

FINDLAY CITY COUNCIL MEETING AGENDA

REGULAR SESSION

NOVEMBER 5, 2019

COUNCIL CHAMBERS

ROLL CALL of 2018-2019 Councilmembers

ACCEPTANCE/CHANGES TO PREVIOUS CITY COUNCIL MEETING MINUTES:

- Acceptance or changes to the October 15, 2019 Public Hearing minutes to rezone 640 Davis Street via Ordinance No. 2019-083.
- Acceptance or changes to the October 15, 2019 Public Hearing minutes to rezone Speedway Drive via Ordinance No. 2019-082.
- Acceptance or changes to the October 15, 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:

Human Resources Director Donald Essex – Firefighter Exposure to Environmental Elements Grant (Project No. 31994800)

City Council previously authorized under Ordinance No. 2017-121, the expenditure of \$10,092.50 of an awarded \$15,000.00 Ohio BWC Firefighter Exposure to Environmental Elements Grant to purchase particulate blocking firefighter hoods. The Findlay Fire Department has \$4,907.50 remaining and is now requesting permission to submit an application to utilize \$4,023.75 of that remaining balance to purchase a turnout gear washer/extractor. The local match required is \$804.75 which will be taken from the existing Fire Department budget.

The Bureau of Workers' Compensation (BWC) uses the Firefighter Exposure to Environmental Elements Grant (FEEEG) Program to partner with Ohio employers to minimize exposure to dangerous environmental elements. Eligible employers may receive up to fifteen thousand dollars (\$15,000) for the duration of the FEEEG Program. The program is available to eligible Ohio employers who wish to purchase the following qualified/allowed items for optimal protection against these exposures:

- Diesel Exhaust System
- **Extractors/washing machines for turn out gear**
- Hoods with barrier protection
- Washable gloves

Legislation to authorizing the Safety Director to apply for said grant funds is requested. Ordinance No. 2019-095 was created.

FROM: BWC FEEEG Grant application	\$ 4,023.75
FROM: Fire Department #21014000-other	\$ 804.75
TO: 2019 BWC FEEEG Project No. 31994800	\$ 4,828.50

Treasurer’s Reconciliation Report – September 2019.

Officer/Shareholders Disclosure Form from the Ohio Department of Commerce Division of Liquor Control for Amigos Exitosos LLC, dba Olers Bar & Grill, 1st Floor and Patio, located at 708 Lima Avenue, Findlay, Ohio for a D5 and D6 liquor permit. This requires a vote of Council.

John E. Dunbar, Chief of Police – Amigos Exitosos LLC, dba Olers Bar & Grill, 1st Floor and Patio, located at 708 Lima Avenue, Findlay, Ohio. A check of the records shows no criminal record on the following:

- Neeli Oler
- Christine Keller

City Planning Commission agenda –November 14, 2019; minutes – October 10, 2019.

Service Director/Acting City Engineer Thomas – SR 12 and Davis Street Sewer Repairs (35691800)

The original plan was to line a dead end sanitary sewer at Davis Street and Fox Street and add a manhole at the end of the sewer. Upon further investigation, it was determined that the condition of the sewer will not allow it to be lined. Engineering put together a quick plan and sent it to two (2) contractors for quotes to replace the sewer and add a manhole. One (1) contractor replied that he did not want to bid the job because of his current work load and the second contractor submitted a price of forty-eight thousand seven hundred sixty-one dollars (\$48,761). After fixing the sewer on SR 12, there will be sixteen thousand ninety-five dollars and seven cents (\$16,095.07) remaining in the project. An additional thirty-five thousand dollars (\$35,000) is requested to be appropriated to the project for sewer replacement. This will cover the additional cost and will allow for a small contingency in the event that something unforeseen arises. Legislation to appropriate funds is requested. Ordinance No. 2019-096 was created.

FROM: Sewer Fund	\$ 35,000.00
TO: SR 12 and Davis Street Sewer Repairs #35691800	\$ 35,000.00

Service Director/Acting City Engineer Thomas – Blanchard Street & Lincoln Street Project #32876000

Engineering has looked at all of the comments that were received on the project and came up with a couple of options that would address some of the concerns that were raised. Possible options in an attempt to see what affect the options would have on the amount of grant funding received for this project were reviewed with the Ohio Department of Transportation (ODOT). Grant funds have not been appropriated to the project, therefore, an appropriation of funds is requested. Needs referred to the Appropriations Committee for explanation of options, what affect the options would have on the project and to get a direction from the Committee on how to proceed with legislation to appropriate grant funding is requested.

Service Director/Acting City Engineer – Howard Street Sewer Separation (35577600)

This project was included in the Capital Improvement Plan and was awarded Community Development Block Grant funds. The grant has been awarded and the grant monies now need to be appropriated into the project. Legislation to appropriate funds is requested. Ordinance No. 2019-099 was created.

FROM: CDBG Grant Funds	\$ 202,000.00
TO: Howard Street Sewer Separation #35577600	\$ 202,000.00

Findlay Revolving Loan Fund Administrator Cordonnier – City of Findlay Revolving Loan Fund request for appropriation – overpayment of loan

On September 17, 2019, Cedar Valley completed payment on the City of Findlay Revolving Loan Fund loan that was opened in 2010. Cedar Valley has been making extra principal payments and the payoff occurred ahead of schedule. Due to the early payoff, Cedar Valley overpaid by \$685.48. The attached RLF statement of account details each principal and interest payment made by Cedar Valley. Legislation to appropriate funds to refund the Cedar Valley overpayment is requested. Ordinance No. 2019-097 was created.

FROM: City of Findlay Revolving Loan Fund	\$ 685.48
TO: General Expense #21010000 (Cedar Valley – Loan #2)	\$ 685.48

Service Director/Acting City Engineer Thomas – Memorandum of Understanding with Hancock Public Health

The database that the Hancock Public Health uses for tracking of isolation backflow and plumber licenses is out of date and needs an overhaul. The Hancock Public Health would like to use the City’s Utility Billing software to track the isolation backflow addresses, testing requirements and keep the data up to date for them. The billing software has the capacity to perform these functions with no additional costs to the City for upgrades. Legislation allowing the Mayor of the City of Findlay to enter into a Memorandum of Understanding with Hancock Public Health is requested. Ordinance No. 2019-098 was requested.

Mayor Muryn – 3rd qtr 2019 Key Performance Indicators (KPIs)

The second quarter Key Performance Indicators of “KPIs” have been compiled. They are the performance measurements that are monitored for each department on a continuous basis. The KPI document “Findlay Performs” can also be found on the City website:

<https://www.findlayohio.com/governmetn/transparency-performance>).

Highlights:

- General Fund spending is below budget at a .90 spend rate.
- Lost days related to worker’s compensation is higher than target related to two (2) specific ongoing claims.
- Overtime is above the five (5) year average due to the timing of leaves and some staff transitions in Police, Fire and Dispatch.
- Zoning permit violations remain low as compared to the prior year.
- Unaccounted for water dropped from levels over twenty percent (20%) to below the eighteen percent (18%) target in the third quarter. Concerted efforts are being made to bring this down to acceptable levels.

These KPIs are a critical tool used to measure service delivery and operational effectiveness. They allow the City to see the progress towards goals set for continuous improvement.

COMMITTEE REPORTS: none

LEGISLATION:

RESOLUTIONS:

RESOLUTION NO. 024-2019 (*walkable community*) requires three (3) readings

second reading

A RESOLUTION SUPPORTING THE UNITED STATES SURGEON GENERAL'S CALL TO ACTION TO PROMOTE WALKING AND WALKABLE COMMUNITIES.

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. 2019-086 (*salary ordinance*) requires three (3) readings

third 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. 2019-093 (*large meter testing/calibration*) requires three (3) readings

second reading

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-094 (*performance audit*) requires three (3) readings

second reading

AN ORDINANCE AUTHORIZING THE AUDITOR OF THE CITY OF FINDLAY, OHIO, TO ENTER INTO A PERFORMANCE AUDIT AGREEMENT WITH THE AUDITOR OF THE STATE OF OHIO FOR AN AUDIT OF THE WATER AND SEWER DEPARTMENTS, FOR THE CITY OF FINDLAY.

ORDINANCE NO. 2019-095 (*BWC Safety Intervention Grant (FFD)*) requires three (3) readings

first reading

AN ORDINANCE AUTHORIZING THE SAFETY DIRECTOR OF THE CITY OF FINDLAY, OHIO TO FILE AN APPLICATION FOR THE OHIO BUREAU OF WORKER'S COMPENSATION FIREFIGHTER EXPOSURE TO ENVIRONMENTAL ELEMENTS GRANT (FEEEG), ALONG WITH THE CITY OF FINDLAY'S MATCH, TO PURCHASE A DIESEL EXHAUST SYSTEM, EXTRACTORS-WASHING MACHINES FOR TURN OUT GEAR, HOODS WITH BARRIER PROTECTION, AND WASHABLE GLOVES FOR THE FINDLAY FIRE DEPARTMENT, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-096 (*SR 12 and Davis St sewer repairs #35691800*) requires three (3) readings
first reading

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-097 (*Cedar Valley RLF*) requires three (3) readings

first reading

AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-098 (*MOU with Hancock Public Health*) requires three (3) readings

first reading

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF FINDLAY, OHIO, TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE HANCOCK COUNTY COMBINED GENERAL HEALTH DISTRICT, AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-099 (*Howard St sewer separation*) requires three (3) readings

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

UNFINISHED BUSINESS:

OLD BUSINESS

NEW BUSINESS

An executive session at the end of the November 5, 2019 Regular Session City Council meeting is requested to discuss an advertising contract and the purchase of property.



Office of the Mayor

Christina Muryn

318 Dorney Plaza, Room 310

Findlay, OH 45840

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

www.findlayohio.com

Honorable City Council
Findlay, OH 45840

October 23, 2019

RE: Firefighter Exposure to Environmental Elements Grant (Project No.31994800)

Dear Council Members:

City Council previously authorized under Ordinance 2017-121, the expenditure of \$10,092.50 of an awarded \$15,000.00 Ohio BWC Firefighter Exposure to Environmental Elements Grant, to purchase particulate blocking firefighter hoods. The Findlay Fire Department has \$4907.50 left. The Fire Department now requests permission to submit application to use \$4,023.75 of that remaining amount to purchase a turnout gear washer/extractor. The local match required is \$804.75, which will be taken from the existing fire department budget.

The Bureau of Workers' Compensation uses the Firefighter Exposure to Environmental Elements Grant (FEEEG) Program to partner with Ohio employers to minimize exposure to dangerous environmental elements. Eligible employers may receive up to \$15,000 for the duration of the FEEEG Program. The program is available to eligible Ohio employers who wish to purchase the following qualified/allowed items for optimal protection against these exposures:

- Diesel Exhaust System
- **Extractors/washing machines for turn out gear**
- Hoods with barrier protection
- Washable gloves

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

FROM:	BWC FEEEG Grant application	\$4,023.75
	Fire Department (21014000-Other)	\$804.75
TO:	2019 BWC FEEEG Project No. 31994800	\$4,828.50

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in blue ink that reads "Donald Essex".

Donald Essex, MBA, SPHR, SHRM-SCP
Human Resources Director

pc: Paul Schmelzer, Director of Public Safety
Don Rasmussen, Law Director
Jim Staschiak, Auditor
Joshua Eberle, Fire Chief



TREASURER'S OFFICE

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

SUSAN JO HITE
CITY TREASURER

Treasurer's Reconciliation for September 30, 2019

TREASURER

Fifth Third Initial Balance	3,284,096.16
- Withdrawals ()	(7,997,627.64)
+ Deposits	7,594,630.53
Ending Balance	2,881,099.05

- Outstanding checks ()	(335,542.36)
Deposit in Transit	2,891.20
Treasurer's Checking Bal	2,548,447.89

Investment Principal	55,879,446.67
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Treasurer's Total Cash and Investments	58,427,894.56
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AUDITOR

Auditor's Checking Bal	2,548,447.89
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Auditor's Total Cash and Investments	58,427,894.56
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Respectfully submitted,


Susan Jo Hite
Treasurer

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

October 28, 2019

The Honorable Council:

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

Neeli Oler
Christine Keller

Amigos Exitosos LLC, DBA Olers Bar & Grill, 1st Floor and Patio, 708 Lima Avenue, 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

0173456		TRFO	AMIGOS EXITOSOS LLC DBA OLMERS BAR & GRILL 1ST FL & PATIO 708 LIMA AVE FINDLAY OHIO 45840
PERMIT NUMBER		TYPE	
06 01	2019		
ISSUE DATE			
10 23	2019		
FILING DATE			
D5	D6	PERMIT CLASSES	
32	044	A	F23203
TAX DISTRICT			RECEIPT NO.

FROM **10/25/2019**

RECEIVED
OCT 28 2019
MAYOR'S OFFICE

6534171			OLMERS INC 1ST FL & PATIO 708 LIMA AV FINDLAY OHIO 45840
PERMIT NUMBER		TYPE	
06 01	2019		
ISSUE DATE			
10 23	2019		
FILING DATE			
D5	D6	PERMIT CLASSES	
32	044		
TAX DISTRICT			RECEIPT NO.



MAILED **10/25/2019**

RESPONSES MUST BE POSTMARKED NO LATER THAN. **11/25/2019**

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 0173456

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

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

WE DO NOT REQUEST A HEARING.

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

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

(Signature)

(Title)- Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

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

Commerce Division of Liquor Control : Web Database Search

OWNERSHIP DISCLOSURE INFORMATION

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

Searching Instructions

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

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

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

SEARCH CRITERIA	
Permit Number	<input type="text" value="0173456"/>
Permit Name / DBA	<input type="text"/>
Member / Officer Name	<input type="text"/>

Search Reset Main Menu

Member/Officer Name	Shares/Interest	Office Held
Permit Number: 0173456; Name: AMIGOS EXITOSOS LLC; DBA: DBA OLER'S BAR & GRILL 1ST FL & PATIO; Address: 708 LIMA AVE FINDLAY 45840		
CHRISTINE KELLER	MANAGE MEM	VICE PRES.
NEELI OLER	MANAGE MEM	CEO

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- [Ohio Department of Commerce](#)

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City of Findlay
City Planning Commission
City Council Chambers, 1st floor of Municipal Building
Thursday, November 14, 2019 - 9:00 AM

AGENDA

CALL TO ORDER

ROLL CALL

SWEARING IN

APPROVAL OF MINUTES

NEW ITEMS

1. **PETITION FOR ZONING AMENDMENT #ZA-09-2019 filed by Ralph Vandervlucht to rezone 2321 N Main Street from C-2 General Commercial to R-3 Single Family High Density.**
2. **APPLICATION FOR SITE PLAN REVIEW #SP-24-2019 filed by Rusk OP Findlay, 2930 Centennial Rd, Toledo , OH for a 1200 square addition and a 28 space parking lot for EverDry Waterproofing, 1760 Romick Parkway.**
3. **APPLICATION FOR SITE PLAN REVIEW #SP-25-2019 filed by 50 North, 339 E Melrose Avenue, Findlay for building additions to the east and west sides, parking lot areas and additional site improvements.**
4. **REVIEW OF PROPOSED ZONING MAP AND TEXT AMENDMENTS**

ADMINISTRATIVE APPROVALS

ADJOURNMENT

City of Findlay City Planning Commission

Thursday, October 10, 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: Judy Scrimshaw, HRPC Staff
Matt Cordonnier, HRPC Director
Jacob Mercer, Planner
Eric Adkins, City Zoning Inspector

GUESTS: Dan Stone, Tom Shindledecker, Lisa McClain

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 Judy Scrimshaw.

