

July 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 4 th of July City Offices Closed	5 7:00 pm City Council	6	7	8	9
10	11	12	13	14	15	16
17	18 6:00 pm Tree Commission 7:00 pm City Council	19	20	21	22	23
24	25 6:30 pm – Finance and Budget Committee	26	27	28	29	30
31						

August 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 6:15 pm Technology Committee 7:00 pm City Council	2	3	4	5	6
7	8 6:30 pm Electric Committee Board of Public Affairs 7:00 pm Water/Sewer Comm. 7:30 pm Municipal Properties Committee	9 4:30 pm Board of Zoning Appeals 5:00 pm Planning Commission	10	11	12	13
14	15 6:00 pm Tree Commission 6:00 pm Park Rec Committee 7:00 pm City Council	16	17	18	19	20
21	22 6:30 pm – Finance and Budget Committee 7:30 pm – Safety and Human Resources Committee	23 4:30 pm Civil Service Commission	24	25	26	27
28	29	30	31 6:30 pm Park Rec Board			

City of Napoleon, Ohio
FINANCE AND BUDGET COMMITTEE
MEETING AGENDA

Monday, July 25, 2022 at 6:30 pm

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

- 1) **Approval of Minutes: June 27, 2022** (in the absence of any objections or corrections, the Minutes shall stand approved).
- 2) **Discussion on renewal of Independent CPA Firm contract for the Annual Audit.**
- 3) **Review Formal Bidding Process and Threshold**
- 4) **Any Other Matters to Come Before the Committee**
- 5) **Adjournment.**



Marrison Hull - Clerk

OHIO AUDITOR OF STATE KEITH FABER



88 East Broad Street
Columbus, Ohio 43215
IPACorrespondence@ohioauditor.gov
(800) 282-0370

EXTENSION AGREEMENT

This Agreement between Auditor of State Keith Faber (Auditor), _____, _____ County (Public Office), and _____ an independent public accountant (IPA), extends an existing agreement between these parties as identified in SECTION I below and incorporated herein by reference. These parties agree to abide by all terms and conditions of the original agreement, except as specifically identified in Section II below, and that **no remuneration will be granted in relation to work performed under this modification/extension prior to the execution of this Agreement by all parties.**

SECTION I – ORIGINAL CONTRACT INFORMATION

Public Office Name on RFP _____
Original Contract Period _____
Date RFP was issued _____ Date MOA Executed _____
Public Office Contact _____ E-mail _____
IPA Contact _____ E-mail _____

SECTION II – EXTENSION INFORMATION

Extension Period: _____ to _____
Check one: Annual Audit _____ or Biennial Audit _____

The RFP and related contract are hereby amended for the audit periods noted above as follows:

Work Papers, Work Product, and Records Retention

The IPA will maintain all engagement documentation in segregated files. The IPA agrees to provide the Auditor of State unconditional access to examine and review engagement documentation created or obtained by the IPA involving its performance under the contract. The IPA agrees to provide copies of any engagement documentation determined necessary by the Auditor of State. The Auditor of State is bound by ORC 4701.19, which provides that an IPA's engagement documentation remains the property of the IPA, even in the possession of the Auditor of State's office, and are not public records available for public disclosure. In the case of support for a finding for recovery, the Auditor of State may request the IPA to sign a limited waiver of this statutory provision. The IPA also will maintain and provide access to timesheets and expense reports that support the IPA's invoices under the contract. All such engagement documentation, timesheets, and expense reports shall be retained by the IPA for a period of five (5) years from the date of completion of the contract.

Review of Reports and Work Papers - Access to / Retention Thereof

Upon completion of the engagement, the IPA will issue the reports thereon and provide an electronic portable document format (pdf) file to the Auditor of State at the following address:

ipareport@ohioauditor.gov

In addition, the IPA shall approve the list of recipients from the client's eServices account and any default recipients based on the entity type. The Client Recipient List must be approved by the IPA via the IPA Portal prior to submitting the report to ipareport@ohioauditor.gov. **Please note, the report is not considered "submitted" until all required information is received by the Auditor of State at the e-mail address above.**

SECTION II – EXTENSION INFORMATION (continued)

The Auditor of State's Center for Audit Excellence (CFAE) will perform desk reviews of all released reports. At the conclusion of each review, notification of the results of the review will be sent to the IPA and the Auditor of State's Regional Office for appropriate authorization regarding release of IPA remaining fees. The Auditor of State reserves the right to delay the release of fees and require corrective action if the engagement is not performed in accordance with the required professional standards and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, when applicable.

In addition to such desk report review, some engagements will be judgmentally selected to undergo work paper reviews. The IPA will receive notice of such reviews.

Should the reviews of reports or work papers indicate performance under this agreement is not in accordance with applicable professional standards or Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the Auditor of State, in his sole judgment, may require performance of additional work, including possible report revisions, by the IPA in accordance with the fee provisions incorporated within the contract as originally endorsed by the parties thereto.

Costs associated with the Auditor of State contract administration and quality review processes will be borne by the _____. The Auditor of State's billing statements are available through the office's eServices portal located at <https://eservices.ohioauditor.gov>.

Authorized client contacts must activate their eServices login to access and/or update information regarding their customer account, including entity contact information, billing and payments, and an eCheck option for online payments. Authorized users are encouraged to keep eServices contact information updated.

Auditor of State billing statements are prepared monthly, and are sent to clients who have an outstanding balance through a paperless electronic billing system. Audit Services are charged monthly. The _____ will receive an email notification at the beginning of the month that a statement is available for review. The _____ should access their billing statement upon receipt through eServices, and payment is due by the date identified on the statement.

All engagement documentation and reports will be made available to the Auditor of State's office **unconditionally**, and must be retained, at the IPA firm's expense, for a minimum of five (5) years from the date of approval of the final reports, unless the firm is notified in writing by the Auditor of State or _____ of the need to extend the retention period.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review work papers, and make copies as determined necessary by the Auditor of State, relating to matters of continuing accounting significance as appropriate in accordance with AU-C 210 and AU-C 510.

Furthermore, should it be necessary for AOS to send a notice of proposed finding regarding a potential finding for recovery, AOS will require the IPA to execute a limited waiver, to be prepared by AOS. It is the AOS' policy to allow the individual subject to the proposed FFR to review the engagement documentation (i.e. work papers) on which the proposed finding is based. Since Ohio Rev. Code § 4701.19 provides that an IPA's engagement documentation remains the property of the IPA, even in the possession of the AOS, it is necessary for the IPA to execute the limited waiver for the sole purpose of permitting AOS to show supporting documents (i.e, work papers) to those subject to proposed findings for recovery.

Federal Awards

The IPA firm anticipates _____ major programs to be included in the Single Audit testing for each year of the contract.

