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# Memorandum

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*To:* Mayor and Members of City Council  
*cc:* City Manager, Finance Director, City Law Director  
*From:* Roxanne  
*Regarding:* General Information  
*Date:* July 27, 2018



***There are no scheduled meetings for the week of July 30 - August 3, 2018.***

Calendar

Memo for Acting Finance Director

Ohio Municipal League Legislation Bulletin (July 27, 2018)

AMP Weekly Newsletter/Update (July 20, 2018)

Employee Appreciation Picnic/Wed., August 22<sup>nd</sup> @ Oberhaus Shelterhouse.

Records Retention - CM-11 - 2 Years

# August 2018

◀ July

September ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>July 30</b>  <i>5<sup>th</sup> Monday</i> <i>No Scheduled Meetings</i>		1	2	3	4
5	<b>6</b> <b>6:15 pm</b> Technology Committee  <b>7:00 pm</b> City Council	7	8	9	10	11
12	<b>13</b> <b>6:15 pm</b> Electric Committee & BOPA <b>7:00 pm</b> Water & Sewer Committee <b>7:30 pm</b> Municipal Properties/ED Committee	<b>14</b> <b>4:30 pm</b> Special Civil Service Commission Meeting  <b>4:30 pm</b> BZA <b>5:00 pm</b> Planning Commission	15	16	17	<b>18</b>  <b>10:00 am</b> – Special Civil Service Comm. Meeting [Police Officer Physical Agility Test]
19	<b>20</b> <b>6:00 pm</b> Tree Comm. Parks & Rec Comm.  <b>7:00 pm</b> – City Council	21	<b>22</b>  <b>11:00 am – 1:00 pm</b> Employee Appreciation Picnic	23	24	25
26	<b>27</b> <b>6:30 pm</b> Finance & Budget Committee  <b>7:30 pm</b> Safety & Human Resources Comm	<b>28</b> <b>4:30 pm</b> Civil Service Commission	<b>29</b> <b>6:30 pm</b> Parks & Rec Board Mtg.	30	31	



# City of Napoleon, Ohio

## FINANCE DEPARTMENT

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545-0151

Telephone: (419) 599-1235 Fax: (419) 599-8393

www.napoleonohio.com

# Memorandum

**To:** Members of City Council  
Jason P. Maassel, Mayor  
Joel L. Mazur, City Manager  
Billy D. Harmon, City Law Director  
All Department/Division Heads

**From:** Gregory J. Heath, Finance Director/Clerk of Council  
**cc:** Chris Peddicord, Assistant Finance Director

**Date:** July 27, 2018, 2018

**Subject:** Acting Finance Director/Clerk of Council – Assigned to  
Christine Peddicord, Assistant Finance Director

Please be informed I will be out of the office from Monday, July 30, 2018, through Friday, August 3, 2018. I will return to my office on Monday, August 6, 2018.

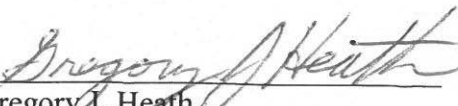
During this period I am out, I appoint the following person as Acting Finance Director/Clerk of Council:

**Christine Peddicord, Assistant Finance Director**

This person is hereby delegated all such power and authority of the Office of the Finance Director/Clerk of Council for the periods so listed as authorized by City Charter and Codified Ordinances.

Please direct all requests through Ms. Peddicord during this period. We will be in direct communication as needed.

Thank you.

  
Gregory J. Heath,  
Finance Director/Clerk of Council

# Ohio Municipal League Legislative Bulletin

## Ohio Municipal League

Fri 7/27/2018 11:52 AM

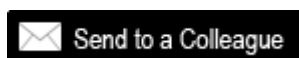
To: Roxanne Dietrich <rdietrich@napoleonohio.com>;

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## Legislative Bulletin

July 27, 2018

### OML UPDATE AT-A-GLANCE

Here are the top three things you need to know from this past week:

- The Bureau of Workers' Compensation has recommended a rate reduction of approximately 12% for public employees. Under this proposal, municipalities and other local governments would save \$21 million next year.
- Ohio's medical marijuana patient registry has been delayed from its original projected launch date of September 8th. The Ohio Board of Pharmacy says the registry will be put on hold until they have a better idea of when medical marijuana will be made widely available.
- The House seated a new member this week. J. Todd Smith replaced Jeff Rezabek as the representative for the 43<sup>rd</sup> district which includes Preble and portions of Montgomery counties. Earlier this month, Mr. Rezabek was appointed by Governor Kasich to serve as a juvenile court judge in Montgomery County. Rep. Smith is a pastor from Germantown.

