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# Memorandum

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**To:** Mayor & Members of Council  
**From:** Monica Irelan, City Manager  
**Subject:** General Information  
**Date:** May 13, 2016

## CALENDAR

Monday, May 16<sup>th</sup>

**AGENDA – City Tree Commission @6:00 pm**

**AGENDA – Strategic Vision Ad-Hoc Committee @6:30 pm**

2. Discussion Regarding **Citizen Survey Update** – please see the attached packet.

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**AGENDA - City Council @7:00 pm**

## C. APPROVAL OF MINUTES

## G. INTRODUCTION OF NEW ORDINANCES AND RESOLUTIONS

1. **RESOLUTION NO. 017-16**, a Resolution Adopting the 2017 Tax Budget for the City of Napoleon, Ohio, as required in Section 5705.28 of the ORC and Directing the Finance Director to file the same with the County Auditor; and Declaring an Emergency.
  - The proposed schedules for the 2017 Tax Budget and 2017 Appropriation Budget are also enclosed
2. **RESOLUTION NO. 018-16**, a Resolution Authorizing the City Manager to Enter into a Contract for the Purchase of Sodium Chloride in Cooperation with ODOT; and Declaring an Emergency.

## H. SECOND READINGS OF ORDINANCES AND RESOLUTIONS

1. **RESOLUTION NO. 015-16**, a Resolution Authorizing Enrollment in the Ohio Rural Water Association 2017 Workers' Compensation Pool, and Authorizing the Expenditure of Funds and Directing the City Manager to Enter into a Professional Service Contract with Comp Management, LLC, a Workers' Compensation Administrator; and Declaring an Emergency. (Suspension Requested)

## I. THIRD READINGS OF ORDINANCES AND RESOLUTIONS

1. **ORDINANCE NO. 013-16**, an Ordinance Adopting a New City Investment Policy in and for the City of Napoleon, Ohio (Investment Policy No. IP 16-0003); Repealing Ordinance No. 87-99 and Policy No. 0002 as was Periodically Amended

## J. GOOD OF THE CITY (*Discussion/Action*)

1. Recommendation to Approve the **May 2016 Power Supply Cost Adjustment Factor**
2. Recommendation to Continue with the **Current Sewer Lateral Policy** - from the Water/Sewer Committee.

3. Recommendation to Approve **fifty percent (50%) Forced Assessment** of the Project Cost for the **Round House Road Project** - from the Municipal Properties/ED Committee.
4. Acceptance of a **Donation from the Henry County Community Foundation, Inc.** to the Parks and Recreation Department
5. Review of **Sidewalk Policy** – as noted in E.4.a., the sidewalk policy was reviewed by the Municipal Properties/ED Committee and referred back to Council.
6. Award of the **Water Treatment Plant UV Disinfection Improvements Project** – enclosed is a Memorandum from Chad with his recommendation for award.

#### INFORMATIONAL ITEMS

1. **CANCELLATION** – *Parks & Recreation Committee Meeting*
2. **HENRY COUNTY CHAMBER GOLF OUTING**/Friday, August 5, 2016

MI:rd

Records Retention - CM-11 - 2 Years

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

 Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>	<b>2</b> 7:00 PM City Council Meeting Seasonal Cleanup Week	<b>3</b> 4:30 PM Civil Service Commission Meeting Seasonal Cleanup Week	<b>4</b> Seasonal Cleanup Week	<b>5</b> Seasonal Cleanup Week	<b>6</b> Seasonal Cleanup Week	<b>7</b>
<b>8</b>	<b>9</b> 6:30 PM Electric Committee/BOPA Meeting 7:00 PM Water/Sewer Committee Meeting 7:30 PM Municipal Properties/ED Committee Meeting	<b>10</b> 10:30 AM Privacy Committee Mtg.	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b> 6:00 PM Tree Commission Meeting 6:30 PM Ad-Hoc Committee on Strategic Vision 7:00 PM City Council Meeting	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b> 6:30 PM FINANCE & BUDGET Committee Meeting 7:30 PM SAFETY & HUMAN RESOURCES Committee Meeting	<b>24</b>	<b>25</b> 5:00 PM Special Planning Commission Meeting	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b> 10:00 AM Memorial Day Parade and Program Service HOLIDAY - Memorial Day - O	<b>31</b>	<b>1</b> 6:00 PM River City Rodders Downtown Cruise-in	<b>2</b>	<b>3</b> 7:00 PM Rally in the Alley	<b>4</b>

City of Napoleon, Ohio  
Tree Commission

LOCATION: Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio  
Meeting Agenda  
Monday, May 16, 2016 at 6:00pm

- I. Approval of Minutes of April 18, 2016 (*In the absence of any objections or corrections, the Minutes shall stand approved.*)
- II. Tree Call Report
- III. Any other matters to come before the Commission
- IV. Adjournment

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Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio  
Tree Commission  
Meeting Minutes  
Monday, April 18, 2016 at 6:00pm

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**PRESENT**

**Commission**

David Volkman - Chair, Bill Rohrs, Kirk Etzler, Jim Fitzenreiter, Ed Clausing  
Joe Bialorucki – Council Representative

**City Staff**

Marty Crossland

**Recorder**

Anne Taylor attending

**Others**

Mayor Jason Maassel

**ABSENT**

**Members**

**Call To Order**

Bill Rohrs called the meeting to order at 6:00 pm and welcomed new Member Ed Clausing.

**Approval Of Minutes**

Minutes from the March 21, 2016 meeting stand approved as presented with no objections or corrections.

**Swearing In Of New Member Ed Clausing To The Committee As Appointed By Mayor Jason P. Maassel**

Ed Clausing, appointed by Mayor Jason P. Maassel, was sworn in as a member of the Tree Commission.

**Tree Call Report**

Crossland distributed and reviewed the tree call report. (See Attached)  
Etzler questioned the need to remove three (3) trees from 1415 Oakdale Drive with Crossland responding that they are low priority. Fitzenreiter expressed his trust in Crossland in deciding if it is a necessity to remove. Bialorucki provided a street view from his cell phone to show members the placement and condition of the trees in question. Etzler agreed to put the request on the list as a low priority.

Crossland had an additional request on a pine tree not listed on the report which is located at 715 Wayne Street. Crossland has not had the opportunity to inspect this tree.

Etzler questioned if the Winter weather damaged any trees with Crossland responding that he did not believe there was much damage if any.

**David Volkman arrived at 6:11 pm**

**Spring Programs**

Crossland reported that the Spring program is near completion. All trees are cut down for the removal, with some stumps needing to be removed yet due to the wet weather. Crossland advised the contract deadline is May 14, 2016.



City of Napoleon, Ohio  
Ad Hoc Committee on Strategic Vision

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

Meeting Agenda  
Monday, May 16, 2016 at 6:30pm

- I. Approval of Minutes (*In the absence of any objections or corrections, the Minutes shall stand approved*)
- II. Discussion regarding Citizen Survey Update
- III. Any other matters assigned to the Committee
- IV. Adjournment

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Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio  
Ad Hoc Committee On Strategic Vision

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

**PRESENT**

**Members**  
**City Staff**

**Recorder**  
**Others**

**ABSENT**

Travis Sheaffer – Chair, Dan Baer, Jason Maassel  
Monica Irelan, City Manager  
Gregory Heath, Finance Director/Clerk of Council  
Tammy Fein  
Media  
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**

Chairman Sheaffer called the meeting to order at 7:00pm.

**Approval Of Minutes**

Minutes from the October 5, 2015 meeting stand approved with no objections or corrections.

**Discussion Regarding City  
Vision Statement, Mission  
Statement And Goals**

Irelan reviewed the Mission Statement of the City of Napoleon, distributing a memo regarding that Strategic Planning process; see attached. Irelan believes the process must be promoted locally, adding that Council and senior Staff must agree on the importance. Irelan reported that a proper environmental scan must be part of the process to ensure the final plan is not flawed.

Irelan outlined pitfalls that other communities have discovered, including that the Strategic Plan must be a fluid document that allows for revisions, and other people must be involved in the strategic planning which must be evaluated according to what can be afforded. Maassel believes this must be reviewed every two (2) years as there is a new Council; Irelan added that trending purposes use three (3) to five (5) years as a standard but believes a review every two (2) years and a reevaluation every five (5) years is a good idea. Irelan suggested a top down decision making model for the initial strategic planning process, adding that the Committee must trust Irelan as a leader for this process to work effectively.

Irelan reported that ethics is one of the most important aspects of the process; personal interests and perceptions must be left out and the focus must be on the community. Irelan reported the first step must be to find the stakeholders then to engage the entire community in the strategic planning. Irelan reported that the core values and the Vision Statement are used to create the Mission Statement. Irelan reminded the Committee that a strengths, weaknesses, opportunities, and threats (SWOT) analysis can be created to maximize strengths and minimize weaknesses and threats.

Irelan suggested that the Committee discuss who the stakeholders should be to help create this plan. Baer asked if the City has had a Strategic Plan in the past;

Sheaffer replied no. Heath asked for examples of entities that have created a Strategic Plan and how the process was implemented; Sheaffer asked if a specific plan could be used as an example. Irelan shared the Strategic Plan of Kingsport, Tennessee. Heath stated that statistics can be tracked, but believes the City must help to implement the processes to implement the goals listed. Sheaffer asked Irelan to bring an example for the Committee; Irelan will distribute this information. Irelan stated that all data has value in the cost going into the plan; the data will be used to meet the goals however the Committee must be financially and emotionally ready to invest in the Strategic Plan. Sheaffer believes this ties into Priority Based Budgeting to determine the priorities of level of service and including input from residents will help to allocate funds as necessary; Baer agreed, the resident input shows where the funding should be allocated leading to a benefit system leading to increased revenue. Irelan stated that she wants to be part of moving the City forward and this will help to direct the future. Irelan asked the Committee who they thought the stakeholders should be. Maassel noted that there are many CIC plans on the shelf currently; Sheaffer noted the plans could be used as plans to help direct the strategic planning. Sheaffer suggested Napoleon Alive representatives; Baer suggested the CIC and the COC. Irelan suggested some of the social networks. Sheaffer asked how many members should be asked; Irelan suggested one (1) member from each of the four (4) outlined groups. Heath asked if a consultant was considered; Irelan replied there was some funding budgeting for a community survey and a third party administrator. Heath asked if this will create a Board or Commission with formal meetings, dates, times and Minutes; Irelan does not think this should be a formal Commission. Sheaffer suggested resending the Reville Study, the MMVPC Study to reread. Maassel stated that Charter Review information must be filed in June and stated concerns about meeting enough to get everything done; Irelan suggested holding off until June after Charter Review Commission is completed; Sheaffer believes the PBB information will be delayed; Heath stated there is money budgeted for the community survey; Irelan will research the data collection timeline. Maassel agrees that this must be done, but wants this to be done correctly and this involves time; suggesting reviewing the information distributed at this meeting and meeting on the fourth Monday of February; the Committee agreed.

**Motion To Table Discussion**

Motion: Maassel Second: Baer  
 To table discussion regarding City Vision Statement, Mission Statement and Goals

**Passed**  
**Yea- 3**  
**Nay- 0**

Roll call vote on above motion:  
 Yea- Sheaffer, Baer, Maassel  
 Nay-

**Any Other Matters Assigned To The Committee**

None

**Motion To Adjourn**

Motion: Baer Second: Maassel  
 To adjourn the meeting at pm

**Passed**  
**Yea- 3**  
**Nay- 0**

Roll call vote on above motion:  
 Yea- Sheaffer, Baer, Maassel  
 Nay-

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**Date**

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Travis Sheaffer, Chair

DRAFT



Dear Napoleon Resident,

It won't take much of your time to make a big difference!

Your household has been randomly selected to participate in a survey about your community. Your survey will arrive in a few days.

Thank you for helping create a better City!

Sincerely,



Monica Ireland  
City Manager

Dear Napoleon Resident,

It won't take much of your time to make a big difference!

Your household has been randomly selected to participate in a survey about your community. Your survey will arrive in a few days.

Thank you for helping create a better City!

Sincerely,



Monica Ireland  
City Manager

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Monica Ireland  
City Manager



City of Napoleon  
255 West Riverview Avenue,  
PO Box 151  
Napoleon, OH 43545

Presorted  
First Class Mail  
US Postage  
PAID  
Boulder, CO  
Permit NO. 94



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*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](http://www.napoleonohio.com)

May 2016

Dear City of Napoleon Resident:

Please help us shape the future of Napoleon! You have been selected at random to participate in the 2016 Napoleon Citizen Survey.

Please take a few minutes to fill out the enclosed survey. Your participation in this survey is very important – especially since your household is one of only a small number of households being surveyed. Your feedback will help Napoleon make decisions that affect our City.

**A few things to remember:**

- **Your responses are completely anonymous.**
- In order to hear from a diverse group of residents, the adult 18 years or older in your household who most recently had a birthday should complete this survey.
- **You may return the survey by mail in the enclosed postage-paid envelope, or you can complete the survey online at:**

[www.n-r-c.com/survey/xx.htm](http://www.n-r-c.com/survey/xx.htm)

If you have any questions about the survey please call 419-592-4010.

Thank you for your time and participation!

Sincerely,

Monica Ireland  
City Manager



# 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](http://www.napoleonohio.com)

June 2016

Dear City of Napoleon Resident:

Here's a second chance if you haven't already responded to the 2016 Napoleon Citizen Survey! **(If you completed it and sent it back, we thank you for your time and ask you to recycle this survey. Please do not respond twice.)**

Please help us shape the future of Napoleon! You have been selected at random to participate in the 2016 Napoleon Citizen Survey.

Please take a few minutes to fill out the enclosed survey. Your participation in this survey is very important – especially since your household is one of only a small number of households being surveyed. Your feedback will help Napoleon make decisions that affect our City.

### A few things to remember:

- **Your responses are completely anonymous.**
- In order to hear from a diverse group of residents, the adult 18 years or older in your household who most recently had a birthday should complete this survey.
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If you have any questions about the survey please call 419-592-4010.

Thank you for your time and participation!