SECTION II – EXTENSION INFORMATION (continued)

Contract Modifications

Modifications should only be requested for issues which were not known at the time of the original proposal, including but not limited to, changes in accounting or professional standards, changes in reporting entity, significant changes in funding, due date changes, etc. IPAs must utilize the Contract Modification application via the IPA Portal, after any necessary discussions with the Auditor of State representative, and obtain the Public Office's approval per the Auditor of State's contract modification policy. The Auditor of State will review, and if determined appropriate, approve the signed contract modification, which will set forth the terms of the contract between the Auditor of State, the Public Office and the firm. **Such agreement must be executed by the Auditor of State prior to the performance of any additional work. No remuneration will be granted in relation to work performed prior to execution of such agreement.** Any additions or reductions to the work agreed to between the Public Office and the firm shall be at an hourly rate that will not exceed the average hourly rate for the corresponding fiscal period set forth in the schedule of fees and expenses included in the original dollar cost bid, except in limited circumstances approved by the Auditor of State where the total cost for the audit period does not exceed the original proposed amount.

The IPA agrees to work closely with the Auditor of State's office and the Public Office to resolve issues as they arise prior to performance of additional procedures perceived to be beyond the scope of a prudent proposal submitted in response to this Request for Proposals.

Note: If the contract requires MBE/EDGE participation (Section I.E), any change in hours must be evaluated to determine the impact on the 15% cost requirement. Any change in cost would impact the dollar amount required to be set aside for the MBE/EDGE firm. If the modification causes the hours to exceed 800, a MBE/EDGE firm must be added to the engagement for the affected period.

Hinkle Annual Financial Data Reporting System (Hinkle System)

As required by Ohio Revised Code 117.38, local public offices must file their annual financial reports with the Auditor of State (AOS). As described in Auditor of State Bulletin 2015-007, all entities required to file with the AOS must file electronically via the Hinkle Annual Financial Data Reporting System (Hinkle System).

As required by the Bulletin, any independent public accounting (IPA) firms contracted to perform audits for the AOS will audit the financial statements uploaded and submitted to the AOS via the Hinkle System. At the commencement of the audit, the IPA will verify with the entity that the financial statements submitted via the Hinkle System are the final, unaudited financial statements for the audit period. If the financial statements required modification, the entity must contact the AOS at HinkleSystem@ohioauditor.gov in order to re-file.

When financial statements filed via the Hinkle System are audited by the IPA firm, the Hinkle System will include an audit adjustment application which requires the IPA firm to key in audit adjustments for cities, counties, schools, community schools, townships, libraries and villages to Hinkle System data as part of the audit finalization procedures. The adjustments should be entered prior to submitting the final report package to ipareport@ohioauditor.gov.

Manner of Payment

The Auditor of State requires that electronic invoices be submitted for Auditor of State approval via the IPA Portal billing process prior to presenting the invoice to the Public Office for payment. No payments should be processed by the Public Office without Auditor of State approval.

Progress payments should be made on the basis of **work completed during the billing period** incurred in accordance with the firm's cost proposal. Interim billings shall cover a period of not less than a calendar month. Billings for work completed must be submitted to the Auditor of State timely.

For the final billing, invoices will be processed as above; however, they must provide total actual hours for the engagement. In addition, invoices must be submitted no later than 90 days after the release of the report by the Auditor of State's Clerk of the Bureau. Invoices may NOT be permitted to be submitted and accepted for processing after the 90 days have expired.

SECTION II – EXTENSION INFORMATION (continued)

All invoices must certify that all amounts set forth therein are properly due and payable for work performed by the IPA and/or by the specified qualified subcontractors, if applicable.

Subject to approval of the billing, the amount paid to the IPA for each billing shall be the total amount billed. However, under no circumstances shall the total amount paid prior to final acceptance of the engagement work for the fiscal period in question exceed eighty (80) percent of the total fee for the current engagement fiscal period, as specified in the contract. Upon approval of the final reports by the Auditor of State, the IPA may submit an invoice for the remainder due for the current engagement fiscal period. No payment shall be construed as acceptance of the engagement work or of any reports by the Auditor of State.

The Auditor of State may inspect the records and work papers of the IPA and of any subcontractor to determine the validity of billings. Adequate records shall be maintained by the IPA to support all billings.

Date Final Report is Due

It is anticipated this process will be completed and the final report delivered by _____ **for each engagement period of the contract.** The final report package should be e-mailed to ipareport@ohioauditor.gov **no later than this date.**

Affirmations

The IPA shall mark “Affirmed” or “N/A,” as applicable, for each of the affirmations noted in the attached Mandatory Elements Form.

Cost: Refer to the attached Schedule of Professional Fees and Expenses for details related to the costs associated with this Extension.

Indemnification

The IPA shall indemnify, defend, and hold harmless the Auditor of State, and its personnel, officers, and employees from and against any claims, liabilities, expenses or suits relating to this Agreement or the services provided by the IPA under this Agreement as to any suit, action, or claim asserted or prosecuted by third parties solely for death, bodily injury, or physical damage to real or tangible personal property to the extent directly and proximately caused by the negligent acts or intentional misconduct of the IPA or its subcontractor while engaged in the performance of the Services; and, at its own expense in any such instances, the IPA shall pay all attorneys’ fees, damages, court costs, and other expenses arising out of any such litigation or claim; and, at its own expense, the IPA shall satisfy and cause to be discharged any judgments as may be obtained against the Auditor of State or any of its personnel, officers, or employees pursuant to any such litigation or claim, provided, however, if there is also fault on the part of any entity or individual indemnified hereunder or any entity or individual acting on the Auditor of State’s behalf, the foregoing indemnification shall be on a comparative fault basis.

The IPA shall indemnify, defend and hold harmless the Auditor of State and its personnel from all Claims attributable to the claims or suits asserted or prosecuted by third parties for infringement by a Deliverable of any patent existing at the time of delivery and known to the IPA or copyright or any unauthorized use of any trade secret, except to the extent that such infringement or unauthorized use arises from, or could have been avoided except for (i) modification of such Deliverable other than by the IPA or its subcontractors or use thereof in a manner not contemplated by the Agreement, (ii) the failure of the indemnified party to use any corrections or modifications made available by the IPA, (iii) information, materials, instructions, specifications, requirements or designs provided by or on behalf of the indemnified party, or (iv) the use of such Deliverable in combination with any platform, product, network or data not provided by the IPA. If the Auditor of State or the Client’s use of any such Deliverable, or any portion thereof, is or is likely to be enjoined by order of a court of competent jurisdiction as such an infringement or unauthorized use, the IPA, at its option and expense, shall have the right to (x) procure for Auditor of State and Client the continued use of such Deliverable, (y) replace such Deliverable with a non-infringing Deliverable, or (z) modify such Deliverable so it becomes non infringing; provided that, if (y) or (z) is the option chosen by the IPA, the replacement or modified Deliverable is capable of performing substantially the same function. In the event the IPA cannot reasonably procure, replace or modify such Deliverable in accordance with the immediately preceding sentence, the IPA may require the

SECTION II – EXTENSION INFORMATION (continued)

Auditor of State and Client to cease use of such Deliverable and refund the professional fees paid to the IPA with respect to the Services giving rise to such Deliverable.

The foregoing provisions of this Section constitute the sole and exclusive remedy of the indemnified parties, and the sole and exclusive obligation of the IPA, relating to a claim that any of the IPA's Deliverables infringes any patent, copyright or other intellectual property right of a third party.