### PAYDAY LENDING BILL HEADING TO GOVERNOR'S DESK

This week, the House of Representatives held a rare summer session to concur on the changes the Senate made to HB 123, the payday lending reform bill. The amendments were concurred upon by the House 61-24. The changes the Senate made are intended to help keep payday lenders in business while protecting consumers. Among the provisions of the bill are sections that allows consumers three days to rescind a loan with no interest or fees and sections limit monthly payments to 6% of the consumer's gross monthly income. After a long and much-publicized journey through the legislative process, the bill now heads to Governor John Kasich's desk for his signature.

### **FLOOR ACTION: BILLS OF MUNICIPAL INTEREST**

The following bill impacting municipalities was voted on by the House of Representatives this week.

- **HB 34 - PUBLIC NOTICES.** This bill, sponsored by Rep. Hambley (R - Brunswick) and Rep. Ryan (R - Newark), will authorize certain state agencies, local governments, and other boards, commissions, and officers to deliver certain notices by ordinary mail and electronically instead of by certified mail, to modify the requirements for public records training for elected officials, and to allow a county prosecuting attorney to enter into a contract with a regional airport authority, port authority, or regional planning commission to be its legal adviser. It now heads to the Governor's desk for his signature. The League is supportive of this legislation.

### **NEW LEGISLATION OF MUNICIPAL INTEREST INTRODUCED**

Here is the new legislation introduced this week of interest to municipalities.

- **HB 715 - WATER-SEWER FUND USAGE.** This bill, sponsored by Rep. Schuring (R - Canton) and Rep. West (D - Canton), would authorize a municipal corporation to use up to 5% of its water and sewer funds for sewerage or water system extensions in each fiscal year when the extension is for economic development purposes.

### **REGISTER NOW FOR OML'S FINAL REMAINING SUMMER REGIONAL CONFERENCE**

Next month, the League will hold its fourth and final 2018 Summer Regional Conference in Findlay. We want to thank all of the municipal officials who have joined us for our three previous regional conferences that were held in Athens, Mason, and Canton, Ohio. The response from League members to our efforts to take a portion of our annual conference to the four corners of the state through the regional conference approach has been very gratifying and we appreciate the continued support.

The goal of these Regional Conferences is to provide an opportunity for League members prevented from attending our three-day Annual Conference held in downtown Columbus, either because of distance constraints or other issues, to have access to the timely information our members receive at our Annual Conference and to experience some of the opportunities that the conference provides. We have put together a single day program of general session topics with presentations by featured speakers who are experts in their municipal sectors.

The 2018 Summer Regional Conferences are an invaluable opportunity for municipal officials statewide to have the ability to be presented with critical information directly related to the success of their own communities, as well as connect and network with other local leaders in their area. This opportunity is not limited to League members but is a great opportunity for all municipal and local government officials to refresh their skill sets and get the most recent information on critical topics.

The final conference in the 2018 regional series will be held August 17th at the Hancock Hotel in Findlay.

Registration information including the conference agenda, can be accessed [HERE](#).

We encourage you to sign up for this remaining conference as soon as possible, as space will be limited. We look forward to seeing you and your entire administrative staff there!

