
Memorandum

To: Mayor & Members of Council
From: Monica Irelan, City Manager
Subject: General Information
Date: January 22, 2016

CALENDAR

Agenda - Monday, Jan. 25 @6:00 pm – **Volunteer Firefighters’ Dependents Fund Board Mtg.**

Agenda – Monday, Jan. 25 @6:30 pm – **Finance & Budget Committee Meeting**

1. *Approval of Minutes*

- a. the following meeting minutes are attached:
 - i. October 26, 2015 Finance & Budget Comm.
 - ii. November 13, 2015 Finance & Budget Comm. In Joint Session w/City Council
 - iii. November 14, 2015 Finance & Budget Comm. In Joint Session w/City Council

2. *Discussion Regarding the Part-Time Seasonal Income Tax Position*

- a. Greg Heath’s Memorandum is attached.

Agenda – Monday, Jan. 25 @7:30 pm – **Safety & Human Resources Committee Meeting**

1. *Approval of Minutes*

- a. The minutes from the November 23, 2015 meeting are attached.

2. *Review of the Human Resources and Payroll Positions*

- a. Enclosed are Memorandums from both myself and Greg Heath.

3. *Discussion Regarding Current City Parking Policies*

- a. Both Lisa and I have enclosed separate Memorandums regarding the city parking policies

4. *Discussion Regarding Non-Emergency EMS Runs*

Cancellation – Civil Service Commission Meeting

Agenda – Wednesday, Jan. 27 @6:00 pm – **Parks & Recreation Board**

Agenda – Wednesday, Jan. 27 @7:00 pm – **Ad-Hoc Committee on Strategic Vision**

INFORMATIONAL ITEMS

1. OML Legislative Bulletin/January 15, 2016
2. AMP Weekly Update/January 22, 2016

MI:rd

Records Retention - CM-11 - 2 Years

December 2015							January 2016							February 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29					
							31													

 Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
	7:00 PM City COUNCIL Meeting					8:00 AM Christmas Tree Pickup (by Napoleon Fire and Rescue)
3	4	5	6	7	8	9
	6:30 PM ELECTRIC Committee Board of Public Affairs (BOPA) Mtg. 7:00 PM WATER & SEWER Committee Mtg. 7:30 PM Municipal Properties/ED Committee Meeting					
10	11	12	13	14	15	16
	6:00 PM Tree Commission Meeting 7:00 PM City COUNCIL Meeting					
17	18	19	20	21	22	23
	6:00 PM Volunteer Firefighters' Dependents Fund Board 6:30 PM FINANCE & BUDGET Committee Meeting 7:30 PM SAFETY & HUMAN RESOURCES Committee Meeting		6:00 PM Parks & Rec Board Meeting 7:00 PM Ad-Hoc Committee on Strategic Vision			
24	25	26	27	28	29	30
	6:15 PM TECHNOLOGY Committee Meeting 7:00 PM City COUNCIL Meeting					
31	1	2	3	4	5	6

City of Napoleon, Ohio
Volunteer Firefighters' Dependents Fund Board

LOCATION: City Hall Offices, 255 West Riverview Avenue, Napoleon, Ohio 43545

Meeting Agenda
Monday, January 25, 2016 at 6:00pm

- I. Approval of Minutes: January 12, 2015 (*In the absence of any objections or corrections, the Minutes shall stand approved.*)

- II. Appointment of the fifth Member of the Board

- III. Members Oath of Office

- IV. Election of Officers

- V. Any other matters currently assigned to the Board

- VI. Adjournment

Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio
**VOLUNTEER FIRE FIGHTERS' DEPENDENTS FUND
 BOARD
 MEETING MINUTES**

Monday, January 12, 2015 at 6:15 PM

Present	
Board Members	Travis Sheaffer - Chair, Heather Wilson, Ellsworth Mitchell, Peter Celani, Tonya Walker
City Staff	Gregory Heath, Finance Director/Clerk of Council
Recorder	Tammy Fein
Others	News Media
Absent	
Call To Order	Committee member Wilson called the meeting to order at 6: PM.
Approval Of Minutes	Minutes of the January 13, 2014 and January 5, 2015 meetings stand approved with no objections or corrections.
Appointing Fifth Member	Motion: Celani Second: Walker To appoint Ellsworth Mitchell as the fifth member of the Board.
Passed	Roll call vote on above motion:
Yea- 3	Yea- Wilson, Walker, Celani
Nay- 0	Nay -
Members' Oath Of Office	Law Director Hayberger swore in the present members of the Volunteer Fire Fighters' Dependents Fund Board.
2014 Officers To Serve In 2015	Motion: Celani Second: Wilson To maintain the same officers in 2015 as in 2014: Travis Sheaffer - Chair, and Tonya Walker - Secretary
Passed	Roll call vote on above motion:
Yea- 4	Yea- Sheaffer, Wilson, Walker, Celani, Mitchell
Nay- 0	Nay-
Motion To Adjourn	Motion: Walker Second: Celani To adjourn the meeting at pm.
Passed	Roll call vote on above motion:
Yea- 5	Yea- Sheaffer, Wilson, Walker, Celani, Mitchell
Nay- 0	Nay-

Date Approved

Travis Sheaffer, Chair

City of Napoleon, Ohio
Finance & Budget Committee

LOCATION: Council Chambers, 255 W. Riverview Avenue, Napoleon, Ohio 43545

Meeting Agenda
Monday, January 25, 2016 at 6:30pm

- I. Approval of Minutes (*In the absence of any objections or corrections, the Minutes shall stand approved.*)
- II. Discussion regarding the parttime seasonal Income Tax position
- III. Any other matters currently assigned to the Committee
- IV. Adjournment

Gregory J. Heath, Finance Director/Clerk

City of Napoleon, Ohio
Finance and Budget Committee
Meeting Minutes

Monday, October 26, 2015 at 6:30pm

PRESENT
Committee
City Staff

Jason Maassel - Chair, Mayor Ron Behm, Patrick McColley
Gregory J. Heath, Finance Director/Clerk of Council
Monica S. Irelan, City Manager
Lisa L. Nagel, Law Director
Tammy Fein

Recorder
Others

ABSENT
Committee
Others

Chris Ridley

Call To Order

Chairman Maassel called the meeting to order at 6:30pm.

Approval Of
Minutes

Minutes from the September 28 meeting stand approved with no objections or corrections.

2016 Budget Review
Discussion

Irelan reviewed a summary of the 2016 budget review, based on the previous request from Council for more discussion before the final budgeting decisions were required to be made.

Behm asked what other funds contribute to the Revenue Fund; Irelan stated that there are other funds that contribute to the Revenue Fund, though the summary includes only the largest, including Income Tax, which is approximately thirty two percent (32%) of the General Fund. Heath noted that these amounts are the net amounts contributed.

Irelan stated that she has created a more detailed report that is available for viewing if the Committee requests. McColley stated his concern regarding protecting the Electric Fund; Irelan stated that there are lobbyists through the Ohio Municipal Electric Association (OMEA) working on behalf of the City to attempt to keep this Fund protected.

Irelan reported the top three (3) expenses to the General Fund include Policy & Safety Services, Fire & Safety Services, and Municipal Court.

Irelan summarized the personnel trends from 2005 through 2014 including fulltime and fulltime equivalent positions. Maassel noted that the total personnel figure averages have remained relatively steady; Irelan noted that the 2016 personnel trend figures are still in progress, adding that there is currently a study that the City participated in created by the cities of Bryan and Wauseon that Irelan will use to benchmark all positions and may be used to realign positions in 2017. McColley asked if there were any positions that the City has that the other entities did not; Irelan stated that this will be reviewed and listed in her recommendations that will be brought before the Committee. McColley requested a summary of the report results rather than Irelan's recommendations, adding that he does not want someone else to 'pick and choose what he will see' regarding the results and the recommendations could include what positions Irelan chose to realign or not realign; Irelan stated that she will always recommend aligning positions. McColley then requested a listing of

**2016 Budget Review
Discussion
(Continued)**

the positions that were approximately ten percent (10%) higher and ten percent (10%) lower. Irelan stated that the previous performance audit was not as comprehensive as the recommendations that Irelan will bring back to the Committee, noting that though some titles may be the same the employees may have additional duties, adding that she believes the comparisons were Bryan, Wauseon, Delphos, and Bellevue.

Irelan reported the process of considering whether to fill a vacant position.

Irelan reported that the budget is currently balanced, though there are some budgeted vacant positions that Irelan may not fill at this time.

Irelan suggested raising the hourly billable rate at the garage from forty six dollars per hour (\$46/hour) to a more comparable rate of ninety seven dollars per hour (\$97/hour), adding that the Police Department and the Fire Department use this service the most. Irelan reported that a computer system has been installed at the garage to better track parts and labor to different departments. McColley asked if the garage rate was a discounted rate; Heath stated that Rotary Funds are treated like the Enterprise Funds, adding that this should be self-sufficient however these employees are also working outside this area with no overhead costs, margin costs or rollups, and this Fund also includes the fuel. Maassel asked if the garage could be run more efficiently if the services were outsourced; Irelan stated that this could be done, but the garage is mainly used for the emergency vehicles to be fixed on demand; other entities have attempted this however it took too long to get vehicles fixed, and other garages are not certified to work on fire trucks while the City garage is. McColley added that vehicles like the garbage truck could possibly be required to go to Perrysburg to be repaired involving time and wages of the employees taking the vehicle, Heath added that the turnaround time is far less using the City garage as well. McColley added that regular maintenance may be better tracked with the City garage as opposed to outsourcing these duties.

McColley asked if the Hotel/Motel Tax was a restricted fund; Heath stated that it is not.

Behm asked the status of the General Fund in relation to goal of keeping one million dollars in the Fund; Heath reminded the Committee that a conservative budgeting process is used, the revenue will be forecasted low and the expenditures will be forecasted higher, and the margins are contracted to handle constraints. Heath believes the budget will end close to the million dollar mark however expenditure control is a necessity, adding that revenue enhancements are being considered and fees and permits should be considered as well as general fiscal management. Heath reminded the Committee that the only large revenue issue Council has control over is the Income Tax Credit. Heath stated that the reimbursements are merely an accounting setup; these accounts in the past were directly charged to Utilities Funds. The administrative costs are now charged out to the Enterprise Funds by reimbursement; an approximate one percent (1%) income tax levy would be needed to overcome that revenue loss if it were to occur.

McColley asked for a breakout per year and percentage of increase per year for the Court to be discussed during November budget discussions; Heath suggested maintaining a good working relationship with the Judge. Heath stated that Council has the control to set salary over certain Court Staff and for the Deputy Clerks since the expenditures are higher than the revenue at the Court, if the revenue goes above the expenditure the control would go back to the Judge. Irelan stated that she has met with the Judge and listed her concerns; the Judge is willing to work with Irelan to discuss these issues before the November budget meetings. McColley stated that he

**2016 Budget Review
Discussion
(Continued)**

would still like to see this requested report with the expenditure increases. Maassel believes that Council should not embarrass the Judge and to take Heath's recommendation to maintain a good working relationship; McColley believes Council should be good financial stewards, adding that the Judge is not being as careful as Council with the finances. Ireland stated that the analysis is approximately completely finished; McColley was adamant that he wants to see this information. Ireland stated that the previous Judge had a different philosophy on how Courts should be run. Ireland stated that the Judge's salary is set by the State and the Judge controls the Clerk and Bailiff, with Council having control over other salaries as long as the Court expenditures are higher than the revenue. Behm added that Ireland should have the discussion with the Judge first before sitting before Council, giving her the chance to try to rectify the situation; Maassel agreed.

Heath asked if there is something to be prepared for regarding changes; Maassel stated that he as Finance & Budget Committee Chair has not heard of any wholesale changes. Ireland stated that she had employees come into her office stating that they have heard the rumors that their positions were not going to get funded, adding that discretion should be used by Council in any passing comments. Heath believes that Executive Session should be used to discuss these sensitive items; Ireland added that the Appointing Authorities should be made aware of the changes as well. Behm believes that the employee levels are tried to be kept as low as possible to keep the service levels where they should be, agreeing that Executive Session should be used for such sensitive change discussions. Heath suggested taking the Motion as items are brought up for change during the budget discussions, be handled one by one then moving on to the next; Behm agreed, adding that he believes that past Councils have made decisions that have differed from the best practice. Ireland stated that she handles her employees' performance as necessary, and would like to discuss any positions that are potentially going to be unfunded. Behm believes this should be discussed in the full body of Council; Maassel requested an Executive Session regarding the compensation of personnel at the next Council meeting.

**Increasing The City
Purchase Limit To
Match The State
Limit**

Ireland reported that the State Purchase Limit is \$50,000 while the City Purchase Limit is currently \$25,000. Heath reported that the \$50,000 limit has to do with formal bidding, meaning that many pieces of equipment and vehicles will drop out of the items that are required to be formally bid, leaving this decision up to the Department Head and the Appointing Authority, and requiring three (3) quotes when available. Heath reminded the Committee that the expenditure limit has been Codified at \$25,000. Heath believes there are individuals in Council that may not be happy with the higher limit. McColley asked if bidding could be raised to \$50,000 and expenditure limit remain at \$25,000 and Council would still see all requests, adding that the Townships, County and Villages all have bidding threshold of \$50,000; he believes this could create a cost savings by not requiring performance bonds and advertising. Heath believes a performance bond should still be required on construction projects; McColley stated that a simple paving job may not be need a performance bond as the company is in no risk of going out of business. Heath stated a performance bond is a form of insurance; and the amount depends on the cost of the project. McColley suggested leaving the expenditure limit the same and raising the bidding limit, adding that he believes if the lowest quote is not chosen or there is a project to be sole sourced, that Council should approve these. Heath stated there is no formal policy that requires three (3) quotes though it is practiced; Ireland stated this is done unless there are less than three (3) companies that do the work. Behm stated that he approves of the \$50,000 bidding limit and keeping the expenditure limit at \$25,000. Heath restated that he believes there will be conflict due to issues not coming before Council that they believe should; Ireland agreed.

City of Napoleon, Ohio
FINANCE & BUDGET COMMITTEE
IN JOINT SESSION WITH
CITY COUNCIL

Special Meeting Minutes

Friday, November 13, 2015 at 8:00am

PRESENT
City Council

Finance & Budget
City Staff

Travis Sheaffer – President, Jason Maassel – President Pro-Tem, Jeff Comadoll, John Helberg, Patrick McColley, Christopher Ridley (arrived at 8:17am)
Jason Maassel – Chair, Chris Ridley (arrived at 8:17am), Patrick McColley
Monica S. Irelan, City Manager
Gregory J. Heath, Finance Director/Clerk of Council
Lisa L. Nagel, Law Director
Robert Weitzel, Police Chief
Matt Bilow, Wastewater Treatment Plant Superintendent
Tony Cotter, Parks & Recreation Director
Morgan Druhot, Human Resources Director
Scott Hoover, Water Treatment Plant Superintendent
Chad Lulfs, Director of Public Works
Clayton O'Brien, Fire Chief
Christine Peddicord, Assistant Finance Director
Amy Rosebrook, Municipal Court Judge
Dan Wachtman, MIS Administrator
Tom Zimmerman, Building & Zoning Official
News Media; Amanda Griffith, CIC Director; Joel Miller, Chamber of Commerce
Tammy Fein
Mayor Ron Behm

Others

Recorder
ABSENT

Council Call To Order

President Sheaffer called Council to order at 8:03am.

Marihugh Resignation

Sheaffer read into record a resignation letter from Councilman Marihugh, dated November 12, 2015 and effectively immediately.

Motion To Accept
Resignation Of
Marihugh Effective
Immediately

Motion: Comadoll Second: Maassel
To accept the resignation of Councilman Marihugh effective immediately

Passed
Yea- 5
Nay- 0

Roll call vote on above motion:
Yea- Sheaffer, Helberg, McColley, Comadoll, Maassel
Nay-

Sheaffer stated that Marihugh will be missed; Heath will contact the Democratic Party to begin the replacement process.

Motion To Go Into
Executive Session:
Imminent Litigation

Motion: McColley Second: Comadoll
To go into Executive Session to discuss imminent litigation

Roll call vote on above motion:

Passed
Yea- 5
Nay- 0

Yea- Sheaffer, Helberg, McColley, Comadoll, Maassel
Nay-

Into Executive Session

Council entered Executive Session at 8:06am

**Motion To Come Out
Of Executive Session:
Imminent Litigation**

Motion: Maassel Second: Comadoll
To come out of Executive Session discussing imminent litigation

Passed
Yea- 5
Nay- 0

Roll call vote on above motion:
Yea- Sheaffer, Helberg, McColley, Comadoll, Maassel
Nay-

**Out Of Executive
Session**

Council came out of Executive Session at 8:15am. President Sheaffer reported that the discussion was regarding imminent litigation; no action was taken.

**Finance & Budget Call
To Order**

Chairman Maassel called the Finance & Budget Committee to order at 8:15am.

Ridley Arrived

Councilman Ridley arrived at 8:17am.

**Review Of 2016 Budget
Proposals**

Heath reported that each Fund is an entity into itself, as defined by the Ohio Revised Code (ORC), which are considered separately for improvements on and appropriations to; funds are appropriated by Fund, by Department, then by either of two (2) Categories, either Personal Services or Other. Heath reported that the total Budget being presented equals \$62.9 million, including \$17.4 million in the Water Treatment Plant project representing two (2) rollings of the current note; \$5 million represents the rolling over of a note from one period to the next period and the issuance of an additional \$12.5 million note for the purposes of construction. Heath reported that the City currently uses a cash budgeting format for the budget and reports on an accrual basis which is an ORC requirement; by Law the City cannot appropriate or expend more than the actual amount in each Fund, adding that the appropriation process is cash based and stays balanced within the budget, with the typical approach being a conservative estimate of Revenue (lower) to a level anticipated higher, and Expenditures are assumed liberally with a ten percent to fifteen percent (10%-15%) unused appropriation which helps drive the expenses down. Heath stated that the cash balances are used as a buffer, and these are projections on projections; the actuals roll out at the end of the year.

Irelan distributed a memo regarding the Budget review summary; see attached. Irelan reported that the total proposed expenditure budget for 2016 is \$62,918,388; the proposed General Fund totals \$6.399 million and the Capital Fund is approximately \$1.8 million. Irelan reported that the General Fund is paid for through thirty two percent (32%) from revenue and income tax, thirty eight percent (38%) from reimbursements, with approximately 5.6% of the revenue coming from the kilowatt hour tax and the remaining 24.4% being made up from thirty five (35) different revenue sources. Irelan reported that the Departments in the General Fund are cost centered and expenditures may be reimbursed from other Accounts.

Irelan reported that the Capital Fund receives thirty eight percent (38%) of its revenue from income tax, approximately \$1.168 million, and there is approximately \$1 million that was not expended in 2015 to be discussed for

allocation later in the discussions.

Irelan reported that in the Streets Fund there is currently \$300,000 listed for Miscellaneous Streets, \$255,000 listed for Roundhouse Road, \$400,000 for Dodd Street Improvements which includes a grant, \$245,000 for the design of Industrial Road, along with the tree program, sidewalk program and alley program. Irelan stated that she will be proposing to add more money to the Miscellaneous Street Fund, to be discussed later.

Irelan reported that a dump truck, a Durapatch machine, see attached memo, a utility tractor, upgrades to the CMI system, and a police vehicle and required equipment will be requested from the Equipment and Services Fund.

Municipal Court

TIME: 8:25am

Amy Rosebrook, Municipal Court Judge

Personnel

Rosebrook explained that there is an increase in expenses in Personnel due to the retirement of the Clerk of Court in 2016; this expense includes the payout of accrued time along with a proposed three (3) month parallel training period for the new Clerk.

Rosebrook noted that the Professional Services Fees request is approximately \$11,000 less than last year due to payments for fines now be taken online which includes a service charge, causing the processing fee to be absorbed by the individual paying the fine.

McColley asked if Rosebrook expected the Salary Non-bargaining expense in 2017 to be closer to the 2015 figure; Rosebrook believes this will be the case. Heath reported that the payout amount is \$17,140 with approximately \$20,000 budgeted for approximately five hundred sixty (560) hours of parallel training. Heath reminded Council that there is a built in one and a half percent (1.5%) increase built into this budget as presented for nonbargaining employees, adding that this is subject to Council approval.

Court Specialized Funds

Heath reported that the Court Specialized Funds have their own funding source by the Supreme Court, or as required by the ORC, and the fines go to different jurisdictions, adding that the Law Library receives some Court funding.

Heath reported that the Indigent Driver Alcohol Fund represents the appropriation of the available balance. Rosebrook explained that the classification of indigent is based on one hundred thirty percent (130%) of the Federal poverty level; this money is available for treatment for indigent drivers convicted of Operating a Vehicle under the Influence (OVI) related offenses, adding that this Fund has limited uses that are not allowed to be expanded.

Heath reported the Court Computerization Fund is an allocation of a portion of Court costs used for equipment and upgrades along with \$10,000 toward MIS Director Wachtman's salary; Irelan clarified that the \$10,000 supplements the General Fund.

