

## FINDLAY CITY COUNCIL MEETING AGENDA

REGULAR SESSION

OCTOBER 1, 2019

COUNCIL CHAMBERS

### ROLL CALL of 2018-2019 Councilmembers

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

- Acceptance or changes to the September 17, 2019 Public Hearing minutes to rezone 726 South Blanchard Street via Ordinance No. 2019-069.
- Acceptance or changes to the September 17, 2019 Regular Session City Council meeting minutes.

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

**PROCLAMATIONS:** none

**RECOGNITION/RETIREMENT RESOLUTIONS:** none

**PETITIONS:** none

**ORAL COMMUNICATIONS:** none

**WRITTEN COMMUNICATIONS:** none

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

**Officer/Shareholders Disclosure Form from the Ohio Department of Commerce Division of Liquor Control** for Green Restaurants Incorporated, dba Tokyo Steakhouse, located at 1800 Tiffin Avenue, Suite 113, Findlay, Ohio for a D5 and D6 liquor permit. This requires a vote of Council.

John E. Dunbar, Chief of Police – Green Restaurants Incorporated, dba Tokyo Steakhouse, located at 1800 Tiffin Avenue, Suite 113, Findlay, Ohio. A check of the records shows no criminal record on the following:

Fengxiao Tao  
Zong J. Zheng

**Officer/Shareholders Disclosure Form from the Ohio Department of Commerce Division of Liquor Control** for Rod & Cynthia Nelson Enterprises LLC, dba Lucky's Carryout, located at 221 Crystal Avenue, Unit C, Findlay, Ohio for a C1 and C2 liquor permit. This requires a vote of Council.

John E. Dunbar, Chief of Police – Rod & Cynthia Nelson Enterprises LLC, dba Lucky's Carryout, located at 221 Crystal Avenue, Unit C, Findlay, Ohio. A check of the records shows no criminal record on the following:

Cynthia Nelson  
Rod Nelson

**City Planning Commission agenda** –October 10, 2019; **minutes** – September 12, 2019.

**Traffic Commission minutes** – August 19, 2019 and September 16, 2019.

**City Auditor Staschiak – RLF Administration**

The Hancock Regional Planning Commission has submitted an invoice for their expenses/staff time for RLF administration for October 2018 through June 2019. This is now a routine request where Council has approved requesting the appropriation without going to committee each time. Legislation to authorize a draw from the Revolving Loan Fund account and appropriate \$5,692.86 from the RLF to General Expense #21010000-449400 to pay the invoice is requested. Ordinance No. 2019-087 was created.

**Chief of Police John Dunbar – Ohio Attorney General Law Enforcement Diversion Program**

The Findlay Police Department has received a second grant from the Ohio Attorney General Law Enforcement Diversion Program. The purpose of the original grant was to assist local agencies in their efforts to combat the opioid problem in their communities by forming teams. This second grant will continue these efforts for one more year. The Findlay Police Department collaborated with then Century Health in forming a team called the Quick Response Team (QRT). The funds from the original grant from the Ohio Attorney General was used to reimburse Century Health for the salary and expenses of a Coordinator. The funds from this second grant will be used to reimburse Family Resources Center for the salary and expense of the Coordinator since Family Resource Center has assumed the role that Century Health did in the original grant. Legislation to appropriate funds is requested. Ordinance No. 2019-088 was created.

FROM: Ohio Attorney General LE Diversion Program	\$ 50,000.00
TO: PD QRT Grant FY2020 <i>project no. 31946000</i>	\$ 50,000.00

**Service Director/Acting City Engineer Thomas – 2019 CUBE parking lot repairs (31993700)**

By authorization of Ordinance No. 2019-034, a bid opening was held for this project on September 17, 2019. Bids were received from five (5) potential contractors with the base bid amounts ranging from \$125,719.60 to \$158,176.00. There were also two (2) alternates that were part of the bid. Alternate 1 was to have the contractors perform the pavement markings for the project. Alternate 1 prices ranged from \$7,820 to \$8,602. Alternate 2 was to change the completion date of the project from November 31, 2019 to May 15, 2020. Alternate 2 prices ranged from a decrease of \$6,715 to an increase of \$1,010.85. The lowest and best bid was received from Helms and Sons Excavating of Findlay, Ohio. This project is included in the 2019 Capital Improvements Plan with an estimated cost of \$115,000. The lowest bidder is slightly over the amount listed in the Capital Plan, but it is within the allowable limit that can be accepted. \$10,000 was previously appropriated to the project. Engineering would like to move forward with the project using the base bid and alternate 1. For the contractor to be able to complete the project by the completion date, Council will need to appropriate the funds required with one reading. If Council wishes to wait and extend the completion date (approving alternate 2), the project cost will increase by \$1,010.85. That amount can be taken out of the contingency that Engineering will be requesting so the appropriation amount will not change. Legislation to appropriate and transfer funds is requested. Ordinance No. 2019-089 was created.

FROM: CIT Fund – Capital Improvements Restricted Account	\$ 134,157.00
TO: 2019 CUBE Parking Lot Repairs (31993700)	\$ 134,157.00

**City Auditor Staschiak – salary ordinance**

The salary ordinance has typically been revised by the City Auditor’s Office with changes requested by the Administration and presented to Council for review. Attached is this year’s 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. Revisions include:

- All exempt positions with a salary range had maximum and minimum amounts raised by 1.61%
- All steps in the hourly ranges and all excepted pay ranges were increased by 1.61%
- All effective dates were changed as needed in each section
- All other changes are highlighted in red

It is important that a completed ordinance is passed by Council’s first meeting in January, including the emergency clause, so that the City’s regular course of business may continue. Ordinance No. 2019-086 was created.

**City Auditor Staschiak – HSA Ordinance No. 2019-081**

Ordinance No. 2019-081 that was included in the September 17, 2019 was for City employee’s Health Savings Account. As part of the implementation of the high deductible component of the City’s employee health plan, the Administration determines recommended dollar amounts that the City will contribute financially to employee’s Health Savings Accounts (HSAs). The minimal HSA contributions by the City are covered by the current union agreements and typically carry over to non-union employees. After review the City’s health insurance plan, the following recommendation has been made at the following levels:

single plan \$720.00	ee + plan \$1,800.00	family plan \$1,800.00
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This has become a regular annual request of Council. Legislation to allow for this distribution as part of the City’s health plan is requested. Ordinance No. 2019-081 received its first reading during the September 17, 2019 City Council meeting.

**Service Director Thomas – insurance payment on Engineering pickup track**

The City has received payment for the repair of a pickup truck from an accident from the City’s insurance company in the amount of six hundred ninety-nine dollars and fifty-three cents (\$699.53) that has been deposited in the General Fund. Legislation to appropriate the funds is requested. Ordinance No. 2019-090 was created.

FROM: General Fund (insurance proceeds)	\$ 699.53
TO: Engineering Department #21021000-other	\$ 699.53

**Service Director/Acting City Engineer Thomas – Cimarron Court Drainage Project #35592300**

This project was included in the 2019 Capital Improvement Plan because moderate rain events have been causing street flooding and water backing up in basements. As part of the project, a secondary outlet will be installed to help eliminate the issue. As the City does some of the smaller projects, the City will supply the material for the project and the contractor will do the installation. The contractor has indicated that they should be able to get the project completed this year, but contracts cannot be sent out until the funds are appropriated. Legislation to appropriate funds for construction, material, inspection and contingency is requested. Ordinance No. 2019-091 was created.

FROM: Sewer Fund – Stormwater Restricted Account	\$ 75,000.00
To: Cimarron Court Drainage Project #35592300	\$ 75,000.00

**Service Director/Acting City Engineer Thomas – E Main Cross (Osborn Bridge and Creek Bore) and Fishlock Avenue (Creek Bore) Project #35791000**

When the waterline on Fishlock Avenue was replaced and the road was resurfaced last year, the City was unable to bore the new waterline under Lye Creek because the contractor ran into bedrock. Along with the additional cost due to bedrock being present, additional equipment was needed to complete the work. Due to the tight timeframe for the project and the availability of the equipment, the boring could not be completed by the deadline. After discussions with the Water Department, the waterline was installed on each side of Lye Creek, but the boring was not completed. Boring work was included in the 2019 Capital Improvement Plan so that waterlines on each side of Lye Creek could be connected. The contractor that will be doing the actual boring work is the same one that recently did the boring work for the waterline replacement on Blanchard Street, so they still have their equipment here and would be convenient to have the Fishlock Avenue work completed now, if possible, thus eliminating a mobilization cost of moving the equipment to a different municipality. The contractor will just be doing the boring work itself and Water Distribution will be connecting the bored pipe to the existing waterlines on each side. Legislation to appropriate funds for construction, material, inspection and contingency is requested. Ordinance No. 2019-092 was created.

FROM: Water Fund	\$ 55,000.00
TO: East Main Cross (Osborn Bridge and Creek Bore) and Fishlock Avenue (Creek Bore) <i>Project #35791000</i>	\$ 55,000.00

**COMMITTEE REPORTS:**

The **WATER AND SEWER COMMITTEE** met on September 17, 2019 to discuss lime removal. *We recommend that Jason Phillips' request of \$250,000 down from \$400,000. We recommend approval of \$250,000. Ordinance No. 2019-080 received its first reading during the September 3, 2019 City Council meeting, its second reading during the September 17, 2019 City Council meeting and is being amended to reflect the dollar amount change for its third reading during the October 1, 2019 City Council meeting.*

**LEGISLATION:**

**RESOLUTIONS:** none

**ORDINANCES:**

**ORDINANCE NO. 2019-051** (*Utility Billing software*) **requires three (3) readings**  
**third reading – tabled after third reading on 8/6/19**

AN ORDINANCE AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE OF THE CITY OF FINDLAY, OHIO, TO ENTER INTO A CONTRACT OR CONTRACTS WITH MUNI-LINK FOR THE UPDATING OF THE CITY OF FINDLAY'S UTILITY BILLING DEPARTMENT'S SOFTWARE, APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2019-071** (*mid-year budget appropriations*) **requires three (3) readings**  
**third reading**

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2019-072** (*amend Income Tax Section 194.013*) requires three (3) readings

***third reading***

AN ORDINANCE AMENDING SECTION 194.013 OF CHAPTER 194 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.

**ORDINANCE NO. 2019-073** (*amend Income Tax Section 194.07*) requires three (3) readings

***third reading***

AN ORDINANCE AMENDING SECTION 194.07 OF CHAPTER 194 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.

**ORDINANCE NO. 2019-076** (*Blanchard River Greenway Extension 2 (Design)*) requires three (3) readings

***third reading***

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

**ORDINANCE NO. 2019-077** (*CR 180 Drainage Plan*) requires three (3) readings

***third reading***

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

**ORDINANCE NO. 2019-080** (*Lime Hauling for Water Treatment*) requires three (3) readings

***third reading***

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2019-081** (*payroll deductions for City employees*) requires three (3) readings

***second reading***

AN ORDINANCE AUTHORIZING THE AUDITOR TO MAKE PAYROLL DEDUCTIONS FOR THOSE EMPLOYEES WHO HAVE ELECTED TO ENROLL IN THE HEALTH SAVINGS ACCOUNT (HSA) PLAN AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2019-082** (*Speedway Dr 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 SPEEWAY DRIVE REZONE) WHICH PREVIOUSLY WAS ZONED "C2 GENERAL COMMERCIAL DISTRICT" TO I1 LIGHT INDUSTRIAL.

**ORDINANCE NO. 2019-083** (*640 Davis St 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 640 DAVIS STREET REZONE) WHICH PREVIOUSLY WAS ZONED "R2 SINGLE FAMILY, MEDIUM DENSITY" TO "R4 DUPLEX/TRIPLEX".

**ORDINANCE NO. 2019-084** (*PD donation from Hancock County 911 Fund*) **requires three (3) readings**  
**second reading**

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2019-085** (*add new Chapter 331.45 – distracted driving*) **requires three (3) readings**  
**second reading**

AN ORDINANCE AMENDING TITLE FIVE, CHAPTER 331 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY ENTITLED “OPERATION GENERALLY” TO DEFINE AND PROHIBIT CERTAIN VIOLATIONS COMMITTED WHILE DRIVING DISTRACTED.

**ORDINANCE NO. 2019-086** (*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. 2018-123 AND ALL OTHER ORDINANCES AND/OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2019-087** (*RLF Administration*) **requires three (3) readings**  
**first reading**

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2019-088** **requires three (3) readings**  
(*Ohio Attorney General Law Enforcement Diversion Program*)  
**first reading**

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2019-089** (*2019 CUBE parking lot repairs*) **requires three (3) readings**  
**first reading**

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

**ORDINANCE NO. 2019-090** (*insurance payment on damaged PD cruiser*) **requires three (3) readings**  
**first reading**

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2019-091** (*Cimarron Court drainage project*) **requires three (3) readings**  
**first reading**

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

**ORDINANCE NO. 2019-092** **requires three (3) readings**  
(*E Main Cross (Osborn Bridge and Creek Bore) and Fishlock Avenue (Creek Bore)*)  
**first reading**

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**UNFINISHED BUSINESS:**  
**OLD BUSINESS**  
**NEW BUSINESS**

# City of Findlay

Christina M. Muryn, Mayor

## POLICE DEPARTMENT

John E. Dunbar, Chief of Police

318 Dorney Plaza, Room 116 • Findlay, OH 45840

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

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

September 19, 2019

The Honorable Council:

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

Fengxiao Tao  
Zong J. Zheng

Green Restaurants Incorporated, DBA Tokyo Steakhouse,  
1800 Tiffin Avenue Suite 113, Findlay, Ohio 45840.

Sincerely,



John E. Dunbar  
Chief of Police



RECEIVED

SEP 13 2019

MAYOR'S OFFICE

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

3350255		TRFO	GREEN RESTAURANTS INC	
PERMIT NUMBER		TYPE	DBA TOKYO STEAKHOUSE	
06	01	1800 TIFFIN AVE STE 113		
ISSUE DATE		FINDLAY OH 45840		
09	06			
FILING DATE				
D5	D6			
PERMIT CLASSES				
32	044	A	F23003	
TAX DISTRICT			RECEIPT NO.	

FROM 09/10/2019

49513050005			LT COMPANY INC	
PERMIT NUMBER		TYPE	DBA TOKYO STEAKHOUSE OF FINDLAY	
06	01	RM 113		
ISSUE DATE		1800 TIFFIN AV		
09	06	FINDLAY OH 45840		
FILING DATE				
D5	D6			
PERMIT CLASSES				
32	044			
TAX DISTRICT			RECEIPT NO.	