**THERE IS NO COMMITTEE SCHEDULE FOR THE WEEK OF JULY 29TH.**

## **Upcoming Meetings & Events**

<b>Regional Summer Conference Series</b>	<b>August 17, 2018</b>	<b><u>Registration Information</u></b>
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Ohio Municipal League

Legislative Inquires:

Kent Scarrett, Executive Director

Edward Albright, Deputy Director

Ashley Brewster, Director of Communications

Rachel Massoud, Legislative Advocate

Website/Bulletin Issues:

Zoë Wade, Office Manager

Ohio Municipal League, 175 S. Third Street, Suite 510, Columbus, OH 43215

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## PJM July 16 peak joins 5 CP list

By Mike Migliore - vice president of power supply planning

The PJM load on July 10 of 140,378 MW was one of PJM's 5 CPs for a week, but the hot and humid weather in eastern PJM on July 16 led to a RTO load of 143,331 MW. This load, which was between 4 and 5 p.m., was PJM's fourth highest peak of the year and removed the July 10 peak from the top five. No zonal 1 CPs were set during the past two weeks. Despite the warm temperatures, day-ahead prices at the AEP/Dayton Hub only topped out at \$70/MWh at 5 p.m. on July 16.

The current CPs for 2018 are shown below. (EPT = Eastern Prevailing Time, also known as clock time)

ZONE	2018 Peak Load so far Thru 7/5/18	Date	Hour Ending EPT	2017 Peak
AEP	<b>22,759</b>	1/3/2018	8	<b>21,660</b>
FE	<b>12,624</b>	6/18/2018	15	<b>12,051</b>
APS	<b>9,342</b>	1/5/2018	20	<b>8,755</b>
PPL	<b>7,681</b>	1/5/2018	18	<b>7,401</b>
DUKE	<b>5,194</b>	6/18/2018	16	<b>5,036</b>
DELMARV	<b>4,002</b>	7/2/2018	18	<b>3,813</b>
DAYTON	<b>3,249</b>	6/18/2018	14	<b>3,204</b>
PENELEC	<b>2,932</b>	7/2/2018	14	<b>2,890</b>
PJM 1CP	<b>148,459</b>	6/18/2018	17	<b>145,331</b>
PJM 2CP	<b>145,668</b>	7/3/2018	16	<b>145,097</b>
PJM 3CP	<b>145,155</b>	7/2/2018	17	<b>142,003</b>
PJM 4CP	<b>143,331</b>	7/16/2018	17	<b>140,660</b>
PJM 5CP	<b>141,437</b>	7/5/2018	15	<b>138,365</b>

## AMI program update

By Brandon Poddany - AMI program manager

**Seaford, Del.** - Electric meter mass deployment began in Seaford on July 10. Staff from AMP and NextGen met on-site with Seaford staff and officials for the Meter Exchange Kickoff Meeting. The group then met at the location of the first meter installation in order to view the process and officially launch meter deployment.



The City of Seaford, NextGen, Edmunds (billing system vendor), ElectSolve and AMP collaborated throughout the day to successfully integrate the newly installed meters into Seaford's AMI and billing systems, ultimately closing the loop on the meter-to-cash process. Seaford will have 3,500 meters installed during electric meter mass-deployment.

**Milford, Del.** - Water meter mass deployment is scheduled to begin in Milford on July 24. Milford's water meter deployment marks the first mass water meter deployment for the AMI program. AMP, NextGen and Silver Spring Networks (Itron) staff will be meeting on-site with Milford staff to ensure a successful launch.

NextGen will begin installing water meter modules along with continuing Milford's electric mass meter deployment, which began in May. To date, Milford has approximately 4,400 of their 7,200 planned electric meters installed. Milford will have 4,700 water meter modules installed during water meter mass deployment.

## AMP sustainability principles have been update

AMP's sustainability principles, originally adopted in 2005 and updated in 2011, and were recently updated again to expand their scope and encompass broader corporate sustainability goals and objectives. The updated principles better reflect the organization's definition of sustainability as a business approach that creates long-term member value.

The updated principles can be found on the [sustainability page](#) of the [AMP website](#).

## City of Westerville joins EcoSmart Choice®

*By Erin Miller - director of energy policy and sustainability*

AMP welcomes the City of Westerville as the newest member to join the EcoSmart Choice® program.

EcoSmart Choice is a green-pricing program offered by AMP through its member municipal electric systems. Members who elect to participate in EcoSmart Choice provide their customers with the option of supporting renewable energy development.

Green pricing programs such as this rely on the use of renewable energy certificates (RECs) to offset the customer's electricity usage. Customers' participation in EcoSmart Choice is supported by the purchase of wind, solar, hydroelectric, landfill gas or other qualifying RECs. The program is open to residential, commercial and industrial customers.