Probation Officer Service Fund

Rosebrook reported that a new Grant was received from the State Probation Department; Heath created the 1810 Municipal Probation Department to track this Grant funding. Rosebrook stated that this funding will be used toward recovery services related to the local heroin addiction issue, adding that this Grant

will be audited at least three (3) times per year and was developed by the Department of Corrections with protocols that have the same requirements as larger counties. McColley asked if this Grant will allow a drug court to be started next year; Rosebrook does not believe so, as a drug court must be managed with weekly hearings, adding that this may be the foundation to create a drug court in the future with additional funding. Maassel asked if a drug court could be a multicounty endeavor; Rosebrook stated no, drug courts must remain within the jurisdiction of the Court which is Henry County, however the expense of the treatment can be distributed among other counties.

Heath reported that the Special Projects Fund is being used to pay the debts on the Court building renovations until 2025.

Heath reported that a mobile file storage unit was requested from the Capital Fund; Ireland added that the infrastructure was included with the rehabilitation of the building, and the equipment is now being purchased.

Heath reported that there are safety concerns at the Court building; he and Rosebrook had discussed having a safety audit completed. Rosebrook stated that Mondays and Thursdays are high traffic days through the court, adding that there are no metal detectors and the Court is minimally staffed. Rosebrook would like the bench to have more protection and would like the doors to be more tightly controlled. Heath asked Chief Weitzel his recommendation on this; Weitzel believes there has been a ruling from the Supreme Court of Ohio that designates certain security measures that must be adhered to, agreeing that Court Staff is not as protected as they should be. McColley believes that the Supreme Court handles all aspect of the security audit; Ireland suggested researching the costs of audits before committing.

Judge Rosebrook left at 9:05am.

Law Department

TIME: 9:05am

Lisa L. Nagel, Law Director

Ireland reported that there were no new personnel services requested; the secretary position will currently remain vacant.

Ireland reported there is a request for a \$30,000 increase in Service Fees covering all court and legal services while Nagel is learning the Department, adding that this will be reduces when the Department is organized.

Ireland reported that there is an additional request by Nagel to join the Ohio Municipal Attorneys Association (OMAA); Nagel reported that this is a group of attorneys attached to the Ohio Municipal League (OML) with the benefits of networking, listservs, and other helpful materials that Nagel can use on a daily basis.

Ireland reported there is a request for \$2,000 in Capital Improvements for equipment replacement. Sheaffer asked if the Prosecutor contract is signed; Nagel believes this will be received any day and this is included in the presented budget. Ireland added that the City Staff and Court Staff are working on methods for better communication; Sheaffer added that the Judge offered for Council to watch Court proceedings when they would like.

**Building & Zoning
(Continued)**

in funding available for Code enforcement. McColley asked what Codes were enforced by this Department; Irelan stated the abatement of property. Zimmerman reported this is handled through nuisance property hearings, with the cost of the completed work added to the property taxes; Irelan added that the City does receive some of this fee back. McColley asked if the money could go back into the Reserve Fund if it is not used for Code enforcement; Irelan explained that this money would remain in the Reserve Fund and be able for use if it is needed, adding that nuisance abatement funding is still available and this request would be earmarked for use if necessary, adding that Council would be made aware of any large abatement issue that would require this request to be used. Helberg asked if Irelan or Zimmerman had an estimate as to how much money would be required for animal abatements; Irelan restated that the City is not currently and will not be responsible for animal abatement. Maassel asked if there is a specific timeframe for work during the different phases of Code enforcement on a residence; Zimmerman reported that a building permit is valid for one (1) year and a request can be made to have it extended for six (6) months, adding that the Code enforcement is handled through the Property Maintenance Code. Maassel asked how long the process takes to complete; Zimmerman reported that twenty five (25) letters have been sent to residential property owners regarding Code enforcement and all but six (6) of the properties have started the necessary repair. Maassel noted that the focus of Code enforcement in 2015 was residential properties asking Irelan if this will remain the focus in 2016; Irelan stated that this decision is made by the Municipal Properties, Buildings, Land Use & Economic Development Committee.

Council thanked Zimmerman for his efforts and efficiency in enforcing the Code.

Zimmerman left at 9:35am.

MIS

MIS 9:35am

Irelan reported that there were no changes to this budget, adding that line items that showed a trend of decrease were cut. Irelan reported that the Capital budget is significantly lower since the City website upgrade was completed last year. Irelan reported that Department improvements included allowing Bobby Stites, Assistant MIS Director, to have access to all accounts and information to ensure that support can be administered when necessary; as well as creating a ticket system for support questions, and the availability of the Department at all hours for an emergency issues that may occur.

Irelan reported that an accrued time payout is listed once again this year, preparing for a potential retirement.

Sheaffer asked if individual license were purchased for the Office software suite or if Office 365 was used; Irelan will research this along with the potential cost savings. Ridley agreed that Office 365 has some beneficial add-ons available at low cost.

Maassel asked if there were any special projects to be funded from this budget; Irelan replied no, there is a Fund that is used for projects that are outside the scope of the MIS Department. McColley complimented the current website. Ridley noted that the budgetary requests are lower than last year.

Community

TIME: 9:45 am
Amanda Griffith, CIC Director

**Improvement
Corporation
Additional
Contribution
Request**

Irelan reported that this money is a transfer and is a General Fund Equivalent Fund. Griffith reported that there are potential upcoming projects for the downtown and riverfront areas. Griffith commended Irelan and City Staff regarding the vision of the City, adding that the CIC will help with aggressive marketing for growth and to attract businesses.

Griffith requested that the City increase the CIC contribution from \$31,000 to \$34,000; Helberg noted that the City was willing to increase their contribution last year by \$9,000 if the County would match this contribution, though the County was not willing to do this. Irelan restated that marketing will be the focus for this contribution.

Helberg asked Griffith to explained the reduction in revenue due to projects falling off; Griffith explained that the Regional Board Partnership will no longer be a project which will cause a reduction of approximately five thousand dollars (\$5,000), adding that three (3) Tax Abatement Agreements will be finished, which is another reduction of approximately four thousand dollars (\$4,000).

Griffith stated that there will be an increase in revenue totaling approximately one thousand two hundred dollars (\$1,200).

Helberg noted that the CIC is still working with the Regional Board Partnership even though there is no payment to retain the relationship, adding that this contribution increase request is less than the amount that the City was willing to approve last year, asking Griffith if the County was asked for a contribution as well; Griffith stated that the County was asked, though no answer has been given regarding their participation yet.

Griffith left at 9:55am.

TIME: 9:55am

Joel Miller, Henry County Chamber of Commerce (COC)

**Chamber Of
Commerce**

**Marketing Of The
City**

Miller reminded Council that it is a requirement that a portion of the Hotel/Motel Tax be used towards tourism, adding that the COC uses the funding as seed money and for advertising. Miller distributed the latest materials handed out each year by the COC, adding that he shares the materials with other COCs in the State, and they are used to attract businesses, travelers, and residents.

Miller stated that the smaller brochure is aimed toward the traveler and business traveler and has been updated with latest information. Miller stated that the COC is a member of the Ohio Association of COC and the Ohio Travel Association Network, along with using social media such as Facebook and Twitter for community calendar information. Miller stated that the COC is responsible for the Spring, late Summer/early Fall, and Winter displays in downtown planters, as well as the yearly replacement of lights on trees downtown and the replacement bulbs for the Ritter Park holiday display, the administration duties of FallFest for last nine (9) years, and list of events that COC Funds help support, adding that these events are what create the most revenue, including the downtown cruise-ins for the River City Rodders and the Pumpkin Festival at the Civic Center. Miller reported that the major expenditures in the recent past include the Christmas lights and the downtown bridge lights; Miller reported that the rain insurance monies were used to cover these. Miller thanked the Electric Department crew for the help with setting up the lights each year. Miller reported that the carryover balance comes from the rain insurance monies received on a

**Chamber Of
Commerce (Continued)**

prior event and is generally being spent down, adding that this may be used for the Ritter Park display replacement. Miller reported that the current major expenditure will be the permanent installments of three (3) bike repair stations to make the City more bicyclist friendly; one (1) of these stations will be placed in downtown while the areas for the other two (2) will continued to be researched. Ridley asked if there is enough bicycle traffic for these stations to be effective; Miller replied that there definitely is; Irelan added that the City should be involved in economic gardening, finding unique assets of the City and expanding on those.

Maassel asked if there are any plans for uses of the Pocket Park; Miller stated that this are will have electric service and lighting, and there will be a contest to name the area. Miller reported that the cost of canopies for the area was researched, however these were too expensive, adding that fundraisers will be utilized to install some shaded areas into the Pocket Park. Maassel asked if concerts would take place there; Miller stated yes, and this will all be handled by the COC. Miller thanked Council for being such great partners with the COC.

Maassel asked if there are any additional festivals being suggested; Miller stated that this is always being researched with various visitor bureaus around the area. Irelan thanked the COC for their efforts regarding local festivals, adding that these give the City the feeling of community; Helberg agreed.

Council Recess

Miller left at 10:25am.

Council Reconvened

Council went into recess at 10:25am.

Council reconvened at 10:31am.

**Engineering/Public
Works**

TIME: 10:31am

Chad Lulfs, Director of Public Works

Irelan reported that the only increase to this budget is the built in one and a half percent (1.5%) increase with an approximate increase of one thousand dollars (\$1,000) in the overall budget. Irelan reported that a Professional Engineer registration has been requested for Marty Crossland, Staff Engineer, who recently sat for the exam.

Irelan reported that the CAD software licensing changes will require a small investment to purchase a larger suite that will allow the City to remain on the current subscription, adding that CAD projects can never be completely in-house due to the ODOT projects. Lulfs stated that he would like to do the ODOT and water treatment projects in-house to maintain better control of the projects. Maassel asked what the Professional Engineer status will mean for the Staff; Lulfs stated that Crossland currently works mainly in the field due to being shorthanded on Staff, though Crossland should be designing projects, adding that the Professional Engineer designation reinforces Crossland's knowledge.

McColley asked if the surveying services were designed by another firm; Lulfs stated that this is done for miscellaneous projects that require a survey or a plat; Irelan reminded Council that Lulfs is a surveyor as well as a Professional Engineer, which is rare in the State of Ohio. Sheaffer stated to Lulfs that his work and knowledge are appreciated.

**Street Fund
Engineer/Public Works
(Continued)**

Irelan reported a sixty thousand dollar (\$60,000) request from the Street Fund for a DuraPatch machine, adding that this will have paid for itself in 2019 and allow more spray patching to occur; see attached. McColley stated that the County has purchased this equipment and believes it to be a good investment. Comadoll asked if there are enough personnel to operate this; Irelan stated that this equipment would reduce the costs associated with the cold patch process; Lulfs added that no increase in personnel would be needed. McColley believes that there are studies showing that DuraPatch may be a better option than the current type of cold patch that is used; Lulfs stated that there is still some cold patch included in the budget, adding that the annual maintenance cost for the DuraPatch machine is anticipated to be very low provided that the cleaning is properly done.

Vehicles

Irelan reported a request to purchase a utility tractor to replace the current tractor; this tractor is used by the Parks & Recreation Department, Operations Department and Wastewater Department with eleven thousand dollars (\$11,000) being appropriated to each Department. McColley asked if this is a trailer mower; Rathge stated this is a three (3) point attachment adding that a picture of the tractor was provided in the Budget Books. Irelan reported that the first choice for this tractor is a 1990 John Deere tractor, using the current tractor as a \$4,500 trade in. Maassel asked if there is a tractor currently in the Wastewater that could be used for this purpose; Irelan stated that the tractor in the Wastewater Department is a different type of tractor with a different use; Rathge added that he is not certain if the mower would fit onto that tractor and this will be discussed more during the Parks & Recreation budget discussion. McColley asked how much this tractor would be used; Lulfs replied this tractor is used for all of City Hall, the Wastewater Treatment Plant, as well as all slopes and is used regularly during the lawn mowing season. Comadoll stated that the tractor that is currently being used was never intended for this use but was substituted in due to need. Helberg asked why the dump truck that was purchased was not split between various Departments as well; Irelan believes the dump truck stays in the Street Department due to the purposes it is used for.

Streets

Irelan reported that the Streets budget line is cut to fifty thousand dollars (\$50,000) partially due to the goal of repairing the roads, not decorative items. Lulfs stated that one Staff member spends approximately eighty percent (80%) of his time dealing with trees, moving to other projects only when time allows. Lulfs stated that the TreeTracker software program is greatly utilized and even though Crossland is overqualified, there is no other Staff member to do this work, adding that this involves setting stakes and inspecting the work after it is completed. Heath stated that some larger cities have a Forestry position under the Parks Department that is responsible for the work equivalent to what Crossland is responsible for. Lulfs stated that the City does a great job handling tree issues; Rathge agreed, adding that this helps with electric lines and damage control during storms.

Maassel asked why more Gator bags were requested; Lulfs stated that there is not enough bags currently since the bags stay on the newly planted trees for approximately two (2) years.

Irelan reported that the Fund that reimburses residents one dollar and fifty cents (\$1.50) per square foot for voluntary repair of sidewalks and twenty dollars (\$20) per linear foot for voluntary repair of curbs was cut by five thousand dollars (\$5,000) based on the current trend to remain at approximately twenty thousand

**Engineer/Public Works
(Continued)**

dollars (\$20,000) with continual tracking.

Irelan reported that the Miscellaneous Street Fund total is \$300,000, adding that not all of the Capital Funds were used to allow for direction from Council in the allocation of the funds, suggesting that another \$200,000 be added to this line item as a future recommendation will be to raise the mill and fill spending to approximately \$480,000 annually to improve the quality of the City streets. Lulfs stated that the pavement data collection program is a great help, thanking Council for allowing this study to be completed; Maassel believes that this data must be used appropriately to ensure that the study is worth the cost. Helberg noted that ODOT is changing the focus of their projects; Lulfs stated that he and Rathge will be presenting information to Council regarding the new processes and the research of alternative treatments.

Irelan reported that alley improvements will focus on the resurfacing program of the Chief Market alley by Hill's Restaurant, adding that this may need to be torn out. Irelan stated that the City ownership of this alley has recently been researched through the County records and the project will be moved up on the priority list. Lulfs reported that he will communicate with the owners of the businesses regarding this project; Helberg added that he would like to discuss assessing the bill for this project.

Irelan reported that the downtown resurfacing project is being researched since Route 108 is a State highway; Irelan believe it may be better for the community if the City handled the resurfacing instead of dealing with the red tape of having ODOT handle the project, adding that there should be more communications with the business owners before deciding to start this project. Irelan reported the areas of this project include Scott Street to Monroe Street and Riverview Avenue, moving North to Shelby Avenue, and Perry Street to the railroad tracks and Oakwood Avenue to the railroad tracks, adding that there may be phasing included in this project. Irelan reported that ODOT will not do this project; Lulfs will research the traffic control issues as well.

Maassel asked if any feedback has been received regarding the paving project underneath the underpass; Lulfs stated that no feedback has been received.

Irelan reported that the GIS costs are being split between various departments. Ridley asked if new sites are being tagged into the GIS system; Lulfs stated that this is currently being developed and Staff is entering infrastructure information for City Staff use currently. McColley asked if the cost for this project was for staffing; Lulfs stated that the cost is for data collection. McColley believes the data collection could be done by interns; Lulfs stated that this is currently done by Staff during down times. Irelan added that the infrastructure information will only be allowed to be used internally as a security measure, while residents will have access to information regarding the cleanouts and permits pulled for their residence. McColley restated that he believes the data collection should be handled by a lower paid employee; Irelan stated that there is a parttime secretary for the Department that works on this project as well.

Irelan reported that the Roundhouse Road project currently has a total of \$255,000 with no grant funding attached, and is still in the assessment process. Irelan reported that the Dodd Street project has grant funding attached to it, adding that though this is a request for approval of the project, the project can be pushed back to August 2017 if necessary while still keeping the grant funding.

**Engineer/Public Works
(Continued)**

Irelan believes that Dodd Street has been neglected and there may be access issues; Lulfs added that this is the fifth time that Dodd Street has been a budget request. Helberg asked if the alley could allow access; Irelan stated that access will definitely be made available during this project; Lulfs will research access when this project is approved. Irelan reminded Council that the assessment discussion must begin soon if this project is to be assessed. Comadoll asked if this is a low income area; Lulfs will research whether assessment is an option for this project and report back to Council. Ridley asked if the approval would include the plans and specifications of the project; Irelan replied no, the approval would be of the funding; the plans and specifications of the project would be approved later. Irelan reminded Council that she and her Staff still need the direction of Council regarding the assessment of projects. Irelan reported that the design of the Industrial Drive project is listed in the budget, adding that a walk through with a representative with ODOT was scheduled but was canceled by ODOT; this walk through will take place before Winter and the results will be brought before the Municipal Properties, Buildings, Land Use & Economic Development Committee for approval. Irelan stated that this grant funding was approved at a ninety five percent (95%) rate, with the City being responsible for five percent (5%).

Irelan reported that the Park Lane improvements project has grant funding tied to it and has been approved for the acceptance of the grant. Irelan reported that Park Lane is one (1) phase of a four (4) phase project tied to the LTCP and is being managed to ensure that the new road will not have heavy equipment on it after it is completed to get to the other streets in the area. Ridley asked if only Park Lane was being proposed for this project or if all the phases are included; Irelan stated that just Park Lane is included. Sheaffer asked if this project could be assessed; Lulfs stated that an extension could be filed to allow time for the assessment process since the grant will not begin until July 1, 2016, adding that any assessment discussion for this project should begin soon since it will add time to the project. Lulfs reported that the EPA has changed its interpretation of a rule that now requires ten (10) feet between any sewer line and water line, including storm sewers. Irelan reported that the sanitary sewer improvements are tied to the current negotiations with the EPA regarding the LTCP, and the LTCP updates are being used as a place holder for getting outside help for any LTCP mandates from the EPA. Irelan added that the sanitary sewer cleaning project may be awarded for years two (2) and three (3) to the same company that was awarded year one (1); this is currently being researched. Irelan reported that revisions to I/I studies were added during negotiations of a new permit which added needing new information; Maassel asked if there would be any further revisions required; Irelan stated that the City is in constant contact with the EPA and all additional information is debated for the National Pollutant Discharge Elimination System (NPDES) permit, adding that Irelan has contacted the State Legislation as well as representatives in Washington.

Irelan reported that the Service Building Property and Equipment Fund has one (1) employee that handles all maintenance for all the City facilities as well as other duties; Irelan is requesting this employee be titled from Maintenance Serviceman to Maintenance Foreman to create a growth path; this title change currently has no significant wage increase but will allow the employee to move through the steps while remaining in AFSCME.

Irelan reported that the Streets Account was reduced approximately six thousand dollars (\$6,000) from the operating side that handles street maintenance. Maassel asked if the new salt shed was built; Irelan replied that the trusses are up. Irelan

**Engineer/Public Works
(Continued)**

reported that there is enough if the fund to cover purchasing salt, though there will only be enough to function with no added cushion. Ridley asked what generates revenue to that account; Heath replied that this is generated from the Fuel Tax.

Lulfs left at 12:15pm

Council Recessed

Council went into recess at 12:15pm.

Helberg Left

Helberg left at 12:15pm.

Council Reconvened

Council reconvened at 12:26pm.

Parks & Recreation

TIME: 12:27pm

Tony Cotter, Parks & Recreation Director

Burials

Irelan reported that the Cemetery Department has one (1) fulltime and two (2) permanent parttime employees. Irelan reported that the number of indigent burials has been reduced; Comadoll asked if cremation would be a more cost effective choice; Cotter stated that the cost would be the same.

Administration

Cotter reported that the Administration line consists of Cotter's wages as well as travel and training and office requirements, along with the consignment sales of Cedar Point tickets in the Utilities office.

Golf Course

Cotter reported that the Golf Course line went over budget due to the flooding event which received no FEMA reimbursement, adding that the course did recover after the weather began to cooperate; Cotter commended the Staff for the repair of the course, adding that the funds used to cover the golf course damage did not come out of the General Fund. Comadoll asked if the flowers came out of this budget; Cotter replied approximately two thousand five hundred dollars (\$2,500) was budgeted for the flowers.

Swimming Pool

Cotter reported that a leak has been identified in the swimming pool and is requesting another twenty five thousand dollars (\$25,000) contribution to the Reserve Fund.

Helberg Returned

Helberg returned at 12:41pm.

Cotter suggested considering a potential income tax levy for a new pool/water park, adding that this discussion will go before the Parks & Recreation Board soon. Cotter commended his Staff for handling the daily operations of the swimming pool and cutting costs as much as possible. Irelan noted that Cotter and Staff are aware of the option of closing the pool if this becomes necessary; Cotter stated that the Parks & Recreation Board would like direction from Council regarding this; Ridley requested historical data regarding participation at the swimming pool before considering this option. Ridley asked if the Parks & Recreation Board had discussed using the pool at the high school; Cotter stated this will be discussed; Irelan added that the Aquatic Club will be included in these discussions. Helberg asked if research was done regarding the new pool there; Cotter stated that their cost was approximately two million dollars (\$2,000,000). Irelan pointed out that a public pool does not have a goal of creating revenue off the initial capital, but instead is viewed as a public service.

Machinery & Equipment

Cotter reported that the capital expenses include \$11,000 for a utility tractor. Durham stated that the current Wastewater tractor is a standard with the same clutch issues as the tractor that is proposed to be replaced.

