

FINDLAY CITY COUNCIL AGENDA

REGULAR SESSION

December 4, 2018

COUNCIL CHAMBERS

ROLL CALL of 2018-2019 Councilmembers

ACCEPTANCE/CHANGES TO PREVIOUS CITY COUNCIL MEETING MINUTES:

- Acceptance or changes to the November 20, 2018 Public Hearing minutes to rezone 2475 Crystal Avenue.
- Acceptance or changes to the November 20, 2018 Regular Session City Council meeting minutes.

CEMENT/REMOVAL FROM THE AGENDA: – none.

PROCLAMATIONS: - none.

RECOGNITION/RETIREMENT RESOLUTIONS: - none.

PETITIONS: - none.

WRITTEN COMMUNICATIONS: - none.

ORAL COMMUNICATIONS: - none.

REPORTS OF MUNICIPAL OFFICERS AND MUNICIPAL DEPARTMENTS:

Officer/Shareholders Disclosure Form from the Ohio Department of Commerce Division of Liquor Control for Rod & Cynthia Nelson Enterprises, LLC dba Lucky's Tavern, located at 221 Crystal Avenue Unit A, Findlay, Ohio for a D1, D2, D3, D3A liquor permit. This requires a vote of Council.

John E. Dunbar, Chief of Police – Rod & Cynthia Nelson Enterprises, LLC dba Lucky's Tavern, Findlay, Ohio. A check of the records shows no criminal record on the following:

Cynthia S. Nelson
Rodney J. Nelson

Service Director/Acting City Engineer Thomas – 2018 Annual Sewer Televising Project No. 35681100

By authorization of Ordinance No. 2018-019, a bid opening was held for this project on November 21, 2018. Bids were received from five (5) potential contractors with bid amounts ranging from \$106,293.88 to \$140,651.44. Bids were also received for one alternate and ranged from \$5,157.81 to \$44,950.00. The lowest and best bid was received from Taplin Group LLC of Kalamazoo, Michigan. This project is included in the 2018 Capital Improvements Plan. The total project estimate is within the budgeted amount. Previously, an amount of \$20,000 was appropriated to the project for design and startup. At this time, an appropriation for construction, inspection and contingency is needed to complete the project. Even though the bid amounts came in below the estimate, the remaining funds that were estimated in the Capital Plan are now being requested to allow for additional sewer lines to be televised. Legislation to appropriate funds is requested. Ordinance No. 2018-121 was created.

FROM:	Sewer Fund	\$ 130,000.00
TO:	2018 Annual Sewer Televising Project No. 35680200	\$ 130,000.00

Service Director/Acting City Engineer Thomas – Blanchard River/Stanford Parkway Waterline Replacement Project No. 35741400

By authorization of Ordinance No. 2014-06, a bid opening was held for this project on November 21, 2018. Bids were received from seven (7) potential contractors with bid amounts ranging from \$173,487.50 to \$234,524.00. The lowest and best bid was received from JDR Excavating, Inc. of Findlay, Ohio. This project is included in the 2018 Capital Improvements Plan. The total project estimate is within the budgeted amount. Previously, an amount of \$25,000 was appropriated to the project for design and startup. At this time, an appropriation for construction, inspection and contingency is needed to complete the project. There is a private utility that was not marked when the survey was completed that will cause the proposed waterline to be moved into the pavement. This will result in a higher project cost. For this reason, the remaining funds estimated in the Capital Plan are now being requested to cover the additional cost. Legislation to appropriate funds is requested. Ordinance No. 2018-122 was created.

FROM:	Water Fund	\$ 225,000.00
TO:	Stanford Parkway Waterline Replacement Project #35741400	\$ 225,000.00

City Planning Commission agenda – December 13, 2018; **minutes** – November 8, 2018.

City Auditor Staschiak – salary ordinance for non-elected employees

The salary ordinance is typically revised by the Auditor's Office with changes requested by the Mayor and presented to Council for review. Attached is an updated pay ordinance. Changes made to the existing ordinance are highlighted in red. The Mayor's Administration and the Auditor's Office have reviewed the document. Revisions include:

- The maximum amount on all exempt positions with a salary range were raised by 2.36%
- All steps in the hourly ranges and all excepted pay ranges were increased by 2.36%
- All effective dates were changed as needed in each section
- All other changes are highlighted in red

Ordinance No. 2018-123 was created. This will likely need to be amended prior to passage given ongoing discussions. In order to continue the City's regular course of business, it is requested that this ordinance be passed by the first meeting in January.

Traffic Commission minutes – October 15, 2018.

Officer/Shareholders Disclosure Form from the Ohio Department of Commerce Division of Liquor Control for Wolfies Group Inc. dba Wolfs Premium Gourmet Nuts, located at 1718 N. Romick Parkway, Findlay, Ohio for a C1 liquor permit. This requires a vote of Council.

John E. Dunbar, Chief of Police – Wolfies Group Inc. dba Wolfs Premium Gourmet Nuts, Findlay, Ohio. A check of the records shows no criminal record on the following:

William W. Wolf Jr.
John P. Grossestreuer
Joseph C. Grossestreuer
Jason A. Parkins

COMMITTEE REPORTS:

An **AD HOC COMMITTEE** met on November 20, 2018 to continue November 15, 2018, November 7, 2018, October 17, 2018, October 3, 2018 discussions on the Mayor's 2020-2023, City Law Director's 2020-2023, City Auditor's 2020-2023, Council President's 2020-2021, and Councilmember 2020-2021 salaries.

We recommend to meet again next week.

An **AD HOC COMMITTEE** met on November 20, 2018 to continue discussions from the November 1, 2018, 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 discussion on Council's Rules of Procedures.

An **AD HOC COMMITTEE** met on November 27, 2018 to continue November 20, 2018, November 15, 2018, November 7, 2018, October 17, 2018, October 3, 2018 discussions on the Mayor's 2020-2023, City Law Director's 2020-2023, City Auditor's 2020-2023, Council President's 2020-2021, and Councilmember 2020-2021 salaries.

We recommend that salary increases be provided for the Auditor, Law Director and Mayor commensurate with the median/average salaries of similar size Ohio cities. Ordinance No. 2018-125 was created.

A **COMMITTEE OF THE WHOLE** meeting was held on Wednesday, November 28, 2018 to discuss the City's 2019 City Mission contribution.

LEGISLATION:

RESOLUTIONS – none.

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. 2018-109 (*Binner (Lone Tree Dr) annexation - accept and approve the annexation*) **requires three (3) readings** **third 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 BINNER (LONE TREE DRIVE) ANNEXATION).

ORDINANCE NO. 2018-110 (*Binner (Lone Tree Dr) annexation - rezone the 3 parcels*) **requires three (3) readings** **third reading**
AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY ZONING THE FOLLOWING DESCRIBED PROPERTY AS R1 SINGLE FAMILY LOW DENSITY (HEREINAFTER REFERRED TO AS THE BINNER (LONE TREE DRIVE) ANNEXATION).

ORDINANCE NO. 2018-113 (*year-end appropriations*) **requires three (3) readings** **third reading**
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-114 (*Hengsteler Annexation – accept & approve the annexation*) **requires three (3) readings** **second 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 SOUTHWEST FOURTH (1/4) OF SECTION 5, T1N, R11E, A TRACT OF LAND CONSISTING OF 36.689 ACRES OF LAND, MORE OR LESS (HEREINAFTER REFERED TO AS THE HENGSTELER ANNEXATION).

ORDINANCE NO. 2018-115 (*Hengsteler Annexation – 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 ZONING THE FOLLOWING DESCRIBED PROPERTY AS I-1 LIGHT INDUSTRIAL (HEREINAFTER REFERRED TO AS THE HENGSTELER ANNEXATION).

ORDINANCE NO. 2018-116 (*606 Howard Street 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 606 HOWARD STREET REZONE) WHICH PREVIOUSLY WAS ZONED “R2 SINGLE FAMILY MEDIUM DENSITY” TO “O1 INSTITUIONS AND OFFICES”.

ORDINANCE NO. 2018-118 (*Lima Ave/Western Ave intersection*) **requires three (3) readings** **second reading**
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-119 (*Severance Payout Reserve Fund*) **requires three (3) readings** **second reading**
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-120 (*broker services for City health insurance*) **requires three (3) readings** **second reading**
AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF FINDLAY TO ENTER INTO A RENEWAL CONTRACT WITH FIRST INSURANCE GROUP (PREVIOUSLY KNOWN AS CORPORATE ONE BENEFITS) TO PROVIDE BROKER SERVICES AS IT RELATES TO THE CITY OF FINDLAY HEALTH INSURANCE PLAN, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-121 (*2018 annual sewer televising project*) **requires three (3) readings** **first reading**
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-122 (*Blanchard River/Stanford Pkwy waterline replacement project*) **requires three (3) readings** **first reading**
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-123 (*non-elected employees salary ordinance*) **requires three (3) readings** **first reading**
AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS, PAY RANGES, SALARY SCHEDULES AND OTHER MATTERS THAT MAY AFFECT PAY, FOR ALL NON-ELECTED OFFICERS AND EMPLOYEES OF THE CITY OF FINDLAY, OHIO, AND REPEALING ORDINANCE NO. 2017-108, AND ALL OTHER ORDINANCES AND/OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-124 (*Emergency Management Services contract renewal*) **requires three (3) readings** **first reading**
AN ORDINANCE AUTHORIZING THE MAYOR AND THE DIRECTOR OF PUBLIC SAFETY OF THE CITY OF FINDLAY, OHIO TO ENTER INTO A CONTRACT WITH HANCOCK COUNTY EMERGENCY MANAGEMENT AGENCY TO DEVELOP AN EMERGENCY OPERATION PLAN THAT WILL ENCOMPASS ALL POLITICAL SUBDIVISIONS OF HANCOCK COUNTY, PRUSUE A PROFESSIONAL DEVELOPMENT TRAINIGN PROGRAM, AND COORDINATE THE EMERGENCY MANAGEMENT ACTIVITIES OF ALL THE POLITICAL SUBDIVISIONS ACCORDING TO THE DUTIES AND REQUIREMENTS OF SECTION 5502.27 OF THE OHIO REVISED CODE, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-125 (*elected officials salaries*) **requires three (3) readings** **first reading**
AN ORDINANCE ESTABLISHING THE SALARIES FOR THE MAYOR, AUDITOR, AND DIRECTOR OF LAW OF THE CITY OF FINDLAY, OHIO, BEGINNING JANUARY 1, 2020 AND ENDING DECEMBER 31, 2023 AND REPEALING ALL OTHER ORDINANCES AND/OR PARTS OF ORDINANCES IN CONFLICT WHERETO , AND DECLARING AN EMERGENCY.

UNFINISHED BUSINESS:

OLD BUSINESS
NEW BUSINESS

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

November 13, 2018

The Honorable Council:

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

Cynthia S. Nelson

Rodney J. Nelson

Rod & Cynthia Nelson Enterprises LLC, DBA Lucky's Tavern, 221 Crystal Avenue Unit A, 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

74660450005		TRFO	ROD & CYNTHIA NELSON ENTERPRISES LLC	
<small>PERMIT NUMBER</small>		<small>TYPE</small>	DBA LUCKYS TAVERN	
06	01	2018		
<small>ISSUE DATE</small>		221 CRYSTAL AVE UNIT A		
11	06	2018		
<small>FILING DATE</small>		FINDLAY OH 45840		
D1	D2	D3	D3A	
<small>PERMIT CLASSES</small>				
32	044	A	F21340	
<small>TAX DISTRICT</small>			<small>RECEIPT NO.</small>	

FROM 11/08/2018

5339172			LUCKY DOG ENTERPRISES LLC	
<small>PERMIT NUMBER</small>		<small>TYPE</small>	DBA LUCKYS TAVERN	
06	01	2018		
<small>ISSUE DATE</small>		221 CRYSTAL AV UNIT A		
11	06	2018		
<small>FILING DATE</small>		FINDLAY OH 45840		
D1	D2	D3	D3A	
<small>PERMIT CLASSES</small>				
32	044			
<small>TAX DISTRICT</small>			<small>RECEIPT NO.</small>	



MAILED 11/08/2018 RESPONSES MUST BE POSTMARKED NO LATER THAN. 12/10/2018

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 7466045-0005**

(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

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

November 27, 2018

RE: 2018 Annual Sewer Televising, Project No. 35681100

Dear Council Members:

By authorization of Ordinance No. 2018-019, a bid opening was held for the above-referenced project on November 21, 2018. Bids were received from five (5) potential contractors with bid amounts ranging from \$106,293.88 to \$140,651.44. Bids were also received for one alternate and ranged from \$5,157.81 to \$44,950.00. The lowest and best bid was received from Taplin Group LLC of Kalamazoo, Michigan.

This project is included in the 2018 Capital Improvements Plan, and the total project estimate is within the budgeted amount. Previously, an amount of \$20,000 was appropriated to the project for design and startup. At this time, an appropriation for construction, inspection and a contingency is needed to complete the project.

Even though the bid amounts came in below the estimate, I am requesting that the remaining funds that were estimated in the Capital Plan be appropriated. The additional funds will allow additional sewer lines to be televised.

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

FROM:	Sewer Fund	\$130,000
TO:	2018 Annual Sewer Televising, Project No. 35680200	\$130,000

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

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

November 27, 2018

RE: Blanchard River/Stanford Parkway Waterline Replacement, Project # 35741400

Dear Council Members:

By authorization of Ordinance No. 2014-06, a bid opening was held for the above-referenced project on November 21, 2018. Bids were received from seven (7) potential contractors with bid amounts ranging from \$173,487.50 to \$234,524.00. The lowest and best bid was received from JDR Excavating, Inc. of Findlay, Ohio.

This project is included in the 2018 Capital Improvements Plan, and the total project estimate is within the budgeted amount. Previously, an amount of \$25,000 was appropriated to the project for design and startup. At this time, an appropriation for construction, inspection and a contingency is needed to complete the project.

It has come to our attention that there is a private utility that was not marked when our survey was completed that will cause the proposed waterline to be moved into the pavement. This will result in a higher project cost. For this reason, I am requesting that the remaining funds estimated in the Capital Plan be appropriated to cover the additional cost.

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

FROM:	Water Fund	\$225,000
TO:	Stanford Parkway Waterline Replacement, Project # 35741400	\$225,000

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

City of Findlay
City Planning Commission
City Council Chambers, 1st floor of Municipal Building
Thursday, December 13, 2018 - 9:00 AM

AGENDA

CALL TO ORDER

ROLL CALL

SWEARING IN

APPROVAL OF MINUTES

NEW ITEMS

1. **PETITION FOR ZONING AMENDMENT #ZA-15-2018 filed to rezone a portion of Lot 2 in the Eastern Woods Subdivision from C-1 Local Commercial to M-2 Multiple Family High Density.**
2. **PETITION FOR ZONING AMENDMENT #ZA-16-2018 filed to rezone Lots 1889 through 1894 in the Portz Addition and Lots 1369 through 1376 in the Jones & Adams Addition from R-3 Single Family High Density to M-2 Multiple Family High Density. (Old St. Michael School property on Adams Street)**
3. **APPLICATION FOR SPECIAL REVIEW #SR-02-2018 filed by Bruce Baker, 826 Washington Street Apt. 204, Findlay to operate a Boutique Movie Theater in a Multi-Family building. A garage addition, fencing and possible carports are also proposed.**
4. **APPLICATION FOR SITE PLAN REVIEW #SP-22-2018 filed by Hancock County ADAMHS Board, 438 Carnahan Avenue, Findlay for a four unit apartment to be located at 2475 Crystal Avenue.**
5. **APPLICATION FOR SITE PLAN REVIEW #SP-23-2018 filed by Map Properties of Findlay, LLC, 225 Stanford Pkwy., Findlay for a 7,810 square foot expansion to the industrial building located at 227 Stanford Pkwy.**

ADMIMISTRATIVE APPROVALS

APPLICATION FOR SITE PLAN REVIEW #SP-24-2018 filed by ALDI Inc., 2227 Tiffin Avenue, Findlay for a 2,871 square foot addition to the rear of the existing retail store.

ADJOURNMENT

City of Findlay City Planning Commission

Thursday, November 8, 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: 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
Matt Pickett, Fire Inspector
Jodi Mathias, Zoning Inspector
Erik Adkins, Zoning Inspector

GUESTS: Tom Shindledecker, Shawn Garmong, Lou Wilin, Barb Dysinger, Matt Klein, Sarah Corney, Dan Moyer, John Thomas, Linda Elsea, Kristin Carson, Bonnie Sponsler, Dale Barr, Tim Mayle

CALL TO ORDER

ROLL CALL

The following members were present:

Dan DeArment
Jackie Schroeder
Brian Thomas

SWEARING IN

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

APPROVAL OF MINUTES

Dan DeArment made a motion to approve the minutes of October 11, 2018. Jackie Schroeder seconded. Motion carried 3-0-0.

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.

CPC STAFF**General Information**

This request is located on the southeast corner of the intersection of Crystal and Bigelow Avenues. It is zoned R-2 Two Family Residential in Marion Township. Land to the north is zoned I-1 Light Industrial in the City of Findlay. To the east is zoned C-2 General Commercial and I-1 Light Industrial. To the west is zoned R-2 Two-Family Residential in Marion Township. To the south is zoned B-1 Institutions and Offices in Marion Township and I-1 Light Industrial in the City of Findlay. It is not located within the 100-year flood plain. The City of Findlay Land Use Map designates the area as Planned Mixed Use Development (PMUD).

Parcel History

This site is a vacant parcel. It is in the process of being annexed into the City of Findlay. The owners had applied to change the zoning with Marion Township earlier this year and the application was denied.

Staff Analysis

The Planned Mixed Use Development referred to in the City of Findlay Land Use Plan does have an allowance for a mix of Business and Industrial development. For that reason, zoning to Industrial is not necessarily out of line with the plan.

Staff Recommendation

CPC Staff recommends that Findlay City Planning Commission recommend **approval to Findlay City Council of 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.**

ENGINEERING

No Comment

FIRE PREVENTION

No Comment

RECOMMENDATION

Staff recommends that FCPC recommend **approval to Findlay City Council of 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.**

DISCUSSION

Dan DeArment stated that there is a lot of industrial development in the north end of town so it

seems compatible with that. The issue is the neighbors across the street on Crystal Avenue. He said he is curious as to what the neighbors' issues were when it was denied by Marion Township.

Matt Klein responded that he was not aware of what the issues with the neighbors were when it was a Marion Township issue. He pointed out that the neighbors across the street are not in the City of Findlay. Mr. Klein said he thought maybe development in general across from the homes was the issue.

John Thomas, 2730 Crystal Avenue, commented that due to the time of this meeting, many of the residents could not attend because they work. He will be a spokesperson for some of those. He stated that a big concern was wind turbines. That was what they kept talking about then. Sarah Corney responded that in the industrial code for Findlay, wind turbines are not permitted. It doesn't prohibit further steps down the road to perhaps allow it. Ms. Corney said they are here today on behalf of the Hengsteler family who currently own this parcel. Regardless of what the future plans might be, they wish it to be industrial. She said that whether or not that is turbines is not in their best interest.

Matt Cordonnier interjected that the Findlay Zoning Code does allow for wind turbines in the I-1 district. He stated that when looking at this parcel, we don't know what the plans are for it now, but the consideration is whether I-1 and any of the uses in I-1 are compatible for this site. He said we don't know what the future will bring. Wind turbines are permitted.

Mr. Thomas replied that he heard that there are plans for two factories to go up that are related to the production of electric cars. He said he thinks the residents deserve to know before they get slapped in the face with two factories between them and Nissin. Tim Mayle replied that that is not the case. They have no immediate plans. Mr. Mayle stated that they had just invested in Production Drive and the installation of water and sewer. He said they had a potential plan this summer when they went to the Township, for an industrial building. That is no longer on the table. They would like to see the potential for industrial development because they have invested in the infrastructure. For economic development, you have to have the land prepared, but there are no concrete plans for the site right now that he is aware of.

Dan DeArment asked Mr. Thomas if his concern is the wind turbines or the traffic and industrial. Mr. Thomas replied that he has lived in Findlay all his life, he is not a very educated person, but he sees what is happening in the City now and he doesn't like the way it is headed. He stated that job opportunities are out there. He works for the old Kuss operation and they are looking for at least 30 more employees. They go through all the temp agencies, etc. and have not been able to find workers worth a grain of salt. They have hired people that have been fired multiple times. Mr. Thomas said his wife works for Roppe Corporation in Fostoria; they are looking for 50 employees. Cooper is looking for another 50. Campbells is still looking for many hires. He questions if the City of Findlay really needs more new jobs if they can't fill ones in existing facilities. He would like to see Findlay grow if the wages are out there.

Mr. Thomas asked why we can't keep building on the Tall Timbers side where there is no residential. Why do we have to keep moving this direction? He stated that there are still areas not developed on the Tall Timbers side. Mr. DeArment stated that the infrastructure has been

put in place and that ship has sailed. Mr. Thomas replied that it is still in Marion Township. Mr. Cordonnier replied that it is in the process of annexation. The zoning is one of the last steps. The owners have requested the I-1 zoning and that is what the Planning Commission has to decide on to recommend today.