Sincerely,

Monica Ireland  
City Manager

# The City of Napoleon 2016 Citizen Survey

Please complete this questionnaire if you are the adult (age 18 or older) in the household who most recently had a birthday. The adult's year of birth does not matter. Please select the response (by circling the number or checking the box) that most closely represents your opinion for each question. Your responses are anonymous and will be reported in group form only.

**1. Please rate each of the following aspects of quality of life in Napoleon:**

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Napoleon as a place to live .....	1	2	3	4	5
Your neighborhood as a place to live.....	1	2	3	4	5
Napoleon as a place to raise children .....	1	2	3	4	5
Napoleon as a place to work.....	1	2	3	4	5
Napoleon as a place to visit.....	1	2	3	4	5
Napoleon as a place to retire .....	1	2	3	4	5
The overall quality of life in Napoleon .....	1	2	3	4	5

**2. Please rate each of the following characteristics as they relate to Napoleon as a whole:**

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Overall feeling of safety in Napoleon.....	1	2	3	4	5
Overall ease of getting to the places you usually have to visit.....	1	2	3	4	5
Quality of overall natural environment in Napoleon.....	1	2	3	4	5
Overall "built environment" of Napoleon (including overall design, buildings, parks and transportation systems) .....	1	2	3	4	5
Health and wellness opportunities in Napoleon .....	1	2	3	4	5
Overall opportunities for education and enrichment.....	1	2	3	4	5
Overall economic health of Napoleon .....	1	2	3	4	5
Sense of community.....	1	2	3	4	5
Overall image or reputation of Napoleon.....	1	2	3	4	5

**3. Please indicate how likely or unlikely you are to do each of the following:**

	<i>Very likely</i>	<i>Somewhat likely</i>	<i>Somewhat unlikely</i>	<i>Very unlikely</i>	<i>Don't know</i>
Recommend living in Napoleon to someone who asks.....	1	2	3	4	5
Remain in Napoleon for the next five years .....	1	2	3	4	5

**4. Please rate how safe or unsafe you feel:**

	<i>Very safe</i>	<i>Somewhat safe</i>	<i>Neither safe nor unsafe</i>	<i>Somewhat unsafe</i>	<i>Very unsafe</i>	<i>Don't know</i>
In your neighborhood during the day.....	1	2	3	4	5	6
In Napoleon's downtown/commercial area during the day.....	1	2	3	4	5	6

**5. Please rate each of the following characteristics as they relate to Napoleon as a whole:**

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Traffic flow on major streets .....	1	2	3	4	5
Ease of public parking.....	1	2	3	4	5
Ease of travel by car in Napoleon .....	1	2	3	4	5
Ease of travel by public transportation in Napoleon.....	1	2	3	4	5
Ease of travel by bicycle in Napoleon .....	1	2	3	4	5
Ease of walking in Napoleon.....	1	2	3	4	5
Availability of paths and walking trails .....	1	2	3	4	5
Air quality .....	1	2	3	4	5
Cleanliness of Napoleon .....	1	2	3	4	5
Overall appearance of Napoleon .....	1	2	3	4	5
Public places where people want to spend time.....	1	2	3	4	5
Variety of housing options.....	1	2	3	4	5
Availability of affordable quality housing .....	1	2	3	4	5
Fitness opportunities (including exercise classes and paths or trails, etc.) .....	1	2	3	4	5
Recreational opportunities.....	1	2	3	4	5
Availability of affordable quality food.....	1	2	3	4	5
Availability of affordable quality health care .....	1	2	3	4	5
Availability of preventive health services .....	1	2	3	4	5
Availability of affordable quality mental health care .....	1	2	3	4	5

**6. Please rate each of the following characteristics as they relate to Napoleon as a whole:**

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Availability of affordable quality child care/preschool.....	1	2	3	4	5
K-12 education.....	1	2	3	4	5
Adult educational opportunities.....	1	2	3	4	5
Opportunities to attend cultural/arts/music activities.....	1	2	3	4	5
Opportunities to participate in religious or spiritual events and activities.....	1	2	3	4	5
Employment opportunities.....	1	2	3	4	5
Shopping opportunities.....	1	2	3	4	5
Cost of living in Napoleon.....	1	2	3	4	5
Overall quality of business and service establishments in Napoleon.....	1	2	3	4	5
Vibrant downtown/commercial area.....	1	2	3	4	5
Overall quality of new development in Napoleon.....	1	2	3	4	5
Opportunities to participate in social events and activities.....	1	2	3	4	5
Opportunities to volunteer.....	1	2	3	4	5
Opportunities to participate in community matters.....	1	2	3	4	5
Openness and acceptance of the community toward people of diverse backgrounds.....	1	2	3	4	5
Neighborhoodliness of residents in Napoleon.....	1	2	3	4	5

**7. Please indicate whether or not you have done each of the following in the last 12 months.**

	<i>No</i>	<i>Yes</i>
Made efforts to conserve water.....	1	2
Made efforts to make your home more energy efficient.....	1	2
Observed a code violation or other hazard in Napoleon (weeds, abandoned buildings, etc.).....	1	2
Household member was a victim of a crime in Napoleon.....	1	2
Reported a crime to the police in Napoleon.....	1	2
Stocked supplies in preparation for an emergency.....	1	2
Campaigned or advocated for an issue, cause or candidate.....	1	2
Contacted the City of Napoleon (in-person, phone, email or web) for help or information.....	1	2
Contacted Napoleon elected officials (in-person, phone, email or web) to express your opinion.....	1	2

**8. In the last 12 months, about how many times, if at all, have you or other household members done each of the following in Napoleon?**

	<i>2 times a week or more</i>	<i>2-4 times a month</i>	<i>Once a month or less</i>	<i>Not at all</i>
Used Napoleon recreation centers or their services.....	1	2	3	4
Visited a neighborhood park or City park.....	1	2	3	4
Used Napoleon public libraries or their services.....	1	2	3	4
Participated in religious or spiritual activities in Napoleon.....	1	2	3	4
Attended a City-sponsored event.....	1	2	3	4
Used bus, rail, subway or other public transportation instead of driving.....	1	2	3	4
Carpooled with other adults or children instead of driving alone.....	1	2	3	4
Walked or biked instead of driving.....	1	2	3	4
Volunteered your time to some group/activity in Napoleon.....	1	2	3	4
Participated in a club.....	1	2	3	4
Talked to or visited with your immediate neighbors.....	1	2	3	4
Done a favor for a neighbor.....	1	2	3	4

**9. Thinking about local public meetings (of local elected officials like City Council or County Commissioners, advisory boards, town halls, HOA, neighborhood watch, etc.), in the last 12 months, about how many times, if at all, have you or other household members attended or watched a local public meeting?**

	<i>2 times a week or more</i>	<i>2-4 times a month</i>	<i>Once a month or less</i>	<i>Not at all</i>
Attended a local public meeting.....	1	2	3	4
Watched (online or on television) a local public meeting.....	1	2	3	4

# The City of Napoleon 2016 Citizen Survey

## 10. Please rate the quality of each of the following services in Napoleon:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
Police/Sheriff services.....	1	2	3	4	5
Fire services.....	1	2	3	4	5
Ambulance or emergency medical services.....	1	2	3	4	5
Crime prevention.....	1	2	3	4	5
Fire prevention and education.....	1	2	3	4	5
Traffic enforcement.....	1	2	3	4	5
Street repair.....	1	2	3	4	5
Street cleaning.....	1	2	3	4	5
Street lighting.....	1	2	3	4	5
Snow removal.....	1	2	3	4	5
Sidewalk maintenance.....	1	2	3	4	5
Traffic signal timing.....	1	2	3	4	5
Bus or transit services.....	1	2	3	4	5
Garbage collection.....	1	2	3	4	5
Recycling.....	1	2	3	4	5
Yard waste pick-up.....	1	2	3	4	5
Storm drainage.....	1	2	3	4	5
Drinking water.....	1	2	3	4	5
Sewer services.....	1	2	3	4	5
Power (electric and/or gas) utility.....	1	2	3	4	5
Utility billing.....	1	2	3	4	5
City parks.....	1	2	3	4	5
Recreation programs or classes.....	1	2	3	4	5
Recreation centers or facilities.....	1	2	3	4	5
Land use, planning and zoning.....	1	2	3	4	5
Code enforcement (weeds, abandoned buildings, etc.).....	1	2	3	4	5
<del>Animal control.....</del>	1	2	3	4	5
Economic development.....	1	2	3	4	5
Health services.....	1	2	3	4	5
Public library services.....	1	2	3	4	5
Public information services.....	1	2	3	4	5
Cable television.....	1	2	3	4	5
Emergency preparedness (services that prepare the community for natural disasters or other emergency situations).....	1	2	3	4	5
Preservation of natural areas such as open space, farmlands and greenbelts.....	1	2	3	4	5
Napoleon open space.....	1	2	3	4	5
City-sponsored special events.....	1	2	3	4	5
Overall customer service by Napoleon employees (police, receptionists, planners, etc.).....	1	2	3	4	5

## 11. Overall, how would you rate the quality of the services provided by each of the following?

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
The City of Napoleon.....	1	2	3	4	5
The Federal Government.....	1	2	3	4	5

## 12. Please rate the following categories of Napoleon government performance:

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Don't know</i>
The value of services for the taxes paid to Napoleon.....	1	2	3	4	5
The overall direction that Napoleon is taking.....	1	2	3	4	5
The job Napoleon government does at welcoming citizen involvement.....	1	2	3	4	5
Overall confidence in Napoleon government.....	1	2	3	4	5
Generally acting in the best interest of the community.....	1	2	3	4	5
Being honest.....	1	2	3	4	5
Treating all residents fairly.....	1	2	3	4	5

**13. Please rate how important, if at all, you think it is for the Napoleon community to focus on each of the following in the coming two years:**

	<i>Essential</i>	<i>Very important</i>	<i>Somewhat important</i>	<i>Not at all important</i>
Overall feeling of safety in Napoleon.....	1	2	3	4
Overall ease of getting to the places you usually have to visit.....	1	2	3	4
Quality of overall natural environment in Napoleon.....	1	2	3	4
Overall "built environment" of Napoleon (including overall design, buildings, parks and transportation systems) .....	1	2	3	4
Health and wellness opportunities in Napoleon .....	1	2	3	4
Overall opportunities for education and enrichment.....	1	2	3	4
Overall economic health of Napoleon .....	1	2	3	4
Sense of community.....	1	2	3	4

**xx. Custom Question #1 Custom Question #1**

Scale point 1       Scale point 2       Scale point 3       Scale point 4       Scale point 5

**xx. Custom Question #2 Custom Question #2**

Scale point 1       Scale point 2       Scale point 3       Scale point 4       Scale point 5

**xx. Custom Question #3 Custom Question #3**

Scale point 1       Scale point 2       Scale point 3       Scale point 4       Scale point 5

**xx. OPTIONAL [See Worksheets for details and price of this option] Open-Ended Question Open-Ended Question**

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# The City of Napoleon 2016 Citizen Survey

**Our last questions are about you and your household. Again, all of your responses to this survey are completely anonymous and will be reported in group form only.**

**D1. How often, if at all, do you do each of the following, considering all of the times you could?**

	<i>Never</i>	<i>Rarely</i>	<i>Sometimes</i>	<i>Usually</i>	<i>Always</i>
Recycle at home .....	1	2	3	4	5
Purchase goods or services from a business located in Napoleon.....	1	2	3	4	5
Eat at least 5 portions of fruits and vegetables a day .....	1	2	3	4	5
Participate in moderate or vigorous physical activity .....	1	2	3	4	5
Read or watch local news (via television, paper, computer, etc.) .....	1	2	3	4	5
Vote in local elections.....	1	2	3	4	5

**D2. Would you say that in general your health is:**

- Excellent       Very good       Good       Fair       Poor

**D3. What impact, if any, do you think the economy will have on your family income in the next 6 months? Do you think the impact will be:**

- Very positive       Somewhat positive       Neutral       Somewhat negative       Very negative

**D4. What is your employment status?**

- Working full time for pay  
 Working part time for pay  
 Unemployed, looking for paid work  
 Unemployed, not looking for paid work  
 Fully retired

**D5. Do you work inside the boundaries of Napoleon?**

- Yes, outside the home  
 Yes, from home  
 No

**D6. How many years have you lived in Napoleon?**

- Less than 2 years       11-20 years  
 2-5 years       More than 20 years  
 6-10 years

**D7. Which best describes the building you live in?**

- One family house detached from any other houses  
 Building with two or more homes (duplex, townhome, apartment or condominium)  
 Mobile home  
 Other

**D8. Is this house, apartment or mobile home...**

- Rented  
 Owned

**D9. About how much is your monthly housing cost for the place you live (including rent, mortgage payment, property tax, property insurance and homeowners' association (HOA) fees)?**

- Less than \$300 per month  
 \$300 to \$599 per month  
 \$600 to \$999 per month  
 \$1,000 to \$1,499 per month  
 \$1,500 to \$2,499 per month  
 \$2,500 or more per month

**D10. Do any children 17 or under live in your household?**

- No       Yes

**D11. Are you or any other members of your household aged 65 or older?**

- No       Yes

**D12. How much do you anticipate your household's total income before taxes will be for the current year? (Please include in your total income money from all sources for all persons living in your household.)**

- Less than \$25,000  
 \$25,000 to \$49,999  
 \$50,000 to \$99,999  
 \$100,000 to \$149,999  
 \$150,000 or more

**Please respond to both questions D13 and D14:**

**D13. Are you Spanish, Hispanic or Latino?**

- No, not Spanish, Hispanic or Latino  
 Yes, I consider myself to be Spanish, Hispanic or Latino

**D14. What is your race? (Mark one or more races to indicate what race you consider yourself to be.)**

- American Indian or Alaskan Native  
 Asian, Asian Indian or Pacific Islander  
 Black or African American  
 White  
 Other

**D15. In which category is your age?**

- 18-24 years       55-64 years  
 25-34 years       65-74 years  
 35-44 years       75 years or older  
 45-54 years

**D16. What is your sex?**

- Female       Male

**D17. Do you consider a cell phone or land line your primary telephone number?**

- Cell       Land line       Both

**Thank you for completing this survey. Please return the completed survey in the postage-paid envelope to: National Research Center, Inc., PO Box 549, Belle Mead, NJ 08502**

# \* Customized Questions

## Infrastructure or Public Safety Tax Increase:

To what extent would you support or oppose legislation to increase the local income tax by 0.29 percent if it would be put towards public safety projects such as Police, Fire, and Paramedicine?