MAILED 09/10/2019

RESPONSES MUST BE POSTMARKED NO LATER THAN. 10/11/2019

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 3350255**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

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

WE DO NOT REQUEST A HEARING.

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

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

(Signature)

(Title)-  Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

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

Commerce Division of Liquor Control : Web Database Search

**OWNERSHIP DISCLOSURE INFORMATION**

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

**Searching Instructions**

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

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

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

	SEARCH CRITERIA
<b>Permit Number</b>	<input type="text" value="3350255"/>
<b>Permit Name / DBA</b>	<input type="text"/>
<b>Member / Officer Name</b>	<input type="text"/>

**Search      Reset      Main Menu**

Member/Officer Name	Shares/Interest	Office Held
<b>Permit Number:</b> 3350255; <b>Name:</b> GREEN RESTAURANTS INC; <b>DBA:</b> DBA TOKYO STEAKHOUSE; <b>Address:</b> 1800 TIFFIN AVE STE 113 FINDLAY 45840		
FENGXIAO TAO	0.00	
ZONG J ZHENG	0.00	

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# City of Findlay

Christina M. Muryn, Mayor

## POLICE DEPARTMENT

John E. Dunbar, Chief of Police  
318 Dorney Plaza, Room 116 • Findlay, OH 45840  
Phone: 419-424-7194 • Fax: 419-424-7296  
[www.findlayohio.com](http://www.findlayohio.com)

September 26, 2019

The Honorable Council:

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

Cynthia Nelson  
Rod Nelson

Rod & Cynthia Nelson Enterprises LLC, DBA Lucky's Carryout, 221 Crystal Avenue Unit C, 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

74660450010		TRFO	ROD & CYNTHIA NELSON ENTERPRISES LLC	
06 01 2019			DBA LUCKYS CARRYOUT	
09 18 2019			221 CRYSTAL AV UNIT C	
C1 C2			FINDLAY OHIO 45840	
32	044	A	F23075	
TAX DISTRICT		RECEIPT NO.		

FROM 09/20/2019

**RECEIVED**  
SEP 23 2019  
MAYOR'S OFFICE

8112255			SHREE SAI CHARAN LLC	
06 01 2019			DBA LUCKYS CARRYOUT	
09 18 2019			221 CRYSTAL AV UNIT C	
C1 C2			FINDLAY OHIO 45840	
32	044			
TAX DISTRICT		RECEIPT NO.		



MAILED 09/20/2019

RESPONSES MUST BE POSTMARKED NO LATER THAN. 10/21/2019

**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 7466045-0010**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

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

WE DO NOT REQUEST A HEARING.

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

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

(Signature)

(Title)-  Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

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

Commerce Division of Liquor Control : Web Database Search

**OWNERSHIP DISCLOSURE INFORMATION**

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

	SEARCH CRITERIA
<b>Permit Number</b>	<input type="text" value="74660450010"/>
<b>Permit Name / DBA</b>	<input type="text"/>
<b>Member / Officer Name</b>	<input type="text"/>

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

Member/Officer Name	Shares/Interest	Office Held
<b>Permit Number:</b> 74660450010; <b>Name:</b> ROD & CYNTHIA NELSON ENTERPRISES LLC; <b>DBA:</b> DBA LUCKYS CARRYOUT; <b>Address:</b> 221 CRYSTAL AV UNIT C FINDLAY 45840		
CYNTHIA NELSON		VICE PRES.
ROD NELSON		PRESIDENT

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**City of Findlay**  
**City Planning Commission**  
City Council Chambers, 1<sup>st</sup> floor of Municipal Building  
Thursday, October 10, 2019 - 9:00 AM

**AGENDA**

**CALL TO ORDER**

**ROLL CALL**

**SWEARING IN**

**APPROVAL OF MINUTES**

**NEW ITEMS**

1. **PRELIMINARY PLAT APPLICATION #PP-02-2019 filed by John and Roger Best for Best Liberty Addition.**

**ADMINISTRATIVE APPROVALS**

**APPLICATION FOR SITE PLAN REVIEW #SP-22-2019 filed by Women's Resource Center of Hancock County for a 458 square foot addition to their offices at 1011 N. Main Street, Findlay.**

**APPLICATION FOR SITE PLAN REVIEW #SP-23-2019 filed by Gardner Brothers LLC for an addition to the south side of 319 S Main Street for an enclosed stairwell.**

**ADJOURNMENT**

# City of Findlay City Planning Commission

Thursday, September 12, 2019 – 9:00 AM

## Minutes

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

**MEMBERS PRESENT:**

Mayor Christina Muryn  
Jackie Schroeder  
Brian Thomas  
Dan Clinger  
Dan DeArment

**STAFF ATTENDING:**

Eric Adkins, City Zoning Inspector  
Matt Cordonnier, HRPC Director  
Jacob Mercer, Planner  
Matt Pickett, Fire Prevention

**GUESTS:**

Brad Brogan, Todd Jenkins, Dave Hufford, Dr. Richard Rhoton

**CALL TO ORDER**

**ROLL CALL**

The following members were present:

Mayor Christina Muryn  
Dan Clinger  
Jackie Schroeder  
Brian Thomas  
Dan DeArment

**SWEARING IN**

All those planning to give testimony were sworn in by Jacob Mercer.

**APPROVAL OF MINUTES**

Dan Clinger made a motion to approve the minutes of the August 8, 2019 meeting. Dan DeArment seconded. Motion carried 5-0-0.

## **NEW ITEMS**

### **1. PETITION FOR ZONING AMENDMENT #ZA-07-2019 filed to rezone Lots 8 & 9 in North End Commercial Park from C-2 General Commercial to I-1 Light Industrial.**

#### **CPC STAFF**

##### **General Information**

This request is located inside the loop created by Speedway Drive and Marathon Way. It is zoned C-2 General Commercial. Land to the north and west is also zoned C-2. Land to the east and south is zoned I-1 Light Industrial. It is not located within the 100-year flood plain. The City of Findlay Land Use Plan designates the area as Regional Commercial.

##### **Parcel History**

The lots are currently vacant.

##### **Staff Analysis**

The parcels in this request appear to be under contract to sell to the owner of the other lot inside this loop. He would like to develop them for Industrial use and therefore is requesting the zoning change.

CPC Staff has no issue with the request.

##### **Staff Recommendation**

CPC Staff recommends that FCPC recommend approval to Findlay City Council of **PETITION FOR ZONING AMENDMENT #ZA-07-2019 filed to rezone Lots 8 & 9 in North End Commercial Park from C-2 General Commercial to I-1 Light Industrial.**

#### **ENGINEERING**

No comment.

#### **FIRE PREVENTION**

No comment.

#### **RECOMMENDATION**

Staff recommends that FCPC recommend approval to Findlay City Council of **PETITION FOR ZONING AMENDMENT #ZA-07-2019 filed to rezone Lots 8 & 9 in North End Commercial Park from C-2 General Commercial to I-1 Light Industrial.**



**DISCUSSION**

Dan Clinger asked if HRPC knew if they were planning to use this portion for a similar occupancy. Matt Cordonnier said he doesn't know that for certain, but they are guessing it potentially would be more storage facilities. Mr. Cordonnier said that with the rezoning, any use that is permitted under I-1 would be acceptable. Mr. Clinger asked about the angle of the parcel shown on the map and if that's where the power lines cut across. Brian Thomas said it is. Mr. Clinger said they couldn't build under the power line so he asked if they knew the width of that. Mr. Cordonnier said they do not know. Jackie Schroeder asked if they could put parking under it. Mr. Thomas said he believed they could but it would be between the owner and the power company. Mr. Clinger said that based on the map, it appears that they have something in close proximity to the angle where the tower is – 60 to 100 feet of where that right-of-way is. Mr. Cordonnier mentioned that those are details that would come in with the site plan. Looking at the area, it's a combination of C-2 and I-1 and from a zoning standpoint, HRPC doesn't have an issue with it going from C-2 to I-1 because it fits the character of the area.

**MOTION**

Jackie Schroeder made a motion to recommend approval to City Council of **PETITION FOR ZONING AMENDMENT #ZA-07-2019 filed to rezone Lots 8 & 9 in North End Commercial Park from C-2 General Commercial to I-1 Light Industrial.**

**2<sup>nd</sup>: Dan Clinger**

**VOTE:** Yay (4) Nay (0) Abstain (0)

**2. PETITION FOR ZONING AMENDMENT #ZA-08-2019 filed to rezone 640 Davis Street from R-2 Single Family Medium Density to R-4 Duplex/Triplex.**

**CPC STAFF****General Information**

This site is located on the northeast corner of Davis Street and Fox Street. It is zoned R-2 Single Family Medium Density. Land to the north, west and south is also zoned R-2. To the east is zoned R-4 Duplex/Triplex. It is not located within the 100-year flood plain. The City of Findlay Land Use Map designates the area as Single Family Small Lot.

**Parcel History**

This is the site of a single family home.

**Staff Analysis**

The applicant is proposing to rezone the parcel to R-4 in order to demolish the old house and construct either a duplex or triplex on the site.

The potential buyer purchased property at 632 Davis Street, had it rezoned as well, and has built two new duplexes on two of those lots, which are an improvement to the conditions of the neighborhood.

**Staff Recommendation**

CPC Staff recommends that FCPC recommend approval to Findlay City Council of **PETITION FOR ZONING AMENDMENT #ZA-08-2019** filed to rezone 640 Davis Street from R-2 Single Family Medium Density to R-4 Duplex/Triplex.

**ENGINEERING**

No Comment

**FIRE PREVENTION**

No Comment

**RECOMMENDATION**

Staff recommends that FCPC recommend approval to Findlay City Council of **PETITION FOR ZONING AMENDMENT #ZA-08-2019** filed to rezone 640 Davis Street from R-2 Single Family Medium Density to R-4 Duplex/Triplex.

**DISCUSSION**

Jacob Mercer stated that there was a comment given by Rebecca Park at 707 Davis St. speaking against this rezoning. Dan DeArment asked where 707 Davis St. is on the map. Mr. Clinger pointed it out as the third house to the left on the south side. The second lot is where the duplex currently is – most likely 705. He mentioned that the other adjacent lots, they've done a lot of improvements in the area. Mr. Cordonnier showed photos of the house to be demolished if the rezoning occurs. Mr. DeArment asked if the house is currently abandoned. Mr. Cordonnier said it is not. Mr. DeArment asked if there were people currently living there. Mr. Cordonnier said yes. Mr. DeArment asked if it is a rental. Mr. Cordonnier said yes. Mr. Cordonnier showed photos of the neighboring properties that were recently remodeled.

Brad Brogan, the potential buyer, said he remodeled the other two homes in the area. He stated that he has an agreement with the owner to purchase the property once the tenants are out in late October. He said he wants to get it rezoned so he can build something similar to what he built on the neighboring lots. He said he's unsure of whether he's building a duplex or triplex based on the lot size but regardless, it will likely be a two story with some outside parking potentially with a carport for one of them. Mr. DeArment asked if the other buildings were duplexes or triplexes. Mr. Brogan said they are duplexes and are both four bedrooms on each side. He said he's looking to do something very similar to that or doing two three bedrooms on each side or a triplex on the back. Mr. DeArment asked if that would be a separate building. Mr. Brogan said no, they'd all be connected. He said two would be facing Davis and one facing Fox with parking coming off of Fox and Davis. Mr. Clinger asked if he owned the house in between the properties. Mr. Brogan said yes. Mr. Clinger asked if that house is a duplex. Mr. Brogan said it is not currently a duplex. He said he was planning to tear that one down too when he rezoned but once he got in it, it was in good shape so he decided to leave it alone and only do exterior work on it.

Mr. DeArment asked which house they were discussing. Mr. Clinger pointed out the house. Mr. Clinger asked if the duplexes that were already built were geared toward college students with there being a bathroom for each room. Mr. Brogan said yes, all four units are rented by college students currently and he had a set of tenants in one unit that had just recently graduated but he's open to renting to whoever. He mentioned that each unit has four bedrooms and three bathrooms. One bathroom is shared by two bedrooms and then the other two bedrooms have their own bathrooms.

Mayor Muryn said she feels it's an appropriate rezoning and the rehabilitation being done is great for the neighborhood. She thanked Mr. Brogan for his investment.

Mr. Clinger asked Mr. Brogan if he tried to purchase the two properties behind to take the whole corner. Mr. Brogan said he'd like to. He explained that the man that owns those is the man he purchased the properties from where he built the duplexes. He knows the house with the brown roof is in bad shape – boarded up windows, siding falling off, and the white shed in front was a rental but the roof caved in on it. He said it depends on how much he asks for it. Mr. Brogan said he believes the owner's daughter lives in the brown house and the white one is vacant.

Mr. DeArment brought up the email with complaints from Ms. Park – too many students on the street, and trash blowing in her yard. Mr. Brogan said he does go out there every week as he does maintain the properties and he said he made sure that the tenants are using the trash cans provided for each unit. He said that each time he's gone out there, it's been very clean. Mr. Brogan said it's not to say he won't ever have a bad tenant but so far, he's had no issues. Everything is well maintained compared to the street to begin with and he knows that the house he's purchasing already has the police and fire department called monthly and he's already received calls and complaints about them too. Mayor Muryn said she was going to try to speak with zoning and reach out to Ms. Park to let her know that she should reach out to us with these issues so we can try to figure out where it's coming from so we can reach out to those tenants or landlords to resolve the issue. She said she isn't familiar with any complaints from this owner. Erik Adkins said he wasn't either and the only thing ever received on Davis St. is on the current tenants of the corner house and then of the house to the northwest. Mr. Adkins said this would be a great improvement to the value of the neighborhood compared to what is there currently. He said Zoning has likely sent five or six letters for that corridor alone for tear downs, nuisances, etc. That house has been running a scrap yard as well.

Mr. Clinger pointed out a duplex that he believed to be noncompliant at this point as it has not been rezoned. He said nothing further could be built there until it would be rezoned but even so, there are certain limitations there because of parking requirements there. He pointed out that there is a pretty good-sized yard there. All of these comments are in regard to one of Ms. Park's concerns stated. Mr. Brogan also mentioned that he has a parking spot for each tenant so it's not like people will be pulling through the yard. For his duplexes, he has eight spots for each unit, all paved. Mr. Clinger pointed out another duplex and asked Mr. Brogan if he owned that one. Mr. Brogan said no.

