Feb 2018	0.5	3.0	Mar 2018	0.8	3.0	Apr 2018	0.5	3.0	May 2018	0.5	3.0	Jun 2018	0.5	3.0	Jul 2018	0.6	3.0	Aug 2018	0.5	3.0	Sep 2018	0.8	3.0	<p>Traffic signals - Days to complete request</p> <p>Legend: Avg days to complete request (blue bars), Target days (1 or less) (orange line)</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Avg days to complete request</th> <th>Target days</th> </tr> </thead> <tbody> <tr><td>Sep 2017</td><td>0.5</td><td>1.0</td></tr> <tr><td>Oct 2017</td><td>0.5</td><td>1.0</td></tr> <tr><td>Nov 2017</td><td>0.5</td><td>1.0</td></tr> <tr><td>Dec 2017</td><td>0.5</td><td>1.0</td></tr> <tr><td>Jan 2018</td><td>0.5</td><td>1.0</td></tr> <tr><td>Feb 2018</td><td>0.5</td><td>1.0</td></tr> <tr><td>Mar 2018</td><td>0.5</td><td>1.0</td></tr> <tr><td>Apr 2018</td><td>0.5</td><td>1.0</td></tr> <tr><td>May 2018</td><td>0.5</td><td>1.0</td></tr> <tr><td>Jun 2018</td><td>0.5</td><td>1.0</td></tr> <tr><td>Jul 2018</td><td>2.0</td><td>1.0</td></tr> <tr><td>Aug 2018</td><td>0.5</td><td>1.0</td></tr> <tr><td>Sep 2018</td><td>0.5</td><td>1.0</td></tr> </tbody> </table>	Month	Avg days to complete request	Target days	Sep 2017	0.5	1.0	Oct 2017	0.5	1.0	Nov 2017	0.5	1.0	Dec 2017	0.5	1.0	Jan 2018	0.5	1.0	Feb 2018	0.5	1.0	Mar 2018	0.5	1.0	Apr 2018	0.5	1.0	May 2018	0.5	1.0	Jun 2018	0.5	1.0	Jul 2018	2.0	1.0	Aug 2018	0.5	1.0	Sep 2018	0.5	1.0
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Sep 2018	0.5	1.0																																																																																				
Other/ comments	Target is 3 days or less. The monthly average number of pothole repairs is 9.	Target is 1 day or less. The monthly average number of traffic signal repairs is 11. In July 2018, a complete upgrade was performed on one light, driving the average days higher than usual.																																																																																				

Dept.	PUBLIC WORKS																																										
KPI Measure	Damaged signs – Days to complete repair																																										
Rationale/ Definition	We strive to respond to and repair reported problems in a timely manner.																																										
Frequency	Monthly																																										
Data Source	Work order data																																										
Graph	<p>Damaged Signs - Days to complete request</p> <p>Legend: Avg days to complete request (blue bars), Target days (4 or less) (orange line)</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Avg days to complete request</th> <th>Target days (4 or less)</th> </tr> </thead> <tbody> <tr> <td>Sep 2017</td> <td>6</td> <td>4</td> </tr> <tr> <td>Oct (none) 2017</td> <td>0</td> <td>4</td> </tr> <tr> <td>Nov 2017</td> <td>0.5</td> <td>4</td> </tr> <tr> <td>Dec 2017</td> <td>3.5</td> <td>4</td> </tr> <tr> <td>Jan 2018</td> <td>4.2</td> <td>4</td> </tr> <tr> <td>Feb 2018</td> <td>3.2</td> <td>4</td> </tr> <tr> <td>Mar 2018</td> <td>2.8</td> <td>4</td> </tr> <tr> <td>Apr 2018</td> <td>0.5</td> <td>4</td> </tr> <tr> <td>May 2018</td> <td>0.5</td> <td>4</td> </tr> <tr> <td>Jun 2018</td> <td>4.3</td> <td>4</td> </tr> <tr> <td>Jul (none) 2018</td> <td>0</td> <td>4</td> </tr> <tr> <td>Aug 2018</td> <td>0.5</td> <td>4</td> </tr> <tr> <td>Sep 2018</td> <td>0.7</td> <td>4</td> </tr> </tbody> </table>	Month	Avg days to complete request	Target days (4 or less)	Sep 2017	6	4	Oct (none) 2017	0	4	Nov 2017	0.5	4	Dec 2017	3.5	4	Jan 2018	4.2	4	Feb 2018	3.2	4	Mar 2018	2.8	4	Apr 2018	0.5	4	May 2018	0.5	4	Jun 2018	4.3	4	Jul (none) 2018	0	4	Aug 2018	0.5	4	Sep 2018	0.7	4
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Jul (none) 2018	0	4																																									
Aug 2018	0.5	4																																									
Sep 2018	0.7	4																																									
Other/ comments	<p>Target is 4 days or less. The monthly average number of sign repairs is 2.</p> <p>Note: If digging is needed to replace a sign, there is a 2 day wait for an OUPS check.</p>																																										

Dept.	RECREATION	RECREATION																																										
KPI Measure	Average # of participants per day of offered public skate	"Learn to Skate" program participants																																										
Rationale/ Definition	To measure level of participation in our offered programs.	To measure level of participation in our offered programs																																										
Frequency	Monthly	Seasonally																																										
Data Source	Recreation department data	Recreation department data																																										
Graph	<p>2018 Avg # of participants per day of offered public skate</p> <table border="1"> <caption>2018 Avg # of participants per day of offered public skate</caption> <thead> <tr> <th>Month/# Public Skate Days</th> <th>Avg # of participants</th> </tr> </thead> <tbody> <tr><td>Jan/15</td><td>168</td></tr> <tr><td>Feb/15</td><td>147</td></tr> <tr><td>Mar/5</td><td>147</td></tr> <tr><td>Apr/6</td><td>53</td></tr> <tr><td>May/12</td><td>18</td></tr> <tr><td>Jun/14</td><td>10</td></tr> <tr><td>Jul/6</td><td>13</td></tr> <tr><td>Sep/12</td><td>16</td></tr> </tbody> </table>	Month/# Public Skate Days	Avg # of participants	Jan/15	168	Feb/15	147	Mar/5	147	Apr/6	53	May/12	18	Jun/14	10	Jul/6	13	Sep/12	16	<p>Learn to Skate Participants</p> <table border="1"> <caption>Learn to Skate Participants</caption> <thead> <tr> <th>Year</th> <th>Season (# sessions)</th> <th>Total participants</th> </tr> </thead> <tbody> <tr><td>2016</td><td>Spring/Summer (6)</td><td>178</td></tr> <tr><td>2016</td><td>Fall (10)</td><td>195</td></tr> <tr><td>2017</td><td>Spring/Summer (8)</td><td>128</td></tr> <tr><td>2017</td><td>Fall/Wtr (7)</td><td>150</td></tr> <tr><td>2018</td><td>Wtr (10)</td><td>85</td></tr> <tr><td>2018</td><td>Spring/Summer(7)</td><td>100</td></tr> <tr><td>2018</td><td>Fall (5)</td><td>45</td></tr> </tbody> </table>	Year	Season (# sessions)	Total participants	2016	Spring/Summer (6)	178	2016	Fall (10)	195	2017	Spring/Summer (8)	128	2017	Fall/Wtr (7)	150	2018	Wtr (10)	85	2018	Spring/Summer(7)	100	2018	Fall (5)	45
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2018	Fall (5)	45																																										
Other/ comments	<p>This is a newer measure and no formal targets have been set.</p> <p>There were no public skates in August.</p>	<p>This is a newer measure and no formal targets have been set.</p>																																										

Dept.	RECREATION	RECREATION																																											
KPI Measure	# Teams – Adult Softball	# Participants - Lacrosse																																											
Rationale/ Definition	To measure level of participation in our offered programs.	To measure level of participation in our offered programs.																																											
Frequency	Seasonally	Seasonally																																											
Data Source	Recreation department data	Recreation department data																																											
Graph	 <table border="1"> <caption>Adult Softball Teams</caption> <thead> <tr> <th>Season</th> <th>Year</th> <th>Coed Teams</th> <th>Men's Teams</th> </tr> </thead> <tbody> <tr> <td>Summer</td> <td>2016</td> <td>38</td> <td>25</td> </tr> <tr> <td>Fall</td> <td>2016</td> <td>18</td> <td>13</td> </tr> <tr> <td>Summer</td> <td>2017</td> <td>26</td> <td>25</td> </tr> <tr> <td>Fall</td> <td>2017</td> <td>14</td> <td>15</td> </tr> <tr> <td>Summer</td> <td>2018</td> <td>26</td> <td>21</td> </tr> <tr> <td>Fall</td> <td>2018</td> <td>14</td> <td>11</td> </tr> </tbody> </table>	Season	Year	Coed Teams	Men's Teams	Summer	2016	38	25	Fall	2016	18	13	Summer	2017	26	25	Fall	2017	14	15	Summer	2018	26	21	Fall	2018	14	11	 <table border="1"> <caption>Lacrosse Participants</caption> <thead> <tr> <th>Season</th> <th>Year</th> <th>Total participants</th> </tr> </thead> <tbody> <tr> <td>Spring</td> <td>2017</td> <td>40</td> </tr> <tr> <td>Fall</td> <td>2017</td> <td>24</td> </tr> <tr> <td>Spring</td> <td>2018</td> <td>38</td> </tr> <tr> <td>Summer</td> <td>2018</td> <td>30</td> </tr> </tbody> </table>	Season	Year	Total participants	Spring	2017	40	Fall	2017	24	Spring	2018	38	Summer	2018	30
Season	Year	Coed Teams	Men's Teams																																										
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Other/ comments	This is a newer measure and no formal targets have been set.	This is a newer measure and no formal targets have been set.																																											

Dept.	RECREATION	RECREATION																																								
KPI Measure	Ice capacity used at the Cube	Ball field capacity used at the Diamonds																																								
Rationale/ Definition	To measure the level of use of our facilities.	To measure the level of use of our facilities.																																								
Frequency	Seasonally	Seasonally																																								
Data Source	Recreation department data	Recreation department data																																								
Graph	<table border="1"> <caption>CUBE: Ice Capacity Used</caption> <thead> <tr> <th>Period</th> <th>Capacity used (%)</th> </tr> </thead> <tbody> <tr> <td>Jan-Mar 2016</td> <td>82.9%</td> </tr> <tr> <td>Sept-Dec 2016</td> <td>66.1%</td> </tr> <tr> <td>Jan-Mar 2017</td> <td>81.5%</td> </tr> <tr> <td>Sept-Dec 2017</td> <td>72.4%</td> </tr> <tr> <td>Jan-Mar 2018</td> <td>82.4%</td> </tr> <tr> <td>May-Jun 2018</td> <td>59.0%</td> </tr> <tr> <td>Sept-Dec 2018</td> <td>67.2%</td> </tr> </tbody> </table>	Period	Capacity used (%)	Jan-Mar 2016	82.9%	Sept-Dec 2016	66.1%	Jan-Mar 2017	81.5%	Sept-Dec 2017	72.4%	Jan-Mar 2018	82.4%	May-Jun 2018	59.0%	Sept-Dec 2018	67.2%	<table border="1"> <caption>Diamonds: Ball Field Capacity Used</caption> <thead> <tr> <th>Field</th> <th>2016 (%)</th> <th>2017 (%)</th> <th>2018 (%)</th> </tr> </thead> <tbody> <tr> <td>Field 1</td> <td>66.0%</td> <td>51.0%</td> <td>41%</td> </tr> <tr> <td>Field 2</td> <td>65%</td> <td>65%</td> <td>46%</td> </tr> <tr> <td>Field 3</td> <td>77%</td> <td>61%</td> <td>49%</td> </tr> <tr> <td>Field 4</td> <td>66%</td> <td>56%</td> <td>42%</td> </tr> <tr> <td>Field 5</td> <td>66%</td> <td>50%</td> <td>50%</td> </tr> </tbody> </table>	Field	2016 (%)	2017 (%)	2018 (%)	Field 1	66.0%	51.0%	41%	Field 2	65%	65%	46%	Field 3	77%	61%	49%	Field 4	66%	56%	42%	Field 5	66%	50%	50%
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Field 5	66%	50%	50%																																							
Other/ comments	<p>This is a newer measure and no formal targets have been set.</p> <p>The floor is also used for dry floor events from April – August each year. 2018: 4 events, including indoor lacrosse 2016: 6 events 2017: 5 events</p>	<p>This is a newer measure and no formal targets have been set.</p> <p>2018: 5 tournaments were canceled due to weather or other. 2017: 4 tournaments were canceled due to weather or other.</p>																																								

Dept.	WATER DEPARTMENT	WATER DEPARTMENT																														
KPI Measure	% Days Drinking Water is in Compliance	Identification of Lead and Unknown Water Service Lines																														
Rationale/ Definition	This is used to measure the quality of our water, as well as compliance with regulatory requirements of the State of Ohio EPA.	To track our identification of lead service lines.																														
Frequency	Quarterly	Annually																														
Data Source	Water Department Data	Water Department Data																														
Graph	<p>% Days Drinking Water in Compliance</p> <table border="1"> <thead> <tr> <th>Year</th> <th>% Days in Compliance</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2015</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2016</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2017</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2018 YTD</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	Year	% Days in Compliance	Target	2014	100%	100%	2015	100%	100%	2016	100%	100%	2017	100%	100%	2018 YTD	100%	100%	<p>LEAD & UNKNOWN WATER SERVICE LINES - 2017</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Count</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Non-lead lines</td> <td>19,940</td> <td>99.32%</td> </tr> <tr> <td>Lead Service Lines</td> <td>64</td> <td>0.32%</td> </tr> <tr> <td>Unknown Service Lines</td> <td>73</td> <td>0.36%</td> </tr> </tbody> </table>	Category	Count	Percentage	Non-lead lines	19,940	99.32%	Lead Service Lines	64	0.32%	Unknown Service Lines	73	0.36%
Year	% Days in Compliance	Target																														
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2015	100%	100%																														
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Non-lead lines	19,940	99.32%																														
Lead Service Lines	64	0.32%																														
Unknown Service Lines	73	0.36%																														
Other/ comments	Our target is 100%. We meet or exceed the regulatory requirements which include, but are not limited to, lead and copper levels.	Our ongoing objective is to reduce the number of Lead & Unknown service lines. Because of our stability and high water quality, we inspect the water lines as projects occur. (i.e. when a street is being torn up for a project, we take that opportunity to inspect the lines.)																														