APPROVAL OF MINUTES

Dan Clinger made a motion to approve the minutes of the September 12, 2019 meeting. Jackie Schroeder seconded. Motion carried 5-0-0.

NEW ITEMS

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

CPC STAFF

General Information

This subdivision is located south of SR 12 and east of CR 9 in Liberty Township. It is zoned R-2 One Family Residential in the Township. Parcels to the south and east are also zoned R-2. To the west and north is zoned A-1 Agriculture. It is not located within the 100-year flood plain. The City Land Use Plan designates the area as Single Family Large Lot.

Parcel History

This is currently farmland which was once proposed as a part of the Liberty Dold Subdivision. The last phase of that subdivision was done in 2001. The Preliminary Plat before you today was reviewed and approved on March 8, 2018. It was also reviewed and approved by HRPC on April 18, 2018.

Staff Analysis

The Preliminary Plat of Best Liberty Addition was approved with conditions in 2018. A Preliminary Plat is valid for twelve months after approval. Because it has been over the twelve month period, it must be resubmitted.

The original plat had the name of the north/south street on the east side connecting Moulton Drive and Early Drive as Eagles Edge Drive. The stub street going east from Eagles Edge Drive to the vacant land was labelled Eagle's Talon. We are trying to get away from repetitive forms of the same names as it often creates confusion particularly for emergency response. We currently have Eagle Street, Eagle Drive, Eagle Ridge Drive, Golden Eagle Drive and Eagle Hill Ct. in the County. The names of those streets have been changed to Hiegel Drive and Talon Drive respectively.

The plat from 2018 had picked up numbering from the last lot numbers in the Liberty Dold Subdivision. Because this is considered a new subdivision, it must start numbering with 1 and go consecutively from there. This has been corrected.

Lot 4 did not meet the size requirements of Liberty Township. Additionally, the setbacks along Early Drive for Lots 1, 8,9,16 and 26 were incorrect per their zoning. The developer went before the Liberty Township BZA on April 23, 2018 and received the variances on those issues. The plan now complies with all conditions imposed by FCPC and HRPC on the original plat from 2018.

Staff Recommendation

CPC Staff recommends approval of **PRELIMINARY PLAT APPLICATION #PP-02-2019 filed by John and Roger Best for Best Liberty Addition.**

ENGINEERING

No comment.

FIRE PREVENTION

No comment.

RECOMMENDATION

Staff recommends approval of **PRELIMINARY PLAT APPLICATION #PP-02-2019** filed by **John and Roger Best for Best Liberty Addition.**

DISCUSSION

Judy Scrimshaw noted that another item that needed addressed was the stub street for Talon Drive. This does not show a cul-de-sac as is required. HRPC's Subdivision Review Committee discussed this a couple days ago also. We have been looking at these required connectors recently. There is another stub of Jadlos north of this plat that goes to the land to the east. Ms. Scrimshaw noted that in the amendments to the regulations, we have done away with requiring these unless the Board determines it is needed. There are many of these on record that have just sat there and before long someone buys something off the end of that street, puts a driveway there and renders it useless. Mr. Stone will be asking for a variance from that at the HRPC meeting next week. He can possibly borrow from surrounding lots and create one more here or split it amongst other lots as platted to make those larger.

Dan Stone commented that drainage has been the major contention out here since it came up last year. They have reanalyzed the entire development over the last year. The outlets in the pond were not working. They were damaged, plugged, there were trees growing in them. The pond was not out letting water during low or high flows. They located all the existing catch basins in the subdivision and found all the low and high points. They compared those in relationship to the pond. The lowest point in a roadway on the road leading out of the subdivision is about two feet lower than the top of the pond. Mr. Stone said the rain water got into the subdivision, the outlets were plugged and damaged. There was a back flow valve that was not working properly. So there was essentially no outlet. As the water rose in the detention pond it backed up through the pipes, into the streets.

Mr. Stone said they are putting together a plan that will have an emergency overflow spillway in the southwest corner of the existing pond. The elevation will be set at the lowest pavement elevation in the subdivision. As the water gets into the pond, it will overtop and go into this overflow rather than back up and sit a foot or two deep in the subdivision. He believes the overflow is set about a foot higher than the pond elevation. It is an emergency overflow, the 100-year will still stay in the pond. Mr. Stone said they were required by the County to seek easements from adjacent property owners because they will go through their property with a "conveyance" for this pond. He, the developers and third party engineers have been working with Gateway Church on the plan to cross their property. They have secured an easement from the Church. They have been in deep discussions with HPD (Hancock Park District) and have their verbal approval. He hopes to have a written approval next month.

Dan Clinger asked if Talon Drive will be gone on the final plat. Dan Stone replied that the first Final Plat will be for the southwest portion of the subdivision and will not include that area yet. He stated that they will ask HRPC for a variance to eliminate that stub street next week and if that happens they will remove it. If they don't get the variance they will have to put a cul-de-sac in. One of the Liberty Township Trustees as well as their zoning inspector were at the meeting and neither wants a cul-de-sac. Mr. Clinger asked about the damage to the existing system. Dan Stone explained again about what they found in regard to blockages and theories about mowing equipment possibly crushing some pipes over the years, etc. There was also a valve on the secondary outlet that opens but the manhole was not built properly and that valve could not open. The Township has cleaned out the bottom of the pond in that area, they have fixed that secondary pipe and have taken that back flow valve off the manhole. They have remedied that for now. The developer will go and make sure those outlets are protected by some structure or some type of headwall or some concrete. Mr. Clinger asked if the water reaches those outlets, does it then drain into a tile that flows down to Aurand Run. Dan Stone replied that the existing 15" tile goes all the way down to Aurand Run. Mr. DeArment asked if that tile has been inspected. Mr. Stone replied that he did not know if it had been inspected. He stated that it does drain. They can physically see when water backs up and goes away. He does not know if there has been any concern with the tile. The pond for Gateway drains very well and it uses the same tile.

Judy Scrimshaw stated that these are all the things that will get addressed in the construction drawings/Final Plat stage. Dan Clinger asked if the detention was developed to serve the entire subdivision as planned. Mr. Stone replied yes, it was for what was to be the entire Liberty Dold Subdivision. It was increased a few years ago and had been reviewed by a third party engineer. There is additional capacity beyond what is required for the development.

Dan DeArment asked if the developer has responsibility for maintenance. Mr. Stone stated that the County is now requiring the developer to petition for the County to accept all the drainage in subdivisions. That includes rear yard, front yard and all ponds. This particular pond was placed under County maintenance when it was expanded. Soil and Water Conservation is the entity that takes care of this, but they were not aware that it was theirs to maintain. The subdivision maintenance will be requested to go under County maintenance and the owners will be assessed to take care of that from now on.

Dan Clinger asked if any developments to the east, south, etc. will have any effect on this pond. Mr. Stone replied that they can't drain into this as it's not designed to pick up those areas.

Mr. Clinger said he had two letters that came in. One from a resident of Dold and one from a resident farther down on CR 9.

Matt Cordonnier asked if the new homes will share any pipes with the old subdivision. Mr. Stone replied that the subdivision currently drains down three roadways. What they will do is put in new storm sewer in the back yards. They are trying to take as much of the new development and put it in new storm sewers and out letting it into the pond rather than tying in to the existing. The existing line was sized for all of this, but they are trying to relieve the existing pipes by taking as much water out of them as they can.

Mayor Muryn stated that she sees that the developer is addressing a lot of the concerns here, but they are required on the Preliminary Plat to make sure it meets the requirements for that plat. The County Engineer and HRPC will be the next steps in determining if the drainage is appropriate as it moves. Mr. Cordonnier replied that that is correct. The Preliminary Plat requires them to show an indication of the proposed drainage. They have shown the proposed locations of pipes and such. Drainage calculations are submitted to the County Engineer at the construction drawing phase. He will review those and look at all the minute details then. If they don't meet County standards, he will not approve and a Final Plat cannot be submitted. This phase (preliminary plat) of the review does not allow them to move dirt, sell lots, construct infrastructure, etc.

Lisa McClain came forward to speak. She stated that she lives on the south side of Aurand Run. She said that she has lived there about 21 years and has seen increasing amounts of flood waters. She stated that at the time she purchased her home she was not in the flood zone, but with the last update she now is in a flood zone. She commented that over the last year or so she has spoken with many public officials and business men about this. She stated that running water more quickly to Aurand Run will affect her property. The swale that is proposed in front of Gateway Church and into the Park land will run the water more quickly to her property. She and Mr. Stone have discussed this and she has spoken with Doug Cade but is still a little confused. Ms. McClain stated that she knows the proposal states it is a 100-year flood event but it is her understanding that it is a 100-year storm event. She says it is 3.7" of rain in a 24 hour period, but is not clear on that. Ms. McClain commented that most everyone has been helpful, they have explained getting the swale work approved, but none have been able to tell her it will not affect her property negatively. She would like the Commission to take all of that into account when this moves forward.

MOTION

Dan DeArment made a motion to approve **PRELIMINARY PLAT APPLICATION #PP-02-2019 filed by John and Roger Best for Best Liberty Addition with the following conditions:**

- **A cul-de-sac is placed on the end of Talon drive or,**
- **A variance is granted by HRPC to remove Talon Drive**

2nd: Brian Thomas

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

ADJOURNMENT

Christina Muryn
Mayor

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

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

October 30, 2019

RE: SR 12 and Davis Street Sewer Repairs (35691800)

Dear Council Members:

The original plan was to line a dead end sanitary sewer at Davis Street and Fox Street and add a manhole at the end of the sewer. Upon further investigation, it was determined that the condition of the sewer will not allow it to be lined. Engineering put together a quick plan and sent it to two (2) contractors to get pricing to replace the sewer and add a manhole. One contractor replied that he did not want to bid the job because of his current work load and the second contractor submitted a price of \$48,761.

After fixing the sewer on State Route 12, there is \$16,095.07 currently remaining in the project. I am requesting that an additional \$35,000 be appropriated to the project so that we can get the sewer replaced. This will cover the additional cost and will give a small contingency in the event that something unforeseen arises.

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

From: Sewer Fund	\$35,000
To: SR 12 and Davis Street Sewer Repairs (35691800)	\$ 35,000

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

Sincerely,



Brian Thomas
Service Director/Acting City Engineer

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

Office of the Mayor

Christina M. Muryn

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Findlay, OH 45840

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Honorable City Council
Findlay, OH 45840

October 30, 2019

RE: Blanchard Street & Lincoln Street Project (32876000)

Dear Council Members:

Engineering has looked at all of the comments that were received on the project and came up with a couple of options that would address some of the concerns that were raised. I met with ODOT and went over the possible options in an attempt to see what affect the options would have on the amount of grant funding received for the project. I have received information back from the funding source and would like to discuss with Council the different options and what affect the options would have.

I thought that the grant funds had already been appropriated but when I double checked, it turns out that the funds have yet to be appropriated to the project. With this being the case, I would like to request an Appropriations meeting so that I can explain the options, what the affect the options would have on the project and to get a direction from Committee on how to proceed with legislation for appropriating the grant funding.

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

Sincerely,



Brian Thomas
Service Director/Acting City Engineer

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

Office of the Mayor

Christina M. Muryn

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

Honorable City Council
Findlay, OH 45840

October 30, 2019

RE: Howard Street Sewer Separation (35577600)

Dear Council Members:

This project was included in the Capital Improvement Plan and was awarded Community Development Block Grant Funds. Since the grant has been awarded, we need to appropriate the grant monies into the project.

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

From: CDBG Grant Funds \$202,000

To: Howard Street Sewer Separation (35577600) \$ 202,000

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



October 30, 2019

Findlay City Council
318 Dorney Plaza
Findlay, OH 45840

RE: City of Findlay Revolving Loan Fund
Request for Appropriation – Overpayment of Loan

Dear Honorable Members of Council:

On September 17, 2019, Cedar Valley completed payment on the City of Findlay Revolving Loan Fund Loan that was opened in 2010. Cedar Valley has been making extra principal payments and the payoff occurred ahead of schedule. Due to the early payoff, Cedar Valley overpaid by \$685.48. Attached is a copy of the RLF Statement of Account which details each principal and interest payment made by Cedar Valley.

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

FROM:	City of Findlay Revolving Loan Fund	\$685.48
TO:	General Expense 21010000 (Cedar Valley – Loan #2)	\$685.48

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

Sincerely,

A handwritten signature in black ink that reads "Matt Cordonnier".

Matthew Cordonnier
Findlay Revolving Loan Fund Administrator

CC: Don Rasmussen
Ginger Sampson

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

October 30, 2019

RE: Memorandum of Understanding with Hancock Public Health

Dear Council Members:

The database that Hancock Public Health uses for tracking for isolation backflow and plumber licenses is out of date and needs an overhaul. We have been approached by Hancock Public Health about using our Utility Billing software to track the isolation backflow addresses, testing requirements and keep the data up to date for them. The billing software has the capability to perform these functions with no additional costs to us for upgrades.

By copy of this letter, the Law Director is requested to prepare the necessary legislation to allow the Mayor of the City to Findlay to enter into a Memorandum of Understanding with Hancock Public Health.

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

Sincerely,



Brian Thomas
Service Director/Acting City Engineer

pc: Don Rasmussen, Law Director

Memorandum of Understanding

This agreement is made and entered into by and between the Hancock County Combined General Health District, hereinafter referred to as "HANCOCK PUBLIC HEALTH", and the City of Findlay. This contract will become effective as of the date signed by the Mayor or designee of the City of Findlay and by the President of HANCOCK PUBLIC HEALTH;

WHEREAS, HANCOCK PUBLIC HEALTH has the technical ability and resources to provide testing and repair of isolation backflow devices.

NOW THEREFORE, the parties hereto each in consideration of the mutual promises and obligations assumed herein by the other agree as follows:

Section 1-Services:

(A) The following services will be rendered by the City of Findlay to HANCOCK PUBLIC HEALTH in return for the satisfactory performance of the items specified above and as referenced below.

1. Maintain the data base of all isolation backflows registered with HANCOCK PUBLIC HEALTH and keep it up to date.
2. Bill the appropriate business and or industrial clients for the documentation fee required for each isolation backflow.
3. Collect the required documentation fee due with each isolation backflow inspection.

(B) The following services will be rendered by HANCOCK PUBLIC HEALTH to the City of Findlay:

1. Test all isolation backflow devices in City of Findlay owned buildings.
2. Repair all City owned isolation backflow devices in City of Findlay owned buildings.
3. HANCOCK PUBLIC HEALTH will bill \$41.00/ hour for labor not to exceed \$2,460.00.
4. HANCOCK PUBLIC HEALTH will Split the Documentation fee with the City of Findlay at a rate of \$12.50 for HANCOCK PUBLIC HEALTH and \$12.50 for the City of Findlay to have the responsibility to administer, collect, and retain any fees necessary pertaining to such isolation devices.

See attached sheets of the backflows that will be worked on

Section 2-Term of Contract:

This contract shall be in effect for two years from January 1, 2019, until December 31, 2020, and will be reviewed annually by the City of Findlay and HANCOCK PUBLIC HEALTH at least forty-five (45) days before the termination date. During the review either party may propose changes to any part of the contract. If any changes are agreed upon by both parties then an amendment to this contract will be drawn up and signed within thirty (30) days of the termination date of this agreement as to the substance of the changes. If during the annual review it is agreed by both parties that the terms of the contract are to remain unchanged, then a representative with the proper authority from each party will sign and date the contract to indicate acceptance and continuation of the existing contract or will execute an amendment thereto renewing or extending this contract.