For more information on how your community can enroll in the EcoSmart Choice program, contact me at 614.540.1019 or [emiller@amppartners.org](mailto:emiller@amppartners.org).

## Monthly NERC update call on July 26

*By Art Iler - director of reliability standards compliance*

AMP, in coordination with Utility Services, Inc., will host its monthly North American Electric Reliability Corporation (NERC) update call and webinar for members on July 26 at 1:30 p.m. Topics to be discussed include:



- A review of NERC's Self Report and Mitigation Plan User Guide
- Status of current NERC projects of interest to AMP and its members
- New standards and their effective dates
- NERC's new CEO's priorities

The presentation will be followed by a question and answer session.

Please contact me with questions, and for the dial-in number and webinar instructions at [ailer@amppartners.org](mailto:ailer@amppartners.org) or 614.540.0857.

## **Regional safety meeting scheduled for Aug. 1 in Grove City**

*By Scott McKenzie - member safety manager*

AMP is scheduled to hold a regional safety meeting on Aug. 1 from 8 a.m. to 2 p.m. at the Borough of Grove City Electric Department in Grove City.

Safety meetings provide an opportunity to increase knowledge of safe procedures, learn about new products and to strengthen relationships with other members in your state, as well as with AMP staff.

Topics at this meeting will include:

- URD switching techniques and safety demonstrations
- APPA Safety Manual review (verbal)
- Proper PPE required for different situations
- Lock-to-lock rubber gloves
- Cover up applications demonstration
- Proper equipment: Shotguns/elbow puller, standoffs/grounding standoffs
- Phasing sticks with URD adapters demonstration
- Trouble shooting outage scenario URD transformer change out
- Scenario: simulated outage call

There is no charge to attend of this event, however, members are asked to RSVP by July 25 so that AMP can get an accurate lunch count. For more information about training opportunities, a copy of the 2018 AMP Training Catalog is available on the [member extranet](#) (login required).

If you have questions about this event or would like to register, please contact Jennifer Flockerzie at [jflockerzie@amppartners.org](mailto:jflockerzie@amppartners.org) or 614.540.0853.

## **AMP celebrates installation of EV charging station**

*By Erin Miller*

On July 19, 2018 AMP celebrated the installation of an electric vehicle (EV) charging station at its Columbus headquarters.

"AMP is committed to our sustainability principles," said Marc Gerken, AMP president and CEO. "Providing employees, tenants, visitors and members an EV charging station with free charging for their vehicles is an exciting achievement."

In January, AMP completed the installation of the CT4000 ChargePoint charging station for two electric vehicles. The CT4000 is the first ENERGY STAR certified EV charger because it charges efficiently and conserves power when not charging. Each of the two charging ports supply up to 7.2kW and can charge any EV. The project was approved by the AMP Board of Trustees in 2017.

The event was held in partnership with Smart Columbus' day-long EV Ride & Drive Roadshow. The Ride & Drive Roadshow allowed for AMP Board of Trustees members and AMP staff to test drive of some of the newest electric vehicles on the market.

As the winner of the U.S. Department of Transportation's first-ever Smart City Challenge, Columbus was awarded \$50 million in grant funding and the designation as America's Smart City. The initiative seeks to

transform mobility, working to deploy more affordable, reliable and sustainable transportation options. Smart Columbus was formed as a part of those efforts.





## Upcoming content from the Smart Electric Power Alliance

By Brad Benton - senior manager, membership - SEPA

As a member of the Smart Electric Power Alliance (SEPA), you have unlimited access to all SEPA content. From webinars to research reports to taking part in working groups, it is all included in your membership.



To keep you up-to-date on what we have been up to, below is a snapshot of a few recent reports and upcoming webinars. You can access all these resources and more on [our website](#).