Building & Improvements

Cotter reported that the Building and Improvements Account includes restoration of the basketball court at Glenwood Park and repair of the shelterhouse roof at Oakwood Park. McColley asked if either the new school or St. Paul’s school had an outdoor basketball court that could be utilized; Cotter replied that the new school had some poles constructed but Cotter does not believe that this will be a full size court. Maassel asked if the playground equipment issue had yet been decided; Ireland reported that this is still being negotiated; Cotter added that he is concerned with the condition of the posts and any potential add-on costs. Heath added that the industry requirements may not approve of the equipment under the guidelines that are strictly followed.

Property & Materials

Cotter stated that he would like to replace four (4) golf carts with four (4) used golf carts and auction off or trade in the four (4) oldest ones; the golf course currently has nineteen (19) golf carts. McColley asked for the annual golf cart revenue; Cotter reported that this is approximately thirty five thousand dollars (\$35,000) annually.

Cotter requested a new mower deck for the four wheel drive tractor used on the hills, as well as the annual request for twenty five thousand dollars (\$25,000) to the Reserve Funds. Cotter reminded Council that his Department is responsible for the snow removal from the downtown sidewalks during all level 2 snow emergencies; the snow is blown into the street in the evening for easier removal by the Streets Department. Cotter reported that the current tractor is a 1993 Steiner tractor with a plow attachment to be replaced with a four wheel drive articulating type fit with a two (2) stage snowblower. Sheaffer asked if the tractor had any trade in value; Cotter replied approximately five hundred dollars (\$500). McColley asked how long the tractor was used per run; Cotter stated each run is approximately three (3) hours. Helberg asked how many times per Winter the tractor is used; Cotter stated that the tractor has been used approximately ten (10) times per Winter for the last two (2) years. Ridley stated his concerns regarding the low awnings and trees in the downtown area if a cab is attached to the tractor; Cotter stated that there is a smaller snowblower that can be used for these areas.

Cotter is requesting a mower that is replaced each year, as well as a walk behind snowblower for the cemeteries; one of the parttime employees is using their personal equipment from home.

Cotter reported that research has begun regarding Priority Based Budgeting (PBB); this information will be distributed to the Parks Committee at a later date.

Cotter left at 1:13pm.

WWTP

TIME: 1:14 pm
Leonard Durham, Acting Wastewater Treatment Plant Superintendent

Personnel

Ireland reported that the Personnel account will decrease by approximately twenty nine thousand dollars (\$29,000) due to a retirement with the position being filled at a lower salary rate.

Maassel asked Durham if the Department had everything necessary to handle the job requirements; Durham replied yes; Irelan added that the Staff is doing a great job and Durham was involved in the interviewing process to ensure the team works as cohesively as it does presently.

Durham left at 1:20pm.

WTP

Time 1:30pm

Scott Hoover, Water Treatment Plant Superintendent

Irelan reported that Durham and the WWTP Staff handled the care of the plant and the systems, while line collection is handled by the Operations Department, adding that these are separate funds.

Irelan reported that the Personnel Services for the Department are approximately the same as last year while the Operations Fund has been cut by approximately nine thousand dollars (\$9,000). Comadoll asked what the tower rental fee consisted of; Irelan reported that a portion of the rental fee is used for County Road R power backup for the radio, adding that all expenses in the Water Distribution is funded by the water rates, not tax dollars.

Irelan reported that there will be an increase in Personnel due to a project retirement payout. Maassel asked Hoover if he plans to retire; Hoover stated that he plans to stay for a long period of time with no intent of retirement this year.

McColley asked why the Service Fees Professional has a potential increase of forty percent (40%); Irelan stated that potential EPA testing has been added which includes HAV testing that was not listed in the previous budgets. Hoover stated that this is required to be completed for the entire year.

Machinery & Equipment

Irelan reported that the Building and Improvements Fund lists a request of one thousand dollars (\$1,000) for a new computer to handle the new automated information along with the SCADA system and controls for new projects, adding that there are serious issues with the current alarm system.

Building & Improvements

Irelan reported that an electric valve will be installed on the South tower to replace the current altitude valve which requires a lot of maintenance. Hoover reported that the GS12 and the GS9 are new, inexpensive mixing systems that will be providing mixing to each tank to be beneficial for the required THM testing, adding that the plates on the chains are wearing and need to be replaced.

Hoover reported that this is the fifth year of a five (5) year plan for general maintenance, noting for the record that the listing of immediate repairs necessary would cost approximately \$5.7 million and still would not meet the compliance of the 2016 deadlines for all EPA restrictions.

Personnel

Irelan reported that there is an additional request based on succession planning to turn the Summer intern position into a fulltime position in 2016 to train the employee and allow the employee to earn the required licensing and the processes to prepare for the pending retirement; Hoover added that either he or the Chief Operator must be present at all times during the rehabilitation project including night hours. Ridley asked if the Chief Operator would move into Hoover's position when Hoover retired and the proposed position would move into the Chief Operator position; Irelan stated no, reminding Council that the Chief

Operator position was created only for succession planning and there is no need for an additional position to replace the Chief Operator at this point, though this can be added when necessary. Hoover stated that the budget has been reduced each year, including reducing the MIEX processes and along with other testing to reduce chemical costs.

Heath reported that the Rehabilitation Project represents \$5 million which allows for the rolling of two (2) notes totaling approximately \$17 million, with the balance going into the Water Plant improvements totaling approximately \$12.3 million, though the actual total will not be known until the project is bid. Ireland added that these figures have been accounted for previously. Ridley asked how the construction portion of the project will be paid, either up front or as each portion of the project is completed; Ireland reported that this is similar to any other project, with each portion being paid only after the work is completed and checked, adding that a Project Manager will oversee the construction. Ridley asked if the funds that are allocated in 2016 will be paid in 2016; Ireland replied no, this is why the project involves notes and not a bond. Heath stated that the notes must still be encumbered and will be rolled the same as the current notes, adding that the funds must be certified and the funding source must be identified; Ireland added that only the actual cost will be rolled into a bond, stating that notes give more flexibility. Ireland reported that funding sources are still being researched including grants and low interest loans, however the funds must be appropriated in order to move forward with the project. Ireland reported that the project is still on track to have the design done in December, and the EPA will take approximately six (6) months to review the design and give comments and Staff will work internally on the logistics of the project to be ready to bid in July or August 2016. Ireland reported that the ultra violet (UV) filtration system will be the first system to go in as there is a deadline of October 2016, adding that this will be discussed with the EPA as they are reviewing the plans. Hoover added that the UV filtration system has previously been approved by the EPA. Maassel thanked Hoover and his Staff for all that they do.

Hoover left at 1:55 pm.

Council Recessed

Council went into recess at 1:57pm.

Council Reconvened

Council reconvened at 2:07pm.

Finance Department

TIME: 2:08pm

Gregory J. Heath, Finance Director

Heath reported that there is a budgeted placeholder for the Payroll Clerk, Mary Thomas, who is contemplating retirement, though Heath has received no official notification, this includes an estimated payout of approximately twelve thousand dollars (\$12,000) as well as overlapping of training for this critical fiduciary position.

Heath reported the remaining items in the Finance Department budget is approximately the same as last year including the professional service preparation of the CAFR, the annual audit, and a consultant fee for assistance with City investments.

Personnel

Maassel asked if Thomas' current duties could be combined with another position; Heath stated that he has no personnel that these duties could be effectively added

Personnel (Continued)

to. McColley believes that these duties could be combined with the HR position; Irelan asked how McColley would believe this to be structured; McColley believes this could be a fulltime position, working parttime for the Finance Department and parttime for the Administration Department. Heath asked if this would be McColley's recommendation for the position even if Thomas does not retire; McColley believes this could be the recommendation when Thomas does retire. Heath stated that the training for these duties must be done properly for the end of the year issues. Heath reminded Council that he has always been supportive of a fulltime HR position as a risk management position along with the duties of meeting the ObamaCare requirements and hiring among other duties, however the payroll duties are different in that it is a fiduciary position that generates payroll in which Heath has a legal responsibility to manage pursuant to the City Charter as well as the Codifieds. Heath stated that the HR position could be placed under the Finance Department, however the HR position duties were changed when this position became fulltime, adding that there are many duties that Thomas does currently that are not payroll related but are still critical Finance Department functions including backup duties in the Utilities Department. Heath believes that this recommendation will ask Heath to remove a position from the Finance Department that is critical, and believes that the split responsibilities between two (2) departments may not work as efficiently as expected, adding that backup for the payroll duties would also be required to ensure that payroll is generated properly. McColley stated that he is not opposed to having the position be managed by Heath; Heath stated that he is not proposing to give the position up. Irelan stated that when she originally discussed this idea, she was only proposing that the data entry duties be given to the HR, not to eliminate Thomas' position but to find a more efficient use for the position. Irelan restated that the intent was not to eliminate the position for cost savings but to help with better tracking of sick time and FMLA related time, reminding Council that there are duties that are required to be redundant based on the fiduciary responsibility requirements listed in the Charter, adding that Heath's department is already understaffed and at times there is only one (1) person running the Utilities counter, the Tax Department, running the mail and handling the billing. McColley believes this should be addressed now, while there is a potential retirement. Sheaffer asked if the HR position could do the data entry while the payroll position continued to process the payroll; Heath reported that there is more to the process than just data entry, adding that Council did vote to create and fund the fulltime HR position. Heath stated that he appreciates the accolades from Council regarding the awards that are earned by the Finance Department, reminding Council that these are not earned on accident, and the personnel is required to be able to continue to do this. McColley believes that the payroll position must in the Finance Department, and the HR position to be moved. Sheaffer believes that an analysis must be done after the retirement is official to compare the effectiveness of the options. Irelan asked if Sheaffer is recommending researching only cost savings, or is level of service a priority as well; Sheaffer stated that he would prefer the level of service remain the same. Heath stated that there is reporting that must be done at certain intervals throughout the payroll process, adding that outsourcing with ADP was researched, but the payroll process is complicated and expensive. Heath reminded Council that he has already given up a position from his Department adding that he is not willing to give up another; Helberg agreed, stating that there are many other duties attached to each position that still would be required to be completed. Irelan suggested that she and Heath create an analysis to substantiate the options and figure out the most effective option. Sheaffer believes that both the HR and Payroll Clerk positions should remain fulltime; Heath agreed, adding

Personnel (Continued)

that he has always supported having a fulltime HR position, adding that he believes one lawsuit will cover that salary for many years. Heath requested these positions be left as if for now, and is willing to reopen the discussion when the retirement is official; Heath and Irelan will research the analysis together. McColley thanked them for researching this information, adding that if it is effective, that the new Council move the HR position to parttime. Ridley asked if the payroll position is paid entirely out of the General Fund; Irelan replied that neither of the positions are paid entirely out of the General Fund, but are split out to all Funds; Sheaffer agreed that the Enterprise Funds should be responsible for both positions due to the duties.

McColley believes that a firm was hired to help with negotiations as needed; Irelan replied that this line item was eliminated since it could now be handled in house; Sheaffer agreed that there is a savings associated with this.

Helberg believes that the administrative assistant will end up with the responsibilities of the extra duties; Sheaffer stated that the savings prove the need for the fulltime HR position, adding that prior to this position being hired, each Department Head did their own hiring with the help of the fulltime administrative assistant to the Law Director, which is a position that has not been filled. Nagel added that there are legalities that must be focused on by the HR Department also; Heath explained the benefits of having a fulltime HR position including risk management duties and processes and procedures to eliminate legal risks. Irelan and Heath will research the options as requested.

Billing

Heath reported that there are not many changes from the prior year budget, the dollar figure in the Salaries line includes a permanent, parttime position that was approved last year but not filled due to having seasonal positions; Heath may hire a permanent, parttime position to float between the Income Tax and Utilities Departments, depending on the results of the above listed research.

Heath reported that the billing collection agency was previously Credit Adjustments, however there were issues with this company and the contract was terminated in the early Summer of this year after meeting with them and requesting information from them that they could not provide; Council then approved a different collection agency out of the Cleveland area and additional money was included for this service. Heath explained that the collection fees are less and the City will earn more on each dollar collected with this firm, adding that the previous firm placed many accounts in their Legal line which were released back to the City for EMS, Utility, and Miscellaneous Billing for collection upon the separation, including approximately \$100,00 in the Utility Billing and approximately \$100,000 in the EMS Billing over the last fifteen (15) years. Irelan added that the Utility Billing is allocated to the Enterprise Fund, with nothing coming out of the General Fund; Heath reminded Council that the administrative charges were directly charged to the Enterprise Funds.

Heath reported a decrease in the Income Tax Department Fund.

Heath reported a \$2,500 request from the Miscellaneous Fund to convert the new financial software to make the ACH vendor payments available.

City Manager

Finance Department discussion completed at 3:00pm.

TIME: 3:00pm

Personnel

Monica S. Irelan, City Manager

Irelan reported that the City Manager contractual raise is included in the budget however the 1.5% increase is not included; there is a 1.5% increase built in for the Administrative Assistant and the Front Desk Clerk.

Irelan reported that \$1,600 was cut from the Operations line of the budget.

Irelan reported that there is a seven hundred fifty dollar (\$750) request in the Travel, Training and Education line to attend a Transforming Local Government conference; Irelan may not be able to attend due to AMP responsibilities, adding that City Manager education should be a priority as well as AMP.

Irelan reported that there is an additional request of twenty thousand dollars (\$20,000) for a citizen survey as well as training in strategic planning as well as priority based budgeting. Maassel asked if the citizen survey would be similar to the performance audit that was completed; Irelan stated that the citizen survey will be based on statistical data received from citizens, and will help to find citizen priorities regarding the level of services and will allow for media coverage and an intern at no cost; Heath added that he does not believe this will be similar to the performance audit.

Irelan reported that replacement of two (2) galvanized doors is being requested for security reasons.

Irelan reported that the General Miscellaneous items include the Codifications, drug tests for employment contracts, the Employee Assistance Program (EAP), miscellaneous billing, radio tower rental, fireworks, the cost of the Emergency Management Center, and the Senior Center building maintenance and janitorial services. Irelan stated that the City owns a 60%/40% ratio on the current Senior Center building with the County but has no ownership ties to the new building. Irelan stated that she has been discussing selling the current building to interested parties for an office facility though she believes that the County has other ideas; Irelan added that the County can purchase the City share of the building. Irelan reported that the City currently has a parttime exercise director through the Parks & Recreation Department that works at the Senior Center; this position will be discussed if the hours are to be increased. Heath commended the current cleaning employee on her excellent job with the cleaning duties at City Hall and the Police Department. Comadoll asked if NCTV had received any complaints; Irelan stated that NCTV has attended every regular Council meeting along with some special meetings and have significantly improved their attendance over the last year.

Comadoll believes that residents are paying for the yard waste site with only one tenth (1/10) of the cost being allocated to the County; Irelan stated that the site is open to the entire County for \$4,100 per year, adding that the County gets recognition at the State level for being part of the program and Irelan is researching how to better serve the City residents. Comadoll stated that he has received complaints from citizens regarding non-City landscaping services using the site; Irelan believes that usage could be hard to track, though she agrees and is researching the guidelines for the site. Heath agrees that there are specific rules, but enforcement may be difficult.

City of Napoleon, Ohio
FINANCE & BUDGET COMMITTEE
IN JOINT SESSION WITH
CITY COUNCIL

Special Meeting Minutes
Saturday, November 14, 2015 at 8:00am

PRESENT

City Council

**Finance & Budget
City Staff**

Others

Recorder

ABSENT

Travis Sheaffer – President (arrived at 8:04am), Jason Maassel – President Pro-Tem, Jeff Comadoll, John Helberg, Patrick McColley, Christopher Ridley
Jason Maassel - Chair, John Helberg, Patrick McColley
Dennis Clapp, Electric Department Superintendent
Gregory J. Heath, Finance Director/Clerk of Council
Monica S. Irelan, City Manager
Robert Weitzel, Police Chief
Clayton O'Brien, Fire Chief
Christine Peddicord, Assistant Finance Director
Tammy Fein
Mayor Ron Behm

Call To Order

President Pro Tem Maassel called Council to order at 8:00am.
Chairman Maassel called the Finance & Budget Committee to order at 8:00am.

Moment Of Silence

Chairman Maassel asked for a moment of silence in remembrance of the tragedy in Paris.

Irelan reviewed a summary of the Friday budget discussions; see attached.

Fire Department

TIME: 8:02am
Clayton O'Brien, Fire Chief

Personnel

Irelan reported a potential increase due to retirement as well as a decrease in fulltime salaries due to Captains and Firefighters being replaced at a lower rate.

Irelan reported that the City has stopped funding the accidental death and disability insurance for parttime firefighters adding that this insurance has never been used.

Irelan reported adjustments throughout the Operating budget to total \$8,200.

EMS Fund

Irelan reported that the EMS Transport fund is used for EMS related education and operating costs. Maassel asked where the revenue from the nonemergency transports will be placed; Irelan reported that it will be placed in this Fund first then to the General Fund.

**Machinery &
Equipment**

Irelan reported that the Miscellaneous Equipment Fund is used for all equipment both new and used, as well as with grant money and training reimbursements; the Townships receive their direct revenue based on billing from the Fund with all net amounts going back to the General Fund as a reimbursement.

**Machinery &
Equipment
(Continued)**

Irelan reported that the Fire Equipment Fund will have a balance of \$525,374 by the end of the year which has been built up over the last ten (10) years to buy equipment as it is saved for. Irelan reported that there is no equipment scheduled to be purchased this year other than the daily use equipment. Irelan reported that the fire truck was sold to a buyer in Sylvania for \$3,600 and the equipment was retained for training purposes. Maassel asked if the historic fire truck was parked in the garage; O'Brien stated that this truck was repaired and running, and believes it to be too historically valuable to sell. Helberg asked if O'Brien had considered taking it to Greenfield Village Museum; O'Brien believes this truck should be displayed and will research this option. Maassel stated that he does not approve of selling or scrapping the historical truck; O'Brien agreed.

Irelan reported that there is a request for approximately \$100,000 to purchase the quick release fittings for the hoses that will be installed by the Water Distribution Staff; O'Brien added that these fittings cost approximately two hundred twenty dollars (\$220) apiece, adding that this request will not equip the entire City yet but these will be placed in highly utilized areas. Heath asked the number of active working fires within the City limits over the last year; O'Brien estimated approximately six (6).

**Buildings &
Improvements**

Irelan reported there is \$55,000 listed in the Buildings & Improvements line to purchase a \$5,000 kitchen remodel which includes flooring and countertops, adding that the Association will assist with the other costs, as well as to purchase a power lift system for the backup ambulance which primarily used for the nonemergency runs. O'Brien explained that the power cot and power load system can lift up to seven hundred fifty (750) pounds, taking the strain off the employees' backs; Irelan added that this is a preventative measure that may save cost to the Department in the future. McColley asked the age of the ambulance; O'Brien stated this is a 2002, adding that the load system can be switched to another ambulance as necessary. Irelan reported that there is an apparatus cord reel included in this request that will ensure the appropriate amps in the cord that attaches to the charging apparatus; Irelan explained that this is what caused the fire in the Florence Township Fire Station. O'Brien reported that the Electric Department Superintendent reviewed the current cord finding that the plug is a twenty (20) amp plug, the truck requires twenty (20) amps, but the cord in between is not.

Irelan reported that the analysis on the nonemergency transports is not yet complete, though an estimate of the net revenue brought in during the first twenty six (26) days of the program totals approximately twenty six thousand dollars (\$26,000) being billed out; O'Brien estimated approximately forty percent (40%) collection on the emergency side, and expects more on the nonemergency side due to insurance coverage of the patients, netting approximately six thousand dollars (\$6,000) per month. O'Brien reported that there have been wait times for nonemergency transports from Henry County Hospital of approximately three (3) to four (4) hours. Helberg stated that the City tries not to compete with the private sector, however he believes that in this case the private sector has not taken the opportunity or are highly backed up; O'Brien stated there is no private sector in the Henry County Hospital regarding this issue. McColley stated that he would like to see the analysis when it is available, adding that he believes it is a rare occasion that when services can be increased to the residents without raising expenses; Irelan

explained that with the nonemergency transfers, research can be done to ensure that the patient has insurance before the run is made; Heath reminded Council that with Medicare insured patients, Medicare will only pay their rate no matter what the billed amount is listed at, suggesting to review the analysis data when it is available. Helberg believes that the squad equipment should be used since it has to be replaced at regular intervals; O'Brien stated that the City mechanics are certified and do a great job in maintaining the trucks. Ireland stated that this program is building a strong relationship with the County wide health community as well as sending the parttime EMTs on these runs as practice. Maassel asked if there is a risk to the City residents when the squad is on the way to Toledo with a nonemergency run; O'Brien reported that there is three (3) squads; the staffing level never drops to lower than what it was before the nonemergency runs, adding that if the parttime EMTs do not show up, there is no nonemergency run. Ridley commended O'Brien and the Department for doing such a great job.

O'Brien left at 8:33 am.

TIME 8:33am

Robert Weitzel, Police Chief

Police Department

MAN Unit

Ireland reported that the Operating budget will be staying the same as last year, with twenty five thousand dollars (\$25,000) being used in the MAN Unit. McColley asked if Chief was satisfied with the MAN Unit; Weitzel reported that he is highly satisfied with it, adding that good progress is being made with the biggest focus being on the heroin problem; there are twelve (12) agents available through this program including City, Henry County, BCI and FBI efforts. Helberg asked if this program was at the expense of one (1) Patrolman; Weitzel stated yes; Helberg added that he agrees with this effort. Ridley stated that he noticed a thirty five thousand dollar (\$35,000) increase for the Dispatchers asking if a position is being filled; Weitzel reported that this amount was budgeted for a current vacancy that will not be filled at this time. Comadoll asked if there is any money requested for the Auxiliary; Weitzel reported that he is requesting one thousand dollars (\$1,000), commending the efforts of the auxiliary volunteers.