Section 3-Termination:

This contract may be terminated for any reason by the Mayor of the City of Findlay or by the President of HANCOCK PUBLIC HEALTH upon thirty (30) days written notice declaring said parties intent to terminate said agreement.

Section 4-Liability:

It is mutually agreed that in no case shall HANCOCK PUBLIC HEALTH its agents, assigns, contractual obliges or personnel be held liable in damages to the City of Findlay, or personnel, for any damages or injuries occurring to persons or property which may occur as a result of non-performance including but not limited to errors and omissions.

Section 5-Independent Contractor Clause/Severability:

- (A) The relationship between the City of Findlay and HANCOCK PUBLIC HEALTH will be that of an independent contractor and no principal-agent or employer-employee relationship is created by this agreement. City of Findlay/"CONTRACTOR" will be responsible for all costs related to the employment of individuals, including but not limited to income withholding, workers' compensation, and unemployment insurance.

- (B) Severability-If any section, sub-section, sentence, clause, phrase or portion of this agreement shall for any reason be held unenforceable, or unconstitutional by any court of competent jurisdiction, such portion of this agreement shall be deemed a separate, distinct, and independent provision and holding shall affect the validity of the remaining portions hereof.

Section 6-Notice:

Any notices required or permitted to be given hereunder shall be given in writing and shall be delivered (a) in person, (b) by certified mail, postage prepaid, return receipt requested, or (c) by facsimile, and such notices shall be addressed as follows:

Mayor City of Findlay
City of Findlay
318 Dorney Plaza, Room 310
Findlay, Ohio 45840
Phone: 419-424-7137
Fax: 419-424-7245

Board of Health President
Hancock County Combined General Health District
7748 County Road 140
Findlay, Ohio 45840
Phone: 419-424-7870
Fax: 419-424-7872

Or to such other address as either party may from time to time specify in writing to the other party. Any notice shall be effective upon proof of delivery or within five (5) days or proof of mailing, whichever is earlier. Any notice given by facsimile shall be effective within two (2) business days of being sent or when evidenced by a confirmation of receipt.

IN WITNESS WHEREOF, The undersigned have caused to be executed this Agreement on the date last written below.

HANCOCK COUNTY COMBINED
GENERAL HEALTH DISTRICT

City of Findlay

Board of Health President

Mayor

Date: _____

Date: _____

Approved as to Form:

Lucinda M. Land
Assistant Hancock County Prosecutor

Date: _____

Date: _____

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

October 30, 2019

Honorable City Council
City of Findlay, Ohio

Dear Honorable Council Members:

The third quarter Key Performance Indicators or "KPIs" have been compiled. These are the performance measurements we monitor for each department on a continuous basis. (The KPI document, "Findlay Performs," can also be found on the City website: <https://www.findlayohio.com/government/transparency-performance>)

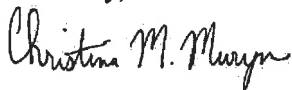
A few highlights of the third quarter KPIs are:

- General fund spending is below budget at a .90 spend rate.
- Lost days related to worker's compensation is higher than target related to two specific ongoing claims.
- Overtime is above the 5 year average due to the timing of leaves and some staff transitions in Police, Fire and Dispatch.
- Zoning permit violations remain low as compared to the prior year.
- Unaccounted for water dropped from levels over 20% to below our 18% target in the third quarter. Concerted efforts are being made to bring this down to acceptable levels.

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

If you have ideas on other valuable KPI's that you would like to have considered, please do not hesitate to email them to me or set up a time to discuss.

Sincerely,



Christina M. Muryn
Mayor

Findlay Performs



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

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

Included in this report are 46 performance indicators that were identified by City departments as "key" or "most important" in determining success or improvement of city services. Depending on the nature of the data, these measures are reviewed either monthly, quarterly or annually by department staff and City administration leadership.

As of September 30, 2019 (unless otherwise noted)

Contents (click a link below)

- [KPI Dashboard – Overview](#)
- [2019 Journey – Strategic Plan Overview](#)
- KPIs by Department:
 - [Enterprise – City](#)
 - [Police](#)
 - [Fire](#)
 - [Public Works](#)
 - [Parks & Recreation](#)
 - [Zoning & NEAT](#)
 - [Water](#)
 - [Sewer](#)
 - [Airport](#)
 - [Engineering](#)
 - [Income Tax](#)
 - [Computer Services](#)

KPI Dashboard (click on a KPI for more detail)

See more KPIs at each department section

SAFETY

Police

violent crimes

29

average incidents per month through Q3 2019

above 3 year average

Police

non-violent crimes

90

average incidents per month through Q3 2019

lower than 3 year avg

Police

average response time

5:49

minutes through Q3 2019

quicker than target

Fire

average response time

4:09

minutes through Q3 2019

quicker than target

SERVICES

Water

safe drinking water

100%

days in compliance

meets target

Sewer

regulatory compliance

100%

days in compliance

meets target

Public Works

pothole repairs

1 day

average time to complete

quicker than target

Airport

hangar capacity

80%

capacity filled

slightly below target of 90%

Engineering

lane miles paved

18.5

miles paved in 2018

PARKS & RECREATION

The Cube

ice usage

71%

2019 average capacity utilized

meets target

The Cube

public skate

84

participants per session in 2018

Marathon Diamonds

field usage

50%

2019 average capacity utilized

better than target

FINANCIAL

City

ratio of actual to budget

0.90

ratio through Q3 2019

better than target

City

overtime

\$178k

incurred in Q3 2019

above 5 year average

[Back to contents](#)

2019 Journey



MISSION

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

VALUES

ACCOUNTABILITY

TRUST

PROFESSIONALISM

COMMITMENT

EXCELLENCE

DEDICATION

SAFETY

DIVERSITY

2023 Vision

- BE:
- A great place to Live, Learn, Work, and Play
 - Vibrant world class community
 - Best in class in economic development
 - An employer of choice
- DO:
- Promote successful flood mitigation
 - Preserve financial stability and leverage opportunities
 - Lead local government innovation
 - Maintain excellent infrastructure
 - Maximize our resources
- HAVE:
- Inclusive and welcoming community
 - Strong innovative partnerships
 - Collaborative pillars of citizens, business and education
 - Open, effective community engagement
 - Valued community/customer satisfaction

Vital Few Objectives

Financial Vision

Vital Few Objectives	Measures	2019 Target
VFO— Manage Revenue	Actual/Forecast ratio (Monthly)	1.00
VFO— Manage Expenses	Actual/Budget ratio (Monthly)	1.00
VFO— Manage Reserves	Actual/Policy Minimum Ratio	1.00

Customer/Stakeholder

VFO—Achieve Excellent Community Satisfaction	Quality of Life Survey Score (Biennially)	3.0
VFO— Continue Strong, Innovative Partnerships	Partner Engagement index Score	1.00

Operations & Service

VFO—Achieve Public Service Excellence	Performance Standards by Department (KPIs)	Various
VFO—Enhance Infrastructure Including Equipment	Capital Expenditure as a % General Revenue	20%

People Investment

VFO—Improve Employee Satisfaction	Annual Survey Score	3.5
VFO—Promote an Accident Free Workplace	10% Reduction of 5-Year Avg. of reportable/recordable incidents	14
VFO—Promote an Accident Free Workforce	10% Reduction of 5-Year Avg. of Lost Days	125
VFO—Support a Healthy Workforce	TBD	TBD

2019 Initiatives

- Init 36—Improve/ Update Zoning
- Init 38—Improve Airport Facilities
- Init 39—Champion Community Initiatives
- Init 40—Increase US Census Participation
- Init 33—Improve Technology and Communication
- Init 37—Assess Water & Sewer Lines
- Init 42—Improve Public Safety
- Init 43 Improve and Optimize City Infrastructure
- Init 34—Implement Safety Training Program
- Init 35—Improve Employee Satisfaction
- Init 41—Assess, Train and Optimize Workforce

Dept.	ENTERPRISE																														
KPI Measure	Actual vs. Budget – YTD Ratios																														
Rationale/ Definition	We monitor the rate of spending as a ratio to the budget to try to stay below budget. The year-to-date (YTD) actual spend is compared to the pro-rated budget, based on a uniform spend assumption.																														
Frequency	Quarterly (YTD amounts at end of each quarter)																														
Data Source	Financial summary data																														
Graph	<p>3rd Quarter (YTD) 2019 Actual Spending vs. Budget</p> <table border="1"> <thead> <tr> <th>Department</th> <th>Spending Level (Ratio)</th> <th>Unspent Budget (Ratio)</th> </tr> </thead> <tbody> <tr> <td>Police</td> <td>0.88</td> <td>0.02</td> </tr> <tr> <td>Fire</td> <td>0.90</td> <td>0.00</td> </tr> <tr> <td>Recreation</td> <td>0.72</td> <td>0.28</td> </tr> <tr> <td>Engineering</td> <td>0.80</td> <td>0.10</td> </tr> <tr> <td>Streets</td> <td>0.84</td> <td>0.16</td> </tr> <tr> <td>Airport</td> <td>0.95</td> <td>0.00</td> </tr> <tr> <td>Water</td> <td>0.81</td> <td>0.14</td> </tr> <tr> <td>WPC</td> <td>0.84</td> <td>0.11</td> </tr> <tr> <td>Total General Fund</td> <td>0.90</td> <td>0.05</td> </tr> </tbody> </table> <p>Legend: Spending Level (Blue Bar), Unspent Budget (Light Blue Bar), Target (.95) (Green Line)</p>	Department	Spending Level (Ratio)	Unspent Budget (Ratio)	Police	0.88	0.02	Fire	0.90	0.00	Recreation	0.72	0.28	Engineering	0.80	0.10	Streets	0.84	0.16	Airport	0.95	0.00	Water	0.81	0.14	WPC	0.84	0.11	Total General Fund	0.90	0.05
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Other/ comments	Our target spending is a .95 level. This provides us with flexibility to allocate additional funds to capital improvements and/or increase cash reserves.																														

Dept.	ENTERPRISE	ENTERPRISE																																				
KPI Measure	Safety: # of Reportable Incidents	Safety: # of Lost Days (due to injury)																																				
Rationale/ Definition	Tracking the number of incidents each year allows us to examine trends and take steps to reduce injuries and accidents in the workplace.	The days lost due shows the cost and productivity that is lost due to injuries and accidents in the workplace.																																				
Frequency	Quarterly	Quarterly																																				
Data Source	Bureau of Workers Compensation data	Bureau of Workers Compensation data																																				
Graph	<table border="1"> <caption>Reportable Incidents</caption> <thead> <tr> <th>Year</th> <th>Reportable Incidents</th> <th>Target - to stay under</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>14</td> <td>20</td> </tr> <tr> <td>2016</td> <td>14</td> <td>18</td> </tr> <tr> <td>2017</td> <td>17</td> <td>16</td> </tr> <tr> <td>2018</td> <td>11</td> <td>16</td> </tr> <tr> <td>2019 YTD</td> <td>14</td> <td>13</td> </tr> </tbody> </table>	Year	Reportable Incidents	Target - to stay under	2015	14	20	2016	14	18	2017	17	16	2018	11	16	2019 YTD	14	13	<table border="1"> <caption>Lost Days</caption> <thead> <tr> <th>Year</th> <th>Lost Days</th> <th>Target - to stay under</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>103</td> <td>160</td> </tr> <tr> <td>2016</td> <td>293</td> <td>125</td> </tr> <tr> <td>2017</td> <td>211</td> <td>125</td> </tr> <tr> <td>2018</td> <td>45</td> <td>125</td> </tr> <tr> <td>2019 YTD</td> <td>307</td> <td>125</td> </tr> </tbody> </table>	Year	Lost Days	Target - to stay under	2015	103	160	2016	293	125	2017	211	125	2018	45	125	2019 YTD	307	125
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Other/ comments	The target is a 10% reduction from the 5 year average; not to exceed the previous year's target incidents.	The target is a 10% reduction from the 5 year average; not to exceed the previous year's target incidents. In 2019, 2017 and 2016, the majority of the lost days are attributed to 1-2 incidents.																																				

Dept.	ENTERPRISE																																																																																				
KPI Measure	Overtime																																																																																				
Rationale/ Definition	We monitor overtime costs by comparing to a 5-year quarterly average.																																																																																				
Frequency	Quarterly																																																																																				
Data Source	Overtime summary																																																																																				
Graph	<p>Overtime costs - City-wide</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Qtr</th> <th>Actual</th> <th>5 yr avg</th> </tr> </thead> <tbody> <tr><td>2015</td><td>Qtr 1</td><td>\$140,000</td><td>\$140,000</td></tr> <tr><td>2015</td><td>Qtr 2</td><td>\$115,000</td><td>\$120,000</td></tr> <tr><td>2015</td><td>Qtr 3</td><td>\$125,000</td><td>\$145,000</td></tr> <tr><td>2015</td><td>Qtr 4</td><td>\$130,000</td><td>\$135,000</td></tr> <tr><td>2016</td><td>Qtr 1</td><td>\$140,000</td><td>\$140,000</td></tr> <tr><td>2016</td><td>Qtr 2</td><td>\$110,000</td><td>\$115,000</td></tr> <tr><td>2016</td><td>Qtr 3</td><td>\$145,000</td><td>\$145,000</td></tr> <tr><td>2016</td><td>Qtr 4</td><td>\$130,000</td><td>\$135,000</td></tr> <tr><td>2017</td><td>Qtr 1</td><td>\$90,000</td><td>\$140,000</td></tr> <tr><td>2017</td><td>Qtr 2</td><td>\$120,000</td><td>\$115,000</td></tr> <tr><td>2017</td><td>Qtr 3</td><td>\$200,000</td><td>\$145,000</td></tr> <tr><td>2017</td><td>Qtr 4</td><td>\$140,000</td><td>\$135,000</td></tr> <tr><td>2018</td><td>Qtr 1</td><td>\$125,000</td><td>\$140,000</td></tr> <tr><td>2018</td><td>Qtr 2</td><td>\$120,000</td><td>\$115,000</td></tr> <tr><td>2018</td><td>Qtr 3</td><td>\$120,000</td><td>\$145,000</td></tr> <tr><td>2018</td><td>Qtr 4</td><td>\$145,000</td><td>\$135,000</td></tr> <tr><td>2019</td><td>Qtr 1</td><td>\$120,000</td><td>\$140,000</td></tr> <tr><td>2019</td><td>Qtr 2</td><td>\$170,000</td><td>\$115,000</td></tr> <tr><td>2019</td><td>Qtr 3</td><td>\$180,000</td><td>\$145,000</td></tr> <tr><td>2019</td><td>Qtr 4</td><td>-</td><td>\$135,000</td></tr> </tbody> </table>	Year	Qtr	Actual	5 yr avg	2015	Qtr 1	\$140,000	\$140,000	2015	Qtr 2	\$115,000	\$120,000	2015	Qtr 3	\$125,000	\$145,000	2015	Qtr 4	\$130,000	\$135,000	2016	Qtr 1	\$140,000	\$140,000	2016	Qtr 2	\$110,000	\$115,000	2016	Qtr 3	\$145,000	\$145,000	2016	Qtr 4	\$130,000	\$135,000	2017	Qtr 1	\$90,000	\$140,000	2017	Qtr 2	\$120,000	\$115,000	2017	Qtr 3	\$200,000	\$145,000	2017	Qtr 4	\$140,000	\$135,000	2018	Qtr 1	\$125,000	\$140,000	2018	Qtr 2	\$120,000	\$115,000	2018	Qtr 3	\$120,000	\$145,000	2018	Qtr 4	\$145,000	\$135,000	2019	Qtr 1	\$120,000	\$140,000	2019	Qtr 2	\$170,000	\$115,000	2019	Qtr 3	\$180,000	\$145,000	2019	Qtr 4	-	\$135,000
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2017	Qtr 2	\$120,000	\$115,000																																																																																		
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2019	Qtr 4	-	\$135,000																																																																																		
Other/ comments	<p>Our target for comparison is a 5-year average. Higher levels of overtime are generally caused by weather related events (e.g. flooding, snow, etc.)</p> <p>Overtime is high in the 2nd and 3rd quarters of 2019 related to personnel leaves and staffing transitions in the Police, Fire, and Dispatch departments.</p>																																																																																				