Dept.	WATER DEPARTMENT																																												
KPI Measure	Unaccounted for Water																																												
Rationale/ Definition	To monitor water that is unaccounted for and/or non-revenue producing.																																												
Frequency	Monthly																																												
Data Source	Water Department Data																																												
Graph	<table border="1"> <caption>Unaccounted for water</caption> <thead> <tr> <th>Year</th> <th>Month</th> <th>% water unaccounted for</th> <th>Goal</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td></td> <td>17.8%</td> <td>18.0%</td> </tr> <tr> <td>2016</td> <td></td> <td>20.4%</td> <td>18.0%</td> </tr> <tr> <td>2017</td> <td></td> <td>20.4%</td> <td>18.0%</td> </tr> <tr> <td rowspan="10">2018</td> <td>Jan</td> <td>17.6%</td> <td>18.0%</td> </tr> <tr> <td>Feb</td> <td>21.8%</td> <td>18.0%</td> </tr> <tr> <td>Mar</td> <td>25.0%</td> <td>18.0%</td> </tr> <tr> <td>Apr</td> <td>22.3%</td> <td>18.0%</td> </tr> <tr> <td>May</td> <td>25.5%</td> <td>18.0%</td> </tr> <tr> <td>Jun</td> <td>22.0%</td> <td>18.0%</td> </tr> <tr> <td>Jul</td> <td>26.3%</td> <td>18.0%</td> </tr> <tr> <td>Aug</td> <td>16.7%</td> <td>18.0%</td> </tr> <tr> <td>Sep</td> <td>18.6%</td> <td>18.0%</td> </tr> </tbody> </table>	Year	Month	% water unaccounted for	Goal	2015		17.8%	18.0%	2016		20.4%	18.0%	2017		20.4%	18.0%	2018	Jan	17.6%	18.0%	Feb	21.8%	18.0%	Mar	25.0%	18.0%	Apr	22.3%	18.0%	May	25.5%	18.0%	Jun	22.0%	18.0%	Jul	26.3%	18.0%	Aug	16.7%	18.0%	Sep	18.6%	18.0%
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	Aug	16.7%	18.0%																																										
	Sep	18.6%	18.0%																																										
	Other/ comments	<p>All water systems have a % of water that goes unbilled – this can be due to: unavoidable leakage, use by fire department, water meter inaccuracies, unauthorized consumption, etc. The water department is actively monitoring and analyzing this.</p> <p>Note: Water consumption data is not available to until one month after the close of a month. Therefore this measure is one month behind.</p>																																											

Dept.	WATER DEPARTMENT	WATER DEPARTMENT																											
KPI Measure	% of Total Fire Hydrants in Service	% of Fire Hydrants Inspected Each Year																											
Rationale/ Definition	To measure the level of service and usability of fire hydrants to make sure all are in good working order when needed.	To measure efforts to inspect and maintain fire hydrants. Inspections and flushing of hydrants is done to improve the quality and flow of the water.																											
Frequency	Quarterly	Quarterly																											
Data Source	Water Department Data	Water Department Data																											
Graph	<p>% of Total Fire Hydrants in Service</p> <table border="1"> <thead> <tr> <th>Year/Quarter</th> <th>% in service</th> <th>Goal</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2017</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>Qtr 1</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>Qtr 2</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>Qtr 3</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	Year/Quarter	% in service	Goal	2016	100%	100%	2017	100%	100%	Qtr 1	100%	100%	Qtr 2	100%	100%	Qtr 3	100%	100%	<p>% of Total Fire Hydrants Inspected Each Year</p> <table border="1"> <thead> <tr> <th>Year</th> <th>% inspected</th> <th>Goal</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2018 YTD</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	Year	% inspected	Goal	2017	100%	100%	2018 YTD	100%	100%
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Year	% inspected	Goal																											
2017	100%	100%																											
2018 YTD	100%	100%																											
Other/ comments	Our goal is to keep 100% of the fire hydrants in service. The City maintains approximately 2470 fire hydrants.	All fire hydrants are inspected each year and therefore our goal is 100%. Fire hydrant inspections will begin in May.																											

Dept.	WATER POLLUTION CONTROL	WATER POLLUTION CONTROL																																				
KPI Measure	% Days in Compliance with NPDES requirements for treatment	% Days in Compliance with NPDES requirements for reporting																																				
Rationale/ Definition	Ensure a final effluent quality for compliance with requirements specified by the U.S. EPA and the Ohio EPA.	To comply with monthly reporting – completing and submitting Discharge Monitoring Reports to the Ohio EPA.																																				
Frequency	Quarterly	Quarterly																																				
Data Source	WPC Department data	WPC Department data																																				
Graph	<p>Compliance: Treatment that meets or exceeds NPDES requirements</p> <table border="1"> <thead> <tr> <th>Year</th> <th>% Days in Compliance</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>99.7%</td> <td>100%</td> </tr> <tr> <td>2015</td> <td>99.7%</td> <td>100%</td> </tr> <tr> <td>2016</td> <td>99.7%</td> <td>100%</td> </tr> <tr> <td>2017</td> <td>99.7%</td> <td>100%</td> </tr> <tr> <td>2018 YTD</td> <td>100.0%</td> <td>100%</td> </tr> </tbody> </table>	Year	% Days in Compliance	Target	2014	99.7%	100%	2015	99.7%	100%	2016	99.7%	100%	2017	99.7%	100%	2018 YTD	100.0%	100%	<p>Compliance: Regulatory reporting requirements for NPDES permit</p> <table border="1"> <thead> <tr> <th>Year</th> <th>% Days in Compliance</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>2014</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2015</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2016</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2017</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2018 YTD</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	Year	% Days in Compliance	Target	2014	100%	100%	2015	100%	100%	2016	100%	100%	2017	100%	100%	2018 YTD	100%	100%
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2014	100%	100%																																				
2015	100%	100%																																				
2016	100%	100%																																				
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2018 YTD	100%	100%																																				
Other/ comments	<p>Our target is 100%</p> <p>NPDES – National Pollutant Discharge Elimination System</p> <p>The City Of Findlay Wastewater Treatment Plant provides wastewater treatment of residential, commercial and industrial wastewater. The Wastewater Treatment Plant treats on average four (4) billion gallons a year.</p>	<p>Our target is 100%</p> <p>NPDES – National Pollutant Discharge Elimination System</p>																																				

Dept.	WATER POLLUTION CONTROL	WATER POLLUTION CONTROL																														
KPI Measure	Footage of Sanitary & Storm Sewers Cleaned	Catch Basins Cleaned																														
Rationale/ Definition	To ensure we maintain our infrastructure and keep it working consistently and properly.	To ensure we maintain our infrastructure and keep it working consistently and properly.																														
Frequency	Quarterly	Quarterly																														
Data Source	WPC Department data	WPC Department data																														
Graph	 <table border="1"> <caption>Sanitary & Storm Sewers Cleaned</caption> <thead> <tr> <th>Year</th> <th>Footage Cleaned</th> <th>Target - 3 yr Avg.</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>~205,000</td> <td>~225,000</td> </tr> <tr> <td>2016</td> <td>~225,000</td> <td>~225,000</td> </tr> <tr> <td>2017</td> <td>~240,000</td> <td>~225,000</td> </tr> <tr> <td>2018 YTD</td> <td>~155,000</td> <td>~225,000</td> </tr> </tbody> </table>	Year	Footage Cleaned	Target - 3 yr Avg.	2015	~205,000	~225,000	2016	~225,000	~225,000	2017	~240,000	~225,000	2018 YTD	~155,000	~225,000	 <table border="1"> <caption>Catch Basins Cleaned</caption> <thead> <tr> <th>Year</th> <th># Catch Basins Cleaned/Inspected</th> <th>Target - 3 yr Quarterly Avg.</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>~2,200</td> <td>2,500</td> </tr> <tr> <td>2016</td> <td>~2,800</td> <td>2,500</td> </tr> <tr> <td>2017</td> <td>~2,500</td> <td>2,500</td> </tr> <tr> <td>2018 YTD</td> <td>~1,850</td> <td>2,500</td> </tr> </tbody> </table>	Year	# Catch Basins Cleaned/Inspected	Target - 3 yr Quarterly Avg.	2015	~2,200	2,500	2016	~2,800	2,500	2017	~2,500	2,500	2018 YTD	~1,850	2,500
Year	Footage Cleaned	Target - 3 yr Avg.																														
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2018 YTD	~1,850	2,500																														
Other/ comments	<p>Our comparison is to a 3-year average.</p> <p>The sanitary sewer system has over 16,999 customers and is estimated to consist of over three hundred (300) miles of sanitary sewer, several thousand manholes and approximately six thousand four hundred (6,400) catch basins. It is imperative to maintain these systems for proper drainage – especially in times of rain events.</p>																															

Dept.	WATER POLLUTION CONTROL	WATER POLLUTION CONTROL																																			
KPI Measure	Footage of Sanitary & Storm Sewer Lines Televised	Sewer Problem Complaints - % that are the responsibility of the City																																			
Rationale/ Definition	To ensure we maintain our infrastructure. We televise lines to ensure flow capacity and assess the need for repairs & maintenance.	To ensure we maintain and repair our infrastructure and swiftly address problems that are our responsibility.																																			
Frequency	Quarterly	Quarterly																																			
Data Source	WPC Department data	WPC Department data																																			
Graph	<table border="1"> <caption>Footage Televised (Feet)</caption> <thead> <tr> <th>Year</th> <th>Sanitary</th> <th>Storm</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>58,000</td> <td>0</td> </tr> <tr> <td>2016</td> <td>41,000</td> <td>0</td> </tr> <tr> <td>2017</td> <td>48,000</td> <td>0</td> </tr> <tr> <td>2018 YTD</td> <td>71,000</td> <td>19,000</td> </tr> </tbody> </table>	Year	Sanitary	Storm	2015	58,000	0	2016	41,000	0	2017	48,000	0	2018 YTD	71,000	19,000	<table border="1"> <caption>Sewer Problem Complaints</caption> <thead> <tr> <th>Year</th> <th>City's responsibility</th> <th>Homeowner's responsibility</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>1</td> <td>99</td> <td>100</td> </tr> <tr> <td>2016</td> <td>5</td> <td>67</td> <td>72</td> </tr> <tr> <td>2017</td> <td>11</td> <td>134</td> <td>145</td> </tr> <tr> <td>2018 YTD</td> <td>5</td> <td>122</td> <td>127</td> </tr> </tbody> </table>	Year	City's responsibility	Homeowner's responsibility	Total	2015	1	99	100	2016	5	67	72	2017	11	134	145	2018 YTD	5	122	127
Year	Sanitary	Storm																																			
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2018 YTD	5	122	127																																		
Other/ comments	This is a newer measure and no formal targets have been set.	Our target is for sewer complaints to be the City's responsibility no more than 10% of the time. A homeowner's private line begins a the point of connection to the sewer main.																																			
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Dept.	AIRPORT																																																																																																																																								
KPI Measure	Jet A Fuel Sales																																																																																																																																								
Rationale/ Definition	Fuel sales are the largest revenue stream for the airport, especially the sale of Jet A.																																																																																																																																								
Frequency	Monthly																																																																																																																																								
Data Source	Jet A Fuel Sales Data																																																																																																																																								
Graph	<p>Jet A Fuel Sales - Monthly</p> <p>Legend: Actual Gallons (Blue Area), Target (Orange Line)</p> <table border="1"> <caption>Approximate Data from Jet A Fuel Sales - Monthly Chart</caption> <thead> <tr> <th>Year</th> <th>Month</th> <th>Actual Gallons</th> <th>Target Gallons</th> </tr> </thead> <tbody> <tr><td>2016</td><td>Jan</td><td>13,000</td><td>14,000</td></tr> <tr><td>2016</td><td>Feb</td><td>19,000</td><td>14,000</td></tr> <tr><td>2016</td><td>Mar</td><td>19,000</td><td>14,000</td></tr> <tr><td>2016</td><td>Apr</td><td>16,000</td><td>14,000</td></tr> <tr><td>2016</td><td>May</td><td>17,000</td><td>14,000</td></tr> <tr><td>2016</td><td>Jun</td><td>19,000</td><td>14,000</td></tr> <tr><td>2016</td><td>Jul</td><td>13,000</td><td>14,000</td></tr> <tr><td>2016</td><td>Aug</td><td>25,000</td><td>14,000</td></tr> <tr><td>2016</td><td>Sep</td><td>18,000</td><td>14,000</td></tr> <tr><td>2016</td><td>Oct</td><td>19,000</td><td>14,000</td></tr> <tr><td>2016</td><td>Nov</td><td>13,000</td><td>14,000</td></tr> <tr><td>2016</td><td>Dec</td><td>13,000</td><td>14,000</td></tr> <tr><td>2017</td><td>Jan</td><td>17,000</td><td>14,000</td></tr> <tr><td>2017</td><td>Feb</td><td>16,000</td><td>14,000</td></tr> <tr><td>2017</td><td>Mar</td><td>13,000</td><td>14,000</td></tr> <tr><td>2017</td><td>Apr</td><td>17,000</td><td>14,000</td></tr> <tr><td>2017</td><td>May</td><td>14,000</td><td>14,000</td></tr> <tr><td>2017</td><td>Jun</td><td>12,000</td><td>14,000</td></tr> <tr><td>2017</td><td>Jul</td><td>11,000</td><td>14,000</td></tr> <tr><td>2017</td><td>Aug</td><td>17,000</td><td>14,000</td></tr> <tr><td>2017</td><td>Sep</td><td>12,000</td><td>14,000</td></tr> <tr><td>2017</td><td>Oct</td><td>19,000</td><td>14,000</td></tr> <tr><td>2017</td><td>Nov</td><td>5,000</td><td>14,000</td></tr> <tr><td>2017</td><td>Dec</td><td>7,000</td><td>14,000</td></tr> <tr><td>2018</td><td>Jan</td><td>14,000</td><td>14,000</td></tr> <tr><td>2018</td><td>Feb</td><td>13,000</td><td>14,000</td></tr> <tr><td>2018</td><td>Mar</td><td>14,000</td><td>14,000</td></tr> <tr><td>2018</td><td>Apr</td><td>21,000</td><td>14,000</td></tr> <tr><td>2018</td><td>May</td><td>19,000</td><td>14,000</td></tr> <tr><td>2018</td><td>June</td><td>23,000</td><td>14,000</td></tr> <tr><td>2018</td><td>July</td><td>11,000</td><td>14,000</td></tr> <tr><td>2018</td><td>Aug</td><td>16,000</td><td>14,000</td></tr> <tr><td>2018</td><td>Sep</td><td>14,000</td><td>14,000</td></tr> </tbody> </table>	Year	Month	Actual Gallons	Target Gallons	2016	Jan	13,000	14,000	2016	Feb	19,000	14,000	2016	Mar	19,000	14,000	2016	Apr	16,000	14,000	2016	May	17,000	14,000	2016	Jun	19,000	14,000	2016	Jul	13,000	14,000	2016	Aug	25,000	14,000	2016	Sep	18,000	14,000	2016	Oct	19,000	14,000	2016	Nov	13,000	14,000	2016	Dec	13,000	14,000	2017	Jan	17,000	14,000	2017	Feb	16,000	14,000	2017	Mar	13,000	14,000	2017	Apr	17,000	14,000	2017	May	14,000	14,000	2017	Jun	12,000	14,000	2017	Jul	11,000	14,000	2017	Aug	17,000	14,000	2017	Sep	12,000	14,000	2017	Oct	19,000	14,000	2017	Nov	5,000	14,000	2017	Dec	7,000	14,000	2018	Jan	14,000	14,000	2018	Feb	13,000	14,000	2018	Mar	14,000	14,000	2018	Apr	21,000	14,000	2018	May	19,000	14,000	2018	June	23,000	14,000	2018	July	11,000	14,000	2018	Aug	16,000	14,000	2018	Sep	14,000	14,000
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Other/ comments	<p>The target is based on an average growth rate on the last 10 years of sales data. It represents a 3% increase from 2017 sales.</p> <p>The airport facilitates a high volume of corporate aircraft traffic, which primarily purchases Jet A fuel.</p>																																																																																																																																								