Mr. Thomas said he knows they are only a few homeowners, but is it wrong to think about their future. Factories can bring out entrances in front of their driveways. They were told that all accesses would be off Bright Road. Tim Mayle responded that they used State money for the improvements on Production Drive and part of the agreement was that this land would use that road as access. The spec building for Humble Robinson would also use this. Judy Scrimshaw noted that these things will come up when there is a site plan for whatever the development might be. Planning Commission has to review and approve the plan and they definitely look at access. Mr. Thomas asked if they would be notified of that meeting also. Ms. Scrimshaw replied yes. Mr. Thomas said he couldn't imagine all the traffic from two new buildings not needing another access. Ms. Scrimshaw pointed out where that new Production Drive is located and that they would use that. Mr. Thomas noted that a lady at 2710 Crystal watches trucks try to maneuver out of the new building across the street from her and it scares her sometimes when they try to make that turn. Tim Mayle stated that that drive will only be used for construction and once things are completed, they will also use Production Drive. Ms. Scrimshaw stated there could possibly be some access to Bigelow, but she doubts they would even consider anything going onto Crystal Avenue.

Mr. Thomas reiterated that the wind turbines were a major concern. Dan DeArment asked for clarification on whether those are allowed. He asked that if they are permitted are the setbacks such that the area would be large enough. Mr. Cordonnier replied that the City Code permits wind turbines in I-1. There is no height limit. However, the code states that the turbine must be approved by the Small Wind Turbine Council of America (maybe not the exact name). He said that in order to be classified a small wind turbine you have to meet a set of standards. As it stands today, someone could apply to construct one that is on that list. The tallest one on that list is in the 80 to 100 foot range. Someone could apply for a variance. Therefore, what is permitted is not anything near the size that we have north of town.

Mr. Thomas stated that that was the biggest issue when they came to Marion Township because they were talking about 2 or 3 of those going there. He and several neighbors did research on the effects of wind turbines near residential areas. Mr. Thomas said he had asked how much land they needed for the turbines and the company rep had said 12 acres. The other land would be sold for development. Mr. Thomas said he thinks they have a right to know what is going to go there. Mr. Cordonnier replied that at this time, the property owner is applying for the zoning and we don't have any knowledge of what is happening there. We can only look at what is permitted in I-1 and say those are potential uses that could occur there. Mr. Cordonnier read the list of permitted uses from the code. Matt Cordonnier stated that this is a tricky site. On one hand, there is the infrastructure that has been put in place to serve industrial uses. On the other side we have residential that is closer than usual to industrial. The I-1 probably makes the most sense in the long term. At the point of a site plan review, that is where we will be able to dictate protections for the property owners across the street.

Dan Moyer, 2650 Crystal Avenue, asked if apartments/residential could also be allowed in I-1. Mr. Cordonnier replied that residential is not permitted in Industrial zoning. It is currently zoned R-2 Two Family Residential in the Township.

Mr. Thomas said that one of their concerns was also having this go for low-income housing. We are getting these factories that may only pay \$14 per hour and you need a place for those people to live. There are more going in on Melrose now. There is not enough housing for people in that income range.

Mr. Moyer said he believes this has been answered, but he and others are concerned about increased traffic flow on Crystal Avenue. The deterioration of the road due to heavy truck traffic as well as safety are concerns. Noise would be another factor. If the traffic is directed toward Bright Road, that would be best for the neighbors. Tim Mayle reiterated that they went to the expense of expanding the roadway as far as they did so they could serve these other sites.

Mr. Moyer stated that he wondered if there could be some visual barriers or even noise levels to the site when developed. He said he doesn't want to be the "not in my backyard" type person. He knows we need development, but he hopes thought will be given to what the residents have to look at or hear.

Ms. Scrimshaw stated that all those types of things will get addressed in the site plan review process. Mr. Moyer asked if they would be notified of that meeting also. Ms. Scrimshaw replied yes.

Brian Thomas clarified that the property owner requested the property be annexed to the City. The City is not annexing it on their own. When the annexations are requested, the City has to determine the zoning it falls under. Today we are making a recommendation to Council and if they agree to annex, this is the zoning we recommend. We have no idea at this point what the use is going to be. There is no way we can restrict the use other than what is listed and what the requirements in the code are if they develop. Mr. Thomas stated that whenever they want to do something, they must come back with a site plan to this board. We then look at traffic flow, noise, lights, etc. The property owners around the area are notified and we now even put a sign out on the property identifying it as being up for review. This is a public meeting and everyone is welcome. Mr. Thomas said we are glad that you came to voice your concerns. We do want to hear them. The Commission is not trying to bulldoze over you. The only thing we can do here today is give a recommendation to Council.

Mr. Moyer said he understands the process better now. He did not know that all these other steps existed.

Bonnie Sponsler, 2750 Crystal Avenue, asked when this is annexed if the City requires sidewalks along the property. Mr. Thomas stated that that does not come into the picture at annexation, but would be a part of a site plan. Ms. Sponsler commented how unsafe it currently is with students walking from the apartments to Owens. She also commented on the fact that the visuals and noise are definitely a concern from across the street.

MOTION

Dan DeArment made a motion to recommend **approval to Findlay City Council of 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.**

2nd: Jackie Schroeder

VOTE: Yay (3) Nay (0) Abstain (0)

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.

CPC STAFF**General Information**

This request is located on the north side of Howard Street just west of Bolton Street and at the intersection of Defiance Avenue. It is zoned R-2 Single Family, Medium Density. Land to the north, east and west is also zoned R-2. Land to the south is zoned I-1 Light Industrial. The southwest corner of the lot is located within the 100-year flood plain. A portion of the building is in the 500 year flood plain. The City of Findlay Land Use Plan designates the area as Single Family Small Lot.

Parcel History

According to records in the City zoning office, this lot was zoned B-Residential when a variance request was filed in 1968. R G Haley filed a request to construct a one story office building in conjunction with his utility pole business located across the street. The BZA granted a “variance” to allow the office building in a residential district.

According to Courthouse records, the Dysingers purchased the property in 1991. In 1996, they went before the BZA to request an expansion of the building because it was a non-conforming use in the B-Residential district. That request was approved.

Staff Analysis

The applicants wish to sell the property and would like to change the zoning to a classification that will make it a legal use.

Due to the history of the lot, Staff feels that the zone change is justified. It probably should have happened 50 years ago rather than using a “variance” approach.

Staff Recommendation

Staff recommends **that FCPC recommend approval to Findlay City Council of 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.**

ENGINEERING

No Comment

FIRE PREVENTION

No Comment

RECOMMENDATION

Staff recommends that FCPC recommend approval to Findlay City Council of **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.**

DISCUSSION

Judy Scrimshaw reported that she had one phone call in regard to this item. It was from a relative of the Haleys who originally built the office here for their pole yard business across the street. He had no problem with it.

Jackie Schroeder wanted to clarify that this was originally constructed to be an office. Ms. Scrimshaw replied yes. This is basically just cleaning up the situation. Mr. Cordonnier said they would have done us a favor if they would have rezoned it back in 1968. Ms. Scrimshaw commented that they could have made it C-Residential at the time because that permitted offices.

MOTION

Jackie Schroeder made a motion to **recommend approval to Findlay City Council of 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.**

2nd: Dan DeArment

VOTE: Yay (3) Nay (0) Abstain (0)

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.

CPC STAFF**General Information**

This request is located on the southeast corner of N. Main Street and Trenton Avenue. It is zoned C-2 General Commercial. To the north, south and west is also zoned C-2. To the east is zoned R-3 Single Family High Density. The majority of the site is within the 500-year flood plain and the very southeast corner is in the 100-year flood plain. The City of Findlay Land Use Plan designates the area as Neighborhood Commercial with the University Overlay.

Parcel History

This parcel is the site of a closed Huntington Bank branch office. The bank building was

constructed in 1978. Prior to that, there had been a Sunoco Gas station on the site since the 1950's.

Staff Analysis

The applicant proposes to demolish the existing building and construct a convenience store with 12 gas pumps. Fueling stations and retail are both permitted uses in the C-2 district.

The 4,700 square foot convenience store will face west (N. Main Street). The fueling island will be on the west side of the building. The setbacks in C-2 are 30' front and rear and 15' on sides. The building and fuel island canopy locations meet these setbacks.

A freestanding ATM machine is located at the south end of the site and it appears that the actual machine will be just at the 10' setback required from the right-of-way. (Huntington Bank put a condition on the sale of the property that requires an ATM to remain on site.) Traffic for the machine will have to enter at the easternmost drive in order to access the ATM. There may be stacking space for three vehicles. There is nothing specific to ATM's in the code for stacking.

A dumpster/recycling enclosure is shown at the southeast corner of the building. We did obtain a detail of the enclosure and the walls are the same brick construction as the building with metal gates for access.

The elevations drawings of the building indicate that it is 20'-8" at the top of the highest parapet. This is well below the 60' maximum permitted in C-2. Main surfaces are listed in antique red brick or brown stone work. A dark bronze aluminum screen conceals the mechanicals on the rooftop.

The landscaping plan shows multiple trees added on the perimeter of the site interspersed with various evergreens and flowering shrubs.

Jack Croy, owner of the apartments to the east of the site, came in to look at the plans. His concerns were the hours of operation and lighting. The applicant has indicated that the normal hours of operation plan is for 6 a.m. to 11 p.m. That could be adjusted based on performance of the store to 5 a.m. to 12 a.m. or even 24/7. We checked on other Ohio locations of Casey's. Of the stores that are currently open, one is at 5 a.m. to 11 p.m., five are at 5 a.m. to 12 a.m. and three are open 24/7. All of the 24/7 stores are in much smaller communities.

A photometric plan was submitted for the site. Our main concern is the foot candle readings at the east property line which abuts the apartment complex. The readings need to be down to .5 at the property line. The consultant stated that they are working on revisions.

Thirteen parking spaces are required for a 4700 square foot building in C-2. The plan shows 15 around the building and in the case of gas stations, the pump islands are also considered parking. That could mean a potential 24 additional.

There are three existing curb cuts onto N. Main Street for the old bank. All of these have been eliminated. The existing access from Trenton Avenue will remain and there will be two accesses

onto E. Foulke Avenue. The easternmost is in the location of an existing access and the other will be new. Traffic can no longer travel through the back of the lot from Foulke to Trenton. There appears to be a 15' unimproved alley right-of-way that runs north/south between the bank lot and the apartments. The apartment complex probably mows the grass in that area. Perhaps the two parties or the City would want to have this vacated and square up the lot lines. We cannot see any reason that it will ever be used.

An 8' tall low profile sign detail has been submitted. It meets all requirements for the signage. We have been striving to keep the signs lower in recent new commercial reviews. (Panda Express, Chick-fil-A, Advance Auto, Dunkin' Donuts, etc.) We appreciate the company working with us to come to an agreeable alternative to a pylon sign for the site.

Staff Recommendation

Staff recommends **approval of APPLICATION FOR SITE PLAN REVIEW #SP-20-2018 filed by Casey's General Store for a fueling station and 4700 square foot convenience market to be located at 1403 N. Main Street, Findlay subject to the following conditions:**

- **Submission of an acceptable photometric plan.**

ENGINEERING

Access –

Will be from a new two new drives coming off of E. Foulke Ave. The existing drive Trenton Ave. will be kept, while the drives coming off of Main Street will be removed and new full height curb will be placed.

Sanitary Sewer –

The sanitary sewer lateral is proposed to come out of the south side of the building, and connect to the same location of the existing lateral. Plans are proposing to install a new gasket at the sanitary manhole before reconnecting the new lateral.

Waterline –

The plans are proposing a new waterline tap coming from the east side of the building and tapping a new 2-inch waterline onto the existing 8-inch waterline.

Stormwater Management –

Detention calculations have been submitted with the plans. The plans are proposing underground detention to be located between the proposed building and the gas canopy. The underground detention is proposing to outlet into the 27-inch RCP storm sewer on Main Street. After talking to Sewer Maintenance the 12-inch Sewer that is shown as abandoned, can be used as an outlet to the underground detention. The City of Findlay will work with the contractor to verify if the 12-inch sewer can be used.

MS4 Requirements –

The amount of erodible material that will be disturbed will be more than one acre so the site 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 Reconnect-	1 total
Storm Sewer Permit-	1 total
Drive/ Curb Cut Permit (340 LF) -	1 total
Sidewalk Permit (250'x 6') (215'x 4')-	1 total

FIRE PREVENTION

Apply for Underground Storage Tank permits with the State Fire Marshal's Office
Apply for all necessary permits with Wood County Building Department

RECOMMENDATION

Staff recommends **approval of APPLICATION FOR SITE PLAN REVIEW #SP-20-2018 filed by Casey's General Store for a fueling station and 4700 square foot convenience market to be located at 1403 N. Main Street, Findlay subject to the following conditions:**

- **Submission of acceptable photometric plan (CPC Staff)**
- **Apply for Underground Storage Tank permits with the State Fire Marshal's Office (FIRE)**
- **Apply for all necessary permits with Wood County Building Department (FIRE)**
- **Comply with the City of Findlay's Erosion & Sediment Control Ordinance. (ENG)**

DISCUSSION

Judy Scrimshaw reported that she did receive a revised photometric plan that meets the requirements of our code. She requested an explanation of what they did to accomplish this and Ms. Carson provided that also.

Matt Pickett asked if their 24/7 stores are always manned. Ms. Carson replied yes.

Dan DeArment asked if the 12" line was big enough. Mr. Kalb replied that it dumps into the 27" line and it may be something to look at. Mr. Thomas said the big difference is they can tie in to the 12" in the grass instead of going out into the pavement.

Mr. DeArment said his concerns are with access. He asked if you can make a left onto Trenton Avenue. The drive looks like it directs you right. Kristen Carson stated that the plan is to have that drive serve as it does today. Mr. DeArment asked if you can turn left into the station if you are headed west on Trenton. Mr. Thomas replied yes, you can make that turn. He said it appears that it is a two way in and a right only out. Ms. Scrimshaw stated that she believes that when this was put in the intent was to keep it right out only. There used to be a sign in that little island saying so. When road work on Trenton was done, that sign got removed and never went back up. Mr. DeArment asked if we are opposed to turning left onto Trenton there. He said when he looks at the ingress/egress for this site it looks like 80% of the traffic is going to go through the entrance closest to Main Street on Foulke Avenue. The other two don't seem as

useable. He would think they would want to distribute that traffic flow more. Kristen Carson said she knew that getting rid of the access points on Main Street was important. Jeremy Kalb stated that you have to cross two drive lanes and a turn lane in order to get back to the west. I see people make that turn all the time but it is a big cross. We probably have a few near misses there.

Jackie Schroeder asked if there was a landscaping plan. She didn't see it in her packet. Judy Scrimshaw said she does have that. Kristen Carson offered hers for her to look at. Ms. Schroeder said she was interested in what is along the east side. She asked if all of that is new. Ms. Carson replied that it is all new. Their landscape architect designed it to follow the code requirements. Mr. DeArment commented that since this is a more intense use, they need to be sensitive to the neighbor. When cars are heading toward the Trenton exit, the headlights will be directed toward the one building. He referred to the legend regarding the types of plants. Ms. Scrimshaw noted that these are low shrubs. Mr. DeArment said we should consider some more substantial plantings in that area to create more of a visual barrier. Ms. Scrimshaw stated that in our code when we require so many plantings per so many lineal feet, we do allow for grouping of the elements rather than just lining them up. They can be clustered and concentrated in a certain area. Perhaps some arborvitae that will grow quickly and provide more of a screen would be better suited here.

MOTION

Dan DeArment made a motion to **approve APPLICATION FOR SITE PLAN REVIEW #SP-20-2018 filed by Casey's General Store for a fueling station and 4700 square foot convenience market to be located at 1403 N. Main Street, Findlay subject to the following conditions:**

- **Submission of a revised landscaping plan particularly for the area near the Trenton Avenue ingress/egress (CPC Staff)**
- **Apply for Underground Storage Tank permits with the State Fire Marshal's Office (FIRE)**
- **Apply for all necessary permits with Wood County Building Department (FIRE)**
- **Comply with the City of Findlay's Erosion & Sediment Control Ordinance. (ENG)**

2nd: Jackie Schroeder

VOTE: Yay (3) Nay (0) Abstain (0)

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.

CPC STAFF

General Information

This request is located on the southeast corner of Marshall Street and Findlay Street. It is zoned M-2 Multi-Family High Density. To the south is also zoned M-2. To the north, east, and west is zoned R-2 Single Family Medium Density. It is within the 100-year flood plain. The City of

Findlay Land Use Plan designates the area as Regional Single Family Small Lot.

Parcel History

This is the site of four duplex structures constructed in 2004. They were never inhabited due to being built incorrectly for the flood plain. They have been deteriorating over the years.

Staff Analysis

There will not be any layout changes to the site. The plan is to elevate the buildings correctly and correct the cut and fill problems, then remodel in order to make them habitable again.

The following information is from Todd Richard.

“The applicant has been informed of the development requirements within the 100 year flood zone. Specific guidelines regarding first floor elevation, foundation venting, and post-construction documentation are a few of the items that will be indicated on the permit. The applicant is proposing a net gain of approximately 300 cubic yards of flood storage capacity once the project is completed. This is a 300 cubic yard net gain based on the flood storage capacity the property had before this project ever started”.

Staff Recommendation

Staff recommends **approval of APPLICATION FOR SITE PLAN REVIEW #SP-21-2018 for the condominium development to be located at 113 Alexander Place subject to:**

- **Meeting all flood development requirements per Todd Richard**

ENGINEERING

Access –

Access is from the existing drives and roadway that was installed when the homes were built.

Sanitary Sewer –

The sanitary sewer was previously installed when the homes were originally built.

Waterline –

A new 6-inch line is proposed to run from Findlay St to Washington St. The Engineering Department would like to see the plan and profile for the proposed 6-inch waterline. All taps needed for the 6-inch WL and services will need to be coordinated with the City of Findlay Water Distribution.

Stormwater Management –

Will need to make sure that the area complies with all Flood Regulations.

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**

- Need to see the plan and profile of the proposed 6-inch waterline that is running from Findlay St. to Washington St.
- Verify that the structures that are proposed to be lowered that the whole structure is lowered. Verify the heights of the SW catch basin and the existing Sanitary Manhole.

Following Permits are needed before Construction Can Start:

Waterline Mainline Taps- 2 total
 Waterline Service Taps- 4 total
 Inspection Fees for 6" WL- 1 total

FIRE PREVENTION

No Comments

RECOMMENDATION

Staff recommends approval of APPLICATION FOR SITE PLAN REVIEW #SP-21-2018 for condominium development to be located at 113 Alexander Place subject to:

- Meeting all flood development requirements per Todd Richard (ZONING)
- Approval of plan and profile of 6 inch waterline running from Findlay to Washington Street by City Engineer (ENG)
- Verify that structures that are proposed to be lowered, that the whole structure is lowered. Verify the heights of the SW catch basin and the existing Sanitary Manhole. (ENG)

DISCUSSION

Dan DeArment asked if the plan is to raise the floor elevations. The applicant replied that they will be raising the homes 2 blocks. Brian Thomas stated that the joists have to be above flood elevation. Mr. DeArment asked if the garage floor is staying the same. The applicant replied yes.

Jackie Schroeder asked if there is a lot of additional grading that is happening. The applicant replied that there is a lot of cut and fill balancing that has to happen. Todd Richard commented that they will actually be cutting about 1900 cubic yards from the site. They will end up with a 300 cubic yard net gain pre-construction (From the point before this project was ever even started).

Mr. DeArment noted that he thinks it floods pretty regularly at the north end along Findlay Street. The tenants may have issue with getting to their homes during those times. There has been a connection between these units and the old Adams school building (now multi-family also). According to the applicant that is no longer an option with the new owner. Brian Thomas noted that we can't make someone give an easement through their property.

Jackie Schroeder asked if there is a timeframe for this project. The applicant replied that they will lift one building, get it done, sell it and then move to the next one. They intend to have all the exteriors redone as soon as they can.

MOTION

Dan DeArment made a motion to **approve APPLICATION FOR SITE PLAN REVIEW #SP-21-2018 for condominium development to be located at 113 Alexander Place subject to the following conditions:**

- **Meeting all flood development requirements per Todd Richard (ZONING)**
- **Approval of plan and profile of 6 inch waterline running from Findlay to Washington Street by City Engineer (ENG)**
- **Verify that structures that are proposed to be lowered, that the whole structure is lowered. Verify the heights of the SW catch basin and the existing Sanitary Manhole. (ENG)**

2nd: Jackie Schroeder

VOTE: Yay (3) Nay (0) Abstain (0)

ADJOURNMENT

Lydia L. Mihalik
Mayor

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



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

Wednesday, November 28, 2018

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

Honorable Members of City Council,

Historically, changes as proposed here would have been thoroughly vetted through a City Council committee process. As paymaster for the City, the salary ordinance has typically been revised by the Auditor's office with changes requested by the Mayor and presented to Council for review. Although the actual process has varied in the last few years, I believe Council should be part of the review process.

Attached is an updated pay ordinance. The changes made to the existing ordinance are highlighted in RED. The Mayor's administration and the Auditor's office have reviewed the document.

As always I will look forward to answering any questions Council might have. The revisions include:

- All exempt positions with a salary range had the maximum amount raised by 2.36%
- All steps in the hourly ranges and all excepted pay ranges were increased by 2.36%
- All effective dates were changed as needed in each section
- All other changes are highlighted in RED

It is important a completed ordinance is passed by your first meeting in January which includes the emergency clause so we can continue the City's regular course of business.