Dept.	ENTERPRISE																																																																								
KPI Measure	Employee Sick Time Usage																																																																								
Rationale/ Definition	We monitor sick time usage in order to curb any possible abuse. It is compared to a 3-year average.																																																																								
Frequency	Biannually																																																																								
Data Source	Sick time usage data																																																																								
Graph	<p style="text-align: center;">Sick leave - average hours used per employee</p> <table border="1"> <caption>Sick leave - average hours used per employee</caption> <thead> <tr> <th>Department/Current # Employees</th> <th>2014</th> <th>2015</th> <th>2016</th> <th>2017</th> <th>2018</th> <th>2019 YTD June</th> <th>3 yr avg - main city depts</th> </tr> </thead> <tbody> <tr> <td>Airport/4.5</td> <td>~5</td> <td>~10</td> <td>~8</td> <td>~8</td> <td>~15</td> <td>~5</td> <td>~45</td> </tr> <tr> <td>Public Works/34</td> <td>~28</td> <td>~30</td> <td>~20</td> <td>~58</td> <td>~62</td> <td>~38</td> <td>~45</td> </tr> <tr> <td>Recreation/5.5</td> <td>~45</td> <td>~38</td> <td>~5</td> <td>~5</td> <td>~5</td> <td>~8</td> <td>~45</td> </tr> <tr> <td>Police/77</td> <td>~48</td> <td>~50</td> <td>~50</td> <td>~62</td> <td>~60</td> <td>~40</td> <td>~45</td> </tr> <tr> <td>Fire/64</td> <td>138</td> <td>~78</td> <td>~100</td> <td>~88</td> <td>~100</td> <td>~90</td> <td>~45</td> </tr> <tr> <td>Water/39</td> <td>~55</td> <td>~45</td> <td>~55</td> <td>~58</td> <td>~65</td> <td>~52</td> <td>~45</td> </tr> <tr> <td>WPC/28</td> <td>~32</td> <td>~45</td> <td>~35</td> <td>~75</td> <td>~50</td> <td>~22</td> <td>~45</td> </tr> <tr> <td>Engineering/6</td> <td>~52</td> <td>~30</td> <td>~48</td> <td>~48</td> <td>~35</td> <td>~10</td> <td>~45</td> </tr> </tbody> </table>	Department/Current # Employees	2014	2015	2016	2017	2018	2019 YTD June	3 yr avg - main city depts	Airport/4.5	~5	~10	~8	~8	~15	~5	~45	Public Works/34	~28	~30	~20	~58	~62	~38	~45	Recreation/5.5	~45	~38	~5	~5	~5	~8	~45	Police/77	~48	~50	~50	~62	~60	~40	~45	Fire/64	138	~78	~100	~88	~100	~90	~45	Water/39	~55	~45	~55	~58	~65	~52	~45	WPC/28	~32	~45	~35	~75	~50	~22	~45	Engineering/6	~52	~30	~48	~48	~35	~10	~45
Department/Current # Employees	2014	2015	2016	2017	2018	2019 YTD June	3 yr avg - main city depts																																																																		
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Engineering/6	~52	~30	~48	~48	~35	~10	~45																																																																		
Other/ comments	Our target for comparison is a 3-year average. Sick leave can also include sick leave hours taken as part of FMLA. The Fire department usage is higher due to the 24 hr. shifts.																																																																								

Dept.	POLICE																																																																																																								
KPI Measure	# of Violent & Non-Violent Crimes																																																																																																								
Rationale/ Definition	We monitor crime incidents as compared to a 3-year average in order to examine changing trends. Communities are evaluated on the number of non-violent and violent crimes committed in their jurisdiction. This measure allows us to prudently direct resources.																																																																																																								
Frequency	Monthly																																																																																																								
Data Source	Police Statistics																																																																																																								
Graph	<p style="text-align: center;">CRIME INCIDENTS</p> <p style="text-align: center;"> — Violent crimes — Non-violent crimes - - - 3 year avg. - - - 3 year avg. </p> <table border="1"> <caption>Estimated Data from Crime Incidents Graph</caption> <thead> <tr> <th>Year</th> <th>Month</th> <th>Violent Crimes</th> <th>Non-violent Crimes</th> </tr> </thead> <tbody> <tr><td>2017</td><td>SEP</td><td>35</td><td>115</td></tr> <tr><td>2017</td><td>OCT</td><td>25</td><td>135</td></tr> <tr><td>2017</td><td>NOV</td><td>22</td><td>145</td></tr> <tr><td>2017</td><td>DEC</td><td>20</td><td>110</td></tr> <tr><td>2018</td><td>JAN</td><td>20</td><td>105</td></tr> <tr><td>2018</td><td>FEB</td><td>28</td><td>75</td></tr> <tr><td>2018</td><td>MAR</td><td>20</td><td>85</td></tr> <tr><td>2018</td><td>APR</td><td>15</td><td>110</td></tr> <tr><td>2018</td><td>MAY</td><td>25</td><td>115</td></tr> <tr><td>2018</td><td>JUN</td><td>20</td><td>110</td></tr> <tr><td>2018</td><td>JUL</td><td>25</td><td>105</td></tr> <tr><td>2018</td><td>AUG</td><td>15</td><td>110</td></tr> <tr><td>2018</td><td>SEP</td><td>25</td><td>110</td></tr> <tr><td>2018</td><td>OCT</td><td>30</td><td>80</td></tr> <tr><td>2018</td><td>NOV</td><td>18</td><td>85</td></tr> <tr><td>2018</td><td>DEC</td><td>15</td><td>90</td></tr> <tr><td>2019</td><td>JAN</td><td>25</td><td>100</td></tr> <tr><td>2019</td><td>FEB</td><td>20</td><td>75</td></tr> <tr><td>2019</td><td>MAR</td><td>38</td><td>85</td></tr> <tr><td>2019</td><td>APR</td><td>30</td><td>90</td></tr> <tr><td>2019</td><td>MAY</td><td>35</td><td>105</td></tr> <tr><td>2019</td><td>JUN</td><td>18</td><td>85</td></tr> <tr><td>2019</td><td>JUL</td><td>25</td><td>95</td></tr> <tr><td>2019</td><td>AUG</td><td>25</td><td>85</td></tr> <tr><td>2019</td><td>SEP</td><td>50</td><td>80</td></tr> </tbody> </table>	Year	Month	Violent Crimes	Non-violent Crimes	2017	SEP	35	115	2017	OCT	25	135	2017	NOV	22	145	2017	DEC	20	110	2018	JAN	20	105	2018	FEB	28	75	2018	MAR	20	85	2018	APR	15	110	2018	MAY	25	115	2018	JUN	20	110	2018	JUL	25	105	2018	AUG	15	110	2018	SEP	25	110	2018	OCT	30	80	2018	NOV	18	85	2018	DEC	15	90	2019	JAN	25	100	2019	FEB	20	75	2019	MAR	38	85	2019	APR	30	90	2019	MAY	35	105	2019	JUN	18	85	2019	JUL	25	95	2019	AUG	25	85	2019	SEP	50	80
Year	Month	Violent Crimes	Non-violent Crimes																																																																																																						
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Other/ comments	Our target for comparison is a 3-year average. Violent crimes include: homicide, rape, robbery and aggravated assault.																																																																																																								

Dept.	POLICE																																																																																																								
KPI Measure	# of Traffic Accidents																																																																																																								
Rationale/ Definition	We monitor traffic accidents as compared to a 3-year average. This measure allows us to determine effective resource allocation to enforce laws related to motorists and pedestrians.																																																																																																								
Frequency	Monthly																																																																																																								
Data Source	Police Statistics																																																																																																								
Graph	<p style="text-align: center;">TRAFFIC ACCIDENTS</p> <p style="text-align: center;">— Traffic accidents — 3 year avg.</p> <table border="1"> <caption>Estimated Data for Traffic Accidents vs 3-Year Average</caption> <thead> <tr> <th>Year</th> <th>Month</th> <th>Traffic Accidents</th> <th>3 Year Avg.</th> </tr> </thead> <tbody> <tr><td>2017</td><td>SEP</td><td>90</td><td>90</td></tr> <tr><td>2017</td><td>OCT</td><td>98</td><td>90</td></tr> <tr><td>2017</td><td>NOV</td><td>62</td><td>90</td></tr> <tr><td>2017</td><td>DEC</td><td>115</td><td>90</td></tr> <tr><td>2018</td><td>JAN</td><td>110</td><td>90</td></tr> <tr><td>2018</td><td>FEB</td><td>80</td><td>90</td></tr> <tr><td>2018</td><td>MAR</td><td>68</td><td>90</td></tr> <tr><td>2018</td><td>APR</td><td>78</td><td>90</td></tr> <tr><td>2018</td><td>MAY</td><td>88</td><td>90</td></tr> <tr><td>2018</td><td>JUN</td><td>68</td><td>90</td></tr> <tr><td>2018</td><td>JUL</td><td>78</td><td>90</td></tr> <tr><td>2018</td><td>AUG</td><td>92</td><td>90</td></tr> <tr><td>2018</td><td>SEP</td><td>78</td><td>90</td></tr> <tr><td>2019</td><td>OCT</td><td>112</td><td>90</td></tr> <tr><td>2019</td><td>NOV</td><td>122</td><td>90</td></tr> <tr><td>2019</td><td>DEC</td><td>128</td><td>90</td></tr> <tr><td>2019</td><td>JAN</td><td>122</td><td>90</td></tr> <tr><td>2019</td><td>FEB</td><td>92</td><td>90</td></tr> <tr><td>2019</td><td>MAR</td><td>102</td><td>90</td></tr> <tr><td>2019</td><td>APR</td><td>92</td><td>90</td></tr> <tr><td>2019</td><td>MAY</td><td>95</td><td>90</td></tr> <tr><td>2019</td><td>JUN</td><td>75</td><td>90</td></tr> <tr><td>2019</td><td>JUL</td><td>88</td><td>90</td></tr> <tr><td>2019</td><td>AUG</td><td>92</td><td>90</td></tr> <tr><td>2019</td><td>SEP</td><td>82</td><td>90</td></tr> </tbody> </table>	Year	Month	Traffic Accidents	3 Year Avg.	2017	SEP	90	90	2017	OCT	98	90	2017	NOV	62	90	2017	DEC	115	90	2018	JAN	110	90	2018	FEB	80	90	2018	MAR	68	90	2018	APR	78	90	2018	MAY	88	90	2018	JUN	68	90	2018	JUL	78	90	2018	AUG	92	90	2018	SEP	78	90	2019	OCT	112	90	2019	NOV	122	90	2019	DEC	128	90	2019	JAN	122	90	2019	FEB	92	90	2019	MAR	102	90	2019	APR	92	90	2019	MAY	95	90	2019	JUN	75	90	2019	JUL	88	90	2019	AUG	92	90	2019	SEP	82	90
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Other/ comments	Our target for comparison is a 3-year average.																																																																																																								

Dept.	POLICE																																										
KPI Measure	Average response time – Priority Calls																																										
Rationale/ Definition	Quick response times to emergency calls are key to police effectiveness. People expect the police to respond in a timely manner. That is why response times to emergency/in-progress calls are evaluated.																																										
Frequency	Monthly																																										
Data Source	CAD Incidents Unit Response Report																																										
Graph	<p>Average response time - Priority Calls</p> <table border="1"> <thead> <tr> <th>Month/# calls</th> <th>Average response time (minutes)</th> <th>Target (minutes)</th> </tr> </thead> <tbody> <tr><td>Sep/277</td><td>5.8</td><td>6.0</td></tr> <tr><td>Oct/231</td><td>6.0</td><td>6.0</td></tr> <tr><td>Nov/234</td><td>5.6</td><td>6.0</td></tr> <tr><td>Dec/226</td><td>5.4</td><td>6.0</td></tr> <tr><td>Jan/242</td><td>6.0</td><td>6.0</td></tr> <tr><td>Feb/267</td><td>5.9</td><td>6.0</td></tr> <tr><td>Mar/255</td><td>6.1</td><td>6.0</td></tr> <tr><td>Apr/251</td><td>5.9</td><td>6.0</td></tr> <tr><td>May/286</td><td>5.4</td><td>6.0</td></tr> <tr><td>Jun/305</td><td>5.9</td><td>6.0</td></tr> <tr><td>Jul/280</td><td>5.3</td><td>6.0</td></tr> <tr><td>Aug/316</td><td>5.6</td><td>6.0</td></tr> <tr><td>Sep/331</td><td>5.4</td><td>6.0</td></tr> </tbody> </table>	Month/# calls	Average response time (minutes)	Target (minutes)	Sep/277	5.8	6.0	Oct/231	6.0	6.0	Nov/234	5.6	6.0	Dec/226	5.4	6.0	Jan/242	6.0	6.0	Feb/267	5.9	6.0	Mar/255	6.1	6.0	Apr/251	5.9	6.0	May/286	5.4	6.0	Jun/305	5.9	6.0	Jul/280	5.3	6.0	Aug/316	5.6	6.0	Sep/331	5.4	6.0
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Aug/316	5.6	6.0																																									
Sep/331	5.4	6.0																																									
Other/ comments	Our target is 6 minutes. The target is based on prior year data and the desire to set an assertive, yet realistic goal.																																										

Dept.	POLICE																																																				
KPI Measure	Crime prevention and community outreach activities																																																				
Rationale/ Definition	The Crime Prevention/Community Outreaches are a vital aspect of the function of the Findlay Police Department. These include activities by the Crime Prevention Officer as well as school walk-throughs/visits by officers, in addition to any other outreach an officer does.																																																				
Frequency	Monthly																																																				
Data Source	Police Statistics																																																				
Graph	<p>The chart displays monthly activity counts for three years: 2017 (blue), 2018 (orange), and 2019 (green). A horizontal line represents the 2-year average at approximately 165 activities. Activity is notably lower in the summer months (June, July, August) due to school being out of session.</p> <table border="1"> <thead> <tr> <th>Month</th> <th>2017</th> <th>2018</th> <th>2019</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>145</td><td>205</td><td>220</td></tr> <tr><td>Feb</td><td>145</td><td>265</td><td>245</td></tr> <tr><td>Mar</td><td>140</td><td>265</td><td>215</td></tr> <tr><td>Apr</td><td>140</td><td>245</td><td>155</td></tr> <tr><td>May</td><td>130</td><td>255</td><td>205</td></tr> <tr><td>Jun</td><td>10</td><td>25</td><td>25</td></tr> <tr><td>Jul</td><td>25</td><td>15</td><td>25</td></tr> <tr><td>Aug</td><td>120</td><td>145</td><td>55</td></tr> <tr><td>Sep</td><td>205</td><td>265</td><td>175</td></tr> <tr><td>Oct</td><td>185</td><td>285</td><td>0</td></tr> <tr><td>Nov</td><td>180</td><td>220</td><td>0</td></tr> <tr><td>Dec</td><td>95</td><td>195</td><td>0</td></tr> </tbody> </table>	Month	2017	2018	2019	Jan	145	205	220	Feb	145	265	245	Mar	140	265	215	Apr	140	245	155	May	130	255	205	Jun	10	25	25	Jul	25	15	25	Aug	120	145	55	Sep	205	265	175	Oct	185	285	0	Nov	180	220	0	Dec	95	195	0
Month	2017	2018	2019																																																		
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Other/ comments	This is a newer measure and no formal targets have been set. We are comparing to the 2-year average right now. These activities include: school visits, class presentations, school walk-throughs, Crime Stopper meetings, Block Watch meetings, Coffee with a Cop, etc. Activity is lower in the summer months due to school being out of session.																																																				