**MOTION**

Dan Clinger made a motion to recommend approval to City Council of **PETITION FOR ZONING AMENDMENT #ZA-08-2019 filed to rezone 640 Davis Street from R-2 Single Family Medium Density to R-4 Duplex/Triplex.**

**2<sup>nd</sup>:** Dan DeArment

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

**3. APPLICATION FOR SITE PLAN REVIEW #SP-21-2019 filed by Dr. Richard Rhoton, 311 Church Hill Drive, Findlay for a 2,592 square foot building at 1113-1115 W. Main Cross Street. The applicant is proposing a car dealership at the location.**

**CPC STAFF****General Information**

This request is located on the south side of W Main Cross Street. It is zoned C-2 General Commercial. Parcels to the south, east and west are also zoned C-2. To the north is zoned R-2 Single Family Medium Density. It is located within the 100-year flood plain. The City Land Use Plan designates the site as Neighborhood Commercial.

**Parcel History**

The site has an existing retail building and old asphalt pavement.

**Staff Analysis**

The applicant is proposing to demolish the existing structure and construct a new 2592 square foot building. The building will be used as the sales office and garage space for minor auto repair.

All setbacks are well within the minimum requirements. There is no free standing signage indicated. The applicant has stated that signage will be located on the north (front) side of the building.

There is an existing light pole in the semi-circular grass area at the front of the lot. The applicant is considering removing that. The only other lighting for the property will be on the face of the new building.

Shrubs are indicated to be planted around the perimeter of the parking lot, near the entry door and along the east and west sides of the building. A new tree is shown in the semi-circle between the two driveways.

The building will be just shy of 24' in height at the peak. This is well below the maximum permitted. We currently only have one elevation for the north (front) of the building. The engineer for the applicant has stated that the applicant has not fully committed to the product. Therefore the Morton Company did not want to provide further details at this time. The review of the exterior of the building is a part of the approval process. The Commission can grant approval upon the condition that that is reviewed by CPC Staff and approved prior to signing off on the plans for zoning permits.

Because the property is currently in the 100-year flood plain, it will have to comply with City of Findlay flood development regulations. A Flood Development Permit will need to be obtained from Erik Adkins in the Zoning office.

### **Staff Recommendation**

CPC Staff recommends **approval of APPLICATION FOR SITE PLAN REVIEW #SP-21-2019 for a 2,592 square foot building for a car dealership at 1113-1115 W. Main Cross Street subject to the following conditions:**

- **Submittal and approval of building design (CPC STAFF)**
- **Approval of requirements for a Flood Development Permit**

### **ENGINEERING**

*Access –*

Will be from the existing drive.

*Sanitary Sewer –*

Plans show no proposed sanitary sewer, site will be utilizing existing lateral. The City insist that the owner checks the existing lateral to make sure it is in good working condition.

*Waterline –*

Plans show no proposed water service or waterline work.

*Stormwater Management –*

The proposed site will be reworking the existing basin, and will have additional flood storage then existing. The storm water will be outlet to an existing storm sewer located on W. Main Cross St.

*MS4 Requirements –*

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

*Recommendations:*

- Approval of the Site Plan

Permits Needed Before Construction

- Storm Sewer Tap- 1 EA

### **FIRE PREVENTION**

Apply for all necessary permits with Wood County Building Inspection.

### **RECOMMENDATION**

Staff recommends **approval of APPLICATION FOR SITE PLAN REVIEW #SP-21-2019 for a 2,592 square foot building for a car dealership at 1113-1115 W. Main Cross Street subject to the following condition:**

- **Submittal and approval of building design (CPC STAFF)**
- **Submittal and approval for a Flood Development Permit**

## **DISCUSSION**

Todd Jenkins said he didn't have anything to add. Mr. DeArment asked if this was for new or used cars. Mr. Jenkins said it would be for used car sales. Mr. Clinger asked Mr. Cordonnier about a distinction in the zoning code between car sales and car repairs. He said he wouldn't want to see a half dozen cars sitting out to be repaired if repairs are done here. Mr. Cordonnier said there is a segment on dilapidated cars not being stored outside – with repair shops, that's what applies. Mr. DeArment asked if inoperable cars must be stored inside. Mr. Cordonnier said yes. Mr. Adkins said that when he spoke with Dr. Rhoton's grandson about this, he picks out unique, classic cars and does minor repairs to them and sells them to individuals so it won't be like just any used car. So it falls under the definition of the zoning code's automobile sales and service where it talks about furnishing of minor services and etc.

Ms. Schroeder asked if there are two overhead doors on the building – one in front and one on the side. Mr. Jenkins said there are. Ms. Schroeder said the drawing depicts parking spaces in front of the overhead doors, and asked if that was correct. Mr. Jenkins said they would not frequently be moving cars in and out and they aren't expecting the parking spaces to be used that often. Ms. Schroeder asked if the side overhead door had a drive going back to it. Mr. Jenkins said that at this point all that's shown is an approach on the outside and that's all they were looking for. Mr. Jenkins said that there could be potential future use though. Mr. Clinger mentioned that they're getting to the detention area of the swale.

Mr. DeArment said that Main Cross is an important entrance to our community and what we put there is important. He said he just wants to make sure that what's being put there looks nice and appropriate because of how much traffic comes through and the impression that it gives of our community.

Dave Hufford, the owner of the Findlay Monument Company at 1125 Main Cross, said his concern is relating to a current easement for a driveway to where a house was torn down and a garage to the west there that's dilapidated. He stated that the easement runs along the side of the garage and their property was granted in 1957 and was filed 1963 and he believes the easement is still in place. Mr. Hufford said Dr. Rhoton offered the property to them for sale but they couldn't come to an agreement on a price. He asked if the property to be developed would be on lot two or three or both. And asked if they would come to an agreement on a price in the future on Lot 3. Todd Jenkins pointed out where the building would be. Mr. Hufford asked how far off lots one and two would the building be. He said they also own Hufford Funeral Home and when they expanded that, they had to receive a variance from the neighbor to allow 30 feet off the property line to build. Mr. Jenkins said it would be about 28 feet with a 15-foot side yard. Mr. Hufford asked if they ever come to an agreement to purchase lot 3, will it be far enough off of lot 2 to build. Todd Jenkins replied that they only need to be 15' off that property line.

Mr. Cordonnier pointed out a pole and asked if it was staying. Mr. Jenkins said it may or may not stay and asked Dr. Rhoton what he thought. Dr. Rhoton said he'd likely leave it there.

**MOTION**

Dan DeArment made a motion to **approve APPLICATION FOR SITE PLAN REVIEW #SP-21-2019 for a 2,592 square foot building for a car dealership at 1113-1115 W. Main Cross Street subject to the following condition:**

- **Submittal and approval of building design (CPC STAFF)**
- **Submittal and approval for a Flood Development Permit**

**2<sup>nd</sup>:** Jackie Schroeder

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

**ADJOURNMENT**

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Christina Muryn  
Mayor

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

# TRAFFIC COMMISSION

City of Findlay  
August 19, 2019

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## MINUTES

### **ATTENDANCE:**

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

**STAFF PRESENT:** Matt Stoffel, Public Works Superintendent; Don Rasmussen, Law Director; Tom DeMuth, Traffic Signals Supervisor; Kathy Launder, City Clerk.

**GUESTS PRESENT:** Councilman Dennis Hellmann, Lee Weygandt, Beth Thomas, Kim Foust, Scott Mathews, Michelle Landis, Edwin Lentz, Del Nichols, Charles Williams, Sue Williams.

### **OLD BUSINESS**

1. 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 McPheron to attend the next meeting when it is discussed.

Motion to table, by Director Schmelzer, second by Thomas. Motion passed 5-0.

06/19/2017

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

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

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

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

08/28/2017

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

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

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

6/17/2019

Director Schmelzer stated that he does have additional information from Dennis McPheron at Findlay City schools and will be following up with him. He will bring back the recommendations at the next meeting. Councilman Harrington mentioned that the only thing he would change with the recommendations listed is extend the one-way on Maple from Seventh to Pearl.

7/15/2019

Remains tabled.

8/19/2019

second by Councilman Slough.

Motion to recommend that changes be made as stated below and monitor school traffic based on changes made as well as pedestrian traffic at Sixth Street and Washington Avenue, by Director Schmelzer, second by Councilman Slough:  
Make Maple Avenue from Fairlawn Place to Seventh Street one-way northbound;



Make Fairlawn Place No Parking from 8am-10am and 3pm-5pm School Days Only from Main Street to Washington Avenue both sides of the street;  
Make Seventh Street No Parking from 8am-10am and 3pm-5pm School Days Only from Main Street to Washington Avenue north side of the street;  
Make south side of Seventh Street No Parking from 8am-10am and 3pm-5pm School Days Only from Main Street to Washington Avenue for a Bus Lane;  
Make Washington Avenue Street No Parking from 8am-10am and 3pm-5pm School Days Only from Seventh Street to Fairlawn both sides of the street;  
Place sign for "Student Pick-up/Drop-off Left Lane Only" on Maple Avenue from Fairlawn Place to Seventh Street;  
Recommend to Jefferson School the Public Access Route from Main Street: Do not enter Seventh Street, Turn east on Fairlawn Place, turn north on Maple Avenue, unload students at Maple Avenue, exit on Seventh Street;  
Recommend to Jefferson School the Public Access Route from Sixth Street: Turn south on Washington Avenue, Turn west on Fairlawn Place, turn north on Maple Avenue, unload students at Maple Avenue, exit on Seventh Street.  
Motion passed 5-0.

2. Request of Del Nichols, 1210 South Street, to make Williams Street one way going south from E. Sandusky St. to the end of Williams Street.

6/17/2019

Mr. Nichols stated that there are semi trucks that travel back and forth on Williams Street which is not wide enough for two semi trucks to pass. The semi trucks then travel off the roadway into residents' yards causing ruts and holes and a muddy mess in the yards of the property owners. Mr. Nichols stated that he talked with the Street Department who stated that they could not widen the road. Mr. Nichols does not have a preference which direction you make the one-way. Director Schmelzer stated that utilities can be moved to widen the street if needed. Director Schmelzer stated that we will pull the survey information for the right-of-way and contact property owners to gauge their interest in making Williams Street one-way.  
Motion to table, by Director Schmelzer, second by Director Thomas. Motion passed 4-0.

7/15/2019

Remains tabled.

8/19/2019

Motion to lift item from table, by  
Motion passed 5-0.

Director Schmelzer stated the City has received phone calls, emails, and letters regarding this request. Most who responded are not in favor of changing Williams Street to a one-way street.

Mr. Nichols stated that the road width is not sufficient for traffic to pass at the same time. He stated that there are electric poles in the way to widen the street. Mr. Nichols stated that recently his and his neighbor's mailboxes on Williams Street were hit by a vehicle.

Ed Lentz stated that when it floods in the Hunters Creek subdivision, Williams Street is the only way out of the subdivision, the only way out for a week during the 2007 flood was Williams Street.

Charles Williams stated that he gives his permission to place a camera on his property to monitor traffic on Williams Street. Mr. Williams states that no trucks go down the street. Mr. Williams stated that Williams Street is not the same width the full length of the street.

Sue Williams stated they had their business on Williams Street and still have the warehouse, and Eckrich used to be on Williams Street. Eckrich sold out to another company that only has vans. She stated that they would fill in the ruts that they made along Williams Street. Ms. Williams also stated that there is extra traffic down Williams Street due to Hunters Creek development. Ms. Williams is against making it one-way.

Director Schmelzer stated that the consensus is that although the nature of traffic may not be as heavy on the truck end or that the volume may not be there every day, there is sufficient concern with the neighbors and the property owners in the neighborhood, that we should not make a change, making it one-way. The concerns about the pavement width in the area relative to the amount of traffic on Williams Street is also a concern. Director Schmelzer stated that we will look at what right-of-way exists and what we can propose from a capital perspective to improve the situation regardless of the flooding situation. There is subdivision growth and more people in that area than there used to be.

Motion to deny request to make Williams Street one way, by Director Schmelzer, second by Councilman Slough.

Director Schmelzer stated that it would be prudent to take a look at the right-of-way that exists in the area and what if anything is in the way of making some improvements to the pavement width. Mr. Nichols stated that the power poles are 21 inches from the pavement. Director Schmelzer stated that the poles are in the City's right-of-way, so if it comes to the point where the City puts together a plan to expand the pavement, we take it to Council, and we have a Capital discussion about it. More than likely we will take a look at some traffic counts in the area, so that we can say here is what the traffic looks like in the area now, this is what it's like relative to the pavement width in that section, we think it would be a worthwhile investment to make this pavement section wider. If Council agrees with that during our Capital discussion we would get in touch with AEP and we would see what it would take to move those poles. In some instances depending on agreements put in place when AEP used the City right-of-way, AEP moves those utilities for no charge. Don't want to get bogged down today with what infrastructure exists that make it look tough. The point is it is something we need to explore more. Mr. Williams interrupted to state that to defend his neighbor, there were trucks going down that street hauling dirt. He states that they hauled over 100 loads of dirt to Hunters Creek. He further stated that they brought the houses three feet out of the ground. Mr. Williams stated that they put a couple hundred loads of dirt into a floodplain. He further stated that the house at the end of the street, 27 loads of dirt taken into a floodplain. Director Schmelzer stated for the record that those pads were removed from the floodplain before any dirt was permitted to be hauled in.

Motion passed 5-0.

Director Schmelzer stated that the City will repair the ruts along the edge of Williams Street.

3. Request of Christopher Strzempka for speed bumps on East Lima Street and request for stop signs at the intersections of East Lima Street and Beech Street and East Lima Street and East Street, making these intersections 3-way stops.

6/17/2019

Mrs. Strzempka attended the meeting on behalf of Christopher. She stated that last year, a traffic study was to be done in the area regarding the amount of vehicles and the speed of the vehicles. Marathon traffic has become worse with speeding. Mrs. Strzempka stated that the stop sign request for E. Lima and East St. would not be feasible. She withdraws that request. Director Schmelzer stated that a traffic study would steer away from installing stop signs. The traffic counts would not support the addition of a stop sign. Director Schmelzer stated that the City does not put up stop signs to control speed. He stated we need to observe what the traffic looks like during the peak times. Don't think we need traffic counts. Just need steady observation by Police Department and/or Police Chief or Director Schmelzer just to see what it looks like. Director Schmelzer stated that he initiated conversation about speed humps in one particular location to control the speed of very large trucks. The City is not in favor of putting speed humps on residential streets. Mrs. Strzempka mentioned that there are several stop signs on West Lima Street, but there are no stop signs on East Lima Street. Mayor Muryn stated that she will reach out to Marathon to remind their employees to be good community stewards, obeying all traffic laws.

Action item: develop plan between Director Schmelzer and Chief Dunbar to see what traffic looks like in the AM and PM peak times and Director Schmelzer will follow up with Mrs. Strzempka.