As a condition to the foregoing indemnity obligations, the IPA shall be given written notice of the assertion of such claims or suits for which indemnification is sought (an "Indemnity Claim") promptly after such matters are brought to the attention of the Auditor of State and shall cooperate in all reasonable and customary respects with the IPA in connection with any such Indemnity Claim, suit or claim covered by the indemnity obligation. The IPA shall be entitled to defend, settle, and control the handling of any such Indemnity Claim, in its sole discretion, with counsel of its own choosing. The IPA, however, shall not settle any such Indemnity Claim without the prior written consent of the Auditor of State (which shall not be unreasonably withheld) except such consent is not required if (1) the sole relief provided is the payment of monetary damages by the IPA or, to the extent that any non-monetary relief is provided, such non-monetary relief is applicable only to the IPA, (2) there is no admission of any fault or wrongdoing on the part of the Auditor of State, and (3) the compromise or settlement contains a full and unconditional release (other than a condition of receipt of payment from the IPA) of the Auditor of State from liability in respect of such Indemnity Claim. Subject to the assent of the Attorney General of Ohio, the Auditor of State shall be permitted to participate in (but not control) the defense and settlement of any such Indemnity Claim that impacts the interest of the state of Ohio and to employ separate counsel in connection with such Indemnity Claim. The fees and expenses of such separate counsel shall be at the Auditor of State's expense. Nothing contained herein, however, is intended to confer to any third party any right or benefits hereunder; nor is the foregoing indemnification obligation intended to alter or extend the IPA firm's liability for failure to comply with the terms of the Agreement or for professional negligence or misconduct.

The IPA shall be solely responsible to Auditor of State and the Client for the performance of the services provided by the IPA under this Agreement. The Client agrees that it will not bring any claims or suits arising from or relating to the IPA's performance of the services under this Agreement against the Auditor of State.

SECTION III – RECITALS/APPROVAL

Due to the need for a contract extension, as stated in SECTION II above, the parties with intent to be legally bound agree as follows:

1. IPA shall, in the performance of its engagements related to the Public Office for the fiscal period(s) set forth in the original Contract, previous Modification Agreements, and in this Agreement, perform all engagement work as set forth in the original Memorandum of Agreement, previous Modifications Agreements and in this Agreement;
2. The performance of the engagement work provided for in this Agreement, and all related payments provided for herein, shall in all respects be subject to the terms and conditions set forth in the original Contract;
3. Should this extension result in the total hours of the contract to exceed the threshold established for use of a MBE/EDGE subcontractor, the IPA shall follow all minority participation and other relevant requirements of the original contract. If applicable, the required MBE/EDGE subcontractor with respect to this Agreement will be:
Subcontractor: _____
Address: _____
4. Should this extension involve the use of other subcontractors, the IPA shall follow all relevant requirements of the original contract. If applicable, the other subcontractor with respect to this Agreement will be:
Subcontractor: _____
Address: _____

In the event of any conflict or inconsistency between the provisions of this Agreement and the parties' prior contract, the provisions of this Agreement shall control in all respects.

IN WITNESS WHEREOF, Auditor, Public Office and IPA have executed this agreement.

Date

Legislative Authority or Designee for Date

Auditor of State Date

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
 TO SUPPORT THE TOTAL ALL-INCLUSIVE FIXED FEE
 FOR AUDIT SERVICES – _____ EXTENSION

	<u>Hours</u>	<u>Average Hourly Rate</u>	<u>Total Fixed fee</u>	<u>Amount attributed to MBE/EDGE (if applicable)</u>
Partners	_____			
Managers	_____			
Supervisory staff	_____			
Staff	_____			
Other (specify):	_____			
Total for period ending	_____	\$ _____	\$ _____	\$ _____

	<u>Hours</u>	<u>Average Hourly Rate</u>	<u>Total Fixed fee</u>	<u>Amount attributed to MBE/EDGE (if applicable)</u>
Fiscal period ending	_____	\$ _____	\$ _____	\$ _____
Fiscal period ending	_____	\$ _____	\$ _____	\$ _____
Fiscal period ending	_____	\$ _____	\$ _____	\$ _____
Fiscal period ending	_____	\$ _____	\$ _____	\$ _____
Total for fiscal periods	_____	\$ _____	\$ _____	\$ _____

MANDATORY ELEMENTS Required Affirmations

PUBLIC OFFICE: _____ COUNTY: _____

CONTRACT NUMBER: _____ CONTRACT PERIOD: _____

To be considered, **the proposal must address every one of the elements**. When these are not fully addressed, proposals will be considered non-responsive to the RFP and will not be evaluated further. Please ensure these affirmations are the first element of your firm's proposal and indicate your firm's agreement with the affirmation by checking the respective box for each affirmation.

1.	<p><u>CPA Licensure Laws</u></p> <p>Our firm is licensed by the Ohio Accountancy Board to do business in Ohio and will remain in compliance with Ohio CPA licensure laws and rules.</p>	Affirmed
2.	<p><u>CPE requirements</u></p> <p>Our firm and all assigned key professional staff are, and will remain, in compliance with governmental qualification standards, including governmental continuing education requirements.</p>	Affirmed
3.a.	<p><u>Peer Review (Opt. 1)</u></p> <p>Our firm has undergone an external quality control peer review, conducted in accordance with generally accepted government auditing standards, within the last three years and received a pass rating. The current report is on file with the Auditor of State's Office.</p>	Affirmed N/A
3.b.	<p><u>Peer Review (Opt. 2)</u></p> <p>In accordance with GAGAS 3.97, our firm is not yet required to have an external quality control peer review, conducted in accordance with generally accepted government auditing standards. When required, our firm will have the appropriate peer review conducted and provide a copy of the report to the Auditor of State's Office.</p>	Affirmed N/A
4.	<p><u>Ohio Ethics Laws</u></p> <p>Our firm and all assigned key professional staff are, and will remain, in compliance with the requirements of Ohio's Ethics Law, as applicable and found at § 2921.42 and in Chapter 102 of the Ohio Revised Code.</p>	Affirmed
5.	<p><u>Rules and Laws Regarding Conflicts of Interest</u></p> <p>Our firm and all assigned key professional staff are, and will remain, in compliance with laws and rules regarding conflicts of interest.</p>	Affirmed
6.	<p><u>Unresolved Findings for Recovery</u></p> <p>Our firm is not subject to any unresolved finding for recovery issued by the Auditor of State under Ohio Rev. Code § 9.24, or our firm has taken appropriate remedial steps required under R.C. § 9.24. Our firm agrees that if this statement is deemed to be false, the contract shall be declared "void ab initio" between the parties, and _____ will not be obligated to pay for goods or services rendered under the contract. Any funds paid under the contract shall be remitted by our firm to _____ or an action for recovery of such payments may result.</p>	Affirmed
7.a.	<p><u>Independence - Nonaudit Services Provided (Opt. 1)</u></p> <ul style="list-style-type: none"> ➤ Our firm has listed and described in our proposal any and all nonaudit services that have been provided to _____ over the previous five (5) years from the date of our proposal or are expected to be provided during the contract term; ➤ Our firm and all assigned key professional staff are independent of _____ as defined by U.S. Government Accountability Office's <i>Government Auditing Standards</i>; ➤ Our firm and all assigned key professional staff are, and will remain, in compliance with GAO rules relating to auditor independence; and ➤ In providing such nonaudit services, our firm did not perform management functions, make management decisions for _____ nor led reasonable third parties, with knowledge of the relevant facts and circumstances, to conclude our firm would be auditing our own work. 	Affirmed N/A
7.b.	<p><u>Independence - Nonaudit Services NOT Provided (Opt. 2)</u></p> <ul style="list-style-type: none"> ➤ Our firm and all assigned key professional staff are independent of _____ as defined by U.S. Government Accountability Office's <i>Government Auditing Standards</i>; ➤ Our firm has not provided nonaudit services affecting the audit periods that involved performing management functions or making management decisions for _____; and ➤ If selected, our firm will not provide nonaudit services to _____ during the term of the contract that would require our firm to perform management functions or make management decisions for the entity, or would lead reasonable third parties, with knowledge of the relevant facts and circumstances, to conclude that our firm would be auditing our own work. 	Affirmed N/A
8.	<p><u>Independence - Entity's Components</u></p> <ul style="list-style-type: none"> ➤ Our firm and all assigned key professional staff are independent of the entity's components listed in Section III (G); of the Request for Proposal. 	Affirmed N/A