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

Dept.	FIRE																																										
KPI Measure	Daily manpower level																																										
Rationale/ Definition	Having the appropriate level of personnel on duty daily is key to the effectiveness of the fire department. The optimal level is 15 or more, which allows for a dedicated ladder truck company. The daily minimum level is 14. This number does not include fire prevention personnel or the Fire Chief.																																										
Frequency	Monthly																																										
Data Source	Fire Department																																										
Graph	<p>The chart displays the following data points (approximate values):</p> <table border="1"> <thead> <tr> <th>Month</th> <th>% Days Ideal Level (15 firefighters)</th> <th>% Days at Minimum Level (14 firefighters)</th> </tr> </thead> <tbody> <tr><td>Sep 2018</td><td>50%</td><td>50%</td></tr> <tr><td>Oct 2018</td><td>55%</td><td>45%</td></tr> <tr><td>Nov 2018</td><td>47%</td><td>53%</td></tr> <tr><td>Dec 2018</td><td>61%</td><td>39%</td></tr> <tr><td>Jan 2019</td><td>87%</td><td>13%</td></tr> <tr><td>Feb 2019</td><td>82%</td><td>18%</td></tr> <tr><td>Mar 2019</td><td>65%</td><td>35%</td></tr> <tr><td>Apr 2019</td><td>40%</td><td>60%</td></tr> <tr><td>May 2019</td><td>55%</td><td>45%</td></tr> <tr><td>Jun 2019</td><td>17%</td><td>83%</td></tr> <tr><td>Jul 2019</td><td>14%</td><td>86%</td></tr> <tr><td>Aug 2019</td><td>42%</td><td>58%</td></tr> <tr><td>Sep 2019</td><td>50%</td><td>50%</td></tr> </tbody> </table>	Month	% Days Ideal Level (15 firefighters)	% Days at Minimum Level (14 firefighters)	Sep 2018	50%	50%	Oct 2018	55%	45%	Nov 2018	47%	53%	Dec 2018	61%	39%	Jan 2019	87%	13%	Feb 2019	82%	18%	Mar 2019	65%	35%	Apr 2019	40%	60%	May 2019	55%	45%	Jun 2019	17%	83%	Jul 2019	14%	86%	Aug 2019	42%	58%	Sep 2019	50%	50%
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Other/ comments	This is a newer measure and no formal targets have been set. The average percentage of days at ideal level was 49% in 2017 and 61% in 2018. The lower percentages in 2019 are due to retirements and timing of employee leaves. Ideal levels are expected to increase as new hires are brought on board and complete their Fire Academy training.																																										

Dept.	PUBLIC WORKS	PUBLIC WORKS																														
KPI Measure	Potholes – Days to complete repair	Traffic Signals – Days to complete repair																														
Rationale/ Definition	We strive to respond to and repair reported problems in a timely manner.	We strive to respond to and repair reported problems in a timely manner.																														
Frequency	Monthly	Monthly																														
Data Source	Work order data	Work order data																														
Graph	<p>2019: Potholes - Days to Complete Request</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Avg days to complete request</th> <th>Target days (3 or less)</th> </tr> </thead> <tbody> <tr> <td>Qtr 1</td> <td>~0.6</td> <td>3.0</td> </tr> <tr> <td>Qtr 2</td> <td>~0.8</td> <td>3.0</td> </tr> <tr> <td>Qtr 3</td> <td>~0.7</td> <td>3.0</td> </tr> <tr> <td>Qtr 4</td> <td>-</td> <td>3.0</td> </tr> </tbody> </table>	Quarter	Avg days to complete request	Target days (3 or less)	Qtr 1	~0.6	3.0	Qtr 2	~0.8	3.0	Qtr 3	~0.7	3.0	Qtr 4	-	3.0	<p>2019: Traffic Signals - Days to Complete Request</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Avg days to complete request</th> <th>Target days (1 or less)</th> </tr> </thead> <tbody> <tr> <td>Qtr 1</td> <td>~0.5</td> <td>1.0</td> </tr> <tr> <td>Qtr 2</td> <td>~0.6</td> <td>1.0</td> </tr> <tr> <td>Qtr 3</td> <td>~0.8</td> <td>1.0</td> </tr> <tr> <td>Qtr 4</td> <td>-</td> <td>1.0</td> </tr> </tbody> </table>	Quarter	Avg days to complete request	Target days (1 or less)	Qtr 1	~0.5	1.0	Qtr 2	~0.6	1.0	Qtr 3	~0.8	1.0	Qtr 4	-	1.0
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Qtr 4	-	1.0																														
Other/ comments	Target is 3 days or less. The quarterly average number of pothole repairs is 28.	Target is 1 day or less. The quarterly average number of traffic signal repairs is 19.																														

Dept.	PUBLIC WORKS															
KPI Measure	Damaged signs – Days to complete repair															
Rationale/ Definition	We strive to respond to and repair reported problems in a timely manner.															
Frequency	Monthly															
Data Source	Work order data															
Graph	<p>2019: Damaged Signs - Days to Complete Request</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Avg days to complete request</th> <th>Target days (4 or less)</th> </tr> </thead> <tbody> <tr> <td>Qtr 1</td> <td>0.5</td> <td>4</td> </tr> <tr> <td>Qtr 2</td> <td>2.9</td> <td>4</td> </tr> <tr> <td>Qtr 3</td> <td>1.8</td> <td>4</td> </tr> <tr> <td>Qtr 4</td> <td>0</td> <td>4</td> </tr> </tbody> </table>	Quarter	Avg days to complete request	Target days (4 or less)	Qtr 1	0.5	4	Qtr 2	2.9	4	Qtr 3	1.8	4	Qtr 4	0	4
Quarter	Avg days to complete request	Target days (4 or less)														
Qtr 1	0.5	4														
Qtr 2	2.9	4														
Qtr 3	1.8	4														
Qtr 4	0	4														
Other/ comments	<p>Target is 4 days or less. The quarterly average number of sign repairs is 4.</p> <p>Note: If digging is needed to replace a sign, there is a 2 day wait for an OUPS check.</p>															

Dept.	RECREATION	RECREATION																																																			
KPI Measure	Average # of participants per day of offered public skate	"Learn to Skate" program participants																																																			
Rationale/ Definition	To measure level of participation in our offered programs.	To measure level of participation in our offered programs																																																			
Frequency	Monthly	Seasonally																																																			
Data Source	Recreation department data	Recreation department data																																																			
Graph	<p>2019 Avg # of participants per day of offered public skate</p> <table border="1"> <thead> <tr> <th>Month/# Public Skate Days</th> <th>Avg # of participants</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Jan/15</td> <td>177</td> <td>170</td> </tr> <tr> <td>Feb/13</td> <td>165</td> <td>170</td> </tr> <tr> <td>Mar/7</td> <td>169</td> <td>170</td> </tr> <tr> <td>Apr/5</td> <td>44</td> <td>170</td> </tr> <tr> <td>May/13</td> <td>15</td> <td>170</td> </tr> <tr> <td>Jun/14</td> <td>9</td> <td>170</td> </tr> <tr> <td>Jul/5</td> <td>11</td> <td>170</td> </tr> <tr> <td>Sept/11</td> <td>25</td> <td>170</td> </tr> </tbody> </table>	Month/# Public Skate Days	Avg # of participants	Target	Jan/15	177	170	Feb/13	165	170	Mar/7	169	170	Apr/5	44	170	May/13	15	170	Jun/14	9	170	Jul/5	11	170	Sept/11	25	170	<p>Learn to Skate Participants</p> <table border="1"> <thead> <tr> <th>Season (# sessions)</th> <th>Total participants</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>2017 Spring/Summer (8)</td> <td>128</td> <td>120</td> </tr> <tr> <td>2017 Fall/Wtr (7)</td> <td>150</td> <td>120</td> </tr> <tr> <td>2018 Wtr (10)</td> <td>85</td> <td>120</td> </tr> <tr> <td>2018 Spring/Summer (7)</td> <td>100</td> <td>120</td> </tr> <tr> <td>2018 Fall/Winter (5)</td> <td>169</td> <td>120</td> </tr> <tr> <td>2019 Wtr (7)</td> <td>83</td> <td>120</td> </tr> <tr> <td>2019 Spring/Summer (16)</td> <td>87</td> <td>120</td> </tr> </tbody> </table>	Season (# sessions)	Total participants	Target	2017 Spring/Summer (8)	128	120	2017 Fall/Wtr (7)	150	120	2018 Wtr (10)	85	120	2018 Spring/Summer (7)	100	120	2018 Fall/Winter (5)	169	120	2019 Wtr (7)	83	120	2019 Spring/Summer (16)	87	120
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Other/ comments	Our target is a 2% increase over the same month from the prior year.	The target for 2019 is the average # participants from the prior year.																																																			

Dept.	RECREATION	RECREATION
KPI Measure	# Teams – Adult Softball	# Participants - Lacrosse
Rationale/ Definition	To measure level of participation in our offered programs.	To measure level of participation in our offered programs.
Frequency	Seasonally	Seasonally
Data Source	Recreation department data	Recreation department data
Graph		
Other/ comments	No formal targets have been set.	This is a newer measure and no formal targets have been set.

Dept.	RECREATION	RECREATION																																																						
KPI Measure	Ice capacity used at the Cube	Ball field capacity used at the Diamonds																																																						
Rationale/ Definition	To measure the level of use of our facilities.	To measure the level of use of our facilities.																																																						
Frequency	Seasonally	Seasonally																																																						
Data Source	Recreation department data	Recreation department data																																																						
Graph	<p>CUBE: Ice Capacity Used</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Capacity used (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr> <td>Sept-Dec 2017</td> <td>72.4%</td> <td>80%</td> </tr> <tr> <td>Jan-Mar 2018</td> <td>82.4%</td> <td>80%</td> </tr> <tr> <td>May-Jun 2018</td> <td>59.0%</td> <td>80%</td> </tr> <tr> <td>Sept-Dec 2018</td> <td>67.2%</td> <td>80%</td> </tr> <tr> <td>Jan-Mar 2019</td> <td>83.4%</td> <td>80%</td> </tr> <tr> <td>Apr-Jun 2019</td> <td>59.5%</td> <td>80%</td> </tr> <tr> <td>Sept-Dec 2019</td> <td>71.0%</td> <td>80%</td> </tr> </tbody> </table>	Period	Capacity used (%)	Target (%)	Sept-Dec 2017	72.4%	80%	Jan-Mar 2018	82.4%	80%	May-Jun 2018	59.0%	80%	Sept-Dec 2018	67.2%	80%	Jan-Mar 2019	83.4%	80%	Apr-Jun 2019	59.5%	80%	Sept-Dec 2019	71.0%	80%	<p>Diamonds: Ball Field Capacity Used</p> <table border="1"> <thead> <tr> <th>Field</th> <th>2017 (%)</th> <th>2018 (%)</th> <th>2019 (%)</th> <th>Target (%)</th> </tr> </thead> <tbody> <tr> <td>Field 1</td> <td>51.0%</td> <td>41%</td> <td>45%</td> <td>40%</td> </tr> <tr> <td>Field 2</td> <td>65%</td> <td>46%</td> <td>51%</td> <td>40%</td> </tr> <tr> <td>Field 3</td> <td>61%</td> <td>49%</td> <td>56%</td> <td>40%</td> </tr> <tr> <td>Field 4</td> <td>56%</td> <td>42%</td> <td>45%</td> <td>40%</td> </tr> <tr> <td>Field 5</td> <td>50%</td> <td>50%</td> <td>52%</td> <td>40%</td> </tr> </tbody> </table>	Field	2017 (%)	2018 (%)	2019 (%)	Target (%)	Field 1	51.0%	41%	45%	40%	Field 2	65%	46%	51%	40%	Field 3	61%	49%	56%	40%	Field 4	56%	42%	45%	40%	Field 5	50%	50%	52%	40%
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Other/ comments	<p>Our target is 80% capacity utilization.</p> <p>The floor is also used for dry floor events from April – August each year.</p> <p>2019: 6 events 2018: 4 events</p> <p>2017: 5 events</p>	<p>Our target is 40% utilization.</p> <p>2018: 5 tournaments were canceled due to weather or other.</p> <p>2017: 4 tournaments were canceled due to weather or other.</p>																																																						

Dept.	ZONING	ZONING																																																																																	
KPI Measure	Permit activity – Number of permits issued, closed, or submitted to the Board of Zoning Appeals (BZA) each month.	Permit violations – incidents discovered without a permit.																																																																																	
Rationale/ Definition	To measure level of permit activity in the Zoning area.	To monitor permit violations and how they are addressed.																																																																																	
Frequency	Monthly	Monthly																																																																																	
Data Source	Zoning department data	Zoning department data																																																																																	
Graph	<p>2019 Monthly Permit Activity</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Permits issued</th> <th>Permits closed</th> </tr> </thead> <tbody> <tr><td>JAN</td><td>26</td><td>3</td></tr> <tr><td>FEB</td><td>34</td><td>1</td></tr> <tr><td>MAR</td><td>49</td><td>48</td></tr> <tr><td>APR</td><td>79</td><td>32</td></tr> <tr><td>MAY</td><td>93</td><td>26</td></tr> <tr><td>JUN</td><td>75</td><td>48</td></tr> <tr><td>JUL</td><td>81</td><td>91</td></tr> <tr><td>AUG</td><td>111</td><td>40</td></tr> <tr><td>SEPT</td><td>87</td><td>50</td></tr> </tbody> </table> <p>2019 YTD Permit Activity</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Permits issued</th> <th>Permits closed</th> <th>Cases to BZA</th> </tr> </thead> <tbody> <tr> <td>2019 YTD</td> <td>635</td> <td>339</td> <td>23</td> </tr> <tr> <td>2018 TOTAL</td> <td>753</td> <td>545</td> <td>25</td> </tr> </tbody> </table>	Month	Permits issued	Permits closed	JAN	26	3	FEB	34	1	MAR	49	48	APR	79	32	MAY	93	26	JUN	75	48	JUL	81	91	AUG	111	40	SEPT	87	50	Category	Permits issued	Permits closed	Cases to BZA	2019 YTD	635	339	23	2018 TOTAL	753	545	25	<p>Violations - Incidents of No Permit</p> <table border="1"> <thead> <tr> <th>Month</th> <th>2018</th> <th>2019</th> </tr> </thead> <tbody> <tr><td>JAN</td><td>5</td><td>0</td></tr> <tr><td>FEB</td><td>5</td><td>0</td></tr> <tr><td>MAR</td><td>6</td><td>1</td></tr> <tr><td>APR</td><td>11</td><td>4</td></tr> <tr><td>MAY</td><td>9</td><td>3</td></tr> <tr><td>JUN</td><td>4</td><td>3</td></tr> <tr><td>JUL</td><td>3</td><td>4</td></tr> <tr><td>AUG</td><td>15</td><td>1</td></tr> <tr><td>SEPT</td><td>6</td><td>8</td></tr> <tr><td>OCT</td><td>14</td><td>0</td></tr> <tr><td>NOV</td><td>1</td><td>0</td></tr> <tr><td>DEC</td><td>1</td><td>0</td></tr> </tbody> </table>	Month	2018	2019	JAN	5	0	FEB	5	0	MAR	6	1	APR	11	4	MAY	9	3	JUN	4	3	JUL	3	4	AUG	15	1	SEPT	6	8	OCT	14	0	NOV	1	0	DEC	1	0
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Other/ comments	<p>The Zoning Office handles all permits related to a change of use, new construction and floodplain management. Many types of construction require a permit including, but not limited to: fences, sheds, decks, signs, dwellings and grading. If a permit does not comply with the zoning code, it may be taken to the BZA for disposition.</p> <p>This is a new measure and no targets have been established yet.</p>	<p>Zoning strives to resolve violations by working on a solution so that a variance is not required.</p> <p>This is a new measure and no targets have been established yet.</p>																																																																																	