Dept.	AIRPORT	AIRPORT																																				
KPI Measure	Hangar Capacity Utilized	Star Rating – airnav.com																																				
Rationale/ Definition	To monitor the management of this revenue-generating asset.	Feedback from our customer base is an important way of measuring the level of service we offer.																																				
Frequency	Monthly	Quarterly																																				
Data Source	Airport Director	Airport Director/airnav.com website																																				
Graph	<table border="1"> <caption>Hangar Capacity Utilization Data</caption> <thead> <tr> <th>Month</th> <th>% Utilized</th> </tr> </thead> <tbody> <tr><td>Sep 2017</td><td>92%</td></tr> <tr><td>Oct 2017</td><td>95%</td></tr> <tr><td>Nov 2017</td><td>95%</td></tr> <tr><td>Dec 2017</td><td>95%</td></tr> <tr><td>Jan 2018</td><td>95%</td></tr> <tr><td>Feb 2018</td><td>95%</td></tr> <tr><td>Mar 2018</td><td>92%</td></tr> <tr><td>Apr 2018</td><td>92%</td></tr> <tr><td>May 2018</td><td>95%</td></tr> <tr><td>Jun 2018</td><td>88%</td></tr> <tr><td>Jul 2018</td><td>88%</td></tr> <tr><td>Aug 2018</td><td>88%</td></tr> <tr><td>Sep 2018</td><td>85%</td></tr> </tbody> </table>	Month	% Utilized	Sep 2017	92%	Oct 2017	95%	Nov 2017	95%	Dec 2017	95%	Jan 2018	95%	Feb 2018	95%	Mar 2018	92%	Apr 2018	92%	May 2018	95%	Jun 2018	88%	Jul 2018	88%	Aug 2018	88%	Sep 2018	85%	<table border="1"> <caption>Star Rating - airnav.com Data</caption> <thead> <tr> <th>Year</th> <th>Actual Rating</th> </tr> </thead> <tbody> <tr><td>2016</td><td>5</td></tr> <tr><td>2017</td><td>5</td></tr> <tr><td>Qtr 3 YTD 2018</td><td>5</td></tr> </tbody> </table>	Year	Actual Rating	2016	5	2017	5	Qtr 3 YTD 2018	5
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Qtr 3 YTD 2018	5																																					
Other/ comments	<p>Our target is 90% capacity utilized.</p> <p>The airport owns and maintains twenty-five hangars, with varying size and capacity. Monthly rental income provides a solid revenue stream for operations.</p>	<p>AirNav.com is a website that contains airport information, including the entities on the airport that offer FBO services. Users are able to rate and review The City of Findlay Airport (FBO) for other potential customers to see. Along with written reviews, users are able to give a 1-5 star rating. Our target is a 4 star rating or higher.</p>																																				

Dept.	ENGINEERING	ENGINEERING																													
KPI Measure	Lane miles paved	MS4 Compliance																													
Rationale/ Definition	Lane miles paved measures our progress in street maintenance and improvements.	MS4 relates to our adherence to certain USEPA standards.																													
Frequency	Annually	Quarterly																													
Data Source	City Engineer	City Engineer																													
Graph	<table border="1"> <caption>LANE MILES PAVED</caption> <thead> <tr> <th>Year</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td>2012</td> <td>10,000</td> </tr> <tr> <td>2013</td> <td>22,500</td> </tr> <tr> <td>2014</td> <td>15,500</td> </tr> <tr> <td>2015</td> <td>17,500</td> </tr> <tr> <td>2016</td> <td>11,000</td> </tr> <tr> <td>2017</td> <td>32,000</td> </tr> </tbody> </table>	Year	Miles	2012	10,000	2013	22,500	2014	15,500	2015	17,500	2016	11,000	2017	32,000	<table border="1"> <caption>MS4 Compliance</caption> <thead> <tr> <th>Quarter</th> <th>% Days in Compliance</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Qtr 1</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>Qtr 2</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>Qtr 3</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>Qtr 4</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	Quarter	% Days in Compliance	Target	Qtr 1	100%	100%	Qtr 2	100%	100%	Qtr 3	100%	100%	Qtr 4	100%	100%
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Other/ comments	The lane miles paved each year is based on projects in the Capital Plan and availability of other funding sources in a given year.	Our target is 100% compliance. MS4 stands for Municipal Separate Storm Sewer System. The MS4 standards relate to storm water runoff, erosion, and water quality. It is to protect surface water such as Blanchard River, Eagle Creek, etc.																													

Dept.	ENGINEERING	ENGINEERING																											
KPI Measure	Projects: # Planned vs. # Bid	% of Projects closed at or below bid and/or estimate																											
Rationale/ Definition	This measure shows our ability to be pro-active and get planned projects out to bid timely.	This measure tracks our ability to keep costs within project estimates.																											
Frequency	Quarterly	Annually																											
Data Source	City Engineer	City Engineer																											
Graph	<table border="1"> <caption>Projects: # Planned vs. # Bid (2018)</caption> <thead> <tr> <th>Quarter</th> <th>Planned</th> <th>Bid</th> </tr> </thead> <tbody> <tr> <td>Qtr 1</td> <td>10</td> <td>2</td> </tr> <tr> <td>Qtr 2</td> <td>10</td> <td>13</td> </tr> <tr> <td>Qtr 3</td> <td>7</td> <td>6</td> </tr> <tr> <td>Qtr 4</td> <td>4</td> <td>0</td> </tr> </tbody> </table>	Quarter	Planned	Bid	Qtr 1	10	2	Qtr 2	10	13	Qtr 3	7	6	Qtr 4	4	0	<table border="1"> <caption>% Projects closed at or below bid and/or estimate</caption> <thead> <tr> <th>Year</th> <th>Projects</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>19 projects</td> <td>84%</td> </tr> <tr> <td>2016</td> <td>5 projects</td> <td>100%</td> </tr> <tr> <td>2017</td> <td>12 projects</td> <td>92%</td> </tr> </tbody> </table>	Year	Projects	Percentage	2015	19 projects	84%	2016	5 projects	100%	2017	12 projects	92%
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Year	Projects	Percentage																											
2015	19 projects	84%																											
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Other/ comments	We develop and follow a 5-year capital plan (revised annually) which includes multiple year grants, etc. Each year the projects are planned by quarter based on nature of the project and to obtain optimal pricing.	This is a newer measure and no formal targets have been set.																											



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

October 29, 2018

The Honorable Council
Findlay, Ohio 45840

RE: Revolving Loan Fund Administration

Dear Council Members:

The Hancock Regional Planning Commission has submitted an invoice for their expenses/staff time for RLF administration for July 2018 through September 2018. I have attached a copy for your reference.

This is now a routine request, and you have approved requesting the appropriation without going to committee each time. I have therefore asked the Director of Law to place legislation on your agenda to authorize a draw from the Revolving Loan Fund account and appropriate \$6,916.53 from the RLF to General Expense #21010000-449400 to pay the invoice.

Respectfully submitted,

Jim Staschiak II
City Auditor

Cc: Don Rasmussen
File



Hancock Regional Planning Commission
 318 Dorney Plaza
 Suite 304
 Findlay, OH 45840 US
 (419)424-7094
 sleary@findlayohio.com

RECEIVED
OCT 26 2018
AUDITOR

INVOICE

BILL TO
 City of Findlay
 Revolving Loan Fund

INVOICE # 1155
DATE 10/26/2018

DESCRIPTION	QTY	PRICE EACH	AMOUNT
Charges			
July through September 2018			
Cordonnier Professional Services - Hourly Rate	11.75	42.16	495.38
Leary Professional Services - Hourly Rate	38.50	31.27	1,203.90
Mercer Professional Services - Hourly Rate	145.75	30.12	4,389.99
Billable Expenses			
FedEx charge to ship RLF info to the State			22.26
Pinski Review of Goodrich Loan			360.00
Pinski Review of Early Years Loan			445.00
BALANCE DUE			\$6,916.53



Shipment Receipt

Address Information

Ship to:

Jared Jodrey
 Ohio Development Services
 Agency
 77 South High Street
 Floor 26
 COLUMBUS, OH
 43215
 US
 614-752-4574

Ship from:

SHERRI LEARY
 HANCOCK REG.
 PLANNING COMM
 318 DORNEY PLAZA
 RM 304
 FINDLAY, OH
 45840
 US
 4194247094

Shipment Information:

Tracking no.: 773201913814
 Ship date: 09/12/2018
 Estimated shipping charges: 22.26 USD

Package Information

Pricing option: FedEx Standard Rate
 Service type: Standard Overnight
 Package type: FedEx Envelope
 Number of packages: 1
 Total weight: 1 LBS
 Declared Value: 0.00 USD
 Special Services:
 Pickup/Drop-off: Drop off package at FedEx location

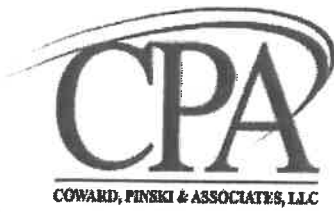
Billing Information:

Bill transportation to: MyAccount-080
 Your reference: City RLF
 P.O. no.:
 Invoice no.:
 Department no.:

Thank you for shipping online with FedEx ShipManager at fedex.com.

Please Note

FedEx will not be responsible for any claim in excess of \$100 per package, whether the result of loss, damage, delay, non-delivery, misdelivery, or misinformation, unless you declare a higher value, pay an additional charge, document your actual loss and file a timely claim. Limitations found in the current FedEx Service Guide apply. Your right to recover from FedEx for any loss, including intrinsic value of the package, loss of sales, income interest, profit, attorney's fees, costs, and other forms of damage whether direct, incidental, consequential, or special is limited to the greater of \$100 or the authorized declared value. Recovery cannot exceed actual documented loss. Maximum for items of extraordinary value is \$1000, e.g., jewelry, precious metals, negotiable instruments and other items listed in our Service Guide. Written claims must be filed within strict time limits; Consult the applicable FedEx Service Guide for details.
 The estimated shipping charge may be different than the actual charges for your shipment. Differences may occur based on actual weight, dimensions, and other factors. Consult the applicable FedEx Service Guide or the FedEx Rate Sheets for details on how shipping charges are calculated.