Respectfully,

Jim Staschiak II - City Auditor

ORDINANCE NO. 2018 - 123

AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS, PAY RANGES, SALARY SCHEDULES AND OTHER MATTERS THAT MAY AFFECT PAY, FOR ALL NON-ELECTED OFFICERS AND EMPLOYEES OF THE CITY OF FINDLAY, OHIO, AND REPEALING ORDINANCE NO. 2017-108, AND ALL OTHER ORDINANCES AND/OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, 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: REPEAL

That **Ordinance No. 2017-108**, and all other Ordinances and/or parts of Ordinances in conflict herewith be repealed and Ordinance No. **2018-123** is hereby enacted establishing Job Classifications, Pay Ranges, Salary Schedules and other matters that may affect pay for all non-elected officers and employees of the City of Findlay, Ohio.

SECTION 2: UNCLASSIFIED SERVICE OF CIVIL SERVICE

The unclassified service of the civil service of the City shall include:

- A. All officers elected by the people.
- B. All directors or heads of departments.
- C. All officers and members of boards and commissions whose appointment is subject to concurrence by Council.
- D. One administrative assistant to each elective officer and the various directors or heads of departments, the Deputy Auditor and one secretary and one assistant or clerk for each board or commission appointed by the Mayor.
- E. The City Clerk.
- F. The legal assistants to the Law Director.
- G. Bailiffs, constables, clerks of court and deputy clerks of court, official stenographers, and other employees of courts.
- H. Physicians, nurses, engineers, veterinarians, and surveyors, or other comparable professions which require licensing under the laws of the State of Ohio.
- I. Those employees whose job duties require, as essential qualifications over and above technical competency requirements, a high degree of trust, confidence, reliance, integrity or fidelity and who perform non-ministerial, discretionary duties in the department heads place and stead.

SECTION 3: CLASSIFIED SERVICE OF CIVIL SERVICE

- A. The classified service shall comprise all positions not specifically included in Section 2, above.
- B. In all examinations for positions in the classified service requiring applicants to be state licensed or certified, or requiring peculiar and exceptional qualifications of a scientific, managerial, semiprofessional, or educational character, prior residence within the City shall not be required for entrance to the examinations, but on appointment, the persons shall be required to comply with the residency provisions provided herein.

SECTION 4: RESIDENCY PROVISION

- A. Pursuant to Ohio Revised Code 9.481(B) (2) (b), the City requires any individual employed by the City of Findlay as a condition of employment, to reside in either Hancock County, or in any county adjacent to Hancock County in the State of Ohio. The only exceptions to this residency requirement are elected officials who are required to live in the City of Findlay, as well as those employees appointed under the provisions of Ohio Revised Code, which require residency in the City.
- B. Elected officials and the Director of Public Service or Safety have the authority to grant temporary exceptions to the residency requirement upon request of employees that fall under their appointing authority

SECTION 4.1 PROMOTIONAL POLICY

Effective March 1, 2016, an employee who is promoted to or hired into a job classification that is in the "Administrative," "Professional," "Executive," or "Computer Employee" pay classifications of the ordinance and that is paid using a minimum and maximum biweekly salary range will be assigned a biweekly amount within the allowed range. Once the employee is assigned an amount within the range, all future increases in the biweekly salary amount shall not exceed eight percent (8%) in any calendar year without Council authorization.

SECTION 5: EXECUTIVE, ADMINISTRATIVE, PROFESSIONAL, AND COMPUTER JOB CLASSIFICATIONS AND RANGES FOR BIWEEKLY SALARIES

That from and after **January 13, 2019** the following job classifications of the various non-elected officers and employees of the City of Findlay, Ohio shall be declared as Executive, Administrative, Professional or Computer positions under provisions of the Fair Labor Standards Act and guidelines provided by the U.S. Department of Labor. These job classifications shall be exempted from the payment of overtime, and shall be paid a bi-weekly salary as provided by law. These job classifications and biweekly pay amounts are to be used by full-time employees only, as defined in Section 12.

<u>JOB CLASSIFICATION</u>	<u>BIWEEKLY PAY</u>	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
Airport Manager.....	\$1,826.40	\$3,100.80
Assistant City Engineer.....	\$2,344.00	\$3,459.20
Assistant Fire Chief.....	\$2,285.60	\$3,593.60
City Clerk/Chief Assistant/Mayor's Office.....	\$1,900.00	\$3,211.20
City Engineer.....	\$2,626.40	\$3,844.00
Clerk of Municipal Court.....	\$1,900.00	\$3,593.60
Computer Programmer Analyst.....	\$1,826.40	\$3,100.80
Information Systems Manager.....	\$2,400.00	\$3,844.00
Deputy City Auditor.....	\$2,303.20	\$4,260.00
Director of Public Safety.....	\$2,626.40	\$4,260.00
Director of Public Service.....	\$2,303.20	\$4,260.00
Engineer (EIT).....	\$1,826.40	\$3,100.80
Engineer Project Manager.....	\$1,826.40	\$3,100.80
Fire Chief.....	\$2,626.40	\$3,954.40
Flood Plain/Zoning Supervisor.....	\$1,826.40	\$3,100.80
Human Resources Director.....	\$2,303.20	\$4,260.00
Income Tax Administrator.....	\$2,285.60	\$3,593.60
Police Captain.....	\$2,285.60	\$3,593.60
Police Chief.....	\$2,626.40	\$3,954.40
Professional Civil Engineer.....	\$2,142.00	\$3,122.40
Professional Surveyor.....	\$1,859.20	\$2,882.40
Project Coordinator.....	\$1,826.40	\$3,008.00
Public Works Superintendent.....	\$2,285.60	\$3,593.60
Public Works Supervisor.....	\$1,826.40	\$3,100.80
Recreation Administrative Supervisor.....	\$1,826.40	\$3,100.80
Rec., Marketing & Facilities Supt.....	\$2,285.60	\$3,593.60
Service-Safety Director.....	\$2,970.40	\$6,389.60
Sewer Maintenance Supervisor.....	\$1,826.40	\$3,100.80

Traffic Signal Supervisor.....	\$1,826.40	\$3,100.80
Utilities Billing Supervisor.....	\$1,826.40	\$3,100.80
Wastewater Treatment Supervisor.....	\$1,826.40	\$3,100.80
Water Distribution Supervisor.....	\$1,826.40	\$3,100.80
Water Pollution Control Supt.....	\$2,285.60	\$3,593.60
Water Treatment Plant Supt.....	\$2,285.60	\$3,593.60
Water Treatment Supervisor.....	\$1,826.40	\$3,100.80

SECTION 6: EXCEPTED PAY RANGES

That from and after **January 13, 2019** the following job classifications and salaries are hereby established as an exception to all other pay ranges outlined in this ordinance.

<u>JOB CLASSIFICATION</u>	<u>BIWEEKLY PAY</u>
Assistant Director of Law I.....	\$2,090.86
Assistant Director of Law II.....	\$1,926.61
Assistant Director of Law III.....	\$1,769.62
Assistant Director of Law IV.....	\$1,606.65
Member – Civil Service Commission.....	\$192.14

SECTION 7: OVERTIME ELIGIBLE EMPLOYEE CLASSIFICATIONS PAID WITHIN A RANGE OF HOURLY RATES

That from and after **January 13, 2019** the following job classifications of the various non-elected officers and employees of the City of Findlay, Ohio, shall be declared as overtime eligible positions pursuant to Section 15 herein. These job classifications are to be used for part-time and full-time employees as defined in Section 12.

<u>JOB CLASSIFICATION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Computer Help Desk Technician.....	\$11.00	\$18.79
Computer Network Specialist I.....	\$20.64	\$35.61
Computer Network Specialist II.....	\$21.63	\$39.07
Enforcement Officer.....	\$19.23	\$30.72
Mechanic – Fire Department.....	\$16.00	\$28.75
Performance/Data Management Technician.....	\$21.00	\$34.80
Assistant to Director of Law/Council Clerk.....	\$19.00	\$28.00

SECTION 8: HOURLY JOB CLASSIFICATIONS AND PAY RANGES

That from and after **January 13, 2019** the following hourly job classifications and pay ranges of the various non-elected officers and employees of the City of Findlay, Ohio, shall be as follows:

Employees hired on or before August 21, 2003 shall be placed in a pay range which begins with a zero (0). Those hired after August 21, 2003 shall be placed in a pay range that begins with a nine (9). Seasonal or temporary employees will be placed in a pay range that begins with an eight (8).

<u>JOB CLASSIFICATIONS</u>	<u>PAY RANGE</u>
Account Clerk I.....	0130 9130
Account Clerk II.....	0140 9140
Account Clerk III.....	0150 9150
Account Clerk IV.....	0160 9160
Administrative Assistant I.....	0120 9120

Administrative Assistant II.....	0130	9130
Administrative Assistant III.....	0140	9140
Administrative Assistant IV.....	0150	9150
Administrative Assistant V.....	0160	9160
Airport Worker I.....	0130	9130
Airport Worker II.....	0140	9140
Airport Worker III.....	0160	9160
Assistant Recreation Supervisor.....	0160	9160
Assistant Utilities Billing Supervisor.....	0160	9160
Building & Grounds Maintenance Tech.....	0160	9160
Building & Ice Maintenance Tech.....	0130	9130
Building Maintenance Tech.....	0150	9150
City Forester.....	0180	9180
Clerk I.....	0080	9080
Clerk II.....	0110	9110
Clerk III.....	0120	9120
Clerk IV.....	0140	9140
Clerk-Civil Service Commission/Engineering I.....	0120	9120
Clerk-Civil Service Commission/Engineering II.....	0130	9130
Clerk-Civil Service Commission/Engineering III.....	0140	9140
Clerk-Civil Service Commission/Engineering IV.....	0150	9150
Clerk-Civil Service Commission/Engineering V.....	0160	9160
Code Enforcement Coordinator.....	0120	9120
Chief Construction Inspector.....	0190	9190
Construction Inspector I.....	0160	9160
Construction Inspector II.....	0170	9170
Construction Inspector III.....	0180	9180
Custodial/Maintenance Worker.....	0030	9030
Custodial Worker I.....	0050	9050
Custodial Worker II.....	0070	9070
Customer Service/Field Representative.....	0005	9005
Graduate Engineer.....	0170	9170
Engineering Technician.....	0180	9180
Fleet Maintenance Manager.....	0120	9120
CAD I.....	0110	9110
CAD II.....	0130	9130
Engineering Tech I.....	0150	9150
Engineering Tech II.....	0170	9170
Facility Coordinator.....	0030	9030
Firefighter (Part-time Only).....	N/A	9080,9090,9100,9110
Groundskeeper.....	0030-0110,9030-9110	
Lab Technician I – No License.....	0170	N/A
Lab Technician I – Class I License.....	0171	N/A
Lab Technician I – Class II License.....	0172	N/A
Lab Technician I – Class III License.....	0173	N/A
Lab Technician I – Class IV License.....	0174	N/A
Lab Technician I.....	N/A	9160
Lab Technician II – No License.....	0180	N/A
Lab Technician II – Class I License.....	0181	N/A
Lab Technician II – Class II License.....	0182	N/A
Lab Technician II – Class III License.....	0183	N/A
Lab Technician II.....	N/A	9170
MS4 Coordinator.....	0170	9170
Operations/Scheduler.....	0160	9160
Public Maintenance Mechanic I.....	0160	9160
Public Maintenance Mechanic II.....	0170	9170
Public Maintenance Mechanic III.....	0180	9180
Public Works Maintenance Worker I.....	0110	9110

Public Works Maintenance Worker II	0120	9120
Public Works Maintenance Worker III	0130	9130
Public Works Maintenance Worker IV	0140	9140
Public Works Maintenance Worker V	0150	9150
Public Works Maintenance Worker VI	0160	9160
Public Works Cemetery Foreman	0170	9170
Public Works Foreman I	0170	9170
Public Works Foreman II	0180	9180
Public Works Foreman III	0190	9190
Parking Enforcement Officer	0110	9110
Payroll Clerk	0130	9130
Records Administrator I	0150	9150
Records Administrator II	0170	9170
Recreation Activities Coordinator	0090	9090
Secretary I	0120	9120
Secretary II	0140	9140
Secretary III	0150	9150
Security Officer	0031	9031
Sewer Maintenance Worker I	0120	9120
Sewer Maintenance Worker II	0140	9140
Sewer Maintenance Worker III	0160	9160
Sewer Maintenance Worker IV	0180	9180
Sign Maintenance Supervisor	0190	9190
Surveyor Technician I	0120	9120
Surveyor Technician II	0140	9140
Surveyor I, SIT	0160	9160
Surveyor II, Intern	0180	9180
Tax Administrator Agent I	0120	9120
Tax Administrator Agent II	0130	9130
Traffic Signal Electrician I	0160	9160
Traffic Signal Electrician II	0180	9180
Traffic Signal Electrician III	0190	9190
Traffic Signal Electrician Assistant I	0120	9120
Traffic Signal Electrician Assistant II	0140	9140
Truck Driver I	0110	9110
Truck Driver II	0120	9120
Utilities Billing Clerk I	0110	9110
Utilities Billing Clerk II	0120	9120
Utility Grounds Maintenance Worker I	0110	9110
Utility Grounds Maintenance Worker II	0130	9130
Utility Grounds Maintenance Worker III	0150	9150
Utility Grounds Maintenance Worker IV	0160	9160
Utility Maintenance Mechanic I	0140	9140
Utility Maintenance Mechanic II	0150	9150
Utility Maintenance Mechanic III	0160	9160
Utility Maintenance Mechanic IV	0170	9170
Utility Maintenance Mechanic V	0180	9180
Utility Maintenance Mechanic VI	0190	9190
Water Meter Maintenance Worker	0130	9130
Water Meter Reader I	0120	9120
Water Meter Reader II – No License	0140	9140
Water Meter Reader II –Class II License	0142	N/A
Water Meter Reader II –Class III License	0143	N/A
Waterline Maintenance Technician Assistant – Class I License	0150	N/A
Waterline Maintenance Technician Assistant – Class II License	0151	N/A
Waterline Maintenance Technician Assistant	N/A	9150
Waterline Maintenance Technician – Class I License	0160	N/A
Waterline Maintenance Technician – Class II License	0161	N/A

Waterline Maintenance Technician	N/A	9160
Waterline Maintenance Worker I – No License0120	N/A
Waterline Maintenance Worker I – Class I License.....	.0125	N/A
Waterline Maintenance Worker I – Class II License.....	.0130	N/A
Waterline Maintenance Worker I	N/A	9120
Waterline Maintenance Worker II – No License0140	N/A
Waterline Maintenance Worker II – Class I License.....	.0141	N/A
Waterline Maintenance Worker II – Class II License.....	.0142	N/A
Waterline Maintenance Worker II	N/A	9140
Waterline Maintenance Worker III – No License0160	N/A
Waterline Maintenance Worker III – Class I License.....	.0161	N/A
Waterline Maintenance Worker III – Class II License.....	.0162	N/A
Waterline Maintenance Worker III	N/A	9160
Waterline Maintenance Worker IV0180	9180
Water Treatment Plant Operator Assistant - No License0140	N/A
Water Treatment Plant Operator Assistant – Class I License0141	N/A
Water Treatment Plant Operator Assistant – Class II License0142	N/A
Water Treatment Plant Operator Assistant - Class III License.....	.0143	N/A
Water Treatment Plant Operator Assistant.....	N/A	9140
Water Treatment Plant Operator – No License/OIT0160	9160
Water Treatment Plant Operator - Class I License0161	9170
Water Treatment Plant Operator – Class II License.....	.0162	9180
Water Treatment Plant Operator – Class III License.....	.0163	9190
Welder0160	9160
WW Treatment Plant Operator Assistant - No License0140	N/A
WW Treatment Plant Operator Assistant – Class I License.....	.0141	N/A
WW Treatment Plant Operator Assistant – Class II License.....	.0142	N/A
WW Treatment Plant Operator Assistant - Class III License.....	.0143	N/A
WW Treatment Plant Operator Assistant	N/A	9140
WW Treatment Plant Operator – No License/OIT0160	9160
WW Treatment Plant Operator - Class I License0161	9170
WW Treatment Plant Operator – Class II License0162	9180
WW Treatment Plant Operator – Class III License0163	9190
Zoning/Building Inspector0160	9160

TEMPORARY JOB CLASSIFICATIONS

PAY RANGE

These job classifications and pay ranges are to be used for temporary and seasonal employees as defined in Section 12. Overtime eligibility shall be determined pursuant to Section 15 herein and under the applicable provisions of the Fair Labor Standards Act.

Concession Stand Attendant8010
Concession Stand Supervisor8020, 8030
Facility Manager/Diamond/Pool/CUBE.....	.8130
Ice Rink Shift Manager8120
Park Manager8130
Skate Guard/Rental8010, 8020, 8030
Skating Instructor8080, 8090
Skate Pro8100
Clerk/Typist I8080
Clerk/Typist II8090
Engineering Aid I8070
Engineering Aid II8090
Temporary Support Staff.....	.8010,8020,8030,8040,8050,8060

SECTION 9: LICENSE STIPENDS/SHIFT DIFFERENTIAL/EMERGENCY CONTACT PAY

- A. Effective January 3, 2016 employees who are in the following classifications will be paid an annual license stipend upon providing proof of the license level obtained: Sewer Maintenance Supervisor, Water Treatment Superintendent, Water Pollution Control Superintendent, Water Distribution Supervisor, Water Treatment Supervisor, Wastewater Treatment Supervisor, Waterline Maintenance Worker IV and Sewer Maintenance Worker IV. The following license stipend amounts will be paid on the first payday in July of each year to active employees:

Class I License	\$250.00
Class II License	\$500.00
Class III License	\$750.00
Class IV License	\$1,000.00

- B. Effective January 3, 2016, employees hired after August 21, 2003 and who are in the following classifications will be paid an annual license stipend upon providing proof of the license level obtained: Sewer Maintenance Worker I, II, and III, Waterline Maintenance Worker I, II, and III, Waterline Maintenance Technician Assistant, Waterline Maintenance Technician and Laboratory Technician I and II. The license stipend will be paid on the first payday in July of each year to active employees:

Class I License	\$250.00
Class II License	\$500.00
Class III License	\$750.00
Class IV License	\$1,000.00

- C. Effective May 18, 2008, employees of the Water Distribution Department who are required to carry a cell phone and/or pager designated for emergency contact and who must be available to co-ordinate response to an emergency situation, will receive at least ten dollars (\$10.00) per day for each day that they serve in the capacity as emergency contact.
- D. Effective January 1, 2017, employees with the titles of Water Treatment Plant Operator, Water Treatment Plant Operator Assistant, Wastewater Treatment Plant Operator and Wastewater Treatment Plant Operator Assistant shall be paid an hourly shift differential during the afternoon and overnight shifts.

Eligible employees shall receive seventy-five cents (\$0.75) per hour for each complete hour worked between 4 p.m. and midnight, and they shall receive fifty cents (\$0.50) per hour for each complete hour worked between midnight and 8 a.m. Shift differential shall not be paid for any partial hour worked.

When an eligible operator works between the hours of 4 p.m. and 8 a.m. on the holidays outlined in Section 22, Paragraph D, or when an operator is working overtime during the hours of 4 p.m. through 8 a.m., appropriate shift differential will be paid at the same factoring rate as the base wage. (Ex: Holiday Pay is paid at 1.5 of the base rate. Shift Differential on those days will be paid at 1.5 of the differential rate.)

SECTION 10: PAY RANGES EFFECTIVE JANUARY 13, 2019

- A. That the following pay ranges are hereby established for the non-elected officials and employees of the City of Findlay, Ohio, and all of said non-elected officials and employees shall be paid hourly on a bi-weekly basis, as provided by law, except as noted in Sections 5, 6 and 7.