Alcohol Fund

Weitzel reported that the Alcohol Fund uses fines to service covert operations and equipment including blood testing equipment, urine testing equipment and breathalyzer equipment, as well as paying Officer time in court related to alcohol offenses and necessary search warrants. Weitzel reported that recently this Fund was used to fund an alcohol compliance check within the City and to team up with the County to do a County wide sweep as well. Weitzel reported that the Drug Fund uses fines in the same manner as the Alcohol Fund for drug related offenses.

Weitzel reported that the fines from corporate violations, including gambling operations, and personal crimes are used for any items that are needed to further a law enforcement purpose; these fines are not alcohol or drug related.

Weitzel reported that the Certified Police Training Fund mandates a certain number of hours for training with the State reimbursing the Fund at a rate of twenty dollars (\$20) per hour. Maassel asked if this included ammunition to be used on the training range; Weitzel stated that this could be used for firearms training as necessary.

Equipment

Weitzel reported that Department is equipped with tasers that have a warranted life span which become noncertifiable after the warranty expires at which time the tasers are put into reserve status, adding that the industry standard is five (5) years and there is usually a Federal Grant reimbursement at a rate of fifty percent (50%) for replacement. Weitzel added that he will not ever sell a weapon, adding that these are transferred to the auxiliary if the weapon is still functioning or destroyed if they are not. Weitzel reported that the tasers are equipped with cameras and audio recorders to enable a record of use.

Vehicles

Weitzel reported that a replacement vehicle has been request for car 28 which currently has 88,000 miles on it and is dangerous to Staff, adding that car 30 currently has 59,600 miles. Ireland reported that she is cutting other projects in the Capital Fund to allow for the replacement of a second car. Weitzel stated that the Department prefers the performance rated SUVs over cars; Comadoll requested that both vehicles be replaced with SUVs, adding that he has heard complaints about the cars from both Officers and Sheriffs. McColley asked for the different in cost; Weitzel stated approximately \$3,000. McColley asked if the equipment in the car can be reused; Weitzel believes it can. McColley asked if the average mileage for a police car to be approximately 90,000; Weitzel stated that the industry standard is approximately 50,000 miles. Sheaffer believes that the Chief and his Department have been very responsible with City finances, adding that he only puts in his budget what is necessary to function. Ireland reminded Council that she is asking for the second vehicle replacement, adding that Weitzel only requested one (1). Heath asked how far behind the vehicle rotation currently stands for the Department; Weitzel reported that car 24 will be the Detective's car for approximately ten (10) years; car 25 has approximately 22,000 miles and car 26 is the Lieutenant/Staff SUV that has approximately 54,000 miles, adding that if two (2) vehicles are rotated next year as well, the vehicle rotation will be back to where it should be. Ireland stated that she is doubling the request of \$33,000 to \$66,000 to replace both vehicles. Weitzel reported that car 22 was originally the second Detective car that was driven by the Chief then rotated to the Auxiliary, with the appropriate markings to be used during emergencies; Comadoll added that the Detective currently reported that the transmission had gone out on this vehicle.

Maassel asked if drug prevention programs were taught in schools; Weitzel stated this the Department is an over fifty (50) year member of the Child Safety Council bringing programs to schools. Weitzel reported that both the Police Department and Fire Department work together in drug overdose calls; O'Brien added that because the Police Department arrives so quickly to clear the safety of the area, the Fire Department can then administer the necessary medical treatment, adding that the Police Department are not trained to gauge the amount of medicine to administer so the patient may wake up agitated or violent, however the Fire Department does have a higher level of training in this area.

Comadoll asked if the red lights on vehicles should be changed to blue to increase visibility; Weitzel believes the light has a high or low intensity setting; the high intensity allows for visibility of approximately ten (10) miles and the low intensity allows for the safety of traffic and the officer approaching the scene.

Weitzel left at 9:16am.

Council Recess
Council Reconvened

Council went into recess at 9:16am.
Council reconvened at 9:26am.

Third Read Of
Resolution No. 058-15

President Sheaffer read by title Resolution No. 058-15, a Resolution authorizing the City Manager to negotiate vacation benefits, different from that which is stated in the Personnel Code, for the position of Wastewater Superintendent for the City of Napoleon, Ohio; and declaring an Emergency

Motion To Approve
Third Read

Motion: Ridley Second: Maassel
To approve third Read of Resolution No. 058-15

Discussion

McColley restated that he opposes this Resolution; he sees this as a sign on bonus for a public employee, adding that he is not opposed to the proposed accrual of time. Comadoll agreed, adding that he believes this will be a factor during contract negotiations.

Passed
Yea- 4
Nay- 2

Roll call vote to approve Third Read of Resolution No. 058-15
Yea- Sheaffer, Helberg, Ridley, Maassel
Nay- McColley, Comadoll

Electric Department

TIME: 9:28 am
Dennie Clapp, Electric Department Superintendent

Personnel

Irelan reported there is only a small increase to Personnel with the built in one and a half percent (1.5%) for nonbargaining, adding that the AFSCME contract has a zero percent (0%) increase this year.

Operating

Irelan reported that the Operating budget was significantly cut last year and the needs of the Department are being realigned to the basic needs to function properly.

Vehicles &
Equipment

Clapp reported there is a large request in the Vehicle line; the bucket truck needs the lower boom replaced; this vehicle is very expensive due to a lift mechanism on the bucket that has an elevator in the bucket to be used when the boom is up against a wire to allow for safety; Clapp reported this elevator lift should last another ten (10) to fifteen (15) years with a normal cost of approximately \$240,000, adding that there is an additional \$30,000 request for upgrades including equipment to protect the mechanism from water damage. Maassel asked the age of the truck to be replaced; Clapp replied this truck is a 2005 with 75,000 miles, adding that the truck is still usable however it did not pass the required testing and would require approximately \$100,000 in repairs to meet the required standards. Irelan stated that Bryan allows the City to borrow the truck that was sold to them. Helberg asked if it was common for the assembly on the boom to wear out within ten (10) years; Clapp stated that this varies as the equipment is manufactured differently.

Comadoll asked if the cost of the tow motor could be split among the Departments as the tractor was; McColley agreed; Irelan stated that she and Heath will research how often this equipment is used among the other Departments for budgeting purposes.

Irelan reported that the Electrical Improvement Projects include an upgrade on the radio, installation of upgrades to the software, and the Industrial Substation new transmission structure camera upgrade; the current camera is twelve (12) years old and keeps failing, adding that the underground cable is fifty (50) years old and must be repaired and changed to overhead lines; Irelan reminded Council that this project has been previously approved and this is the second phase of the project.

Irelan reported that \$14,119,000 was budgeted as the AMP estimate for the purchase of wholesale power, adding that the cost of power will increase due to increased transmission costs and the involvement in projects. Irelan reported that AMP has completed client surveys and has discussed with the Board and clients to prioritize and restructure services of the Joint Action Committee, adding that a consultant was hired to find the specific needs of the area allowing AMP to better respond to each community, adding that more education for Council is needed to assist the City Manager with the goals of the City. Irelan reported that she sits on the Board and sees the benefits of AMP services to communities and would like to get the Electric Committee more involved in the Joint Action Committee to understand more about the City's full power portfolio as well as Legislation. Maassel asked how that would affect the Board of Public Affairs; Irelan stated that they are welcome to the same education, adding that Chairman Engler has continued to be involved in this education. Irelan added that AMP is a Joint Action Committee that is involved in the implementation of Legislation and believes that Council should also be involved in the OMEA which is a more political aspect of the Legislative arm.

Comadoll stated that he has been asked by residents how to dispose of light bulbs; Irelan stated that this program was ended due to the health risk to the employees, adding that there are places to recycle light bulbs; the list was distributed on social media as well as in a memo; Irelan will resend this information.

Clapp left at 10:02am

Debt Listings

Heath reported the Debt Listings and Principal Balances remaining at the end of 2016, adding that there will be a short term note of \$2.5 million that will roll into a full bond in July 2016. Heath reported that the ORC mandates that debt be appropriated first; the debt total is \$6,911,000 with a total of \$2.7 million annual payments. Maassel asked if, when the \$14.5 million note is issued and sold, would the City receive a check for the full amount; Heath stated yes, though there may be some potential for interest as the bond is spent down, adding that there are specific IRS pertaining to bonds over \$10 million stating that the interest is required to go back into the project, either to pay the interest or to reduce the principal. Heath added that the terms of the bond agreement determine that the interest goes back into the bond. Maassel asked for the status of the negotiations with the satellite water customers; Irelan doubts there will be a final proposal by November 15, however there is a counterproposal that is being worked on, Irelan believes that it has been proven to the satellite customers that the cost given is the cost to produce water with no additional debt tied into the figures, with a much better understanding of the cost of service; Irelan believes the counterproposal should be received in a few weeks, adding that the satellite customers have approved to let the first proposal die and offering the counterproposal; adding that they understand that there will be no more extensions allowed. Helberg stated that the surcharge was due

to the City since the City is holding the debt; Irelan stated that she believes that the satellite customers understand that the financial liability is much higher to the City than it is to the satellite customers. Irelan stated that a relationship of trust is being rebuilt during these negotiations.

Council & Mayor

Irelan reported that Council has a built in one and a half percent (1.5%) increase along with the nonbargaining employees.

Sheaffer reported an additional request of \$3,000 for training to cover sending the new members of Council to Ohio Municipal League (OML) training including an orientation, FEMA training, and Ethics training. Heath reported that the Mayor's budget is minimal and straightforward, adding that he believes that the Mayor should be belong to associations and travel to Columbus and Washington as an ambassador to the City. Heath restated that the budget is a fluid document and can be amended at any time by Council as needed.

Revenue

Heath reported that the Revenue is broken down by Fund with a listing of four (4) years of historical data; the General Fund has been depleted by the State by approximately \$500,000 including the State Tax and undivided local funds being decreased. Heath reported that there is some control over smaller fines and fees; Irelan added that she has a presentation of revenue enhancement options that will be presented to Council in the new year. Heath reported that the collection of income tax has helped with revenue as well.

Other Administrative Funds

Heath reported that the Capital Improvements Fund Reserve transfer is project to continue to build a sufficient balance for rehab and repairs on the pool. Helberg asked where this money is coming from; Heath stated from the Income Tax transferred into the General Fund and allocated out to the Reserve Fund.

Heath reported that the Water Revenue Funds have an approximate three percent (3%) increase as approved by Ordinance; the Sewer Funds had no increase and although there is an adequate balance in these Funds, Heath believes an increase could be researched. Heath reported that the Sanitation Fund carries an adequate amount. Ridley asked if the General Fund has seen decreases in revenue in large amounts; Irelan stated that the specific line items have seen decreases that add to the larger overall figures. Ridley noted that the line items have also seen increases that keep the revenue at a flat pace; Irelan reminded Council that expenses will always increase and believes that Council should trust the Appointing Authorities to tie a number to the items to meet the necessary guidelines.

Heath reported that the General Fund balance is a protected \$58.4 million in Revenue and \$62.9 million in expenditures, reminding Council that they have control over assessments and General Fund credits.

Irelan reviewed the budget discussions from Friday, November 13; see attached.

Irelan listed the additional requests:

\$200,000 to go into the Miscellaneous Streets Fund;

\$7,000 for a cab on the Parks tractor/snow blower;

\$33,000 for an additional vehicle in the Police Department; and,

\$3,000 for a Court safety audit.

Heath stated that enough is needed in the balance for any emergency

Other Administrative Funds Continued

unappropriated expenses that may occur as well. Comadoll suggested increasing the Miscellaneous Streets request to \$250,000; Maassel asked if this would be used for maintenance as well; Ireland replied that maintenance is handled from the Capital Fund. Maassel believes the money should go toward permanent fixes. Heath restated that the LTCP projects include the street portion of projects, adding that there would be more available resources by using the assessment process. Ridley asked if the road was included in the project rates; Ireland stated yes, due to the road being destroyed during the project; Comadoll agreed. McColley, Sheaffer and Comadoll agreed that the Miscellaneous Street request should be increased to \$250,000; McColley believes that this is a level of service that is deficient.

Ireland stated that both Dodd Street and Park Street can be assessed, although this would put the schedule a little behind. McColley stated that he is not in favor of assessing these projects; Maassel agreed. Ireland asked if the full body of Council would like to review the assessment process; Comadoll asked how long ago the last project was assessed; Ireland reported 1999. Maassel does not believe that Park Street should be assessed; Heath noted that this is the same process that was used on the South side. Helberg believes that some of these residents did not pay for a street by their residence. Council stated that they are comfortable discussing assessments for future projects.

Ireland listed the additional requests to be approved:
\$3,000 for Council training;
\$20,000 in the City Manager budget for Strategic planning;
\$800 in the Law Department budget for the Ohio Municipal League; and,
\$3,000 increase donation to the CIC, totaling \$26,800. Ireland reminded Council that there are two requests involving increasing the Mayor's budget and adding an additional Water Personnel position that can be discussed. Ireland suggested pushing the additional position out another year, reminding Council that the idea is not to fill the position when a retirement occurs; McColley agreed, adding that Superintendent Hoover will be available during this process. Helberg believes that experience is needed before the massive project begins; Ireland stated she would like personnel available during this transition, requesting that the position be budgeted though she would not fill it until the rehabilitation process is closer to being started which will give the employee experience with both treatment facilities. Maassel stated his concern in the perception given to Staff in creating a position at the same time as considering the combination of the Payroll Clerk and HR positions. McColley suggested adding this position to the budget later as it is needed; Ireland stated that the allocation of the funds is merely to plan, not to implement at this point. McColley stated his appreciation for Ireland's proactive approach regarding the budgeting process.

Motion To Fund The Water Treatment Position Which Will Not Be A Permanent Position Upon The Retirement Of Superintendent Hoover

Motion: McColley Second: Comadoll
To fund the Water Treatment position which will not be a permanent position upon the retirement of Superintendent Hoover



CITY OF NAPOLEON, OHIO

255 West Riverview Avenue • PO 151 • Napoleon, Ohio 43545-0151
Gregory J. Heath, Director of Finance/Clerk of Council
phone (419) 599-1235 fax (419)-599-8393
Web Page: www.napoleonohio.com
E-mail: gheath@napoleonohio.com

DATE: January 22, 2016 (Revised Memo Dated 01-18-2016)

TO: Members of Finance and Budget Committee of Council
All Members of Council
Jason P. Maassel, Mayor
Monica Irelan, City Manager
Lisa Nagel, City Law Director

FROM: Gregory J. Heath, Finance Director/Clerk of Council

SUBJECT: Part Time Seasonal Income Tax Position for onetime Special Project

I am requesting approval for a Part Time Seasonal Income Tax Position for a onetime Special Project. The Special Project is the preparation and filing with the court Income Tax Cases on Non-Filers from prior years. After the completion of the 2016 Budget I was made aware that there remained a large number of prior year's non-filing cases that need audited, documented, completed and filed; or, I would have included this request in the original 2016 Budget Request.

This position would work solely on non-filing cases by auditing the potential non-filers, gathering evidence, and preparing case files for filing with the Municipal Court. The goal of this onetime only special project is to get caught up on the prior years of non-filers so only the most current year would need to be handled moving forward.

My intent is to hire Mr. Timothy E. Speiser, a former City Employee whom retired over a year ago, to work two (2) days a week for approximately sixteen (16) weeks. Mr. Speiser previously worked for many years in the Income Tax Department. With his prior experience no training is needed for him to prepare the case files for filing. Ms. Shannon Fielder, City Tax Administrator, estimates there are about 1,300 Cases (not persons) to be filed for years 2010 to 2014 (Please See Attached Memo).

I estimate about \$5,000 is needed to budget for this Special Project to cover salary and fringes. I am not requesting supplemental appropriations, we have identified funds from the currently approved 2016 Budget in the 170 Municipal Income Tax Fund, specifically from the Refunds Account.

Of the estimated 1,300 cases, we project approximately 600 will be able to be filed with the Municipal Court. The Income Tax Department in the past two (2) years has already filed and completed 295 such cases with \$46,290 collected; in addition, there are currently 67 cases with \$38,292 in ordered judgements pending collections. There in an additional 176 cases on the court docket which have not been heard. Using these known numbers it is estimated each case will average \$100 to \$300 in collections. Using \$100 on the low end this computes to an estimated collection amount of \$60,000 (600 x \$100).

I am requesting approval to proceed with the Part Time Seasonal Income Tax Position for the onetime Special Project. Please let me know if you have any additional questions. Thank you.

Attachment

NON FILE NUMBERS

From: "Shannon Fielder" <sfielder@napoleonohio.com>

01/05/2016 12:38 PM

To: "Gregory J Heath" <gheath@napoleonohio.com>

There are 1301 cases for tax years 2010/2011/2013/2014 on the listing. However for years 2007/2008/2009/2012 it appears that roughly half the people on the list were able to be taken to court (we had a good address and evidence).

Therefore:

There appears to be about 650 CASES to be filed for tax years 2010/2011/2013/2014. This is the number of cases, NOT the number of people, as one individual may have four cases.

We currently have 187 *people* (people NOT cases, as some of these people may have more than one case) on the docket with court dates thru 3/17/16.

Please remember we are doing the leads, entering the cases into affidavit maker, notarizing, and delivering the cases to court, all of which was previously done by the law secretary.

Shannon Fielder

Tax Administrator
City of Napoleon
255 W. Riverview Ave.
Napoleon, Ohio 43545
(419)-599-2821

City of Napoleon, Ohio
Safety & Human Resources Committee

LOCATION: Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

Meeting Agenda
Monday, January 25, 2016 at 7:30pm

- I. Approval of Minutes: *(In the absence of any objections or corrections, the minutes shall stand approved.)*
- II. Review of the Human Resources and Payroll positions
- III. Discussion regarding current City Parking Policies
- IV. Discussion regarding nonemergency EMS runs
- V. Any other matters currently assigned to the Committee

Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio
Special Meeting
of
Safety & Human Resources Committee
in Joint Session with
**Freedom, Napoleon, Harrison Townships &
Henry County South Joint Ambulance District**

Special Meeting Minutes
Monday, November 23, 2015 at 6:00pm

<p>PRESENT</p> <p>Committee</p> <p>City Staff</p> <p>Recorder</p> <p>Others</p> <p style="text-align: center;">ABSENT</p> <p>Members</p> <p>Others</p> <p>Call To Order</p> <p>Approval of Minutes</p> <p>Review Of EMS Costs And Revenues With Townships</p>	<p>Patrick McColley – Chair, Jeff Comadoll, Travis Sheaffer Gregory J. Heath, Finance Director/Clerk of Council Monica S. Irelan, City Manager Clayton O’Brien, Fire Chief Tammy Fein News Media; Scott Buddelmeyer, Henry County South Joint Ambulance District</p> <p>Chairman McColley called the meeting to order at 6:00pm.</p> <p>Minutes of the October 26 meeting stand approved with no objections or corrections.</p> <p>Heath distributed the 2016 Estimated Fire & EMS Contracts with the Townships and Henry County South Ambulance District using 2015 projected figures and 2016 budgeted expenses and revenues; see attached.</p> <p>Buddelmeyer stated that the Henry County South Joint Ambulance District (HCSJAD) has their own assets including an ambulance and Staff including three (3) parttime paramedics, asking if this could be considered when the Township Contracts are renewed for the upcoming year. Irelan reminded the Committee that the HCSJAD has asked for some consideration related to having their own assets. Irelan reported that the HCSJAD is paying for the City to cover a small portion of the Flatrock Township area, adding that the HCSJAD pays 1.44% of the EMS section, totaling approximately \$11,000. Irelan stated the history behind these rates were debated for years to figure the calculation for the total cost of service, with 44.18% being allocated to Fire and 55.82% being allocated to EMS, adding that HCSJAD does not contract for fire services, only EMS. Irelan reported that the EMS figures are based on population; the City pays seventy nine percent (79%), the HCSJAD pays 1.44%, Freedom Township pays 1.64%, Napoleon Township pays 11.96%, and Harrison Township pays 5.83%. Irelan believes that if there was a credit given to the HCSJAD, the funds must either be reallocated to all other Townships or absorbed by the City. McColley asked if there is a current contract; Irelan stated the contracted amounts are the allocations previously listed. Irelan reported that the Fire service figures are based on property values, adding that the figures have not been updated recently. Irelan stated that the previous conclusion during this discussion has been that no matter how many runs go out to the area in question, there still must be staff to man these runs, and due to this the Committee has not been willing to give a discount; adding that this decision is up to the Committee and</p>
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**Review Of EMS Costs
And Revenues With
Townships (Continued)**

can be researched, however this may be a difficult decision for the remaining Townships. McColley asked if the City was still covering the runs to Flatrock Township that is the jurisdiction of the HCSJAD; Ireland stated yes, as long as the contract is signed, while Buddelmeyer stated that this may not necessarily be the case, this has been discussed with Jewel. McColley asked for the reasons behind that option being explored; Buddelmeyer stated that the figures stated by Ireland were accurate, however he believes that the even though the Staff and equipment must in place for the runs, he believes the costs are generated by the City, not the Townships. Ireland believes that there would not be as many fulltime Staff if these contracts were not required, and the level of service would be lowered. Ireland restated that a discounted rate to the HCSJAD cannot be afforded unless the cost is reallocated to the other Townships. Buddelmeyer stated that \$5926.68 is being collected by the HCSJAD from that area from an income tax levy. McColley asked if the HCSJAD was subsidizing the Township, how were the remaining funds needed obtained; Buddelmeyer stated that the remaining funds come from billing and reimbursements. McColley asked if the City handles billing in Flatrock Township, Ireland stated this is reimbursed to the HCSJAD quarterly, based on average collections; averaging approximately \$1913.88 per quarter. Sheaffer believes the HCSJAD already being subsidized by the City due to the City handling the billing at no cost, adding the citizens in Harrison Township within the City Corporation Limits are pay for a fire service tax levy though the services are being received from the City. Buddelmeyer previously proposed that the City receive a straight fee along with keeping the insurance money received; McColley believes this decision needs to remain fair and equitable for all Townships. Buddelmeyer stated that HCSJAD provides mutual aid and backup that the other Townships cannot provide; McColley stated the City does the same for them, adding that he believes that if the City does the run, the City should receive the funds.