9.a.	<p><u>Independence - Entity's Components - Nonaudit Services Provided (Opt. 1)</u></p> <ul style="list-style-type: none"> ➤ Our firm has listed and described in our proposal any and all nonaudit services that have been provided to _____'s components listed in Section III(G) of the Request for Proposal over the previous five (5) years from the date of our proposal, or are expected to be provided during the contract term; ➤ Our firm and all assigned key professional staff are independent of _____'s components as defined by U.S. Government Accountability Office's <i>Government Auditing Standards</i>; ➤ Our firm and all assigned key professional staff are, and will remain, in compliance with GAO rules relating to auditor independence; and ➤ In providing such nonaudit services, our firm did not perform management functions, make management decisions for _____'s components nor led reasonable third parties, with knowledge of the relevant facts and circumstances, to conclude our firm would be auditing our own work. 	Affirmed N/A
9.b.	<p><u>Independence - Entity's Components - Nonaudit Services NOT Provided (Opt. 2)</u></p> <ul style="list-style-type: none"> ➤ Our firm and all assigned key professional staff are independent of _____'s components as defined by U.S. Government Accountability Office's <i>Government Auditing Standards</i>; ➤ Our firm has not provided nonaudit services affecting the audit periods that involved performing management functions or making management decisions for _____'s components; and ➤ If selected, our firm will not provide nonaudit services to _____'s components during the term of the contract that would require our firm to perform management functions or make management decisions for _____'s components, or would lead reasonable third parties, with knowledge of the relevant facts and circumstances, to conclude that our firm would be auditing our own work. 	Affirmed N/A
10.	<p><u>Personal and External Impairments</u></p> <ul style="list-style-type: none"> ➤ Our firm and all assigned key professional staff have no personal or external impairments to independence due to relationships with _____, and have listed and described in our proposal all our firm's professional relationships that could affect our impartiality or the appearance of impartiality involving the _____ or any of its agencies/agencies or components /agencies, components or oversight unit, as applicable for the past five (5) years from the date of the proposal; ➤ If appropriate, our proposal has included a statement explaining why such relationships do not constitute an independence issue relative to performing the proposed audit. ➤ Our firm shall give _____ and the Auditor of State written notice of any professional relationships entered into during the period of this agreement, relative to parties connected to this proposed engagement that could affect our impartiality or the appearance of impartiality. ➤ Prior to entering into any new agreement to provide any nonaudit service to _____ during the term of the contract, our firm will notify the Auditor of State through completion of the IPA Nonaudit Service GAO Independence Notification/Evaluation (Exhibit E of the RFP). By filing this form, our firm asserts the non-audit service does not impair our firm's independence. 	Affirmed
11.	<p><u>Inappropriate Public Office Contact</u></p> <p>Our firm and all assigned key professional staff have not made, and will not make, any contact with personnel of the _____ regarding this request for proposal other than allowed by Section I. C. of the RFP.</p>	Affirmed
12.	<p><u>Subcontractors</u></p> <p>If subcontractors are engaged, our firm will ensure the subcontractor(s) have met all applicable elements listed in the affirmations above.</p>	Affirmed N/A
13.	<p><u>Irrevocable Offer</u></p> <p>Our firm's proposal is a firm and irrevocable offer for 90 days.</p>	Affirmed

105.01 COUNCIL TO AUTHORIZE PURCHASE OR CONTRACT IN EXCESS OF \$25,000.

Except as provided for in Section 105.03, no purchase shall be made or contract, including but not limited to any construction contract, entered into, by or on behalf of the City, in excess of twenty-five thousand dollars (\$25,000) unless approved by Council. Except as otherwise provided for in Sections 105.03, 106.02, 106.04 or statute or other applicable law, or other legislation specifically finding it in the best interest of the City to eliminate the necessity of competitive bidding, approved by a majority vote of the current members of Council concurring thereto, for expenditures that exceed twenty-five thousand dollars (\$25,000), the City Manager, City Finance Director, or City Law Director shall advertise for sealed bids for the purchases or contracts for their respective departments and present them to Council for approval, and advise Council on the advantages or disadvantages of such bid(s). Except as provided for in Section 105.03, no purchase shall be made, contract let, or obligation incurred for any item or service which exceeds the current budget appropriation without a supplemental appropriation by Council. The City Finance Director may issue such rules, governing purchasing procedures within the administrative organization, as Council shall approve. (Ord. 78-03. Passed 9-2-03.)

105.02 CONTRACTS, MATERIAL AND LABOR.

Department Directors, (i.e. the City Manager, City Finance Director and City Law Director), or his or her designee in his or her absence, may purchase materials, supplies, equipment and services for their respective departments for amounts up to and including twenty- five thousand dollars (\$25,000), subject to the availability and appropriation of funds, without the necessity of advertising for bids as no competitive bidding is required.

All department heads of the City, when authorized by their department director or his or her designee in his or her absence, may purchase materials, supplies, equipment and services for their respective departments for amounts up to and including twenty-five thousand dollars (\$25,000), subject to the availability and appropriation of funds, without the necessity of advertising for bids as no competitive bidding is required. All other purchases and/or contracts, except that which is exempted by ordinance, resolution, statute or other applicable law, in excess of twenty-five thousand dollars (\$25,000), shall be made only after advertisement, receipt of sealed bid, and award by Council. Any award let by the bidding process shall be to the lowest and best bidder.

(Ord. 038-11. Passed 8-1-11.)