Coward Pinski & Associates, LLC

Gregory E. Coward, CPA
gcoward@cowardpinski.com

John W. Pinski, Jr., CPA
jpinski@cowardpinski.com

FINDLAY REVOLVING LOAN FUND
MUNICIPAL BUILDING
HRPC OFFICE
FINDLAY, OH 45840

Invoice: 24959
Date: 09/21/2018
Due Date: Upon Receipt

DATE	SERVICE	STAFF	HOURS	RATE	AMOUNT
07/09/2018	Tax Preparation initial review of documents	Pinski	1.50	85.00	127.50
07/25/2018	Tax Preparation additional discussions with Jacob on Goodrich project	Pinski	0.25	85.00	21.25
08/14/2018	Tax Preparation RLF meeting to approve Goodrich loan	Pinski	1.50	85.00	127.50
08/14/2018	Tax Preparation review of documents and prepare for meeting	Pinski	1.00	85.00	85.00
Subtotal					\$361.25
Courtesy Discount					(1.25)
Current Amount Due					\$360.00



Coward Pinski & Associates, LLC

Gregory E. Coward, CPA
 gcoward@cowardpinski.com

John W. Pinski, Jr., CPA
 jpinski@cowardpinski.com

FINDLAY REVOLVING LOAN FUND
 MUNICIPAL BUILDING
 HRPC OFFICE
 FINDLAY, OH 45840

Invoice: 24960
 Date: 09/21/2018
 Due Date: Upon Receipt

DATE	SERVICE	STAFF	HOURS	RATE	AMOUNT
08/28/2018	Tax Preparation review of documents and discussion with Jacob	Pinski	2.00	85.00	170.00
08/30/2018	Tax Preparation review of balance sheet and email to Jerry Morehart	Pinski	0.75	85.00	63.75
09/05/2018	Review review documents prior to meeting	Pinski	0.50	85.00	42.50
09/05/2018	Review meeting at city Building on loan approval	Pinski	2.00	85.00	170.00
Subtotal					\$446.25
Courtesy Discount					(1.25)
Current Amount Due					\$445.00

101 W. Sandusky St., Ste 200, Findlay, OH 45840-3276

Phone: 419-425-0163

www.cowardpinski.com

Fax: 419-425-0526

Date	Employee	Project	Billable	Hours	Comment
13-Jul-18	Leary, Sherri	FINDLAY RLF	Y	3.75	Entered loan payments in Quicken. Updated monthly spreadsheets. Prepared RLF client statements.
25-Jul-18	Cordonnier, Matthew	FINDLAY RLF	Y	0.50	Discussions with Sherri regarding job certifications still needed and next steps.
25-Jul-18	Leary, Sherri	FINDLAY RLF	Y	2.00	Began working on semi-annual reports. Discussions with Matt regarding job certifications still needed and next steps.
27-Jul-18	Cordonnier, Matthew	FINDLAY RLF	Y	1.00	Coordination on updating the City of Findlay Guidelines to update standards
27-Jul-18	Leary, Sherri	FINDLAY RLF	Y	1.00	Coordination on updating the City of Findlay Guidelines to update standards
27-Jul-18	Mercer, Jacob	FINDLAY RLF	Y	4.50	Call to Jared from the state Call to applicant Worked on updating the City of Findlay Guidelines to update standards
30-Jul-18	Leary, Sherri	FINDLAY RLF	Y	1.75	Phone call with the State to discuss Semi-Annual reports and job creation status. Discussed how to handle closed loans and defaulted loans.

14.50

Date	Employee	Project	Hours	Comment
2-Aug-18	Mercer, Jacob	FINDLAY RLF	0.75	Responding to emails
3-Aug-18	Mercer, Jacob	FINDLAY RLF	1.25	Emailing Board Members, trying to schedule a meeting for Adam Goodrich
9-Aug-18	Mercer, Jacob	FINDLAY RLF	0.50	Responding to emails
10-Aug-18	Mercer, Jacob	FINDLAY RLF	4.25	Creating the packet for Goodrich Myotherapy Meeting with Early Years Family Childcare Center, preparing their application and gathering information
13-Aug-18	Cordonnier, Matthew	FINDLAY RLF	0.25	Discussed Vito's with Sherri.
13-Aug-18	Leary, Sherri	FINDLAY RLF	0.50	Discussed Vitos with Matt. Pulled information for upcoming meeting to discuss how to handle the delinquent account.
13-Aug-18	Mercer, Jacob	FINDLAY RLF	2.00	Preparing for Goodrich Myotherapy meeting Working with Huntington to get Nauert application for coin shop RLF project
14-Aug-18	Cordonnier, Matthew	FINDLAY RLF	2.75	RLF meeting for Goodrich Myotherapy, discussion on Vito's Loan and language changes.
14-Aug-18	Leary, Sherri	FINDLAY RLF	3.50	Finalized SAR and sent to Ginger for review. Assisted with preparation for RLF board meeting.
14-Aug-18	Mercer, Jacob	FINDLAY RLF	3.25	Printing meeting materials We had a RLF meeting for Goodrich Myotherapy, discussion on Vito's Loan and language changes. Called Dave Nauert, reminded him that he still needed to fill out the application.
15-Aug-18	Mercer, Jacob	FINDLAY RLF	4.50	Preparing Goodrich Environmental Review
16-Aug-18	Mercer, Jacob	FINDLAY RLF	2.00	Chatted with Adam Goodrich to get him an update on the timeline to get the project completed. Worked on gathering the packet to send to Jared Jodrey.
17-Aug-18	Mercer, Jacob	FINDLAY RLF	2.00	Trying to track down Dave Nauert to get him to complete his packet. He sent me a new addendum for the purchase of the building.

20-Aug-18	Cordonnier, Matthew	FINDLAY RLF	1.00	Message Therapy Loan Work
20-Aug-18	Leary, Sherri	FINDLAY RLF	2.25	Phone call regarding new application. Reviewed Goodrich documents for Jake.
20-Aug-18	Mercer, Jacob	FINDLAY RLF	4.25	Checked with Jared Jodrey about the closing documents and where to find them on the OCD website. Chatted with Dave Nauert about what had been submitted to us by Brent Conner. Worked on getting the final packet for Goodrich Myotherapy compiled to send to Jared.
21-Aug-18	Leary, Sherri	FINDLAY RLF	3.50	Entered loan payments in Quicken. Updated monthly spreadsheets. Prepared RLF client statements.
21-Aug-18	Mercer, Jacob	FINDLAY RLF	1.50	Sent the Goodrich packet to the state.
22-Aug-18	Mercer, Jacob	FINDLAY RLF	5.25	Called the Morehart's to explain what was still missing from their application. They are missing a bunch of estimates from their packet. Had to play phone tag a bit to get them both on the same page.
23-Aug-18	Cordonnier, Matthew	FINDLAY RLF	1.25	Vito's Phone Call and Message Therapy Loan Work
23-Aug-18	Mercer, Jacob	FINDLAY RLF	6.25	Went over the information that the Morehart's sent me. Jared went over the Goodrich packet and noted some inconsistencies. I had sent the wrong version of the final packet so I had to go back and double check the numbers with the applicant to make sure I had everything correct. Chatted with Matt about the Morehart case to discuss the timeline moving forward and relayed that information to the Morehart's. They were hoping to make purchases earlier than they could probably get the RLF closed, we warned that spending money before they have the check is risky.

24-Aug-18	Mercer, Jacob	FINDLAY RLF	6.75	<p>Got the Classroom Furnishing portion of the packet from the Morehart's. They were unsure what could be included in Machinery & Equipment so I called the state to double check what would count. I then combed through the \$45000 worth of estimates to separate out what can be counted as M&E vs what would need to be considered Working Capital.</p> <p>Once I separated it out, I was able to put it together in the binder and get it to John Pinski in the afternoon.</p>
27-Aug-18	Cordonnier, Matthew	FINDLAY RLF	0.50	Had discussions with Sherri and Jake regarding Vito's and upcoming RLF meeting.
27-Aug-18	Leary, Sherri	FINDLAY RLF	0.50	Discussions regarding Vitos and upcoming RLF meeting.
27-Aug-18	Mercer, Jacob	FINDLAY RLF	8.00	<p>Sent out an email to get the Morehart RLF Meeting scheduled.</p> <p>Sent an email to Dave Nauert with items that were missing from his application. John Pinski had a list of items that he wanted Dave to resubmit.</p> <p>Heard back from Dave Nauert about the Howard's Coin Shop application, he provided me with some of the answers John Pinski requested. He is going to continue working on the additional items.</p> <p>Working on resending the Goodrich pre-app to the state, there were a few discrepancies that needed to be ironed out. Also was waiting on the Mayor to sign the final version. Sent to Jared after she signed it.</p> <p>Had discussions with Sherri and Matt regarding Vito's and upcoming RLF meeting.</p>
28-Aug-18	Leary, Sherri	FINDLAY RLF	1.25	Prepared 5-Year Rolling Average spreadsheet for Working Capital loans to insure program is staying within the 30% program income cap for Working Capital loans.

28-Aug-18	Mercer, Jacob	FINDLAY RLF	8.00	<p>Talked with Tammy Morehart about items John Pinski requested. Trying to get a hold of Jerry to let him know what to work on.</p> <p>Talked with John Pinski to discuss the Morehart packet, the coin shop, and Vito's loan.</p> <p>Tried to contact Brent Conner with no luck. Need to get in contact with him to get him up to speed on what is missing from the Howard's Coin Shop packet. Sent him an email with some of the details.</p> <p>Working on getting the RLF meeting for the Morehart's advertised. Talked with Kathy to get it on their website, working on getting it on the HRPC website. Looking up where to send it to The Courier.</p>
29-Aug-18	Mercer, Jacob	FINDLAY RLF	3.50	<p>Talked with Don Bledsoe trying to track down Huntington Bank contact Brent Conner to discuss Howard's Coin Shop.</p> <p>Talked with Brent Conner about Howard's Coin Shop, brought him up to speed on what he is missing.</p> <p>Talked to Tammy Morehart, trying to get the Balance sheet completed to get back to John Pinski.</p> <p>Emailed Jerry Morehart about Balance Sheet questions.</p>
30-Aug-18	Cordonnier, Matthew	FINDLAY RLF	1.00	Findlay RLF - Day Care Application Meeting
30-Aug-18	Leary, Sherri	FINDLAY RLF	0.75	Prep for upcoming meeting
30-Aug-18	Mercer, Jacob	FINDLAY RLF	3.75	Worked with the Moreharts to get their remaining items to John Pinski
31-Aug-18	Mercer, Jacob	FINDLAY RLF	2.50	Working with the Moreharts to get everything organized for their meeting next week.

89.25

Date	Employee	Project	Hours	Comment
4-Sep-18	Cordonnier, Matthew	FINDLAY RLF	1.00	Meeting Prep
4-Sep-18	Leary, Sherri	FINDLAY RLF	2.00	Prep for meeting to vote on Goodrich and Vitos
4-Sep-18	Mercer, Jacob	FINDLAY RLF	3.00	Prep work for Early Years Board Meeting Checked in with coin shop about what was missing from packet of information for John Pinski
5-Sep-18	Cordonnier, Matthew	FINDLAY RLF	2.50	Prepared for and attended RLF Meeting - Daycare and Vitos
5-Sep-18	Mercer, Jacob	FINDLAY RLF	4.50	Prepared for and attended RLF Board Meeting for Early Years Worked on Nauert Application update and talked to Dave multiple times about his bank situation
6-Sep-18	Mercer, Jacob	FINDLAY RLF	4.00	Talked to potential applicant Byron Dashnaw with Allstate about potential acquisition project. Worked on the Early Years Environmental Review Sent an email to John Pinski updating him on the coin shop application
7-Sep-18	Leary, Sherri	FINDLAY RLF	3.25	Assisting with Goodrich loan docs and amortization. Added new loan information to Quicken program. Phone call from potential RLF client. Discussed program details and emailed RLF brochure and contact information to client.
7-Sep-18	Mercer, Jacob	FINDLAY RLF	5.75	Working with the State to figure out what is left for the Goodrich Loan to close. Working to get the closing documents assembled for Goodrich
10-Sep-18	Leary, Sherri	FINDLAY RLF	1.25	Assisted with Goodrich loan documents.
10-Sep-18	Mercer, Jacob	FINDLAY RLF	3.75	Working on the Morehart RLF Environmental review
11-Sep-18	Mercer, Jacob	FINDLAY RLF	4.25	Finishing the closing documents for the Goodrich Loan
12-Sep-18	Leary, Sherri	FINDLAY RLF	0.25	Coord with Auditor's office on check for Goodrich.

12-Sep-18	Mercer, Jacob	FINDLAY RLF	4.50	Working on the letter to Council for the Morehart Day Care loan. Working on minutes from their meeting Sept 5
13-Sep-18	Mercer, Jacob	FINDLAY RLF	5.25	Working with Nauert to get remaining items finalized Working with the state to get the Daycare packet together for their review
14-Sep-18	Mercer, Jacob	FINDLAY RLF	4.00	Working on closing documents for Daycare
17-Sep-18	Leary, Sherri	FINDLAY RLF	1.25	Prepared for and participated in Goodrich closing.
17-Sep-18	Mercer, Jacob	FINDLAY RLF	3.75	Worked on Goodrich Closing and closed their deal
18-Sep-18	Leary, Sherri	FINDLAY RLF	1.25	Assist with closing documents for daycare.
18-Sep-18	Mercer, Jacob	FINDLAY RLF	4.25	Worked with Jared to make sure all the numbers were correct for City Council for the Early Years Family Childcare Center loans
19-Sep-18	Mercer, Jacob	FINDLAY RLF	5.25	Started some of the closing documents for Early Years Family Childcare Center Talked with Dave Nuaert about the timeline moving forward, talked with Mike Pepple about where we are at with the loan
20-Sep-18	Mercer, Jacob	FINDLAY RLF	2.75	Worked a bit on the Closing Documents for EYFCC
21-Sep-18	Mercer, Jacob	FINDLAY RLF	3.50	Worked on the closing documents for EYFCC
24-Sep-18	Leary, Sherri	FINDLAY RLF	1.25	Review and edit loan docs
24-Sep-18	Mercer, Jacob	FINDLAY RLF	4.00	Wrapped up the closing documents, making sure the state has everything it needs to get an approval letter sent for Early Years
25-Sep-18	Leary, Sherri	FINDLAY RLF	3.50	Entered new loans in Quicken. Provided amortization schedules to Jake. Reviewed and edited all loan docs for Early Years Family Childcare Center, LLC.
25-Sep-18	Mercer, Jacob	FINDLAY RLF	6.50	Working on completing the closing for the Early Years Daycare
26-Sep-18	Mercer, Jacob	FINDLAY RLF	2.00	Wrapped up the closign for Early Years

28-Sep-18	Leary, Sherri	FINDLAY RLF	3.75	Entered loan payments in Quicken. Updated monthly spreadsheets. Prepared RLF client statements.
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92.25

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

October 31, 2018

RE: Recreation Maintenance Storage Structure (Project Number 31983700)

Dear Council Members:

As part of the 2018 Capital Improvement Plan, Recreation Maintenance was planning to construct a storage building. It has come to my attention that the department would like to change the scope from the construction of a storage building to the purchase of two (2) smaller prebuilt storage buildings. This change will allow them to end up with more square footage while reducing the cost of the project.