### Reports

#### **51st State perspectives - Massachusetts: A Great Clean Energy Story - DERs and the Next Chapter**

This report summarizes the current state of activities in Massachusetts via the lens of the 51st State roadmap "swimlanes" and positions existing activities among the key doctrines. [Download](#)

#### **2018 Utility Solar Market Snapshot**

Tracking solar deployment in 2017, this report covers national utility solar market growth trends, as well as economics, policies, programs and technologies. Key discussions include latest update in tax incentives, community solar programs and large-scale solar development. [Download](#)

**2018 Utility Storage and Demand Response Snapshots** will be released later this summer.

### Webinars:

**Aug. 9 - Making Community Microgrids Work: Financing, Developing and Deploying.** Join SEPA, PJM, PSE&G, Pepco and the City of Hoboken as we examine three unique microgrid case studies and their drivers, stakeholders, financing and development. Learn more and register free [here](#).

**Sept. 6 - Reinventing Demand Response with DERS**

Join SEPA to dive into Arizona Public Services' reverse demand response efforts, hear about research on DR renewable integration from Navigant, review key insights from the SEPA-PLMA Demand Response Snapshot Report and explore the potential expanding role of DR to include more EVs, interactive water heaters and more. Learn more and register free [here](#).

As always, do not hesitate to contact Spencer Schecht on the SEPA Membership Team to learn more about your benefits. He can be reached at [sschecht@sepapower.org](mailto:sschecht@sepapower.org) or 202.350.4671

## Energy markets update

*By Jerry Willman - assistant vice president of energy marketing*

The August 2018 natural gas contract increased \$0.048/MMBtu to close at \$2.769 yesterday. The EIA reported an injection of 46 Bcf for the week ending July 13, which was below market expectations of 56 Bcf. Gas in storage now stands at 2,249 Bcf. This is 19 percent under the five-year average of 2,784 Bcf.

On-peak power prices for 2018 at AD Hub closed yesterday at \$35.44/MWh which was \$.04/MWh lower for the week.

On Peak (16 hour) prices into AEP/Dayton hub				
Week ending July 20				
MON	TUE	WED	THU	FRI
\$45.65	\$37.88	\$34.27	\$38.08	\$35.71
Week ending July 13				
MON	TUE	WED	THU	FRI
\$40.54	\$42.98	\$38.37	\$39.40	\$44.25
AEP/Dayton 2019 5x16 price as of July 19 — \$35.44				
AEP/Dayton 2019 5x16 price as of July 12 — \$35.49				

## AFEC weekly update

*By Jerry Willman*

The AMP Fremont Energy Center was 100 percent available for the week. PJM dispatched Fremont plant offline Saturday morning during the off-peak hours based on economics. The plant was online for the remainder of the week and operated between base load and duct fire range during the peak hours. Duct firing operated for 110 hours this week. The plant generated at a 79 percent capacity factor (based on 675 MW rating).

## Field preparations for 2018 AMP Lineworkers Rodeo completed

*By Bob Rumbaugh - manager of technical training*

Thank you to the volunteers from Jackson Center, Orrville, Piqua, Tipp City and Westerville that helped with rodeo event construction this week in preparation for the fifth annual AMP Lineworkers Rodeo, to be held Aug. 24-25 at AMP headquarters. Field preparations are now complete and no further build days are required.

If you have questions about the rodeo or how to compete, please contact Jennifer Flockerzie at 614.540.0853 or [jflockerzie@amppartners.org](mailto:jflockerzie@amppartners.org).



# Register now for Webinars

An internet connection and a computer are all you need to educate your staff. Individual webinars are \$99 or sign up for a series at a discounted rate. Register today at [www.PublicPower.org](http://www.PublicPower.org) under Education & Events. Non-members can enter coupon code Insert **AMP** to receive the member rate.

- Wireless Pole Attachments Series  
New Regulatory and Legislative Developments Impacting Wireless Attachments **Aug. 7**
- Accounting & Finance Series  
How to Set and Achieve Revenue Targets **Aug. 8**
- Strategic Planning Series—Finances and Performance: Building Your Strategic Plan **Aug. 16**
- Accounting & Finance Series  
Meeting New GASB Standards **Aug. 30**

Recorded webinars are also available for purchase. Visit [www.PublicPower.org](http://www.PublicPower.org) under Shop.



## Classifieds

Members interested in posting classifieds in Update may send a job description with start and end advertisement dates to [zhoffman@amppartners.org](mailto:zhoffman@amppartners.org). There is no charge for this service.