City of Napoleon, Ohio
FINANCE AND BUDGET COMMITTEE
MEETING MINUTES

Monday, June 27, 2022 at 6:30 pm

PRESENT

Committee Members	Joe Bialorucki-Chair, Ken Haase, Dr. Dave Cordes, Jason Maassel
City Manager	Joel Mazur
City Finance Director	Kevin Garringer
Others	News Media
Clerk	Marrisa Hull

ABSENT

CALL TO ORDER

Bialorucki, Chair of the Finance and Budget Committee, called the meeting to order at 6:30 pm.

APPROVAL OF MINUTES

Hearing no objections or corrections, the March 28, 2022, committee meeting minutes were approved as presented.

SECOND QUARTER BUDGET ADJUSTMENTS

Garringer reported on the following requested budget adjustments for the second quarter.

Supplemental No. 2

Fund 100 General Fund- Increased \$1,000 for salary non-bargaining overtime. A \$3,101.48 increase for equipment due to a new clerk of council's need for a laptop. A \$7,500 increase in insurance and bonding was seen due to underground storage tank fees, which was omitted from the original budget. A \$1,500 increase for salary-police command overtime due to lieutenants covering open shift from an open workers compensation claim and being down an officer. A \$500 increase in service fees for the DARE program due to a donation. A \$200 increase in salary-firefighter in training due to nothing budgeted. A \$1,500 increase for salary seasonal due to the cemetery. Initially we only had \$1,000 to cover the year for part time assistants to mow cemetery.

Fund 200 Street Construction, Maintenance and Repair Fund- Increased \$500 for salary non bargaining overtime due to not enough budgeted. Non-union AFSCME employees are being paid a percentage of their overtime out of this fund.

Fund 220 Recreation Fund- Increase of \$4,000 due to contract work needed for the removal of large trees and debris from the Ritter Park dock post. This was something we did not budget for, as we typically do this ourselves. This year the trees and debris were too large for our equipment to handle.

Fund 221 Napoleon Aquatic Center Fund- Increased \$3,390.52 for miscellaneous operating cost due to Auditors cost not in the original budget.

Fund 500 Electric Utility Revenue Fund- Increased \$1,470 for machinery and equipment due to the acquisition of the Invoice Cloud not being in the original budget. This is the new program's

service fee, which will be split across multiple funds. A \$400 increase for machinery and equipment due to purchasing battery backups, not include in the original budget.

Fund 503 Electric Development Fund- Increased \$165,000 for electric improvements due to the Substation Fiber Connection Project, which was not included in the original budget. This is currently being reviewed by Council and if things stall we do not need to spend it.

Fund 510 Water Revenue Fund- Increased \$1,470 for machinery and equipment due to the acquisition of the Invoice Cloud not being in the original budget. A \$1,000 increase for bond admin fees not include in the original budget.

Fund 513 Water OWDA Bond Retirement Fund- Increased \$19,785.54 due to a principle payment that was not properly budgeted for and a \$2,735.13 added on for an interest payment.

Fund 519 Water Plant Improvement and Renovation Fund- An increase of \$10,000 out of service fees- engineering and design due to closing a PO from 2021. When you close a PO it cannot be opened in a previous year, so we had to open a new PO in 2022.

Fund 520 Sewer Utility Revenue Fund- Increased \$1,470 for machinery and equipment due to the acquisition of the Invoice Cloud not being in the original budget. A \$1,000 increase for bond admin fees not include in the original budget.

Fund 522 Sewer Debt Retirement Fund- Increased due to a principle payment, which includes \$25,500 for loans state, \$387,365.99 for WPCLF St. loans and \$18,995.15 for an interest payment for the WPCLF St. loans. These are all water loans that we have and they were not properly budgeted for.

Fund 523 OWDA SA Debt Retirement Fund- Increased \$93,475.01 for a principle payment to OWDA Bonds and \$12,921.81 for the interest payment to OWDA Bonds. Neither of these items were originally budgeted for.

Fund 532 Williams Pump Station Improvement Project Fund- Increased \$67,659.50 for the principle payment to WPCLF/DEFA loans and \$13,712.14 for the interest payment to WPCLF/DEFA loan. Neither of these items were originally budgeted for.

Fund 560 Sanitation (Refuse) Revenue Fund- Increased \$735 for machinery and equipment due to the acquisition of the Invoice Cloud not being in the original budget. A \$2,000 increase for salary-AFSCME employees and \$3,000 increase for direct salary fringe due to not enough being budgeted for the year. Openings are hard to replace and the department has been dealing with a few injures recently is why an increase in the personnel is being seen.

Transfer of Appropriations No.2

Instead of increasing budgets we encourage our departments to move funds that have been budgeted for from one line item to the next.

100.1500.52000 to 100.1500.56000. We moved \$1,950 from the travel/ training fund to the miscellaneous operating cost in order to upgrade security to the payroll office door.

100.1900.53300 to 100.1900.54110. We moved \$1,400 from the professional services fund to the postage/ delivery fund due the Police Department needing the increase.

220.4400.57000 to 220.4400.53111. We moved \$750 from the machinery and equipment to the utilities- natural gas due to additional funds needed.

220.4400.57000 to 220.4400.53520. We moved \$800 from the machinery and equipment to the central maintenance equipment due to additional repair cost for a tractor clutch replacement.

Motion: Maassel Second: Haase

To approve the second quarter budget adjustments

Roll call for the above motion:

Yea- Dr. Cordes, Haase, Maassel, Bialorucki

Nay-

Yea-4, Nay-0. Motion Passed

2023 REVENUE BUDGET

Garringer states the 2023 Revenue Budget is required by Ohio Law to be submitted to the County Auditor by mid- July every year. The City of Napoleon has levies both inside and outside the City Limits. We have 2 millage that goes into our General Fund, .6 millage that goes into the Police District Fund and .03 millage that goes into the Fire District Fund. The amounts that are shown are estimates that we would receive at full collection. We have 1.9 millage going into our Park Levy Fund, which is actually for the pools 20 year levy. It is estimated to bring in \$291,920.

Once approved by the Finance and Budget Committee and enacted legislation by Council I will submit the 2023 Revenue Budget to the Budget Commission at the Courthouse. Bialorucki states we had that issue where we owed taxes back due to business that overpaid. It is my understanding we were unable to take the portion back out of the Parks and Recreation Fund. Even though they received same in error, instead it all came out of General Fund. Mazur replied the repayment was \$200,000 from the General Fund and \$800,000 was Capital. Bialorucki asks what would have to be done to remove the money from the fund that it was put into?

Garringer replied this here is our property tax, our income tax is divided between General and Recreation so, those are specifically set and passed that way. Council approves every year the budget process of what goes into the Capital Improvement Fund. When we had to pay the owed taxes back to the business, we could have drawn that out of the Recreation income tax portion not the 1.9 property tax. The General Fund year after year offsets the Recreation Fund. Basically, we decided to pay them back out of the General Fund and the Capital. Mazur stated at the time it was Greg with Harmons review that the way the levy was written the .2% income tax could not pull out of the Recreation Fund to pay that back. Maassel states the income tax for the Parks and Rec is for the Parks and Rec, nothing else. The pay back was something else. Garringer states it make sense why it was written that way, if the Recreation Fund ever become flushed with cash we could not pull that to offset the General Fund. This is the same with the

1.9 millage for property taxes, it goes into the Park Levy Fund for the pool and the pool's facilities. Bialorucki states it still does not make sense if someone over pays the City and we have to pay them back not to pay them back the portion that was put into each fund. Garringer replied hopefully something like that never happens again. If we have another large reimbursement, it is something we will certainly take a look at. Bialorucki states the last one was over \$1 million and a portion of that stayed in the fund. I do not want to hurt that fund, but I do not think it was designed that way. It was designed so we cannot take money out for anything we want. This was just a reimbursement due to an overpayment. Mazur replied back in 2018 the discussion was the way the levy was written, it cannot happen. Garringer states unless there is any questions on the 2023 Revenue Budget, I need a motion for approval.