Since the funds for the project have already been appropriated, no legislation is needed. I am just making you aware of the change in scope.

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

Office of the Mayor

Lydia L. Mihalik

318 Dorney Plaza, Room 310

Findlay, OH 45840

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

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

Honorable City Council
Findlay, OH 45840

October 31, 2018

RE: Marathon Diamonds

Dear Council Members:

Recreation Maintenance had it in the budget to have a contractor to do some regrading on two (2) of the fields at the Marathon Diamonds this year with the remaining fields being regraded in the future. During the year, this information was communicated with Findlay Girls Fastpitch Softball Club (FGFSC) and Findlay Youth Baseball. These organizations had asked if the City would consider regrading all four (4) fields if they donated funds to help offset the additional cost.

We have received checks from both organizations and these funds now need to be appropriated back to the Recreation Maintenance budget.

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

FROM:	General Fund (Findlay Girls Fastpitch Softball Club)	\$5,450
	General Fund (Findlay Youth Baseball)	\$5,450
TO:	Recreation Maintenance (21042000-other)	\$10,900

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



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

October 30, 2018

The Honorable Council
Findlay, Ohio 45840

SUBJECT: ITEMS TO APPROPRIATE

I respectfully request that the highlighted portion be read into the record.

Dear Council Members:

The following accounts require an appropriation for this budget year. Typically, some of these have been included in the transactions that occur for the last council meeting of the year; however, since they have already been identified I would like to complete them now rather than waiting for that meeting. There will still be some transactions that will need to occur for that last meeting, but they cannot be calculated at this time. I have listed below the amount of each request and the corresponding reason for the appropriation or transfer.

An **APPROPRIATION ORDINANCE** is needed for the following:

FROM:	CR 236 TIF Fund	\$47,519.66
TO:	CR 236 Widening Debt Service #23060310-other	\$47,519.66
FROM:	CR 236 Widening Debt Service #23060310-other	\$47,519.66
TO:	CIT - Capital Improvements restricted account	\$47,519.66

REASON: The CR 236 Debt payments were appropriated and paid initially by Capital Improvements money for 2018. We have received a total of \$47,519.66 in 2018 of TIF revenue to offset a portion of the 2018 debt payment. These appropriations allow the TIF Fund money to be used to for the debt and reimburse Capital Improvements.

FROM:	County Permissive Fund	\$132,828.34
TO:	CR 236 Widening Debt Service #23060310-other	\$96,959.34
	CR 236 Land Debt Service #23060210-other	\$35,869.00
FROM:	CR 236 Widening Debt Service #23060310-other	\$96,959.34
	CR 236 Land Debt Service #23060210-other	\$35,869.00
TO:	CIT - Capital Improvements restricted account	\$132,828.34

REASON: The CR 236 Debt payments were appropriated and paid initially by Capital Improvements money for 2018. There was a balance in County Permissive Fund of \$7,154.81 and we were able to draw \$125,673.53 of County Permissive Fund money to pay the 2018 debt payments as an allowable use of the money. These appropriations allow the County Permissive money to be used for the debt and reimburse Capital Improvements.

FROM:	Special Assessments Sidewalks (28020000)	\$1.18
TO:	General Fund	\$1.18

REASON: In 2004 the City made the final debt payment on the 2003 Sidewalk Construction Program. However, there was several assessment deferrals granted at that time in addition to several property owners that had chosen not to pay the assessment. Also the City made the final debt payment on the 2010 Sidewalk Repair and New Construction projects in 2014. About 1/2 of the assessed property owners chose not to pay this assessment. The City had to cover the costs of the debt payments with General Fund money and was to be reimbursed when the property owners finally made payment. The \$1.18 represents the amount of money that was received in 2018 for some of these properties. This money should now be returned to the General Fund. There are still a few outstanding assessments to be collected from these projects.

FROM:	Special Assessments Pavements (28010000)	\$1,965.56
TO:	General Fund	\$1,965.56

REASON: In 2008 the City made the final debt payment on the 10-year Prospect Avenue Pavement Special Assessment. However, there were several assessment deferrals granted at that time in addition to several property owners that had chosen to not pay the assessment. The City had to cover the costs of the debt payments with General Fund money and was to be reimbursed when the property owners finally made payment. The \$1,965.56 represents the amount of money currently showing in the Special Assessments Pavements Fund that is from one of the deferrals. There is still one property from this special assessment project that is remaining on deferred status.

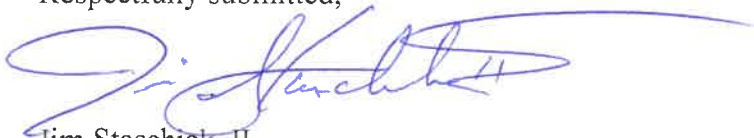
October 30, 2018
Page 3.

FROM:	Severance Payout Reserve Fund	\$15,000.00
TO:	Severance Payout (22090000-personal services)	\$15,000.00

REASON: There have been several retirements that have already occurred and some that are scheduled to occur this year that were not included in the original budget figures because the City did not have written notification of the retirements at the time of budget development last fall. We need to appropriate this money to cover the expense of the retirement settlements.

By copy of this letter I have asked the Law Director to prepare the necessary legislation.

Respectfully submitted,



Jim Staschiak, II
City Auditor

cc: Lydia Mihalik
Don Rasmussen
Brian Thomas

Office of the Mayor

Lydia L. Mihalik

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Findlay, OH 45840

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

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

October 30, 2018

Honorable City Council
City of Findlay, Ohio

Dear Honorable Council Members:

I am requesting authorization for the City of Findlay to join The Interlocal Purchasing System (TIPS), a National Cooperative Purchasing Program offered by Region VIII Education Service Center located in Pittsburg, Texas. Participation through membership and utilization of competitively bid and awarded vendor contracts in a cooperative purchasing program specializing in the management of high quality cooperative procurement solution will be beneficial to the taxpayers through the anticipated savings to be realized.

By copy of this letter, I am requesting the Director of Law to prepare the necessary legislation to authorize me to sign any necessary documents requesting membership in TIPS.

Thank you for your consideration of this matter.

Sincerely,



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

pc: Donald J. Rasmussen, Director of Law
Jim Staschiak II, City Auditor

RESOLUTION

(Please check)

- Governing Board
- Commissioners Court

STATE OF Ohio COUNTY OF Hancock

THE REGION VIII EDUCATION SERVICE CENTER for THE INTERLOCAL PURCHASING SYSTEM

And

City of Findlay, Ohio

(Name of Entity applying for Membership in TIPS)

WHEREAS, the entity listed above, pursuant to the authority granted by the applicant's state purchasing Requirements, desires to participate in The Interlocal Purchasing System (TIPS). TIPS is a National Cooperative Purchasing Program offered by Region VIII Education Service Center, located in Pittsburg, Texas, (Camp County). Participation, through membership and utilization of competitively bid and awarded vendor contracts in a cooperative purchasing program specializing in the management of high quality cooperative procurement solutions will be beneficial to the taxpayers through the anticipated savings to be realized by such entity listed above.

Therefore, be it RESOLVED, that the entity listed above has identified a stated need for participation in The Interlocal Purchasing System (TIPS) whereby Brian Thomas is *(Name of Authorized Person)* authorized and directed to sign and deliver any and all necessary documents herewith for and on behalf of above named entity requesting membership in TIPS. I certify that the foregoing is a true and correct original Resolution duly adopted by the City of Findlay, Ohio *(Name of Entity applying for Membership in TIPS)* and is filed on record with TIPS.

In witness thereof, I have set my hand and signature this _____ day of _____, 20____.

By:

(Authorized Signature for Entity)

(Printed Name)

(Title or Position)

(email address)

This legal document will remain current on file until either party severs the agreement.

INTERLOCAL AGREEMENT
Region VIII Education Service Center
OHIO PUBLIC AGENCY
(School, College, University, State, City or County Office)

OHIO
EDUCATIONAL OR GOVERNMENT ENTITY

Control Number (TIPS will Assign)
Schools enter County-District Number

and

Region VIII Education Service Center
Pittsburg, Texas

225 - 950
Region 8 County-District Number

The Texas Education Code §8.002 permits Regional Education Service Centers, at the direction of the Commissioner of Education, to provide services to assist school districts, colleges and universities in improving student performance and increasing the efficiency and effectiveness of school, college and university financial operations.

Government Authority:

Authority for such services in Ohio is granted under Ohio law. OHIO. REV. CODE ANN. § 9.48. These competitively bid cooperative purchasing services are extended to all Ohio State, City and County Government Agencies.

TICA also expressly states that a party to an interlocal contract may contract with a similar agency of another state. TEX. GOV'T CODE § 791.011 (b)(2). A school district is a local government in Ohio. Therefore, an interlocal purchasing cooperative in Texas has statutory authority to contract or agree with an Ohio public school district or other local government of Ohio.

Ohio law also permits participation in a joint purchasing program. OHIO. REV. CODE. ANN. § 9.48. Ohio law provides that a political subdivision may 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. *Id* at § 9.48 (B)(2). Section 9.48 (A), Ohio Revised Code, provides that the term "political subdivision" has the same meaning as section 2744.01, Ohio Revised Code. *Id* at § 9.48 (A). Section 2744.01 states that a "political subdivision" means, among other entities, a school district. OHIO REV. CODE ANN. § 2744.01 (F). A Texas regional service center is a political subdivision of Texas. TEX. EDUC. CODE § 8.001, *et seq.* Therefore, Ohio public school districts, or other political subdivisions of the state of Ohio, have statutory authority to contract or agree with a Texas regional education service center to participate in a joint purchasing program operated by or through a state association of political subdivisions of Texas.

Vision:

TIPS will become the premier purchasing cooperative in North America through developing partnerships with quality vendors, school districts, universities, colleges, all governmental entities, and public and private industry.

Mission:

Our mission is to provide a proven purchasing process through quality customer service including timely response, legal support and effective recruitment by providing sufficient resources to include personnel.

Purpose:

The purpose of the TIPS program shall be to continue providing substantial savings and best value for participating educational entities or public agencies through cooperative purchasing.

Effective:

This Interlocal Agreement (hereinafter referred to as the "Agreement") is effective _____ and shall be automatically renewed annually unless either party gives sixty (60) days prior written notice of non-renewal. This Agreement may be terminated without cause by either party upon (60) days prior written notice, or may also be determined for cause at anytime upon written notice stating the reason for and effective date of such terminations and after giving the affected party a thirty (30) day period to cure any breach.

Statement of Services to be Performed:

Region VIII Education Service Center, by this *Agreement*, agrees to provide competitively bid cooperative purchasing services to the above-named public entity through a Program known as The Interlocal Purchasing System (TIPS) Program.

Role of the TIPS Purchasing Cooperative:

1. Provide organizational and administrative structure of the TIPS Program.
2. Provide Administrative and Support Staff necessary for efficient operation of the TIPS Program.
3. Provide marketing of the TIPS program to expand membership, awarded contracts and commodity categories.
4. Initiate and implement activities required for competitive bidding and vendor award process including posting, advertising, collecting proposals, scoring proposals, and awarding of vendor contracts.
5. Provide members with current awarded vendor contracts, instructions for obtaining quotes and ordering procedures.
6. Maintain filing system for all competitive bidding procedure requirements.
7. Provide Reports as requested.
8. Maintain active membership database for awarded vendors.
9. Provide TIPS training to members and vendors upon request.

Role of the Education or Government Entity:

1. Commit to participate in the TIPS Program.
2. Designate a Primary and Technology Contact for the entity to be responsible for promoting TIPS within the organization.
3. Commit to purchase products and services from TIPS Vendor Awarded Contracts when in the best interest of the entity. **PURCHASE ORDER MUST ALWAYS BE MARKED TIPS and EMAILED to TIPSPO@TIPS-USA.COM for processing.**
4. **Accept shipments of products ordered from Awarded Vendors in accordance with standard purchasing procedures.**
6. Pay Awarded Vendors in a timely manner for all goods and services received.
7. Report any vendor issues that may arise to the TIPS Cooperative Coordinator.

General Provisions:

Both Parties agree to comply fully with all applicable federal, state, and local statutes, ordinances, rules, and regulations in connection with the programs contemplated under this Agreement. This Agreement is subject to all applicable present and future valid laws governing such programs.

This Agreement shall be governed by the laws of the State of Texas and venue shall be in the county in which the administrative offices of RESC VIII are located which is Camp County, Texas.

It is the responsibility of the Entity purchasing from TIPS to insure that the respective State purchasing laws are being followed.

This Agreement contains the entire agreement of the Parties hereto with respect to the matters covered by its terms, and it may not be modified in any manner without the express written consent of the Parties.

If any term(s) or provision(s) of this Agreement are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect

Before any party may resort to litigation, any claims, disputes or other matters in question between the Parties to this Agreement shall be submitted to nonbinding mediation

No Party to this Agreement waives or relinquishes any immunity or defense on behalf of themselves, their directors, officers, employees, and agents as a result of its execution of this Agreement and performance of the functions and obligations described herein.

This Agreement may be negotiated and transmitted between the Parties by means of a facsimile machine and the terms and conditions agreed to are binding upon the Parties.

Authorization:

Region VIII Education Service Center and The Interlocal Purchasing System (TIPS) Program have entered into an Agreement to provide competitively bid cooperative purchasing opportunities to entities as outlined above.