Dept.	NEAT																												
KPI Measure	NEAT case activity – types of cases opened.																												
Rationale/ Definition	To measure the volume and nature of issues occurring.																												
Frequency	Monthly																												
Data Source	Zoning department data																												
Graph	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>2018 - Types of cases opened</p> <p>610 cases opened in 2018</p> <table border="1"> <thead> <tr> <th>Case Type</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>High grass & weeds</td> <td>19%</td> </tr> <tr> <td>Abandoned junk motor vehicle</td> <td>25%</td> </tr> <tr> <td>Junk & material storage</td> <td>23%</td> </tr> <tr> <td>Dilapidated structures</td> <td>10%</td> </tr> <tr> <td>Unhealthy growth: failure to remove</td> <td>3%</td> </tr> <tr> <td>Nuisance</td> <td>0.2%</td> </tr> </tbody> </table> </div> <div style="text-align: center;"> <p>2019 - Types of cases opened</p> <p>390 cases opened through Sep 2019</p> <table border="1"> <thead> <tr> <th>Case Type</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>High grass & weeds</td> <td>61%</td> </tr> <tr> <td>Abandoned junk motor vehicle</td> <td>15%</td> </tr> <tr> <td>Junk & material storage</td> <td>18%</td> </tr> <tr> <td>Dilapidated structures</td> <td>6%</td> </tr> <tr> <td>Unhealthy growth: failure to remove</td> <td>0%</td> </tr> <tr> <td>Nuisance</td> <td>0%</td> </tr> </tbody> </table> </div> </div>	Case Type	Percentage	High grass & weeds	19%	Abandoned junk motor vehicle	25%	Junk & material storage	23%	Dilapidated structures	10%	Unhealthy growth: failure to remove	3%	Nuisance	0.2%	Case Type	Percentage	High grass & weeds	61%	Abandoned junk motor vehicle	15%	Junk & material storage	18%	Dilapidated structures	6%	Unhealthy growth: failure to remove	0%	Nuisance	0%
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Dept.	NEAT																																																
KPI Measure	Case Disposition																																																
Rationale/ Definition	To monitor cases and how they are resolved.																																																
Frequency	Monthly																																																
Data Source	Zoning department data																																																
Graph	<div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <h3>2019 Case Disposition - Monthly</h3> <table border="1"> <thead> <tr> <th>Month</th> <th>Cases closed - no charges</th> <th>Cases with charges filed</th> </tr> </thead> <tbody> <tr><td>JAN</td><td>4</td><td>1</td></tr> <tr><td>FEB</td><td>8</td><td>0</td></tr> <tr><td>MAR</td><td>4</td><td>0</td></tr> <tr><td>APR</td><td>10</td><td>0</td></tr> <tr><td>MAY</td><td>48</td><td>9</td></tr> <tr><td>JUN</td><td>65</td><td>10</td></tr> <tr><td>JUL</td><td>21</td><td>12</td></tr> <tr><td>AUG</td><td>40</td><td>8</td></tr> <tr><td>SEPT</td><td>29</td><td>3</td></tr> <tr><td>OCT</td><td>0</td><td>0</td></tr> <tr><td>NOV</td><td>0</td><td>0</td></tr> <tr><td>DEC</td><td>0</td><td>0</td></tr> </tbody> </table> </div> <div style="width: 45%;"> <h3>Case Disposition YTD</h3> <table border="1"> <thead> <tr> <th>Year</th> <th>Cases closed - no charges</th> <th>Cases with charges filed</th> </tr> </thead> <tbody> <tr><td>2019 YTD</td><td>229</td><td>43</td></tr> <tr><td>2018 TOTAL</td><td>291</td><td>121</td></tr> </tbody> </table> </div> </div>	Month	Cases closed - no charges	Cases with charges filed	JAN	4	1	FEB	8	0	MAR	4	0	APR	10	0	MAY	48	9	JUN	65	10	JUL	21	12	AUG	40	8	SEPT	29	3	OCT	0	0	NOV	0	0	DEC	0	0	Year	Cases closed - no charges	Cases with charges filed	2019 YTD	229	43	2018 TOTAL	291	121
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2018 TOTAL	291	121																																															
Other/ comments	<p>Zoning strives to resolve violations by working with property owners towards voluntary compliance and avoiding charges. If voluntary compliance is not reached, charges are filed.</p> <p>This is a new measure and no targets have been established yet.</p>																																																

Dept.	WATER DEPARTMENT	WATER DEPARTMENT																														
KPI Measure	% Days Drinking Water is in Compliance	Identification of Lead and Unknown Water Service Lines																														
Rationale/ Definition	This is used to measure the quality of our water, as well as compliance with regulatory requirements of the State of Ohio EPA.	To track our identification of lead service lines.																														
Frequency	Quarterly	Annually																														
Data Source	Water Department Data	Water Department Data																														
Graph	<p>% Days Drinking Water in Compliance</p> <p>Legend: % Days in Compliance (Blue), Target - 100% (Red)</p> <table border="1"> <thead> <tr> <th>Year</th> <th>% Days in Compliance</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2016</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2017</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2018</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2019 YTD</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	Year	% Days in Compliance	Target	2015	100%	100%	2016	100%	100%	2017	100%	100%	2018	100%	100%	2019 YTD	100%	100%	<p>LEAD & UNKNOWN WATER SERVICE LINES - 2018</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Count</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Non-lead lines</td> <td>20,034</td> <td>99.37%</td> </tr> <tr> <td>Lead Service Lines</td> <td>59</td> <td>0.29%</td> </tr> <tr> <td>Unknown Service Lines</td> <td>68</td> <td>0.34%</td> </tr> </tbody> </table>	Category	Count	Percentage	Non-lead lines	20,034	99.37%	Lead Service Lines	59	0.29%	Unknown Service Lines	68	0.34%
Year	% Days in Compliance	Target																														
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Unknown Service Lines	68	0.34%																														
Other/ comments	Our target is 100%. We meet or exceed the regulatory requirements which include, but are not limited to, lead and copper levels.	Our ongoing objective is to reduce the number of Lead & Unknown service lines. Lead service lines were reduced from 64 in 2017 to 59 in 2018. Because of our stability and high water quality, we inspect the water lines as projects occur. (i.e. when a street is being torn up for a project, we take that opportunity to inspect the lines.)																														

Dept.	WATER DEPARTMENT																																												
KPI Measure	Unaccounted for Water																																												
Rationale/ Definition	To monitor water that is unaccounted for and/or non-revenue producing.																																												
Frequency	Monthly																																												
Data Source	Water Department Data																																												
Graph	<table border="1"> <caption>Unaccounted for water</caption> <thead> <tr> <th>Year</th> <th>Month</th> <th>% water unaccounted for</th> <th>Goal</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td></td> <td>20.4%</td> <td>18%</td> </tr> <tr> <td>2017</td> <td></td> <td>20.4%</td> <td>18%</td> </tr> <tr> <td>2018</td> <td></td> <td>22.0%</td> <td>18%</td> </tr> <tr> <td rowspan="10">2019</td> <td>Jan</td> <td>28.3%</td> <td>18%</td> </tr> <tr> <td>Feb</td> <td>26.6%</td> <td>18%</td> </tr> <tr> <td>Mar</td> <td>28.4%</td> <td>18%</td> </tr> <tr> <td>Apr</td> <td>20.9%</td> <td>18%</td> </tr> <tr> <td>May</td> <td>22.3%</td> <td>18%</td> </tr> <tr> <td>Jun</td> <td>11.8%</td> <td>18%</td> </tr> <tr> <td>Jul</td> <td>16.9%</td> <td>18%</td> </tr> <tr> <td>Aug</td> <td>14.8%</td> <td>18%</td> </tr> <tr> <td>Sep</td> <td>16.9%</td> <td>18%</td> </tr> </tbody> </table>	Year	Month	% water unaccounted for	Goal	2016		20.4%	18%	2017		20.4%	18%	2018		22.0%	18%	2019	Jan	28.3%	18%	Feb	26.6%	18%	Mar	28.4%	18%	Apr	20.9%	18%	May	22.3%	18%	Jun	11.8%	18%	Jul	16.9%	18%	Aug	14.8%	18%	Sep	16.9%	18%
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	Sep	16.9%	18%																																										
	Other/ comments	<p>All water systems have a % of water that goes unbilled – this can be due to: unavoidable leakage, use by fire department, water meter inaccuracies, unauthorized consumption, etc. The water department is actively monitoring and analyzing this. The improvement in the third quarter is attributed to: concerted efforts in data analysis, validation of meter readings, recording the actual water usage for flushing hydrants; improved accounting for unmetered water usage; and adjusting the metering of water pumped in and out of the water plant.</p> <p>Note: Water consumption data is not available to until one month after the close of a month. Therefore this measure is one month behind.</p>																																											

Dept.	WATER DEPARTMENT	WATER DEPARTMENT																														
KPI Measure	% of Total Fire Hydrants in Service	% of Fire Hydrants Inspected Each Year																														
Rationale/ Definition	To measure the level of service and usability of fire hydrants to make sure all are in good working order when needed.	To measure efforts to inspect and maintain fire hydrants. Inspections and flushing of hydrants is done to improve the quality and flow of the water.																														
Frequency	Quarterly	Quarterly																														
Data Source	Water Department Data	Water Department Data																														
Graph	<p>% of Total Fire Hydrants in Service</p> <table border="1"> <thead> <tr> <th>Year/Quarter</th> <th>% in service</th> <th>Goal</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2018</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2019 Qtr 1</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2019 Qtr 2</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2019 Qtr 3</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	Year/Quarter	% in service	Goal	2017	100%	100%	2018	100%	100%	2019 Qtr 1	100%	100%	2019 Qtr 2	100%	100%	2019 Qtr 3	100%	100%	<p>% of Total Fire Hydrants Inspected Each Year</p> <table border="1"> <thead> <tr> <th>Year</th> <th>% inspected</th> <th>Goal</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2018</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2019 YTD</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	Year	% inspected	Goal	2017	100%	100%	2018	100%	100%	2019 YTD	100%	100%
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Other/ comments	<p>Our goal is to keep 100% of the fire hydrants in service.</p> <p>The City maintains approximately 2,470 fire hydrants.</p>	<p>All fire hydrants are inspected each year and therefore our goal is 100%.</p> <p>Fire hydrant inspections began in June.</p>																														

Dept.	WATER POLLUTION CONTROL	WATER POLLUTION CONTROL																																				
KPI Measure	% Days in Compliance with NPDES requirements for treatment	% Days in Compliance with NPDES requirements for reporting																																				
Rationale/ Definition	Ensure a final effluent quality for compliance with requirements specified by the U.S. EPA and the Ohio EPA.	To comply with monthly reporting – completing and submitting Discharge Monitoring Reports to the Ohio EPA.																																				
Frequency	Quarterly	Quarterly																																				
Data Source	WPC Department data	WPC Department data																																				
Graph	<table border="1"> <caption>Compliance: Treatment that meets or exceeds NPDES requirements</caption> <thead> <tr> <th>Year</th> <th>% Days in Compliance</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>99.7%</td> <td>100%</td> </tr> <tr> <td>2016</td> <td>99.7%</td> <td>100%</td> </tr> <tr> <td>2017</td> <td>99.7%</td> <td>100%</td> </tr> <tr> <td>2018</td> <td>100.0%</td> <td>100%</td> </tr> <tr> <td>2019 YTD</td> <td>100.0%</td> <td>100%</td> </tr> </tbody> </table>	Year	% Days in Compliance	Target	2015	99.7%	100%	2016	99.7%	100%	2017	99.7%	100%	2018	100.0%	100%	2019 YTD	100.0%	100%	<table border="1"> <caption>Compliance: Regulatory reporting requirements for NPDES permit</caption> <thead> <tr> <th>Year</th> <th>% Days in Compliance</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2016</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2017</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2018</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>2019 YTD</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	Year	% Days in Compliance	Target	2015	100%	100%	2016	100%	100%	2017	100%	100%	2018	100%	100%	2019 YTD	100%	100%
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Other/ comments	<p>Our target is 100%</p> <p>NPDES – National Pollutant Discharge Elimination System</p> <p>The City Of Findlay Wastewater Treatment Plant provides wastewater treatment of residential, commercial and industrial wastewater. The Wastewater Treatment Plant treats on average four (4) billion gallons a year.</p>	<p>Our target is 100%</p> <p>NPDES – National Pollutant Discharge Elimination System</p>																																				