## City of Oberlin seeks applicants for sustainability coordinator

The City of Oberlin is seeking applicants for the position of sustainability coordinator. This position oversees the facilitation and promotion of OMLPS sustainability goals in the community, as well as development, management and promotion of environmental sustainability initiatives and programs. This position is responsible for overseeing portions of the Oberlin's Climate Action Plan by developing, advancing, monitoring and measuring results of the sustainability strategies within the plan, and for administering and promoting the Sustainable Reserve Fund Program in the Oberlin community and managing the financials of the Sustainable Reserve Fund. The sustainability coordinator will also be responsible for special projects and programs, as assigned. The position reports directly to the city manager.

Candidates must have a bachelor's degree in business administration, project management, environmental studies and/or green technology, or related discipline from an accredited college, as well as three years of previous experience in energy services, environmental sustainability, project management, related field or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. Previous experience in environmental sustainability, energy services or government administration is desirable. The position requires a valid state of Ohio driver's license.

Starting salary range is \$60-\$70,000 per year, depending on qualifications. Applications and a full job descriptions are available at [www.cityofoberlin.com](http://www.cityofoberlin.com) and at Oberlin City Hall, 85 S. Main St., Oberlin, OH 44074. Applications may be returned via email to [hr@cityofoberlin.com](mailto:hr@cityofoberlin.com) or via mail to City of Oberlin Human Resources Department, 85 S. Main St., Oberlin, OH 44074. First review to fill position is July 23.

## City of Newton Falls seeks applicants for city manager

The City of Newton Falls is seeking applicants for the position of city manager. Salary \$70,000 to \$90,000, plus excellent benefits. Newton Falls residency is required; ICMA-CM designation is preferred. Newton Falls has a charter form of government with a five-member council and mayor. \$17.6 million budget, 38 full-time employees and 23 part-time employees. Municipal utilities include water treatment, water pollution control and electric distribution. A graduate degree in government/public administration/business-related field with a background in electric, water, water pollution control, administration, personnel management and economic development or municipal finance is preferred. Desire a credentialed City Manager who is a strong leader and motivator. Please send a letter of interest, resume, salary history, requirements and at least three work-related references to Kathleen King, city clerk, 19 N. Canal St., Newton Falls, OH 44444 or email [cityclerk@ci.newtonfalls.oh.us](mailto:cityclerk@ci.newtonfalls.oh.us) by July 31, 2018. EOE

## City of Westerville seeks applicants for utility billing supervisor

The City of Westerville is seeking an experienced professional to serve as utility billing supervisor for our nationally recognized community of more than 37,000 residents who are provided water, sewer, trash and electricity services through municipal accounts. The city, served primarily through AMI-metering, has a newly-expanded water plant and its electric division is the only municipally owned and operated suburban electrical provider in Central Ohio.

The successful candidate will supervise six FTE/s in utility billing, accounts receivable, customer service and metering. Primary work involves planning, directing and supervising all utility billing and collection activities, assuring billing accounts are accurately posted, payments are properly applied to customer accounts, delinquent accounts are processed in accordance with the city's policies and procedures, and customer inquiries receive timely and courteous responses. The utility billing supervisor provides input oversight of: the budgeting process; meter reading activities for non-AMI metered accounts; meter checks due to exception reports; compliance with related state and federal statutes; and other related financial and legislative requirements regarding public utilities.

Required: College degree in business or public administration, accounting or finance, and a minimum three years of direct supervisory experience is preferred. No resumes please. Apply at [www.westerville.org](http://www.westerville.org). EOE/ADA

## Opportunities available at AMP

AMP is seeking applicants for the following positions:

Hydro plant operator I or II - Smithland

Hydro plant operator I or II - Cannelton

Director of human resources

Energy settlement operations

For complete job descriptions, please visit the [AMP careers page](#).

American Municipal Power, Inc.

*STAY CONNECTED*



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# 2018 EMPLOYEE APPRECIATION PICNIC



*For: All City of Napoleon Employees*

*When: Wednesday, August 22, 2018*

*Where: Oberhaus Park Shelterhouse*

*Time: 11:00 a.m. – 2:00 p.m.*