Motion to table pending investigation by Police Department and Safety Director, by Director Schmelzer, second by Director Thomas. Motion passed 4-0.

7/15/2019

Remains tabled. Police Department has completed its data gathering and submitted to Safety Director Paul Schmelzer for review.

8/19/2019

Motion to lift item from table, by Director Schmelzer, second by Chief Eberle. Motion passed 5-0.

Police Department placed unmarked police cars in the area to monitor the am and pm peak hours for speed and number of vehicles. Director Schmelzer stated that the data collected showed that the highest speed recorded was 33 MPH; average speed was 27 MPH on East Lima Street and less on Putnam Street.

Motion to deny request based on data collected, by Councilman Slough, second by Director Schmelzer. Motion passed 5-0.

4. Request to review pedestrian safety downtown Findlay.

6/17/2019

Councilman Grant Russel stated that a resident that was struck in a crosswalk recently downtown approached him with ideas to make downtown streets safer for pedestrians. A suggestion is to make all intersections in Downtown Findlay "No Turn on Red." Also, installing left turn lights on all traffic lights Downtown. DeMuth stated that plans are already in place for traffic light upgrades which will include left turn lights on all intersections that have left turn lanes in Downtown. Director Schmelzer stated that we can look at the Capital Plan, and in the interest of pedestrian safety downtown, we can move the request for signal upgrades up on the list to have them completed sooner.

Discussion regarding "No Turn on Red" during certain hours. Have not done research on other downtowns or how this affect the Uniform Traffic code. Used to be No Turn on Red prior to 2003. Director Schmelzer stated that it makes sense for special hours. May back up traffic. What do we want to do in the interest of pedestrian safety. See what introduction to no turn on red would make on stacking. Maybe not on Main Cross and Sandusky intersections, but all other intersections in downtown have the "No Turn On Red" designation. Have DGL take a look at. Demuth stated that if you can't see to turn right on red without entering into the crosswalk to see to turn, then it should be "No Turn On Red." Director Schmelzer stated this should be part of the criteria along with stacking. Director Schmelzer requested the Engineering Department to do a study on the intersections with the criteria and come back with a list of intersections and a map to determine where we want to introduce the No Turn On Red. If we don't have anything conclusive, then look at engaging DGL. Director Thomas will contact DGL for a cost to do the study, if needed.

Motion to review the Capital Plan as it relates to the traffic signal upgrades in Downtown to determine if those projects can be moved up in the schedule; have Engineering Department study each Main Street intersection in the Downtown using the two criteria for right turn on red: 1. Do you have to encroach into the crosswalk to make a decision as to whether or not it safe to move forward in your vehicle, and 2. Stacking, then bring it back for further discussion, by Director Schmelzer, second by Chief Dunbar. Motion passed 4-0.

7/15/2019

Remains tabled.

8/19/2019

Motion to lift from table by Director Thomas, second by Director Schmelzer. Motion passed 5-0.

Director Thomas stated that they looked at the intersections downtown, looked at which intersections if you stop at the stop bar you can see and which ones you can't when you turn right. Director Thomas will be checking on pricing with DGL to do a model regarding stacking with data relative to traffic counts that we collected for the Downtown project, provide level of service projections for those intersections if those movements are restricted.

Motion to table request, by Director Schmelzer, second by Chief Dunbar. Motion passed 5-0.

5. Request of Jill Wagner, Wasbro Rental Property and The Sherman House, to change the direction of the one-way on Taylor Street from northbound to southbound.

7/15/2019

Ms. Wagner stated that they own rental property at 229 Center Street. When taking potential renters to this location to show the rental, they have to go past 210 Taylor Street. When renters see this property, they don't even want to stop to see the rental property at 229 Center Street because they do not want to live near 210 Taylor Street. Ms. Wagner also inquired as to why Taylor Street is one-way northbound. It is very difficult and dangerous to turn left on to and travel across Center Street. Making Taylor Street one-way going southbound might make it safer. Director Rasmussen stated that we have a couple open court cases on 210 Taylor Street regarding the condition of the property. Director Thomas stated that we will need to have consensus from the property owners on Taylor Street to change the one-way direction. Chief Eberle stated that we may want to delay any changes until a plan for the development of the 100 block of North Main Street is completed. It may change the look of the neighborhood. Chief Dunbar inquired how changing the direction of the one-way would affect Salvation Army. Ms. Wagner stated that she will talk with the property owners on Taylor Street for their thoughts on changing the one-way direction of Taylor Street from northbound to southbound. Once she has talked with the property owners, she will bring it back to Traffic Commission. Motion to table item, by Director Thomas, second by Chief Dunbar. Motion passed 3-0.

8/19/2019

Remains tabled.

6. Request of John DePuy, 3430 Crosshill Drive, to make the west side of Crosshill Drive from Hillshafer Drive north to dead end of Crosshill Drive.

7/15/2019

Concerns about vehicles parking in front of his mailbox as well as concerns about emergency vehicles being able to access his home.

Motion to table request until signatures of property owners approving the change can be obtained, by Director Thomas, second by Chief Dunbar, Motion passed 3-0.

8/19/2019

Remains tabled.

## **NEW BUSINESS**

1. Request of Beth Thomas, Fifth Third Bank, downtown branch, to make all parking spaces on the north side of East Crawford Street one hour parking or three spaces on the north side of East Crawford Street closest to South Main Street designated for Fifth Third Bank customers only.

Beth Thomas stated that since the southend branch of Fifth Third Bank has closed, they have had a lot more business at the downtown location.

Motion to convert the first seven parking spaces on the north side of East Crawford Street from S. Main Street from 2 hour parking to 1 hour parking, by Director Schmelzer, second by Councilman Slough. Motion passed 5-0.

2. Request of Kimberly Foust, 121 Baldwin Avenue, for a "No Parking Any Time" or No Parking in Alley" sign in the alley between 131 Baldwin Avenue and 201 Baldwin Avenue.

Ms. Foust stated that there are multiple times that the alley is blocked due to a trash hauler who lives on the alley parks their vehicle in the alley. Also, a lawn care business parks in the alley as well. This prohibits her from utilizing the alley.

Motion to install No Parking Any Time signs in the north/south alley between 131 Baldwin Avenue and 201 Baldwin Avenue due to safety concerns, by Director Schmelzer, second by Chief Eberle. Motion passed 5-0.

3. Request of Cathy Weygandt, 204 Greenlawn Avenue, for a traffic signal at Sixth Street and Washington Avenue due to concerns of pedestrian and cyclist trying to cross over Sixth Street.

Lee Weygandt stated that it is difficult and dangerous to cross Sixth Street at Washington Avenue. Suggests installing a signal similar to the one at South Main Street and Baldwin Street, a traffic tripped light and a button to push for pedestrians. Some children cross there to get to Jefferson School. Would like a study done. Director Thomas stated that there are crosswalks there but no signal. Schmelzer wants to differentiate between how long you have to wait to cross a busy road and something we would

put in place to actuate to stop traffic. Would take a look at adding a midblock crossing with signalization if a significant number of students cross there to get to Jefferson School. Would like to see what the

changes look like around Jefferson School before making a decision. Will be doing additional monitoring in the area due to changes we are making around Jefferson School and will monitor this area as well.

Motion to table request pending additional investigation and analysis of the proposed changes of traffic patterns around Jefferson School, by Director Schmelzer, second by Councilman Slough. Motion passed 5-0.

4. Request of Shirley Morgan for consideration of removing "No Turn on Red" sign at the intersection of Western Avenue and West Main Cross Street.

Michelle Landis is against removing the "No Turn on Red" sign at the intersection of Western Avenue and West Main Cross Street due to safety reasons. Director Schmelzer stated that removing the "No Turn on Red" signs will not get the desired result that Ms. Morgan believes it will.

Motion to deny request to remove "No Turn on Red" sign at the intersection of Western Avenue and West Main Cross Street, by Director Schmelzer, second by Director Thomas. Motion passed 5-0.

5. Request of Matt Stoffel, Public Works Superintendent, to remove two No Parking signs on Filmore Street near North Main Street.

Stoffel stated that he received a request from Gateway Church to remove the No Parking signs on Filmore Street.

Motion to remove two No Parking signs in the first block of Filmore Street off North Main Street, by Chief Eberle, second by Councilman Slough. Motion passed 5-0.

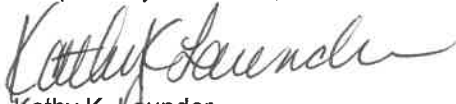
6. Request of Stacy Pickett, 1047 White Birch Drive, to make the intersection of Technology Drive/White Birch Drive and Hilary Lane a four-way stop.

Director Schmelzer stated that the City does not place stop signs to control speed. The placement of the stop sign is very close to the stop to the west.

Motion to deny request given the traffic volume and the intent to move traffic and the closeness of the stop sign to the west, by Director Schmelzer, second by Chief Dunbar. Motion passed 5-0.

With no further business to discuss, the meeting adjourned. The next meeting of the City of Findlay Traffic Commission will be held on September 16, 2019, at 2:30 p.m. in the third floor conference room of the Municipal Building.

Respectfully submitted,



Kathy K. Launder  
City Clerk

# TRAFFIC COMMISSION

City of Findlay

September 16, 2019

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## MINUTES

### **ATTENDANCE:**

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

**STAFF PRESENT:** Matt Stoffel, Public Works Superintendent; Kathy Launder, City Clerk.

**GUESTS PRESENT:** Sonja Huffman and Lori Ulm, Center Street Block Watch; Lindsay Summit; Hancock Public Health.

### **OLD BUSINESS**

#### 1. Request to review pedestrian safety downtown Findlay.

6/17/2019

Councilman Grant Russel stated that a resident that was struck in a crosswalk recently downtown approached him with ideas to make downtown streets safer for pedestrians. A suggestion is to make all intersections in Downtown Findlay "No Turn on Red." Also, installing left turn lights on all traffic lights Downtown. DeMuth stated that plans are already in place for traffic light upgrades which will include left turn lights on all intersections that have left turn lanes in Downtown. Director Schmelzer stated that we can look at the Capital Plan, and in the interest of pedestrian safety downtown, we can move the request for signal upgrades up on the list to have them completed sooner.

Discussion regarding "No Turn on Red" during certain hours. Have not done research on other downtowns or how this affect the Uniform Traffic code. Used to be No Turn on Red prior to 2003. Director Schmelzer stated that it makes sense for special hours. May back up traffic. What do we want to do in the interest of pedestrian safety. See what introduction to no turn on red would make on stacking. Maybe not on Main Cross and Sandusky intersections, but all other intersections in downtown have the "No Turn On Red" designation. Have DGL take a look at. Demuth stated that if you can't see to turn right on red without entering into the crosswalk to see to turn, then it should be "No Turn On Red." Director Schmelzer stated this should be part of the criteria along with stacking. Director Schmelzer requested the Engineering Department to do a study on the intersections with the criteria and come back with a list of intersections and a map to determine where we want to introduce the No Turn On Red. If we don't have anything conclusive, then look at engaging DGL. Director Thomas will contact DGL for a cost to do the study, if needed.

Motion to review the Capital Plan as it relates to the traffic signal upgrades in Downtown to determine if those projects can be moved up in the schedule; have Engineering Department study each Main Street intersection in the Downtown using the two criteria for right turn on red: 1. Do you have to encroach into the crosswalk to make a decision as to whether or not it safe to move forward in your vehicle, and 2. Stacking, then bring it back for further discussion, by Director Schmelzer, second by Chief Dunbar. Motion passed 4-0.

7/15/2019

Remains tabled.

8/19/2019

Motion to lift from table by Director Thomas, second by Director Schmelzer. Motion passed 5-0.

Director Thomas stated that they looked at the intersections downtown, looked at which intersections if you stop at the stop bar you can see and which ones you can't when you turn right. Director Thomas will be checking on pricing with DGL to do a model regarding stacking with data relative to traffic counts that we collected for the Downtown project, provide level of service projections for those intersections if those movements are restricted.

Motion to table request, by Director Schmelzer, second by Chief Dunbar. Motion passed 5-0.

9/16/2019

Remains tabled.

#### 2. Request of Jill Wagner, Wasbro Rental Property and The Sherman House, to change the direction of the one-way on Taylor Street from northbound to southbound.

7/15/2019

Ms. Wagner stated that they own rental property at 229 Center Street. When taking potential renters to this location to show the rental, they have to go past 210 Taylor Street. When renters see this property, they don't even want to stop to see the rental property at 229 Center Street because they do not want to live near 210 Taylor Street. Ms. Wagner also inquired as to why Taylor Street is one-way northbound. It is very difficult and dangerous to turn left on to and travel across Center Street. Making Taylor Street one-way going southbound might make it safer. Director Rasmussen stated that we have a couple open court cases on 210 Taylor Street regarding the condition of the property. Director Thomas stated that we will need to have consensus from the property owners on Taylor Street to change the one-way direction. Chief Eberle stated that we may want to delay any changes until a plan for the development of the 100 block of North Main Street is completed. It may change the look of the neighborhood. Chief Dunbar inquired how changing the direction of the one-way would affect Salvation Army. Ms. Wagner stated that she will talk

with the property owners on Taylor Street for their thoughts on changing the one-way direction of Taylor Street from northbound to southbound. Once she has talked with the property owners, she will bring it back to Traffic Commission.  
Motion to table item, by Director Thomas, second by Chief Dunbar. Motion passed 3-0.

8/19/2019  
Remains tabled.

9/16/2019  
Remains tabled.

3. Request of John DePuy, 3430 Crosshill Drive, to make the west side of Crosshill Drive from Hillshafer Drive north to dead end of Crosshill Drive.

7/15/2019  
Concerns about vehicles parking in front of his mailbox as well as concerns about emergency vehicles being able to access his home.  
Motion to table request until signatures of property owners approving the change can be obtained, by Director Thomas, second by Chief Dunbar, Motion passed 3-0.

8/19/2019  
Remains tabled.

4. Request of Cathy Weygandt, 204 Greenlawn Avenue, for a traffic signal at Sixth Street and Washington Avenue due to concerns of pedestrian and cyclist trying to cross over Sixth Street.

8/19/2019  
Lee Weygandt stated that it is difficult and dangerous to cross Sixth Street at Washington Avenue. Suggests installing a signal similar to the one at South Main Street and Baldwin Street, a traffic tripped light and a button to push for pedestrians. Some children cross there to get to Jefferson School. Would like a study done. Director Thomas stated that there are crosswalks there but no signal. Schmelzer wants to differentiate between how long you have to wait to cross a busy road and something we would put in place to actuate to stop traffic. Would take a look at adding a midblock crossing with signalization if a significant number of students cross there to get to Jefferson School. Would like to see what the changes look like around Jefferson School before making a decision. Will be doing additional monitoring in the area due to changes we are making around Jefferson School and will monitor this area as well.