Motion: Haase Second: Maassel
To approve the 2023 Revenue Budget

Roll call for the above motion:
Yea- Dr. Cordes, Haase, Maassel, Bialorucki
Nay-
Yea-4, Nay-0. Motion Passed

ADJOURN

Motion: Maassel Second: Dr. Cordes
To adjourn the Finance and Budget Committee meeting at 06:55 pm.

Roll call for the above motion:
Yea- Dr. Cordes, Haase, Maassel, Bialorucki
Nay-
Yea-4, Nay-0. Motion Passed

Approved
7-25-2022

Joe Bialorucki- Chair



City of Napoleon, Ohio

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

Memorandum

To: Mayor and City Council, City Manager,
City Law Director, City Finance Director, Department
Supervisors, News Media

From: Marrisa Hull, Clerk

Date: July 22, 2022

Subject: Safety and Human Resources Committee –
Cancellation

Due to lack of agenda items, the regularly scheduled meeting of the **SAFETY AND HUMAN RESOURCES COMMITTEE** for Monday, July 25, 2022 at 7:30 pm has been *cancelled*.



City of Napoleon, Ohio

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Memorandum

To: Civil Service Commission
cc: Mayor and City Council, City Manager, City Finance Director, Law Director, Department Supervisors, News Media
From: Marrisa Hull, Clerk
Date: July 22, 2022
Subject: Civil Service Commission – Cancellation

Due to lack of agenda items, the regularly scheduled meeting of the **CIVIL SERVICE COMMISSION** for Tuesday, July 26, 2022 at 4:30 pm has been *cancelled*.



City of Napoleon, Ohio

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Memorandum

To: Parks and Recreation Board
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: MARRISA HULL, Clerk
Date: July 22, 2022
Subject: Parks and Recreation Board Cancellation

The **PARKS AND RECREATION BOARD** scheduled for Wednesday, July 27, 2022 has been CANCELED due to lack of agenda items.

AMP Update for July 15, 2022

American Municipal Power, Inc. <webmaster@amppartners.org>

Fri 7/15/2022 3:19 PM

To: MARRISA HULL <mhull@napoleonohio.com>



Update header - new logo.png

July 15, 2022

Submit nominations for the 2022 AMP Annual Awards by July 22



Awards-table-2018-v2.jpg

By Holly Karg – assistant vice president of communications and public relations

The deadline to submit nominations for the 2022 AMP Annual Awards program is July 22. All nominations must be submitted electronically through the AMP [Awards Program page](#) of the [AMP website](#).

AMP Annual Awards are an easy way to create local awareness about the benefits of public power and to celebrate the great work of your utility and employees. Recipients will be recognized at the AMP Annual Conference (Sept. 26-28 at the Hilton Columbus at Easton in Columbus, Ohio), as well as through media releases and on social media.

AMP is currently seeking nominations for the following AMP Awards:

- [Electric System Sustainability Award](#) (more than one award may be given)
- [Hard Hat Safety Award](#) (more than one award may be given)
- [Innovation Award](#) (one award for each of four categories)
- [Public Power Promotion Award](#) (more than one award may be given)
- [Safety Award](#) (more than one award may be given)
- [Seven Hats Award](#) (one award given each year)
- [Service Distinction Award](#) (more than one award may be given)
- [System Improvement Award](#) (one award for each of four categories)

If you have questions or need assistance submitting a nomination, please contact Amanda Smithey, member events and program manager, at 614.540.6403 or asmithy@amppartners.org.

NERC monthly update

By Amy Ritts – manager of reliability standards

Annual AMP member North American Electric Reliability Corporation (NERC) update

The annual AMP member NERC update call took place on June 17. The hour-long call focused on NERC's identified priorities for the coming year, and provided regulatory updates on the following topics:

- Low impact, bulk electric system cyber systems
- Critical infrastructure protection virtualization and supply chain
- Reconciling modeling requirements
- Upcoming effective standard revisions
- Project to reconcile modeling requirements across MOD-032 and TPL-001

- Modifications to clarify applicability of standards to inverter-based and dispersed power resources

A recording of the presentation and presentation slides are available [here](#) on the Member Extranet (login required).

Project update: 2021-07, extreme cold weather grid operations, preparedness and coordination

The first round of regulatory action following recommendations from the 2021 FERC/NERC/Regional Entity Joint Inquiry Report went to ballot in June. Two standards were included: EOP-011-3 and EOP-012-1. All requirements for generator owners and generator operators were consolidated into standard EOP-012-1; this standard includes an annual training requirement and parameters for design/retrofit of generating units. EOP-011-3 passed, while EOP-012-1 failed, with 22 percent approval. The final draft (and opportunity to comment) is expected from the Standard Drafting Team in August.

AMP is involved in the discussion of this regulatory development through American Public Power Association, Large Public Power Council and Transmission Access Policy Group's reliability teams and will continue to monitor comments and discussions pertaining to this matter.

Upcoming compliance reporting dates and training opportunities

- **July 18** – Monthly Technical Talk with ReliabilityFirst (RF); agenda topics include a recap of RF winter performance during 2021-2022 season; implementation of cold weather recommendations from February 2021 (from generator owner and transmission owner perspective); and RF's winterization outreach program. Additional information and call-in details are available [here](#).
- **July 20** – Due date for NERC Standard FAC-003-4 (transmission vegetation management) *Quarter 2 Vegetation Outage Report*, applicable to generator owners and transmission owners. This periodic data submittal is completed in the Align System.
- **July 25** – Quarterly update of entity profile questionnaire for subject ReliabilityFirst entities is due through MKInsight.
- **Aug. 29** – Due date for Q2 NERC Standard PRC-004-6 (protection system misoperation identification and correction) reports through the Misoperation Information Data Analysis System portal. This quarterly submittal is applicable to distribution planners, generator owners and transmission owners.

Should you have questions pertaining to any of these items, please feel free to contact me at 614.540.0899 or aritts@amppartners.org.

Registration open for the 2022 AMP Annual Conference

By Amanda Smithey – member events and program manager

Registration is now open for the 2022 AMP Annual Conference, set to take place Sept. 26-28 at the Hilton Columbus at Easton. The conference is the premier event to learn about industry trends, participate in discussions on current challenges and innovations in public power, hear from industry leaders and receive updates on AMP programs.