Completed Years of Service	0	1 - 2	3 - 4	5 - 6	7	8 Or more
Pay Range	A	B	C	D	E	F
0005	8.80	9.59	9.97	10.47	10.89	11.43
0010	9.84	10.76	11.26	11.84	12.38	12.99
0020	10.31	11.26	11.84	12.38	12.99	13.53
0021	9.48	9.48	9.48	9.48	9.48	9.48
0022	10.52	10.52	10.52	10.52	10.52	10.52
0030	10.74	11.84	12.38	12.99	13.53	14.23
0031	11.40	12.44	12.93	13.58	14.13	14.82
0032	11.19	11.19	11.19	11.19	11.19	11.19
0040	12.34	13.53	14.18	14.78	15.49	16.18
0050	12.93	14.18	14.78	15.49	16.18	16.88
0060	13.49	14.78	15.49	16.18	16.88	17.69
0070	14.08	15.49	16.18	16.88	17.69	18.44
0080	14.76	16.18	16.88	17.69	18.44	19.24
0090	15.42	16.88	17.69	18.44	19.24	20.21
0100	16.08	17.69	18.44	19.24	20.21	21.06
0110	16.85	18.44	19.24	20.21	21.06	22.05
0120	17.53	19.24	20.21	21.06	22.05	23.04
0125	17.91	19.74	20.59	21.58	22.55	23.58
0130	18.32	20.21	21.06	22.05	23.04	24.15
0140	19.22	21.06	22.05	23.04	24.15	25.25
0140	20.03	22.05	23.04	24.15	25.25	25.25
0142	20.98	23.04	24.15	25.25	25.25	25.25
0143	21.97	24.15	25.25	25.25	25.25	25.25
0150	20.03	22.05	23.04	24.15	25.25	26.46
0151	20.98	23.04	24.15	25.25	26.46	26.46
0160	20.98	23.04	24.15	25.25	26.46	27.74
0161	21.97	24.15	25.25	26.46	27.74	28.27
0162	22.99	25.25	26.46	27.74	28.27	28.80
0163	24.05	26.46	27.74	28.27	28.80	29.40
0170	21.97	24.15	25.25	26.46	27.74	29.08
0171	22.99	25.25	26.46	27.74	29.08	29.08
0172	24.05	26.46	27.74	29.08	29.08	29.08
0173	25.20	27.74	29.08	29.08	29.08	29.64
0174	26.42	29.08	29.08	29.08	29.08	29.64
0175	27.67	29.08	29.08	29.08	29.08	29.64
0180	22.99	25.25	26.46	27.74	29.08	30.38
0181	24.05	26.46	27.74	29.08	30.38	30.38

Completed Years of Service	0	1 - 2	3 - 4	5 - 6	7	8 Or more
Pay Range	A	B	C	D	E	F
0182	25.20	27.74	29.08	30.38	30.38	30.38
0183	26.42	29.08	30.38	30.38	30.38	30.38
0190	24.05	26.46	27.74	29.08	30.38	31.84
0191	25.20	27.74	29.08	30.38	31.84	31.84
0192	26.42	29.08	30.38	31.84	31.84	31.84
0193	27.67	30.38	31.84	31.84	31.84	31.84
0200	25.19	27.74	29.08	30.38	31.84	33.36
0220	27.68	30.38	31.84	33.36	34.91	36.61
9005	8.80	9.24	9.52	9.80	9.99	10.21
9010	9.84	10.34	10.66	10.97	11.19	11.41
9020	10.31	10.80	11.14	11.47	11.71	11.94
9030	10.74	11.28	11.60	11.95	12.19	12.46
9031	11.40	11.99	12.34	12.70	12.96	13.21
9040	12.34	12.96	13.35	13.74	14.01	14.29
9050	12.93	13.55	13.95	14.38	14.69	15.00
9060	13.49	14.16	14.60	15.03	15.31	15.61
9070	14.08	14.76	15.21	15.66	15.99	16.31
9080	14.76	15.52	15.97	16.46	16.79	17.12
9090	15.42	16.16	16.65	17.16	17.50	17.86
9100	16.08	16.87	17.37	17.90	18.27	18.64
9110	16.85	17.70	18.24	18.77	19.15	19.53
9120	17.53	18.39	18.96	19.52	19.91	20.33
9130	18.32	19.23	19.81	20.41	20.82	21.23
9140	19.22	20.18	20.79	21.40	21.85	22.29
9150	20.03	21.06	21.69	22.33	22.78	23.24
9160	20.98	22.02	22.69	23.37	23.85	24.34
9170	21.97	23.08	23.77	24.47	24.99	25.48
9180	22.99	24.14	24.88	25.62	26.14	26.65
9190	24.05	25.23	26.02	26.79	27.32	27.87

**ALL SEASONAL AND TEMPORARY EMPLOYMENT POSITIONS PAY AT
STEP A**

8010	8.55
8020	8.72
8030	8.90
8040	9.69
8050	10.14
8060	10.58
8070	11.05
8080	11.59

Completed Years of Service	0	1 - 2	3 - 4	5 - 6	7	8 Or more
Pay Range	A	B	C	D	E	F
8090	12.10					
8100	12.62					
8110	13.23					
8120	13.76					
8130	14.38					

Notwithstanding the provisions above, should any pay rate contained herein fall below the state minimum wage rate for any particular pay periods during the term of this Ordinance, the Auditor shall be and hereby is authorized to adjust said pay rate to conform to the state minimum wage rate.

SECTION 11: STEPS

- A. The pay ranges established in Section 10 above establish six (6) steps, and each step within each pay range states the hourly rate. Advancement from Step A shall be based upon the individual employee's completed years of service with the City of Findlay, Ohio on the following schedule:

<u>Completed Years of Service</u>	<u>Step</u>
0	A (0)
1, 2	B (1, 2)
3, 4	C (3, 4)
5, 6	D (5, 6)
7	E (7)
8 or more	F (8)

- B. Service time credit with the City shall be carried with the employee when transferring between departments, or when changing job classifications, except that no service time credit shall apply to the Police or Fire Departments in the positions of sworn police officer or sworn firefighter for new employees at these departments after February 26, 1984.
- C. Service time credit shall only apply to regular, full-time employees, and shall not apply to temporary, seasonal, or part-time help. Service time credit is used in the calculations of pay rate and longevity eligibility. Service time credit does not apply to vacation accrual.
 - 1. New employees hired after February 26, 1984, may receive service credit for previous employment when such previous employment is determined to be qualified and competent in a similar job position. Such service credit shall be awarded on the following basis:

<u>Years of Experience</u>	<u>Service Credit</u>
5 or More	2 years
2, 3, 4	1 year
1 or less	0

- E. New employees hired after February 26, 1984, by the Police or Fire Departments, into the classification of sworn police officer or sworn firefighter, shall only receive service credit for previous employment with full time, paid departments which are determined to be equal to the Findlay Police and Fire Departments in training and experience.

SECTION 12: DEFINITIONS

- A. For the purpose of interpreting this ordinance, full time employees shall be those employees having completed their regular work schedule of thirty (30) or more hours per week on a twelve (12) months per calendar year basis.
- B. Part-time employees shall be those employees having completed their regular work schedule of less than thirty (30) hours per week on a twelve (12) months per calendar year basis. Furlough days will be used in the calculation of the regular work schedule.
- C. Seasonal or temporary employees shall be those employees who work less than twelve (12) months in a calendar year.

SECTION 13: COMPENSATION FOR ACTING POSITIONS

- A. When it is required to appoint an employee to an acting position on a temporary basis to fulfill a position temporarily unoccupied, then and in such event, the acting employee shall be paid the salary as designated for the position under the City salary ordinance, providing, however, the temporary salary increase shall commence only after thirty business days of continuous service in the acting position.
- B. When the vacancy appears to be permanent, as in death, retirement, or termination, the temporary salary shall commence upon the appointment of the employee to the acting position.

SECTION 14: LONGEVITY

- A. Effective December 24, 2000, all full-time employees who have completed ten (10) or more years of continuous full-time service shall accrue a longevity fund of thirty dollars (\$30) per bi-weekly pay period in addition to their regular rate of pay.
- B. Effective December 24, 2000, all full-time employees who have completed fifteen (15) or more years of continuous full-time service shall accrue a longevity fund of fifty dollars (\$50) per bi-weekly pay period in addition to their regular rate of pay. The longevity accrual in this section shall replace the longevity accrual to be earned upon the completion of ten (10) years of service.
- C. Effective December 24, 2000, all full-time employees who have completed twenty (20) or more years of continuous full-time service shall accrue a longevity fund of seventy dollars (\$70) per bi-weekly pay period in addition to their regular rate of pay. The longevity accrual in this section shall replace the longevity accrual to be earned upon the completion of fifteen (15) years of service.
- D. Effective December 24, 2000, all full-time employees who have completed twenty-five (25) or more years of continuous full-time service shall accrue a longevity fund of ninety dollars (\$90) per bi-weekly pay period in addition to their regular rate of pay. The longevity accrual in this section shall replace the longevity accrual to be earned upon the completion of twenty (20) years of service.
- E. Accrued longevity funds shall be paid in a separate check to be issued annually coincidental with the last pay check in the calendar year.
- F. Longevity accruals under this section shall be included in any calculation of overtime pay rates.
- G. Longevity accruals shall be included in wage rates on a one-time basis, at the time of retirement, or death, to calculate unused holi vac, vacation and/or sick leave payments.
- H. The classifications of Assistant Director of Law I through Assistant Director of Law IV, inclusive, shall accrue longevity as set forth in this section.

SECTION 15: OVERTIME PAY EFFECTIVE JANUARY 3, 2016

- A. Each eligible City employee, except temporary or seasonal employees in the Recreation Functions Department, or Swimming Pool Departments, who is scheduled to work more than forty (40) hours per calendar week shall be compensated at the rate of time and one half (1-1/2) his regular hourly rate for any hours worked in excess of forty (40) hours per calendar week.
- B. The calculation of overtime pay shall be calculated including holidays, and vacation leave as part of the straight time determination. Sick leave hours and callback hours as provided in Section 16 shall not be considered as part of the straight time determination.
 - 1. An employee who is eligible for overtime may elect to take accrued compensatory time ("Comp Time") off instead of overtime pay for any overtime worked, upon approval of management. The compensatory time shall be granted by the employee's supervisor on a time and one half (1-1/2) basis (i.e. for one hour of overtime, one and one half hours of comp time will be granted.) Employees may accumulate up to and maintain 120 hours of unused comp time and may with approval of the Director of Public Service or Safety, accumulate and maintain a balance in excess of 120 hours of unused comp time.
 - 2. When an employee who has been eligible for overtime receives a promotion and accepts a position that is exempt from the payment of overtime, the employee will be paid for all unused accumulated compensatory time hours at the time of the promotion. The payment will be made using a rate of pay in effect prior to the employee's promotion.

SECTION 16: CALL BACK PAY EFFECTIVE JANUARY 3, 2016

- A. An employee who is called back to work from off duty, shall be paid at least three (3) hours' pay at one and one half (1 ½) times the employee's regular rate of pay.
- B. No hours worked or paid under this section shall be counted in the straight time determination pursuant to Section 15 as paid hours worked as part of the employee's regular work week.
- C. There shall be no duplication of overtime pay during the same three (3) hour call-in period.

SECTION 17: SICK LEAVE PAYMENT; UNUSED SICK LEAVE PAYMENT

In addition to the sick leave provided for in O.R.C. Sec. 124.38, the following policy on sick leave payment is established for all employees of the City. As used in this section, "retirement" means disability or service retirement under any state or municipal retirement system in this state.

- A. Any employee incurring a non-duty related sickness or disability shall receive sick leave with full pay, subject to accumulated sick leave.
- B. An employee incurring a duty related sickness or injury shall receive sick leave with full pay for the maximum period as prescribed for total temporary disability in the Ohio Revised Code unless extended by City Council upon recommendation of the Director of Public Service or Safety. Sick leave used under these conditions, and subject to worker's compensation payments, shall be reinstated to accumulated sick leave, provided that the employee completes the proper application for worker's compensation benefits and refunds to the City all funds received as a result of the application. There shall be no reinstatement for sick leave not subject to workers compensation reimbursement.
- C. Accumulated sick leave shall be computed on a basis of one hour of accumulated sick leave for each one hour missed from the regular scheduled shift as a result of sickness or disability.
- D. Any City employee hired on or before August 21, 2003 and paid directly by warrant by the City Auditor may elect at the time of retirement from active service with the City, or death, and with ten (10) or more years of service with the State or any of its political subdivisions, to be paid in cash one fourth (1/4) the value of the first 960

hours of accrued but unused sick leave credit and, if applicable, to be paid in cash one-half (1/2) the value of all accrued but unused sick leave credit in excess of 960 hours. Payment shall be contingent upon 30 days written notice prior to retirement. In the event an employee has more than one thousand nine hundred twenty (1,920) hours of unused sick leave, all such sick leave shall be paid at the rate of one-half (1/2) of said leave. The accumulated but unused sick leave payment provided for herein shall be based on the employee's rate of pay at the time of retirement and shall eliminate all sick leave credit accrued but unused by the employee at the time payment is made

Any City employee hired after August 21, 2003 and paid directly by warrant by the City Auditor may elect at the time of retirement from active service with the City, or death, and with ten (10) or more years of service with the State or any of its political subdivisions, to be paid in cash one fourth (1/4) the value of 960 hours of accrued but unused sick leave credit. Payment shall be contingent upon 30 days written notice prior to retirement. The accumulated but unused sick leave payment provided for herein shall be based on the employee's rate of pay at the time of retirement and shall eliminate all sick leave credit accrued but unused by the employee at the time payment is made.

SECTION 18: DONATED LEAVE POLICY

- A. This policy sets forth the process to allow employees to voluntarily provide donated leave to co-workers, or receive donated leave, if there is a critical need due to a serious health condition or injury of an employee. This policy would apply to full-time and part-time permanent employees only.

To Request Donated Leave

In order to determine if an employee is eligible to receive donated leave as a result of their serious illness or injury, the employee must provide sufficient documentation to establish the existence of a serious health condition.

An employee requesting donated leave will complete the "Application to Request Donated Leave" form, or equivalent documentation to establish the serious illness or injury. It is the responsibility of the employee to provide documentation for certification. Leave donation requests will not be processed until all necessary documentation is provided.

An employee may receive donated leave up to the number of hours the employee is scheduled to work each pay period only, if the employee who is to receive donated leave:

1. has a serious health condition,
2. has utilized all accrued vacation/holovac and sick hours, and
3. has applied for any paid leave, workers compensation or other benefits program for which the employee is eligible. Donated leave may be used to satisfy the waiting period for these benefits.

B Certification of Eligibility

Upon receiving the "Application to Request Donated Leave", the Human Resources Director shall review all documents submitted including necessary medical documentation, but excluding any Protected Health Information (PHI), to ensure any such application meets both the standard for sick leave usage and the criteria for donated leave. So long as all the requirements of this section have been met, the Human Resources Director shall approve any such application for donated leave.

For this section, a "serious health condition" is defined as:

1. an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or
2. a period of incapacity of more than seven (7) days that also involves:
 - a. treatment by a health care provider in connection with such inpatient care, or
 - b. the constant supervision of the health care provider, or
 - c. a condition which is permanent or long-term for which treatment may not be effective.

C. Donation Process

An employee of the City of Findlay may voluntarily donate accrued, unused sick and/or vacation/holovac hours to another employee of the City who has no accrued leave and, who has a critical need for it due to a serious health condition. Employees wishing to donate leave to a fellow employee must complete the "Leave Donation Donor Form" and certify the following information:

1. the name of the employee for whom the leave is intended,
2. that the employee voluntarily elects to donate leave and does so with the understanding the donated leave will not be returned,
3. willingness to donate a minimum of 8 hours, and
4. that they will retain a combined leave balance of sick and vacation/holovac hours of 480 or more.

D Establishing Need and Utilization of Donated Leave

Upon establishing the need and utilization of donated leave, the Auditor's Office will perform the following functions:

1. notify the donating employee of the specific pay period it will be used in and the amount of leave to be used, and
2. inform the requesting employee of the amount of leave that will be used from donations.

E. Administering the Donation Program

The leave donation program shall be administered on pay period by pay period basis under the following guidelines:

1. Employees using donated leave shall be considered in active pay status and shall accrue leave and any other benefits to which they would otherwise be entitled.
2. Leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received.
3. Donated leave shall not count toward the probationary period.
4. Donated leave shall never be converted to a cash benefit.
5. Donated leave or the leave accrued by the use of the donation is not eligible for reimbursement when used to satisfy the waiting period for workers compensation benefits.
6. If the leave meets the FMLA criteria, the leave time will also be charged against the employee's yearly entitlement as outlined by FMLA and the employee handbook.

F. The City of Findlay shall respect an employee's right of privacy. However, the City may, with permission of the employee who is in need of leave, inform employees of their co-worker's critical need for leave. In addition, supervisors and all other employees are **prohibited from directly soliciting** leave donations from co-workers to ensure that no employees are coerced to donate leave.

SECTION 19: MEDICAL INSURANCE

A. The City agrees to share in the cost of providing health and prescription drug insurance for full-time employees. Employees hired before November 1, 2013 may choose between a Core Plan and a High Deductible Health Plan (HDHP). Employees hired after November 1, 2013 may only enroll in the High Deductible Health Plan (HDHP).

B. Except as otherwise provided herein, the cost of health and prescription drug insurance coverage shall be shared between the employer and full-time employees, whether the employee selects family, employee plus or single coverage. The employer's share of the monthly premium, regardless of the plan option(s) selected by the employee, shall be shared on the following basis:

Employer's Share 90% of monthly premium
Employee's Share 10% of monthly premium

- C. The City shall make a contribution to the health savings account of an employee who elects coverage under the HDHP. The contribution amount will be approved by Council annually. These amounts shall be distributed across 24 pay periods. The employee must be in active paid status to receive these contributions.

In order to continue to qualify for the ten percent (10%) premium contribution limit for medical and prescription drug coverage, employees must participate in the employer's wellness program which includes a wellness screening and attending one open enrollment meeting. If the employee does not participate, the employer's share of the premium contribution for medical and prescription drug coverage shall be eighty percent (80%) and the employee's share of the premium for medical and prescription drug coverage will increase to twenty percent (20%).

Employees hired after May 1, 2016 shall be given an opportunity to participate in the wellness program upon hire as part of the onboarding and pre-employment process. Employees hired after May 1, 2016 that choose not to participate in the wellness program upon hire shall have a premium contribution of twenty percent (20%) and the City's share of the premium shall be eighty percent (80%). All employees on the City's health plan shall have an opportunity to participate in the wellness program.

- D. The City is able to assess a premium surcharge for employees who enroll in the City's health insurance who declare tobacco use by themselves or a covered spouse. The surcharge is to be paid by the employee, however the City will not be required to pay a portion of this surcharge in addition to the employee's share.
- E. The City shall make available to employees an optional dental and/or vision coverage, if selected by the employee. The monthly premium cost shall be shared:

Employer's Share	90% of monthly premium
Employee's Share	10% of monthly premium

- F. The employee's share shall be deducted from the payroll of each participating employee.
- G. An employee must be on the payroll of the City for a period of 30 days, before becoming eligible for the hospitalization and health insurance contributions provisions contained herein.
- H. A Health Insurance Committee will be formed and be comprised of thirteen (13) members consisting of two (2) representatives each from the Police Union and Fire Union, and eight (8) representatives from the non-union departments and one (1) representative of the employer. The Mayor, Auditor and/or other administrator of the employer health care plan will serve as ex officio members of the committee but shall not enjoy or exercise voting rights. In addition, the employer retains the right to invite advisory personnel to participate in all meetings for informational purposes only.
- I. The function of the committee will be to conduct regular meetings aimed at discussing the function, cost and financial condition of the health care plan. Whenever changes to the health care plan are due to an increase in health insurance cost of more than twelve percent (12%), the employer has the right to make plan design changes to lower the overall cost of the plan to twelve percent (12%). The employer will be required to share any proposed changes with the insurance committee and seek input from the committee prior to implementing any changes. Whenever changes to the health care plan are otherwise warranted or necessitated, the committee shall vote on which changes and/or provisions shall be implemented.
- J. A majority vote of the insurance committee shall bind all employees. In the event that the committee cannot reach a majority vote, after further discussion and consideration of said plan changes, only the proposed changes receiving a plurality of votes shall be considered and the plan receiving a majority of those votes shall bind all employees. In no event shall a plan change adopted by the committee impose a different effect or outcome on any single employee or group of employees.
- K. For the Mayor, Auditor, Director of Law, and the Judges of the Municipal Court, the City shall provide for a hospitalization and health insurance policy for those elected officials upon notification by such elected official that he/she desires such coverage. The policy shall be under the same group plan provided for non-elected City

employees and the amount to be paid by the City shall be equal to that paid by the City for non-elected employees.

- L. The City Council may choose to appropriate additional funds for payments of health insurance costs upon the recommendation of the Auditor, if it is deemed necessary to meet the financial obligations related to health insurance costs. The funding would be in addition to the distribution of monthly premiums as outlined in Paragraphs B and C of this section.

SECTION 20: LIFE INSURANCE

- A. All full-time employees shall be covered under a group life insurance policy and shall receive double indemnity coverage under said policy.
- B. The Mayor, Auditor, Treasurer, Director of Law, Council Members, President of Council and the Judges of the Municipal Court, shall be furnished by the City a term life insurance policy in an amount and terms equal to the amount of term life insurance provided to non-elected employees.
- C. Such policy to insure the life of such full-time and elected officials with the aforementioned reserves the right to designate his beneficiary of the insurance on his life.
- D. The Mayor, subject to City Council approval, shall determine the amount of life insurance coverage provided to all full-time employees.

SECTION 21: REGULAR VACATION/HOLIVAC AND ACCRUAL SERVICE YEARS

- A. Holivac is the combination of holidays and vacation hours into a single accrual. The holivac system recognizes eleven (11) holidays per year and the amount of vacation that the individual employee is entitled to receive.
- B. One year of service shall be computed on 26 biweekly pay periods. These weeks do not need to be consecutive. If there is a break in the employee's full-time service with the City, upon re-hire to a full-time position, the employee will be given credit for previous time for which vacation/holivac accrual was eligible. Positions listed in the Excepted Pay Ranges of this Ordinance are not eligible for vacation/holivac accrual credit upon re-hire.
- C. Each full-time employee, after service of one (1) year with the City, shall have earned and will be due annually thereafter a maximum of eighty (80) hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0385 hours for each paid base hour for those entitled to a maximum of 80 hours per year. Employees subject to holivac shall accrue 0.0808 hours on each paid base hour.
- D. A full-time employee with eight (8) or more years of service with the City shall have earned and is entitled to a maximum of 120 hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0577 hours on each base hour paid for those entitled to a maximum of 120 hours per year. Employees subject to holivac shall accrue 0.10000 hours on each paid base hour.
- E. A full-time employee with fifteen (15) or more years of service with the City shall have earned and is entitled to a maximum of 160 hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0769 hours on each paid base hour for those entitled to a maximum of 160 hours per year. Employees subject to holivac shall accrue 0.1192 hours on each paid base hour.
- F. A full-time employee with twenty-two (22) or more years of service with the City shall have earned and is entitled to a maximum 200 hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0962 hours on each paid base hour for those entitled to a maximum of 200 hours per year. Employees subject to holivac shall accrue 0.1385 hours on each paid base hour.