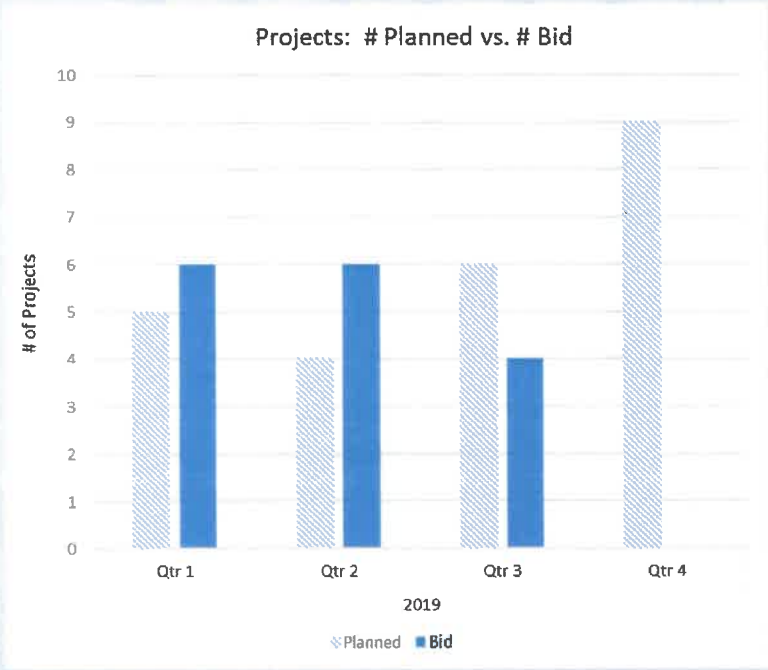
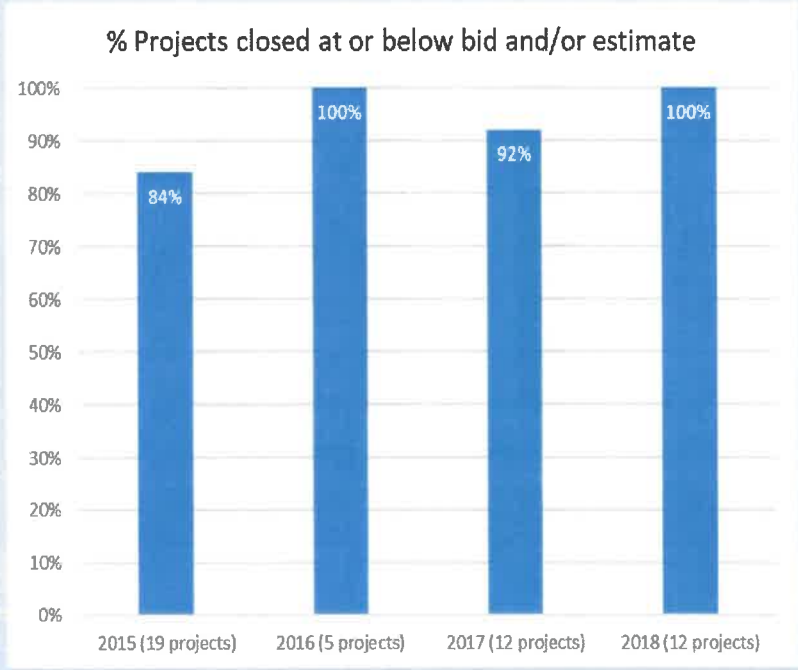
Dept.	WATER POLLUTION CONTROL	WATER POLLUTION CONTROL																														
KPI Measure	Footage of Sanitary & Storm Sewers Cleaned	Catch Basins Cleaned																														
Rationale/ Definition	To ensure we maintain our infrastructure and keep it working consistently and properly.	To ensure we maintain our infrastructure and keep it working consistently and properly.																														
Frequency	Quarterly	Quarterly																														
Data Source	WPC Department data	WPC Department data																														
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Other/ comments	<p>Our comparison is to a 3-year average.</p> <p>The sanitary sewer system has over 17,000 customers and is estimated to consist of over three hundred (300) miles of sanitary sewer, several thousand manholes and approximately six thousand four hundred (6,400) catch basins. It is imperative to maintain these systems for proper drainage – especially in times of rain events.</p>																															

Dept.	WATER POLLUTION CONTROL	WATER POLLUTION CONTROL																																																		
KPI Measure	Footage of Sanitary & Storm Sewer Lines Televised	Sewer Problem Complaints - % that are the responsibility of the City																																																		
Rationale/ Definition	To ensure we maintain our infrastructure. We televise lines to ensure flow capacity and assess the need for repairs & maintenance.	To ensure we maintain and repair our infrastructure and swiftly address problems that are our responsibility.																																																		
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Data Source	WPC Department data	WPC Department data																																																		
Graph	<p>Footage Televised</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Sanitary (Feet)</th> <th>Storm (Feet)</th> <th>Sanitary Target (Feet)</th> <th>Storm Target (Feet)</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>~40,000</td> <td>~20,000</td> <td>~65,000</td> <td>~20,000</td> </tr> <tr> <td>2017</td> <td>~48,000</td> <td>~20,000</td> <td>~65,000</td> <td>~20,000</td> </tr> <tr> <td>2018</td> <td>~100,000</td> <td>~20,000</td> <td>~65,000</td> <td>~20,000</td> </tr> <tr> <td>2019 YTD</td> <td>~35,000</td> <td>~25,000</td> <td>~65,000</td> <td>~20,000</td> </tr> </tbody> </table>	Year	Sanitary (Feet)	Storm (Feet)	Sanitary Target (Feet)	Storm Target (Feet)	2016	~40,000	~20,000	~65,000	~20,000	2017	~48,000	~20,000	~65,000	~20,000	2018	~100,000	~20,000	~65,000	~20,000	2019 YTD	~35,000	~25,000	~65,000	~20,000	<p>Sewer Problem Complaints</p> <table border="1"> <thead> <tr> <th>Year</th> <th>City's responsibility</th> <th>Homeowner's responsibility</th> <th>Total</th> <th>Target - 10% or less</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>5</td> <td>67</td> <td>72</td> <td>~7.2</td> </tr> <tr> <td>2017</td> <td>11</td> <td>134</td> <td>145</td> <td>~7.6</td> </tr> <tr> <td>2018</td> <td>6</td> <td>142</td> <td>148</td> <td>~7.4</td> </tr> <tr> <td>2019 YTD</td> <td>2</td> <td>107</td> <td>109</td> <td>~1.8</td> </tr> </tbody> </table>	Year	City's responsibility	Homeowner's responsibility	Total	Target - 10% or less	2016	5	67	72	~7.2	2017	11	134	145	~7.6	2018	6	142	148	~7.4	2019 YTD	2	107	109	~1.8
Year	Sanitary (Feet)	Storm (Feet)	Sanitary Target (Feet)	Storm Target (Feet)																																																
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Other/ comments	The target for sanitary lines is the 3 year average. The target for storm lines is the prior year actual.	Our target is for sewer complaints to be the City's responsibility no more than 10% of the time. A homeowner's private line begins at the point of connection to the sewer main.																																																		
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Dept.	AIRPORT																																																																														
KPI Measure	Jet A Fuel Sales																																																																														
Rationale/ Definition	Fuel sales are the largest revenue stream for the airport, especially the sale of Jet A.																																																																														
Frequency	Monthly																																																																														
Data Source	Jet A Fuel Sales Data																																																																														
Graph	<p>The graph displays monthly Jet A fuel sales in gallons from September 2017 to September 2019. The Y-axis represents gallons, ranging from 0 to 30,000 in increments of 5,000. The X-axis shows months from Sep 2017 to Sep 2019. A blue area represents 'Actual Gallons', and an orange line represents the 'Target'. Actual sales show significant seasonal fluctuations, with peaks in October and August, and troughs in November and December. The target line is relatively flat at approximately 14,000 gallons until January 2019, where it increases to about 16,500 gallons and remains constant through September 2019.</p> <table border="1"> <caption>Estimated Data for Jet A Fuel Sales - Monthly</caption> <thead> <tr> <th>Month</th> <th>Actual Gallons</th> <th>Target Gallons</th> </tr> </thead> <tbody> <tr><td>Sep 2017</td><td>12,000</td><td>14,000</td></tr> <tr><td>Oct 2017</td><td>19,000</td><td>14,000</td></tr> <tr><td>Nov 2017</td><td>5,000</td><td>14,000</td></tr> <tr><td>Dec 2017</td><td>7,000</td><td>14,000</td></tr> <tr><td>Jan 2018</td><td>14,000</td><td>14,000</td></tr> <tr><td>Feb 2018</td><td>12,000</td><td>14,000</td></tr> <tr><td>Mar 2018</td><td>14,000</td><td>14,000</td></tr> <tr><td>Apr 2018</td><td>21,000</td><td>14,000</td></tr> <tr><td>May 2018</td><td>19,000</td><td>14,000</td></tr> <tr><td>June 2018</td><td>23,000</td><td>14,000</td></tr> <tr><td>July 2018</td><td>11,000</td><td>14,000</td></tr> <tr><td>Aug 2018</td><td>16,000</td><td>14,000</td></tr> <tr><td>Sep 2018</td><td>15,000</td><td>14,000</td></tr> <tr><td>Oct 2018</td><td>19,000</td><td>14,000</td></tr> <tr><td>Nov 2018</td><td>12,000</td><td>14,000</td></tr> <tr><td>Dec 2018</td><td>9,000</td><td>14,000</td></tr> <tr><td>Jan 2019</td><td>12,000</td><td>16,500</td></tr> <tr><td>Feb 2019</td><td>14,000</td><td>16,500</td></tr> <tr><td>Mar 2019</td><td>15,000</td><td>16,500</td></tr> <tr><td>Apr 2019</td><td>15,000</td><td>16,500</td></tr> <tr><td>May 2019</td><td>20,000</td><td>16,500</td></tr> <tr><td>June 2019</td><td>16,000</td><td>16,500</td></tr> <tr><td>July 2019</td><td>19,000</td><td>16,500</td></tr> <tr><td>Aug 2019</td><td>21,000</td><td>16,500</td></tr> <tr><td>Sep 2019</td><td>11,000</td><td>16,500</td></tr> </tbody> </table>	Month	Actual Gallons	Target Gallons	Sep 2017	12,000	14,000	Oct 2017	19,000	14,000	Nov 2017	5,000	14,000	Dec 2017	7,000	14,000	Jan 2018	14,000	14,000	Feb 2018	12,000	14,000	Mar 2018	14,000	14,000	Apr 2018	21,000	14,000	May 2018	19,000	14,000	June 2018	23,000	14,000	July 2018	11,000	14,000	Aug 2018	16,000	14,000	Sep 2018	15,000	14,000	Oct 2018	19,000	14,000	Nov 2018	12,000	14,000	Dec 2018	9,000	14,000	Jan 2019	12,000	16,500	Feb 2019	14,000	16,500	Mar 2019	15,000	16,500	Apr 2019	15,000	16,500	May 2019	20,000	16,500	June 2019	16,000	16,500	July 2019	19,000	16,500	Aug 2019	21,000	16,500	Sep 2019	11,000	16,500
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Other/ comments	<p>The target is based on a review of average growth rate on the last 10 years of sales data and represents a 3% increase from 2018 sales.</p> <p>2018 fuel sales increased 18% over the prior year.</p> <p>The airport facilitates a high volume of corporate aircraft traffic, which primarily purchases Jet A fuel.</p>																																																																														

Dept.	AIRPORT	AIRPORT																																								
KPI Measure	Hangar Capacity Utilized	Star Rating – airnav.com																																								
Rationale/ Definition	To monitor the management of this revenue-generating asset.	Feedback from our customer base is an important way of measuring the level of service we offer.																																								
Frequency	Monthly	Quarterly																																								
Data Source	Airport Director	Airport Director/airnav.com website																																								
Graph	<table border="1"> <caption>Hangar Capacity Utilization Data</caption> <thead> <tr> <th>Month</th> <th>% Utilized</th> </tr> </thead> <tbody> <tr><td>Sep 2018</td><td>83%</td></tr> <tr><td>Oct 2018</td><td>83%</td></tr> <tr><td>Nov 2018</td><td>83%</td></tr> <tr><td>Dec 2018</td><td>83%</td></tr> <tr><td>Jan 2019</td><td>92%</td></tr> <tr><td>Feb 2019</td><td>92%</td></tr> <tr><td>Mar 2019</td><td>92%</td></tr> <tr><td>Apr 2019</td><td>88%</td></tr> <tr><td>May 2019</td><td>88%</td></tr> <tr><td>Jun 2019</td><td>88%</td></tr> <tr><td>Jul 2019</td><td>88%</td></tr> <tr><td>Aug 2019</td><td>88%</td></tr> <tr><td>Sep 2019</td><td>80%</td></tr> </tbody> </table>	Month	% Utilized	Sep 2018	83%	Oct 2018	83%	Nov 2018	83%	Dec 2018	83%	Jan 2019	92%	Feb 2019	92%	Mar 2019	92%	Apr 2019	88%	May 2019	88%	Jun 2019	88%	Jul 2019	88%	Aug 2019	88%	Sep 2019	80%	<table border="1"> <caption>Star Rating - airnav.com Data</caption> <thead> <tr> <th>Year</th> <th>Actual Rating</th> <th>Target Rating (4 or higher)</th> </tr> </thead> <tbody> <tr><td>2017</td><td>5</td><td>4</td></tr> <tr><td>2018</td><td>5</td><td>4</td></tr> <tr><td>2019 YTD</td><td>5</td><td>4</td></tr> </tbody> </table>	Year	Actual Rating	Target Rating (4 or higher)	2017	5	4	2018	5	4	2019 YTD	5	4
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2019 YTD	5	4																																								
Other/ comments	<p>Our target is 90% capacity utilized.</p> <p>The airport owns and maintains twenty-five hangars, with varying size and capacity. Monthly rental income provides a solid revenue stream for operations.</p>	<p>AirNav.com is a website that contains airport information, including the entities on the airport that offer FBO services. Users are able to rate and review The City of Findlay Airport (FBO) for other potential customers to see. Along with written reviews, users are able to give a 1-5 star rating. Our target is a 4 star rating or higher.</p>																																								

Dept.	ENGINEERING	ENGINEERING																															
KPI Measure	Lane miles paved	MS4 Compliance																															
Rationale/ Definition	Lane miles paved measures our progress in street maintenance and improvements.	MS4 relates to our adherence to certain USEPA standards.																															
Frequency	Annually	Quarterly																															
Data Source	City Engineer	City Engineer																															
Graph	<table border="1"> <caption>LANE MILES PAVED</caption> <thead> <tr> <th>Year</th> <th>Miles</th> </tr> </thead> <tbody> <tr> <td>2012</td> <td>10,000</td> </tr> <tr> <td>2013</td> <td>22,500</td> </tr> <tr> <td>2014</td> <td>15,500</td> </tr> <tr> <td>2015</td> <td>17,500</td> </tr> <tr> <td>2016</td> <td>11,500</td> </tr> <tr> <td>2017</td> <td>32,000</td> </tr> <tr> <td>2018</td> <td>18,500</td> </tr> </tbody> </table>	Year	Miles	2012	10,000	2013	22,500	2014	15,500	2015	17,500	2016	11,500	2017	32,000	2018	18,500	<table border="1"> <caption>MS4 Compliance</caption> <thead> <tr> <th>Quarter</th> <th>% Days in Compliance</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>Qtr 1</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>Qtr 2</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>Qtr 3</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>Qtr 4</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>	Quarter	% Days in Compliance	Target	Qtr 1	100%	100%	Qtr 2	100%	100%	Qtr 3	100%	100%	Qtr 4	100%	100%
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Other/ comments	The lane miles paved each year is based on projects in the Capital Plan and availability of other funding sources in a given year.	Our target is 100% compliance. MS4 stands for Municipal Separate Storm Sewer System. The MS4 standards relate to storm water runoff, erosion, and water quality. It is to protect surface water such as Blanchard River, Eagle Creek, etc.																															