- Strongly support
- Somewhat support
- Somewhat oppose
- Strongly oppose
- Don't know

To what extent would you support or oppose legislation to increase the local income tax by 0.29 percent if it would be put towards community infrastructure projects such as road resurfacing, road and sidewalk reconstruction, repair, and maintenance?

- Strongly support
- Somewhat support
- Somewhat oppose
- Strongly oppose
- Don't know

By asking two different questions, we will be able to measure the difference in support for a tax increase for public safety vs. infrastructure. In both of these, it's best to provide a dollar or percentage increase, if possible, and also to provide specific examples of what the funds might be used for. Another benefit to framing the questions this way is that we'll be able to see not only the level of support but also the level of opposition (which is highly useful for possible ballot initiatives).

Pool Questions:

How would you rate the overall quality of the Napoleon City Pool (size, amenities offered, hours, etc.)?

- Excellent
- Good
- Fair
- Poor
- Don't know

In the past year, how many times, if at all, have you or a member of your household visited the Napoleon City Pool?

- 2 times a week or more
- 2-4 times a month
- Once a month or less
- Not at all

If you or a household member visit the Napoleon City Pool, what activities do you use it for? (Please select all that apply.)

- Lap swimming
- Recreational swimming
- Swim classes
- Aquatic Club
- Fourth of July Free Swim
- Pool Rental

The City is considering building a new public pool (include specifics here such as expanded size, more amenities offered, etc.) Please indicate your level of support, if any, for each of the following options:

	Strongly	Somewhat	Somewhat	Strongly	Don't
	<u>support</u>	<u>support</u>	<u>oppose</u>	<u>oppose</u>	<u>know</u>
A tax increase of 0.2%/year for 4 years to build					
a new, expanded City pool facility	1	2	3	4	5

A tax increase of 0.1%/year for 2 years to make					
repairs to the existing City pool, with an expected					
completion date of 2018	1	2	3	4	5

No tax increases; repairs to existing City pool					
would be completed in 2022 year	1	2	3	4	5

The benefit of asking the questions as outlined above is that we will be able to get at a variety of information. The first question assesses general public opinion of the pool whether the resident has used it or not (those who have not will likely select "don't know", and if they don't, they feel they have enough information to have an opinion). The second and third questions get at actual resident use, and the last question will yield useful information about residents' willingness to pay for upgrades and repairs.

# City of Napoleon, Ohio

## City Council

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

### Meeting Agenda

Monday, May 16, 2016 at 7:00pm

- A. Attendance** *(Noted by the Clerk)*
- B. Prayer & Pledge of Allegiance**
- C. Approval of Minutes:** *(In the absence of any objections or corrections, the minutes shall stand approved.)*
- D. Citizen Communication**
- E. Reports from Council Committees**
  - 1. **Parks & Recreation Committee** did not meet on Monday, May 16, 2016 due to lack of agenda items.
  - 2. **Electric Committee** met on Monday, May 9, 2016 and recommended:
    - a. Approval of May, 2016 Power Supply Cost Adjustment Factor
  - 3. **Water, Sewer, Refuse, Recycling & Litter Committee** met on Monday, May 9, 2016 and reviewed:
    - a. Sewer lateral charges and policy.
  - 4. **Municipal Properties, Buildings, Land Use & Economic Development Committee** met on Monday, May 9, 2016 and reviewed:
    - a. Sidewalk policy was reviewed and referred the item to Council.
- F. Reports from Other Committees, Commissions and Boards** *(Informational Only-Not Read)*
  - 1. **Board of Public Affairs** met on Monday, May 09, 2016 with the following agenda items:
    - a. Review of Power Supply Cost Adjustment Factor
    - b. Electric Department Report
  - 2. **Board of Zoning Appeals** did not meet on Tuesday, May 10, 2016 due to the lack of agenda items
  - 3. **Planning Commission** did not meet on Tuesday, May 10, 2016 due to lack of agenda items.
  - 4. **Tree Commission** met On Monday, May 16, 2016 with the following agenda items:
    - a. Tree Call Report
- G. Introduction of New Ordinances and Resolutions**
  - 1. **Resolution No. 017-16:** A Resolution Adopting the 2017 Tax Budget for the City of Napoleon, Ohio, as required in Section 5705.28 of the ORC and Directing the Finance Director to File the Same with the County Auditor; and Declaring an Emergency.
  - 2. **Resolution No. 018-16:** A Resolution Authorizing the City Manager to Enter into a Contract for the Purchase of Sodium Chloride in Cooperation with ODOT; and Declaring an Emergency.
- H. Second Readings of Ordinances and Resolutions**
  - 1. **Resolution No. 015-16:** A Resolution Authorizing Enrollment in the Ohio Rural Water Association 2017 Workers' Compensation Pool, and Authorizing the Expenditure of Funds and Directing the City Manager to Enter into a Professional Service Contract with CompManagement, LLC, a Workers' Compensation Administrator; Suspension Requested.
- I. Third Readings of Ordinances and Resolutions**
  - 1. **Ordinance No. 013-16:** An Ordinance Adopting a New City Investment Policy in and for the City of Napoleon, Ohio (Investment Policy No. IP 16-0003); Repealing Ordinance No. 87-99 and Policy No. 0002 As Was Periodically Amended
- J. Good of the City** *Any other business as may properly come before Council, including but not limited to:*
  - 1. **Discussion/Action:** Recommendation to approve the May, 2016 Power Supply Cost Adjustment Factor as follows: PSCAF three (3) month averaged factor: \$ 0.00225; JV2: \$ 0.028009; JV5: \$ 0.028009
  - 2. **Discussion/Action:** Recommendation from WSRRL to continue with current sewer lateral policy
  - 3. **Discussion/Action:** Recommendation to approve Fifty Percent (50%) forced assessment of the project cost for Round House Road from the Municipal Properties, Buildings, Land Use & Economic Development Committee

4. **Discussion/Action:** Acceptance of a donation from the Henry County Community Foundation, Inc. in the amount of \$369.00 to the Parks and Recreation Department
  5. **Discussion/Action:** Review of sidewalk policy
  6. **Discussion/Action:** Awarding of the Bid for the City of Napoleon Water Treatment Plant UV Disinfection Improvements
- K. Executive Session** *(As needed)*
- L. Approve Payment of Bills and Approve Financial Reports** *(In the absence of any objections or corrections, the payment of bills and financial reports shall stand approved.)*
- M. Adjournment**

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*Gregory J. Heath, Finance Director/Clerk of Council*

**A. Items Referred or Pending in Committees of Council**

**1. Technology & Communication Committee (1<sup>st</sup> Monday)**

*(Next Regular Meeting: Monday, June 6, 2016 @ 6:15 pm)*

**2. Electric Committee (2<sup>nd</sup> Monday)**

*(Next Regular Meeting: Monday, June 13, 2016 @ 6:30 pm)*

a. Review of Power Supply Cost Adjustment Factor

b. Electric Department Report

**3. Water, Sewer, Refuse, Recycling & Litter Committee (2<sup>nd</sup> Monday)**

*(Next Regular Meeting: Monday, June 13, 2016 @ 7:00 pm)*

**4. Municipal Properties, Buildings, Land Use & Economic Development Committee (2<sup>nd</sup> Monday)**

*(Next Regular Meeting: Monday, June 13, 2016 @ 7:30 pm)*

a. Updated Info from Staff on Economic Development (as needed)

**5. Parks & Recreation Committee (3<sup>rd</sup> Monday)**

*(Next Regular Meeting: Monday, June 20, 2016 @ 6:15 pm)*

**6. Finance & Budget Committee (4<sup>th</sup> Monday)**

*(Next Regular Meeting: Monday, June 23, 2016 @ 6:30 pm)*

**7. Safety & Human Resources Committee (4<sup>th</sup> Monday)**

*(Next Meeting: Monday, June 23, 2016 @ 7:30 pm)*

2016 Regular Meetings with Townships scheduled for February and November

**8. Personnel Committee (As needed)**

**9. Ad Hoc Committee on Strategic Vision (As needed)**

**10. Charter Review Commission (As needed)**

**B. Items Referred or Pending In Other City Committees, Commissions & Boards**

**1. Board of Public Affairs (2<sup>nd</sup> Monday)**

*(Next Regular Meeting: Monday, June 13, 2016 @ 6:30 pm)*

a. Review of Power Supply Cost Adjustment Factor

b. Electric Department Report

**2. Board of Zoning Appeals (2<sup>nd</sup> Tuesday)**

*(Next Regular Meeting: Tuesday, June 14, 2016 @ 4:30 pm)*

**3. Planning Commission (2<sup>nd</sup> Tuesday)**

*(Special Meeting, Wednesday, May 25, 2016 @ 5:00 pm;*

*Next Regular Meeting: Tuesday, June 14, 2016 @ 5:00 pm)*

**4. Tree Commission (3<sup>rd</sup> Monday)**

*(Next Regular Meeting: Monday, June 20, 2016 @ 6:00 pm)*

**5. Civil Service Commission (4<sup>th</sup> Tuesday)**

*(Next Regular Meeting: Tuesday, May 24, 2016 @ 4:30 pm)*

**6. Parks & Recreation Board (Last Wednesday)**

*(Next Regular Meeting: Wednesday, May 25, 2016 @ 6:30 pm)*

**7. Privacy Committee (2nd Tuesday in May & November)**

*(Next Regular Meeting: Tuesday, November 8, 2016 @ 10:30 am)*

**8. Records Commission (2<sup>nd</sup> Tuesday in June & December)**

*(Next Regular Meeting: Tuesday, June 14, 2016 @ 4:00 pm)*

**9. Housing Council (1<sup>st</sup> Monday of the month after the TIRC meeting)**

**10. Health Care Cost Committee (As needed)**

**11. Preservation Commission (As needed)**

**12. Infrastructure/Economic Development Fund Review Committee (As needed)**

**13. Tax Incentive Review Council (As needed)**

**14. Volunteer Firefighters' Dependents Fund Board (As needed)**

**15. Lodge Tax Advisory & Control Board (As needed)**

**16. Board of Building Appeals (As needed)**

**17. ADA Compliance Board (As needed)**

**18. NCTV Advisory Board (As needed)**

City of Napoleon, Ohio  
City Council  
Meeting Minutes  
Monday, May 2, 2016 at 7:00pm

**PRESENT**

**Council**

Travis Sheaffer – President, Patrick McColley – President Pro Tem, Dan Baer, Joe Bialorucki, Jeff Comadoll

**Mayor**

Jason P. Maassel

**City Manager**

Monica S. Irelan

**Law Director**

Lisa L. Nagel

**Finance Director/Clerk  
of Council**

Gregory J. Heath

**Recorder**

Anne Taylor

**City Staff**

Robert Weitzel, Police Chief

Clayton O'Brien, Fire Chief

Chad Lulfs, Director of Public Works

Dan Wachtman, MIS Administrator

**Others**

News Media

**ABSENT**

**Council**

Jon Tassler, Rita Small

**City Staff**

**Call To Order**

President Sheaffer called the meeting to order at 7:00 pm with the Lord's Prayer followed by the Pledge of Allegiance.

**Approval Of Minutes**

Minutes of the April 11, 2016 and April 18, 2016 Council meetings stand approved as read with no objections or corrections.

**Committee Reports**

The Technology & Communication Committee had a special meeting on Monday, April 25, 2016 and Bialorucki reported the Committee recommended:

1. Recommended the renewal of the two (2) year contract with NCTV
2. Recommended discontinuing the business class special contract with Time Warner Cable

Sheaffer reported that the Finance & Budget Committee did not meet on Monday, April 25, 2016 due to lack of agenda items.

Sheaffer reported the Safety & Human Resources Committee did not meet on Monday, April 25, 2016 due to lack of agenda items.

**GOOD OF THE CITY  
Discussion/Action**

**Acceptance of a Donation of \$24,689.60 from John & Bonnie Eddy to the City of Napoleon Fire Department for the purchase of Two (2) Lucas Automatic CPR Devices**

Mayor Maassel addressed Council and advised that a Community Health Day was recently held at the Henry County Hospital adding that Fire Chief O'Brien was present at the event and explained the purpose of the Lucas CPR device that the Department had received through a grant from the State of Ohio. John & Bonnie Eddy were in attendance at the Community Health Day, were very touched by Chief O'Brien's explanation of the lifesaving device, and have made a donation to the City of Napoleon Fire Department for the purchase of Two (2) additional Lucas Automatic CPR Devices. Chief O'Brien was at a loss for words with this special donation and expressed his gratitude to Mr. & Mrs. Eddy for their generous donation of this life saving equipment. O'Brien stated that since receiving the first Lucas device from the grant, the Department has responded to thirty four (34) cardiac arrests and was able to use the Lucas device on ten (10) patients. Chief O'Brien presented a Thank You to Mr. & Mrs. Eddy from the Fire and EMS Personnel. Mayor Maassel presented a plaque of appreciation to Mr. & Mrs. Eddy as well. Chief O'Brien and members of his Department performed a demonstration of the Lucas device in Council Chambers.