This Interlocal Agreement process was approved by the governing boards of the respective parties at meetings that were posted and held in accordance with the respective STATE Open Meetings Act, for Texas it was Government Code Ch. 551.

The individuals signing below are authorized to do so by the respective parties to this Agreement.

Membership Entity-

Region 8 Education Service Center

By: _____
Authorized Signature

By: _____
Authorized Signature

Title: _____

Title: Executive Director Region VIII ESC

Date

Date

Public Entity Contact Information

Primary Purchasing Person's Name

Primary Person's Email Address

Mailing Address

Telephone Number

City, State

Zip

Fax Number

Secondary Contact's Name

Secondary Contact's Email Address

Instructions:

If your entity does not require you to have an Interlocal Agreement, please go to the TIPS website under Membership and take advantage of online registration. The states of Texas and Arizona **do** require all entities to have an Interlocal Agreement. Email completed Interlocal Agreement to tips@tips-usa.com.

Ohio Authority

Government Authority:

Authority for such services in Ohio is granted under Ohio law. OHIO. REV. CODE ANN. § 9.48. These competitively bid cooperative purchasing services are extended to all Ohio State, City and County Government Agencies.

TICA also expressly states that a party to an interlocal contract may contract with a similar agency of another state. TEX. GOV'T CODE § 791.011 (b)(2). A school district is a local government in Ohio. Therefore, an interlocal purchasing cooperative in Texas has statutory authority to contract or agree with an Ohio public school district or other local government of Ohio.

Ohio law also permits participation in a joint purchasing program. OHIO. REV. CODE. ANN. § 9.48. Ohio law provides that a political subdivision may 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. Id at § 9.48 (B)(2). Section 9.48 (A), Ohio Revised Code, provides that the term "political subdivision" has the same meaning as section 2744.01, Ohio Revised Code. Id at § 9.48 (A). Section 2744.01 states that a "political subdivision" means, among other entities, a school district. OHIO REV. CODE ANN. § 2744.01 (F). A Texas regional service center is a political subdivision of Texas. TEX. EDUC. CODE § 8.001, et seq. Therefore, Ohio public school districts, or other political subdivisions of the state of Ohio, have statutory authority to contract or agree with a Texas regional education service center to participate in a joint purchasing program operated by or through a state association of political subdivisions of Texas.

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
 findlayohio.com

Lydia L. Mihalik
 Mayor

Andrew Thomas
 Tax Administrator

Monthly Collection Report to Findlay Council

October 2018

Total collections for October 2018: \$2,697,913.43

	<u>2018</u> <u>Year-to-date</u>	<u>2017</u> <u>Year-to-date</u>	<u>Variance</u>
Withholders	15,781,250.94	15,251,688.75	529,562.19
Individuals	2,430,828.34	2,119,502.35	311,325.99
Businesses	<u>3,172,250.61</u>	<u>2,860,809.18</u>	<u>311,441.43</u>
Totals	21,384,329.89	20,232,000.28	1,152,329.61 5.70%

Actual & Estimated Past-due Taxes

Withholders	551,734.27
Individuals	2,758,071.28
Businesses	<u>158,347.48</u>
Total	3,468,153.03

Actual and Projected Revenue

	<u>2018</u> <u>Actual</u> <u>Year-to-date</u>	<u>Percentage</u> <u>of Projection</u> <u>Collected</u>	<u>Amount</u> <u>to Meet</u> <u>Projection</u>	<u>Percentage</u> <u>to Meet</u> <u>Projection</u>	<u>2018</u> <u>Projected</u> <u>Year End</u>
Withholders	15,781,250.94	85.77%	2,618,749.06	14.23%	18,400,000.00
Individuals	2,430,828.34	90.03%	269,171.66	9.97%	2,700,000.00
Businesses	<u>3,172,250.61</u>	90.64%	<u>327,749.39</u>	9.36%	<u>3,500,000.00</u>
Totals	21,384,329.89	86.93%	3,215,670.11	13.07%	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	3	73	132.55	12,992.79
Individuals	27	911	11,795.52	316,809.36
Businesses	<u>31</u>	<u>92</u>	<u>30,883.83</u>	<u>69,527.59</u>
Totals	61	1,076	42,811.90	399,329.74

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	2	9	67.11	1,341.36
Individuals	78	896	31,103.50	183,264.83
Businesses	<u>214</u>	<u>707</u>	<u>185,519.13</u>	<u>464,575.71</u>
Totals	294	1,612	216,689.74	649,181.90



Andrew Thomas, Administrator

11-1-18

Date

Findlay Income Tax Department

Monthly Collections Report

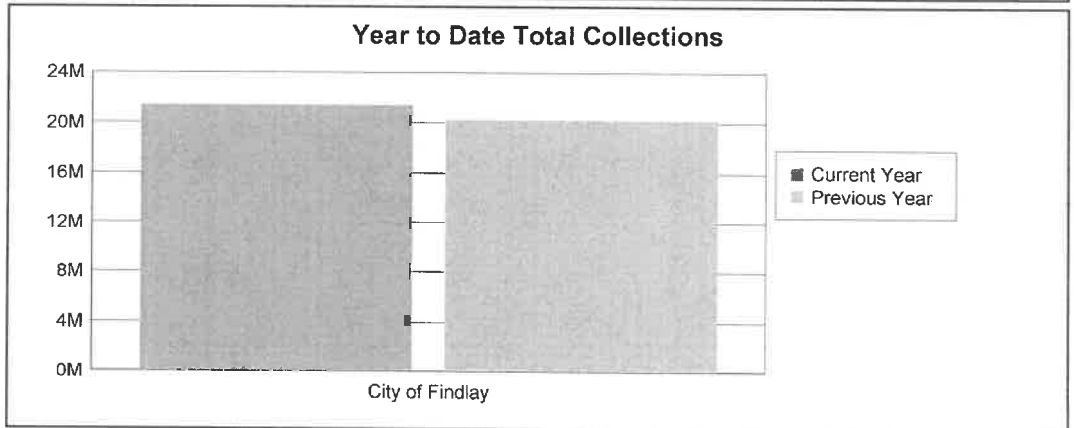
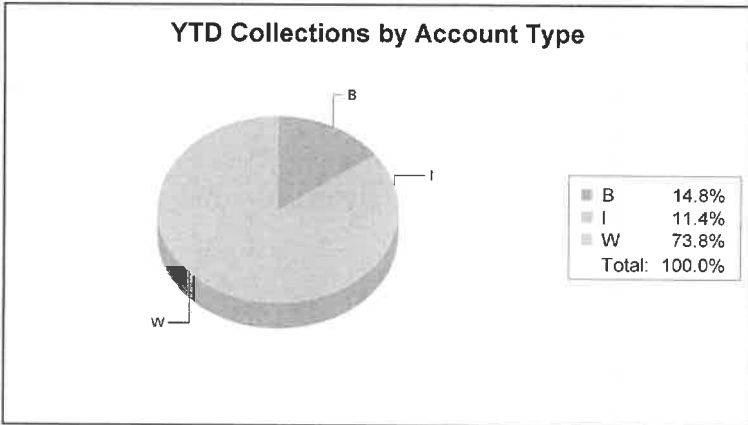
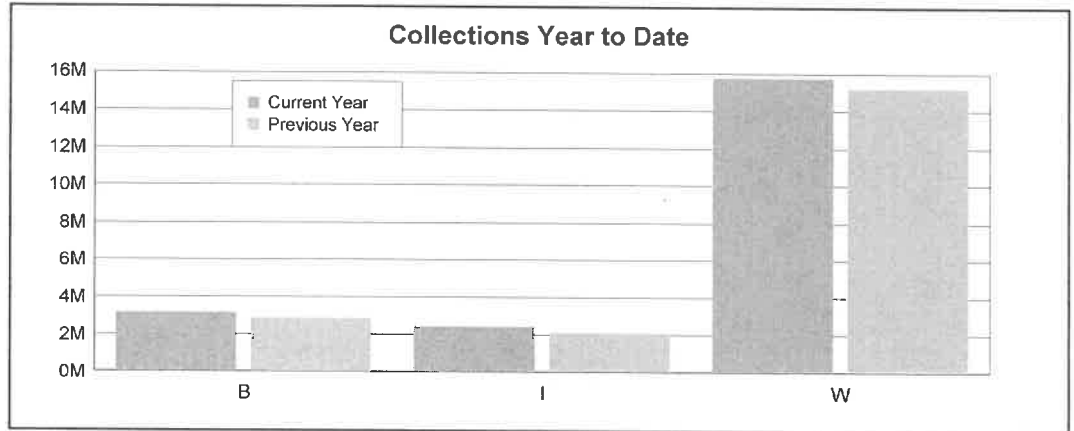
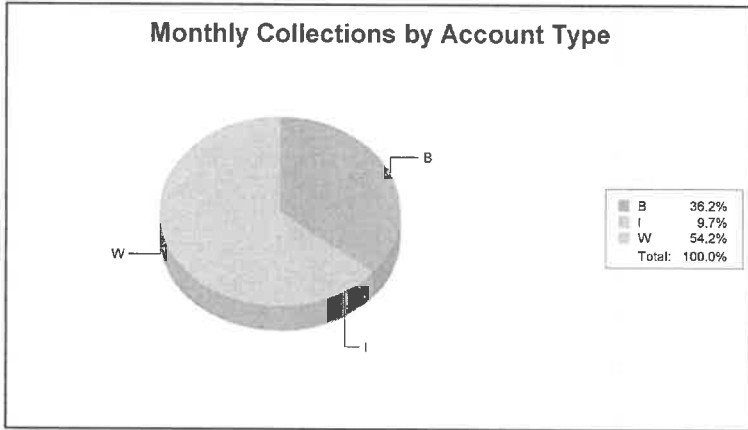
Thursday, November 1, 2018

10:06:06AM

For Period October 1, 2018 through October 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	1,462,231.71	15,781,250.94	15,251,688.75	529,562.19	3.47	1,461,344.13	887.58
I	260,377.58	2,430,828.34	2,119,502.35	311,325.99	14.69	42,042.09	218,335.49
B	975,304.14	3,172,250.61	2,860,809.18	311,441.43	10.89	68,312.45	906,991.69
Totals:	2,697,913.43	21,384,329.89	20,232,000.28	1,152,329.61	5.70	1,571,698.67	1,126,214.76



2018	January	February	March	April	May	June	July	August	September	October	November	December	Year-to-Date
<u>Withholding</u>													
2018 Total	58,376.59	1,213,635.90	1,426,741.76	2,691,285.33	1,420,680.75	1,277,626.42	1,548,729.45	1,255,519.78	1,472,135.01	1,461,344.13			13,826,075.12
2017 Total	1,759,495.71	144,740.46	5,079.37	6,415.18	9,713.04	126.33	218.41	655.67	3,115.00	650.08			1,930,209.25
2016 Total	2,115.34	(258.31)	(734.69)	1,426.35	186.10	245.55		234.20	1,801.09	-			5,015.63
2015 Total	-	-	1,052.62	(1,296.80)	-	-	-	4,840.16	5,953.50	-			10,549.48
2014 Total	-	(12.16)	-	-	78.61	-	150.00	2,429.95	150.00	-			2,796.40
2013 Total	150.00	-	300.00	150.00	150.00	91.00	-	-	-	-			787.16
2012 Total	1,500.00	1,250.00	533.59	-	-	59.00	-	-	-	-			3,342.59
2012 at 1 percent	1,200.00	1,000.00	426.87	-	-	47.20	-	-	-	-			2,674.07
2012 at .25 percent	300.00	250.00	106.72	-	-	11.80	-	-	-	-			668.52
2011 Total	-	-	-	-	93.77	-	-	-	-	-			93.77
2011 at 1 percent	-	-	-	-	75.02	-	-	-	-	-			75.02
2011 at .25 percent	-	-	-	-	18.75	-	-	-	-	-			18.75
2010 Total	-	-	41.50	-	37.50	37.50	37.50	-	-	37.50			191.50
2010 at 1 percent	-	-	33.20	-	30.00	30.00	30.00	-	-	30.00			153.20
2010 at .25 percent	-	-	8.30	-	7.50	7.50	7.50	-	-	7.50			38.30
2009 & Prior at 1 percent	362.50	200.00	233.50	50.00	350.00	200.00	194.04	350.00	50.00	200.00			2,190.04
2012 & Prior at 1 percent	1,562.50	1,200.00	693.57	50.00	455.02	277.20	224.04	350.00	50.00	230.00			5,092.33
Prev Yr MTD Check	1,763,623.55	145,919.99	6,505.89	6,744.73	10,555.18	759.38	599.95	8,509.98	11,069.59	887.58	-	-	1,955,175.82
Total Category Check	1,822,000.14	1,359,555.89	1,433,247.65	2,698,030.06	1,431,235.93	1,278,385.80	1,549,329.40	1,264,029.76	1,483,204.60	1,462,231.71	-	-	15,781,250.94
All Years at 1% Check	1,821,700.14	1,359,305.89	1,433,132.63	2,698,030.06	1,431,209.68	1,278,366.50	1,549,321.90	1,264,029.76	1,483,204.60	1,462,224.21	-	-	15,780,525.37
<u>Individual</u>													
2018 Total	2,650.00	15,163.58	47,599.21	211,539.74	14,659.65	140,120.94	27,809.90	23,769.81	146,879.00	42,042.09			672,233.92
2017 Total	80,635.21	65,081.19	147,173.35	684,795.40	34,871.95	22,056.30	8,531.50	13,692.86	13,485.86	113,453.06			1,183,776.68
2016 Total	15,195.65	13,944.57	18,017.87	13,217.74	9,795.45	10,014.88	10,667.24	9,419.68	15,746.55	56,074.71			172,094.34
2015 Total	10,081.07	7,963.76	17,575.49	13,534.90	6,838.46	8,409.21	9,543.28	5,840.73	10,299.86	9,101.18			99,187.94
2014 Total	7,657.71	4,612.54	16,066.02	14,365.56	8,589.88	9,109.75	5,051.36	5,359.22	7,703.21	9,530.79			88,046.04
2013 Total	8,656.69	6,374.12	11,589.49	12,426.47	5,086.24	5,624.02	2,706.30	4,154.80	4,171.58	8,983.23			69,772.94
2012 Total	8,383.24	4,642.50	9,567.92	4,512.57	6,465.64	3,052.32	4,284.19	4,807.89	4,986.47	9,721.13			60,423.87
2012 at 1 percent	6,706.59	3,714.00	7,654.34	3,610.06	5,172.51	2,441.86	3,427.35	3,846.31	3,989.18	7,776.90			48,339.10
2012 at .25 percent	1,676.65	928.50	1,913.58	902.51	1,293.13	610.46	856.84	961.58	997.29	1,944.23			12,084.77
2011 Total	4,313.85	1,687.12	7,058.57	5,356.93	4,480.32	2,953.61	4,333.62	4,243.77	3,716.55	6,961.83			45,106.17
2011 at 1 percent	3,451.08	1,349.70	5,646.86	4,285.54	3,584.26	2,362.89	3,466.90	3,395.02	2,973.24	5,569.46			36,084.94
2011 at .25 percent	862.77	337.42	1,411.71	1,071.39	896.06	590.72	866.72	848.75	743.31	1,392.37			9,021.23
2010 Total	3,569.68	1,322.28	7,675.03	2,461.74	2,281.72	1,480.55	1,336.04	2,153.10	1,503.67	1,903.89			25,687.70
2010 at 1 percent	2,855.74	1,057.82	6,140.02	1,969.39	1,825.38	1,184.44	1,068.83	1,722.48	1,202.94	1,523.11			20,550.16
2010 at .25 percent	713.94	264.46	1,535.01	492.35	456.34	296.11	267.21	430.62	300.73	380.78			5,137.54
2009 & Prior at 1 percent	2,404.81	1,069.67	643.14	1,621.62	723.19	2,556.37	979.36	1,098.14	796.77	2,605.67			14,498.74
2012 & Prior at 1 percent	15,418.23	7,191.19	20,084.36	11,486.61	11,305.33	8,545.55	8,942.44	10,061.95	8,962.12	17,475.15			119,472.93
Prev Yr MTD Check	140,897.91	106,697.75	235,366.88	752,292.93	79,132.85	65,257.01	47,432.89	50,770.19	62,410.52	218,335.49	-	-	1,758,594.42
Total Category Check	143,547.91	121,861.33	282,966.09	963,832.67	93,792.50	205,377.95	75,242.79	74,540.00	209,289.52	260,377.58	-	-	2,430,828.34
All Years at 1% Check	140,294.56	120,330.95	278,105.79	961,366.42	91,146.96	203,880.65	73,252.02	72,299.05	207,248.18	256,660.21	-	-	2,404,584.79