Heath reminded the Committee that the projected figure is \$10,211, adding that approximately twenty percent (20%) off that would be the actual amount; the average contract cost has been \$8,400 actual. Heath stated this allocation formula predates him, adding that he believes that the EMS allocation should be closer to eighty percent (80%) than the current fifty five percent (55%), though these figures are stipulated; Ireland added that the Townships would not approve of changing this to the more accurate figure. Buddelmeyer stated he is not asking for this service to be provided for free, adding that he understands the cost of doing business, but he is trying for the HCJSAD to be treated fairly, restating that the HCJSAD does have more to offer than the other Townships. Buddelmeyer stated that the contract was passed with the indication that this discussion would be revisited during the contract year. McColley restated that the City should receive the payment for making the run along with the administrative work of billing, adding that there is only a two thousand dollar (\$2,000) approximate difference. Heath explained that there was a previous court decision that ruled that cities and townships are political subdivision with no authority to create billing outside their own jurisdiction, with each creating its own rate; the City is considered the provider and Federal Law stated that the City must center all the billing and run a report as well as cut a check for the revenue owed for runs. McColley believes there was a law passed regarding contracting services to other entities; Heath believes you cannot impose a rate on a different jurisdiction. Buddelmeyer stated that the rates are not the issue, adding that the HCSJAD is in discussion with one of the Townships to take back territory that was contracted with a different entity; restating that he believes that these figures are based on City budget expenses, which are due to the volume of runs in other contracts. McColley believes that the HCSJAD figures are based on their revenue. Buddelmeyer proposed \$650 per run; O'Brien believes a

**Review Of EMS Costs
And Revenues With
Townships (Continued)**

substantial amount of money would be lost through all Townships if a flat rate was used. O'Brien stated that four (4) out of the five (5) runs to this area last year were EMS runs, collecting approximately \$1900. McColley added that this is revenue that the HCSJAD is collecting without the expense of providing a service; Buddelmeyer stated he is willing to give that up. Buddelmeyer stated that his purpose tonight is to ask for the dialogue to begin again regarding his proposals, suggesting that the City research the number of houses that the formula is based on. Buddelmeyer stated that he agrees with the City keeping the revenue from billing and the levy. Comadoll asked if the rates would be raised to the residents of the City; Ireland replied that the discount must be repaid either as an increase to the income tax rate or as a levy. McColley stated that the Harrison Township fire levy is being paid by City residents though this service is provided by the City; Heath explained that the City is not divided due to the potential for issues with annexations. Buddelmeyer stated the service provided by the City is good, and he is just trying to cut costs. Ireland stated that there is a discount built in since the EMS costs are currently based on a forty four (44%) allocation instead of the closer to actual allocation of eighty percent (80%).

Sheaffer suggested researching the data using the County's GIS system; Heath suggested polling the other Townships before this process is started. Ireland stated that the cost is based highly on the intensive training that is required by the State, adding that she believes the Townships are paying their portion of a cost of service which is proportionate to ensure that the City is prepared and educated to handle the runs as necessary. McColley believes that the figures stated may not include runs to Campbell's; O'Brien added that the allocation percentages may end up higher than they are currently, and the Townships are receiving a good deal right now. Ireland stated there are revenues tied to the expenses on the EMS side of the General Fund, suggesting that subdivisions be created for Fire and EMS in the budget to track this information if necessary. Ireland stated a more centralized cost is better for the County, the higher education and certification cause the running of the EMS Department to be more expensive. O'Brien stated that the Fulton County EMS has an income tax levy that subcontracts out only EMS runs, with no fire service. Heath asked if the City EMS personnel are all fire trained, O'Brien stated that all fulltime personnel are. Ireland reported that the figures must be found before April 2016 when the new contracts must be signed; Sheaffer asked for the updated numbers before a decision is made. Heath suggested keeping the research as simplistic as possible.

Heath explained that each entity received their share of revenues for which payment was received by the City for runs made in that entity's jurisdiction. Heath stated that also included was a listing of the actual expenditures for the year, representing all fire and EMS related expenditures, funds and accounts, and actual year to date cash out expenses, however this does not include accruals or encumbrances. Heath stated that the proposed contract amounts based on prior understanding of allocation that has been used historically is listed as well. O'Brien restated that all other costs will increase if a discount is given to the HCSJAD. Sheaffer asked for the status of the discussions with Liberty Township; Ireland reported that they chose to increase the pay to Staff and increase costs, but Ireland believes that they will come back with a proposal. Sheaffer asked how long it has been since the last evaluation of properties, Heath believes that this was done with Hoops and Rupert who counted houses and used the Federal estimated average per home. Ireland believes this would be a study with a cost attached; McColley believes a query based on houses with utilities services could be created with the County's GIS system, however McColley stated that he does not know how the population would be figured. Buddelmeyer restated that he believes that it is not right that the HCSJAD costs



City of Napoleon, Ohio

DEPARTMENT OF MANAGEMENT

255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545
Telephone: (419) 592-4010 Fax: (419) 599-8393
www.napoleonohio.com

Memorandum

To: Safety and Human Resources Committee
From: Monica Irelan, City Manager
RE: Review of Human Resource and Payroll Positions

History:

Human Resource Director was a full-time position from 2007-2012. The Human Resource Director retired in 2012. The HR duties were split between several departments including the City Managers, Law, and Payroll. This was a huge legal liability on the City due to inconsistent administration of hiring, disciplinary action, and firing of personnel. Certain laws pertaining to privacy and healthcare also brought forth a legal liability for the City.

In 2013, the City hired a permanent part-time Human Resources Director. Being able to manage all the personnel and healthcare issues in a centralized location limits the liability and brought consistency to the internal organization. After taking on more responsibilities, the position was made full-time in 2015.

Besides assisting in the proper posting, interviewing, and hiring process, HR also handles:

- 1) Healthcare/ BORMA
- 2) Tracking tied to Affordable Care Act
- 3) COBRA benefits
- 4) Workers Compensation Claims
- 5) Transitional Work Program
- 6) Wellness Programs
- 7) Unemployment Benefits
- 8) Safety Programs and Tracking
- 9) Public Employer Risk Reduction Program
- 10) Family Medical Leave Act
- 11) Civil Service Tests and Tracking
- 12) Employee Evaluation Tracking
- 13) Random Drug Screening (CDL Drivers)
- 14) Bureau of Workers Compensation Walk-Throughs
- 15) Emergency Action Plan
- 16) Affirmative Action Plan
- 17) Adverse Impact Analysis'
- 18) Employee Vaccination Clinic
- 19) HR Standard Operating Procedures

- 20) Helps manage employee complaints, grievances, union questions, Personnel Code updates, Employee Personnel Handbook updates, and general human resources.
- 21) And all other duties as assigned by the City Manager

Over the years, tracking tied to employees has increased. One example is the tracking of hours worked by all full and part time employees tied to the Affordable Care Act legislation. This is extremely detail-oriented and tedious work. We have “outsourced” a portion of this to a company hired by BORMA, but the tracking of hours on each individual has to be handled in-house.

The tracking of hours, sick leave, doctor’s notes, vacation time, and FMLA all lead to the discussion of whether HR should handle data entry tied to payroll. This would allow the HR Director to manage and track employees’ time without duplicating data entry. Council decided, as part of the budget process, to wait to discuss this proposition until the current payroll administrator retired. The letter of retirement has been written; therefore, the discussion is being had.

Attached is the analysis I gave council at the budget hearings. It outlines data from comparable cities within our State Employment Relations Board (SERB) District. The information is a little complex, but in the end, it is more likely than not that a City the size of Napoleon would have a full-time Human Resources Director. On top of the data, all three (3) of your professional appointed authorities (the City Manager, Finance Director, and Law Director) all agree that Napoleon needs a full-time HR Director.

As for taking on the duties of data entry tied to payroll, I will defer to the Finance Director to talk about his position on this topic.



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Memorandum

To: City Council
From: Monica Irelan, City Manager
Date: 10/30/2015
RE: Human Resources

Dear Council,

The Human Resource Director position is a position that is very valuable to the organization. Besides assisting in the proper posting, interviewing, and hiring process, HR also handles:

- 1) Healthcare/ BORMA
- 2) Tracking tied to Affordable Care Act
- 3) Workers Compensation Claims
- 4) Transitional Work Program
- 5) Wellness Programs
- 6) Unemployment Benefits
- 7) Safety Programs and Tracking
- 8) Public Employer Risk Reduction Program
- 9) Family Medical Leave Act
- 10) Civil Service Tests and Tracking
- 11) Employee Evaluation Tracking
- 12) Bureau of Workers Compensation Walk-Throughs
- 13) Emergency Action Plan
- 14) Affirmative Action Plan
- 15) Adverse Impact Analysis'
- 16) Employee Vaccination Clinic
- 17) HR Standard Operating Procedures
- 18) Helps manage employee complaints, grievances, union questions, Personnel Code updates, Employee Personnel Handbook updates, and general human resources.
- 19) And all other duties as assigned by the City Manager

Over the years, tracking tied to employees has increased. One example is the tracking of part-time hours tied to the Affordable Care Act legislation. This is extremely detail-oriented and tedious work. We have "outsourced" a portion of this to a company hired by BORMA, but the tracking of hours on each individual has to be handled in-house.

In the past (prior to the Affordable Care Act) when the full-time HR position was vacant, HR duties were split and delegated to Sheryl Rathge (who is retired) and Mary Thomas (who is

going to retire). Greg has also handled Human Resource items, such as healthcare/BORMA, but he will be ready to retire in the next 2-5 years. During these retirements, past and present, Morgan has been and will be able to maintain organizational consistency. Without Sheryl, Mary and Greg, the only person who is able to properly manage the HR needs is Morgan. Since I am calling her out by name, I want to add; Morgan is excellent at her job. I could not ask for a more dedicated, hard worker. She is willing to take on any task I give her and does so in an expedient but accurate manner.

Taking the person out of the picture, some have asked, “*Should a City the size of Napoleon have a full-time HR Director?*” Of course I absolutely believe we should, but that is not enough for everyone. The following pages are filled with data that shows that having a full-time HR Director in a city Napoleon’s size is more common than not. The analysis will also show that it is common for a city in our region that has more than 100 full-time employees to have a full time HR Director. Finally, the analysis will show that the pay scale is sufficient and in-line with the regional market.

I hope that all of this data will show you exactly what I have been saying,

- 1) The City of Napoleon should have an HR Director
- 2) The HR Director’s pay is in-line with the market

Sincerely,

Monica Iresan

Mission Statement: (Policy 1.1 Employee Policy Manual)

To provide our employees with wages and benefits competitive with others doing similar work within the field and within the region.

The region that I chose to benchmark against is the Toledo State Employment Relations Board (SERB) District. This is the District that the City is in. This District is made up of fifteen counties. Within those counties, there are 23 cities.

When benchmarking the Human Resource (HR) Director position, we started with the Census Bureau to collect population data. Then we called the City to ask if they have an HR Director. If they did, we inquired about the pay scale. If they didn't, we asked who handled the work. We also asked how many full time employees the City manages.

The data was then extrapolated into two scenarios; 1) by population and 2) by full time employees. The eight cities that surrounded Napoleon were used for the data. That means the four cities with the immediate less population and immediate more population were used. The four cities with the immediate less full time employees and the immediate more full time employees were used.

The analysis results:

By Population: *Napoleon 8,698*

Two of the four less population Cities do have a full time HR Director. Those are Bryan and Kenton, population 8527 and 8242 respectively. The two that do not are Bellevue and Wauseon, population 8059 and 7303 respectively.

The four cities with more population than Napoleon are a little more complicated. Oakwood (9109 population) has an Assistant City Manager/ Human Resource Director that makes \$111,815 per year. Fostoria (population 13,182) also has a joint employee job title: Human Resource/ Service Director. Maumee (14,036) has a full time HR Director that is not combined with another position. Fremont (population 16,448) is the only one out of the four that does not have HR designated.

By Full Time Employees: *Napoleon 106*

Fostoria, Oakwood and Kenton were covered above they have under 100, 86, and 65 full time employees respectively. The only City in the four lower full time employee group that does not have an HR Director is Clyde, but they are adding it to their budget in 2016.

The four Cities immediately above Napoleon in the full time employee analysis all have full time HR Directors. One, Tiffin (130 FT EE), is a joint City Administrator/HR job title.

The remaining three have dedicated HR Directors: Sylvania (136 FT EE), Perrysburg (140 FT EE), and Bryan (140 FT EE).

Pay Scale:

Pay Scales for those Cities that are mentioned in the By Population and By Full Time Employee analysis are as follows:

City	Pay Range	Full Time Employees	Notes
<i>Napoleon</i>	<i>\$52,745- \$78,859</i>	<i>106</i>	<i>For Comparison</i>
Kenton	\$17,701- \$35,526	65	
Bryan	\$40,000- \$85,000	140	
Sylvania	\$57,612- \$68,585	136	
Maumee	\$58,137- \$74,598	158	New position
Tiffin	\$67,475- \$74,214	130	
Perrysburg	\$67,655- \$84,938	140	
Oakwood	\$111,815	86	Asst. CM/ HR
Wauseon	n/a	55	
Clyde	n/a	67	Adding in 2016
Bellevue	n/a	n/a	
Fostoria	n/a	Under 100	Safety Service Director
Fremont	n/a	145	Safety Service Director

In order to analyze where the City of Napoleon stands within this market, I would eliminate the outliers (Kenton and Oakwood). The average starting pay of the remaining five communities is \$58,158; the average top pay: \$77,467. I would say our scale is in line with the market.

Our HR Director is making \$58,770. Since 2016 will be her third year with the City, I would say that her pay is in line with the market, if not low.

By Population:

MUNICIP	CENSUS	Area	Form of Govt	No. FT Emp	HR	Pay Scale	Notes
Wauseon	7303	City	Statutory	55	No		
Bellevue	8059	City			No		
Kenton	8242	City		65	FT	17,701 to 35,526	
Bryan	8527	City		140	FT	40,000 to 85,000	
Napoleon	8698	City	Charter	106	FT	52,745 to 78,859	
Oakwood	9109	City	Charter	86	kind of	Current 111,815 (no scale)	HR/ Asst City Mgr
Fostoria	13182	City		under 100	kind of		HR/Safety Services director
Fremont	16448	City		145	No		Safety Services Director
Maumee	14036	City	Statutory	158	FT	58,137 to 74,598	position only a couple years old/ Lower pay b/c does not have degree

By FT Employees

MUNICIP	CENSUS	Area	Form of Govt	No. FT Emp	HR	Pay Scale	Notes
Kenton	8242	City		65	FT	17,701 to 35,526	
Clyde	6312	City	Charter	67	No		Spoke with Finance Director- Getting one 2016 to 2017 because of the Complexity
Oakwood	9109	City	Charter	86	kind of	Current 111,815 (no scale)	HR/ Asst City Mgr
Fostoria	13182	City		under 100	kind of		HR/Safety Services director
Napoleon	8698	City	Charter	106	FT	52,745 to 78,859	
Tiffin	17739	City	Charter	130	FT	67,475.20 to 74,214.40	City Administrator/ HR
Sylvania	18965	City	Charter	136	FT	57,612 to 68,585	
Perrysburg	5341	City	Charter	140	FT	67,655 to 84,938	
Bryan	8527	City		140	FT	40,000 to 85,000	



CITY OF NAPOLEON, OHIO

255 West Riverview Avenue • PO 151 • Napoleon, Ohio 43545-0151
Gregory J. Heath, Director of Finance/Clerk of Council
phone (419) 599-1235 fax (419)-599-8393
Web Page: www.napoleonohio.com
E-mail: gheath@napoleonohio.com

DATE: January 22, 2016

TO: Members of Safety and Human Resources Committee of Council
All Members of Council
Jason P. Maassel, Mayor
Monica Irelan, City Manager
Lisa Nagel, City Law Director

FROM: Gregory J. Heath, Finance Director/Clerk of Council

SUBJECT: Refilling position of Senior Account Clerk (previously known as Payroll/Personnel Officer)

I have recently been informed by Ms. Mary K. Thomas, Senior Account Clerk, of her retirement on April 29, 2016 (Please See Attachment A – Retirement Letter). In anticipation of this retirement, in the 2016 Budget, I presented to City Council a budget that refills the position of Senior Account Clerk she is vacating; and, to allow me to hire someone approximately six (6) weeks in advance of her retirement for training purposes. City Council approved both items as requested in the 2016 Final Approved Budget.

Subsequent to the budget approval, a question has been raised by certain Council Members on continuing with both a full time Senior Account Clerk (Payroll) and a Human Resources (HR) Director. The following is my response on the need for the Finance Department to retain the full time Senior Account Clerk position:

Both currently and historically, the legal responsibility to prepare and disburse payroll is directed to the Finance Director pursuant to the City Charter, City Codified Ordinances and statutorily in certain sections of the Ohio Revised Code. In our City this function has been accomplished by the delegation of those duties to someone in the Finance Department by the Finance Director. This is a fiduciary position to the Finance Director and as such needs to remain in the Finance Department.

The actual functions of preparing and reporting on payroll items have evolved tremendously over the years in the terms of the many specific items that make up a payroll, and in the legal demands in tracking and reporting of payroll information. What used to be termed an *exception payroll* (*pay the same amount with allowances for a few exceptions*) has evolved where the primary payroll is now ALL exceptions. This creates the need for someone with detailed knowledge of City Union Contacts, City Policies and the ever changing and growing tracking and reporting requirements of the Federal and State governments.

I have attached a copy of the Job Description for the Senior Account Clerk (Please See Attachment B – Senior Account Clerk). This Job Description was developed after the City hired a fulltime HR Director. The purpose of the Job Description change was to remove HR related items from the Payroll/Personnel Officer description, and to add other needed Finance Department duties and functions that are in addition to the payroll functions. It is noted, all fiduciary responsibilities of payroll were written into the Senior Account Clerk description.

(Senior Account Clerk – Continued Next Page)

(Senior Account Clerk – Continued)

I have also attached a copy of Senior Account Clerk duties that are currently being performed by Ms. Thomas (See Attachment C – Senior Account Clerk Duties). This is a general listing and does not include all actual duties performed in a year; but, as you can see there are many daily, biweekly, monthly, quarterly and annual tasks that are required of this position. What is hard to show or demonstrate in a memo like this is the actual detail and time needed on each of the individual tasks listed. Like any job function, some tasks are short and easy, others require a lot thought and research to accomplish.

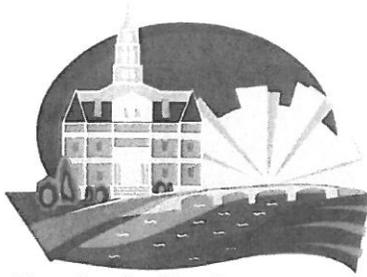
The bottom line is the Senior Account Clerk is a fulltime position I need to keep and fill. The Finance Department has previously given up two (2) fulltime positions since 2000, and was the only department to give up a position as a result of the Performance Audit contracted by City Council four (4) years ago. To properly accomplish the daily, monthly, and yearly tasks in the Finance Department, I can no longer afford to have positions taken away.

It is my recommendation to fill the Senior Account Clerk as soon as allowed per the approved budget. At this point I don't see any additional action needed by City Council, unless you want to take a simple motion to confirm what was approved in the 2016 Budget.

As for the Human Resources Director position, I want to make sure City Council understands that I support having and maintaining this fulltime position. I have supported having this position back from when Mr. Jon Bisher, City Manager, made the original request and City Council approved it, and to now as approved.

The Human Resources position represents a Risk Management control position for the City. One of the greatest potential liability issues the City faces is in its personnel. Whether it's in how we hire someone, or how we let someone go, to how we handle Workers Compensation claims, sexual harassment claims, or the many other risks and pitfalls the City can fall into if personnel issues are not handled correctly. It only takes one lawsuit to defend, or potentially payout, to more than justify the cost of having a Human Resources Director. The City's liability insurance will only cover certain items that are personnel related, and only if the City handles those items in a legal correct way.

Again, I fully support having the Human Resources Director position as currently established.