- G. Vacation/holovac leave is earned while on other paid leave provided by the City but vacation/holovac is not accrued when working overtime hours. Vacation/holovac leave is earned only while on active pay status with the City.
- H. During the first year of service, no vacation shall be granted to an employee, but the employee during the first year of service shall accumulate vacation hours as provided for by ordinance of City Council. During the first year of service, employees subject to holovac shall accrue their holidays at a rate of 0.0423 hours on each paid base hour. After one year of service, an employee may take vacation or holovac up to the number of hours accumulated at the time subject to other limitations as specified by ordinance.
- I. Employees may express their preference as to vacation or holovac period, and the preference will be recognized by the department head, as far as practicable
- J. Employees who have unused vacation or holovac leave to their credit may accumulate up to two (2) years credit with the approval of the department head. Employees shall forfeit their right to take or be paid for any vacation or holovac leave to their credit which is in excess of the accrual for two (2) years. Excess leave shall be eliminated from the employee's leave balance in the pay period in which the vacation anniversary date occurs. The Director of Public Service or Safety may approve exceptions to this provision upon a written request from the employee stating the reasons for such exception. The two (2) year accrual limit shall be based on the accumulation of an employee who would be paid 40 base hours per week.
- K. A person employed with the City on or after May 21, 2017, other than as an elected officer, who was previously employed by the State or any political subdivision of the State earning vacation credits is entitled to have his or her prior service with any of these employers counted as service with the City of Findlay for the purpose of computing the amount of the employee's vacation/holovac leave, and their anniversary date. Upon approval of the appropriate hiring authority, a candidate seeking a position with the City may be permitted to transfer their accrued but unused vacation leave from a State employer or any political subdivision of the State. The hours to be transferred cannot exceed two years of accrual.

SECTION 22: HOLIDAYS

- A. A full or part-time employee, excluding temporary or seasonal employees, whose salary or wage is paid by the City shall not be required to work on days declared in this section to be holidays, unless in the opinion of the employee's responsible administrative superior failure to work on such holidays would impair the public service. Such holidays shall be:
 - 1. The first day of January, known as New Year's Day;
 - 2. The third Monday of January, known as Martin Luther King, Jr. Day;
 - 3. The third Monday in February, known as Washington-Lincoln Day or President's Day;
 - 4. The last Monday in May, known as Decoration or Memorial Day;
 - 5. The Fourth Day of July, known as Independence Day;
 - 6. The first Monday of September; known as Labor Day;
 - 7. November 11, known as Veteran's Day;
 - 8. The fourth Thursday in November, known as Thanksgiving Day;
 - 9. The day after Thanksgiving;
 - 10. December 24, known as Christmas-Eve Day;
 - 11. December 25, known as Christmas Day; and
 - 12. Any other holiday set by a proclamation of the Mayor of the City.
- B. In the event that any of the aforesaid holidays shall fall on Saturday, the Friday immediately preceding shall be observed as the holiday. In the event that any of the aforesaid holidays shall fall on Sunday, the Monday immediately succeeding shall be observed as the holiday.
- C. Any employee, not subject to holovac whose normal scheduled day off falls on one of the aforementioned holidays shall be granted a day off with pay to replace the holiday missed as a result of his normal work schedule during the pay period in which the legal holiday so missed falls.

- D. An employee of the Water Treatment Plant or Water Pollution Control Center who is required to work on New Year's Day, July 4th, Thanksgiving, Christmas Day, Christmas Eve, Memorial Day, or Labor Day, as part of the employees regular forty (40) hour schedule, shall be paid at one and one-half times his regular rate of pay for hours worked on these holidays.
- E. A full-time or part-time employee who works less than forty (40) hours per week shall receive paid Holiday leave on a pro-rata basis at the same rate as the employee's average number of hours worked per day in the balance of the pay period which contains the holiday. Furlough days will be used in the calculation of the pro-ration.

SECTION 23: MILEAGE REIMBURSEMENT

- A. No elected official or employee of the various departments of the City of Findlay, Ohio, using his personal private motor vehicle while on City business or in the performance of his duties as an official or employee of the City, shall, be paid mileage for such use, by the City, on a daily, weekly, monthly, or other period of time-only basis. All claims for reimbursement for mileage shall be upon the basis of actual miles traveled.
- B. That the Auditor of the City is hereby directed and authorized to make payment for reimbursement to City officials and employees for miles traveled using personal or private motor vehicles on City business at the rate set by the Internal Revenue Service at the time of business travel. No claims for reimbursement for mileage shall be allowed unless accompanied by a detailed report showing actual miles traveled on City business.

SECTION 24: DEATH IN FAMILY

- A. In the event of the death in the immediate family of an employee, the employee shall be granted up to 3 work days off (24 hours of duty time off in the case of a Fire Department employee), without loss of pay, vacation, or accumulated sick leave, in order to attend the funeral or matters of the deceased. Should notification of death be received during working hours, the employee shall also receive, with the consent of the department head the balance of the shift off, without the loss of pay, vacation, holivac or accumulated sick leave, in addition to the aforementioned time off provisions.
- B. The immediate family shall be defined as the spouse, child, mother, father, sister, brother, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and stepchild.
- C. In the event of a death of a member of the employee's "extended family", the employee shall be granted up to three (3) days off without loss of pay for the purpose of attending the funeral, which shall be deducted from the employee's sick leave bank. For purposes of this section, "extended family" shall be defined to include employee's aunt, uncle, cousin, and grandparent-in-law.
- D. Additional time off, for a death in the immediate family shall be given with consent of the head of the department and shall be deducted from vacation, holivac or accumulated sick leave.
- E. Time off, for a death other than the immediate family shall be given with the consent of the head of the department and shall be deducted from vacation, holivac or accumulated sick leave.
- F. Further definitions and details related to Death in Family Leave can be obtained in the City's Bereavement Leave Policy.

SECTION 25: TAX DEFERRAL PLAN FOR EMPLOYEE PENSION CONTRIBUTIONS

- A. The Mayor, Auditor, and the **Directors of Public Safety and Service** of the City are hereby authorized to execute all necessary documents with the Internal Revenue Service, the Public Employees Retirement System and the Ohio Police and Fire Pension Fund to qualify all public employee retirement payments made by the City for its employees as tax-deferred compensation under the Internal Revenue Service regulations.

- B. All employees of the City who are subject to either the Public Employees Retirement System or the Ohio Police and Fire Pension Fund shall not and do not have the option of choosing to receive the contributed amounts directly instead of having them paid by the City to the Public Employees Retirement System or the Ohio Police and Fire Pension Fund.
- C. Employee contributions to the Public Employees Retirement System or the Ohio Police and Fire Pension Fund will be paid by the City in lieu of the contributions being paid directly by the employee.

SECTION 26: UNION CONTRACTS

Provisions in this ordinance which are also covered in collective bargaining agreements shall be superseded by the terms of those agreements.

SECTION 27: EXCLUSION OF EMPLOYEES OF FINDLAY MUNICIPAL COURT AND THE AUDITOR'S OFFICE

- A. All employees of the Findlay Municipal Court other than the Clerk while still considered employees of the City shall be subject to classification as determined by the Judges of said Court and shall be subject to the orders of the Judges of said Court.
- B. All employees of the Findlay City Auditor's Office, while still considered employees of the City, shall be subject to classification as determined by the Auditor and shall be subject to the policies of the Auditor.

SECTION 28: MILITARY LEAVE

- A. (1) Permanent City employees who are members of the Ohio Organized Militia, or members of other reserve components of the armed forces of the United States, including the Ohio National Guard, are entitled to a leave of absence from their respective positions without loss of pay for the time they are performing service in the uniformed services, for periods of up to one month, for each calendar year in which they are performing service in the uniformed services.

(2) As used in this section:
 - (a) "Calendar year" means the year beginning on the first day of January and ending on the last day of December.
 - (b) "Month" means twenty-two (22) eight (8) hour work days or one hundred seventy-six (176) hours, or for a public safety employee, seventeen (17) twenty-four hour days or four hundred eight (408) hours, within one calendar year.
 - (c) "Permanent City employee" means any person holding a position in the employ of the City that requires working a regular schedule of twenty-six (26) consecutive biweekly pay periods or any other regular schedule of comparable consecutive pay periods which is not limited to a specific season or duration. "Permanent City employee" does not include student help; intermittent, seasonal, or external interim employees; or individuals covered by personal service contracts.
 - (d) "Service in the uniformed services" means the performance of duty, on a voluntary or involuntary basis, in a uniformed service, under competent authority, and includes active duty, active duty for training, initial active duty for training, inactive duty for training, full-time national guard duty, and performance of duty or training by a member of the Ohio Organized Militia pursuant to Chapter 5923 of the Ohio Revised Code. "Service in the uniformed services" also includes the period of time for which a person is absent from a position of public or private employment for the purpose of an examination to determine the fitness of the person to perform any duty described in this division.
 - (e) "Uniformed services" means the armed forces, the Ohio Organized Militia when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the Commissioned Corps of the Public Health

Service and any other category of persons designated by the President of the United States in time of war or emergency.

- (f) "Public safety employee" means a permanent City employee who is employed as a Firefighter or Emergency Medical Technician.
- B. Any permanent City employee, who is entitled to the leave provided under division (A) of this section, and who is called or ordered to the uniformed services for longer than a month, for each calendar year in which the employee performed service in the uniformed services because of an executive order issued by the President of the United States, because of an act of Congress, or because of an order to perform duty issued by the Governor pursuant to section 5919.29 of the Ohio Revised Code is entitled, during the period designated in the order or act, to a leave of absence and to be paid during each monthly pay period of that leave of absence, the lesser of the following:
- (1) The difference between the permanent City employee's gross monthly wage or salary as a permanent City employee and the sum of the permanent City employee's gross uniformed pay received in the month; or
 - (2) Five hundred dollars (\$500.00)
- C. No permanent City employee shall receive payments under division (B) of this section if the sum of the permanent City employee's gross uniformed pay received in a pay period exceeds the employee's gross wage or salary as a permanent City employee for that period or if the permanent City employee is receiving pay under division (A) of this section.
- D. Each permanent City employee who is entitled to leave provided under division (A) of this section shall submit to the permanent City employee's appointed authority the published order authorizing the call or order to the uniformed services or a written statement from the appropriate military commander authorizing that service, prior to being credited with that leave.
- E. Any permanent City employee whose employment is governed by a collective bargaining agreement with provision for the performance of service in the uniformed services shall abide by the terms of that collective bargaining agreement with respect to the performance of that service, except that no collective bargaining agreement may afford fewer rights and benefits than are conferred under this section.

SECTION 29: DIRECT DEPOSIT

- A. The City Auditor shall make all wage and benefit payments by direct deposit except when circumstances necessitate that any such direct deposit is not appropriate or prudent.

SECTION 30: PAYMENT OF FORMER DEPARTMENT OF PUBLIC HEALTH EMPLOYEES

- A. Previous employees of the City of Findlay Department of Public Health shall be entitled to all rights and privileges earned while an active employee of the City.

SECTION 31: BOND

- A. All officers and employees of the City, except the City Auditor, City Treasurer, Income Tax Administrator, Utility Billing Supervisor, and Recreation Administrative Supervisor, shall be included in a public employees and public officers blanket bond or bonds indemnifying the City against loss due to the non-faithful performance of dishonest act or acts of such officer or employee.
- B. All officers and employees shall be bonded under a blanket bond in the amount of not less than one-hundred thousand dollars (\$100,000).

- C. The blanket bond or bonds shall be purchased from a surety company licensed to issue such bonds in the State of Ohio and shall be in the penalty as set forth, and shall cover all elected officers, appointed officers, and all employees, whether full-time, part-time, casual, temporary or otherwise.

SECTION 32: DISCHARGE OF AN EMPLOYEE: PAYMENT

- A. An employee leaving the service of the City for any reason shall be paid in full for all accumulated vacation hours, holivac hours, compensatory time and accrued longevity at the time of the termination.

SECTION 33: EFFECTIVE DATE

- A. 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 reasons that is immediately necessary for preparation and implementation of various changes in specific provisions which will go into effect as of **January 13, 2019** or as noted in each Section.

PRESIDENT OF COUNCIL

MAYOR

PASSED _____

ATTEST _____
CLERK OF COUNCIL

APPROVED _____

TRAFFIC COMMISSION

City of Findlay

October 15, 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: Tom Drake and Dave Kuenzli, Drake Law Firm; David Owens, Mallett Enterprises; Joseph Rowan, Vivir Restaurant.

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.

10/15/2018

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.

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.

8/20/2018

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

10/15/2018

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.

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.

08/20/2017

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.

9/17/2018

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

10/15/2018

Waiting to hear back from school.

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

10/15/2018 -

Motion to lift item off table, by Director Thomas, second by Councilman Slough. Motion passed 4-0.

Tom Drake stated that a representative of the City talked with Amy Hackenberg of First Federal Bank, about a year ago about changing the direction of this one way alley. No one came to talk with them recently. They are opposed to changing the one way direction of this alley. It would be inconvenient for the folks who come to the building and park in its parking lot to have to turn the opposite direction to exit. It would be very inconvenient not to be able to exit onto East Main Cross Street, having to exit onto East Crawford Street and fight traffic around the block back to Main Cross. Request additional time to discuss options.

David Owens, President of Mallet Enterprises, stated that whenever East Crawford Street or Main Street closes for an event or construction, it cuts off access to the businesses on East Crawford Street due to it being one-way. The alley from Sandusky to Crawford is oftentimes blocked with delivery trucks.

Motion to table request for further discussion, by Director Thomas, second by Councilman Slough. Motion passed 4-0.

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

9/17/2018

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 traffic pattern of the yield sign at the curve, by Chief Eberle, second by Councilman Slough. Motion passed 4-0.

10/15/2018

The traffic count in this area showed that there is not much traffic. Need to look at traffic that uses the right turn curve with the yield sign.

6. 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.

9/17/2018

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.

10/15/2018

Traffic counters have not been placed yet.

NEW BUSINESS

1. Request of Justin Stutzman for the Traffic Commission to reconsider recent decision to make Bolton Street one way from Edith to Prentiss and instead make Bolton Street one way from Edith to Lester.

Justin Stutzman submitted a signed petition from residents on Lester who are against the one-way on Bolton from Edith to Prentiss. It is very inconvenient for these residents to travel with Bolton in this area being one way.

Motion to remove one-way signs and revert back to two-way traffic, by Councilman Slough, second by Chief Eberle. Motion passed 4-0.

2. Request of Armondo Pena, 1826 Foraker Avenue, to consider more stop signs on Harrison Street intersections or a stop ahead sign at existing intersections that have a stop sign due to motorists not stopping at the stop signs.

Motion to add stop ahead signs on Harrison at Foraker, by Director Thomas, second by Councilman Slough. Motion passed 4-0.

3. Request of Matt Stoffel, Public Works Superintendent, to post "No Parking Here to Corner" at the northeast corner of Defiance Avenue and Franklin.

Stoffel stated that the Police Department asked that a "No Parking Here to Corner" sign be placed at the northeast corner of Defiance Avenue and Franklin due to a recent accident occurring in that area.

Motion to install "No Parking Here to Corner" sign at the northeast corner of Defiance Avenue and Franklin, by Chief Eberle, second by Chief Dunbar. Motion passed 4-0.

With no further business to discuss, the meeting adjourned. The next meeting of the City of Findlay Traffic Commission will be held on November 19, 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

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

November 29, 2018

The Honorable Council:

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

William M. Wolf, Jr.
John P. Grossestreuer
Joseph C. Grossestreuer
Jason A. Parkins

Wolfies Group Incorporated, DBA Wolfs Premium Gourmet Nuts, 1718 N. Romick Parkway, 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

97459680006		TRFL	WOLFIES GROUP INC DBA WOLFS PREMIUM GOURMET NUTS 1718 N ROMICK PKWY FINDLAY OH 45840
06 01 2018			
11 23 2018			
C1			
32	044	A	

FROM 11/27/2018

97459680005			WOLFIES GROUP INC DBA WOLFS PREMIUM GOURMET NUTS 1016 TIFFIN AVE UNIT C FINDLAY OH 45840
06 01 2018			
11 23 2018			
C1			
32	044		



MAILED 11/27/2018

RESPONSES MUST BE POSTMARKED NO LATER THAN. 12/28/2018

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 TRFL 9745968-0006

(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

RECEIVED
NOV 29 2018
MAYOR'S OFFICE

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="9745968"/>
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: 97459680005; Name: WOLFIES GROUP INC; DBA: DBA WOLFS PREMIUM GOURMET NUTS; Address: 1016 TIFFIN AVE UNIT C FINDLAY 45840		
GROVE PARTNERS & ASSOC LLC	532.50	
JASON PARKINS	40.00	SECR-TREA.
JOHN GROSSESTREUER	40.00	VICE PRES.
WILLIAM W WOLF JR	637.50	PRESIDENT
Permit Number: 97459680006; Name: WOLFIES GROUP INC; DBA: DBA WOLFS PREMIUM GOURMET NUTS; Address: 1718 N ROMICK PKWY FINDLAY 45840		
GROVE PARTNERS & ASSOC LLC	532.50	
JASON PARKINS	0.00	SECRETARY
JOHN GROSSESTREUER	0.00	VICE PRES.
WILLIAM W WOLF JR	637.50	PRESIDENT

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COMMITTEE REPORT

THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

An **AD HOC COMMITTEE** met on November 20, 2018 to continue November 15, 2018, November 7, 2018, October 17, 2018, October 3, 2018 discussions on the Mayor's 2020-2023, City Law Director's 2020-2023, City Auditor's 2020-2023, Council President's 2020-2021, and Councilmember 2020-2021 salaries.

We recommend:

The committee recommended we meet again next week.

Aye Nay


Dennis Hellmann, Chair

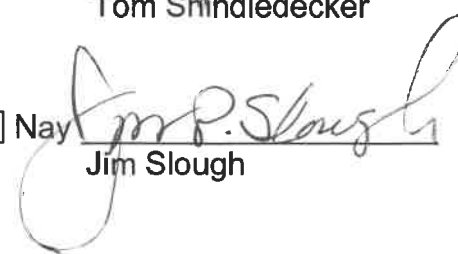
LEGISLATION: _____

Aye Nay


Tom Shindledecker

DATE: November 20, 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 20, 2018 to continue discussions from the November 1, 2018, 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 discussion on Council's Rules of Procedures

Aye Nay *Grant Russel* ^{MOTION} LEGISLATION: _____
Grant Russel, Chair

Aye Nay *[Signature]* DATE: November 20, 2018
John Harrington

Aye Nay *Jim P. Slough* ^{SECOND} COMMITTEE: AD HOC
Jim Slough

Aye Nay *[Signature]*
Jeff Wobser

COMMITTEE REPORT

THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

An **AD HOC COMMITTEE** met on November 27, 2018 to continue November 20, 2018, November 15, 2018, November 7, 2018, October 17, 2018, October 3, 2018 discussions on the Mayor's 2020-2023, City Law Director's 2020-2023, City Auditor's 2020-2023, Council President's 2020-2021, and Councilmember 2020-2021 salaries.

We recommend:

that salary increases be provided for the Auditor, Law Director and Mayor commensurate with the median / average salaries of similar size Ohio cities.

Aye Nay

Dennis Hellmann
Dennis Hellmann, Chair

LEGISLATION: _____

Aye Nay

Tom Shindledecker
Tom Shindledecker *SECOND*

DATE: November 27, 2018

Aye Nay

Jim P. Slough
Jim Slough *MOTION*

COMMITTEE: AD HOC

COMMITTEE REPORT

THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO

A **COMMITTEE OF THE WHOLE** meeting was held on Wednesday, November 28, 2018 to discuss the City's 2019 City Mission contribution.



R. Ronald Monday, President of Council

COMMITTEE OF THE WHOLE

DATED: November 28, 2018

**FINDLAY CITY COUNCIL
CARRY-OVER LEGISLATION
December 4, 2018**

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. 2018-109 (*Binner (Lone Tree Dr) annexation - accept and approve the annexation*) **requires three (3) readings** **third 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 BINNER (LONE TREE DRIVE) ANNEXATION).

ORDINANCE NO. 2018-110 (*Binner (Lone Tree Dr) annexation - rezone the 3 parcels*) **requires three (3) readings** **third reading**
AN ORDINANCE AMENDING CHAPTER 1100 ET SEQ OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO, KNOWN AS THE ZONING CODE BY ZONING THE FOLLOWING DESCRIBED PROPERTY AS R1 SINGLE FAMILY LOW DENSITY (HEREINAFTER REFERRED TO AS THE BINNER (LONE TREE DRIVE) ANNEXATION).

ORDINANCE NO. 2018-113 (*year-end appropriations*) **requires three (3) readings** **third reading**
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-114 (*Hengsteler Annexation – accept & approve the annexation*) **requires three (3) readings** **second 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 SOUTHWEST FOURTH (1/4) OF SECTION 5, T1N, R11E, A TRACT OF LAND CONSISTING OF 36.689 ACRES OF LAND, MORE OR LESS (HEREINAFTER REFERED TO AS THE HENGSTELER ANNEXATION).

ORDINANCE NO. 2018-115 (*Hengsteler Annexation – 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 ZONING THE FOLLOWING DESCRIBED PROPERTY AS I-1 LIGHT INDUSTRIAL (HEREINAFTER REFERRED TO AS THE HENGSTELER ANNEXATION).