"I have been attending the AMP Annual Conference for many years and it is always a great learning and networking opportunity," said Kimberly Schlichting, DEMEC President & CEO. "The sessions are a great way to stay on top of the latest industry trends and best practices."

This year's conference is a hybrid format, similar to last year's event — offering a full in-person experience as well as a virtual experience. To view the agenda, [click here](#). Registration is online only and [available here](#) or on the [conference page](#) of the [AMP website](#). If you have questions about conference or registration, please contact me at 614.540.6403 or asmithey@amppartners.org.

REGISTER HERE

Energy market update

By Jerry Willman – assistant vice president of energy marketing

The August 2022 natural gas contract decreased \$0.089/MMBtu to close at \$6.60 yesterday. The EIA reported an injection of 58 Bcf for the week ending July 8, which was slightly lower than market expectations of 61 Bcf. Last year was an injection of 49 Bcf and the five-year average was 55 Bcf. Storage is now 2,369 Bcf, 9.6 percent below a year ago and 11.9 percent below the five-year average.

On-peak power prices for 2023 at AD Hub closed yesterday at \$77.85/MWh, which was \$2.65/MWh higher for the week.

AFEC weekly update

By Jerry Willman

The AMP Fremont Energy Center (AFEC) was in 2x1 configuration for the week. Duct firing operated for 79 hours this week. The plant cycled offline overnight Sunday and Tuesday based on PJM economics. For the week, the plant generated at a 77.9-percent capacity factor (based on 675-MW rating).

Congressman Bill Johnson visits Willow Island Hydro Plant

By Michael Beirne – AMP vice president of external affairs and OMEA executive director

On July 7, U.S. Congressman Bill Johnson (R-OH) took some time out of his busy schedule to visit AMP's Willow Island Hydro Plant. Rep. Johnson and staff received a tour of the facility and took the time to sit down with several AMP representatives to discuss federal policies impacting AMP and hydropower.

Topics discussed included the 45Q tax credit for carbon oxide sequestration, reconciliation of Build America Bonds (BABs) and New Clean Renewable Energy Bonds (CREBs), and discussions on furthering hydropower as a part of our nation's energy mix.

Rep. Johnson currently represents Ohio District 6, which includes portions of eastern and southeastern Ohio. Both his current and new legislative district will include the Ohio portion of Willow Island, along with other AMP hydro facilities.

We would like to thank Rep. Johnson and his staff for attending this tour and look forward to continuing our discussions on the benefits of hydropower to Ohio and the region.

From left, Rep. Bill Johnson listens intently as Scott Barta, AMP assistant vice president of hydroelectric operations, explains the inner workings of the Willow Island Hydro Plant during the July 7 tour.

Nominations sought for OMEA Board and Honorary Membership

By the OMEA Nominating Committee

Four seats on the Ohio Municipal Electric Association (OMEA) Board of Directors expire this year. The OMEA Nominating Committee is currently seeking nominations for these seats. The seats up for election this year are currently held by Cuyahoga Falls, Dover, Pioneer and Wadsworth. This year, all four of these seats must be filled by an elected official.

Nominations are due by Aug. 26, and should be directed to the nominating committee. The OMEA Nominating Committee consists of Bryan Mayor Carrie Schlade (419.636.7911 or mayor@cityofbryan.com), Montpelier Mayor Steve Yagelski (419.485.5543 or Steve.Yagelski@cktech.biz), and Orrville Mayor Dave Handwerk (330.684.5000 or mayor@orrville.com). You may also contact Michael Beirne, OMEA executive director, at 614.540.0835 or mbeirne@amppartners.org.

We also welcome suggestions for OMEA Honorary Membership. Honorary Membership is awarded to individuals who have had a distinguished public power career with significant accomplishments — special consideration is given to individuals who have retired from service or announced that they will be retiring in the near future.

AMP to hold regional safety meetings in Hamilton and Orrville

By Jennifer Flockerzie – manager of technical services logistics

AMP will hold regional safety meetings in the cities of Hamilton and Orrville on July 20 and Aug. 3, respectively. The meetings will be held from 8 a.m. to 2 p.m. and are available to members at no charge. Each meeting will be limited to 50 attendees and lunch will be included for those who register.

Attendees must [register for the Hamilton regional safety meeting](#) before July 18 and [register for the Orrville regional safety meeting](#) before Aug. 1.

The meetings will cover the following topics:

- Distribution underground safety applications
- Proper personal protective equipment
- Lock to lock rubber gloves
- Cover-up applications
- Underground residential distribution (URD) switching techniques
- Proper equipment uses
- Phasing sticks with URD adapters
- Troubleshooting outage scenario URD transformer change-out

The meeting will also include a simulated scenario in which a lineworker encounters a blown bayonet fuse in a URD transformer. The scenario covers replacement of the bayonet fuse, isolation, testing and grounding of URD primary cables, and the replacement of the transformer.

A Schedule to the Master Services Agreement for Participation in Safety and Training Programs must be completed and returned prior to the meeting. To obtain a master services agreement, contact me at 614.540.0853 or jflockerzie@amppartners.org.

If you have questions about the meeting, please contact Scott McKenzie, director of member training and safety, at 614.540.6386 or smckenzie@amppartners.org.

AMP to hold Center for Energy Workforce Development webinar

By Steve Dupee – assistant vice president of energy efficiency and programs

AMP will hold a one-hour webinar on Aug. 11 at 11:00 a.m. to present an overview of the Center for Energy Workforce Development (CEWD) membership resources available to all AMP members. The CEWD is a non-profit consortium of energy companies, associations, unions, educational institutions and government entities working in partnership to ensure a skilled, diverse workforce pipeline for the energy industry. Kristie Kelly, CEWD workforce development director, will share information on the CEWD's mission, access to workforce development resources, guides and templates, energy career promotion, attraction and skill-building, networking opportunities and other workforce development support offered through CEWD membership.

To register for the webinar, please contact Jada Williams, member services and risk administrative services, at 614.540.0840 or jwilliams@amppartners.org. For information about

the CEWD, visit www.CEWD.org.

AMP to hold Crisis Prevention Institute *Crisis and Verbal De-Escalation Certification Training*

By Kyle Weygandt – director of member safety

AMP will hold a Crisis Prevention Institute (CPI) *Crisis and Verbal De-Escalation Certification Training* on Aug. 4 at AMP headquarters in Columbus. The training session will be held from 8 a.m. to 12:15 p.m. Attendees must [register here](#) by Aug. 1.

During this training, attendees will build the knowledge and skills needed to recognize and manage crisis behaviors they may encounter in the workplace. The training equips staff with de-escalation skills and non-restrictive intervention techniques, giving them the confidence and competence to manage escalating behaviors. This program is ideal for facilities and roles with hands-off policies, or for staff who do not experience situations that warrant physical interventions.

The CPI is the worldwide leader in evidence-based, de-escalation and crisis prevention training. Since 1980, the CPI has helped train more than 15 million people within service-oriented industries. Learn more about the CPI at www.crisisprevention.com.

If you have questions about this training, please contact me at 330.323.1269 or kweygandt@amppartners.org.