Motion to table request pending additional investigation and analysis of the proposed changes of traffic patterns around Jefferson School, by Director Schmelzer, second by Councilman Slough. Motion passed 5-0.

9/16/2019  
Remains tabled.

## **NEW BUSINESS**

1. Request of Tori to make one side of Breckinridge Road and one side of Crystal Lane No Parking Any Time due to difficulty travelling through when vehicles are parked on both sides of the road.

Chief Eberle stated that when he travelled down Breckinridge Road and Crystal Lane there weren't very many cars parked on the street to cause a concern. Director Thomas stated that as with any request to eliminate parking on one side of a street, the requestor will need to obtain signatures of 75% of the residents on Breckinridge Road and Crystal Lane who are in favor of making one side of both roads "No Parking Any Time" before moving forward with a decision.

Motion to table request until sufficient signatures are obtained by requestor, by Director Thomas, second by Chief Eberle. Motion passed 3-0.

2. Request of Sonja Huffman, Center Street Block Watch, for Block Watch signs be installed in the 700-800 blocks of Center Street.

Ms. Huffman stated that they have had a block watch for Center Street area for about two years. Stoffel stated that Officer Brian White usually just gets with him to have signs put up.

Motion to defer to Officer White and Matt Stoffel for location of placement of signs, by Chief Eberle, second by Director Thomas. Motion 3-0.

3. Request of Sonja Huffman, Center Street Block Watch, to make the intersection of Center Street and Carnahan Street a four-way stop.

Ms. Huffman stated that Findlay is growing and more people are going to Riverside Park. There are also more activities going on at Riverside Park than there used to be. Ms. Huffman stated that members of the block watch approve the intersection Center Street and Carnahan Street becoming a four-way stop.

Director Thomas stated that the City does not install stop signs for speed control. Traffic warrants need to meet requirements for an intersection to become a four-way stop.

Motion to obtain traffic counts for Center Street and bring back to Traffic Commission for consideration of a four-way stop at Center Street and Carnahan Street, by Chief Eberle, second by Chief Dunbar. Motion passed 3-0.

4. Request of Sonja Huffman, Center Street Block Watch, to install "Slow Children At Play" signs in the alley between the 800 blocks of Center Street and Cherry Street.

Slow Children At Play signs are not an approved sign for the right-of-way per the Ohio Manual of Uniform Traffic Control Devices. These signs may be placed on private property. The City does not provide these signs.

Motion to deny request for "Slow Children At Play" signs, by Director Thomas, second by Chief Eberle. Motion passed 3-0.

5. Request of Chad Richards, to add a crosswalk across 18<sup>th</sup> Street at Pershing Street.

There is no ramp on the south side of 18<sup>th</sup> Street at Pershing Street. The nearest existing crosswalk is 150 feet. Pedestrians would be walking through a line of parked cars if a crosswalk were installed at this location. It would be very dangerous for pedestrians, giving a false sense of security. The safer option would be to cross at the existing crosswalk at Main Street.

Motion to deny request to add a crosswalk across 18<sup>th</sup> Street at Pershing Street due to safety reasons, by Chief Eberle, second by Thomas. Motion passed 3-0.

6. Request of Chad Richards, to add a turn lane at Flowers Avenue at 18<sup>th</sup> Street.

Adding a left turn lane on Flowers Avenue at 18<sup>th</sup> Street would not make it safer. Adding a stop sign at that intersection would make it safer than adding a turn lane. Chief Dunbar stated that he can place an unmarked vehicle in the area to monitor traffic patterns during drop off and pick up of students

Motion to table request to look at the traffic patterns in the area to determine a solution, by Director Thomas, second by Chief Eberle. Motion passed 3-0.

7. Request of Hancock Public Health to install signs on Bright Road at Melrose Avenue northbound and southbound directing citizens to Hancock Public Health's new location.

Lindsay Summit, Hancock Public Health, stated that Hancock Public Health recently moved locations. She is requesting directional signage ("Health Department" with an arrow) be placed on Bright Road at Melrose Avenue.

Motion to approve request of directional signage one each to be placed facing northbound and southbound on Bright Road at Melrose Avenue, by Director Thomas, second by Chief Dunbar. Motion passed 3-0.

With no further business to discuss, the meeting adjourned. The next meeting of the City of Findlay Traffic Commission will be held on October 21, 2019, at 2:30 p.m. in the third floor conference room of the Municipal Building.

Respectfully submitted,



Kathy K. Launder  
City Clerk



# 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

September 23, 2019

The Honorable Council  
Findlay, Ohio 45840

RE: Revolving Loan Fund Administration

Dear Council Members:

The Hancock Regional Planning Commission has submitted an invoices for their expenses/staff time for RLF administration for October 2018 through June 2019. I have attached copies for your reference.

This is now a routine request, and you have approved requesting the appropriation without going to committee each time. I have therefore asked the Director of Law to place legislation on your agenda to authorize a draw from the Revolving Loan Fund account and appropriate \$5,692.86 from the RLF to General Expense #21010000-449400 to pay the invoice.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jim Staschiak II", is written over a faint, larger version of the same signature.

Jim Staschiak II  
City Auditor

Cc: Don Rasmussen  
File





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

RECEIVED  
 SEP 09 2019  
 AUDITOR

# INVOICE

**BILL TO**  
 City of Findlay RLF  
 City of Findlay  
 Revolving Loan, Fund

**INVOICE # 1267**  
**DATE 09/06/2019**

DESCRIPTION	QTY	RATE	AMOUNT
<b>Charges</b>			
<b>Fox</b> Professional Services - Hourly Rate	21	26.90	564.90
<b>Mercer</b> Professional Services - Hourly Rate	32.25	34.01	1,096.82
<b>Leary</b> Professional Services - Hourly Rate	3.75	31.27	117.26
<b>Cordonnier</b> Professional Services - Hourly Rate	16.30	42.22	688.19
<b>Billable Expenses</b>			
Overnight charges for City RLF documentation to Jared Jodrey at the State			25.36
CPA review of documents for City RLF applicant - Coin Shop			425.00
City RLF recording mortgage for Coin Shop			60.00
UCC Filing Fees			12.00
UCC Filing			12.00

October - December 2018

**BALANCE DUE**

**\$3,001.53**

Date	Employee	Project	Activity	Task	Billable	Hours	Comment
18-Oct-18	Leary, Sherri	FINDLAY RLF			Y	3.75	Entered loan payments in Quicken. Updated monthly spreadsheets. Prepared RLF client statements.

Date	Employee	Project	Activity	Task	Billable	Hours	Comment
26-Dec-18	Wilson, Leah	FINDLAY RLF			Y	1.0	Input payments into Quicken
27-Dec-18	Wilson, Leah	FINDLAY RLF			Y	4.25	Finished putting payments on excel spreadsheet and double checked Quicken entries.
17-Dec-18	Wilson, Leah	FINDLAY RLF			Y	3.5	Adding payments to Quicken from City RLF.
26-Nov-18	Wilson, Leah	FINDLAY RLF			Y	2.25	Input payments into Quicken and RLF spreadsheets.
27-Nov-18	Wilson, Leah	FINDLAY RLF			Y	3.75	Finished inputting payments into spreadsheets. Filed documents in binders. Printed out older bank statements to create files for tracking payments.
19-Nov-18	Wilson, Leah	FINDLAY RLF			Y	1.5	Started to input information into Quicken for RLF payments for October.
20-Nov-18	Wilson, Leah	FINDLAY RLF			Y	3.0	Added amortization schedules for Goodrich Myotherapy, Early Years to RLF Binder. Input payments into Quicken. Took Cross Ways payout check to the bank to deposit.
21-Nov-18	Wilson, Leah	FINDLAY RLF			Y	1.75	Input more payments into Quicken and RLF spreadsheets.

21.0

Date	Employee	Project	Activity	Task	Billable	Hours	Comment
17-Dec-18	Mercer, Jacob	FINDLAY RLF			Y	0.25	Emails
11-Dec-18	Mercer, Jacob	FINDLAY RLF			Y	0.5	Phone call
5-Dec-18	Mercer, Jacob	FINDLAY RLF			Y	0.25	Phone call
30-Oct-18	Mercer, Jacob	FINDLAY RLF			Y	8.0	OCD Conference
1-Nov-18	Mercer, Jacob	FINDLAY RLF			Y	2.0	Chat with Jeff Shrader about potential RLF project Chat with Jared at the state about the potential project
2-Nov-18	Mercer, Jacob	FINDLAY RLF			Y	0.5	Talk with John Pinski about the potential RLF project
22-Oct-18	Mercer, Jacob	FINDLAY RLF			Y	4.0	Working on closing documents for Dave Naeurt Coin Shop. Corresponding with the state to get final documentation finished.
26-Oct-18	Mercer, Jacob	FINDLAY RLF			Y	2.0	Dave Nauert closing at First Federal
15-Oct-18	Mercer, Jacob	FINDLAY RLF			Y	0.5	Submitted ER to State
19-Oct-18	Mercer, Jacob	FINDLAY RLF			Y	2.0	Working with Jared at the state to finish up documentation for Dave Nauert project
8-Oct-18	Mercer, Jacob	FINDLAY RLF			Y	2.0	Working on Dave Nauert Environmental Review
9-Oct-18	Mercer, Jacob	FINDLAY RLF			Y	1.75	Worked on D&S ER
10-Oct-18	Mercer, Jacob	FINDLAY RLF			Y	1.75	Worked on ER for D&S
11-Oct-18	Mercer, Jacob	FINDLAY RLF			Y	1.5	Worked on ER for D&S
12-Oct-18	Mercer, Jacob	FINDLAY RLF			Y	1.25	Worked on ER for D&S
1-Oct-18	Mercer, Jacob	FINDLAY RLF			Y	2.0	Trying to arrange an RLF meeting for Dave Nuaert and tracking down everything for his packet
5-Oct-18	Mercer, Jacob	FINDLAY RLF			Y	2.0	RLF Meeting for Dave Nauert - approved

Date	Employee	Project	Activity	Task	Billable	Hours	Comment
30-Oct-18	Cordonnier, Matthew	FINDLAY RLF			Y	8.0	OCD - RLF Training - Columbus
2-Nov-18	Cordonnier, Matthew	FINDLAY RLF			Y	0.5	Talked with John Pinski about a potential RLF project
22-Oct-18	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.0	bitos
24-Oct-18	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.0	bitos
26-Oct-18	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.0	Coin Shop Closing
15-Oct-18	Cordonnier, Matthew	FINDLAY RLF			Y	0.75	Coin Shop - ER, Submitted ER to State
8-Oct-18	Cordonnier, Matthew	FINDLAY RLF			Y	0.5	Coin Shop - ER
9-Oct-18	Cordonnier, Matthew	FINDLAY RLF			Y	0.5	Coin Shop - ER
5-Oct-18	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.0	RLF Meeting and Prep

16.3



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

# INVOICE

**BILL TO**

City of Findlay RLF  
 City of Findlay  
 Revolving Loan, Fund

**INVOICE # 1272**  
**DATE 09/13/2019**

DESCRIPTION	QTY	RATE	AMOUNT
<b>Charges</b>			
<b>Cordonnier</b> Professional Services - Hourly Rate	9.50	42.22	401.09
<b>Mercer</b> Professional Services - Hourly Rate	5.75	34.01	195.56
<b>Fox</b> Professional Services - Hourly Rate	24.25	26.90	652.33

April - June 2019

**BALANCE DUE**

**\$1,248.98**

RECEIVED  
 SEP 13 2019  
 AUDITOR

Leah Apr - Jun 2019

Date	Employee	Project	Activity	Task	Billable	Hours	Comment
17-Jun-19	Wilson, Leah	FINDLAY RLF			Y	4.75	Tracked payments and added to Quicken
18-Jun-19	Wilson, Leah	FINDLAY RLF			Y	4.0	Put payments into excel
11-Jun-19	Wilson, Leah	FINDLAY RLF			Y	3.25	Created admin tracking sheet
12-Jun-19	Wilson, Leah	FINDLAY RLF			Y	1.25	RLF tracking sheet work
14-Jun-19	Wilson, Leah	FINDLAY RLF			Y	1.0	Tracked payments
23-May-19	Wilson, Leah	FINDLAY RLF			Y	1.25	Billing for the quarter
14-May-19	Wilson, Leah	FINDLAY RLF			Y	0.75	Entered payments into Quicken
15-May-19	Wilson, Leah	FINDLAY RLF			Y	2.5	Entered payments into Quicken and on Excel
8-Apr-19	Wilson, Leah	FINDLAY RLF			Y	3.25	Input payments into Quicken and updated spreadsheets
2-Apr-19	Wilson, Leah	FINDLAY RLF			Y	2.25	Input payments into Quicken. Deposited Amspaugh pay off check.