Heartland Flowing
Values Opportunities

City of *NAPOLEON*, Ohio

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(A)

Mayor

Jason P. Maassel

January 5, 2016

Members of Council

Travis B. Sheaffer, President

Jeffrey W. Comadoll

Patrick McColley

Daniel Baer

Rita Small

Gregory J. Heath
Finance Director
City of Napoleon
Napoleon, OH 43545

Dear Greg:

City Manager

Monica S. Irelan

This is my official notification to you and the City of Napoleon on my final work day, April 29, 2016 due to retirement. I have enjoyed working for the City and will truly miss my fellow co-workers.

Retirement has been a long heart-felt decision. While I look forward to my retirement, I am more than willing to help assist and/or train my replacement as needed during the next four months.

Finance Director

Gregory J. Heath

Thank you.

Sincerely,

Law Director

Lisa L. Nagel

Mary K Thomas
Sr Account Clerk

City Engineer

Chad Lulfs, P.E.

RECEIVED

JAN 05 2016

Per
Gregory J. Heath, Finance Director/Clerk
City of Napoleon, Ohio

SENIOR ACCOUNT CLERK

Department: Finance
Reports To: Finance Director and/or Assistant Finance Director
FLSA Status: Hourly (Non-Exempt)
Civil Service: Classified (Non-Competitive)
Union: Non-Bargaining
Prepared By: Morgan Druhot, HR Director
Approved By: Greg Heath, Finance Director
Approved Date: September 30, 2014

SUMMARY

Works under the direction of the Finance Director and/or Assistant Finance Director. Compiles and maintains timesheets, payroll records and accounts, and processes payroll for city employees; responsible to assist in the coordination of work in the preparation and maintenance of special assessments, assessment rolls, and calculation of special assessments to property owners on assessable projects; assists in other accounting, special projects, treasurer functions, contracting, auditing and clerking functions; performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned not specifically listed here:

- Compiles, audits, and enters payroll information on all full time, permanent part-time, part-time and seasonal employees from timesheets and other data for payroll processing.
- Maintains and updates the automated payroll system with all payroll records.
- Audits for payroll compliance with city, state, federal laws, and other rules and regulations including union contract provisions.
- Processes ACH summaries (direct deposit) for all employees and other payroll ACH or deduction checks, along with statements to appropriate entities.
- Processes payments for employer and employee shares of the medical and life insurance premiums, pensions, and workers compensation premium.
- Develops and submits payroll reports (OPERS, Police & Fire Pension, Quarterly Federal 941, Quarterly State 942, Quarterly OBES, and W-2's) and all other end-of year reporting as required.
- Assists in the preparation and maintenance of special assessment including calculations and schedules for various public works projects.
- Determines assessment allocations of costs on new projects to each affected property.
- Calculates special assessment fees and prepares assessment rolls for billings
- Coordinates and maintains the records on the special assessments process pursuant to the Ohio Revised code including, calculation of special assessments charges on projects, development of assessment rolls, and the formal notification process of assessments.
- Compiles information and prepares staff reports for the Special Assessments Equalization Board on new projects.
- Attends public meetings on special assessments and answers questions from the public regarding special assessment procedures, City policy and processes followed.
- Prepares the special assessment roll corrections as necessary for splits, including owner changes and other corrections.
- Maintains and updates records and indexes for special assessments by project for property ownership and mailing addresses; prepares the annual special assessment rolls for certification to the County Auditor for collections.

- Prepares mails and maintains certain EMS (non-utility) invoicing and billings, and verifies receipt of the same; assists in issuance of certain licenses and permits (Amusement Licenses, Refuse License, etc.).
- Assimilates and provides information for the preparation of the City's annual budget.
- Prepares information for year-end audit reporting, including information presented in the Comprehensive Annual Financial Report (CAFR).
- Assists in certain treasury functions of the City (Bank Deposits, Reconciliations, etc.).
- Performs special projects and internal auditor functions as needed.
- Provides backup monitoring to the Records/Recorder Clerk of contract file by tracking major contract terms and provisions required by City or vendor, monitors termination dates and special termination.
- Performs other duties as requested by the Finance Director or Assistant Finance Director.
- Provides direct backup to other functional areas in the Finance Department, as assigned.

QUALIFICATIONS

- Considerable knowledge in city, state and federal laws, regulations, policies and procedures in payroll, assessments and governmental accounting.
- Good knowledge of modern clerical accounting practices.
- Good knowledge of word processing, spreadsheet software and using the internet.
- Some knowledge of professional accounting practices.
- Working skill in data entry and in operating a ten-key calculator and a personal computer.
- Working skill in verbal and written communications.
- Good ability to read, analyze and interpret general business periodicals, technical procedures, or governmental rules and regulations.
- Good ability to write reports, business correspondence and procedure manuals.
- Working ability to calculate percentages, fractions, ratios and proportions as needed.
- Working ability in understanding and following oral and written directions.
- Working ability to solve problems where limited standardization exists.

EDUCATION AND EXPERIENCE

- Must have a high school diploma or equivalent.
- Two (2) years' experience in payroll, assessments and governmental clerical accounting, or a combination of skills and work experience.

LANGUAGE SKILLS

Must be fluent in both written and spoken English.

MATHEMATICAL SKILLS

- Good knowledge of business arithmetic and the methods used in keeping fiscal accounts, payroll, tax records, auditing and general accounting.
- General knowledge of budgetary accounting and miscellaneous billing procedures.

REASONING ABILITY

Thorough knowledge of laws, regulations, policies and procedures used in payroll. Knowledge pertaining to miscellaneous billing, collection and customer services.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift up to forty (40) pounds.

(B)

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

- This job must be performed on-site unless otherwise directed.

BACK UP FUNCIONS

Serves as backup to Assistant Finance Director and to the Finance Director as directed by the Finance Director.

SENIOR ACCOUNT CLERK - DUTIES

①

Daily Duties for Finance

Audit, verify all utility batches and prepare deposits daily.
Pick up mail at the Post Office daily.
Do night drops from Federal Holidays
Go to the bank with Tax & Utility deposits daily.
Deliver tags to Chief and Circle K when needed.
Assist utilities on due dates and shut off days.
Assist utilities on balancing drawers on busy days.
Assist the Assistant Finance Director when needed.
Assist the Income Tax Department when needed.
Assist HR with employee issues.
Ohio Business Gateway ACH for Income Tax payments.
Prepare memos to employees on information of miscellaneous items.
Type all rate change notices for employees on their anniversary step increase dates.
Manually keep all employee accruals updated for vacation on their anniversary dates.
Pre-note all Utility ACH customers.
Add postage to the Postage Meter when needed.
Maintain Postage Meter w/updates when needed.
Maintain Tax Fax machine when needed.
Input medical information and changes to Mutual Health Services on all employees (both new and terminated employees).

Bi-weekly Duties for Payroll Only

Process bi-weekly payrolls from approved timesheets received from all Departments.
Post timesheet information for reconciliation to an excel spreadsheet.
Balance all departments, input data in the CMI PAYX software with proper totals.
Prepare and Transmit File for employee's nets into their banks.
Print direct deposit stubs.
Print deduction checks.
Arrange all deduction payments via web or paper to be paid on each pay date.
Create bi-weekly payroll reports for Department Heads and Council.
Create accrual reports for all Department Heads.

Monthly Duties for Payroll Only

Run payroll monthly reports and balance.
Create and pay online all pension reports: OPERS, Police & Fire Pension.
Balance medical and life insurance and pay online by the 1st through F & M Bank for the Employee's Share and Huntington Nat'l Bank for the Employer's share.
Pay the School Tax through Ohio Business Gateway.
Balance and Pay AFLAC.

Monthly Duties other Finance Related Functions

Prepare the ACH file for all Utility Bills.
Bill Henry County for Court Reimbursements 40% of wages, medical, OPERS and Medicare.
Balance Service Organization invoice.

(Duties – Continued Next Page)

SENIOR ACCOUNT CLERK - DUTIES

(C)

(Duties – Continued)

Monthly Duties on EMS Billings and Collections

Check all deposits, verify all runs and advise MED3000 on discrepancies.
Send out delinquent letters on all EMS rescues that Med3000 wrote-off.
Add each account to UTYX, and after 30 days and send notices to delinquents.
Make collection case folders and file.

Quarterly Duties

Run quarterly reports and balance.
Prepare 941 accurately each quarter, and balance to paytoday.xls spreadsheet.
Prepare Ohio IT 942.
Prepare ODJFS online through ERIC.
Prepare Bureau of Labor Statistics Report online.
Prepare quarterly invoices and Create reports for all Townships for EMS runs
Pay City Taxes to Bryan, Delta, Defiance, Holgate, Napoleon and Weston, Weston (thru RITA).

Annual Duties

Run annual reports and balance.
Add maintenance for all HSA accounts to W-2's.
Run W-2's and sends to Business Services online (federal).
Mail State W-2's.
Prepare all rate change notices according to contracts.
Prepare biweekly new premium rates for medical insurance for all full time employees.
Prepare and Pay annual BWC report online through Ohio BWC.
Bill the County for Court BWC premium their 40% gross.
Assist in CAFR preparation for the Prior Year Financials.
Prepare a sample CAFR run from the last payroll of the year through December 31st for gross wages, pensions and accruals.
Annual availability for Audit purposes to State Auditors for payroll and EMS billing.
Enter annual Flexible Spending account information for all interested employees through the Take Care by Wageworks website.
Set up annual semi-annual appointments w/AFLAC and Deferred Compensation representatives.
Project annual budgetary salaries for the current and next budgetary year.
Check Salary and Fringe Benefit Data each year for all employees in regards to the new budget year.
Run a spreadsheet for Potential Retirements, including payout estimates, each year

Annual Amusement and Refuse License Process

Amusement License - Mail letters and applications in December of each year to all businesses that have amusement devices.
Receive applications and payments.
Copy Amusement License and give to the Building Inspector and he'll forward down the list, Police Fire and Finance.
When completed by all departments, type license, have Finance Director sign, copy and mail out original to Applicant.

(Duties – Continued Next Page)

SENIOR ACCOUNT CLERK - DUTIES

(C)

(Duties – Continued)

Refuse License - Mail letters and applications in December of each year to all businesses that have Refuse Licenses.

Receive applications and payments.

Licenses returned w/payment and proper Insurance, BWC and Truck Inspection, type license, have the Finance Director sign, copy and mail out original to Applicants.

Bureau of Workers Compensation Reporting and Payments

Calculate and pay the City's annual workers compensation premium.

Search and prepare group rating plans and enrollments for the City.

Attend training delivered by our Managed Care Organization to stay current with Ohio BWC.

Assist HR as backup both directly or indirectly in the following tasks:

Bureau of Workers Compensation:

Processing claims accordingly with the Ohio Bureau of Workers Compensation.

Contact TPA when specific problems occur and forward correspondence to TPA.

Attending hearings when needed on work related injuries.

Employee Assistance Programs

Secondary contact with Harbor Behavioral Healthcare on Employee Assistance Program.

Share correspondence and new information with employees.

Negotiate wellness programs for decreased medical expenses and other related items.

Medical Benefits:

Provide essential information to employees of changes in coverage or processing claims.

Order and distribute new cards and booklets and track Cobra candidates.

Have knowledge of the procedures in filing claims with the PPO and/or TPA.

Assist employees with claim problems.

Attend BORMA meetings with the Finance Director or act as City's representative when the Finance Director cannot attend. Serve on City's Health Committee.

Union Negotiations:

Take part in Interest Based Bargaining with Administration. Provide information when needed regarding FLSA, current contract practice and/or past practice. Contact the Department of Labor for final rulings on specific issues. Take notes and type new or changed language.

HIPAA PROCEDURES

Protected Health Information (PHI) is controlled by the Payroll, Privacy Official. All PHI is under lock and key and held with the strictest confidence. Any employee that requests assistance from the Privacy Official with their PHI, must sign a release form called "Authorization for Release of Protected Health Information" (Section 23.18 Employment Policy). The Privacy Official has access to each employee and their dependent's PHI through the Mutual Health Services website (coresource.com). Status of claims can be checked and EOB's can be printed through this website. Adequate firewalls are provided to make this a secure site.



City of Napoleon, Ohio

DEPARTMENT OF MANAGEMENT

255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545
Telephone: (419) 592-4010 Fax: (419) 599-8393
www.napoleonohio.com

Memorandum

To: Safety and Human Resources Committee
From: Monica Irelan, City Manager
RE: Discussion regarding City Parking Policies

At the January 18, 2016 Council Meeting, President Sheaffer (after stating he wanted no changes made to the current parking policies, law, or ordinances) referred the following to the Safety & HR Committee: "Discussion regarding City Parking Policies." The City Law Director wrote a separate memo on the legality of parking on sidewalks. This memo will talk more about the process that takes place when traffic control, signage, or parking is changed.

Per Codified Ordinance 305.01 "Authority of City Manager," the City Manager "shall have the power and authority to:

- 1) Establish traffic control signals and the placing of devices therefore;
- 2) Determine and designate one-way streets
- 3) Establish stop and yield right of way intersections
- 4) Place markings or signs for turning at intersections
- 5) Designate certain routes as through streets
- 6) Establish and designate pedestrian crosswalks and safety zones
- 7) Regulate and limit parking on streets, city owned or leased parking lots
- 8) Designate bus loading zones, taxi cab stands and loading zones
- 9) Mark traffic lanes, center lines, and individual parking spaces; and
- 10) Designate play streets and zones of quiet
- 11) Temporarily suspend or establish parking restrictions for special events or other cause
- 12) Temporarily suspend and/or restrict access to alleys."

Most of the traffic control changes are in reaction to a resident or business request. This is how I currently handle these situations. (Steps 3-6 are per Codified Ordinance 305.01).

- 1) Conversation is initiated
- 2) Staff researches all aspects of the request and makes a recommendation
- 3) City Manager makes a decision
- 4) The change is journalized
- 5) The journal entry is given to the Finance Director
- 6) The change will be effective
 - a. If special event, immediately
 - b. If permanent change, will become effective by:

- i. Approval of council by legislation at the next regular meeting *or*
- ii. No approval or disapproval of council within 30 days of journalization

Examples of this:

1) Filling Home

When the Filling Home opened their store in Downtown, they requested a restriping and parking sign to allow for another handicap spot in front of their storefront. The City Manager directed operations, engineering, and the police department to take a look at the location and see what we were able to accomplish. There was room for another spot, so that was not an issue. It was 2015, which was the year we did more extensive striping in the City. We were able to add that spot to the list and meet the request of the business without any significant cost to the City. We journalized all of the Downtown parking including the addition of the handicap spot.

2) Meekison

In 2015, Appian Avenue received a complete rebuild. Parking on Meekison was banned during this project for several reasons, but mostly due to safety. (See a copy of the journalized changed in Exhibit A). Now that the project is complete, staff asked the question “should we allow on street parking again on Meekison?” The Police Chief, Fire Chief, and Public Works Director worked together to look at the whole picture.

Meekison has become a high traffic street on the Southside. Meekison is a 21 foot wide street (back of curb to back of curb). There is no gutter pan on the curb. The turns on and off Meekison to the side streets are very tight. The Fire Department drove a fire apparatus and ambulance up and down Meekison. This allowed the department to look at the maneuverability of safety vehicles but also look at the ability to set up the fire apparatus in order to fight a fire. The high level of traffic at several times throughout the day made setting up the apparatus difficult with on street parking. As for residents, there are very few on-street parkers and most homes have sufficient off-street parking.

All of these factors come to an accumulated recommendation not to allow on-street parking. I agree with staff’s recommendation and journalized the change. (See a copy of the journalized changed in Exhibit B).

Council Concerns:

Councilman McColley has a concern that Council is not involved enough in this process. I offered to notify via an email. Per the Codified Ordinance, the Finance Director could bring the journal to Council in at the next regularly scheduled meeting for legislation.

Exhibit A

**ANNOUNCEMENT OF ESTABLISHMENT OR
MAINTENANCE OF TRAFFIC CONTROL**
(City Code 305.01)

Now Comes, the City Manager in and for the City of Napoleon, Ohio and formally announces her intention to act pursuant to and under the authority granted by Chapter 305 of the Codified Ordinances of the City of Napoleon, Ohio, in the establishment or maintenance of traffic control as follows:

1. Establishment or Maintenance of a traffic control device, to wit:
 - a. Temporarily removing the parking on Meekison Street removed during construction of the Appian Avenue Improvements Project – PID 89266.
 - b. Temporary traffic signal modifications at the intersection of E. Maumee Avenue (S.R. 110) & Appian Avenue. The traffic signal will be removed during construction of the Appian Avenue Improvements Project – PID 89266.
 - c. Temporarily allow east-bound and west-bound traffic on E. Maumee Avenue (S.R. 110) to “free flow” during construction of the Appian Avenue Improvements Project – PID 89266.
 - d. Erect a temporary stop sign for north-bound traffic on Appian Avenue during construction of the Appian Avenue Improvements Project – PID 89266.

Notice hereby filed with the City Finance Director this 30th day of April, 2015, to be effective May 4, 2015 at 8:00 a.m. and expiring October 31, 2015 at 8:00 a.m. or upon completion of the Appian Avenue Improvements Project – PID 89266, and to be journalized in accordance with Chapter 305 of the Codified Ordinances of the City of Napoleon, Ohio.

Monica Ireland
City Manager

Exhibit B

**ANNOUNCEMENT OF ESTABLISHMENT OR
MAINTENANCE OF TRAFFIC CONTROL**
(City Code 305.01)

Now Comes, the City Manager in and for the City of Napoleon, Ohio and formally announces her intention to act pursuant to and under the authority granted by Chapter 305 of the Codified Ordinances of the City of Napoleon, Ohio, in the establishment or maintenance of traffic control as follows:

1. Establishment or Maintenance of a traffic control device, to wit:
 - a. Permanently removing the parking on Meekison Street.

Notice hereby filed with the City Finance Director this 28th day of December, 2015, to be effective January 1, 2016 at 12:00 a.m., and to be journalized in accordance with Chapter 305 of the Codified Ordinances of the City of Napoleon, Ohio.

Monica Irelan
City Manager



CITY OF NAPOLEON, OHIO

LAW DEPARTMENT MEMORANDUM

255 W. RIVERVIEW AVENUE, PO BOX 151

NAPOLEON, OH 43545

PHONE: 419.592.4010 - FAX: 419.592.4723

TO: Safety & HR Committee
FROM: Lisa L. Nagel, City Law Director
DATE: January 20, 2016

Re: City Parking Policies

1. **Introduction.** At the January 18, 2016 Council Meeting, President Sheaffer (after stating he wanted no changes made to the current parking policies, law, or ordinances) referred the following to the Safety & HR Committee: "Discussion regarding City Parking Policies."

2. **Laws Affecting Current Parking Policies and Procedures.**

A. Charter: Section 4.06 "Department of Management." Paragraph (7) states it is the City Manager's duty and responsibility to, "Establish traffic control in the City in accordance with a procedure established by Council."

B. Charter: Section 4.08 "Department of Law." Paragraph (F) states, "...Council shall not interfere with the City Law Director in matters of criminal prosecution."

C. Chapters 351 and 353 of the Codified Ordinances – the City of Napoleon's Laws previously enacted by City Council. These Laws and Ordinances are enforceable by the City of Napoleon and its Police Department and the associated violations, fines and penalties (also enacted by City Council). A complete copy of these two Chapters is provided with this Memorandum. A summary of the Code sections that have been discussed at recent Council/Committee meetings include:

1. Per Codified Section 351.03(a), persons are prohibited from parking a vehicle on a sidewalk.
2. Per Codified Section 353.07(a)(2), the "Fine Schedule," an illegal parking fine (i.e. for parking on a City sidewalk) is \$10.00 on the first offense within one year; \$20.00 on the second offense within one year; and \$50.00 on the third offense within one year.
3. Per Codified Section 353.05, "Authority to Issue Parking Citations in Lieu of Arrest; Payment of Prescribed Fines as Waiver," Members of the Police Department are authorized to issue parking citations, in lieu of arrest, to violators. Said citations shall provide the prescribed fine for each violation (\$10.00 for first offense), which may be paid within a particular period of time, and if timely paid, constitutes a plea of guilty of a minor misdemeanor and waiver of a court appearance.

City Law Director
Lisa L. Nagel
lnagel@napoleonohio.com

4. If Codified Sections 351.03, 353.05, and 353.07 did not exist, then Ohio Revised Code Section 4511.68, "Parking – prohibited acts" would come into play. (Copy of O.R.C. Section 4511.68 attached). Just like the City of Napoleon's Codified Ordinances mentioned above (enacted by City Council), Ohio Revised Code Section 4511.68 prohibits parking on a sidewalk. However, the penalty imposed pursuant to Section 4511.68 states that an offender is guilty of a minor misdemeanor. If repeated violations occur, the offender will be guilty of a third degree misdemeanor (that penalty is not found in our Codified Ordinances).

5. In addition, if the City enforced O.R.C. 4511.68, then the fine would not be \$10, it would be \$160 per offense. (Copy of the fine/bond schedule with the \$160 fine is attached).

Sincerely,

/s/ Lisa L. Nagel

Memorandum

To: Civil Service Commission, Council, Mayor, City Manager, City Law Director, City Finance Director, Department Supervisors, Media

From: Gregory J. Heath, Finance Director/Clerk of Council

Date: 1/20/2016

Re: Civil Service Commission Meeting Cancellation

The regular Civil Service Commission meeting, scheduled for Tuesday, January 26, 2016 at 4:30pm, has been CANCELED due to lack of a quorum.