**Motion To Accept a Donation from John and Bonnie Eddy to the City of Napoleon Fire Department at an Estimated Dollar Amount of \$24,689.60 for the Purchase of Two (2) Lucas Automatic CPR Devices**

Motion: McColley                      Second: Comadoll  
To Accept a donation from John and Bonnie Eddy to the City of Napoleon Fire Department at an estimated dollar amount of \$24,689.60 for the purchase of two (2) Lucas automatic CPR devices

**Passed  
Yea-5  
Nay-0**

Roll call vote on above motion:  
Yea- Bialorucki, McColley, Sheaffer, Comadoll, Baer  
Nay-

**Review the Draft Assessment Policy and Assessment Percentages**

Irean discussed the assessment process and stated an assessment policy needs to be in place prior to the planning of projects. See attached memo. The Park Lane assessments do not include the cost of sidewalks which would be an additional \$25,000.00 cost to the project. The Committee is bringing the process to Council to discuss. Council needs to decide if assessments are the correct revenue stream for the City, decide if the policy as presented is the direction the City wants to head, and make a decision on whether to assess Park Lane or not. These decisions could impact Park

Lane start date and how projects proceed in the future. Ireland stated that the City is having a harder time financing projects due to decreasing revenue and finding avenues to fund these projects. Ireland presented the draft assessment policy and calculations for Park Lane and are open for discussion. See attached memorandum.

Sheaffer stated that his opinion is to not assess Park Lane and refer this issue to the Finance and Budget Committee to have an overall comprehensive discussion. Sheaffer went on to say that discussion should include options of a reduction in the income tax credit, assessments, or either a property or income tax levy. McColley expressed his opposition to assessments and stated that going through the Committee process, he has discovered that communities are getting away from assessment policies, but favors the proposed City of Napoleon policy as written with caps stated in the policy, but is against assessments overall. Comadoll stated his opposition to assessments stating that the Ohio Municipal League advised that assessments are out the door and does not feel the City should implement the assessment process. Baer expressed his agreement with the statements of McColley, Sheaffer and Comadoll adding that he understands the financial issue and feels the citizens need the opportunity to vote on the assessment issue. Ireland clarified that all the communities getting away from assessments are replacing assessments with dedicated infrastructure millage in its place.

**Motion To Refer the Assessment Policy to the Finance And Budget Committee to Discuss Project Funding Options of an Income or Property Tax Levy, Income Tax Credit Reduction or Assessments**

Motion: Bialorucki                      Second: McColley  
To refer the assessment policy to the Finance and Budget Committee to discuss project funding options of an income or property tax levy, income tax credit reduction or assessments.

**Passed  
Yea-5  
Nay-0**

Roll call vote on above motion:  
Yea- Bialorucki, McColley, Sheaffer, Comadoll, Baer  
Nay-

**Motion to Not Assess Residents on the Park Lane Project**

Motion: McColley                      Second: Comadoll  
To not assess residents on the Park Lane Project.

**Passed  
Yea-5  
Nay-0**

Roll call vote on above motion:  
Yea- Bialorucki, McColley, Sheaffer, Comadoll, Baer  
Nay-

**Approval of the  
Municipal Properties,  
Land Use & Economic  
Development  
Committee's  
recommendation to  
proceed with the Park  
Lane project**

Irelan advised Council the Municipal Properties Land Use & Economic Development Committee recommended approval of the Park Lane project design specifications as designed including sidewalks installed by property owners. Sheaffer questioned when the sidewalk policy was instituted with Irelan stating the policy was established in 2002, the policy is in the codified ordinances, engineering rules and standard operating procedures.

McColley stated he agreed with the philosophy but has issue with situations similar to Mr. Borstelman on Park Lane with a cul-de-sac, stating that to put a sidewalk around the perimeter of the cul-de-sac would cost the resident approximately \$10,000.00. Tom Borstelman questioned Irelan if the total cost of sidewalks on Park Lane would be \$25,000.00 with Irelan responding that the \$25,000.00 would be the estimated total cost for all property owners for sidewalks. Mr. Borstelman stated he has issue with sidewalks around his cul-de-sac with McColley stating his opinion that it is ridiculous to have sidewalks around this particular cul-de-sac. Borstelman stated the ORC states a municipality can only charge one-third (1/3) of the property value, with Irelan responding that ORC code refers to assessments, not sidewalks. Borstelman distributed a large picture of his cul-de-sac and distributed plat maps to Council. (See attached)

Irelan read into record The City of Napoleon Codified Ordinance 913.02 on sidewalks. Borstelman states that the City of Napoleon crews push snow into a large pile and do not plow it properly, adding that he needs a barrier so traffic cannot cut through alley, and clear all trees from the cul-de-sac. Borstelman distributed his proposed idea for the cul-de-sac. Borstelman offered to sell his property at the end of the cul-de-sac to the City of Napoleon for \$1.00, adding that he would donate it to the City.

Borstelman stated he cannot afford a \$10,000 sidewalk that no one will use and he will be forced to move. Borstelman suggested increasing the size of the cul-de-sac to include a bike path on his property. Sheaffer asked Irelan if the plan proposed by Borstelman (see attached) is feasible, with Irelan stating she cannot speak on whether his proposal could work with just now seeing this proposal for the first time.

Borstelman questioned Council if safety and sidewalks are so important, why are there are no sidewalks in front of the Napoleon Police Department, Fire Department and Administration building? Borstelman stated the cost to install sidewalks will be a financial strain for all the residents on Park Lane. Sheaffer commented that he does not have a problem with Mr. Borstelman's proposed plan, if it is legal. Borstelman stated on the Northcrest cul-de-sac project, the prior City Manager did not have to pay for his sidewalk. Irelan advised there were no easements to the property in question and the City had to buy an easement adding that instead of paying for an easement and charging for the sidewalk, the City put in the former City Manager's sidewalk in exchange for an easement from the property owner.

Irelan asked Council to let the City staff look at Mr. Borstelman's plan and analyze it to be certain it meets the Engineering Rules, Codified Ordinances and the City's Policies and Procedures as presented before making a decision. McColley asked if the proposed path including increasing the





**Motion to Send the Sidewalk Policy back To the Municipal Properties Committee For Review.**

Motion: Bialorucki Second: Baer  
To send the sidewalk policy back to the Municipal Properties Committee for review.

**Passed  
Yea-4  
Nay-1**

Roll call vote on above motion:  
Yea- Bialorucki, McColley, Comadoll, Baer  
Nay- Sheaffer

**Discussion**

Ed Hoeffel stated that in 2003 that his sidewalk on Avon Place was taken out during a waterline project and was not replaced by the City adding that he paid for it himself. Irelan responded that there is a sidewalk grant to replace sidewalks if in bad repair and needs repaired. Irelan is working on a sidewalk program where all the sidewalks in the City are inspected and if they need replaced or repaired, the residents will be forced to make the repairs without grant funds. Lori Sinclair stated that there are several sidewalks in the City that are not safe and need repairs. Tom Borstelman brought up issue of the City facilities not having sidewalks with Irelan reporting that when reconstruction projects are done on streets in front of City properties the City will be required to install sidewalks.

**Introduction Of Resolution No. 015-16: A Resolution Authorizing Enrollment in the Ohio Rural Water Association 2017 Workers' Compensation Pool, and Authorizing the Expenditure of Funds and Directing the City Manager to Enter into a Professional Service Contract with CompManagement, LLC, a Workers' Compensation Administrator; and Declaring an Emergency.**

President Sheaffer read by title Resolution No. 015-16: A Resolution Authorizing Enrollment in the Ohio Rural Water Association 2017 Workers' Compensation Pool, and Authorizing the Expenditure of Funds and Directing the City Manager to Enter into a Professional Service Contract with CompManagement, LLC, a Workers' Compensation Administrator; and Declaring an Emergency

**Discussion**

Heath explained that this is a first read and will request suspension on the next read for this contract. A review was done with CompManagement and this plan was the most efficient in regards to cost effectiveness and a risk perspective. This is a group program with upfront savings. See attached handout.

**Motion To Approve  
First Read of 015-16**

**Passed  
Yea-5  
Nay-0**

Motion: McColley  
To Approve First Read of 015-16

Second: Comadoll

Roll call vote on above motion:  
Yea- Bialorucki, McColley, Sheaffer, Comadoll, Baer  
Nay-

**Introduction Of  
Resolution No. 016-16: A  
Resolution Appointing a  
Representative to Serve  
on the Ohio Rural Water  
Association Board of  
Directors; and, Declaring  
an Emergency**

**Discussion**

President Sheaffer read by title Resolution No. 016-16: A Resolution Appointing a Representative to Serve on the Ohio Rural Water Association Board of Directors; and, Declaring an Emergency

Irelan recommended Council appoint Scott Hoover to run for the board of the Ohio Rural Water Association. Heath asked what costs would be associated with an appointment; Irelan stating mileage, meals, and miscellaneous expenses will be reimbursed for quarterly meetings.

**Motion To Suspend  
The Rules Requiring  
Three (3) Readings**

**Passed  
Yea-5  
Nay-0**

Motion: Comadoll  
To Suspend the rules requiring three (3) readings

Second: Bialorucki

Roll call vote on the above motion:  
Yea- Bialorucki, McColley, Sheaffer, Comadoll, Baer  
Nay-

**Motion to pass  
Resolution No. 016-16  
under Suspension of  
the Rules**

**Passed  
Yea-5  
Nay-0**

Motion: Comadoll  
To pass Resolution No. 016-16 under Suspension of the Rules

Second: Bialorucki

Roll call vote on the above motion:  
Yea- Bialorucki, McColley, Sheaffer, Comadoll, Baer  
Nay-

**Second Read Of  
Ordinance No. 013-16:  
An Ordinance Adopting a  
New City Investment  
Policy in and for the City  
of Napoleon, Ohio  
(Investment Policy No. IP**

President Sheaffer read by title Ordinance No. 013-16: An Ordinance Adopting a New City Investment Policy in and for the City of Napoleon, Ohio (Investment Policy No. IP 16-0003); Repealing Ordinance No. 87-99 and Policy No. 0002 As Was Periodically Amended



**Passed**  
**Yea-5**  
**Nay-0**

Roll call vote on above motion:  
Yea- Bialorucki, McColley, Sheaffer, Comadoll, Baer  
Nay-

**Acceptance of a donation of exercise equipment from the General Motors Company to the City of Napoleon Fire Department**

Irelan reported that the previous Assistant Chief initiated getting this donation. General Motors has donated an elliptical machine and treadmill for the use of the Fire Department personnel. McColley expressed his thanks to General Motors for this generous donation.

**Motion To Accept a donation of exercise General Motors Company to the City of Napoleon Fire Department**

Motion: Comadoll                      Second: McColley  
To Accept a donation of exercise equipment from the General Motors Company to the City of Napoleon Fire Department

**Passed**  
**Yea-5**  
**Nay-0**

Roll call vote on above motion:  
Yea- Bialorucki, McColley, Sheaffer, Comadoll, Baer  
Nay-

**Mayor's reaffirmation of prior mayoral appointments to the Preservation Commission and Council approval of appointments to the Preservation Commission.**

Mayor Maassel reappointed Joel Miller, Ed Peper, Marv Barlow, Glenn Miller and Mary Wesche to the Preservation Commission.

**Motion to approve the Mayor's reaffirmation of prior mayoral appointments to the Preservation Commission and Council approval of appointments to the Preservation Commission**

Motion: McColley                      Second: Comadoll  
To approve the Mayor's reaffirmation of prior mayoral appointments to the Preservation Commission

**Passed**  
**Yea-5**  
**Nay-0**

Roll call vote on above motion:  
Yea- Bialorucki, McColley, Sheaffer, Comadoll, Baer  
Nay-



requested by the City. Financial reports were shared with the City as indicated in the contract.

The school is supposed to do a presentation to Council at the beginning of the fiscal year explaining that year's plan. Although this was not accomplished in 2014 or 2015, it will be accomplished in 2016 and 2017 if the contract is renewed. The City pays the School District \$18,000 annually for this service. The money comes from cable franchising fees. The Technology and Communications Committee recommends a two (2) year renewal of the current contract. Staff supports that recommendation. McColley asked if the City should hold a few thousand dollars back from the contract to make sure the school holds up their contract. Baer responded stating that if Mr. Wilde is made aware of the situation, that it will be taken care of and that the advisor, Miss Cooper, is doing a good job and has made strong headway in approving the program. Bialorucki questioned if the City could reduce the amount of contract based on the number of meetings missed, with Irelan stating that franchise fees pay for the service and not sure that would be allowable, but it would be a breach of contract if the school discontinues filming the regular Council meetings. Sheaffer advised he is not in favor of the contract as the school is not serving the City's needs. Heath stated their used to be a committee for NCTV, but there is no longer. Heath added that the allocation from the franchise fees pays for this, and the cost for the City would be much higher on their own. Irelan the Civic Center Organization has requested discussion to take over the station in the future.

**Motion to Approve the Technology and Communication Committees recommendation to renew the two (2) year contract with NCTV**

Motion: McColley  
To Approve the Technology and Communication Committees recommendation to renew the two (2) year contract with NCTV

Second: Baer

**Passed**  
**Yea-4**  
**Nay-1**

Roll call vote on above motion:  
Yea- Bialorucki, McColley, Comadoll, Baer  
Nay-Sheaffer

**Good Of The City (Cont.)**

**Heath**

Nothing to report

**McColley**

McColley extended congratulations to Mary Thomas on her retirement Requested Council President assign the Water, Sewer, Refuse, Recycling and Litter Committee to review the sewer lateral charges and policy.

**Sheaffer**

Sheaffer referred the review of sewer lateral charges and policy to the Water, Sewer, Refuse, Recycling & Litter Committee. Sheaffer thanked the Charter Review Commission that met last Thursday with three (3) changes to the Charter for Council to review at the next meeting. Sheaffer received a letter from the VFW on the Memorial Day Parade with Baer, McColley,

Sheaffer and Mayor Maassel attending.  
Sheaffer reported an Executive Session on personnel needs to be held.  
Sheaffer thanked Chad Lulfs for responding to an email in a professional manner from a Lynne Street resident.

**Maassel**

Mayor Maassel advised there are two (2) vacancies on the Healthcare Cost Committee due to the retirements of Eric Rohrs and Mary Thomas. Mayor Maassel announced his replacement for Mary Thomas as the non-bargaining representative on the Healthcare Cost Committee will be Roxanne Dietrich.