ORDINANCE NO. 2018-116 (*606 Howard Street 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 606 HOWARD STREET REZONE) WHICH PREVIOUSLY WAS ZONED "R2 SINGLE FAMILY MEDIUM DENSITY" TO "O1 INSTITUIONS AND OFFICES".

ORDINANCE NO. 2018-118 (*Lima Ave/Western Ave intersection*) **requires three (3) readings** **second reading**
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-119 (*Severance Payout Reserve Fund*) **requires three (3) readings** **second reading**
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-120 (*broker services for City health insurance*) **requires three (3) readings** **second reading**
AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF FINDLAY TO ENTER INTO A RENEWAL CONTRACT WITH FIRST INSURANCE GROUP (PREVIOUSLY KNOWN AS CORPORATE ONE BENEFITS) TO PROVIDE BROKER SERVICES AS IT RELATES TO THE CITY OF FINDLAY HEALTH INSURANCE PLAN, AND DECLARING AN EMERGENCY.

City of Findlay

Office of the Director of Law

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

Donald J. Rasmussen
Director of Law

DECEMBER 4, 2018

THE FOLLOWING IS THE NEW LEGISLATION TO BE PRESENTED TO THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO, AT THE TUESDAY, DECEMBER 4, 2018 MEETING.

ORDINANCES:

- 2018-121 AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.
- 2018-122 AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.
- 2018-123 AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS, PAY RANGES, SALARY SCHEDULES AND OTHER MATTERS THAT MAY AFFECT PAY, FOR ALL NON-ELECTED OFFICERS AND EMPLOYEES OF THE CITY OF FINDLAY, OHIO, AND REPEALING ORDINANCE NO. 2017-108, AND ALL OTHER ORDINANCES AND/OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.
- 2018-124 AN ORDINANCE AUTHORIZING THE MAYOR AND THE DIRECTOR OF PUBLIC SERVICE-SAFETY OF THE CITY OF FINDLAY, OHIO, TO ENTER INTO A CONTRACT WITH HANCOCK COUNTY EMERGENCY MANAGEMENT AGENCY TO DEVELOP AN EMERGENCY OPERATION PLAN THAT WILL ENCOMPASS ALL POLITICAL SUBDIVISIONS OF HANCOCK COUNTY, PURSUE A PROFESSIONAL DEVELOPMENT TRAINING PROGRAM, AND COORDINATE THE EMERGENCY MANAGEMENT ACTIVITIES OF ALL THE POLITICAL SUBDIVISIONS ACCORDING TO THE DUTIES AND REQUIREMENTS OF SECTION 5502.27 OF THE OHIO REVISED CODE, AND DECLARING AN EMERGENCY.
- 2018-125 AN ORDINANCE ESTABLISHING THE SALARIES FOR THE MAYOR, AUDITOR, AND DIRECTOR OF LAW OF THE CITY OF FINDLAY, OHIO, BEGINNING JANUARY 1, 2020 AND ENDING DECEMBER 31, 2023 AND REPEALING ALL OTHER ORDINANCES AND/OR PARTS OF ORDINANCES IN CONFLICT WHERE TO , AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2018-121

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:	Sewer Fund	\$ 130,000.00
TO:	2018 Annual Sewer Televising <i>Project No. 35680200</i>	\$ 130,000.00

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 said funds so that said project 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. 2018-122

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:	Water Fund	\$ 225,000.00
TO:	Stanford Parkway Waterline Replacement <i>Project No. 35741400</i>	\$ 225,000.00

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 said funds so that said project 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 - 123

AN ORDINANCE ESTABLISHING JOB CLASSIFICATIONS, PAY RANGES, SALARY SCHEDULES AND OTHER MATTERS THAT MAY AFFECT PAY, FOR ALL NON-ELECTED OFFICERS AND EMPLOYEES OF THE CITY OF FINDLAY, OHIO, AND REPEALING ORDINANCE NO. 2017-108, AND ALL OTHER ORDINANCES AND/OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, 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: REPEAL

That Ordinance No. 2017-108, and all other Ordinances and/or parts of Ordinances in conflict herewith be repealed and Ordinance No. 2018-123 is hereby enacted establishing Job Classifications, Pay Ranges, Salary Schedules and other matters that may affect pay for all non-elected officers and employees of the City of Findlay, Ohio.

SECTION 2: UNCLASSIFIED SERVICE OF CIVIL SERVICE

The unclassified service of the civil service of the City shall include:

- A. All officers elected by the people.
- B. All directors or heads of departments.
- C. All officers and members of boards and commissions whose appointment is subject to concurrence by Council.
- D. One administrative assistant to each elective officer and the various directors or heads of departments, the Deputy Auditor and one secretary and one assistant or clerk for each board or commission appointed by the Mayor.
- E. The City Clerk.
- F. The legal assistants to the Law Director.
- G. Bailiffs, constables, clerks of court and deputy clerks of court, official stenographers, and other employees of courts.
- H. Physicians, nurses, engineers, veterinarians, and surveyors, or other comparable professions which require licensing under the laws of the State of Ohio.
- I. Those employees whose job duties require, as essential qualifications over and above technical competency requirements, a high degree of trust, confidence, reliance, integrity or fidelity and who perform non-ministerial, discretionary duties in the department heads place and stead.

SECTION 3: CLASSIFIED SERVICE OF CIVIL SERVICE

- A. The classified service shall comprise all positions not specifically included in Section 2, above.
- B. In all examinations for positions in the classified service requiring applicants to be state licensed or certified, or requiring peculiar and exceptional qualifications of a scientific, managerial, semiprofessional, or educational character, prior residence within the City shall not be required for entrance to the examinations, but on appointment, the persons shall be required to comply with the residency provisions provided herein.

SECTION 4: RESIDENCY PROVISION

- A. Pursuant to Ohio Revised Code 9.481(B) (2) (b), the City requires any individual employed by the City of Findlay as a condition of employment, to reside in either Hancock County, or in any county adjacent to Hancock County in the State of Ohio. The only exceptions to this residency requirement are elected officials who are required to live in the City of Findlay, as well as those employees appointed under the provisions of Ohio Revised Code, which require residency in the City.
- B. Elected officials and the Director of Public Service or Safety have the authority to grant temporary exceptions to the residency requirement upon request of employees that fall under their appointing authority

SECTION 4.1 PROMOTIONAL POLICY

Effective March 1, 2016, an employee who is promoted to or hired into a job classification that is in the “Administrative,” “Professional,” “Executive,” or “Computer Employee” pay classifications of the ordinance and that is paid using a minimum and maximum biweekly salary range will be assigned a biweekly amount within the allowed range. Once the employee is assigned an amount within the range, all future increases in the biweekly salary amount shall not exceed eight percent (8%) in any calendar year without Council authorization.

SECTION 5: EXECUTIVE, ADMINISTRATIVE, PROFESSIONAL, AND COMPUTER JOB CLASSIFICATIONS AND RANGES FOR BIWEEKLY SALARIES

That from and after January 13, 2019 the following job classifications of the various non-elected officers and employees of the City of Findlay, Ohio shall be declared as Executive, Administrative, Professional or Computer positions under provisions of the Fair Labor Standards Act and guidelines provided by the U.S. Department of Labor. These job classifications shall be exempted from the payment of overtime, and shall be paid a bi-weekly salary as provided by law. These job classifications and biweekly pay amounts are to be used by full-time employees only, as defined in Section 12.

<u>JOB CLASSIFICATION</u>	<u>BIWEEKLY PAY</u>	
	<u>MINIMUM</u>	<u>MAXIMUM</u>
Airport Manager.....	\$1,826.40	\$3,100.80
Assistant City Engineer.....	\$2,344.00	\$3,459.20
Assistant Fire Chief.....	\$2,285.60	\$3,593.60
City Clerk/Chief Assistant/Mayor’s Office.....	\$1,900.00	\$3,211.20
City Engineer.....	\$2,626.40	\$3,844.00
Clerk of Municipal Court.....	\$1,900.00	\$3,593.60
Computer Programmer Analyst.....	\$1,826.40	\$3,100.80
Information Systems Manager.....	\$2,400.00	\$3,844.00
Deputy City Auditor.....	\$2,303.20	\$4,260.00
Director of Public Safety.....	\$2,626.40	\$4,260.00
Director of Public Service.....	\$2,303.20	\$4,260.00
Engineer (EIT).....	\$1,826.40	\$3,100.80
Engineer Project Manager.....	\$1,826.40	\$3,100.80
Fire Chief.....	\$2,626.40	\$3,954.40
Flood Plain/Zoning Supervisor.....	\$1,826.40	\$3,100.80
Human Resources Director.....	\$2,303.20	\$4,260.00
Income Tax Administrator.....	\$2,285.60	\$3,593.60
Police Captain.....	\$2,285.60	\$3,593.60
Police Chief.....	\$2,626.40	\$3,954.40
Professional Civil Engineer.....	\$2,142.00	\$3,122.40
Professional Surveyor.....	\$1,859.20	\$2,882.40
Project Coordinator.....	\$1,826.40	\$3,008.00
Public Works Superintendent.....	\$2,285.60	\$3,593.60
Public Works Supervisor.....	\$1,826.40	\$3,100.80
Recreation Administrative Supervisor.....	\$1,826.40	\$3,100.80
Rec., Marketing & Facilities Supt.....	\$2,285.60	\$3,593.60
Service-Safety Director.....	\$2,970.40	\$6,389.60
Sewer Maintenance Supervisor.....	\$1,826.40	\$3,100.80

Traffic Signal Supervisor.....	\$1,826.40	\$3,100.80
Utilities Billing Supervisor.....	\$1,826.40	\$3,100.80
Wastewater Treatment Supervisor.....	\$1,826.40	\$3,100.80
Water Distribution Supervisor.....	\$1,826.40	\$3,100.80
Water Pollution Control Supt.....	\$2,285.60	\$3,593.60
Water Treatment Plant Supt.....	\$2,285.60	\$3,593.60
Water Treatment Supervisor.....	\$1,826.40	\$3,100.80

SECTION 6: EXCEPTED PAY RANGES

That from and after January 13, 2019 the following job classifications and salaries are hereby established as an exception to all other pay ranges outlined in this ordinance.

<u>JOB CLASSIFICATION</u>	<u>BIWEEKLY PAY</u>
Assistant Director of Law I.....	\$2,090.86
Assistant Director of Law II.....	\$1,926.61
Assistant Director of Law III.....	\$1,769.62
Assistant Director of Law IV.....	\$1,606.65
Member – Civil Service Commission.....	\$192.14

SECTION 7: OVERTIME ELIGIBLE EMPLOYEE CLASSIFICATIONS PAID WITHIN A RANGE OF HOURLY RATES

That from and after January 13, 2019 the following job classifications of the various non-elected officers and employees of the City of Findlay, Ohio, shall be declared as overtime eligible positions pursuant to Section 15 herein. These job classifications are to be used for part-time and full-time employees as defined in Section 12.

<u>JOB CLASSIFICATION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Computer Help Desk Technician.....	\$11.00	\$18.79
Computer Network Specialist I.....	\$20.64	\$35.61
Computer Network Specialist II.....	\$21.63	\$39.07
Enforcement Officer	\$19.23	\$30.72
Mechanic – Fire Department.....	\$16.00	\$28.75
Performance/Data Management Technician.....	\$21.00	\$34.80
Assistant to Director of Law/Council Clerk.....	\$19.00	\$28.00

SECTION 8: HOURLY JOB CLASSIFICATIONS AND PAY RANGES

That from and after January 13, 2019 the following hourly job classifications and pay ranges of the various non-elected officers and employees of the City of Findlay, Ohio, shall be as follows:

Employees hired on or before August 21, 2003 shall be placed in a pay range which begins with a zero (0). Those hired after August 21, 2003 shall be placed in a pay range that begins with a nine (9). Seasonal or temporary employees will be placed in a pay range that begins with an eight (8).

<u>JOB CLASSIFICATIONS</u>	<u>PAY RANGE</u>
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These job classifications and pay ranges are to be used for full-time and part-time employees as defined in Section 12. The employees in these classifications shall be paid on an hourly basis as provided by law and shall be eligible for overtime pursuant to Section 15 herein.

Account Clerk I.....	0130	9130
Account Clerk II.....	0140	9140
Account Clerk III.....	0150	9150
Account Clerk IV.....	0160	9160
Administrative Assistant I	0120	9120

Administrative Assistant II	0130	9130
Administrative Assistant III	0140	9140
Administrative Assistant IV	0150	9150
Administrative Assistant V	0160	9160
Airport Worker I	0130	9130
Airport Worker II	0140	9140
Airport Worker III	0160	9160
Assistant Recreation Supervisor	0160	9160
Assistant Utilities Billing Supervisor	0160	9160
Building & Grounds Maintenance Tech.....	0160	9160
Building & Ice Maintenance Tech.....	0130	9130
Building Maintenance Tech	0150	9150
City Forester	0180	9180
Clerk I	0080	9080
Clerk II	0110	9110
Clerk III	0120	9120
Clerk IV.....	0140	9140
Clerk-Civil Service Commission/Engineering I.....	0120	9120
Clerk-Civil Service Commission/Engineering II.....	0130	9130
Clerk-Civil Service Commission/Engineering III.....	0140	9140
Clerk-Civil Service Commission/Engineering IV	0150	9150
Clerk-Civil Service Commission/Engineering V	0160	9160
Code Enforcement Coordinator	0120	9120
Chief Construction Inspector	0190	9190
Construction Inspector I	0160	9160
Construction Inspector II	0170	9170
Construction Inspector III	0180	9180
Custodial/Maintenance Worker	0030	9030
Custodial Worker I.....	0050	9050
Custodial Worker II.....	0070	9070
Customer Service/Field Representative.....	0005	9005
Graduate Engineer	0170	9170
Engineering Technician.....	0180	9180
Fleet Maintenance Manager.....	0120	9120
CAD I	0110	9110
CAD II	0130	9130
Engineering Tech I	0150	9150
Engineering Tech II	0170	9170
Facility Coordinator	0030	9030
Firefighter (Part-time Only).....	N/A	9080,9090,9100,9110
Groundskeeper	0030-0110,9030-9110	
Lab Technician I – No License	0170	N/A
Lab Technician I – Class I License	0171	N/A
Lab Technician I – Class II License	0172	N/A
Lab Technician I – Class III License	0173	N/A
Lab Technician I – Class IV License	0174	N/A
Lab Technician I	N/A	9160
Lab Technician II – No License.....	0180	N/A
Lab Technician II – Class I License	0181	N/A
Lab Technician II – Class II License	0182	N/A
Lab Technician II – Class III License	0183	N/A
Lab Technician II.....	N/A	9170
MS4 Coordinator	0170	9170
Operations/Scheduler.....	0160	9160
Public Maintenance Mechanic I	0160	9160
Public Maintenance Mechanic II	0170	9170
Public Maintenance Mechanic III	0180	9180
Public Works Maintenance Worker I	0110	9110

Public Works Maintenance Worker II	0120	9120
Public Works Maintenance Worker III	0130	9130
Public Works Maintenance Worker IV	0140	9140
Public Works Maintenance Worker V	0150	9150
Public Works Maintenance Worker VI	0160	9160
Public Works Cemetery Foreman	0170	9170
Public Works Foreman I	0170	9170
Public Works Foreman II	0180	9180
Public Works Foreman III	0190	9190
Parking Enforcement Officer	0110	9110
Payroll Clerk	0130	9130
Records Administrator I	0150	9150
Records Administrator II	0170	9170
Recreation Activities Coordinator	0090	9090
Secretary I	0120	9120
Secretary II	0140	9140
Secretary III	0150	9150
Security Officer	0031	9031
Sewer Maintenance Worker I	0120	9120
Sewer Maintenance Worker II	0140	9140
Sewer Maintenance Worker III	0160	9160
Sewer Maintenance Worker IV	0180	9180
Sign Maintenance Supervisor	0190	9190
Surveyor Technician I	0120	9120
Surveyor Technician II	0140	9140
Surveyor I, SIT	0160	9160
Surveyor II, Intern	0180	9180
Tax Administrator Agent I	0120	9120
Tax Administrator Agent II	0130	9130
Traffic Signal Electrician I	0160	9160
Traffic Signal Electrician II	0180	9180
Traffic Signal Electrician III	0190	9190
Traffic Signal Electrician Assistant I	0120	9120
Traffic Signal Electrician Assistant II	0140	9140
Truck Driver I	0110	9110
Truck Driver II	0120	9120
Utilities Billing Clerk I	0110	9110
Utilities Billing Clerk II	0120	9120
Utility Grounds Maintenance Worker I	0110	9110
Utility Grounds Maintenance Worker II	0130	9130
Utility Grounds Maintenance Worker III	0150	9150
Utility Grounds Maintenance Worker IV	0160	9160
Utility Maintenance Mechanic I	0140	9140
Utility Maintenance Mechanic II	0150	9150
Utility Maintenance Mechanic III	0160	9160
Utility Maintenance Mechanic IV	0170	9170
Utility Maintenance Mechanic V	0180	9180
Utility Maintenance Mechanic VI	0190	9190
Water Meter Maintenance Worker	0130	9130
Water Meter Reader I	0120	9120
Water Meter Reader II – No License	0140	9140
Water Meter Reader II –Class II License	0142	N/A
Water Meter Reader II –Class III License	0143	N/A
Waterline Maintenance Technician Assistant – Class I License	0150	N/A
Waterline Maintenance Technician Assistant – Class II License	0151	N/A
Waterline Maintenance Technician Assistant	N/A	9150
Waterline Maintenance Technician – Class I License	0160	N/A
Waterline Maintenance Technician – Class II License	0161	N/A

Waterline Maintenance Technician	N/A	9160
Waterline Maintenance Worker I – No License.....	0120	N/A
Waterline Maintenance Worker I – Class I License	0125	N/A
Waterline Maintenance Worker I – Class II License	0130	N/A
Waterline Maintenance Worker I.....	N/A	9120
Waterline Maintenance Worker II – No License.....	0140	N/A
Waterline Maintenance Worker II – Class I License	0141	N/A
Waterline Maintenance Worker II – Class II License	0142	N/A
Waterline Maintenance Worker II.....	N/A	9140
Waterline Maintenance Worker III – No License.....	0160	N/A
Waterline Maintenance Worker III – Class I License	0161	N/A
Waterline Maintenance Worker III – Class II License	0162	N/A
Waterline Maintenance Worker III.....	N/A	9160
Waterline Maintenance Worker IV	0180	9180
Water Treatment Plant Operator Assistant - No License.....	0140	N/A
Water Treatment Plant Operator Assistant – Class I License.....	0141	N/A
Water Treatment Plant Operator Assistant – Class II License.....	0142	N/A
Water Treatment Plant Operator Assistant - Class III License	0143	N/A
Water Treatment Plant Operator Assistant	N/A	9140
Water Treatment Plant Operator – No License/OIT.....	0160	9160
Water Treatment Plant Operator - Class I License	0161	9170
Water Treatment Plant Operator – Class II License	0162	9180
Water Treatment Plant Operator – Class III License	0163	9190
Welder	0160	9160
W/W Treatment Plant Operator Assistant - No License.....	0140	N/A
W/W Treatment Plant Operator Assistant – Class I License	0141	N/A
W/W Treatment Plant Operator Assistant – Class II License	0142	N/A
W/W Treatment Plant Operator Assistant - Class III License	0143	N/A
W/W Treatment Plant Operator Assistant	N/A	9140
W/W Treatment Plant Operator – No License/OIT.....	0160	9160
W/W Treatment Plant Operator - Class I License	0161	9170
W/W Treatment Plant Operator – Class II License	0162	9180
W/W Treatment Plant Operator – Class III License	0163	9190
Zoning/Building Inspector.....	0160	9160

TEMPORARY JOB CLASSIFICATIONS

PAY RANGE

These job classifications and pay ranges are to be used for temporary and seasonal employees as defined in Section 12. Overtime eligibility shall be determined pursuant to Section 15 herein and under the applicable provisions of the Fair Labor Standards Act.

Concession Stand Attendant.....	8010
Concession Stand Supervisor.....	8020, 8030
Facility Manager/Diamond/Pool/CUBE	8130
Ice Rink Shift Manager	8120
Park Manager.....	8130
Skate Guard/Rental.....	8010, 8020, 8030
Skating Instructor	8080, 8090
Skate Pro.....	8100
Clerk/Typist I.....	8080
Clerk/Typist II.....	8090
Engineering Aid I	8070
Engineering Aid II	8090
Temporary Support Staff.....	8010,8020,8030,8040,8050,8060

SECTION 9: LICENSE STIPENDS/SHIFT DIFFERENTIAL/EMERGENCY CONTACT PAY

- A. Effective January 3, 2016 employees who are in the following classifications will be paid an annual license stipend upon providing proof of the license level obtained: Sewer Maintenance Supervisor, Water Treatment Superintendent, Water Pollution Control Superintendent, Water Distribution Supervisor, Water Treatment Supervisor, Wastewater Treatment Supervisor, Waterline Maintenance Worker IV and Sewer Maintenance Worker IV. The following license stipend amounts will be paid on the first payday in July of each year to active employees:

Class I License	\$250.00
Class II License	\$500.00
Class III License	\$750.00
Class IV License	\$1,000.00

- B. Effective January 3, 2016, employees hired after August 21, 2003 and who are in the following classifications will be paid an annual license stipend upon providing proof of the license level obtained: Sewer Maintenance Worker I, II, and III, Waterline Maintenance Worker I, II, and III, Waterline Maintenance Technician Assistant, Waterline Maintenance Technician and Laboratory Technician I and II. The license stipend will be paid on the first payday in July of each year to active employees:

Class I License	\$250.00
Class II License	\$500.00
Class III License	\$750.00
Class IV License	\$1,000.00

- C. Effective May 18, 2008, employees of the Water Distribution Department who are required to carry a cell phone and/or pager designated for emergency contact and who must be available to co-ordinate response to an emergency situation, will receive at least ten dollars (\$10.00) per day for each day that they serve in the capacity as emergency contact.
- D. Effective January 1, 2017, employees with the titles of Water Treatment Plant Operator, Water Treatment Plant Operator Assistant, Wastewater Treatment Plant Operator and Wastewater Treatment Plant Operator Assistant shall be paid an hourly shift differential during the afternoon and overnight shifts.