24.25

Jake

Apr - Jun 2019

Date	Employee	Project	Activity	Task	Billable	Hours	Comment
24-Jun-19	Mercer, Jacob	FINDLAY RLF			Y	1.25	Morehart call about job creation and emails
25-Jun-19	Mercer, Jacob	FINDLAY RLF			Y	0.5	Morehart Call about job creation
7-Jun-19	Mercer, Jacob	FINDLAY RLF			Y	2.5	Morehart EYFCC Maintenance
17-Apr-19	Mercer, Jacob	FINDLAY RLF			Y	1.0	Vito's payment follow up and email to John Pinski
18-Apr-19	Mercer, Jacob	FINDLAY RLF			Y	0.5	Call to State

5.75



Matt Apr-Jun 2019

Date	Employee	Project	Activity	Task	Billable	Hours	Comment
24-Jun-19	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.5	Phone Call with potential applicant.
11-Jun-19	Cordonnier, Matthew	FINDLAY RLF			Y	1.0	Call to Chris Alexander and emails
12-Jun-19	Cordonnier, Matthew	FINDLAY RLF			Y	1.0	potential project
13-May-19	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.0	follow up calls and emails
14-May-19	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.5	Job creation verification
7-May-19	Cordonnier, Matthew	FINDLAY RLF			Y	1.25	phone call for potential RLF loan, and call to the State
30-Apr-19	Cordonnier, Matthew	FINDLAY RLF			Y	0.25	phone call for potential RLF loan
2-Apr-19	Cordonnier, Matthew	FINDLAY RLF			Y	1.0	Meeting with potential client

9.5



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

# INVOICE

**BILL TO**

City of Findlay RLF  
City of Findlay  
Revolving Loan, Fund

**INVOICE # 1271**  
**DATE 09/13/2019**

DESCRIPTION	QTY	RATE	AMOUNT
<b>Charges</b>			
<b>Cordonnier</b> Professional Services - Hourly Rate	8	42.22	337.76
<b>Mercer</b> Professional Services - Hourly Rate	8.75	34.01	297.59
<b>Fox</b> Professional Services - Hourly Rate	30	26.90	807.00

January - March 2019

**BALANCE DUE**

**\$1,442.35**

RECEIVED  
SEP 13 2019  
AUDITOR

Matt Hours - Jan-Mar 2019

Date	Employee	Project	Activity	Task	Billable	Hours	Comment
18-Mar-19	Cordonnier, Matthew	FINDLAY RLF			Y	0.75	phone call/potential RLF client
13-Mar-19	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.25	Application Meeting
6-Mar-19	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	2.0	Dr. Am Payoff Calculation and documentation
8-Mar-19	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.25	Finished up Ampsaugh payout
26-Feb-19	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	0.25	Ampsaugh call
27-Feb-19	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.0	Asmpaugh payout work
28-Feb-19	Cordonnier, Matthew	FINDLAY RLF	SUPPORT		Y	1.0	Asmpaugh payout work
18-Jan-19	Cordonnier, Matthew	FINDLAY RLF			Y	0.25	Phone call/potential RLF loan
9-Jan-19	Cordonnier, Matthew	FINDLAY RLF			Y	0.25	Email with Firehouse

8.00

Jake Hours - Jan-Mar 2019

Date	Employee	Project	Activity	Task	Billable	Hours	Comment
20-Mar-19	Mercer, Jacob	FINDLAY RLF			Y	1.5	Chat with potential applicant JJM Custom about City Microenterprise RLF/referred to Dan Sheaffer
4-Mar-19	Mercer, Jacob	FINDLAY RLF			Y	3.0	Amspaugh email and follow up
5-Mar-19	Mercer, Jacob	FINDLAY RLF			Y	1.0	Amspaugh follow up
6-Mar-19	Mercer, Jacob	FINDLAY RLF			Y	0.5	Work with Matt for Amspaugh
7-Mar-19	Mercer, Jacob	FINDLAY RLF			Y	1.75	Amspaugh follow up and call to State
27-Feb-19	Mercer, Jacob	FINDLAY RLF			Y	0.5	Ampaugh email
10-Jan-19	Mercer, Jacob	FINDLAY RLF			Y	0.5	Email about Vitos

8.75

Leah Hours - Jan-Mar 2019

Date	Employee	Project	Activity	Task	Billable	Hours	Comment
25-Mar-19	Wilson, Leah	FINDLAY RLF			Y	3.0	Entered payments into Quicken
26-Mar-19	Wilson, Leah	FINDLAY RLF			Y	5.0	Entered payments into Quicken, updated spreadsheets, and worked on semi-annual report
27-Mar-19	Wilson, Leah	FINDLAY RLF			Y	4.25	Worked on semi-annual report
28-Mar-19	Wilson, Leah	FINDLAY RLF			Y	3.5	Worked on semi-annual report
29-Mar-19	Wilson, Leah	FINDLAY RLF			Y	4.25	Updated P & I spreadsheet
14-Jan-19	Wilson, Leah	FINDLAY RLF			Y	4.0	Input monthly payments into Quicken
15-Jan-19	Wilson, Leah	FINDLAY RLF			Y	2.25	Updated tracking spreadsheets with payments
17-Jan-19	Wilson, Leah	FINDLAY RLF			Y	1.75	Updated P & I sheet
18-Jan-19	Wilson, Leah	FINDLAY RLF			Y	2.0	Finished entering Quicken payments

30.0

# City of Findlay

Christina M. Muryn, 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

September 16, 2019

Honorable City Council  
City of Findlay, Ohio

Dear Council Members:

The Findlay Police Department has received a second grant from the Ohio Attorney General Law Enforcement Diversion Program. The purpose of the original grant was to assist local agencies in their efforts to combat the opioid problem in their communities by forming teams. This second grant will continue these efforts for one more year.

The Findlay Police Department collaborated with then-Century Health in forming a team called the Quick Response Team (QRT). The funds from the original grant from the Ohio Attorney General was used to reimburse Century Health for the salary and expenses of a Coordinator.

The funds from this second grant will be used to reimburse Family Resource Center for the salary and expenses of the Coordinator since Family Resource Center has assumed the role that Century Health did in the original grant.

Therefore, I am requesting that Council consider the following transfer:

FROM:	Ohio Attorney General LE Diversion Program	\$50,000
TO:	PD QRT Grant FY 2020 Project Number 31946000	\$50,000

I would respectfully request this matter be given it's required three readings at the next meeting.

Thank you for your consideration.

Sincerely,



John Dunbar  
Chief of Police

# Office of the Mayor

Christina M. Muryn

318 Dorney Plaza, Room 310

Findlay, OH 45840

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

www.findlayohio.com

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

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

Honorable City Council  
Findlay, OH 45840

September 23, 2019

RE: 2019 CUBE Parking Lot Repairs (31993700)

Dear Council Members:

By authorization of Ordinance 2019-034, a bid opening was held for the above-referenced project on September 17, 2019. Bids were received from five (5) potential contractors with the base bid amounts ranging from \$125,719.60 to \$158,176.00. There were also two (2) alternates that were part of the bid. Alternate 1 was to have the contractors perform the pavement markings for the project. Alternate 1 prices ranged from \$7,820 to \$8,602. Alternate 2 was to change the completion date of the project from November 31, 2019 to May 15, 2020. Alternate 2 prices ranged from a decrease of \$6,715.00 to an increase of \$1,010.85. The lowest and best bid was received from Helms and Sons Excavating of Findlay, Ohio.

This project is included in the 2019 Capital Improvements Plan with an estimated cost of \$115,000. The lowest bidder is slightly over the amount listed in the Capital Plan, but it is within the allowable limit that can be accepted. Previously, an amount of \$10,000 was appropriated to the project.

Engineering would like to move forward with the project using the base bid and alternate 1. For the contractor to be able to complete the project by the completion date, council would need to appropriate the funds required with one reading. If council wishes to wait and extend the completion date (approving alternate 2), the project cost will increase by \$1,010.85. This amount could be taken out of the contingency that Engineering will be requesting so the appropriation amount will not change.

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

From: CIT Fund – Capital Improvements Restricted Account	\$ 134,157
To: 2019 CUBE Parking Lot Repairs (31993700)	\$ 134,157

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

Sincerely,



Brian Thomas  
Service Director/Acting City Engineer

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



## AUDITOR'S OFFICE

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

**JIM STASCHIAK II**  
CITY AUDITOR

Wednesday, September 25, 2019

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

Honorable Members of City Council,

As paymaster for the City, the salary ordinance has typically been revised by the Auditor's office with changes requested by the Administration and presented to Council for review. Attached is this year's 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 max and min amounts raised by 1.61%
- All steps in the hourly ranges and all excepted pay ranges were increased by 1.61%
- 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. 2019-086**

**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. 2018-123**, 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. 2018-123** As Amended, and all other Ordinances and/or parts of Ordinances in conflict herewith be repealed and **Ordinance No. 2019-086** 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. Four clerical/administrative support employees for the City Auditor, per ORC section 124.11 (A)(8).
- H. Bailiffs, constables, clerks of court and deputy clerks of court, official stenographers, and other employees of courts.
- I. Physicians, nurses, engineers, veterinarians, and surveyors, or other comparable professions which require licensing under the laws of the State of Ohio.
- J. 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 12, 2020 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.....	\$1,856.00	\$3,150.40
Assistant City Engineer.....	\$2,381.60	\$3,515.20
Assistant Fire Chief.....	\$2,322.40	\$3,651.20
City Clerk/Chief Assistant/Mayor's Office.....	\$1,930.40	\$3,263.20
City Engineer.....	\$2,668.80	\$3,905.60
Clerk of Municipal Court.....	\$1,930.40	\$3,651.20
Software Developer.....	\$1,856.00	\$3,150.40
Information Systems Manager.....	\$2,438.40	\$3,905.60
Deputy City Auditor.....	\$2,339.20	\$4,328.80
Director of Public Safety.....	\$2,668.80	\$4,328.80
Director of Public Service.....	\$2,339.20	\$4,328.80
Engineer (EI).....	\$1,856.00	\$3,150.40
Engineer Project Manager.....	\$1,856.00	\$3,150.40
Fire Chief.....	\$2,668.80	\$4,017.60
Flood Plain/Zoning Administrator.....	\$1,856.00	\$3,150.40
Human Resources Director.....	\$2,339.20	\$4,328.80
Income Tax Administrator.....	\$2,322.40	\$3,651.20
Police Captain.....	\$2,322.40	\$3,651.20
Police Chief.....	\$2,668.80	\$4,017.60
Professional Civil Engineer.....	\$2,176.80	\$3,172.80
Professional Surveyor.....	\$1,888.80	\$2,928.80
Project Coordinator.....	\$1,856.00	\$3,056.00
Public Works Superintendent.....	\$2,322.40	\$3,651.20
Public Works Supervisor.....	\$1,856.00	\$3,150.40

• ORDINANCE NO. 2018 - 086

Recreation Administrative Supervisor.....	\$1,856.00	\$3,150.40
Rec., Marketing & Facilities Supt.....	\$2,322.40	\$3,651.20
Service-Safety Director.....	\$3,018.40	\$6,492.00
Sewer Maintenance Supervisor.....	\$1,856.00	\$3,150.40
Traffic Signal Supervisor.....	\$1,856.00	\$3,150.40
Utilities Billing Supervisor.....	\$1,856.00	\$3,150.40
Wastewater Treatment Supervisor.....	\$1,856.00	\$3,150.40
Water Distribution Supervisor.....	\$1,856.00	\$3,150.40
Water Pollution Control Supt.....	\$2,322.40	\$3,651.20
Water Treatment Plant Supt.....	\$2,322.40	\$3,651.20
Water Treatment Supervisor.....	\$1,856.00	\$3,150.40

**SECTION 6: EXCEPTED PAY RANGES**

That from and after January 12, 2020 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.....	\$2,124.52
Assistant Director of Law II.....	\$1,957.63
Assistant Director of Law III.....	\$1,798.11
Assistant Director of Law IV.....	\$1,632.52
Member – Civil Service Commission.....	\$195.23

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

That from and after January 12, 2020 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 Support Technician.....	\$11.18	\$20.00
Network Administrator .....	\$20.97	\$36.18
Senior Network Administrator .....	\$21.98	\$39.70
Code Enforcement Officer I .....	\$19.54	\$25.85
Code Enforcement Officer II .....	\$25.00	\$32.00
Fire Inspector/Part Time .....	\$25.00	\$30.42
GIS Technician .....	\$22.83	\$32.00
GIS Specialist .....	\$26.78	\$39.03
Mechanic – Fire Department .....	\$16.26	\$29.21
Performance/Data Management Technician.....	\$21.34	\$35.36
Assistant to Director of Law/Council Clerk.....	\$19.31	\$28.45
Auditor Staff Accountant.....	\$21.63	\$39.07

**SECTION 8: HOURLY JOB CLASSIFICATIONS AND PAY RANGES**

That from and after January 12, 2020 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).

JOB CLASSIFICATIONS

PAY RANGE

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
<b>Administrative Assistant VI .....</b>	<b>0170</b>	<b>9170</b>
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
<b>Clerk-Civil Service Commission/Engineering VI .....</b>	<b>0170</b>	<b>9170</b>
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
<b>Public Works Groundskeeper .....</b>	<b>0030-0140,9030-9140</b>	
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 .....	0090-0150	9090-9150
Secretary I .....	0120	9120
Secretary II .....	0140	9140
Secretary III .....	0150	9150
Security Officer .....	0031	9031
Sewer Maintenance Worker I – No License .....	0120	N/A
Sewer Maintenance Worker I – Class I License.....	0125	N/A
Sewer Maintenance Worker I – Class II License.....	0130	N/A
Sewer Maintenance Worker I .....	N/A	9120
Sewer Maintenance Worker II – No License .....	0140	N/A
Sewer Maintenance Worker II – Class I License.....	0141	N/A
Sewer Maintenance Worker II – Class II License.....	0142	N/A
Sewer Maintenance Worker II .....	N/A	9130
Sewer Maintenance Worker III – No License .....	0160	N/A
Sewer Maintenance Worker III – Class I License.....	0161	N/A
Sewer Maintenance Worker III – Class II License.....	0162	N/A
Sewer Maintenance Worker III .....	N/A	9140
Sewer Maintenance Worker IV .....	0150	9150
Sewer Maintenance Worker V .....	0160	9160
Sewer Maintenance Worker VI.....	0170	9170
Sewer Maintenance Foreman I .....	0180	9180
Sewer Maintenance Foreman II .....	0190	9190
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
Utilities Billing Clerk III .....	0130	9130
Utilities Billing Clerk IV .....	0140	9140
Utility Grounds Maintenance Worker I .....	0110	9110
Utilities Ground Maintenance Worker II .....	0120	9120
Utility Grounds Maintenance Worker III .....	0130	9130
Utility Grounds Maintenance Worker IV .....	0140	9140
Utility Grounds Maintenance Worker V .....	0150	9150
Utility Grounds Maintenance Worker VI .....	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	9130
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	9140
Waterline Maintenance Worker IV .....	0150	9150
Waterline Maintenance Worker V .....	0160	9160
Waterline Maintenance Worker VI .....	0170	9170
Waterline Maintenance Foreman I .....	0180	9180
Waterline Maintenance Foreman II .....	0190	9190
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

WW Treatment Plant Operator Assistant - No License .....	0140	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/OIT .....	0160	9160
WW Treatment Plant Operator - Class I License .....	0161	9170
WW Treatment Plant Operator – Class II License .....	0162	9180
WW Treatment Plant Operator – Class III License .....	0163	9190
Zoning/Building Inspector .....	0160	9160

TEMPORARY JOB CLASSIFICATIONS

PAY RANGE

This job classification 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.