**Motion to Appoint Roxanne Dietrich as Non-Bargaining Representative to the Healthcare Cost Committee to Replace Mary Thomas who Retired.**

Motion: Bialorucki                      Second: McColley  
To Appoint Roxanne Dietrich as the Non-Bargaining Representative to the Healthcare Cost Committee to Replace Mary Thomas who Retired.

**Passed  
Yea- 5  
Nay- 0**

Roll call vote on the above motion:  
Yea- Bialorucki, McColley, Sheaffer, Comadoll, Baer  
Nay-

**Comadoll**

Comadoll thanked Chad Lulfs for having a Welsted Street sidewalk repaired as asked by Comadoll and thanked the Fire Chief for handling the school parking issue.

**Baer**

Nothing

**Bialorucki**

Bialorucki asked Lulfs for an update on the street lights on Front Street that was questioned by Bialorucki at the last meeting. Lulfs reported it was forwarded to electric department and being looked at with Irelan adding that the Electric Department has met with the residents regarding the issue.

**Nagel**

Nagel expressed her gratitude to the Charter Review Commission Members for their work, time, and commitment to the Charter Review process.

**Irelan**

Nothing to report

**Motion To Go Into Executive Session**

Motion: McColley                      Second: Bialorucki  
To go into Executive Session to discuss personnel

**Passed  
Yea-5  
Nay-0**

Roll call vote on above motion:  
Yea- Bialorucki, McColley, Sheaffer, Comadoll, Baer  
Nay-

**Into Executive Session**

Council went into Executive Session at 8:52 pm.



City of Napoleon

Municipal Properties, Buildings, Land Use &  
Economic Development Committee

**Majority Report- Affirmative Vote**

The Municipal Properties, Buildings, Land Use & Economic Development Committee met on Monday, April 11, 2016 at 7:30 pm, and recommended:

- I. Referring the St. Paul Methodist Parking lot lease to City Council to authorize the City Manager to enter into negotiations with St. Paul Methodist Church to share maintenance cost and services

---

Patrick McColley, Chair

---

Jon Tassler, Committee

---

Jason Maassel, Committee

City of Napoleon, Ohio  
Electric Committee

Majority Report- Affirmative Vote

- I. The Electric Committee met on Monday, April 11, 2016, and recommended:  
Approval of the Power Supply Cost Adjustment Factor:  
Three (3) month averaged factor:  $-\$0.00289$   
JV2:  $-\$0.014673$   
JV5:  $-\$0.014673$

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Patrick McColley, Acting Chair

---

Dan Baer, Committee

**RESOLUTION NO. 017-16**

**A RESOLUTION ADOPTING THE 2017 TAX BUDGET FOR THE CITY OF NAPOLEON, OHIO, AS REQUIRED IN SECTION 5705.28 OF THE ORC AND DIRECTING THE FINANCE DIRECTOR TO FILE THE SAME WITH THE COUNTY AUDITOR; AND DECLARING AN EMERGENCY**

**WHEREAS**, at least two (2) copies of the Tax Budget have been on file with the Finance Director for public inspection not less than ten (10) days before its adoption; and,

**WHEREAS**, the Finance and Budget Committee of Council, by and through the Finance Director, has prepared a Tax Budget pursuant to Article II, Sec. 2.13 of the City's Charter; and,

**WHEREAS**, a Public Hearing will be held on June 6, 2016, concerning this 2017 Tax Budget.

**WHEREAS**, the 2017 Tax Budget must be adopted on or before July 15, 2016; Now Therefore,

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, the City Council of Napoleon, Ohio adopts the 2017 Tax Budget, as required by O.R.C. Section 5705.28, in the form presented to Council and currently on file in the Office of the Finance Director and marked as the 2017 Tax Budget.

Section 2. That, the Finance Director is hereby directed to file the 2017 Tax Budget with the County Auditor on or before July 20, 2016.

Section 3. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 4. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 5. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to meet the July 15 and July 20, 2016 deadlines as noted above; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Travis B. Sheaffer, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Gregory J. Heath, Clerk/Finance Director

*I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 017-16 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

\_\_\_\_\_  
*Gregory J. Heath, Clerk/Finance Director*

On or before July 20th two copies of this Budget must be submitted to County Auditor

# 2017 TAX BUDGET

Henry County, Ohio  
 Office of **NAPOLEON CORP**, May 2, 2016

To the County Auditor:

The Council of Said ~~Village~~ <sup>City</sup> hereby submits its annual Budget for the year commencing January 1st, 20 17 for consideration of the county budget Commission pursuant to Section 5705.30 of the Revised Code.



~~Village~~ Fiscal Officer

City

\_\_\_\_\_  
 County Auditor

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

\_\_\_\_\_  
 County Treasurer

\_\_\_\_\_  
 County Prosecuting Attorney

Schedule A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES

City of Napoleon, Ohio		Amount approved by Budget commission Inside 10 M Limitation	Amount to be derived from Levies Outside 10 M Limitation	County Auditor's	
City Tax Valuation: \$140,849,500 FUND				Inside 10 M Limit	Outside 10 M Limit
	Mills				
1. General Fund	2.0	\$ 281,700			
4. Road and Bridge Fund					
5. Cemetery Fund					
9. Police District Fund	0.6	\$ 84,510			
10. Fire District Fund	0.3	\$ 42,255			
11. Road District Fund					
12. Park Levy Fund					
14. Miscellaneous Funds					
15. General Bond Retirement Fund					
20. Special Levy Funds					
21. Capital Equipment Fund					
28. Ambulance and Emergency Medical Services Fund					
<b>TOTAL</b>		<b>\$ 408,465</b>			

**SCHEDULE B**

LEVIES OUTSIDE 10 MILL. LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Max. Rate Authorized to be Levied	County Auditor's Est. of Yield of Levy ( Carry to Schedule A, Collumn II)	
<b>GENERAL FUND:</b>			
Current Expense Levy authorized by voters on 20			
not to exceed 5 years.			
<b>SPECIAL LEVY FUNDS:</b>			
Levy authorized by voters on 20			
not to exceed 5 years			
Levy authorized by voters on 20			
not to exceed 5 years			
Levy authorized by voters on 20 ____			
not to exceed years			
Levy authorized by voters on 20 ____			
not to exceed years			
Levy authorized by voters on 20 ____			
not to exceed years			
Levy authorized by voters on 20 ____			
not to exceed years			

**2017 TAX BUDGET & 2017 APPROPRIATION BUDGET -  
ORC GUIDELINES AND PROPOSED TIMETABLES**



## 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](http://www.napoleonohio.com)  
E-mail: [gheath@napoleonohio.com](mailto:gheath@napoleonohio.com)

DATE: May 12, 2016

TO: Members of City Council; Jason P. Maassel, Mayor  
Monica S. Irelan, City Manager  
Lisa L. Nagel, City Law Director  
All Department/Division Heads

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

SUBJECT: **2017 Tax Budget & 2017 Appropriation Budget – Proposed Schedules -**  
(General Steps and Timetable for Preparation, Submission and Adoption)

The following information outlines the various legal steps and proposed time tables for the preparation, submission and adoption of the **2017 Tax Budget** and the **2017 Appropriation Budget**:

**TAX BUDGET:**

The **Tax Budget**, as adopted and approved by City Council, and then Certified by the County, serves two (2) primary purposes; **1<sup>st</sup>** is to establish the "need level" for the property tax levied inside the 10 mill limitation as set forth in the Ohio Revised Code (ORC), Sections 5705.01 to 5705.47; the **2<sup>nd</sup>** is to set the maximum available resources the City may appropriate in its *Annual Appropriation Budget*. The **Tax Budget** is adjusted for *Fund Balance Carryover* and *Revised Revenue Estimates* at the end of the year and becomes the basis for the "Official Certificate of Estimated Resources", and is used to determine the Maximum Appropriation level by Fund.

**NOTE:** In 1998, the County adopted by Resolution a revised procedure pursuant to ORC Section 5705.281 that waves the requirement to file a formal **Tax Budget**. The revised procedure eliminates the need to list all funds and projected expenditures, and only lists *Property Tax Levies* and *Inside 10 Mill Levy* amounts.

Previous to 1998, the **Tax Budget** served to demonstrate the "RELATIVE NEED", following the Statutory Formula in ORC Section 5747.51; for both the Undivided Local Government Fund and Real and Personal Property Taxes levied within the ten (10) mill non-voted limitation.

In Henry County, the Alternate Method (ORC Sections 5747.53 & 5747.63), was adopted to compute the Undivided Local Government Fund Allocation (LGF). The formula is population based and was formally accepted by all Subdivisions in the County at that time. This process has been used for many years to determine the allocation of LGF funds, and is subject to periodic review and potential change. For the City, the primary function of the current **Tax Budget** is to certify the Inside Ten (10) Mill Property Tax that is levied by the City.

(Tax Budget and Appropriation Budget - Continued Next Page)

**2017 TAX BUDGET & 2017 APPROPRIATION BUDGET -  
ORC GUIDELINES AND PROPOSED TIMETABLES**

(Tax Budget and Appropriation Budget - Continued)

At Year End the Unencumbered (Net) Fund Balance (Cash Balance less Open PO's) plus Revenue Estimates for each respective Fund are Certified to the County by the City. The County Auditor certifies back to the City the First Amended Official Certificate of Estimated Resources.

The City may legally appropriate Funds Up-To the amount listed on the First Amended Official Certificate of Estimated Resources for each Fund. Adjustments to the First Amended Official Certificate of Estimated Resources may be made only when the Estimated Receipts are exceeded or reduced by an Actual Amount; or, if a New and Unanticipated source of Revenue or Loss of a Current Revenue occurs. (Example: An Increase in Water or Sewer Rates, or a New Tax; conversely a Decrease in certain sources like Income Tax Revenue, or Interest Earnings, all occurring after submission of the original First Amended Official Certificate of Estimated Resources)

**APPROPRIATION BUDGET:**

The **Appropriation Budget**, as formally adopted by City Council, establishes the Maximum Allowable Expenditures by Fund, Department and Category (Personal Services and Other), through the use of Appropriations for the City's Fiscal Year. The **Appropriation Budget** must be passed in either a Temporary or Final form on or about January 1<sup>st</sup> of each year. The **Final Appropriation Budget** must be passed no later than March 31<sup>st</sup> of each respective budgetary year.

The process followed in the development of the **Appropriation Budget** covers both Revenues and Expenditures. The final document will establish detailed revenue and expenditure budgets and give formal approvals to submitted requests of all City Departments, Divisions, Boards and Commissions.

The **Appropriation Budget** is limited to the amounts Certified by each Fund as listed in the First Amended Official Certificate of Estimated Resources; as may be amended from time to time.

I have attached a Proposed Schedule of Dates for the preparation and adoption of the **2017 TAX BUDGET** and the **2017 APPROPRIATION BUDGET**. Some of these dates are statutory (Set by the ORC).

Please call me if you have any questions on the proposed schedule and process for preparing the **2017 TAX BUDGET** and the **2017 APPROPRIATION BUDGET**.

I can be reached at 419-599-1235.

Thank you.

  
\_\_\_\_\_  
Gregory J. Heath  
Finance Director/Clerk of Council

Attachment

**2017 TAX BUDGET & 2017 APPROPRIATION BUDGET -  
ORC GUIDELINES AND PROPOSED TIMETABLES**

**TAX BUDGET PROCESS**

- > **April 1, 2016**  
ORC 5705.28
- Under the *ORC Statutory Code*, Departments, Divisions, Boards and Commissions are requested to submit an estimate of contemplated Revenues and Expenditures for 2017 by the 1<sup>st</sup> of June.
- NOTE:** This step is *Not Necessary* with the *Alternate Method* for the allocation of the Undivided Local Government Fund. Actual Department Budgets receive consideration when they submit their **2017 Appropriation Budgets** requests. (See APPROPRIATION BUDGET PROCESS.)
- > **May 2, 2016**  
**On or Before**  
**1<sup>st</sup> Monday in May**  
ORC 5705.08
- Finance Director is to certify to City Council any amounts necessary to provide payment for final judgments (if any).
- NOTE:** At this date and time, no certification is required for 2017, the City did not have any Final Judgments outstanding.
- > **May 16, 2016**  
ORC 5705.28
- Finance Director to present the **2017 Tax Budget** in its tentative form to City Council for consideration and study.
- ORC 5705.281
- NOTE:** *Only the inside ten (10) mill limit allocation is presented at this time. ORC 5747.53 & 5747.63 allows an alternate method or formula to be adopted; completed in 1998. In turn, this allows the County Budget Commission to waive the requirement of a formal full "Tax Budget".*
- > **May 16, 2016**  
ORC 5705.30
- Proposed **2017 Tax Budget (2 Copies)** on File with the Finance Director and City Council. Minimum of ten (10) days prior to adoption, and ten (10) days prior to a required Public Hearing. NLT -05/27/2016.
- NOTE:** Council is requested to set a Public Hearing for **Monday, June 6, 2016**, on the **2017 Tax Budget**.
- > **May 27, 2016**  
**On or Before**  
ORC 5705.30
- Publication of Public Hearing Notice for meeting on June 6<sup>th</sup> for a Public Hearing on **2017 Tax Budget** as presented to City Council.
- NOTE:** Notice of Public Hearing to be published in a newspaper of local general circulation a minimum of ten (10) days prior to hearing. NLT -05/27/2016.
- > **May 16, 2016**  
ORC 5705.28
- ***First (1<sup>st</sup>) Read on Resolution*** to Adopt the **2017 Tax Budget**.
- > **June 1, 2016**  
ORC 5705.28
- Only if requested by April 1<sup>st</sup>, Departments/Divisions, Boards and Commissions are to submit Revenue and Expenditure estimates to City Manager and Finance Director for the **2017 Tax Budget**.
- NOTE:** Not Normally Requested at this Time.
- > **June 6, 2016**  
ORC 5705.30
- Public Hearing on **2017 Tax Budget**.