Eligible employees shall receive seventy-five cents (\$0.75) per hour for each complete hour worked between 4 p.m. and midnight, and they shall receive fifty cents (\$0.50) per hour for each complete hour worked between midnight and 8 a.m. Shift differential shall not be paid for any partial hour worked.

When an eligible operator works between the hours of 4 p.m. and 8 a.m. on the holidays outlined in Section 22, Paragraph D, or when an operator is working overtime during the hours of 4 p.m. through 8 a.m., appropriate shift differential will be paid at the same factoring rate as the base wage. (Ex: Holiday Pay is paid at 1.5 of the base rate. Shift Differential on those days will be paid at 1.5 of the differential rate.)

SECTION 10: PAY RANGES EFFECTIVE JANUARY 13, 2019

- A. That the following pay ranges are hereby established for the non-elected officials and employees of the City of Findlay, Ohio, and all of said non-elected officials and employees shall be paid hourly on a bi-weekly basis, as provided by law, except as noted in Sections 5, 6 and 7.

Completed Years of Service	0	1 - 2	3 - 4	5 - 6	7	8 Or more
Pay Range	A	B	C	D	E	F
0005	8.80	9.59	9.97	10.47	10.89	11.43
0010	9.84	10.76	11.26	11.84	12.38	12.99
0020	10.31	11.26	11.84	12.38	12.99	13.53
0021	9.48	9.48	9.48	9.48	9.48	9.48
0022	10.52	10.52	10.52	10.52	10.52	10.52
0030	10.74	11.84	12.38	12.99	13.53	14.23
0031	11.40	12.44	12.93	13.58	14.13	14.82
0032	11.19	11.19	11.19	11.19	11.19	11.19
0040	12.34	13.53	14.18	14.78	15.49	16.18
0050	12.93	14.18	14.78	15.49	16.18	16.88
0060	13.49	14.78	15.49	16.18	16.88	17.69
0070	14.08	15.49	16.18	16.88	17.69	18.44
0080	14.76	16.18	16.88	17.69	18.44	19.24
0090	15.42	16.88	17.69	18.44	19.24	20.21
0100	16.08	17.69	18.44	19.24	20.21	21.06
0110	16.85	18.44	19.24	20.21	21.06	22.05
0120	17.53	19.24	20.21	21.06	22.05	23.04
0125	17.91	19.74	20.59	21.58	22.55	23.58
0130	18.32	20.21	21.06	22.05	23.04	24.15
0140	19.22	21.06	22.05	23.04	24.15	25.25
0140	20.03	22.05	23.04	24.15	25.25	25.25
0142	20.98	23.04	24.15	25.25	25.25	25.25
0143	21.97	24.15	25.25	25.25	25.25	25.25
0150	20.03	22.05	23.04	24.15	25.25	26.46
0151	20.98	23.04	24.15	25.25	26.46	26.46
0160	20.98	23.04	24.15	25.25	26.46	27.74
0161	21.97	24.15	25.25	26.46	27.74	28.27
0162	22.99	25.25	26.46	27.74	28.27	28.80
0163	24.05	26.46	27.74	28.27	28.80	29.40
0170	21.97	24.15	25.25	26.46	27.74	29.08
0171	22.99	25.25	26.46	27.74	29.08	29.08
0172	24.05	26.46	27.74	29.08	29.08	29.08
0173	25.20	27.74	29.08	29.08	29.08	29.64
0174	26.42	29.08	29.08	29.08	29.08	29.64
0175	27.67	29.08	29.08	29.08	29.08	29.64
0180	22.99	25.25	26.46	27.74	29.08	30.38
0181	24.05	26.46	27.74	29.08	30.38	30.38

Completed Years of Service	0	1 - 2	3 - 4	5 - 6	7	8 Or more
Pay Range	A	B	C	D	E	F
0182	25.20	27.74	29.08	30.38	30.38	30.38
0183	26.42	29.08	30.38	30.38	30.38	30.38
0190	24.05	26.46	27.74	29.08	30.38	31.84
0191	25.20	27.74	29.08	30.38	31.84	31.84
0192	26.42	29.08	30.38	31.84	31.84	31.84
0193	27.67	30.38	31.84	31.84	31.84	31.84
0200	25.19	27.74	29.08	30.38	31.84	33.36
0220	27.68	30.38	31.84	33.36	34.91	36.61
9005	8.80	9.24	9.52	9.80	9.99	10.21
9010	9.84	10.34	10.66	10.97	11.19	11.41
9020	10.31	10.80	11.14	11.47	11.71	11.94
9030	10.74	11.28	11.60	11.95	12.19	12.46
9031	11.40	11.99	12.34	12.70	12.96	13.21
9040	12.34	12.96	13.35	13.74	14.01	14.29
9050	12.93	13.55	13.95	14.38	14.69	15.00
9060	13.49	14.16	14.60	15.03	15.31	15.61
9070	14.08	14.76	15.21	15.66	15.99	16.31
9080	14.76	15.52	15.97	16.46	16.79	17.12
9090	15.42	16.16	16.65	17.16	17.50	17.86
9100	16.08	16.87	17.37	17.90	18.27	18.64
9110	16.85	17.70	18.24	18.77	19.15	19.53
9120	17.53	18.39	18.96	19.52	19.91	20.33
9130	18.32	19.23	19.81	20.41	20.82	21.23
9140	19.22	20.18	20.79	21.40	21.85	22.29
9150	20.03	21.06	21.69	22.33	22.78	23.24
9160	20.98	22.02	22.69	23.37	23.85	24.34
9170	21.97	23.08	23.77	24.47	24.99	25.48
9180	22.99	24.14	24.88	25.62	26.14	26.65
9190	24.05	25.23	26.02	26.79	27.32	27.87

ALL SEASONAL AND TEMPORARY EMPLOYMENT POSITIONS PAY AT
STEP A

8010	8.55
8020	8.72
8030	8.90
8040	9.69
8050	10.14
8060	10.58
8070	11.05
8080	11.59

Completed Years of Service	0	1 - 2	3 - 4	5 - 6	7	8 Or more
Pay Range	A	B	C	D	E	F
8090	12.10					
8100	12.62					
8110	13.23					
8120	13.76					
8130	14.38					

Notwithstanding the provisions above, should any pay rate contained herein fall below the state minimum wage rate for any particular pay periods during the term of this Ordinance, the Auditor shall be and hereby is authorized to adjust said pay rate to conform to the state minimum wage rate.

SECTION 11: STEPS

- A. The pay ranges established in Section 10 above establish six (6) steps, and each step within each pay range states the hourly rate. Advancement from Step A shall be based upon the individual employee's completed years of service with the City of Findlay, Ohio on the following schedule:

<u>Completed Years of Service</u>	<u>Step</u>
0	A (0)
1, 2	B (1, 2)
3, 4	C (3, 4)
5, 6	D (5, 6)
7	E (7)
8 or more	F (8)

- B. Service time credit with the City shall be carried with the employee when transferring between departments, or when changing job classifications, except that no service time credit shall apply to the Police or Fire Departments in the positions of sworn police officer or sworn firefighter for new employees at these departments after February 26, 1984.
- C. Service time credit shall only apply to regular, full-time employees, and shall not apply to temporary, seasonal, or part-time help. Service time credit is used in the calculations of pay rate and longevity eligibility. Service time credit does not apply to vacation accrual.
 - 1. New employees hired after February 26, 1984, may receive service credit for previous employment when such previous employment is determined to be qualified and competent in a similar job position. Such service credit shall be awarded on the following basis:

<u>Years of Experience</u>	<u>Service Credit</u>
5 or More	2 years
2, 3, 4	1 year
1 or less	0

- E. New employees hired after February 26, 1984, by the Police or Fire Departments, into the classification of sworn police officer or sworn firefighter, shall only receive service credit for previous employment with full time, paid departments which are determined to be equal to the Findlay Police and Fire Departments in training and experience.

SECTION 12: DEFINITIONS

- A. For the purpose of interpreting this ordinance, full time employees shall be those employees having completed their regular work schedule of thirty (30) or more hours per week on a twelve (12) months per calendar year basis.
- B. Part-time employees shall be those employees having completed their regular work schedule of less than thirty (30) hours per week on a twelve (12) months per calendar year basis. Furlough days will be used in the calculation of the regular work schedule.
- C. Seasonal or temporary employees shall be those employees who work less than twelve (12) months in a calendar year.

SECTION 13: COMPENSATION FOR ACTING POSITIONS

- A. When it is required to appoint an employee to an acting position on a temporary basis to fulfill a position temporarily unoccupied, then and in such event, the acting employee shall be paid the salary as designated for the position under the City salary ordinance, providing, however, the temporary salary increase shall commence only after thirty business days of continuous service in the acting position.
- B. When the vacancy appears to be permanent, as in death, retirement, or termination, the temporary salary shall commence upon the appointment of the employee to the acting position.

SECTION 14: LONGEVITY

- A. Effective December 24, 2000, all full-time employees who have completed ten (10) or more years of continuous full-time service shall accrue a longevity fund of thirty dollars (\$30) per bi-weekly pay period in addition to their regular rate of pay.
- B. Effective December 24, 2000, all full-time employees who have completed fifteen (15) or more years of continuous full-time service shall accrue a longevity fund of fifty dollars (\$50) per bi-weekly pay period in addition to their regular rate of pay. The longevity accrual in this section shall replace the longevity accrual to be earned upon the completion of ten (10) years of service.
- C. Effective December 24, 2000, all full-time employees who have completed twenty (20) or more years of continuous full-time service shall accrue a longevity fund of seventy dollars (\$70) per bi-weekly pay period in addition to their regular rate of pay. The longevity accrual in this section shall replace the longevity accrual to be earned upon the completion of fifteen (15) years of service.
- D. Effective December 24, 2000, all full-time employees who have completed twenty-five (25) or more years of continuous full-time service shall accrue a longevity fund of ninety dollars (\$90) per bi-weekly pay period in addition to their regular rate of pay. The longevity accrual in this section shall replace the longevity accrual to be earned upon the completion of twenty (20) years of service.
- E. Accrued longevity funds shall be paid in a separate check to be issued annually coincidental with the last pay check in the calendar year.
- F. Longevity accruals under this section shall be included in any calculation of overtime pay rates.
- G. Longevity accruals shall be included in wage rates on a one-time basis, at the time of retirement, or death, to calculate unused holivac, vacation and/or sick leave payments.
- H. The classifications of Assistant Director of Law I through Assistant Director of Law IV, inclusive, shall accrue longevity as set forth in this section.

SECTION 15: OVERTIME PAY EFFECTIVE JANUARY 3, 2016

- A. Each eligible City employee, except temporary or seasonal employees in the Recreation Functions Department, or Swimming Pool Departments, who is scheduled to work more than forty (40) hours per calendar week shall be compensated at the rate of time and one half (1-1/2) his regular hourly rate for any hours worked in excess of forty (40) hours per calendar week.
- B. The calculation of overtime pay shall be calculated including holidays, and vacation leave as part of the straight time determination. Sick leave hours and callback hours as provided in Section 16 shall not be considered as part of the straight time determination.
 - 1. An employee who is eligible for overtime may elect to take accrued compensatory time ("Comp Time") off instead of overtime pay for any overtime worked, upon approval of management. The compensatory time shall be granted by the employee's supervisor on a time and one half (1-1/2) basis (i.e. for one hour of overtime, one and one half hours of comp time will be granted.) Employees may accumulate up to and maintain 120 hours of unused comp time and may with approval of the Director of Public Service or Safety, accumulate and maintain a balance in excess of 120 hours of unused comp time.
 - 2. When an employee who has been eligible for overtime receives a promotion and accepts a position that is exempt from the payment of overtime, the employee will be paid for all unused accumulated compensatory time hours at the time of the promotion. The payment will be made using a rate of pay in effect prior to the employee's promotion.

SECTION 16: CALL BACK PAY EFFECTIVE JANUARY 3, 2016

- A. An employee who is called back to work from off duty, shall be paid at least three (3) hours' pay at one and one half (1 ½) times the employee's regular rate of pay.
- B. No hours worked or paid under this section shall be counted in the straight time determination pursuant to Section 15 as paid hours worked as part of the employee's regular work week.
- C. There shall be no duplication of overtime pay during the same three (3) hour call-in period.

SECTION 17: SICK LEAVE PAYMENT; UNUSED SICK LEAVE PAYMENT

In addition to the sick leave provided for in O.R.C. Sec. 124.38, the following policy on sick leave payment is established for all employees of the City. As used in this section, "retirement" means disability or service retirement under any state or municipal retirement system in this state.

- A. Any employee incurring a non-duty related sickness or disability shall receive sick leave with full pay, subject to accumulated sick leave.
- B. An employee incurring a duty related sickness or injury shall receive sick leave with full pay for the maximum period as prescribed for total temporary disability in the Ohio Revised Code unless extended by City Council upon recommendation of the Director of Public Service or Safety. Sick leave used under these conditions, and subject to worker's compensation payments, shall be reinstated to accumulated sick leave, provided that the employee completes the proper application for worker's compensation benefits and refunds to the City all funds received as a result of the application. There shall be no reinstatement for sick leave not subject to workers compensation reimbursement.
- C. Accumulated sick leave shall be computed on a basis of one hour of accumulated sick leave for each one hour missed from the regular scheduled shift as a result of sickness or disability.
- D. Any City employee hired on or before August 21, 2003 and paid directly by warrant by the City Auditor may elect at the time of retirement from active service with the City, or death, and with ten (10) or more years of service with the State or any of its political subdivisions, to be paid in cash one fourth (1/4) the value of the first 960

hours of accrued but unused sick leave credit and, if applicable, to be paid in cash one-half (1/2) the value of all accrued but unused sick leave credit in excess of 960 hours. Payment shall be contingent upon 30 days written notice prior to retirement. In the event an employee has more than one thousand nine hundred twenty (1,920) hours of unused sick leave, all such sick leave shall be paid at the rate of one-half (1/2) of said leave. The accumulated but unused sick leave payment provided for herein shall be based on the employee's rate of pay at the time of retirement and shall eliminate all sick leave credit accrued but unused by the employee at the time payment is made

Any City employee hired after August 21, 2003 and paid directly by warrant by the City Auditor may elect at the time of retirement from active service with the City, or death, and with ten (10) or more years of service with the State or any of its political subdivisions, to be paid in cash one fourth (1/4) the value of 960 hours of accrued but unused sick leave credit. Payment shall be contingent upon 30 days written notice prior to retirement. The accumulated but unused sick leave payment provided for herein shall be based on the employee's rate of pay at the time of retirement and shall eliminate all sick leave credit accrued but unused by the employee at the time payment is made.

SECTION 18: DONATED LEAVE POLICY

- A. This policy sets forth the process to allow employees to voluntarily provide donated leave to co-workers, or receive donated leave, if there is a critical need due to a serious health condition or injury of an employee. This policy would apply to full-time and part-time permanent employees only.

To Request Donated Leave

In order to determine if an employee is eligible to receive donated leave as a result of their serious illness or injury, the employee must provide sufficient documentation to establish the existence of a serious health condition.

An employee requesting donated leave will complete the "Application to Request Donated Leave" form, or equivalent documentation to establish the serious illness or injury. It is the responsibility of the employee to provide documentation for certification. Leave donation requests will not be processed until all necessary documentation is provided.

An employee may receive donated leave up to the number of hours the employee is scheduled to work each pay period only, if the employee who is to receive donated leave:

1. has a serious health condition,
2. has utilized all accrued vacation/holovac and sick hours, and
3. has applied for any paid leave, workers compensation or other benefits program for which the employee is eligible. Donated leave may be used to satisfy the waiting period for these benefits.

B Certification of Eligibility

Upon receiving the "Application to Request Donated Leave", the Human Resources Director shall review all documents submitted including necessary medical documentation, but excluding any Protected Health Information (PHI), to ensure any such application meets both the standard for sick leave usage and the criteria for donated leave. So long as all the requirements of this section have been met, the Human Resources Director shall approve any such application for donated leave.

For this section, a "serious health condition" is defined as:

1. an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or
2. a period of incapacity of more than seven (7) days that also involves:
 - a. treatment by a health care provider in connection with such inpatient care, or
 - b. the constant supervision of the health care provider, or
 - c. a condition which is permanent or long-term for which treatment may not be effective.

C. Donation Process

An employee of the City of Findlay may voluntarily donate accrued, unused sick and/or vacation/holovac hours to another employee of the City who has no accrued leave and, who has a critical need for it due to a serious health condition. Employees wishing to donate leave to a fellow employee must complete the "Leave Donation Donor Form" and certify the following information:

1. the name of the employee for whom the leave is intended,
2. that the employee voluntarily elects to donate leave and does so with the understanding the donated leave will not be returned,
3. willingness to donate a minimum of 8 hours, and
4. that they will retain a combined leave balance of sick and vacation/holovac hours of 480 or more.

D Establishing Need and Utilization of Donated Leave

Upon establishing the need and utilization of donated leave, the Auditor's Office will perform the following functions:

1. notify the donating employee of the specific pay period it will be used in and the amount of leave to be used, and
2. inform the requesting employee of the amount of leave that will be used from donations.

E. Administering the Donation Program

The leave donation program shall be administered on pay period by pay period basis under the following guidelines:

1. Employees using donated leave shall be considered in active pay status and shall accrue leave and any other benefits to which they would otherwise be entitled.
2. Leave accrued by an employee while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be received.
3. Donated leave shall not count toward the probationary period.
4. Donated leave shall never be converted to a cash benefit.
5. Donated leave or the leave accrued by the use of the donation is not eligible for reimbursement when used to satisfy the waiting period for workers compensation benefits.
6. If the leave meets the FMLA criteria, the leave time will also be charged against the employee's yearly entitlement as outlined by FMLA and the employee handbook.

F. The City of Findlay shall respect an employee's right of privacy. However, the City may, with permission of the employee who is in need of leave, inform employees of their co-worker's critical need for leave. In addition, supervisors and all other employees are **prohibited from directly soliciting** leave donations from co-workers to ensure that no employees are coerced to donate leave.

SECTION 19: MEDICAL INSURANCE

A. The City agrees to share in the cost of providing health and prescription drug insurance for full-time employees. Employees hired before November 1, 2013 may choose between a Core Plan and a High Deductible Health Plan (HDHP). Employees hired after November 1, 2013 may only enroll in the High Deductible Health Plan (HDHP).

B. Except as otherwise provided herein, the cost of health and prescription drug insurance coverage shall be shared between the employer and full-time employees, whether the employee selects family, employee plus or single coverage. The employer's share of the monthly premium, regardless of the plan option(s) selected by the employee, shall be shared on the following basis:

Employer's Share 90% of monthly premium
Employee's Share 10% of monthly premium

- C. The City shall make a contribution to the health savings account of an employee who elects coverage under the HDHP. The contribution will amount will be approved by Council annually. These amounts shall be distributed across 24 pay periods. The employee must be in active paid status to receive these contributions.

In order to continue to qualify for the ten percent (10%) premium contribution limit for medical and prescription drug coverage, employees must participate in the employer's wellness program which includes a wellness screening and attending one open enrollment meeting. If the employee does not participate, the employer's share of the premium contribution for medical and prescription drug coverage shall be eighty percent (80%) and the employee's share of the premium for medical and prescription drug coverage will increase to twenty percent (20%).

Employees hired after May 1, 2016 shall be given an opportunity to participate in the wellness program upon hire as part of the onboarding and pre-employment process. Employees hired after May 1, 2016 that choose not to participate in the wellness program upon hire shall have a premium contribution of twenty percent (20%) and the City's share of the premium shall be eighty percent (80%). All employees on the City's health plan shall have an opportunity to participate in the wellness program.