Temporary Support Staff.....8010 – 8160

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

- A. Effective **January 12, 2020** 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 Foreman I, and II and Sewer Maintenance Foreman I, and II**. 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 12, 2020**, 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, **IV, V and VI**, Waterline Maintenance Worker I, II, III, **IV, V and VI**, **Waterline Maintenance Foreman I and II, and Sewer Maintenance Foreman I and II**, 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 12, 2020**, employees with the titles of Water Treatment Plant Operator, Water Treatment Plant Operator Assistant, **Lab Technician I and II**, 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 employee 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

**SECTION 10: PAY RANGES EFFECTIVE JANUARY 12, 2020**

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	8.94	9.74	10.13	10.64	11.07	11.61
0010	10.00	10.93	11.44	12.03	12.58	13.20
0020	10.48	11.44	12.03	12.58	13.20	13.75
0022	10.69	10.69	10.69	10.69	10.69	10.69
0030	10.91	12.03	12.58	13.20	13.75	14.46
0031	11.58	12.64	13.14	13.80	14.36	15.06
0032	11.37	11.37	11.37	11.37	11.37	11.37
0040	12.54	13.75	14.41	15.02	15.74	16.44
0050	13.14	14.41	15.02	15.74	16.44	17.15
0060	13.71	15.02	15.74	16.44	17.15	17.97
0070	14.31	15.74	16.44	17.15	17.97	18.74
0080	15.00	16.44	17.15	17.97	18.74	19.55
0090	15.67	17.15	17.97	18.74	19.55	20.54
0100	16.34	17.97	18.74	19.55	20.54	21.40
0110	17.12	18.74	19.55	20.54	21.40	22.41
0120	17.81	19.55	20.54	21.40	22.41	23.41
0125	18.20	20.06	20.92	21.93	22.91	23.96
0130	18.61	20.54	21.40	22.41	23.41	24.54
0140	19.53	21.40	22.41	23.41	24.54	25.66
0141	20.35	22.41	23.41	24.54	25.66	25.66
0142	21.32	23.41	24.54	25.66	25.66	25.66
0143	22.32	24.54	25.66	25.66	25.66	25.66
0150	20.35	22.41	23.41	24.54	25.66	26.89
0151	21.32	23.41	24.54	25.66	26.89	26.89
0160	21.32	23.41	24.54	25.66	26.89	28.19
0161	22.32	24.54	25.66	26.89	28.19	28.73
0162	23.36	25.66	26.89	28.19	28.73	29.26
0163	24.44	26.89	28.19	28.73	29.26	29.87
0170	22.32	24.54	25.66	26.89	28.19	29.55
0171	23.36	25.66	26.89	28.19	29.55	29.55
0172	24.44	26.89	28.19	29.55	29.55	29.55



Completed Years of Service	0	1 - 2	3 - 4	5 - 6	7	8 Or more
Pay Range	A	B	C	D	E	F
0173	25.61	28.19	29.55	29.55	29.55	30.12
0174	26.85	29.55	29.55	29.55	29.55	30.12
0175	28.12	29.55	29.55	29.55	29.55	30.12
0180	23.36	25.66	26.89	28.19	29.55	30.87
0181	24.44	26.89	28.19	29.55	30.87	30.87
0182	25.61	28.19	29.55	30.87	30.87	30.87
0183	26.85	29.55	30.87	30.87	30.87	30.87
0190	24.44	26.89	28.19	29.55	30.87	32.35
0191	25.61	28.19	29.55	30.87	32.35	32.35
0192	26.85	29.55	30.87	32.35	32.35	32.35
0193	28.12	30.87	32.35	32.35	32.35	32.35
0200	25.60	28.19	29.55	30.87	32.35	33.90
0220	28.13	30.87	32.35	33.90	35.47	37.20
9005	8.94	9.39	9.67	9.96	10.15	10.37
9010	10.00	10.51	10.83	11.15	11.37	11.59
9020	10.48	10.97	11.32	11.65	11.90	12.13
9030	10.91	11.46	11.79	12.14	12.39	12.66
9031	11.58	12.18	12.54	12.90	13.17	13.42
9040	12.54	13.17	13.56	13.96	14.24	14.52
9050	13.14	13.77	14.17	14.61	14.93	15.24
9060	13.71	14.39	14.84	15.27	15.56	15.86
9070	14.31	15.00	15.45	15.91	16.25	16.57
9080	15.00	15.77	16.23	16.73	17.06	17.40
9090	15.67	16.42	16.92	17.44	17.78	18.15
9100	16.34	17.14	17.65	18.19	18.56	18.94
9110	17.12	17.98	18.53	19.07	19.46	19.84
9120	17.81	18.69	19.27	19.83	20.23	20.66
9130	18.61	19.54	20.13	20.74	21.16	21.57
9140	19.53	20.50	21.12	21.74	22.20	22.65
9150	20.35	21.40	22.04	22.69	23.15	23.61
9160	21.32	22.37	23.06	23.75	24.23	24.73
9170	22.32	23.45	24.15	24.86	25.39	25.89
9180	23.36	24.53	25.28	26.03	26.56	27.08
9190	24.44	25.64	26.44	27.22	27.76	28.32

ALL SEASONAL AND TEMPORARY EMPLOYMENT POSITIONS PAY AT STEP A

- 8010 Minimum Wage
- 8020 5% over Minimum Wage

8030	5% over Pay Range Directly Above
8040	5% over Pay Range Directly Above
8050	5% over Pay Range Directly Above
8060	5% over Pay Range Directly Above
8070	5% over Pay Range Directly Above
8080	5% over Pay Range Directly Above
8090	5% over Pay Range Directly Above
8100	5% over Pay Range Directly Above
8110	5% over Pay Range Directly Above
8120	5% over Pay Range Directly Above
8130	5% over Pay Range Directly Above
8140	5% over Pay Range Directly Above
8150	5% over Pay Range Directly Above
8160	5% over Pay Range Directly Above

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 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

- ORDINANCE NO. 2018 - 086

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.



- ORDINANCE NO. 2018 - 086

- 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 4<sup>th</sup>, 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. 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.

#### 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.

- ORDINANCE NO. 2018 - 086

- 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

- 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.

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

- ORDINANCE NO. 2018 - 086

- 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, Utilities 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 12, 2020 or as noted in each Section.

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

\_\_\_\_\_  
MAYOR

PASSED \_\_\_\_\_

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

APPROVED \_\_\_\_\_



## 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, September 25, 2019

The Honorable Council  
Findlay, Ohio

Dear Council Members,

I apologize for not including this letter of explanation in your last packet to explain Ordinance 2019-081.

As part of the implementation of the High Deductible component of our employee health plan, the Administration determines recommended dollar amounts the City will contribute financially to employee HSAs.

The minimal HSA contributions by the City are covered by the current union agreements and typically carry over to the non-union employees. After review of the health insurance plan, the recommendation has been made at the following levels:

Single Plan \$720.00      EE + Plan \$1,800.00      Family Plan \$1,800.00

This has become a regular annual request and I requested the Director of Law prepare the necessary legislation to allow for this distribution as part of the City's health plan.

Respectfully submitted,

Jim Staschiak II  
City Auditor

# Office of the Mayor

Christina M. Muryn

318 Dorney Plaza, Room 310

Findlay, OH 45840

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

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

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

September 25, 2019

Honorable City Council  
City of Findlay, Ohio

Dear Council Members:

The City has received payment for the repair of a pickup truck from an accident from the insurance company in the amount of \$699.53. It has been deposited in the General Fund.

An appropriation is respectfully requested as follows:

FROM:	General Fund (insurance proceeds)	\$699.53
TO:	Engineering Department 21021000-other	\$699.53

Thank you for your consideration.

Sincerely,



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

cc: Donald J. Rasmussen, Director of Law  
Jim Staschiak II, City Auditor  
Engineering Department

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Safety Director

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

Honorable City Council  
Findlay, OH 45840

September 25, 2019

RE: Cimarron Court Drainage Project  
Project #35592300

Dear Council Members:

This project was included in the 2019 Capital Improvement Plan because moderate rain events have been causing street flooding and backing up water into basements. As part of the project, a secondary outlet will be installed to help eliminate this issue.

As we do on some of the smaller projects, the City will be supplying the material for the project and a Contractor will be doing the installation. The Contractor has indicated that he should be able to get the project completed this year but contracts cannot be sent out until the funds are appropriated. Engineering would appreciate any consideration to approve the funding request. At this time, an appropriation for construction, material, inspection and a contingency is needed to complete the project.

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

FROM:	Sewer Fund – Stormwater Restricted Account	\$75,000
TO:	Cimarron Court Drainage Project Project # 35592300	\$75,000

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



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

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

Honorable City Council  
Findlay, OH 45840

September 25, 2019

RE: E. Main Cross (Osborn Bridge and Creek Bore) and Fishlock Avenue (Creek Bore)  
Project #35791000

Dear Council Members:

When the waterline was replaced on Fishlock Avenue and the road was resurfaced last year, we were unable to bore the new waterline under Lye Creek because the contractor ran into bedrock. Along with the additional cost due to bedrock being present, different equipment needed to be used to complete the work. The tight timeframe that we had on the project and the availability of the equipment meant that the boring could not be completed and the deadline be met. After discussing with the Water Department, the waterline was installed on each side of Lye Creek but the boring was not completed.

A project was placed in the 2019 Capital Improvement Plan for the boring work so that the waterlines located on each side of Lye Creek could be connected. The Contractor that will be doing the actual boring is the same one that recently did the boring for the waterline replacement on Blanchard Street. Since the contractor's equipment is still in town, I would like to have him go to Fishlock Avenue to complete the work there. This will eliminate a mobilization cost since the equipment is already in town and will not need to be moved from a different municipality.

The Contractor will just be doing the boring itself and the Water Department will be connecting the bored pipe to the existing waterlines on each side. At this time, an appropriation for construction, material, inspection and a contingency is needed to complete the project.

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

FROM:	Water Fund	\$55,000
TO:	E. Main Cross (Osborn Bridge and Creek Bore) and Fishlock Avenue (Creek Bore) Project # 35791000	\$55,000

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

**COMMITTEE REPORT**

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

The **WATER AND SEWER COMMITTEE** met on ~~September 17, 2019~~ to continue March 13, 2019 discussions on water and sewer billing software upgrades; met Sept. 17 2019 to discuss Line Removal.

We recommend

Jason Request \$250,000 Down from \$400,000  
We recommend Approve \$250,000

Aye  Nay   
Holly Frische, Chairman

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

Aye  Nay   
Dina Ostrander

DATED: September 17, 2019

#1  Aye  Nay   
Tim Watson

COMMITTEE:  
WATER & SEWER

**FINDLAY CITY COUNCIL  
CARRY-OVER LEGISLATION  
October 1, 2019**

- ORDINANCE NO. 2019-051** (*Utility Billing software*) **requires three (3) readings** **third reading**  
**tabled after third reading on 8/6/19**  
AN ORDINANCE AUTHORIZING THE DIRECTOR OF PUBLIC SERVICE OF THE CITY OF FINDLAY, OHIO, TO ENTER INTO A CONTRACT OR CONTRACTS WITH MUNI-LINK FOR THE UPDATING OF THE CITY OF FINDLAY'S UTILITY BILLING DEPARTMENT'S SOFTWARE, APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.
- ORDINANCE NO. 2019-071** (*mid-year budget appropriations*) **requires three (3) readings** **third reading**  
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.
- ORDINANCE NO. 2019-072** (*amend Income Tax Section 194.013*) **requires three (3) readings** **third reading**  
AN ORDINANCE AMENDING SECTION 194.013 OF CHAPTER 194 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.
- ORDINANCE NO. 2019-073** (*amend Income Tax Section 194.07*) **requires three (3) readings** **third reading**  
AN ORDINANCE AMENDING SECTION 194.07 OF CHAPTER 194 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY, OHIO.
- ORDINANCE NO. 2019-076** (*Blanchard River Greenway Extension 2 (Design)*) **requires three (3) readings** **third reading**  
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.
- ORDINANCE NO. 2019-077** (*CR 180 Drainage Plan*) **requires three (3) readings** **third reading**  
AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.
- ORDINANCE NO. 2019-080** (*Lime Hauling for Water Treatment*) **requires three (3) readings** **third reading**  
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.
- ORDINANCE NO. 2019-081** (*payroll deductions for City employees*) **requires three (3) readings** **second reading**  
AN ORDINANCE AUTHORIZING THE AUDITOR TO MAKE PAYROLL DEDUCTIONS FOR THOSE EMPLOYEES WHO HAVE ELECTED TO ENROLL IN THE HEALTH SAVINGS ACCOUNT (HSA) PLAN AND DECLARING AN EMERGENCY.
- ORDINANCE NO. 2019-082** (*Speedway Dr 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 SPEEDWAY DRIVE REZONE) WHICH PREVIOUSLY WAS ZONED "C2 GENERAL COMMERCIAL DISTRICT" TO I1 LIGHT INDUSTRIAL.
- ORDINANCE NO. 2019-083** (*640 Davis St 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 640 DAVIS STREET REZONE) WHICH PREVIOUSLY WAS ZONED "R2 SINGLE FAMILY, MEDIUM DENSITY" TO "R4 DUPLEX/TRIPLEX".
- ORDINANCE NO. 2019-085** (*add new Chapter 331.45 – distracted driving*) **requires three (3) readings** **second reading**  
AN ORDINANCE AMENDING TITLE FIVE, CHAPTER 331 OF THE CODIFIED ORDINANCES OF THE CITY OF FINDLAY ENTITLED "OPERATION GENERALLY" TO DEFINE AND PROHIBIT CERTAIN VIOLATIONS COMMITTED WHILE DRIVING DISTRACTED.

# 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

OCTOBER 1, 2019

THE FOLLOWING IS THE NEW LEGISLATION TO BE PRESENTED TO THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO, AT THE TUESDAY, OCTOBER 1, 2019 MEETING.