(Tax Budget Process - Continued Next Page)

**2017 TAX BUDGET & 2017 APPROPRIATION BUDGET -  
ORC GUIDELINES AND PROPOSED TIMETABLES**

(Tax Budget Process - Continued)

- > **June 6, 2016**  
ORC 5705.28 - **2<sup>nd</sup> Read on Resolution** to Adopt the **2017 Tax Budget**.  
(Requested Suspension of Rules & Emergency to meet filing deadlines.)
  - > **June 6, 2016**  
ORC 5705.28 - **Effective Date of Resolution** to Adopt the **2017 Tax Budget**.  
**2017 Tax Budget** must be adopted on or before **July 15, 2016**
  - > **July 15, 2016**  
**On or Before**  
ORC 5705.28 - **2017 Tax Budget** must be adopted by City Council on or before this date.
  - > **July 20, 2016**  
**On or Before**  
ORC 5705.30 - **2017 Tax Budget** must be submitted to the County Auditor on or before this date.
- NOTE: The statutory penalty for failure to meet this time frame shall result in the **LOSS** of the City's share of the **Undivided Local Government Fund**.
- > **September 1, 2016**  
**On or Before**  
ORC 5705.27-34 - The County Budget Commission shall certify back to the City the **Official Certificate of Estimated Resources**. This certification includes an estimate of the rate of each tax necessary to be levied, and the apportionment of the Year 2017 Undivided Local Government Fund to the City.
  - > **September 6, 2016 or-  
September 19, 2016**  
ORC 5705.34 - City Council to authorize **1<sup>st</sup> Read on Resolution** the **Inside 10 Mill Tax Levies** listed in the **2017 Tax Budget**, and **Special Assessments** for the **2016 Tax Duplicate**, collected in 2017. These amounts must be certified back to the County Auditor on or before **October 1, 2016 per the ORC**.
  - > **September 19, 2016** - **2<sup>nd</sup> Read (and Passage with Suspension and Emergency) on Resolution**  
ORC 5705.34 to Adopt the **Inside 10 Mill Tax Levies** listed in the **2017 Tax Budget**, and **Special Assessments** for the **2016 Tax Duplicate**, collected in 2017. These amounts must be certified back to the County Auditor on or before **October 1, 2016**.
- NOTE: **Suspension and Emergency** are required on the Resolution in order to meet the ORC imposed date of October 1.
- > **October 1, 2016**  
**On or Before**  
ORC 5705.34 - City must certify back to the County Auditor amounts listed in the **2017 Tax Budget** for the **Inside 10 Mill Tax Levies**, including any **Special Assessments** for the **2016 Tax Duplicate**, amounts collected in 2017.

**2017 TAX BUDGET & 2017 APPROPRIATION BUDGET -  
ORC GUIDELINES AND PROPOSED TIMETABLES**

**APPROPRIATION BUDGET PROCESS**

- > **August 1, 2016** - Departments, Divisions, Boards and Commissions should be notified by the City Manager and Finance Director to prepare and submit by **September 6, 2016**, their detailed **2017 Appropriation Budget Requests** on the forms provided.  
  
**NOTE:** Personal Service and Debt Information will be provided to all Departments, Divisions, Boards and Commissions by the Finance Department. The Other Category requests are those prepared by Department/Division Heads.
  
- > **September 6, 2016** - Departments, Divisions, Boards and Commissions to submit their **2017 Appropriation Budget Requests** to the City Manager.
  
- > **September 6, 2016 to October 3, 2016** - City Manager to review the **2017 Appropriation Budget Requests** with the Departments/Divisions and prepare Council presentation.
  
- > **October 3, 2016 to November 12, 2016** - City Manager to review the **2017 Appropriation Budget Requests** with the **Finance and Budget Committee of City Council**.  
Charter Sec. 2.13  
  
**NOTE:** F & B Committee to schedule Budget Reviews as needed.
  
- > **November 28, 2016** - Final changes to the **2017 Appropriation Budget Requests** made by  
Charter Sec. 2.13 **Finance and Budget Committee of City Council**.
  
- > **December 5, 2016 or-  
December 19, 2016** - Mayor presents **2017 Appropriation Budget** to City Council as  
Charter Sec. 2.13 recommended by the **Finance and Budget Committee of City Council**. (This is required by *City Charter*.)
  
- > **December 5, 2016 or-  
December 19, 2016** - City Council to adopt *Temporary* or *Final* **2017 Appropriation Budget**.  
ORC 5705.38 ***1<sup>st</sup> Read on 2017 Appropriation Ordinance and Transfer Resolution*** to adopt the **2017 Appropriation Budget**.
  
- > **December 19, 2016 or-  
December 28, 2016** - ***2<sup>nd</sup> Read (and Passage with Suspension and Emergency) on 2017***  
ORC 5705.38 ***Appropriation Ordinance and Transfer Resolution*** to adopt the **2017 Appropriation Budget**. (Special Meeting December 28<sup>th</sup>, if Necessary.)  
  
**NOTE:** Suspension and Emergency are required on the Resolution in order to meet the ORC imposed date of January 1.
  
- > **January 1, 2017** - City Council must adopt a *Temporary* or *Final Budget*. The Finance  
**On or About** Director must certify to the County Auditor the actual Unencumbered  
ORC 5705.36 Balances of each Fund.
  
- > **January 31, 2017** - County Auditor certifies the **First Official Amended Certificate of**  
ORC 5705.36 **Estimated Resources** for 2017 to the City.
  
- > **March 31, 2017** - City Council must have passed the **Final 2017 Appropriation**  
**On or Before** **Budget**, if not already passed.  
ORC 5705.38
  
- > **April 1, 2017** - Start it *all over again*, the process for the Year 2018 Budgets.

**RESOLUTION NO. 018-16**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR THE PURCHASE OF SODIUM CHLORIDE IN COOPERATION WITH ODOT; AND DECLARING AN EMERGENCY**

**WHEREAS**, Section 5513.01(B) of the Ohio Revised Code provides the opportunity for Counties, Townships, Municipal Corporations, Port Authorities, Regional Transit Authorities, State Colleges/Universities, and County Transit Boards to participate in contracts of the Ohio Department of Transportation for the purchase of machinery, material, supplies, or other articles;

**WHEREAS**, the City of Napoleon hereby relies upon this Resolution No. 018-16 as a written agreement to participate in the Ohio Department of Transportation's (ODOT) annual winter road salt bid (018-17) in accordance with Ohio Revised Code 5513.01(B), and hereby agrees to all terms and conditions as noted below in regard to the City's participation in the ODOT winter road salt contract; Now Therefore,

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, intending to be legally bound, the City Manager of the City of Napoleon, Ohio, is given the authority in the name of the City of Napoleon, Ohio, to participate in the Ohio Department of Transportation's Contract for Sodium Chloride (winter contract 018-17) and this Council agrees as follows:

- A. The City of Napoleon hereby agrees to be bound by all terms and conditions established by ODOT in the winter road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- B. The City of Napoleon hereby acknowledges that upon the Director of ODOT's signing of the winter road salt contract, it shall effectively form a contract between the awarded salt supplier and the City of Napoleon; and
- C. The City of Napoleon agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT winter road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the City of Napoleon's participation in the winter road salt contract; and
- D. The City of Napoleon hereby requests through this participation agreement a total of five hundred (500) tons of Sodium Chloride (Road Salt) of which the City agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- E. The City of Napoleon hereby agrees to purchase a minimum of 90% of its above-requested salt quantities from its awarded salt supplier during the contract's effective period of October 1, 2016 through March 31, 2017; and
- F. The City of Napoleon hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT winter salt contract; and

G. The City of Napoleon acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Wednesday, June 1, 2016. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: [Contracts.Purchasing@dot.ohio.gov](mailto:Contracts.Purchasing@dot.ohio.gov) by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the City of Napoleon's participation request. Furthermore, it is the sole responsibility of the City of Napoleon to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive the City's participation agreement and/or the City's request to rescind its participation agreement.

Section 2. That, the City Manager and/or the City Manager's representative are authorized to fill out and submit any and all necessary documentation to effectuate the intent of this legislation, including the ODOT prescribed form that is attached as Exhibit "A" to this legislation, and that the City of Napoleon agrees to the above terms and conditions regarding participation on the ODOT winter salt contract

Section 3. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 4. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 5. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for the timely purchase of Sodium Chloride, needed for placement on streets in winter months for safe travel; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Travis B. Sheaffer, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_\_ Nay \_\_\_\_\_ Abstain

Attest:

---

Gregory J. Heath, Clerk/Finance Director

*I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 018-16 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

---

*Gregory J. Heath, Clerk/Finance Director*

**RESOLUTION AUTHORIZING PARTICIPATION  
IN THE ODOT WINTER CONTRACT (018-17) FOR ROAD SALT**

**WHEREAS**, the City of Napoleon (hereinafter referred to as the “Political Subdivision”) hereby submits this written agreement to participate in the Ohio Department of Transportation’s (ODOT) annual winter road salt bid (018-17) in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT winter road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the winter road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT’s signing of the winter road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT winter road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision’s participation in the winter road salt contract; and
- d. The Political Subdivision hereby requests through this participation agreement a total of five hundred (500) tons of Sodium Chloride (Road Salt) of which the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its above-requested salt quantities from its awarded salt supplier during the contract’s effective period of October 1, 2016 through March 31, 2017; and
- f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT winter salt contract; and
- g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Wednesday, June 1, 2016. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: [Contracts.Purchasing@dot.ohio.gov](mailto:Contracts.Purchasing@dot.ohio.gov) by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision’s participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision’s participation agreement and/or a Political Subdivision’s request to rescind its participation agreement.

**NOW, THEREFORE**, be it ordained by the following authorized person(s) that this participation agreement for the ODOT winter road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT winter salt contract:

_____	(Authorized Signature)	_____	Approval Date
_____	(Authorized Signature)	_____	Approval Date
_____	(Authorized Signature)	_____	Approval Date
_____	(Authorized Signature)	_____	Approval Date
_____	(Authorized Signature)	_____	Approval Date

**THIS RESOLUTION MUST BE UPLOADED TO THE WINTER SALT PARTICIPATION WEBSITE  
BY NO LATER THAN FRIDAY, MAY 27, 2016.**

**RESOLUTION NO. 015-16**

**A RESOLUTION AUTHORIZING ENROLLMENT IN THE OHIO RURAL WATER ASSOCIATION 2017 WORKERS' COMPENSATION POOL, AND AUTHORIZING THE EXPENDITURE OF FUNDS AND DIRECTING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICE CONTRACT WITH COMPMANAGEMENT, LLC, A WORKERS' COMPENSATION ADMINISTRATOR; AND DECLARING AN EMERGENCY**

**WHEREAS**, the City in 2016 belonged to the Ohio Rural Water Association Workers' Compensation Pool; and,

**WHEREAS**, the City in 2016 desires to remain for the remainder of the year 2016 and for the entire year of 2017 in the Ohio Rural Water Association Pool; and,

**WHEREAS**, the State of Ohio allows for "pooling" with other entities to obtain savings in workers' compensation; and,

**WHEREAS**, the City desires to contract for Workers' Compensation Administration of its claims; **NOW THEREFORE**,

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, the City's Finance Director is authorized and directed to enroll the City in the 2017 Ohio Rural Water Association Workers' Compensation Pool and continue in the Pool for the remainder of the year 2016.

Section 2. That, the City finds it necessary and therefore authorizes the expenditure of funds in an amount of three thousand, two hundred sixty-five dollars (\$3,265.00) for a professional service contract with CompManagement, LLC., a Sedgwick Company, Cleveland, Ohio, referred to as a Workers' Compensation Administration Service. If additional amounts are required to cover the remainder of the year 2016, the same is hereby authorized.

Section 3. That, the City Manager is authorized and directed to enter into a Contract for professional services for Workers' Compensation Administration services with CompManagement, LLC substantially in the form as found in a City Contract (No. to be assigned), subject to amendments as she deems necessary, or in the alternative, utilize the automatic renewal provision as found in the Contract.

Section 4. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 5. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 6. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its

inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time so that the signed contract can be submitted and the City can become a member of the aforementioned workers' compensation pool on or before the May 29, 2016 deadline; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Travis B. Sheaffer, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_\_ Nay \_\_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Gregory J. Heath, Clerk/Finance Director

*I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 015-16 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.*

\_\_\_\_\_  
*Gregory J. Heath, Clerk/Finance Director*

**ORDINANCE NO. 013-16**

**AN ORDINANCE ADOPTING A NEW CITY INVESTMENT POLICY IN AND FOR THE CITY OF NAPOLEON, OHIO (INVESTMENT POLICY NO. IP 16-0003); REPEALING ORDINANCE NO. 87-99 AND POLICY NO. 0002 AS WAS PERIODICALLY AMENDED**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, the City adopts as the City’s official Investment Policy, Investment Policy No. IP 16-0003 currently on file in the office of the City Finance Director, having been recommended by the Finance Director and the Finance and Budget Committee of Council, and having been reviewed by this Council.

Section 2. That, Investment Policy No. IP 16-0003 may be amended from time to time by motion of Council.

Section 3. That, Ordinance No. 87-99 and Investment Policy No. 0002, as well as later amendments thereto, are repealed.

Section 4. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 5. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 6. That, upon passage, this Ordinance shall take effect at the earliest time permitted by law.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Travis B. Sheaffer, Council President

Approved: \_\_\_\_\_

\_\_\_\_\_  
Jason P. Maassel, Mayor

VOTE ON PASSAGE \_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

\_\_\_\_\_  
Gregory J. Heath, Clerk/Finance Director

*I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 013-16 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.*

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*Gregory J. Heath, Clerk/Finance Director*

# City of Napoleon, Ohio - Investment Policy



## CITY OF NAPOLEON, OHIO

# INVESTMENT POLICY

## IP16-0003

ORDINANCE EFFECTIVE DATE – \_\_\_\_\_, 2016

**Policy Updates: - New Policy by Ordinance No. -16, passed / /2016**

NEW POLICY APPROVED AND ADOPTED BY CITY COUNCIL  
IN ORDINANCE NO. \_\_\_-16, passed \_\_\_/\_\_\_/2016, Effective \_\_\_/\_\_\_/2016

Repealing Ordinance 87-99, Passed November 15, 1999,  
INCLUDING ALL SUBSEQUENT AMENDMENTS THEREIN MADE BY MOTION OR LEGISLATION

Subsequent Policy Updates and Changes shall be approved by simple Motion of Council.