City of Napoleon, Ohio
Parks & Recreation Board

LOCATION: Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

Special Meeting Agenda
Wednesday, January 27, 2016 at 6:00pm

- I. Organization of Board Members
- II. Approval of Minutes
- III. Discussion on the Swimming Pool
- IV. Discussion on Board appointments
- V. Miscellaneous
- VI. Any other items to come before the Board
- VII. Adjournment

Gregory J. Heath, Finance Director/Clerk of Council

downtown snow removal by the Parks Staff. Hardy asked why the Capital items are paid for by the Parks Department but not by other Departments; Cotter explained that the Mayor is leaning toward the sole autonomy of the Parks & Recreation Budget from the General Fund; Comadoll stated that 'things will change after the new year'. Cotter added that part of the balancing of the budget was the City Manager researching with Cotter how much can safely be purchased out of the Parks & Recreation Capital Fund. Cotter stated that he was asked to create a Priority Based Budgeting draft for the Department, though this was not brought forward by the City Manager during the discussions. Schnitkey asked if the \$25,000 request for the Reserve Fund for the swimming pool was approved; Cotter believes they did approve this request. Cotter commended City Manager Ireland in her research and work in putting together a balanced budget.

Miscellaneous

Bialorucki

None

Schnitkey

None

Richardson

None

Hardy

Hardy asked about the progress of Loose Field; Cotter reported that the Deed is now officially in the School's name and they can now handle the property as they choose, also there is an initiative to decide either put down field turf at Buckenmeyer Stadium, build facilities behind the field, or complete a full renovation of Loose Field. Cotter reported that all options cost approximately \$700,000 and the School Board has decided to put turf on Buckenmeyer Stadium, meaning that Loose Field may not be as large a priority. Cotter reported that there is currently a verbal agreement with the County Commissioners regarding the CD Brillhart that when the Commissioners take this property over, the City will be allowed to utilize that space as needed for the foreseeable future, adding that Cotter believes there will be a maintenance agreement, adding that he believes that this will solve the soccer field issues and deleting the need for Loose Field. Cotter believes the \$700,000 figure involves new lights, a new scoreboard, a sound system, restrooms, among other things. Cotter will meet with Dr. Fogo after the auction to discuss options, though there is no need for the City to take over Loose Field at this point; Cotter believes the Soccer Club would benefit from this field the most, though he does not know if they have the ability to maintain it. Cotter stated that if CD Brillhart is taken on by the City, there will be chemical costs attached to allow the grass to recover.

Funchion

Funchion stated that the Christmas lights look nice.

Saneholtz

Saneholtz asked if the new roof at the concession stand at Oakwood Park was approved; Cotter stated this was already completed, adding that the roof on the shelterhouse will be replaced.

Cotter

Cotter reported that the Kiddy Kats league is underway with four (4) teams, starting on Sunday, playing in the new junior high.

Cotter reported that the Wild Kittens league has enough registered participants to field four (4) teams and will start the following Sunday at the

high school.

Cotter reported that the Little Kats league will begin in January at the new elementary school gymnasium.

Cotter stated that the programs are transitioning to the new schools and working through issues of splitting the gymnasium which creates two (2) basketball courts though one (1) is offset due to being configured to fit with the stage; Cotter is hoping the high school gymnasium will be more conventional when split. Cotter will meet with Dr. Fogo regarding access.

**Any Other Matters To
Come Before The Board**

None

Motion To Adjourn

Motion: Funchion Second: Bialorucki
To adjourn the meeting at 7:19pm.

Passed
Yea- 6
Nay- 0

Roll call vote on above motion:
Yea- Hardy, Funchion, Saneholtz, Richardson, Schnitkey, Bialorucki
Nay-

Date Approved

Matt Hardy, Chair

City of Napoleon, Ohio
Ad Hoc Committee on Strategic Vision

LOCATION: Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

Meeting Agenda
Wednesday, January 27, 2016 at 7:00pm

- I. Approval of Minutes (*In the absence of any objections or corrections, the Minutes shall stand approved*)
- II. Discussion regarding City Vision Statement, Mission Statement, and Goals
- III. Any other matters assigned to the Committee
- IV. Adjournment

Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio
Ad Hoc Committee On Strategic Vision
Meeting Minutes

Monday, October 5, 2015 at 6:00pm

PRESENT	
Members	Travis Sheaffer – Chair (arrived at 6:12pm), Jason Maassel, Chris Ridley
City Staff	Monica Irelan, City Manager
Recorder	Gregory Heath, Finance Director/Clerk of Council
Others	Tammy Fein
ABSENT	None
	Council President Sheaffer created the Ad Hoc Committee on Leadership Tasks at the September 21, 2015 regular meeting of City Council, and appointed himself as the Chair of the Committee.
Call To Order	Acting Chairman Maassel called the meeting to order at 6:09pm.
Discussion Regarding City Vision Statement, Mission Statement And Goals	Irelan distributed a memo regarding the Mission Statement of the City of Napoleon; see attached. Maassel believes the Mission Statement should be shorter than it is currently, suggesting it be changed to ‘to provide Municipal Services to the citizens of Napoleon’. Irelan believes this does not define the purpose of the City, adding that she believes the Mission Statement should get to the Vision Statement; Maassel added that the City should be Mission driven. Irelan believes that the Mission Statement is a consensus of residents; Maassel agreed, adding that the current Mission Statement seems to be more of a goal; Irelan agreed. Ridley defined Mission, Vision and Purpose as Mission being what is done, Vision being how the Mission is done and Purpose being the specific steps to get the Mission done. Ridley agrees that the Mission Statement is long and should be a tagline.
Chairman Sheaffer Arrived At 6:12pm	Chairman Sheaffer arrived at 6:12pm. Sheaffer distributed an article that breaks down the difference between manager and leader and the vision building process. Irelan stated that the Master Plan, the Henry County Economic Development (CIC) Plan and the Maumee Valley Plan along with Committee input have created a starting point for the Statements. Irelan stated that if the City chooses to use Priority Based Budgeting (PBB), there will be more discussion regarding the Vision and feedback from the PBB surveys could be used. Maassel believes that PBB is difficult to prioritize without the goals being previously set; Irelan agreed adding that the PBB will create the tools for this. Maassel asked if this could be done for the Parks & Recreation Department; Irelan stated that the discussion has begun with Parks Director Cotter and 2017 is the goal for PBB for the Parks & Recreation Department as well as the General Fund and this will help to set goals for the Vision Statement. Irelan believes the City needs a vision even if PBB is not used, adding that the Vision Statement could be ‘Strong Community’.

Discussion Regarding City Vision Statement, Mission Statement And Goals (Continued)

Ridley agreed, adding that this could be broken down into strategic initiatives; Maassel believes these to be the four (4) pillars listed. Irelan believes this will bring structure for when services are discussed and ensuring goals are stuck with. Maassel asked if the Committee wants to change the Mission Statement; Irelan added that the City's current Mission Statement is being met, adding that both Mission and Vision fall under the Efficient Government Pillar. Maassel restated that the Mission Statement is too wordy; Ridley agreed. Maassel stated that the primary mission of the City is to provide municipal services to the residents (or citizens) of the City of Napoleon, including employees which are paid comparative wages to complete that Mission. Maassel believes that municipal services are offered to residents outside the City of Napoleon as well; Sheaffer suggested adding the word partners to the Mission Statement; Maassel does not believe that this should be included. Ridley believes the City offers municipal services to residents outside of the City limits to provide a benefit as well as to offset fixed costs. Maassel believes that the City seal could be changed because it shows the County Courthouse and State Highway, however Maassel does not want to initiate a rebranding project for the City at this time. Irelan reminded the Committee that the Mission Statement is in the Employee Policy Manual which must be amended if the Statement is changed. Irelan stated that this Statement is all she has to go on regarding Strategic Planning. Sheaffer requested an electronic copy of the CIC study, the City Master Plan and the Maumee Valley Planning Study be sent to the Committee members to research a clear picture; Irelan stated that the Napoleon Master Plan must be redone in 2016, including the Zoning Ordinance. Maassel asked if this should be for twenty (20) years out or the year 2033 which is the 200th Anniversary of Napoleon. Irelan stated this is conceptual, and is the goal for the strategic planning.

Maassel asked if the City should expand; Irelan stated that she has had this question asked by residents; Sheaffer believes growth is required for survivability. Irelan reminded the Committee that growth will require more employees to run the City efficiently; Sheaffer believes that economic development will draw more residents into the City, and building the quality of life will increase the economic development, adding that he believes an effort must be made to diversify the industrial side to solve the economic development and revenue issues; Irelan stated that this is pillar two in the memo, Balanced Economic Development, asking if the Committee if they believe that this should be focused on industrial; Sheaffer stated commercial as well. Irelan asked where the Committee thinks industrial economic development should be located; Sheaffer stated on the other side of Route 24. Irelan agreed, adding that she believes this should be in one area due to the noise, etc. associated with industrial business. Irelan asked if the Committee believes that the City should annex the land by where the second bridge to Campbell's is being built, since Campbell's is expanding; this must be contiguous and would be difficult. Sheaffer believes the industrial focus should be north of Route 24.

Maassel asked if there is a population issue; Sheaffer believes the City needs a younger population base; Maassel agreed. Sheaffer believes



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January 15, 2016

OHIO GENERAL ASSEMBLY ANNOUNCES SESSION CALENDARS THROUGH JUNE

The Ohio General Assembly has released their session calendars for the first half of 2016, through June. Following the first half of the year, legislators will be on an abbreviated schedule at the Statehouse as they mostly recess to be back in their districts to campaign, in anticipation of the November General Election. The calendars reflect that the Ohio Senate has reserved 20 dates for voting sessions with five others listed on an "if needed" basis while the Ohio House is scheduled to meet in voting sessions 15 days with 9 "if needed". The combined six days the Ohio House and Senate have targeted for session dates in the month of March are all listed "if needed" while the following months of April and May has the legislature in session two to three days, every week. Of course with all things related to the Ohio General Assembly, the session calendars may change with dates being dropped or added as circumstances warrant.

OHIO DEVELOPMENT SERVICES AGENCY ANNOUNCES COMMUNITY IMPROVEMENT PROJECT GRANT RECIPIENTS

Last week, the Ohio Developmental Services Agency (DSA) announced thirty-four communities across Ohio will receive grants through the Community Development Critical Infrastructure, Downtown Revitalization and Neighborhood Revitalization Competitive Set-Aside programs, to revitalize neighborhoods and downtown business districts. The grants are designed to improve streets, sidewalks, bridges, public facilities and infrastructure as well as rehabilitate buildings in a community's Central Business District. The Ohio Development Services Agency awarded grants totaling more than \$9 million.

Below is a list of the municipalities and counties who will receive the grant funding:

Ashtabula County received a \$240,000 Critical Infrastructure grant to assist the village of Rock Creek with sewer facility improvements. The project will replace 159 grinder pump, float, breaker, and post assemblies in the village. The county will purchase a 60KW portable generator to operate the wastewater treatment plant during power outages. The project will benefit 560 people.

City of Ashland (Ashland County) received a \$300,000 Downtown Revitalization grant to address code violations and make façade improvements at 25 properties in the Central Business District.

City of Findlay (Hancock County) received a \$300,000 Critical Infrastructure grant to improve the drainage in an alleyway in the business district. The project will install 650 feet of storm sewer and nine catch basins and repair 450 square feet of sidewalk and 60 feet of curb.

City of Marion (Marion County) received a \$300,000 Neighborhood Revitalization grant to improve the LODO neighborhood. The project will demolish one building, rebuild a retaining wall to stabilize a parking lot, and install 5,600 linear feet of sidewalk along West Church, Blaine and Garden Streets. The project will also renovate the brick surface of Holmes Street and replace 978 linear feet of curb, as well as replace the roof on the neighborhood recreation center. The project will benefit 500 neighborhood residents.

City of Niles (Trumbull County) received a \$224,000 Critical Infrastructure grant to improve storm sewers along Gypsy Lane. The project will install 2,410 linear feet of storm sewer and 35 catch basins. The project will benefit 64 people.

City of Piqua (Miami County) received a \$300,000 Critical Infrastructure grant to replace 1,256 residential and 65 commercial water meters on the southwest side of the city with new automated water meter readers. The project will benefit 3,065 people.

City of Wooster (Wayne County) received a \$300,000 Critical Infrastructure grant to replace four traffic signals and improve sidewalks and ADA ramps at four intersections along North Street. The project will benefit 24,495 people.

Coshocton County received a \$300,000 Critical Infrastructure grant to assist the city of Coshocton with storm sewer improvements. The project will install 960 linear feet of storm sewer line and replace 17 catch basins throughout the city. The project will benefit 11,275 people.

Darke County received a \$300,000 Neighborhood Revitalization grant to help the village of Gettysburg with infrastructure improvements. The project will improve 3,400 linear feet of road, 3,200 linear feet of sidewalk, eight curb cuts, and 3,200 linear feet of curb. The project will also install eight water valves, three fire hydrants, 1,800 linear feet of water line, 10 catch basins, 750 linear feet of storm sewer and relocate two utility poles. The project will benefit 547 people.

Erie County received a \$300,000 Neighborhood Revitalization grant to help the village of Vermilion-on-the-Lake complete infrastructure improvements. The project will demolish one structure, and install a fire hydrant, 580 linear feet of storm sewer, and four catch basins. It also will repave 5,829 linear feet of streets and purchase two pieces of park equipment. The project will benefit 940 people in the northern section of the village.

Fairfield County received a \$300,000 Neighborhood Revitalization grant to help the village of Baltimore with infrastructure improvements. The project will install 1,370 linear feet of storm sewer line along Johnson Street, including four manholes and 14 catch basins. Improvements also include 1,800 linear feet of sidewalks along the south side of East Market Street, a handicap ramp, 12 curb cuts, 1,350 linear feet of street improvements on Mill Street, 500 linear feet of sewer line and three manholes. The project will benefit 2,985 people.

Fayette County received a \$300,000 Downtown Revitalization grant to help the city of Washington Court House repair 25 building façades, and install 14 items of street furniture.

Hardin County received a \$300,000 Neighborhood Revitalization grant to help the city of Kenton improve 6,748 linear feet of road and install 159 street signs in the city's 4th Ward. The project will also install 1,100 linear feet of fencing, purchase equipment for a park and demolish three structures. The project will benefit 2,215 people.

Henry County received a \$300,000 Critical Infrastructure grant to assist the city of Napoleon with improvements along Dodd Street. The project will improve 1,345 linear feet of road, 2,770 linear feet of curb, 2,630 linear feet of sidewalk, three manholes, two catch basins, 1,566 linear feet of storm sewer, three fire hydrants, and 694 linear feet of sanitary sewer line. The project will benefit 148 people.

Highland County received a \$300,000 Critical Infrastructure grant to help the city of Hillsboro reconstruct South East Street. The project will install 11 catch basins, and repair 4,400 linear feet of sewer line and road. The project will benefit 250 people.

Lawrence County received a \$300,000 Critical Infrastructure grant to assist the city of Ironton reconstruct a flood wall and repair 400 linear feet of storm drainage pipe. The project will benefit 2,955 people.

Licking County received an \$186,800 Critical Infrastructure grant to help the city of Heath pave 1,515 linear feet of Green Valley Drive and install 3,030 linear feet of curb and gutter and 325 linear feet of sidewalk. The project will benefit 167 people.

Logan County received a \$300,000 Critical Infrastructure grant to assist the village of Lakeview improve drainage in Clayton alley and at the railroad storm sewer. The project will install 1,860 linear feet of storm sewer, 60 linear feet of board casting, one outlet headwall, seven manholes, 497 cubic yards of backfill, 40 cubic yards of pavement, 20 linear feet of curb, and 120 square feet of sidewalk. The project will benefit 1,000 people.

Lorain County received a \$300,000 Downtown Revitalization grant to help the city of Amherst make 48 façade improvements, improve internet access, and replace approximately 1,200 linear feet of fencing and 10,400 linear feet of walkway in the Central Business District. The project will also install a wireless audio system for public events, expand two parking lots, and renovate 30 park benches.

Madison County received a \$300,000 Neighborhood Revitalization grant to help the village of Mt. Sterling repave 700 linear feet of Clevenger Avenue and replace street signs throughout the village. The grant will also support improvements to Masson Park, demolish four blighted properties, build a new driveway to the Community Center and build a Veterans' Memorial at the village square.

Mercer County received a \$300,000 Critical Infrastructure grant to assist the village of Rockford with improvements along Oak Street. Improvements include 2,400 linear feet of roadway, 4,800 linear feet of sidewalk, and 5,000 linear feet of curb. The project also includes installing 16 curb cuts, five manholes, 20 catch basins, and 500 linear feet of storm sewer. The project will benefit 114 people.

Miami County received a \$250,000 Critical Infrastructure grant to assist the village of Potsdam with a flood and drainage project. The project will install 75 linear feet of 12-inch conduit, 2,000 feet of 18-inch conduit, 1,580 feet of 24-inch conduit, four catch basins, and one storm manhole. The project will benefit 220 people.

Morrow County received a \$66,000 Critical Infrastructure grant to install 2,300 linear feet of sidewalk along Gilead Street on the north side of the village of Cardington. The project will provide people with a safe walkway to the central part of the village. The project will benefit 226 people in the area.

Portage County received a \$300,000 Critical Infrastructure grant to help the city of Ravenna with water facility improvements, including storm sewers, street and sidewalk improvements. The project will install 1,419 linear feet of water line, four fire hydrants, 22 tap-ins, 433 linear feet of storm sewer line, seven catch basins, one manhole, 141 linear feet of sidewalk, 2,650 linear feet of concrete and gravel aprons, 1,383 linear feet of roadway, 13 streetlights, and 1,300 linear feet of curbs. The project will benefit 235 people.

Preble County received a \$300,000 Neighborhood Revitalization grant to provide infrastructure improvements in the village of West Elkton. The project will improve 3,600 linear feet of road, 1,725 linear feet of curb, one bridge, seven curb cuts, 1,450 linear feet of sidewalk, 1,165 linear feet of storm sewer, 1,000 linear feet of

drainage ditch, and 15 catch basins. The project will also install one fire hydrant, five manholes, and make improvements to the park. The project will benefit 167 people.

Ross County received an \$86,200 Critical Infrastructure grant to replace the bridge over Walnut Creek on Spud Run Road in Harrison Township. The project will benefit 260 people.

Trumbull County received a \$300,000 Downtown Revitalization grant to revitalize the Central Business District in the city of Girard. The county will assist 57 private rehabilitation projects that include façade improvements and code violation corrections. The project also includes street resurfacing and sanitary sewer improvements.

Union County received a \$300,000 Critical Infrastructure grant to help the village of Richwood improve East Ottawa Street. The project will replace 1,800 linear feet of road, 3,600 linear feet of curb, 100 linear feet of storm sewer, 1,600 linear feet of waterline and 14,400 linear feet of sidewalk. The project will benefit 78 people. The county received another \$300,000 Critical Infrastructure grant to replace the bridge on County Road 55. The bridge spans the Big Darby Creek near Unionville Center. The project will benefit 257 people.

Van Wert County received a \$300,000 Critical Infrastructure grant to assist the village of Ohio City with infrastructure improvements. The project will improve 6,720 linear feet of storm sewer, 15 manholes, 25 catch basins and build a detention pond. The project will benefit 715 people.

Williams County received a \$300,000 Critical Infrastructure grant to assist the village of Montpelier with improvements on Main Street. The project will repair 1,500 linear feet of road, 160 linear feet of sidewalk, and install 26 curb cuts. The project will benefit 4,140 people.

WATER SUPPLY REVOLVING LOAN ACCOUNT (WSRLA) PROGRAM YEAR 2017 NOMINATION PERIOD

Ohio EPA is pleased to inform interested Ohio public water systems that nomination forms and instructions for the Water Supply Revolving Loan Account's (WSRLA) upcoming program year 2017 (July 1, 2016 - June 30, 2017) are now available on our website at: <http://epa.ohio.gov/defa/ofa.aspx> and <http://epa.ohio.gov/ddagw/financialassistance.aspx#113402734-drinking-water-assistance-fund> .

The WSRLA offers below-market rate loans to eligible public water systems to fund infrastructure improvements to eliminate public health threats and ensure compliance with federal and state drinking water laws and regulations.

To be considered for funding, all project nomination forms and required attachments must be submitted via email to DWAF.mail@epa.ohio.gov by **March 1, 2016** .

If you have any questions or need any assistance, please contact Monica Hogan or Kevin Spurbeck at (614) 644-2798 or at DWAF.mail@epa.ohio.gov

COMMITTEE SCHEDULE FOR WEEK OF JANUARY 18, 2016

Below is the committee schedule that has been announced for next week. If there are changes made to the list, we will post those to our website Monday.

[Committee Schedule](#)



UPdate

A weekly newsletter presented by AMP President/CEO Marc Gerken

January 22, 2016

Looking back at 2015: A year of progress

By Marc Gerken, PE – president/CEO

AMP and its members saw many industry changes in 2015. As you know, the AMP Board of Trustees adopted a strategic plan in September 2014 and staff made tremendous progress in 2015 on the plan's initiatives. While we can't cover all of the details in this article, the following highlights some of the key issues and accomplishments from the past year that have better positioned AMP to achieve its strategic goals.