### **ORDINANCES**

- 2019-086 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. 2018-123 AND ALL OTHER ORDINANCES AND/OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND DECLARING AN EMERGENCY.
- 2019-087 AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.
- 2019-088 AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.
- 2019-089 AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.
- 2019-090 AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.
- 2019-091 AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS, AND DECLARING AN EMERGENCY.
- 2019-092 AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

**ORDINANCE NO. 2019-086**

**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. 2018-123, 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. 2018-123 As Amended, and all other Ordinances and/or parts of Ordinances in conflict herewith be repealed and Ordinance No. 2019-086 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. Four clerical/administrative support employees for the City Auditor, per ORC section 124.11 (A)(8).
- H. Bailiffs, constables, clerks of court and deputy clerks of court, official stenographers, and other employees of courts.
- I. Physicians, nurses, engineers, veterinarians, and surveyors, or other comparable professions which require licensing under the laws of the State of Ohio.
- J. 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 12, 2020 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.....	\$1,856.00	\$3,150.40
Assistant City Engineer.....	\$2,381.60	\$3,515.20
Assistant Fire Chief.....	\$2,322.40	\$3,651.20
City Clerk/Chief Assistant/Mayor's Office.....	\$1,930.40	\$3,263.20
City Engineer.....	\$2,668.80	\$3,905.60
Clerk of Municipal Court.....	\$1,930.40	\$3,651.20
Software Developer.....	\$1,856.00	\$3,150.40
Information Systems Manager.....	\$2,438.40	\$3,905.60
Deputy City Auditor.....	\$2,339.20	\$4,328.80
Director of Public Safety.....	\$2,668.80	\$4,328.80
Director of Public Service.....	\$2,339.20	\$4,328.80
Engineer (EI).....	\$1,856.00	\$3,150.40
Engineer Project Manager.....	\$1,856.00	\$3,150.40
Fire Chief.....	\$2,668.80	\$4,017.60
Flood Plain/Zoning Administrator.....	\$1,856.00	\$3,150.40
Human Resources Director.....	\$2,339.20	\$4,328.80
Income Tax Administrator.....	\$2,322.40	\$3,651.20
Police Captain.....	\$2,322.40	\$3,651.20
Police Chief.....	\$2,668.80	\$4,017.60
Professional Civil Engineer.....	\$2,176.80	\$3,172.80
Professional Surveyor.....	\$1,888.80	\$2,928.80
Project Coordinator.....	\$1,856.00	\$3,056.00
Public Works Superintendent.....	\$2,322.40	\$3,651.20
Public Works Supervisor.....	\$1,856.00	\$3,150.40

- ORDINANCE NO. 2018 - 086

Recreation Administrative Supervisor.....	\$1,856.00	\$3,150.40
Rec., Marketing & Facilities Supt.....	\$2,322.40	\$3,651.20
Service-Safety Director.....	\$3,018.40	\$6,492.00
Sewer Maintenance Supervisor.....	\$1,856.00	\$3,150.40
Traffic Signal Supervisor.....	\$1,856.00	\$3,150.40
Utilities Billing Supervisor.....	\$1,856.00	\$3,150.40
Wastewater Treatment Supervisor.....	\$1,856.00	\$3,150.40
Water Distribution Supervisor.....	\$1,856.00	\$3,150.40
Water Pollution Control Supt.....	\$2,322.40	\$3,651.20
Water Treatment Plant Supt.....	\$2,322.40	\$3,651.20
Water Treatment Supervisor.....	\$1,856.00	\$3,150.40

**SECTION 6: EXCEPTED PAY RANGES**

That from and after January 12, 2020 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.....	\$2,124.52
Assistant Director of Law II.....	\$1,957.63
Assistant Director of Law III.....	\$1,798.11
Assistant Director of Law IV.....	\$1,632.52
Member – Civil Service Commission.....	\$195.23

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

That from and after January 12, 2020 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 Support Technician.....	\$11.18	\$20.00
Network Administrator .....	\$20.97	\$36.18
Senior Network Administrator.....	\$21.98	\$39.70
Code Enforcement Officer I .....	\$19.54	\$25.85
Code Enforcement Officer II .....	\$25.00	\$32.00
Fire Inspector/Part Time .....	\$25.00	\$30.42
GIS Technician .....	\$22.83	\$32.00
GIS Specialist .....	\$26.78	\$39.03
Mechanic – Fire Department .....	\$16.26	\$29.21
Performance/Data Management Technician.....	\$21.34	\$35.36
Assistant to Director of Law/Council Clerk.....	\$19.31	\$28.45
Auditor Staff Accountant.....	\$21.63	\$39.07

**SECTION 8: HOURLY JOB CLASSIFICATIONS AND PAY RANGES**

That from and after January 12, 2020 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).

JOB CLASSIFICATIONS

PAY RANGE

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
Administrative Assistant VI .....	0170	9170
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
<b>Clerk-Civil Service Commission/Engineering VI .....</b>	<b>0170</b>	<b>9170</b>
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
Public Works Groundskeeper .....	0030-0140	9030-9140
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 .....	0090-0150	9090-9150
Secretary I .....	0120	9120
Secretary II .....	0140	9140
Secretary III .....	0150	9150
Security Officer .....	0031	9031
Sewer Maintenance Worker I – No License .....	0120	N/A
Sewer Maintenance Worker I – Class I License .....	0125	N/A
Sewer Maintenance Worker I – Class II License .....	0130	N/A
Sewer Maintenance Worker I .....	N/A	9120
Sewer Maintenance Worker II – No License .....	0140	N/A
Sewer Maintenance Worker II – Class I License .....	0141	N/A
Sewer Maintenance Worker II – Class II License .....	0142	N/A
Sewer Maintenance Worker II .....	N/A	9130
Sewer Maintenance Worker III – No License .....	0160	N/A
Sewer Maintenance Worker III – Class I License .....	0161	N/A
Sewer Maintenance Worker III – Class II License .....	0162	N/A
Sewer Maintenance Worker III .....	N/A	9140
Sewer Maintenance Worker IV .....	0150	9150
Sewer Maintenance Worker V .....	0160	9160
Sewer Maintenance Worker VI .....	0170	9170
Sewer Maintenance Foreman I .....	0180	9180
Sewer Maintenance Foreman II .....	0190	9190
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
Utilities Billing Clerk III .....	0130	9130
Utilities Billing Clerk IV .....	0140	9140
Utility Grounds Maintenance Worker I .....	0110	9110
Utilities Ground Maintenance Worker II .....	0120	9120
Utility Grounds Maintenance Worker III .....	0130	9130
Utility Grounds Maintenance Worker IV .....	0140	9140
Utility Grounds Maintenance Worker V .....	0150	9150
Utility Grounds Maintenance Worker VI .....	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	9130
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	9140
Waterline Maintenance Worker IV .....	0150	9150
Waterline Maintenance Worker V .....	0160	9160
Waterline Maintenance Worker VI .....	0170	9170
Waterline Maintenance Foreman I .....	0180	9180
Waterline Maintenance Foreman II .....	0190	9190
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

WW Treatment Plant Operator Assistant - No License .....	0140	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/OIT .....	0160	9160
WW Treatment Plant Operator - Class I License .....	0161	9170
WW Treatment Plant Operator – Class II License .....	0162	9180
WW Treatment Plant Operator – Class III License .....	0163	9190
Zoning/Building Inspector .....	0160	9160

TEMPORARY JOB CLASSIFICATIONS

PAY RANGE

This job classification 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.

Temporary Support Staff.....8010 – 8160

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

A. Effective January 12, 2020 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 Foreman I, and II and Sewer Maintenance Foreman I, and II. 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 12, 2020, 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, IV, V and VI, Waterline Maintenance Worker I, II, III, IV, V and VI, Waterline Maintenance Foreman I and II, and Sewer Maintenance Foreman I and II, 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 12, 2020, employees with the titles of Water Treatment Plant Operator, Water Treatment Plant Operator Assistant, Lab Technician I and II, 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 employee 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

**SECTION 10: PAY RANGES EFFECTIVE JANUARY 12, 2020**

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	8.94	9.74	10.13	10.64	11.07	11.61
0010	10.00	10.93	11.44	12.03	12.58	13.20
0020	10.48	11.44	12.03	12.58	13.20	13.75
0022	10.69	10.69	10.69	10.69	10.69	10.69
0030	10.91	12.03	12.58	13.20	13.75	14.46
0031	11.58	12.64	13.14	13.80	14.36	15.06
0032	11.37	11.37	11.37	11.37	11.37	11.37
0040	12.54	13.75	14.41	15.02	15.74	16.44
0050	13.14	14.41	15.02	15.74	16.44	17.15
0060	13.71	15.02	15.74	16.44	17.15	17.97
0070	14.31	15.74	16.44	17.15	17.97	18.74
0080	15.00	16.44	17.15	17.97	18.74	19.55
0090	15.67	17.15	17.97	18.74	19.55	20.54
0100	16.34	17.97	18.74	19.55	20.54	21.40
0110	17.12	18.74	19.55	20.54	21.40	22.41
0120	17.81	19.55	20.54	21.40	22.41	23.41
0125	18.20	20.06	20.92	21.93	22.91	23.96
0130	18.61	20.54	21.40	22.41	23.41	24.54
0140	19.53	21.40	22.41	23.41	24.54	25.66
0141	20.35	22.41	23.41	24.54	25.66	25.66
0142	21.32	23.41	24.54	25.66	25.66	25.66
0143	22.32	24.54	25.66	25.66	25.66	25.66
0150	20.35	22.41	23.41	24.54	25.66	26.89
0151	21.32	23.41	24.54	25.66	26.89	26.89
0160	21.32	23.41	24.54	25.66	26.89	28.19
0161	22.32	24.54	25.66	26.89	28.19	28.73
0162	23.36	25.66	26.89	28.19	28.73	29.26
0163	24.44	26.89	28.19	28.73	29.26	29.87
0170	22.32	24.54	25.66	26.89	28.19	29.55
0171	23.36	25.66	26.89	28.19	29.55	29.55
0172	24.44	26.89	28.19	29.55	29.55	29.55

Completed Years of Service	0	1 - 2	3 - 4	5 - 6	7	8 Or more
Pay Range	A	B	C	D	E	F
0173	25.61	28.19	29.55	29.55	29.55	30.12
0174	26.85	29.55	29.55	29.55	29.55	30.12
0175	28.12	29.55	29.55	29.55	29.55	30.12
0180	23.36	25.66	26.89	28.19	29.55	30.87
0181	24.44	26.89	28.19	29.55	30.87	30.87
0182	25.61	28.19	29.55	30.87	30.87	30.87
0183	26.85	29.55	30.87	30.87	30.87	30.87
0190	24.44	26.89	28.19	29.55	30.87	32.35
0191	25.61	28.19	29.55	30.87	32.35	32.35
0192	26.85	29.55	30.87	32.35	32.35	32.35
0193	28.12	30.87	32.35	32.35	32.35	32.35
0200	25.60	28.19	29.55	30.87	32.35	33.90
0220	28.13	30.87	32.35	33.90	35.47	37.20
9005	8.94	9.39	9.67	9.96	10.15	10.37
9010	10.00	10.51	10.83	11.15	11.37	11.59
9020	10.48	10.97	11.32	11.65	11.90	12.13
9030	10.91	11.46	11.79	12.14	12.39	12.66
9031	11.58	12.18	12.54	12.90	13.17	13.42
9040	12.54	13.17	13.56	13.96	14.24	14.52
9050	13.14	13.77	14.17	14.61	14.93	15.24
9060	13.71	14.39	14.84	15.27	15.56	15.86
9070	14.31	15.00	15.45	15.91	16.25	16.57
9080	15.00	15.77	16.23	16.73	17.06	17.40
9090	15.67	16.42	16.92	17.44	17.78	18.15
9100	16.34	17.14	17.65	18.19	18.56	18.94
9110	17.12	17.98	18.53	19.07	19.46	19.84
9120	17.81	18.69	19.27	19.83	20.23	20.66
9130	18.61	19.54	20.13	20.74	21.16	21.57
9140	19.53	20.50	21.12	21.74	22.20	22.65
9150	20.35	21.40	22.04	22.69	23.15	23.61
9160	21.32	22.37	23.06	23.75	24.23	24.73
9170	22.32	23.45	24.15	24.86	25.39	25.89
9180	23.36	24.53	25.28	26.03	26.56	27.08
9190	24.44	25.64	26.44	27.22	27.76	28.32

ALL SEASONAL AND TEMPORARY EMPLOYMENT POSITIONS PAY AT STEP A

8010 Minimum Wage  
 8020 5% over Minimum Wage

8030	5% over Pay Range Directly Above
8040	5% over Pay Range Directly Above
8050	5% over Pay Range Directly Above
8060	5% over Pay Range Directly Above
8070	5% over Pay Range Directly Above
8080	5% over Pay Range Directly Above
8090	5% over Pay Range Directly Above
8100	5% over Pay Range Directly Above
8110	5% over Pay Range Directly Above
8120	5% over Pay Range Directly Above
8130	5% over Pay Range Directly Above
8140	5% over Pay Range Directly Above
8150	5% over Pay Range Directly Above
8160	5% over Pay Range Directly Above

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 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



- ORDINANCE NO. 2018 - 086

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.

- ORDINANCE NO. 2018 - 086

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

- ORDINANCE NO. 2018 - 086

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.

- ORDINANCE NO. 2018 - 086

- 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.

- ORDINANCE NO. 2018 - 086

- D. An employee of the Water Treatment Plant or Water Pollution Control Center who is required to work on New Year's Day, July 4<sup>th</sup>, 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. 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.

#### 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.

- ORDINANCE NO. 2018 - 086

- 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

- 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.

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

- ORDINANCE NO. 2018 - 086

- 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, Utilities 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 12, 2020 or as noted in each Section.

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

\_\_\_\_\_  
MAYOR

PASSED \_\_\_\_\_

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

APPROVED \_\_\_\_\_

**ORDINANCE NO. 2019-087**

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

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

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

FROM:	Revolving Loan Fund	\$ 5,692.86
TO:	General Expense #21010000-449400	\$ 5,692.86

SECTION 2: That the Auditor of the City of Findlay, Ohio is hereby authorized to draw five thousand six hundred ninety-two dollars and eighty-six cents (\$5,692.86) from the Revolving Loan Fund Account held at Fifth Third Bank.

SECTION 3: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reason it is immediately necessary to appropriate funds so that Hancock Regional Planning Commission may be paid for their expenses/staff time for RLF Administration for October 2018 through June 2019,

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. 2018-088**

**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:	Ohio Attorney General LE Diversion Program	\$ 50,000.00
TO:	Quick Response Team Grant <i>Project No. 31994600</i>	\$ 50,000.00

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 funds so that incurred expenses by the Family Resource Center Coordinator may be paid,

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. 2019-089**

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

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

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

FROM:	CIT Fund – Capital Improvement Restricted Account	\$ 134,157.00
TO:	2019 CUBE Parking Lot Repairs #31993700	\$ 134,157.00

SECTION 2: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reason it is immediately necessary to appropriate and transfer said funds so that the aforementioned 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. 2019-090**

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

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

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

FROM: General Fund (insurance proceeds)	\$ 699.53
TO: Police Department #21012000-other	\$ 699.53

SECTION 2: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reason it is immediately necessary to appropriate funds so that funds received from the City's insurance company may be utilized.

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. 2019-091**

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

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

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

FROM:	Sewer Fund – Stormwater Restricted Account	\$ 75,000.00
TO:	Cimarron Court Drainage <i>Project #35592300</i>	\$ 75,000.00

SECTION 2: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reason it is immediately necessary to appropriate and transfer said funds so that the aforementioned 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. 2019-092**

**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	\$ 55,000.00
TO:	E Main Cross (Osborn Bridge and Creek Bore) and Fishlock Avenue (Creek Bore) <i>Project #35791000</i>	\$ 55,000.00

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 funds so that the aforementioned 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 \_\_\_\_\_