CITY OF NAPOLEON, OHIO  
255 WEST RIVERVIEW AVENUE  
P.O. BOX 151  
NAPOLEON, OHIO 43545-0151  
PHONE: (419) 599-1235  
FAX: (419) 599-8393  
E-MAIL: [gheath@napoleonohio.com](mailto:gheath@napoleonohio.com)

# City of Napoleon, Ohio - Investment Policy

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# City of Napoleon, Ohio - Investment Policy

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- APPENDIX A - Chart of Accounts - Fund Listing
- APPENDIX B - Ordinance Authorizing Crediting of Interest
- APPENDIX C - Authorization to Invest (City and State Code Sections)
- APPENDIX D - Procedures Manual
- APPENDIX E - Ohio Ethics Law
- APPENDIX F - Authorized Brokers/Dealers, Banks and Advisors
- APPENDIX G - Ordinance Adopting Investment Policy

# City of Napoleon, Ohio - Investment Policy

## **POLICY 0.0 PREFACE:**

This document known as the Investment Policy (hereinafter referred to as **POLICY**), of the City of Napoleon, Ohio (hereinafter referred to as **CITY**), has been adopted and formally approved by the Legislative Body of the CITY, its City Council (hereinafter referred to as **COUNCIL**), in conjunction with the Revised Code of the State of Ohio as amended (hereinafter referred to as **ORC**), will govern the investments and the investment activities of the CITY.

## **POLICY 1.0 INVESTMENT POLICY MISSION STATEMENT:**

It is the **POLICY** of the CITY to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the CITY, and conforming to all ORC and CITY statutes governing the investment of public funds.

## **POLICY 2.0 SCOPE:**

This **POLICY** applies to all financial assets of the CITY. These funds are accounted for in the CITY's Comprehensive Annual Financial Report (hereinafter referred to as **CAFR**), and includes the following categories of funds:

### **2.1 Fund Categories:**

- 1) General Funds
- 2) Special Revenue Funds
- 3) Debt Service Funds
- 4) Capital Project Funds
- 5) Enterprise Funds
- 6) Internal Service and Agency Funds

See "**APPENDIX A**" for a detailed listing of Fund Numbers and Names. Fund income allocation is authorized by a separate City Ordinance and is attached as "**APPENDIX B**". These Appendixes shall be deemed automatically updated from time-to-time as funds are added or deleted. All new funds are established and approved by **COUNCIL**, or by State Legislative Action pursuant to the ORC.

## **POLICY 3.0 PRUDENCE AND DUE DILIGENCE:**

Investments will be made with judgment and care--under circumstances then prevailing--which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

### **3.1 Prudence:**

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.

# City of Napoleon, Ohio - Investment Policy

## **3.2 Due Diligence:**

Investment officials acting in accordance with written procedures of this INVESTMENT POLICY, and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

## **POLICY 4.0 OBJECTIVE:**

The primary objectives, in priority order, of the CITY's investment activities shall be **Safety, Liquidity and Return on Investment:**

### **4.1 Safety:**

Safety of principal is the foremost objective of the investment program. Investments of the CITY shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will include steps to mitigate credit risk and interest rate risk.

1.) Credit Risk - the CITY will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

A - Limiting investments to the safest types of securities;

B - Diversifying the investment portfolio so that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

2.) Interest Rate Risk - the CITY will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

A - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operation, thereby avoiding the need to sell securities on the open market prior to maturity;

B - Investing a portion of operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

### **4.2 Liquidity:**

The CITY's investment portfolio will remain sufficiently liquid to enable the CITY to meet all operating requirements which might be reasonably anticipated.

### **4.3 Return on Investment:**

The CITY's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the CITY's investment risk constraints and the cash flow characteristics of the portfolio.

# City of Napoleon, Ohio - Investment Policy

## **POLICY 5.0 DELEGATION OF AUTHORITY AND INVESTMENT PROCEDURES:**

Authority to manage the CITY's investment program is derived from the following: City Charter, Article 5, Section 5.03 and City Administrative Code of Ordinances - Chapter 137 all sections, and related sections of the ORC Chapters 135 and 731 (Sections 135.14 through 135.182, and Sections 731.57 to 731.59). All items listed are attached as "**APPENDIX C**". This Appendix shall be deemed updated from time-to-time as changes occur to those sections listed.

### **5.1 Management Responsibility:**

Management responsibility for the investment program is hereby delegated to the Finance Director (hereinafter referred to as **DIRECTOR**), who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Pursuant to Section 137.03 of the City Administrative Code, in the absence of the DIRECTOR, the designated ACTING FINANCE DIRECTOR is authorized to take those actions on behalf of the CITY that are delegated to the DIRECTOR.

The DIRECTOR and his/her Assistants shall participate in any beginning and/or continuing education training programs sponsored by the Treasurer of the State of Ohio, the Auditor of State of Ohio, or any professional association such as the Government Finance Officers Association (GFOA) or the Ohio Association of Public Treasurers (OAPT). Through participation in such programs, the DIRECTOR and his/her Assistants will develop and maintain an enhanced background and working knowledge in investment, cash management, and ethics.

### **5.2 Investment Procedures:**

The DIRECTOR shall establish written procedures for the operation of the investment program consistent with this POLICY. The procedures should include reference to: safekeeping, PSA repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. The ACTING FINANCE DIRECTOR is authorized to execute investment transactions, or delegate such authority, in the absence of the DIRECTOR. No person may engage in an investment transaction except as provided under the terms of this POLICY and following the procedures established by the DIRECTOR. Procedures are attached as "**APPENDIX D**". This Appendix shall be deemed updated from time-to-time as changes occur.

## **POLICY 6.0 ETHICS AND CONFLICTS OF INTEREST:**

### **6.1 Ethics:**

All State of Ohio ORC Ethics Laws and related statutes, see attached "**APPENDIX E**", shall apply to those with the responsibility and authority of investment transactions. This Appendix shall be deemed updated from time-to-time as changes occur.

# City of Napoleon, Ohio - Investment Policy

## **6.2 Conflicts of Interest:**

Investment officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment officials and employees shall disclose to COUNCIL any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the CITY.

## **POLICY 7.0 AUTHORIZED FINANCIAL DEALERS, ADVISORS & INSTITUTIONS:**

The DIRECTOR will maintain a list of Financial Institutions and Advisors authorized to provide investment services to the City. See attached list “**APPENDIX F**” for approved financial institutions, advisors and dealers. This Appendix shall be updated from time-to-time as institutions or dealers are added or deleted.

### **7.1 Investment Advisors:**

The CITY may engage the services of an investment advisor (hereinafter referred to as ADVISOR) to assist in the management of the CITY investment portfolio in a manner consistent with the CITY objectives. Such investment advisor may be granted discretion to purchase and sell investment securities in accordance with this investment policy. The investment advisor must be licensed by the division of securities under section 1707.141 of ORC or registered with the Securities & Exchange Commission, and possess experience in public funds investment management specifically in the area of state and local government investment portfolios, or the investment advisor is an eligible institution as mentioned in section of 135.03 of the ORC.

### **7.2 Annual Review:**

The investment advisor must enter into a written investment advisory agreement with the CITY. The investment advisor must supply a copy of their Form ADV Part 2, or make a copy available, on an annual basis. In addition, the investment advisor must provide a periodic update to the CITY of the investment strategy, activity and portfolio metrics. Such update will be scheduled upon the request of the CITY on an annual basis, at a minimum.

### **7.3 Public Depository:**

No public deposit shall be made except in a qualified public depository as established by laws of the State of Ohio.

### **7.4 Policy Verification:**

The State of Ohio requires a copy of this POLICY to be forwarded to each investment advisor, bank, broker or dealer doing investment transactions with the CITY. Their signature will be required indicating that they have received, read, understand, and will abide by its contents when recommending or selling investments to the CITY. The CITY and/or ADVISOR will develop and provide an authorization form for this verification process.

# City of Napoleon, Ohio - Investment Policy

## **POLICY 8.0 AUTHORIZED & SUITABLE INVESTMENTS:**

The DIRECTOR is empowered to invest in any security specifically approved as a part of this POLICY, listed below, and any security listed in the ORC, Chapter 135, that may be amended from time-to-time. The DIRECTOR and/or ADVISOR may obtain competitive quotes for each investment transaction. Eligible obligations include but are not limited to:

### **8.1 Obligations of the United States Government:**

Bonds, notes, or other obligations of or guaranteed by the United States, or those of which the faith of the United States is pledged for the payment of the principal and interest thereon. This will include:

- 1) U.S. Treasury Bills;
- 2) U.S. Treasury Notes;
- 3) U.S. Treasury Bonds;
- 4) U.S. Treasury Strips.

### **8.2 Instrumentalities of the Federal Government:**

Bonds, notes, debentures, or any obligations or securities issued by any federal government agency or instrumentality. All federal government agency or instrumentality securities must be direct issuances of the federal government agency or instrumentality. Issuers include:

- 1) Federal Farm Credit Bank;
- 2) Federal Home Loan Bank;
- 3) Federal Home Loan Mortgage Corporation;
- 4) Federal National Mortgage Association.

### **8.3 Commercial Paper:**

Commercial Paper issued by any corporation incorporated under the laws of the United States or any state for which the following conditions apply:

- 1) Rated at the time of purchase in the single highest classification by two nationally recognized rating agencies.
- 2) The aggregate value of the notes does not exceed ten per cent of the aggregate value of the outstanding commercial paper of the issuing corporation.
- 3) Any investment in commercial paper of a single issuer shall not exceed 5% of the CITY investment portfolio at time of purchase.
- 4) The maximum maturity is 270 days.
- 5) The combined total invested in commercial paper and bankers acceptances is limited to 40% of the CITY investment portfolio at time of purchase.

### **8.4 Banker's Acceptances:**

Banker's acceptances of banks insured by the Federal Deposit Insurance Corporation (FDIC) for which the following conditions apply:

- 1) The maximum maturity is 270 days.
- 2) The combined total invested in commercial paper and bankers acceptances is limited to 40% of the CITY investment portfolio at time of purchase.

### **8.5 Master Repurchase Agreements:**

Repurchase Agreements with banks or institutions that have signed a written "Master Repurchase Agreement" which is on file with the CITY and are eligible for investment under State of Ohio statutes.

# City of Napoleon, Ohio - Investment Policy

## **8.6 Certificates of Deposit:**

Interim deposits in the eligible institutions applying for interim monies as provided in Section 135.08 of the ORC. The award of interim deposits shall be made in accordance with Section 135.09 of the ORC.

This includes investments in Certificates of Deposit with FDIC insurance coverage on the full amount of deposit plus accrued interest administered through the Certificate of Deposit Account Registry Service (CDARS). Eligibility of this investment is outlined in ORC.135.144 and would also apply to any other program that is deemed to meet the requirements of such statute.

## **8.7 Municipal Securities:**

Bonds and other obligations of the State or its political subdivisions provided that, with respect to bonds or other obligations of political subdivisions, all of the following apply:

- 1) The bonds or other obligations are payable from general revenues of the political subdivision and backed by the full faith and credit of the political subdivision.
- 2) The bonds or other obligations are rated at the time of purchase in the three highest classifications established by at least one nationally recognized standard rating service and purchased through a registered securities broker or dealer.
- 3) The aggregate value of the bonds or other obligations does not exceed 20% of the City's investment portfolio at the time of purchase.
- 4) The CITY is not the sole purchaser of the bonds or other obligations at original issuance.

## **8.8 Money Market Mutual Funds:**

No-load money market mutual funds consisting exclusively of securities described in paragraphs 8.1 and 8.2 of this Section and repurchase agreements secured by such obligations, provided that the investments in securities described in the division are made only through eligible institutions mentioned in Section 135.03 of the ORC.

## **8.9 Other Suitable Investments:**

- 1) The Ohio State Treasurer's Asset Reserve Fund (STAR Ohio).
- 2) The STAR Plus Federally Insured Cash account.

## **POLICY 9.0 COLLATERALIZATION:**

Collateralization will be required on two types of investments: CD's and repurchase (and reverse) agreements.

### **9.1 Certificates of Deposit:**

CD's must be backed by collateral with a market value of at least one hundred five percent (105%) of pooled collateral of the certificate's value, less FDIC, by a surety bond, or other as allowed by ORC.

### **9.2 Collateral Holding:**

The collateral for certificates of deposit may be held by a third party, or in a separate trust account, or in a pool of securities as defined in Chapter 135 of the ORC. Specific collateral issued will always be held by an independent third party with whom the CITY has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the CITY and retained. The right of collateral substitution is granted.

# City of Napoleon, Ohio - Investment Policy

The CITY's demand deposit accounts may be placed in an account which meets the pooled collateral requirements stated in ORC Chapter 135. In this case, the collateral may be held by the institution at which the active funds are deposited.

## **9.3 Repurchase Agreements:**

A Master Repurchase Agreement must be entered into between the CITY and the bank or broker/dealer covering any investments in repurchase agreements.

The individual securities which collectively are the subject of a repurchase agreement become the property of the CITY for the period of the agreement and are to be held by a third party for safekeeping. In order to anticipate market changes and provide a level of security for all funds invested under a repurchase agreement, the collateralization level will be one hundred two percent (102%) of the market value of principal and accrued interest.

## **POLICY 10.0 SAFEKEEPING AND CUSTODY:**

All security transactions, including specific collateral for repurchase agreements, entered into by the CITY, except CD's, shall be conducted on a **delivery-versus-payment (DVP)** basis. Securities will be held by a third party custodian designated by the DIRECTOR and evidenced by safekeeping receipts.