2018	<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>
Business													
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	144,901.17	68,312.45			704,914.31
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	99,970.54	901,177.85			2,280,328.19
2016 Total	66,564.00	12,398.05	61,340.11	3,453.32	352.00	1,536.15	986.18	906.20	5,015.59	4,785.23			157,336.83
2015 Total	272.00	1,834.78	503.00	265.66	658.68	541.18	-	177.00	1,795.15	-			6,047.45
2014 Total	10.00	-	-	72.00	-	219.51	549.39	2,116.58	1,246.90	-			4,214.38
2013 Total	(9.00)	65.20	75.00	-	259.00	10.00	65.25	1,537.77	1,399.94	774.97			4,178.13
2012 Total	75.00	9.80	-	-	3,370.98	142.00	-	2,094.92	1,853.76	253.64			7,800.10
2012 at 1 percent	60.00	7.84	-	-	2,696.78	113.60	-	1,675.94	1,483.01	202.91			6,240.08
2012 at .25 percent	15.00	1.96	-	-	674.20	28.40	-	418.98	370.75	50.73			1,560.02
2011 Total	-	-	-	-	1,816.69	33.12	-	1,599.61	-	-			3,449.42
2011 at 1 percent	-	-	-	-	1,453.35	26.50	-	1,279.69	-	-			2,759.54
2011 at .25 percent	-	-	-	-	363.34	6.62	-	319.92	-	-			689.88
2010 Total	-	-	-	-	1,872.47	-	-	2,622.48	-	-			4,494.95
2010 at 1 percent	-	-	-	-	1,497.98	-	-	2,097.98	-	-			3,595.96
2010 at .25 percent	-	-	-	-	374.49	-	-	524.50	-	-			898.99
2009 & Prior at 1 percent	167.20	-	-	-	167.98	-	-	(848.33)	-	-			(513.15)
2012 & Prior at 1 percent	227.20	7.84	-	-	5,816.09	140.10	-	4,205.28	1,483.01	202.91			12,082.43
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	111,281.88	906,991.69			2,467,336.30
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	256,183.05	975,304.14			3,172,250.61
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	255,812.30	975,253.41			3,169,101.72
Totals													
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	1,763,915.18	1,571,698.67	-	-	15,203,223.35
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	116,571.40	1,015,280.99			5,394,314.12
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	22,563.23	60,859.94			334,446.80
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	18,048.51	9,101.18			115,784.87
2014 Total	7,667.71	4,600.38	16,066.02	14,437.56	8,668.49	9,329.26	5,750.75	9,905.75	9,100.11	9,530.79			95,056.82
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	5,571.52	9,758.20			74,738.23
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	6,840.23	9,974.77			71,566.56
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	5,472.18	7,979.82			57,253.25
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	1,368.05	1,994.95			14,313.31
2011 Total	4,313.85	1,687.12	7,058.57	5,356.93	6,390.78	2,986.73	4,333.62	5,843.38	3,716.55	6,961.83			48,649.36
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	2,973.24	5,569.46			38,919.49
2011 at .25 percent	862.77	337.42	1,411.71	1,071.39	1,278.16	597.35	866.72	1,168.68	743.31	1,392.37			9,729.87
2010 Total	3,569.88	1,322.28	7,716.53	2,461.74	4,191.69	1,518.05	1,373.54	4,775.58	1,503.67	1,941.39			30,374.15
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	1,202.94	1,553.11			24,299.32
2010 at .25 percent	713.94	264.46	1,543.31	492.35	838.34	303.61	274.71	955.12	300.73	388.28			6,074.83
2009 & Prior at 1 percent	2,934.51	1,269.67	876.64	1,671.62	1,241.17	2,756.37	1,173.40	599.81	846.77	2,805.67			16,175.63
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	10,495.13	17,908.06			136,647.69
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	184,761.99	1,126,214.76			6,181,106.54
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	1,948,677.17	2,697,913.43			21,384,329.89
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	1,946,265.08	2,694,137.83			21,354,211.88

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. Mihalik
Mayor

Monthly Collection Report to City Council


For the Month of October 2018

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

	<u>Individuals</u>	<u>Businesses</u>
A. Month-to-date quantity:	<u>ϕ</u>	<u>ϕ</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 2018, amount to \$2,207,018.00

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

10-31-18
Date

COMMITTEE REPORT

THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

An **AD HOC COMMITTEE** met on October 16, 2018 to continue discussions from the June 14, 2018, May 8, 2018, April 10, 2018 and February 15, 2018 AD HOC COMMITTEE meetings to review Council's Rules of Procedures for the 2018-2019 Council term.

We recommend

*continued discussion and review
of Council's Rules of Procedures*

Aye Nay *Grant Russel* *MOTION*
Grant Russel, Chair

LEGISLATION: _____

Aye Nay *[Signature]*
John Harrington

DATE: October 16, 2018

Aye Nay *Jim P. Slough*
Jim Slough

COMMITTEE: AD HOC

Aye Nay *Jeff Wobser* *SECOND*
Jeff Wobser

COMMITTEE REPORT

THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

An **AD HOC COMMITTEE** met on October 17, 2018 to continue October 3, 2018 discussions on the Mayor's 2020-2023, City Auditor's 2020-2023, Council President's 2020-2021, and Councilmember 2020-2021 salaries.

We recommend:

The committee ~~will~~ continue to meet to discuss ^{the} salary ~~review~~ levels of elected officials.

Aye Nay


Dennis Heilmann, Chair

LEGISLATION: _____

Aye Nay


Tom Shindledecker

DATE: October 17, 2018

Aye Nay


Jim Slough

COMMITTEE: AD HOC

COMMITTEE REPORT

THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

An **AD HOC COMMITTEE** met on November 1, 2018 to continue discussions from the October 16, 2018, June 14, 2018, May 8, 2018, April 10, 2018 and February 15, 2018 AD HOC COMMITTEE meetings to review Council's Rules of Procedures for the 2018-2019 Council term.

We recommend:

*continued discussions on
Council's Rules of Procedures*

Aye Nay *Grant Russel* MOTION
Grant Russel, Chair

LEGISLATION: _____

Aye Nay *[Signature]*
John Harrington

DATE: November 1, 2018

Aye Nay *Jim Slough*
Jim Slough

COMMITTEE: AD HOC

Aye Nay *Jeff Wobser* second
Jeff Wobser

**FINDLAY CITY COUNCIL
CARRY-OVER LEGISLATION
November 6, 2018**

RESOLUTION NO. 027-2018

second reading

(Hengsteler annexation – services City will provide if annexed into City limits) requires three (3) readings

A RESOLUTION STATING WHAT SERVICES THE CITY OF FINDLAY, OHIO WILL PROVIDE TO THE TERRITORY PROPOSED TO BE ANNEXED TO THE CITY OF FINDLAY, OHIO, SITUATED IN MARION TOWNSHIP, COUNTY OF HANCOCK, STATE OF OHIO, AND BEING A PART OF THE SOUTHWEST FOURTH (1/4) OF SECITON 5, T1N, R11E, A TRACT OF LAND CONSISTING OF 36.689 ACRES OF LAND, MORE OR LESS.

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. 2018-097 *(credit card policy) requires three (3) readings*

tabled after second reading on 10/2/18

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

ORDINANCE NO. 2018-099 *(2018 annual sewer & manhole lining program project no. 35680200) requires three (3) readings*

third reading

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-100 *(WTP underground utility capacity increase project no. 35776100) requires three (3) readings*

third reading

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-104 *(bicycle ordinance) requires three (3) readings*

third reading

AN ORDINANCE AMENDING SECTION 373.11 AND REPEALING SECTION 373.13 OF CHAPTER 373 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.

ORDINANCE NO. 2018-105 *(WTP roof replacement) requires three (3) readings*

second reading

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-106 *(Production Dr ROW dedication plat) required three (3) readings*

second reading

AN ORDINANCE ACCEPTING THE RIGHT-OF-WAY DEDICATION AS SHOWN ON THE PRODUCTION DRIVE RIGHT-OF-WAY DEDICATION PLAT, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-107 *(2475 Crystal Ave rezone) requires three (3) readings*

second 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 2475 CRYSTAL AVENUE REZONE) WHICH PREVIOUSLY WAS ZONED "C1 LOCAL COMMERCIAL" TO "M2 MULTI-FAMILY".

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

NOVEMBER 6, 2018

THE FOLLOWING IS THE NEW LEGISLATION TO BE PRESENTED TO THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO, AT THE TUESDAY, NOVEMBER 6, 2018 MEETING.

RESOLUTIONS:

- 028-2018 A RESOLUTION AUTHORIZING THE SERVICE DIRECTOR OF THE CITY OF FINDLAY TO JOIN THE INTERLOCAL PURCHASING SYSTEM (TIPS), A NATIONAL COOPERATIVE PURCHASING PROGRAM, OFFERED BY REGION VIII EDUCATION SERVICE CENTER THAT SPECIALIZES IN THE MANAGEMENT OF HIGH QUALITY COOPERATIVE PROCUREMENT SOLUTION.
- 029-2018 A RESOLUTION APPROVING THE EXPENDITURES MADE BY THE AUDITORS OFFICE ON THE ATTACHED LIST OF VOUCHERS WHICH EITHER EXCEED THE PURCHASE ORDER OR WERE INCURRED WITHOUT A PURCHASE ORDER EXCEEDING THE STATUTORY LIMIT OF THREE THOUSAND DOLLARS (\$3000.00) ALL IN ACCORDANCE WITH OHIO REVISED CODE 5705.41(D).

ORDINANCES:

- 2018-109 AN ORDINANCE ACCEPTING AND APPROVING AN APPLICATION FOR ANNEXATION OF TERRITORY SITUATED IN THE TOWNSHIP OF MARION, COUNTY OF HANCOCK, STATE OF OHIO, AND SITUATED IN THE SOUTHEAST FOURTH (1/4) OF SECTION 9, T1N, R11E, A TRACT OF LAND CONSISTING OF 0.2789 ACRES OF LAND FOR PARCEL A, 0.2777 ACRES FOR PARCEL B, AND 0.277 ACRES OF LAND FOR PARCEL C (HEREINAFTER REFERED TO AS THE HUMBLE ROBINSON ANNEXATION).
- 2018-110 AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY ZONING THE FOLLOWING DESCRIBED PROPERTY AS R1 SINGLE FAMILY LOW DENSITY (HEREINAFTER REFERRED TO AS THE BINNER (LONE TREE DRIVE) ANNEXATION).
- 2018-111 AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.
- 2018-112 AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.
- 2018-113 AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.

RESOLUTION NO. 028-2018

A RESOLUTION AUTHORIZING THE SERVICE DIRECTOR OF THE CITY OF FINDLAY TO JOIN THE INTERLOCAL PURCHASING SYSTEM (TIPS), A NATIONAL COOPERATIVE PURCHASING PROGRAM, OFFERED BY REGION VIII EDUCATION SERVICE CENTER THAT SPECIALIZES IN THE MANAGEMENT OF HIGH QUALITY COOPERATIVE PROCUREMENT SOLUTION.