- D. The City is able to assess a premium surcharge for employees who enroll in the City's health insurance who declare tobacco use by themselves or a covered spouse. The surcharge is to be paid by the employee, however the City will not be required to pay a portion of this surcharge in addition to the employee's share.
- E. The City shall make available to employees an optional dental and/or vision coverage, if selected by the employee. The monthly premium cost shall be shared:

Employer's Share	90% of monthly premium
Employee's Share	10% of monthly premium

- F. The employee's share shall be deducted from the payroll of each participating employee.
- G. An employee must be on the payroll of the City for a period of 30 days, before becoming eligible for the hospitalization and health insurance contributions provisions contained herein.
- H. A Health Insurance Committee will be formed and be comprised of thirteen (13) members consisting of two (2) representatives each from the Police Union and Fire Union, and eight (8) representatives from the non-union departments and one (1) representative of the employer. The Mayor, Auditor and/or other administrator of the employer health care plan will serve as ex officio members of the committee but shall not enjoy or exercise voting rights. In addition, the employer retains the right to invite advisory personnel to participate in all meetings for informational purposes only.
- I. The function of the committee will be to conduct regular meetings aimed at discussing the function, cost and financial condition of the health care plan. Whenever changes to the health care plan are due to an increase in health insurance cost of more than twelve percent (12%), the employer has the right to make plan design changes to lower the overall cost of the plan to twelve percent (12%). The employer will be required to share any proposed changes with the insurance committee and seek input from the committee prior to implementing any changes. Whenever changes to the health care plan are otherwise warranted or necessitated, the committee shall vote on which changes and/or provisions shall be implemented.
- J. A majority vote of the insurance committee shall bind all employees. In the event that the committee cannot reach a majority vote, after further discussion and consideration of said plan changes, only the proposed changes receiving a plurality of votes shall be considered and the plan receiving a majority of those votes shall bind all employees. In no event shall a plan change adopted by the committee impose a different effect or outcome on any single employee or group of employees.
- K. For the Mayor, Auditor, Director of Law, and the Judges of the Municipal Court, the City shall provide for a hospitalization and health insurance policy for those elected officials upon notification by such elected official that he/she desires such coverage. The policy shall be under the same group plan provided for non-elected City

employees and the amount to be paid by the City shall be equal to that paid by the City for non-elected employees.

- L. The City Council may choose to appropriate additional funds for payments of health insurance costs upon the recommendation of the Auditor, if it is deemed necessary to meet the financial obligations related to health insurance costs. The funding would be in addition to the distribution of monthly premiums as outlined in Paragraphs B and C of this section.

SECTION 20: LIFE INSURANCE

- A. All full-time employees shall be covered under a group life insurance policy and shall receive double indemnity coverage under said policy.
- B. The Mayor, Auditor, Treasurer, Director of Law, Council Members, President of Council and the Judges of the Municipal Court, shall be furnished by the City a term life insurance policy in an amount and terms equal to the amount of term life insurance provided to non-elected employees.
- C. Such policy to insure the life of such full-time and elected officials with the aforementioned reserves the right to designate his beneficiary of the insurance on his life.
- D. The Mayor, subject to City Council approval, shall determine the amount of life insurance coverage provided to all full-time employees.

SECTION 21: REGULAR VACATION/HOLIVAC AND ACCRUAL SERVICE YEARS

- A. Holivac is the combination of holidays and vacation hours into a single accrual. The holivac system recognizes eleven (11) holidays per year and the amount of vacation that the individual employee is entitled to receive.
- B. One year of service shall be computed on 26 biweekly pay periods. These weeks do not need to be consecutive. If there is a break in the employee's full-time service with the City, upon re-hire to a full-time position, the employee will be given credit for previous time for which vacation/holivac accrual was eligible. Positions listed in the Excepted Pay Ranges of this Ordinance are not eligible for vacation/holivac accrual credit upon re-hire.
- C. Each full-time employee, after service of one (1) year with the City, shall have earned and will be due annually thereafter a maximum of eighty (80) hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0385 hours for each paid base hour for those entitled to a maximum of 80 hours per year. Employees subject to holivac shall accrue 0.0808 hours on each paid base hour.
- D. A full-time employee with eight (8) or more years of service with the City shall have earned and is entitled to a maximum of 120 hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0577 hours on each base hour paid for those entitled to a maximum of 120 hours per year. Employees subject to holivac shall accrue 0.10000 hours on each paid base hour.
- E. A full-time employee with fifteen (15) or more years of service with the City shall have earned and is entitled to a maximum of 160 hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0769 hours on each paid base hour for those entitled to a maximum of 160 hours per year. Employees subject to holivac shall accrue 0.1192 hours on each paid base hour.
- F. A full-time employee with twenty-two (22) or more years of service with the City shall have earned and is entitled to a maximum 200 hours of vacation leave with full pay. Vacation leave shall accrue to the employee at the rate of 0.0962 hours on each paid base hour for those entitled to a maximum of 200 hours per year. Employees subject to holivac shall accrue 0.1385 hours on each paid base hour.

- G. Vacation/holovac leave is earned while on other paid leave provided by the City but vacation/holovac is not accrued when working overtime hours. Vacation/holovac leave is earned only while on active pay status with the City.
- H. During the first year of service, no vacation shall be granted to an employee, but the employee during the first year of service shall accumulate vacation hours as provided for by ordinance of City Council. During the first year of service, employees subject to holovac shall accrue their holidays at a rate of 0.0423 hours on each paid base hour. After one year of service, an employee may take vacation or holovac up to the number of hours accumulated at the time subject to other limitations as specified by ordinance.
- I. Employees may express their preference as to vacation or holovac period, and the preference will be recognized by the department head, as far as practicable
- J. Employees who have unused vacation or holovac leave to their credit may accumulate up to two (2) years credit with the approval of the department head. Employees shall forfeit their right to take or be paid for any vacation or holovac leave to their credit which is in excess of the accrual for two (2) years. Excess leave shall be eliminated from the employee's leave balance in the pay period in which the vacation anniversary date occurs. The Director of Public Service or Safety may approve exceptions to this provision upon a written request from the employee stating the reasons for such exception. The two (2) year accrual limit shall be based on the accumulation of an employee who would be paid 40 base hours per week.
- K. A person employed with the City on or after May 21, 2017, other than as an elected officer, who was previously employed by the State or any political subdivision of the State earning vacation credits is entitled to have his or her prior service with any of these employers counted as service with the City of Findlay for the purpose of computing the amount of the employee's vacation/holovac leave, and their anniversary date. Upon approval of the appropriate hiring authority, a candidate seeking a position with the City may be permitted to transfer their accrued but unused vacation leave from a State employer or any political subdivision of the State. The hours to be transferred cannot exceed two years of accrual.

SECTION 22: HOLIDAYS

- A. A full or part-time employee, excluding temporary or seasonal employees, whose salary or wage is paid by the City shall not be required to work on days declared in this section to be holidays, unless in the opinion of the employee's responsible administrative superior failure to work on such holidays would impair the public service. Such holidays shall be:
 - 1. The first day of January, known as New Year's Day;
 - 2. The third Monday of January, known as Martin Luther King, Jr. Day;
 - 3. The third Monday in February, known as Washington-Lincoln Day or President's Day;
 - 4. The last Monday in May, known as Decoration or Memorial Day;
 - 5. The Fourth Day of July, known as Independence Day;
 - 6. The first Monday of September; known as Labor Day;
 - 7. November 11, known as Veteran's Day;
 - 8. The fourth Thursday in November, known as Thanksgiving Day;
 - 9. The day after Thanksgiving;
 - 10. December 24, known as Christmas-Eve Day;
 - 11. December 25, known as Christmas Day; and
 - 12. Any other holiday set by a proclamation of the Mayor of the City.
- B. In the event that any of the aforesaid holidays shall fall on Saturday, the Friday immediately preceding shall be observed as the holiday. In the event that any of the aforesaid holidays shall fall on Sunday, the Monday immediately succeeding shall be observed as the holiday.
- C. Any employee, not subject to holovac whose normal scheduled day off falls on one of the aforementioned holidays shall be granted a day off with pay to replace the holiday missed as a result of his normal work schedule during the pay period in which the legal holiday so missed falls.

- D. An employee of the Water Treatment Plant or Water Pollution Control Center who is required to work on New Year's Day, July 4th, Thanksgiving, Christmas Day, Christmas Eve, Memorial Day, or Labor Day, as part of the employees regular forty (40) hour schedule, shall be paid at one and one-half times his regular rate of pay for hours worked on these holidays.
- E. A full-time or part-time employee who works less than forty (40) hours per week shall receive paid Holiday leave on a pro-rata basis at the same rate as the employee's average number of hours worked per day in the balance of the pay period which contains the holiday. Furlough days will be used in the calculation of the pro-ration.

SECTION 23: MILEAGE REIMBURSEMENT

- A. No elected official or employee of the various departments of the City of Findlay, Ohio, using his personal private motor vehicle while on City business or in the performance of his duties as an official or employee of the City, shall, be paid mileage for such use, by the City, on a daily, weekly, monthly, or other period of time-only basis. All claims for reimbursement for mileage shall be upon the basis of actual miles traveled.
- B. That the Auditor of the City is hereby directed and authorized to make payment for reimbursement to City officials and employees for miles traveled using personal or private motor vehicles on City business at the rate set by the Internal Revenue Service at the time of business travel. No claims for reimbursement for mileage shall be allowed unless accompanied by a detailed report showing actual miles traveled on City business.

SECTION 24: DEATH IN FAMILY

- A. In the event of the death in the immediate family of an employee, the employee shall be granted up to 3 work days off (24 hours of duty time off in the case of a Fire Department employee), without loss of pay, vacation, or accumulated sick leave, in order to attend the funeral or matters of the deceased. Should notification of death be received during working hours, the employee shall also receive, with the consent of the department head the balance of the shift off, without the loss of pay, vacation, holivac or accumulated sick leave, in addition to the aforementioned time off provisions.
- B. The immediate family shall be defined as the spouse, child, mother, father, sister, brother, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and stepchild.
- C. In the event of a death of a member of the employee's "extended family", the employee shall be granted up to three (3) days off without loss of pay for the purpose of attending the funeral, which shall be deducted from the employee's sick leave bank. For purposes of this section, "extended family" shall be defined to include employee's aunt, uncle, cousin, and grandparent-in-law.
- D. Additional time off, for a death in the immediate family shall be given with consent of the head of the department and shall be deducted from vacation, holivac or accumulated sick leave.
- E. Time off, for a death other than the immediate family shall be given with the consent of the head of the department and shall be deducted from vacation, holivac or accumulated sick leave.
- F. Further definitions and details related to Death in Family Leave can be obtained in the City's Bereavement Leave Policy.

SECTION 25: TAX DEFERRAL PLAN FOR EMPLOYEE PENSION CONTRIBUTIONS

- A. The Mayor, Auditor, and the Directors of Public Safety and Service of the City are hereby authorized to execute all necessary documents with the Internal Revenue Service, the Public Employees Retirement System and the Ohio Police and Fire Pension Fund to qualify all public employee retirement payments made by the City for its employees as tax-deferred compensation under the Internal Revenue Service regulations.

- B. All employees of the City who are subject to either the Public Employees Retirement System or the Ohio Police and Fire Pension Fund shall not and do not have the option of choosing to receive the contributed amounts directly instead of having them paid by the City to the Public Employees Retirement System or the Ohio Police and Fire Pension Fund.
- C. Employee contributions to the Public Employees Retirement System or the Ohio Police and Fire Pension Fund will be paid by the City in lieu of the contributions being paid directly by the employee.

SECTION 26: UNION CONTRACTS

Provisions in this ordinance which are also covered in collective bargaining agreements shall be superseded by the terms of those agreements.

SECTION 27: EXCLUSION OF EMPLOYEES OF FINDLAY MUNICIPAL COURT AND THE AUDITOR'S OFFICE

- A. All employees of the Findlay Municipal Court other than the Clerk while still considered employees of the City shall be subject to classification as determined by the Judges of said Court and shall be subject to the orders of the Judges of said Court.
- B. All employees of the Findlay City Auditor's Office, while still considered employees of the City, shall be subject to classification as determined by the Auditor and shall be subject to the policies of the Auditor.

SECTION 28: MILITARY LEAVE

- A. (1) Permanent City employees who are members of the Ohio Organized Militia, or members of other reserve components of the armed forces of the United States, including the Ohio National Guard, are entitled to a leave of absence from their respective positions without loss of pay for the time they are performing service in the uniformed services, for periods of up to one month, for each calendar year in which they are performing service in the uniformed services.

(2) As used in this section:
 - (a) "Calendar year" means the year beginning on the first day of January and ending on the last day of December.
 - (b) "Month" means twenty-two (22) eight (8) hour work days or one hundred seventy-six (176) hours, or for a public safety employee, seventeen (17) twenty-four hour days or four hundred eight (408) hours, within one calendar year.
 - (c) "Permanent City employee" means any person holding a position in the employ of the City that requires working a regular schedule of twenty-six (26) consecutive biweekly pay periods or any other regular schedule of comparable consecutive pay periods which is not limited to a specific season or duration. "Permanent City employee" does not include student help; intermittent, seasonal, or external interim employees; or individuals covered by personal service contracts.
 - (d) "Service in the uniformed services" means the performance of duty, on a voluntary or involuntary basis, in a uniformed service, under competent authority, and includes active duty, active duty for training, initial active duty for training, inactive duty for training, full-time national guard duty, and performance of duty or training by a member of the Ohio Organized Militia pursuant to Chapter 5923 of the Ohio Revised Code. "Service in the uniformed services" also includes the period of time for which a person is absent from a position of public or private employment for the purpose of an examination to determine the fitness of the person to perform any duty described in this division.
 - (e) "Uniformed services" means the armed forces, the Ohio Organized Militia when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the Commissioned Corps of the Public Health

Service and any other category of persons designated by the President of the United States in time of war or emergency.

(f) "Public safety employee" means a permanent City employee who is employed as a Firefighter or Emergency Medical Technician.

B. Any permanent City employee, who is entitled to the leave provided under division (A) of this section, and who is called or ordered to the uniformed services for longer than a month, for each calendar year in which the employee performed service in the uniformed services because of an executive order issued by the President of the United States, because of an act of Congress, or because of an order to perform duty issued by the Governor pursuant to section 5919.29 of the Ohio Revised Code is entitled, during the period designated in the order or act, to a leave of absence and to be paid during each monthly pay period of that leave of absence, the lesser of the following:

- (1) The difference between the permanent City employee's gross monthly wage or salary as a permanent City employee and the sum of the permanent City employee's gross uniformed pay received in the month; or
- (2) Five hundred dollars (\$500.00)

C. No permanent City employee shall receive payments under division (B) of this section if the sum of the permanent City employee's gross uniformed pay received in a pay period exceeds the employee's gross wage or salary as a permanent City employee for that period or if the permanent City employee is receiving pay under division (A) of this section.

D. Each permanent City employee who is entitled to leave provided under division (A) of this section shall submit to the permanent City employee's appointed authority the published order authorizing the call or order to the uniformed services or a written statement from the appropriate military commander authorizing that service, prior to being credited with that leave.

E. Any permanent City employee whose employment is governed by a collective bargaining agreement with provision for the performance of service in the uniformed services shall abide by the terms of that collective bargaining agreement with respect to the performance of that service, except that no collective bargaining agreement may afford fewer rights and benefits than are conferred under this section.

SECTION 29: DIRECT DEPOSIT

A. The City Auditor shall make all wage and benefit payments by direct deposit except when circumstances necessitate that any such direct deposit is not appropriate or prudent.

SECTION 30: PAYMENT OF FORMER DEPARTMENT OF PUBLIC HEALTH EMPLOYEES

A. Previous employees of the City of Findlay Department of Public Health shall be entitled to all rights and privileges earned while an active employee of the City.

SECTION 31: BOND

A. All officers and employees of the City, except the City Auditor, City Treasurer, Income Tax Administrator, Utility Billing Supervisor, and Recreation Administrative Supervisor, shall be included in a public employees and public officers blanket bond or bonds indemnifying the City against loss due to the non-faithful performance of dishonest act or acts of such officer or employee.

B. All officers and employees shall be bonded under a blanket bond in the amount of not less than one-hundred thousand dollars (\$100,000).

- C. The blanket bond or bonds shall be purchased from a surety company licensed to issue such bonds in the State of Ohio and shall be in the penalty as set forth, and shall cover all elected officers, appointed officers, and all employees, whether full-time, part-time, casual, temporary or otherwise.

SECTION 32: DISCHARGE OF AN EMPLOYEE; PAYMENT

- A. An employee leaving the service of the City for any reason shall be paid in full for all accumulated vacation hours, holivac hours, compensatory time and accrued longevity at the time of the termination.

SECTION 33: EFFECTIVE DATE

- A. 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 reasons that is immediately necessary for preparation and implementation of various changes in specific provisions which will go into effect as of January 13, 2019 or as noted in each Section.

PRESIDENT OF COUNCIL

MAYOR

PASSED _____

ATTEST _____
CLERK OF COUNCIL

APPROVED _____

ORDINANCE NO. 2018-124

AN ORDINANCE AUTHORIZING THE MAYOR AND THE DIRECTOR OF PUBLIC SERVICE-SAFETY OF THE CITY OF FINDLAY, OHIO, TO ENTER INTO A CONTRACT WITH HANCOCK COUNTY EMERGENCY MANAGEMENT AGENCY TO DEVELOP AN EMERGENCY OPERATION PLAN THAT WILL ENCOMPASS ALL POLITICAL SUBDIVISIONS OF HANCOCK COUNTY, PURSUE A PROFESSIONAL DEVELOPMENT TRAINING PROGRAM, AND COORDINATE THE EMERGENCY MANAGEMENT ACTIVITIES OF ALL THE POLITICAL SUBDIVISIONS ACCORDING TO THE DUTIES AND REQUIREMENTS OF SECTION 5502.27 OF THE OHIO REVISED CODE, AND DECLARING AN EMERGENCY.

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

SECTION 1: That the Mayor and Director of Public Service-Safety of the City of Findlay, Ohio, be and they are hereby authorized to enter into a contract with Hancock County Emergency Management Agency to develop an emergency operation plan that will encompass all political subdivision of Hancock County, pursue a professional development training program, and coordinate the emergency management activities of all the political subdivisions according to the duties and requirements of section 552.27 of the Ohio Revised Code.

SECTION 2: That 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 that it is immediately necessary to secure said authority so that a contract may be effective January 1, 2019 through December 31, 2020.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor and Director of Public Safety.

PRESIDENT OF COUNCIL

MAYOR

PASSED _____

ATTEST _____
CLERK OF COUNCIL

APPROVED _____

ORDINANCE NO. 2018-125

AN ORDINANCE ESTABLISHING THE SALARIES FOR THE MAYOR, AUDITOR, AND DIRECTOR OF LAW OF THE CITY OF FINDLAY, OHIO, BEGINNING JANUARY 1, 2020 AND ENDING DECEMBER 31, 2023 AND REPEALING ALL OTHER ORDINANCES AND/OR PARTS OF ORDINANCES IN CONFLICT WHERE TO, AND DECLARING AN EMERGENCY.

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

WHEREAS, Council desires to amend certain sections of the Salary Ordinance for the Mayor, Auditor and Director of Law for calendar years 2020, 2021, 2022, and 2023.

WHEREAS, All Ordinances and/or parts of Ordinances in conflicts herewith be and the same are hereby repealed.

WHEREAS, Section 1 of Ordinance No. 2015-059 be and the same is hereby amended to read as follows:

SECTION 1: That effective January 1, 2020, the salary for the Mayor of the City of Findlay, Ohio, be and the same are herewith established as follows:

- A. For calendar year 2020 - \$80,300.00 annually, payable bi-weekly
- B. For calendar year 2021 and each calendar year thereafter, the Mayor shall receive a pay increase each year that is commensurate with the raise, if any, provided to the non-union employees of the City of Findlay. Said salary to be paid on a bi-weekly basis.

SECTION 2: That effective January 1, 2020, the salary of the Auditor of the City of Findlay, Ohio, be and the same are herewith established as follows:

- A. For calendar year 2020 - \$80,300.00 annually, payable bi-weekly
- B. For calendar year 2021 and each calendar year thereafter, the Auditor shall receive a pay increase each year that is commensurate with the raise, if any, provided to the non-union employees of the City of Findlay. Said salary to be paid on a bi-weekly basis.

SECTION 3: That effective January 1, 2020, the salary of the Full-Time Director of Law for the City of Findlay, Ohio, be and the same are herewith established as follows:

- A. For calendar year 2020 - \$120,000.00 annually, payable bi-weekly
- B. For calendar year 2021 and each calendar year thereafter, the Director of Law shall receive a pay increase each year that is commensurate with the raise, if any, provided to the non-union employees of the City of Findlay. Said salary to be paid on a bi-weekly basis.

SECTION 4: 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 that said Ordinance must be enacted and in force by January 1, 2020.

SECTION 5: That the Mayor, Auditor, and Director of Law, of the City of Findlay, Ohio shall be provided hospitalization and medical policy upon notification by said elected official that he or she desires said coverage. Said policy shall be under the same group plan provided for non-elected City employees and the amount to be paid by the City of Findlay, Ohio, shall be equal to that paid by the City for non-elected City employees.

SECTION 6: That the Mayor, Auditor, Director of Law of the City of Findlay, Ohio, shall be furnished by the City of Findlay, Ohio, a term life insurance policy in an amount equal to the amount of term life insurance provided to non-elected City employees; said policy to insure the life of said elected official with the aforementioned elected official reserving the right to designate his or her beneficiary of the insurance on his or her life. Said term life insurance policy shall include a double indemnity accidental coverage clause and shall be the same policy furnished to non-elected City employees

SECTION 7: The Director of Law shall serve in a full-time capacity. The Director of Law shall give up the "full-time private practice of law," and shall utilize the office space and facilities provided by the City.

Full Time Director of Law Initial Salary Schedule paid annually commencing January 1, 2020:

Years in Legal Practice	Initial Annual Salary
0-5	\$ 60,000.00
6-10	\$ 76,500.00
11-15	\$ 82,000.00
16-20	\$ 87,400.00
21-25	\$ 100,312.00
26+	\$ 120,000.00

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 _____