MEMBER SERVICES

Following an extensive review of the programs and services offered by AMP, the Member Services initiative team held 11 regional member focus group meetings in the latter half of 2015 and one conference call for those who couldn't participate in person. The focus groups were a great opportunity to hear our members' points of view on programs, ideas for better communication and pressing issues at the local level. The feedback received has been compiled and was recently presented to the Board. The focus groups showed the core highlights of AMP's offerings are power supply, legislative/regulatory services and safety training.

The AMP technical services group had a great year, with events and milestones including the following:

- The 2015 AMP Lineworkers Rodeo was held in August and featured 30 competitors from Bryan, Central Virginia Electric Cooperative, Cleveland, Coldwater, Cuyahoga Falls, Piqua, Tipp City and Westerville.
- The 2015 Technical Services Conference was held in April, with more than 120 attendees from 31 AMP member communities in four states.
- In 2015, AMP's training programs were used by 159 employees from 61 communities in five states. Led by an Advisory Task Force, AMP offered 14 technical and lineworker classes in 2015.
- Approximately 1,000 AMP member community employees from 38 member utilities are trained monthly through AMP's OSHA program.
- In 2015, circuit rider services were provided regularly to participating AMP members and a fulltime circuit rider position was filled in October, which will allow this program to expand and improve.

AMP staff continued to provide members with information and services to help utilities run reliable systems. As of Dec. 1, 2015, AMP now offers eReliability Tracker services to all members through the American Public Power Association (APPA). The AMP Board of Trustees feels strongly that

see 2015 Page 2

AFEC weekly update

By Jerry Willman – assistant vice president of energy marketing

Fremont generation varied this week due to some operational issues that needed to be addressed. Over the weekend, CT 2 was taken off-line to investigate a combustion temperature problem. Fortunately, the unit was able to make it back online for the impending cold weather on Monday and Tuesday for a full plant dispatch.

On Wednesday, CT 2 was again taken out of service mid-day to make repairs to the exhaust. The plant was able to operate in a 1x1 configuration while CT 2 was off. Duct firing operated for 31 hours this week. The plant generated at a 60 percent capacity factor (based on 675 MW rating).

Energy markets update

By Jerry Willman

The prompt month February contract closed up 2 cents to settle at \$2.138/MMBtu after the National Weather Service posted a blizzard watch for the U.S. coastal Mid-Atlantic and Northeast regions. A mixture of cold and windy weather could stoke heating demand, which could support gas prices.

The EIA reported a bearish inventory number yesterday that U.S. gas storage inventories were reduced by 178 Bcf for the week ending Jan. 15, 2016. The EIA's inventory withdrawals figure yesterday was below the average Bloomberg estimate of 180 Bcf. Price strength in natural gas continues to be capped by the above-normal temperature pattern that emerges in the 6-15 day forecast window.

On-peak power prices for 2017 at AD Hub closed yesterday at \$36.85/MWh, which was \$0.15/MWh lower for the week.

measuring distribution reliability is important for municipal electric utilities and this service will help our members record, track and analyze outage data. Active participation in eReliability Tracker is also a benefit to AMP members as they can earn points toward APPA's Reliable Public Power Provider (RP3) designation; strong reliability metrics can be used to promote public power.

As of Jan. 3, 2016, the second Efficiency Smart contract had achieved 36,373 MWh – approximately 78 percent of the three-year target. Work has commenced on the third Efficiency Smart contract, and additional performance-based and on-demand products (at various price points) are being designed subject to the AMP Board's final approval.

SELECTIVE EXPANSION

As part of the strategic plan process, the Board adopted a growth policy, providing direction to staff, and also adopted a re-alignment strategy for communities seeking to change power supply.

In 2015, AMP welcomed two new members, the Town of Berlin, Maryland – the first AMP member from the state of Maryland, and the City of Benham, Kentucky – our fourth member in Kentucky. AMP is supplying both members with all requirements power supply. We look forward to working with our newest members in meeting the challenges of a complicated and ever-changing industry, and seeing the economies of scale and additional diversification further benefit all AMP members.

POWER SUPPLY

AMP has been busy initiating behind-the-meter solar and gas projects. Solar projects are in various states of design and construction across the AMP footprint. The anticipated subscription timing is approximately first quarter 2016 for solar projects and late 2016 for possible gas projects.

Last year, through the work of AMP's power supply group, energy control center and generation operations, our peak-shaving strategy hit all five coincident peaks (5 CPs) and transmission one coincident peak (1 CP), resulting in over \$23 million value of transmission and capacity savings for our behind-the-meter projects over the upcoming planning and calendar years.

AMP also leveraged the soft energy markets by negotiating and executing longer term remaining requirements energy contracts for 26 members.

We partnered with The Energy Authority (TEA) to find an alternative replacement trade capture program that could be used by AMP to replace our less-robust and antiquated system. PowerOptix was the software program that was chosen and is designed to be a single point of entry for activities that include demand bids and generation offers, trade capture, counterparty and member scheduling, and market settlement of wholesale market purchases and AMP system generation sales. The program was fully implemented in September.

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On Peak (16 hour) prices into AEP/Dayton Hub

Week ending Jan. 22				
MON	TUE	WED	THU	FRI
\$38.68	\$42.27	\$42.77	\$31.07	\$31.02
Week ending Jan. 15				
MON	TUE	WED	THU	FRI
\$31.66	\$30.90	\$37.28	\$25.07	\$24.09
AEP/Dayton 2017 5x16 price as of Jan. 21 — \$36.85				
AEP/Dayton 2017 5x16 price as of Jan. 14 — \$37.00				

Technical services schedule of events, courses is available

By Michelle Palmer, PE – vice president of technical services

The 2016 AMP Training Catalog will be mailed to members next week and is currently posted on the [Member Extranet](#). The catalog highlights the curriculum developed by AMP members for AMP members and describes competitively priced courses on a variety of utility operations subjects.

- Feb. 9-11: APPA Underground Distribution Systems
- March 15-17: Metering Course
- April 2-6: APPA Engineering and Operations Conference/Rodeo
- April 27-28: AMP Technical Services Conference
- May 18-19: AMP Underground Distribution Workshop
- June 13-17: Lineworker Basic 1
- June 27-July 1: Lineworker Intermediate
- July 12-14: Hotline Training
- Aug. 26-27: AMP Lineworkers Rodeo
- Sept. 12-16: Lineworker Basic 2
- Sept. 26-29: AMP/OMEA Conference
- Oct. 3-7: Lineworker Advanced
- Oct. 20-21: APPA Overhead Pole Line Design Workshop

AMP will also assist members interested in arranging local or regional sessions. For more information, please contact Jennifer Flockerzie, technical services program coordinator, at 614.540.0853 or jflockerzie@amppartners.org.

AMP's Training Advisory Committee is actively seeking feedback. Please pass along any comments or suggestions to me at mpalmer@amppartners.org.

ANNUAL OPERATIONS STATISTICS

	2015	2014
JV6 Wind capacity factor	21%	23%
Belleville capacity factor	71%	80%
AFEC capacity factor	58%	40%
Blue Creek Wind capacity factor	30%	29%
Napoleon Solar capacity factor	17%	17%
Prairie State capacity factor	80%	70%
Avg. A/D Hub On-Peak Rate	\$28/MWh	\$52/MWh
*Fremont capacity factor based on 675 MW rating		
*Solar capacity factor based on 3.54 MW rating		
*PS capacity factor based on 1,582 MW rating		

TECHNOLOGY ENABLEMENT

As part of the strategic plan, the Hosted Solutions team has been pursuing an Automated Metering Infrastructure (AMI) offering. We're nearing the completion of member selection and contracts, and the roll out of the pilot project is anticipated in early 2016. The AMI program will offer unique services that we believe will be beneficial to members.

2015 was a very busy year for AMP's Information Technology (IT) department. In addition to the day-to-day support, AMP IT began working on a number of projects to support the business units and the new hydro generation facilities:

- The Maximo system, used by the generation operations department to maintain the fleet of generation, was deployed at Belleville, Cannelton, Willow Island and Meldahl in 2015.
- AMP IT implemented several business process improvements in 2015 as well as an enterprise content management system designed to provide an electronic repository for AMP documents and records.
- 2015 was the three-year mark for AMP's OSI Monarch SCADA system and this year we put a renewed focus on availability, security and support of the system.
- A Corporate PI data historian was also implemented this year and is currently receiving and storing real time information. This system will serve as AMP's single source of truth for operational data going forward.
- The Continuous Emissions Monitoring Systems (CEMS) environments reached a new milestone for availability and data integrity in 2015.

TRANSMISSION RISK MITIGATION

In 2015, investor-owned utilities continued to make a concerted effort to focus on the transmission side of their business because of the guaranteed return on equity (ROE) – ranging from 10 to 13 percent – the Federal Energy Regulatory Commission (FERC) is granting them. As part of our efforts to help manage rising costs, AMP has continued to challenge FERC over this incentivizing because the increased cost of transmission investment is being pushed down to transmission-dependent entities like AMP and its members. AMP successfully negotiated a settlement reducing the FirstEnergy ROE, as well as a settlement on the Dayton Power & Light distribution costs.

Late in 2015, AMP added a vice president of transmission to the staff to further enhance our efforts in this area.

ORGANIZATIONAL DEVELOPMENT

The organizational development internal strategy has a broad list of goals and relationships with other teams where new staffing will be required. Some of the new initiatives launched in 2015 included a revamped performance evaluation system, online and leadership training for managers

and individual contributors, and working with managers on succession planning.

As part of AMP's ongoing efforts to retain the best and brightest employees, we were pleased that 11 AMP staff members completed a Leadership Edge training program. The course was tailored to help employees further develop their management and leadership skills.

There were many personnel changes at AMP this year. Human resources was busy; hiring 43 people for open and new positions, with a number of the new positions being operators at new hydro facilities.

You're probably also aware of the recent organizational changes we announced. Pam Sullivan and Jolene Thompson have both been named executive vice presidents. Sullivan will provide oversight to AMP's power supply and marketing services, generation operations and transmission; and Thompson will provide oversight to government relations, technical services, environmental af-

fairs, energy policy, business operations, human resources and member programs.

John Bentine, senior vice president and general counsel, also announced that he will retire from AMP in January 2017. We will look to the leadership from our strong in-house legal team during Bentine's transition from fulltime to a consulting capacity.

ECONOMIC MODEL REFINEMENT

The Economic Model Refinement group has preliminarily examined AMP's costs of internal services and is seeking to define those costs in the most equitable way possible. This includes overhead, and other costs, to ensure members are getting the most fair distribution of those costs. This exercise is timely as AMP moves to be a more operation-oriented business. Staff expects to complete the overhead analysis in time for the 2017 budgeting process.

AMP's financial strength and strong management continued to be recognized by the rating agencies in 2015. Moody's Investors Service affirmed AMP's A1 issuer, or entity, rating, identifying the outlook as stable. An A1 rating as opposed to a lower rating means the diligent work AMP and its members did to maintain creditworthiness will pay off in significant savings in power supply costs, interest rates and borrowing costs over the long term.

AMP is also positioned to achieve its margin projections in 2015. Strengthening our non-project General Fund liquidity makes AMP look more favorable to rating agencies, and positively positions us to meet cash requirements for any unexpected expenditures.

GENERATION

Belleville: The Belleville hydro project continued to be a valued asset in 2015 for the 42 participating communities. For OMEGA JV5 in 2015, Fitch Ratings affirmed its A rating

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in October, with a stable outlook; Moody's Investors Service affirmed its A1 rating in December, with a stable outlook; and Standard & Poor's affirmed its A- rating in April, with a stable outlook.

Hydro construction: With the exception of Smithland, each facility has at least one unit(s) in testing. Staff and the team continue with commissioning and testing. Smithland has been making excellent progress since the change in contractor in early 2015. You can follow the progress of the four projects on the hydro page of the [AMP website](#), where new photos are posted monthly.

Moody's Investors Service affirmed its A3 rating for Combined Hydro in September, with a stable outlook; and affirmed its A3 rating for Meldahl Hydro in June, with a stable outlook. Fitch Ratings also affirmed its A rating for Meldahl Hydro in April, with a stable outlook.

AMP Fremont Energy Center (AFEC): AFEC had a great year and has been able to help keep member portfolios competitive. With the past history of run times, it was very prudent for us to have long-term service with PSM. This summer, the facility surpassed 10,000,000 megawatt hours generated since commercial operation began in January 2012, which is on track with the plant's feasibility study. One change to note at AFEC is that Kyle Schimley took over the reins as facility manager in September 2015.

Prairie State Energy Campus (PSEC): Prairie State saw improvement throughout 2015. The facility's progress this past year is a prime example of how leadership can make a huge difference in getting things done. We have finally reached a point where the Prairie State plant is reliable. There are planned outages scheduled in 2016, which should help even more.

REGULATORY

AMP has a cross-departmental staff team and expert consultants assisting in our review of the challenges and opportunities associated with the U.S. Environmental Protection Agency's (USEPA) Clean Power Plan carbon regulations for existing generating facilities. National Economic Research Associates (NERA) has provided economic modeling and presented the information to the Board. We met numerous times with the USEPA, as well as with the Office of Management and Budget, to advocate that new hydropower facilities like ours be eligible to receive credits in the compliance regime. Those efforts were successful and we extend special appreciation to AMP Board members Steve Dupee, director of Oberlin Municipal Light & Power System, and Jeff Brediger, Orrville director of utilities; and Dover Mayor Richard Homrighausen, president of the OMEA Board, for their time commitments for that outreach.

The AMP staff team is engaged with the various state officials where we have assets, as well as working with the APPA, Prairie State Generating Campus (PSGC), Alliance For Fuel Options, Reliability and Diversity (AFFORD) and National Hydropower Association (NHA).

AMP shines member spotlight on City of Wadsworth

By Krista Selvage – director of media relations & communications

The City of Wadsworth is the latest member to be highlighted in AMP's online Member Spotlight. Located in northeast Ohio, Wadsworth offers the quaintness of a small town, coupled with the sophistication of a community that is progressive enough to offer its own municipal electric utility and high-speed Internet and cable services.



Learn more about Wadsworth and how the city is a leader in public power in the [Member Spotlight](#).

Call, webinar covers NERC topics

By Art Iler – director of reliability

AMP, in coordination with Utility Services Inc., will host its monthly NERC update call and webinar for members from 1:30 to 2:30 p.m. on Jan. 28. Topics to be discussed include: (i) NERC Materiality Panel and Materiality Reviews; (ii) "Implied Requirements"; (iii) FERC CIP V6 actions; (iv) PRC-005-6 Approval; and (v) NERC Survey Results. The presentation will be followed by a question and answer session.

Please contact me with questions, and for the dial-in number and webinar instructions at ailer@ampppartners.org or 614.540.0857.

Calendar

Feb. 9-11—APPA Constructing, Operating & Maintaining Underground Distribution Systems
AMP Headquarters, Columbus

March 7-9—APPA Legislative Rally
Grand Hyatt Washington, Washington, D.C.

March 10—AMP Finance & Accounting Meeting
New Martinsville, West Virginia

March 15-17—AMP Metering Course
Piqua, Ohio

April 2-6—APPA Rodeo and E&O Conference
Minneapolis, Minnesota

April 7—AMP Finance & Accounting Meeting
Philadelphia, Pennsylvania

April 26-27—AMP Technical Services Conference
AMP Headquarters, Columbus

May 5—AMP Finance & Accounting Meeting
Hillsdale, Michigan

May 18-19—AMP Underground Distribution Workshop
AMP Headquarters, Columbus

Trends in Sustainability: Tax credits extended for wind, solar

By David Deal – director of energy policy & sustainability

As was reported in the Dec. 18, 2015, edition of *Update*, the renewable energy Production and Investment Tax Credits for wind and solar generation have been extended as part of the \$1.1 trillion omnibus spending package (signed into law in December). Under the legislation, the 30 percent Investment Tax Credit (ITC) for solar will be extended for another three years. It will then ramp down incrementally through 2021, and remain at 10 percent permanently beginning in 2022.

The 2.3-cent Production Tax Credit (PTC) for wind will also be extended through next year. Projects that begin construction in 2017 will see a 20 percent reduction in the incentive and the PTC will continue to drop 20 percent each year, effectively phasing the credit out in 2020. Also included were geothermal, landfill gas, marine energy and incremental hydro, which will each get a one-year PTC extension. In addition, the bill expanded grants for energy

and water efficiency.

According to GTM Research, the ITC extension will help spur nearly 100 cumulative gigawatts of solar installations by 2020, and an approximate increase of 30-40 GW as a result of the extension, resulting in \$130 billion in total investment during that period.

Please contact me with any questions at 614.540.0840 or ddeal@amppartners.org.



Classifieds

AMP posts available opportunities

American Municipal Power, Inc. (AMP) is seeking applicants for the following positions. For complete job descriptions, please visit the "careers" section of the AMP website or email to Teri Tucker at ttucker@amppartners.org.

Assistant Vice President Business Operations – Position develops and evaluates new business and program opportunities, and seeks methods to optimize current services and assets. Oversees all AMP-owned properties, vehicles and equipment. Oversees the Forestry Program and AMPO, Inc. Responsible for the budgets for all phases of these business operations. A four-year business-related degree is required, as is five years of high-level management experience. Previous work experience with public power related activity is strongly preferred.

Director of Government Affairs – This position serves as a primary Ohio Statehouse contact for AMP/OMEA, lobbies state lawmakers, and attends hearings and stakeholder meetings as appropriate. Manages advocacy efforts on behalf of AMP/OMEA, and builds and maintains coalitions. A four-year degree in political science, public relations, communications or a related field is required. At least three years of Ohio Statehouse experience as a legislative or agency staff member or lobbyist is highly desired. A background in utility issues is preferred.

Manager of Publications – With a strong emphasis on writing and editing, this position will assist with all

phases of AMP publications. A four-year degree in journalism, communications, public relations or a related field is required. Must have demonstrated experience in project management and meeting specified deadlines in a publications field. Experience in desktop publishing is preferred.

Montpelier seeks village manager

The Village of Montpelier is looking for qualified candidates to fill the position of Village Manager. Qualified candidates must have excellent communications and leadership skills and a minimum of an associate degree in public administration, business management, civil or electrical engineering or an equivalent combination of education and experience in a related field. At least five years progressive work experience in public utilities, parks, street, police and fire departments. Experience with municipal owned electric preferred.

Job requires travelling and being an active member of different boards and associations. Qualified candidates must also possess a valid Ohio Driver's license. Wage established in Resolution 1118 and may be found on the village website.

A full job description is available [here](http://www.montpelieroh.net). The Village Manager is a position appointed by council. The powers and duties may be found in the Montpelier Village Charter Section 6.05, and can be found at www.montpelieroh.net.

see CLASSIFIEDS Page 6



CLASSIFIEDS continued from Page 5

Cover letter and resume with references should be received by the Village of Montpelier, Clerk of Council by Feb. 12, 2016, at 211 N. Jonesville St., P.O. Box 148, Montpelier, OH 43543. Please do not submit electronically. EEOE.

DEMEC member Newark seeks director of finance candidates

The City of Newark is seeking a dynamic and collaborative leader to serve as its Director of Finance. This is a management level position responsible for all financial operations, including accounting, budgeting, asset management, risk management and utility rate administration (water, sewer and electric). Director oversees 14 employees and reports directly to the City Manager.

The ideal candidate must have at minimum five years management experience supervising employees and shall possess excellent written and oral communication skills, strong work record and a focus on internal and external customer service. Candidate shall also possess a master's degree in public or business administration (MPA/MBA), CPA designation, or equivalent experience. Understanding and experience with Governmental Accounting Standards Board (GASB) a plus. It is expected that candidates will possess broad financial knowledge and practices, and be a team-oriented self-starter with a passion for a career in government finance.

Starting salary range \$92,703 - \$117,299 with an excellent benefit package. A full job description is available on the [city website](#). Interested individuals need to complete an application online [here](#) by 4 p.m. Friday, Feb. 12.

Princeton seeks general manager candidates

The Electric Plant Board of the City of Princeton, Kentucky (PEPB) is seeking qualified applicants for its General Manager position. Qualified candidates must possess exemplary interpersonal and communication skills. The candidate must be a proven leader and demonstrate the ability and willingness to participate in community-wide endeavors and projects.

The General Manager reports to the Board of Directors and is responsible for the daily operations of the utility and its business affairs pursuant to the budgets, policies and programs approved by the Board. The General Manager directs a professional staff of employees with substantial experience in all aspects of the public power industry.

PEPB will be accepting resumes until March 1, 2016. Candidates desiring to be considered for the General Manager position must submit a cover letter, resume, salary history, and a minimum of four professional references to: Princeton Lumber Company, Attention: Rumsey B. Taylor III, RE: Princeton Electric Plant Board General Manager, Post Office Box 590, Princeton, KY 42445. For the complete listing of this classified, visit the [AMP website](#).

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- Governance Series: Public Power's Unique Business Model and Governance Structure **Feb. 11**
- Electric Utility 101 Series: Generation **Feb. 16**
- Governance Series: Legal Obligations, Duties and Responsibilities of Public Power Governing Boards **March 10**
- Electric Utility 101 Series: Substations **March 15**
- Rating Agency Outlook for Public Power **March 16**




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