Dept.	ENGINEERING	ENGINEERING																														
KPI Measure	Projects: # Planned vs. # Bid	% of Projects closed at or below bid and/or estimate																														
Rationale/ Definition	This measure shows our ability to be pro-active and get planned projects out to bid timely.	This measure tracks our ability to keep costs within project estimates.																														
Frequency	Quarterly	Annually																														
Data Source	City Engineer	City Engineer																														
Graph	 <table border="1"> <caption>Projects: # Planned vs. # Bid (2019)</caption> <thead> <tr> <th>Quarter</th> <th>Planned</th> <th>Bid</th> </tr> </thead> <tbody> <tr> <td>Qtr 1</td> <td>5</td> <td>6</td> </tr> <tr> <td>Qtr 2</td> <td>4</td> <td>6</td> </tr> <tr> <td>Qtr 3</td> <td>6</td> <td>4</td> </tr> <tr> <td>Qtr 4</td> <td>9</td> <td>0</td> </tr> </tbody> </table>	Quarter	Planned	Bid	Qtr 1	5	6	Qtr 2	4	6	Qtr 3	6	4	Qtr 4	9	0	 <table border="1"> <caption>% Projects closed at or below bid and/or estimate</caption> <thead> <tr> <th>Year</th> <th>Projects</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>19</td> <td>84%</td> </tr> <tr> <td>2016</td> <td>5</td> <td>100%</td> </tr> <tr> <td>2017</td> <td>12</td> <td>92%</td> </tr> <tr> <td>2018</td> <td>12</td> <td>100%</td> </tr> </tbody> </table>	Year	Projects	Percentage	2015	19	84%	2016	5	100%	2017	12	92%	2018	12	100%
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Other/ comments	We develop and follow a 5-year capital plan (revised annually) which includes multiple year grants, etc. Each year the projects are planned by quarter based on nature of the project and to obtain optimal pricing.	This is a newer measure and no formal targets have been set.																														

Dept.	TAX	TAX																															
KPI Measure	Processing Time	Past Due Collections																															
Rationale/ Definition	Processing efficiency is a key element of a productive tax department.	We continually pursue and monitor past due accounts to maximize collection of past-due taxes.																															
Frequency	Annually	Monthly																															
Data Source	Tax Administrator	Tax Administrator																															
Graph	<p>Tax Processing - Target Dates</p> <table border="1"> <thead> <tr> <th>Task</th> <th>Actual Date</th> <th>Target Date</th> </tr> </thead> <tbody> <tr> <td>W-2s entered & reconciled</td> <td>6/29/2019</td> <td>6/29/2019</td> </tr> <tr> <td>Season-filed returns processed</td> <td>7/22/2019</td> <td>7/5/2019</td> </tr> <tr> <td>Refunds processed</td> <td>5/7/2019</td> <td>5/7/2019</td> </tr> <tr> <td>Payments posted</td> <td>4/19/2019</td> <td>4/19/2019</td> </tr> </tbody> </table>	Task	Actual Date	Target Date	W-2s entered & reconciled	6/29/2019	6/29/2019	Season-filed returns processed	7/22/2019	7/5/2019	Refunds processed	5/7/2019	5/7/2019	Payments posted	4/19/2019	4/19/2019	<p>Income Taxes - Past Due Collections</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Amount (\$)</th> </tr> </thead> <tbody> <tr> <td>2013</td> <td>~450,000</td> </tr> <tr> <td>2014</td> <td>~430,000</td> </tr> <tr> <td>2015</td> <td>~430,000</td> </tr> <tr> <td>2016</td> <td>~520,000</td> </tr> <tr> <td>2017</td> <td>~580,000</td> </tr> <tr> <td>2018</td> <td>~780,000</td> </tr> <tr> <td>2019 YTD Sep</td> <td>~550,000</td> </tr> </tbody> </table>	Year	Amount (\$)	2013	~450,000	2014	~430,000	2015	~430,000	2016	~520,000	2017	~580,000	2018	~780,000	2019 YTD Sep	~550,000
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Other/ comments	Target due dates are set at the beginning of the year for major processing tasks related to that year's tax collections.	The KPI is new and no targets have been set yet.																															

Dept.	COMPUTER SERVICES								
KPI Measure	Help Desk Tickets: Average response time and average service time								
Rationale/ Definition	Tracking response and service times measures our efficiency and ability to resolve issues in a timely fashion, thereby minimizing any loss of employee productivity.								
Frequency	Monthly								
Data Source	Help Desk Ticket System								
Graph	<p>The graph displays the performance of Help Desk Tickets for 2019 YTD (1471 tickets) against a goal. The average response time is 39 minutes, and the average service time is 92 minutes. The goal is set at 240 minutes.</p> <table border="1"> <thead> <tr> <th>Metric</th> <th>Value (Minutes)</th> </tr> </thead> <tbody> <tr> <td>Avg response time minutes</td> <td>39</td> </tr> <tr> <td>Avg service time minutes</td> <td>92</td> </tr> <tr> <td>Goal</td> <td>240</td> </tr> </tbody> </table>	Metric	Value (Minutes)	Avg response time minutes	39	Avg service time minutes	92	Goal	240
Metric	Value (Minutes)								
Avg response time minutes	39								
Avg service time minutes	92								
Goal	240								
Other/ comments	<p>The target is to respond to and resolve issues in less than 240 minutes (4 hours).</p> <p>Response time is: ticket submission → first response; and service time is: ticket submission → problem resolution.</p>								

**FINDLAY CITY COUNCIL
CARRY-OVER LEGISLATION
November 5, 2019**

RESOLUTION NO. 024-2019 (*walkable community*) **requires one (1) reading** **second reading**
A RESOLUTION SUPPORTING THE UNITED STATES SURGEON GENERAL'S CALL TO ACTION TO PROMOTE WALKING
AND WALKABLE COMMUNITIES.

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. 2019-086 (*salary ordinance*) **requires three (3) readings** **third 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. 2019-093 (*large meter testing/calibration*) **requires three (3) readings** **second reading**
AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-094 (*performance audit*) **requires three (3) readings** **second reading**
AN ORDINANCE AUTHORIZING THE AUDITOR OF THE CITY OF FINDLAY, OHIO, TO ENTER INTO A PERFORMANCE AUDIT
AGREEMENT WITH THE AUDITOR OF THE STATE OF OHIO FOR AN AUDIT OF THE WATER AND SEWER DEPARTMENTS, FOR THE
CITY OF FINDLAY.

City of Findlay

Office of the Director of Law

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

Donald J. Rasmussen
Director of Law

NOVEMBER 5, 2019

THE FOLLOWING IS THE NEW LEGISLATION TO BE PRESENTED TO THE CITY COUNCIL OF THE CITY OF FINDLAY, OHIO, AT THE TUESDAY, OCTOBER 15, 2019 MEETING.

ORDINANCES

- 2019-095 AN ORDINANCE AUTHORIZING THE SAFETY DIRECTOR OF THE CITY OF FINDLAY, OHIO TO FILE AN APPLICATION FOR THE OHIO BUREAU OF WORKER'S COMPENSATION FIREFIGHTER EXPOSURE TO ENVIRONMENTAL ELEMENTS GRANT (FEEEG), ALONG WITH THE CITY OF FINDLAY'S MATCH, TO PURCHASE A DIESEL EXHAUST SYSTEM, EXTRACTORS-WASHING MACHINES FOR TURN OUT GEAR, HOODS WITH BARRIER PROTECTION, AND WASHABLE GLOVES FOR THE FINDLAY FIRE DEPARTMENT, AND DECLARING AN EMERGENCY.
- 2019-096 AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.
- 2019-097 AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.
- 2019-098 AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF FINDLAY, OHIO, TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE HANCOCK COUNTY COMBINED GENERAL HEALTH DISTRICT, AND DECLARING AN EMERGENCY.
- 2019-099 AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

ORDINANCE NO. 2019-095

AN ORDINANCE AUTHORIZING THE SAFETY DIRECTOR OF THE CITY OF FINDLAY, OHIO TO FILE AN APPLICATION FOR THE OHIO BUREAU OF WORKER'S COMPENSATION FIREFIGHTER EXPOSURE TO ENVIRONMENTAL ELEMENTS GRANT (FEEEG), ALONG WITH THE CITY OF FINDLAY'S MATCH, TO PURCHASE A DIESEL EXHAUST SYSTEM, EXTRACTORS-WASHING MACHINES FOR TURN OUT GEAR, HOODS WITH BARRIER PROTECTION, AND WASHABLE GLOVES FOR THE FINDLAY FIRE DEPARTMENT, AND DECLARING AN EMERGENCY.

WHEREAS, Council desires to authorize the Director of Safety of the City of Findlay, Ohio to file an application for the Ohio Bureau of Worker's Compensation Firefighter Exposure to Environmental Elements Grant (FEEEG), along with the City of Findlay's matching portion to be used for the purchase of items for Findlay's Fire Department, and;

WHEREAS, upon approval of said grant, Council desires to authorize the Safety Director, and the Auditor of the City of Findlay, Ohio to sign the necessary grant agreement for said purchases with the FEEEG.

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

SECTION 1: That the Safety Director of the City of Findlay, Ohio be and he is hereby authorized to file an application for an FEEEG grant, along with the City of Findlay's match, to purchase various items for the Findlay Fire Department.

SECTION 2: That the Safety Director of the City of Findlay, Ohio be and he is hereby authorized to execute all necessary documents with the Ohio Bureau of Worker's Compensation Firefighter Exposure to Environmental Elements Grant for the purchase of various items for the Findlay Fire Department.

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 authorize the filing of said grant application so a grant agreement may be secured forthwith, and executed so that various items for the Findlay Fire Department may be purchased;

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. 2019-096

AN ORDINANCE APPROPRIATING FUNDS AND DECLARING AN EMERGENCY.

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

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

FROM:	Sewer Fund	\$ 35,000.00
TO:	SR 12 and Davis Street Sewer Repairs <i>Project #35691800</i>	\$ 35,000.00

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 _____

ORDINANCE NO. 2019-097

AN ORDINANCE APPROPRIATING AND TRANSFERRING FUNDS AND DECLARING AN EMERGENCY.

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

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

FROM:	City of Findlay Revolving Loan Fund	\$ 685.48
TO:	General Expense #21010000 (Cedar Valley – Loan #2)	\$ 685.48

SECTION 2: That the Auditor of the City of Findlay, Ohio is hereby authorized to draw six hundred eighty-five dollars and forty-eight cents (\$685.48) from the Revolving Loan Fund Account held at Fifth Third Bank.

SECTION 3: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reason it is immediately necessary to appropriate and transfer said funds so that an overpayment made by Cedar Valley may be reimbursed.

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. 2019-098

AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF FINDLAY, OHIO, TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE HANCOCK COUNTY COMBINED GENERAL HEALTH DISTRICT, AND DECLARING AN EMERGENCY.

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

SECTION 1: That the Mayor of the City of Findlay, Ohio be and she is hereby authorized to enter into a Memorandum of Understanding with the "Hancock County Combined General Health District" as attached hereto as Exhibit A.

SECTION 2: That this Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of the inhabitants of the City of Findlay, Ohio, and for the further reason it is immediately necessary to enter into said MOU so that said flood reduction efforts may proceed, and so that all backflow preventive measures may be adequately inspected.

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

PRESIDENT OF COUNCIL

MAYOR

PASSED _____

ATTEST _____
CLERK OF COUNCIL

APPROVED _____

Memorandum of Understanding

This agreement is made and entered into by and between the Hancock County Combined General Health District, hereinafter referred to as "HANCOCK PUBLIC HEALTH", and the City of Findlay. This contract will become effective as of the date signed by the Mayor or designee of the City of Findlay and by the President of HANCOCK PUBLIC HEALTH;

WHEREAS, HANCOCK PUBLIC HEALTH has the technical ability and resources to provide testing and repair of isolation backflow devices.

NOW THEREFORE, the parties hereto each in consideration of the mutual promises and obligations assumed herein by the other agree as follows:

Section 1-Services:

(A) The following services will be rendered by the City of Findlay to HANCOCK PUBLIC HEALTH in return for the satisfactory performance of the items specified above and as referenced below.

1. Maintain the data base of all isolation backflows registered with HANCOCK PUBLIC HEALTH and keep it up to date.
2. Bill the appropriate business and or industrial clients for the documentation fee required for each isolation backflow.
3. Collect the required documentation fee due with each isolation backflow inspection.

(B) The following services will be rendered by HANCOCK PUBLIC HEALTH to the City of Findlay:

1. Test all isolation backflow devices in City of Findlay owned buildings.
2. Repair all City owned isolation backflow devices in City of Findlay owned buildings.
3. HANCOCK PUBLIC HEALTH will bill \$41.00/ hour for labor not to exceed \$2,460.00.
4. HANCOCK PUBLIC HEALTH will Split the Documentation fee with the City of Findlay at a rate of \$12.50 for HANCOCK PUBLIC HEALTH and \$12.50 for the City of Findlay to have the responsibility to administer, collect, and retain any fees necessary pertaining to such isolation devices.

See attached sheets of the backflows that will be worked on

Section 2-Term of Contract:

This contract shall be in effect for two years from January 1, 2019, until December 31, 2020, and will be reviewed annually by the City of Findlay and HANCOCK PUBLIC HEALTH at least forty-five (45) days before the termination date. During the review either party may propose changes to any part of the contract. If any changes are agreed upon by both parties then an amendment to this contract will be drawn up and signed within thirty (30) days of the termination date of this agreement as to the substance of the changes. If during the annual review it is agreed by both parties that the terms of the contract are to remain unchanged, then a representative with the proper authority from each party will sign and date the contract to indicate acceptance and continuation of the existing contract or will execute an amendment thereto renewing or extending this contract.

Section 3-Termination:

This contract may be terminated for any reason by the Mayor of the City of Findlay or by the President of HANCOCK PUBLIC HEALTH upon thirty (30) days written notice declaring said parties intent to terminate said agreement.

Section 4-Liability:

It is mutually agreed that in no case shall HANCOCK PUBLIC HEALTH its agents, assigns, contractual obliges or personnel be held liable in damages to the City of Findlay, or personnel, for any damages or injuries occurring to persons or property which may occur as a result of non-performance including but not limited to errors and omissions.

Section 5-Independent Contractor Clause/Severability:

- (A) The relationship between the City of Findlay and HANCOCK PUBLIC HEALTH will be that of an independent contractor and no principal-agent or employer-employee relationship is created by this agreement. City of Findlay"CONTRACTOR" will be responsible for all costs related to the employment of individuals, including but not limited to income withholding, workers' compensation, and unemployment insurance.

- (B) Severability-If any section, sub-section, sentence, clause, phrase or portion of this agreement shall for any reason be held unenforceable, or unconstitutional by any court of competent jurisdiction, such portion of this agreement shall be deemed a separate, distinct, and independent provision and holding shall affect the validity of the remaining portions hereof.

Section 6-Notice:

Any notices required or permitted to be given hereunder shall be given in writing and shall be delivered (a) in person, (b) by certified mail, postage prepaid, return receipt requested, or (c) by facsimile, and such notices shall be addressed as follows:

Mayor City of Findlay
City of Findlay
318 Dorney Plaza, Room 310
Findlay, Ohio 45840
Phone: 419-424-7137
Fax: 419-424-7245

Board of Health President
Hancock County Combined General Health District
7748 County Road 140
Findlay, Ohio 45840
Phone: 419-424-7870
Fax: 419-424-7872

Or to such other address as either party may from time to time specify in writing to the other party. Any notice shall be effective upon proof of delivery or within five (5) days or proof of mailing, whichever is earlier. Any notice given by facsimile shall be effective within two (2) business days of being sent or when evidenced by a confirmation of receipt.

IN WITNESS WHEREOF, The undersigned have caused to be executed this Agreement on the date last written below.

HANCOCK COUNTY COMBINED
GENERAL HEALTH DISTRICT

City of Findlay

Board of Health President

Mayor

Date: _____

Date: _____

Approved as to Form:

Lucinda M. Land
Assistant Hancock County Prosecutor

Date: _____

Date: _____

ORDINANCE NO. 2019-099

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: CDBG Grant Fund	\$ 202,000.00
TO: Howard Street Sewer Separation <i>Project #35577600</i>	\$ 202,000.00

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 _____