WHEREAS, The Service Director has requested Council to authorize the joining of The Interlocal Purchasing System (hereinafter referred to as TIPS) to obtain potential savings to the City of Findlay, Ohio, and;

WHEREAS, TIPS is a National Cooperative Purchasing Program offered by Region VIII Education Service Center located in Pittsburg, Texas (Camp County). Participation through membership and utilization of competitively bid and award vendor contracts in a cooperative purchasing program specializing in the management of high quality cooperative procurement solutions, and;

WHEREAS, Council hereby authorizes the Service Director of the City of Findlay, Ohio to join said program to obtain savings to the City of Findlay.

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

SECTION 1: That the Service Director of the City of Findlay, Ohio be and he is hereby authorized to sign and deliver any and all necessary documents herewith for and on behalf of the City of Findlay and to request membership into The Interlocal Purchasing System (TIPS).

SECTION 2: This Resolution 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 join said program to obtain savings to the City of Findlay, Ohio.

WHEREFORE, this Resolution 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 _____

RESOLUTION NO. 029-2018

A RESOLUTION APPROVING THE EXPENDITURES MADE BY THE AUDITORS OFFICE ON THE ATTACHED LIST OF VOUCHERS WHICH EITHER EXCEED THE PURCHASE ORDER OR WERE INCURRED WITHOUT A PURCHASE ORDER EXCEEDING THE STATUTORY LIMIT OF THREE THOUSAND DOLLARS (\$3000.00) ALL IN ACCORDANCE WITH OHIO REVISED CODE 5705.41(D).

WHEREAS, Ohio Revised Code 5705.41(D) provides that if expenditures are incurred by a municipality without a purchase order, within thirty (30) days, the municipality must approve said expenditures.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Findlay, State of Ohio:

SECTION 1: That the expenditures set forth on the attached list identified as "Exhibit A" which are identified by the appropriate voucher on previously appropriated funds be and the same are hereby approved, all in accordance with Ohio Revised Code 5705.41(D)

SECTION 2: This Resolution shall take effect and be in force from and after the earliest period provided by law.

PRESIDENT OF COUNCIL

MAYOR

PASSED _____

ATTEST _____
CLERK OF COUNCIL

APPROVED _____

VENDOR	VOUCHER	ACCOUNT	DEPARTMENT NAME	AMOUNT	REASON FOR EXPENSE	WHY
BUSINESS INFORMATION SYSTEMS INC, DBA BIS DIGITAL INC	191011	21006000-331300	MUNICIPAL COURT	5,237.16	RENEWAL CONTRACT FOR COURT RECORDING SYSTEMS	NO PO CREATED

ORDINANCE NO. 2018-109

AN ORDINANCE ACCEPTING AND APPROVING AN APPLICATION FOR ANNEXATION OF TERRITORY SITUATED IN THE TOWNSHIP OF MARION, COUNTY OF HANCOCK, STATE OF OHIO, AND SITUATED IN THE SOUTHEAST FOURTH (1/4) OF SECTION 9, T1N, R11E, A TRACT OF LAND CONSISTING OF 0.2789 ACRES OF LAND FOR PARCEL A, 0.2777 ACRES FOR PARCEL B, AND 0.277 ACRES OF LAND FOR PARCEL C (HEREINAFTER REFERED TO AS THE HUMBLE ROBINSON ANNEXATION).

BE IT ORDAINED by the Council of the City of Findlay, State of Ohio:

SECTION 1: That upon the application of all the owners of the following described territory, for annexation of the following described territory, situated in the Township of Marion, County of Hancock and State of Ohio, to the City of Findlay, Ohio, and being described as follows:

Situated in the Township of Marion, County of Hancock, State of Ohio:

See Exhibit "A" attached hereto as if fully rewritten herein.

SECTION 2: This Ordinance shall be in full force and effect from and after the earliest period provided by law,

PRESIDENT OF COUNCIL

MAYOR

PASSED _____

ATTEST _____
CLERK OF COUNCIL

APPROVED _____

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Findlay, OH • 3200 N. Main Street • 419.423.5630
Charlotte, NC • P.O. Box 621524 • 704.604.4124

VAN HORN



HOWLER

LEGAL DESCRIPTION

Part of SW 1/4, Section 5,
T1N, R11E
Marion Township, Hancock County
State of Ohio

Situated in the SW 1/4 of Section 5, T1N, R11E, Marion Township, Hancock County, State of Ohio, a Tract of land bounded and described as follows:

Commencing at a 1" Iron Pin found on the south line of the SW 1/4 of Section 5, also marking the intersection of Crystal Avenue (R/W Varies) and E. Melrose Avenue (80' R/W);

Thence along the centerline of Crystal Avenue, N 31°38'10" E, a distance of 1480.75 feet to a Mag Nail found marking the northwest corner of the Cunningham Ridge Condominium Plat, Plat Volume 21, Page 280 of the Hancock County Records and marking the POINT OF BEGINNING of the tract to be herein described;

Thence continuing along the centerline of Crystal Avenue, N 31°38'10" E, a distance of 212.12 feet to Mag Nail Set on the south line of a tract of land conveyed to Century Health, Inc. in Volume 2457, Page 2136 of the Hancock County Records;

Thence along the south line of said Century Health tract and the south line of a tract of land conveyed to Stewart, Shelly J. & Todd Hengsteler in Volume 2316, Page 810 of the Hancock County Records, S 89°15'27" E, a distance of 1733.62 feet to a 1/2" Capped Rebar found;

Thence, S 01°26'08" W, a distance of 157.84 feet to a point;

Thence, S 89°30'59" E, a distance of 91.80 feet to a point on the east line of a tract of land conveyed to C. Randolph Strauch in Volume 2267, Page 2710 and Volume 2183, Page 724 of the Hancock County Records;

Thence along the east line of said Strauch tract, S 00°57'27" W, a distance of 1299.77 feet to the south line of the SW 1/4 of Section 5;

Thence along said south line, N 89°16'38" W, a distance of 1342.05 feet to a point;

Thence along the east line of a tract of land conveyed to Pedcor Investments-1997-XXVIII, L.P., in Volume 1524, Page 134, and along the east line of a tract of land conveyed to AHP-Crystal Glen II, LLC, in Deed Volume 2330, Page 831 of the Hancock County Records, N 00°55'28" E, a distance of 790.00 feet to a 1/2" Capped Rebar found at the northeast corner of said tract;

Thence along the north line of said AHP-Crystal Glen II, LLC tract, N 79°05'48" W, a distance of 194.16 feet to a 5/8" Capped rebar set marking the southeast corner of said Cunningham Ridge Condominium Plat;

Thence along the east line of said Plat, N 04°37'40" E, a distance of 382.95 feet to a 5/8" Capped rebar set at the northeast corner of said Plat;

Thence along the north line of said Plat, N 79°57'04" W, a distance of 428.47 feet to the POINT OF BEGINNING, and containing 49.068 acres of land, more or less, all being subject to any prior easements of record, or otherwise.





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LEGAL DESCRIPTION

Part of SW 1/4, Section 5,
T1N, R11E
Marion Township, Hancock County
State of Ohio

Note: Bearings are based on the Ohio North 3401 State Plane Coordinate System, NAD 83 (2011).
Distances referenced above are ground distances.

Date: 29. Jan. 2018

Survey and Legal Description by:



Daniel R. Stone
Daniel R. Stone, P.E., P.S.
Ohio Registered Surveyor #8159

ORDINANCE NO. 2018-110

AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY ZONING THE FOLLOWING DESCRIBED PROPERTY AS R1 SINGLE FAMILY LOW DENSITY (HEREINAFTER REFERRED TO AS THE BINNER (LONE TREE DRIVE) ANNEXATION).

BE IT ORDAINED by the Council of the City of Findlay, State of Ohio:

SECTION 1: That the following described parcel:

Situated in the City of Findlay, County of Hancock, State of Ohio:

See attached Exhibit A

Be and the same is hereby rezoned from its respective zoning classifications to R1 Single Family Low Density classification.

SECTION 2: That from and after the effective date of this ordinance, said parcel above described herein shall be subject to R1 Single Family Low Density regulations.

SECTION 3: This Ordinance shall be in full force and effect from and after the earliest period provided by law.

PRESIDENT OF COUNCIL

MAYOR

PASSED _____

ATTEST _____
CLERK OF COUNCIL

APPROVED _____

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VAN HORN

VH

HOOVER

LEGAL DESCRIPTION

Part of SW 1/4, Section 5,
T1N, R11E
Marion Township, Hancock County
State of Ohio

Situated in the SW 1/4 of Section 5, T1N, R11E, Marion Township, Hancock County, State of Ohio, a Tract of land bounded and described as follows:

Commencing at a 1" Iron Pin found on the south line of the SW 1/4 of Section 5, also marking the intersection of Crystal Avenue (R/W Varies) and E. Melrose Avenue (80' R/W);

Thence along the centerline of Crystal Avenue, N 31°38'10" E, a distance of 1480.75 feet to a Mag Nail found marking the northwest corner of the Cunningham Ridge Condominium Plat, Plat Volume 21, Page 280 of the Hancock County Records and marking the POINT OF BEGINNING of the tract to be herein described;

Thence continuing along the centerline of Crystal Avenue, N 31°38'10" E, a distance of 212.12 feet to Mag Nail Set on the south line of a tract of land conveyed to Century Health, Inc. in Volume 2457, Page 2136 of the Hancock County Records;

Thence along the south line of said Century Health tract and the south line of a tract of land conveyed to Stewart, Shelly J. & Todd Hengsteler in Volume 2316, Page 810 of the Hancock County Records, S 89°15'27" E, a distance of 1733.62 feet to a 1/2" Capped Rebar found;

Thence, S 01°26'08" W, a distance of 157.84 feet to a point;

Thence, S 89°30'59" E, a distance of 91.80 feet to a point on the east line of a tract of land conveyed to C. Randolph Strauch in Volume 2267, Page 2710 and Volume 2183, Page 724 of the Hancock County Records;

Thence along the east line of said Strauch tract, S 00°57'27" W, a distance of 1299.77 feet to the south line of the SW 1/4 of Section 5;

Thence along said south line, N 89°16'38" W, a distance of 1342.05 feet to a point;

Thence along the east line of a tract of land conveyed to Pedcor Investments-1997-XXVIII, L.P., in Volume 1524, Page 134, and along the east line of a tract of land conveyed to AHP-Crystal Glen II, LLC, in Deed Volume 2330, Page 831 of the Hancock County Records, N 00°55'28" E, a distance of 790.00 feet to a 1/2" Capped Rebar found at the northeast corner of said tract;

Thence along the north line of said AHP-Crystal Glen II, LLC tract, N 79°05'48" W, a distance of 194.16 feet to a 5/8" Capped rebar set marking the southeast corner of said Cunningham Ridge Condominium Plat;

Thence along the east line of said Plat, N 04°37'40" E, a distance of 382.95 feet to a 5/8" Capped rebar set at the northeast corner of said Plat;

Thence along the north line of said Plat, N 79°57'04" W, a distance of 428.47 feet to the POINT OF BEGINNING, and containing 49.068 acres of land, more or less, all being subject to any prior easements of record, or otherwise.



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VAN HORN **VH** HOOVER

LEGAL DESCRIPTION

Part of SW 1/4, Section 5,
T1N, R11E
Marion Township, Hancock County
State of Ohio

Note: Bearings are based on the Ohio North 3401 State Plane Coordinate System, NAD 83 (2011).
Distances referenced above are ground distances.

Date: 29. Jan. 2018

Survey and Legal Description by:



Daniel R. Stone
Daniel R. Stone, P.E., P.S.
Ohio Registered Surveyor #8159

ORDINANCE NO. 2018-111

AN ORDINANCE APPROPRIATING 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:

FROM:	Revolving Loan Fund	\$ 6,916.53
TO:	General Expense #21010000-449400	\$ 6,916.53

SECTION 2: That the Auditor of the City of Findlay, Ohio is hereby authorized to draw six thousand nine hundred sixteen dollars and fifty-three cents (\$6,916.53) 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 funds so that Hancock Regional Planning Commission may be paid for their expenses/staff time for RLF Administration for July 2018 through September 2018,

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. 2018-112

AN ORDINANCE APPROPRIATING 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:

FROM:	General Fund (Findlay Girls Fastpitch Softball Club)	\$ 5,450.00
FROM:	General Fund (Findlay Youth Baseball)	\$ 5,450.00
TO:	Recreation Maintenance #21042000-other	\$ 10,900.00

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 appropriate funds so that regrading to four (4) of the Marathon Diamonds may proceed,

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. 2018-113

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:	CR 236 TIF Fund	\$	47,519.66	
TO:	CR 236 Widening Debt Service #23060310-other	\$		47,519.66
FROM:	CR 236 Widening Debt Service #23060310-other	\$	47,519.66	
TO:	CIT – Capital Improvements restricted account	\$		47,519.66
FROM:	County Permissive Fund	\$	132,828.34	
TO:	CR 236 Widening Debt Service #23060310-other	\$		96,959.34
TO:	CR 236 Land Debt Service #23060210-other	\$		35,869.00
FROM:	CR 236 Widening Debt Service #23060310-other	\$	96,959.34	
FROM:	CR 236 Land Debt Service #23060210-other	\$	35,869.00	
TO:	CIT – Capital Improvements restricted account	\$	132,828.34	
FROM:	Special Assessments Sidewalks #28020000	\$	1.18	
TO:	General Fund	\$		1.18
FROM:	Special Assessments Pavements #28010000	\$	1,965.56	
TO:	General Fund	\$		1,965.56
FROM:	Severance Payout Reserve Fund	\$	15,000.00	
TO:	Severance Payout Reserve #22090000-personal services	\$		15,000.00

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 appropriate and transfer said funds so that funds may be available to pay expenditures as they become due,

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 _____