## **POLICY 11.0 DIVERSIFICATION:**

The CITY will consider diversification in its investments by security type and institution. Portfolio allocations by percentage of total funds available at time of investments are:

1) U.S. Government Guaranteed Obligations	100%
2) Obligations of Federal Instrumentality's	100%
3) Certificates of Deposits	100%
4) Repurchase Agreements	100%
5) Star Ohio (Authorized Pool)	100%
6) Commercial Paper & Banker's Acceptances Combined	40%
7) Commercial Paper per Issuer	5%
8) Municipal Securities	20%
9) Money Market Mutual Funds	100%
10) Star Ohio or Star Plus	100%

## **POLICY 12.0 PROHIBITED INVESTMENT PRACTICES:**

The CITY is prohibited by state law from investment in stripped principal or interest obligations, reverse purchase agreements and derivatives. The issuance of taxable notes for the purpose of arbitrage, as well as the use of leverage and short term selling is also prohibited.

## **POLICY 13.0 MAXIMUM MATURITIES:**

To the extent possible, the CITY will attempt to match its investments with anticipated cash flow requirements.

# City of Napoleon, Ohio - Investment Policy

## **13.1 Maximum Maturity:**

The maximum maturity for any investment including certificates of deposit but excluding commercial paper and banker's acceptances will be five (5) years from the date of purchase unless, as per the ORC, the investment is matched to a longer term liability of the CITY. Commercial paper and banker's acceptances are limited to a maximum maturity of 270 days.

Investments shall be made with the reasonable expectation they can be held to maturity. Securities may be redeemed or sold prior to maturity to meet additional liquidity needs, to enhance the yield of the portfolio, to re-structure the portfolio or to realize any capital gains.

## **POLICY 14.0 INTERNAL CONTROLS:**

The DIRECTOR shall establish an annual process of independent review by an external auditor. This review will provide internal controls by assuring compliance with policies and procedures. Annual Audits are directed or performed by the State of Ohio, State Auditors Office.

## **POLICY 15.0 PERFORMANCE STANDARDS:**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

## **15.1 Market Yield- Benchmark:**

The entity's investment strategy is active. Given this strategy, the basis used by the DIRECTOR to determine whether market yields are being achieved shall be the one year U.S. Treasury Bill.

## **POLICY 16.0 REPORTING:**

The DIRECTOR shall provide COUNCIL, at a minimum, quarterly investment reports which provide a clear picture of the status of the current investment portfolio. The reports should include comments on the fixed income markets and economic conditions, discussions regarding restrictions on percentage of investment by categories, possible changes in the portfolio structure going forward and thoughts on investment strategies.

## **16.1 Reporting Format:**

Schedules in the quarterly report should include the following:

- 1) A detailed listing of individual securities held at the end of the reporting period by authorized investment category.
- 2) Average life and final maturity of all investments listed.
- 3) Coupon, discount or earnings rate.

# City of Napoleon, Ohio - Investment Policy

- 4) Par value, Amortized Book Value and Market Value as applicable.
- 5) Percentage of the Portfolio represented by each investment category.

## **POLICY 17.0 INVESTMENT POLICY ADOPTION:**

The CITY's POLICY shall be adopted by Ordinance of the CITY's legislative authority, see "**APPENDIX G**". This POLICY may be reviewed annually by the COUNCIL and modifications made thereto must be approved by the COUNCIL on a simple Motion.

## **POLICY 18.0 SIGNATURES (APPOINTING AUTHORITY):**

_____ Monica S. Irelan, City Manager	_____ /S/ Monica S. Irelan, City Manager
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_____ Gregory J. Heath, Finance Director	_____ /S/ Gregory J. Heath, Finance Director
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## **APPROVED AS TO FORM**

_____ Lisa L. Nagel, Law Director	_____ /S/ Lisa L. Nagel, Law Director
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# City of Napoleon, Ohio - Investment Policy

## POLICY 19.0 GLOSSARY:

**Agencies:** Federal agency securities and/or Government-sponsored enterprises.

**Asked:** The price at which securities are offered.

**Bankers' acceptance (BA):** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**Bid:** The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

**Broker:** A broker brings buyers and sellers together for a commission.

**Certificate of Deposit (CD):** A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

**Collateral:** Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public funds.

**Comprehensive Annual Financial Report (CAFR):** The official annual report for the City of Napoleon, Ohio. It includes five (5) combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

**Coupon:** 1.) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. 2.) A certificate attached to a bond evidencing interest due on a payment date.

**Dealer:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**Debenture:** A bond secured only by the general credit of the issuer.

**Delivery Versus Payment:** There are two (2) methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

**Discount:** The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

**Discount securities:** Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g. U.S. Treasury Bills.

**Diversification:** Dividing investment funds among a variety of securities offering independent returns.

**Federal Credit Agencies:** Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

**Federal Deposit Insurance Corporation (FDIC):** A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

# City of Napoleon, Ohio - Investment Policy

**Federal Farm Credit Banks (FFCB):** The Federal Farm Credit Banks Funding Corporation is an integral part of the Farm Credit System, a leading provider of loans, leases and services to rural communities and U.S. agriculture. The Farm Credit System is a government sponsored enterprise, created in 1916 and dedicated to assuring a steady source of financing to qualified borrowers. The Funding Corporation issues highly rated notes and bonds on behalf of the four Banks of the Farm Credit System: AgFirst FCB, AgriBank, FCB of Texas and CoBank, ACB and partners with a select group of dealers to market and distribute the securities to investors in the United States and around the world.

**Federal Funds Rate:** The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

**Federal Home Loan Banks (FHLB):** Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLB's is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

**Federal Home Loan Mortgage Corporation (FHLMC):** The Federal Home Loan Mortgage Corporation (FHLMC), known as Freddie Mac, is a stock-holder owned government-sponsored enterprise (GSE). The FHLMC was created in 1970 to expand the secondary market for mortgages in the US. Along with the Federal National Mortgage Association (Fannie Mae), Freddie Mac buys mortgages on the secondary market, pools them, and sells them as a mortgage-backed security to investors on the open market. In addition Freddie Mac issues general debt obligations to fund its working capital requirements. Freddie Mac's securities are highly liquid and widely accepted.

**Federal National Mortgage Association (FNMA):** FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

**Federal Open Market Committee (FOMC):** Consists of seven members of the Federal Reserve Board and five (5) of the twelve (12) Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

**Federal Reserve System:** The central bank of the United States created by Congress and consisting of a seven (7) member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

**Generally Accepted Accounting Practice (GAAP):** Generally Accepted Accounting Practice for local governmental entities.

**General Purpose Financial Statements (GPFS):** General Purpose Financial Statements prepared for the entity reporting financial status.

# City of Napoleon, Ohio - Investment Policy

**Government National Mortgage Association (GNMA or Ginnie Mae):** Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FMHM mortgages. The term "pass-through" is often used to describe Ginnie Maes.

**Liquidity:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

**Local Government Investment Pool (LGIP):** The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

**Market Value:** The price at which a security is trading and could presumably be purchased or sold.

**Master Repurchase Agreement:** A written contract covering all future transactions between the parties to repurchase--reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

**Maturity:** The date upon which the principal or stated value of an investment becomes due and payable.

**Money Market:** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

**Municipal Securities:** A general term referring to a bond, note, warrant, certificate of participation or other obligation issued by a state or local government or their agencies or authorities (such as cities, towns, villages, counties or special districts or authorities). A prime feature of most municipal securities is that interest or other investment earnings on them are generally excluded from gross income of the bondholder for federal income tax purposes. Some municipal securities are subject to federal income tax, although the issuers or bondholders may receive other federal tax advantages for certain types of taxable municipal securities.

**Offer:** The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

**Open Market Operations:** Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

**Portfolio:** Collection of securities held by an investor.

**Primary Dealer:** A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers, banks and a few unregulated firms.

# City of Napoleon, Ohio - Investment Policy

**Prudent Person Rule:** An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state--the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

**Qualified Public Depositories:** A financial institution which does not claim exemption from the payment of any sales or compensating use or ad Valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits; as established by laws of the State of Ohio.

**Rate Of Return:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

**Repurchase Agreement (RP OR REPO):** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money that is, increasing bank reserves.

**Safekeeping:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

**Secondary Market:** A market made for the purchase and sale of outstanding issues following the initial distribution.

**Securities & Exchange Commission:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.

**Sec Rule 15c301:** See Uniform Net Capital Rule.

**Structured Notes:** Notes issued by Government Sponsored Enterprises (FHLB, BNMA, SLMA, etc.) And Corporations which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

**Treasury Bills:** A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three (3) months, six (6) months, or one (1) year.

**Treasury Bonds:** Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than ten (10) years.

**Treasury Notes:** Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two (2) to ten (10) years.

## City of Napoleon, Ohio - Investment Policy

**Treasury Strips:** Treasury STRIPS are fixed-income securities sold at a significant discount to face value and offer no interest payments because they mature at par. STRIPS is the acronym for Separate Trading of Registered Interest and Principal of Securities. STRIPS let investors hold and trade the individual interest and principal components of eligible Treasury notes and bonds as separate securities. When a Treasury fixed-principal note or bond or a Treasury inflation-protected security (TIPS) is stripped through the commercial book-entry system each interest payment and the principal payment becomes a separate zero-coupon security. Each component has its own identifying number and can be held or traded separately. STRIPS are not issued or sold directly to investors. STRIPS can be purchased and held only through financial institutions and government securities brokers and dealers.

**Uniform Net Capital Rule:** Securities and Exchange Commission requirement that member firms as well as non-member broker-dealers in securities maintain a maximum ratio of indebtedness of liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

**Yield:** The rate of annual income return on an investment, expressed as a percentage.

- 1.) *Income Yield* is obtained by dividing the current dollar income by the current market price for the security.
- 2.) *Net Yield or Yield To Maturity* is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

City of Napoleon, Ohio  
Electric Committee

Majority Report- Affirmative Vote  
May 9, 2016

- I. The Electric Committee met on Monday, May 9, 2016, and recommended:  
To accept the BOPA recommendation for approval of Power Supply Cost Adjustment  
Factor for May, 2016 as follows:  
PSCAF three (3) month averaged factor: \$0.00225  
JV2: \$ 0.028009  
JV5: \$ 0.028009

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Travis Sheaffer, Chair

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Patrick McColley, Committee

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Dan Baer, Committee

**City of Napoleon, Ohio**  
**Water, Sewer, Refuse, Recycling & Litter Committee**

**Majority Report- Affirmative Vote**  
**May 9, 2016**

**Affirmative Vote**

The Water, Sewer, Refuse, Recycling & Litter Committee met on Monday, May 9, 2016, and recommended that Council:

1. To continue with current sewer lateral charges

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Jeff Comadoll, Chair

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Travis Sheaffer, Committee

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Rita Small, Committee

City of Napoleon

Municipal Properties, Buildings, Land Use &  
Economic Development Committee

**Majority Report- Affirmative Vote**

The Municipal Properties, Buildings, Land Use & Economic Development Committee met on Monday, April 11, 2016 at 7:30 pm, and recommended:

- I. Referring to City Council to move forward with a fifty percent (50%) forced assessment of the project cost for Round House Road

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Patrick McColley, Chair

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Jason Maassel, Committee



# City of Napoleon, Ohio

## Department of Public Works

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

Chad E. Lulfs, P.E., P.S., Director of Public Works

Telephone: (419) 592-4010 Fax: (419) 599-8393

www.napoleonohio.com

## Memorandum

**To:** Monica Irelan, City Manager  
**From:** Chad E. Lulfs, P.E., P.S., Director of Public Works  
**cc:** Mayor & City Council  
Greg Heath, Finance Director  
Scott Hoover, WTP Superintendent  
**Date:** May 16, 2016  
**Subject:** Water Treatment Plant UV Disinfection  
Improvements – Recommendation of Award

On Wednesday, May 11, 2016, bids were opened and read aloud for the above referenced project. Three bids were submitted and read as follows:

Peterson Construction Company	\$1,349,000.00
Mosser Construction, Inc.	\$1,380,000.00
Hank's Plumbing & Heating	\$1,497,000.00

The Engineer's Estimate for this project was \$1,400,000.00. This project consisted of installing UV disinfection units, replacing pumps, and installing hardware/software to control them.

**Having reviewed the submitted bids, I recommend that Council award the bid to Peterson Construction Company in the amount of \$1,349,000.00 for the Water Treatment Plant UV Disinfection Improvements Project.**

*CEL*

## Memorandum

**To:** Parks & Recreation Committee, Council, Mayor, City Manager,  
City Law Director, City Finance Director, Department Supervisors, Media

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

**Date:** 5/12/2016

**Re:** Parks & Recreation Committee Meeting Cancellation

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The regular Parks & Recreation Committee meeting scheduled for Monday, May 16, 2016 at 6:15pm has been CANCELED at the direction of the Chair due to lack of agenda items.

# Henry County Chamber of Commerce 33rd Annual Golf Outing

**\*\*White Pines Golf Course** (<http://www.whitepinesgc.com>)

1640 County Road 2, Swanton, OH 43558 419-875-5535

ARRIVE BY..... 11:30 a.m.

SHOTGUN START..... 12:00 p.m.

**Friday August 5, 2016**

Rain Date: Fri. Aug. 19, 2016

**\*\* NEW LOCATION**



## **4 PERSON SCRAMBLE** Limited Number of Teams



<b>COST</b>	>>>>>>	GOLF-CART-BEVERAGES ON COURSE- <b>DINNER</b> .....	\$65.00
		GOLF-CART-BEVERAGES ON COURSE-NO DINNER.....	\$60.00

**Deadline for Entry is July 27, 2016**

**After the Deadline there will be NO REFUNDS**

**NAME** \_\_\_\_\_

**\* email:** \_\_\_\_\_

**BUSINESS** \_\_\_\_\_

\_\_\_\_\_ Tickets @ \$65.00 \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_ Tickets @ \$60.00 \_\_\_\_\_

**CITY** \_\_\_\_\_

**PHONE** \_\_\_\_\_

Total \_\_\_\_\_

\$

Please list the foursome names: Cart 1

Cart 2

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

Remit Payments to:

**Henry County Chamber of Commerce**

611 North Perry Street \* Napoleon, OH 43545

419-592-1786 fax: 419-592-4945 email: [hcnccoc@henrycountychamber.org](mailto:hcnccoc@henrycountychamber.org)