Clean Currents 2023 slated for Cincinnati; AMP, City of Hamilton and Duke Energy to host

By Pam Sullivan – chief operating officer and president of AMP Transmission, and NHA Board of Directors vice chair

The National Hydropower Association (NHA) has announced Cincinnati as the location for Clean Currents 2023.

American Municipal Power, Inc. (AMP), the City of Hamilton and Duke Energy have committed to serving as host utilities for Clean Currents 2023 — the official annual tradeshow and conference of the waterpower industry.

The event brings together the full array of waterpower technology companies, including utility generators, public power providers, equipment manufacturers, and engineering and technical consultants.

As the official waterpower industry event, 100% of the proceeds are reinvested back into advocacy and other priorities of the industry trade association.

The event, which marks the evolution and growth of the waterpower industry, will take place at the Duke Energy Convention Center in October 2023. To learn more about this tradeshow and conference, visit the event website: <https://cleancurrents.org>.

Jackson students awarded AMP scholarships

By Holly Karg

On July 11, Kaltra Woltz of Jackson was presented with a check for the Richard H. Gorsuch Scholarship by Harry Phillips, director of marketing and member relations. The one-time award of \$3,000 is presented annually to as many as five deserving students whose parent or guardian (or themselves) is an employee of an AMP member municipal electric department or an employee of AMP. The scholarship was created in 1988 and is named in honor of Richard H. Gorsuch, who was president of American Municipal Power-Ohio, (AMP-Ohio) Inc. from 1983 until his death in 1987. Gorsuch is remembered for the vital role he played in protecting public power interests,

promoting the advantages of municipally owned electric utilities and advancing public power on local, state and national levels.

Kalra, the daughter of Tom and Rudina Woltz, is a graduating senior at Jackson High School and plans to attend Purdue University to study engineering. She was in National Honor Society, served as class treasurer and participated in golf as well as volunteer projects through many different clubs and organizations in the community. Her father, Tom Woltz, is the electric superintendent for the Jackson Municipal Electric Department.

Though he was unable to attend the check presentation, Christopher Hughes was also recognized for receiving the Lyle B. Wright Scholarship. The one-time award of \$3,000 is presented annually to as many as five deserving students who reside in a household that receives electricity from an AMP member community. Lyle B. Wright was a strong public power advocate on both state and local levels. He served on the boards of both AMP-Ohio, Inc. and the Ohio Municipal Electric Association. The scholarship was created and named in his honor in 1989.

Christopher, the son of Doug and Melissa Hughes, is also a graduating senior at Jackson High School and plans to attend the University of Pittsburgh to study engineering. He was in National Honor Society and participated in many activities, including band, cross country, basketball and track and field, and was selected to participate in the District 17, Ohio University and Wright State Honor Bands.

Please join us in congratulating Kalra and Christopher and wishing them great luck in their future endeavors.

Kalra Woltz (center) accepts her check for the Richard H. Gorsuch Scholarship. She is pictured (from left) with her mother, Rudina; Harry Phillips, AMP director of marketing and member relations; and Mayor Randy Evans.

Focus Forward webinar held July 14

By Erin Miller – assistant vice president of energy policy and sustainability

On July 14, Focus Forward hosted the *Technical Requirements for Behind the Retail Meter Solar and Solar+Batteries* webinar. Based on a recommendation from the Focus Forward Advisory Council, AMP, in partnership with POWER Engineers, Inc., is developing a supplemental guidance manual to the [Focus Forward Member Toolkit](#), located on the [Member Extranet](#) (login required). The guidance manual outlines technical requirements and drawings for residential and commercial solar and solar+battery installations. Curtis Freeman and Trey Howse from POWER Engineers, Inc. shared the draft residential manual with participants and received member feedback.

During the webinar, Members also learned more about AMP's new peak shaving offering, the Community Energy Savings: Smart Thermostat Program.

The slides and webinar recording are available to [view here](#) or on the Focus Forward page of the [Member Extranet](#) (login required). If you would like to review the draft Focus Forward technical requirements document or would like to learn more about the Community Energy Savings: Smart Thermostat program, please contact me 614.540.1019 or emiller@amppartners.org.

AMP and TFG hold webinar highlighting Transportation and Economic Development Funding Opportunities

By Erin Miller

In partnership with The Ferguson Group (TFG), AMP held a second brownbag webinar on July 12, focusing on transportation and economic development funding opportunities. Zach Israel,

Wyatt Fritz and Heidi Schott from TFG provided an overview of select federal grant programs and offered tips on how to successfully compete for grant funding.

The [webinar recording](#) and copy of the slide presentation are available on the [Grant Services page](#) of the [Member Extranet](#) (login required). If you have questions about the webinar, please contact me 614.540.1019 or emiller@amppartners.org.

Tyler Hawhee joins AMP as plant operator

By Jon Woosley – Cannelton operations and maintenance supervisor

Tyler Hawhee joined AMP on July 11 as a plant operator at the Cannelton Hydroelectric Plant. In this role, Hawhee will serve as a control room operator responsible for the overall daily monitoring and maintenance of the hydroelectric plan.

Prior to joining AMP, Hawhee worked as an electrician for Casey Electric LLC, where he did residential wiring installations, basic conduit bending and DC-AC inverter installation for solar panels. He holds an associate degree in electronics technology from Vincennes University.

Please join me in welcoming Tyler to AMP.

Amplifier features profile on situational awareness

By Zachary Hoffman – manager of communications and publications

The most recent edition of *Amplifier* features a Safeside article on situational awareness and the need to speak up about potential hazards.

Situational awareness is something that we all have, which can be affected by stress levels, complexity of a situation, environment and other factors. While you may assume that you see every safety issue, or that those around you see them as well, this is often not the case. It is important to think about the things you see and consider what others around you may have seen differently.

You can read the full story [here](#) on the *Amplifier* website.

If you have questions about the new *Amplifier* website or need help subscribing for email alerts, please contact me at 614.540.1011 or zhoffman@amppartners.org.

How can I minimize the access others have to my information?

Article provided by the Cybersecurity and Infrastructure Security Agency (CISA)

It may be easy to identify people who could gain physical access to your devices — family members, roommates, coworkers, people nearby and others. Identifying the people who have the capability to gain remote access to your devices is not as simple; as long as your device is connected to the internet, you are at risk for someone accessing your information. However, you can significantly reduce your risk by developing habits that make it more difficult.

Improve password security

Passwords are one of the most vulnerable cyberdefenses. Improve your password security by doing the following:

- **Create a strong password.** Use a strong password that is unique for each device or account. Longer passwords are more secure. An option to help you create a long password is using a passphrase — four or more random words grouped together and used as a password. To create strong passwords, the National Institute of Standards and Technology (NIST) suggests using simple, long and memorable passwords or passphrases.

- **Consider using a password manager.** Password manager applications manage different accounts and passwords while having added benefits, including identifying weak or repeated passwords. There are many different options, so start by looking for an application that has a large install base (e.g., 1 million plus) and an overall positive review. Properly using one of these password managers may help improve your overall password security.
- **Use multi-factor authentication (MFA).** MFA is a more secure method of authorizing access. It requires two out of the following three types of credentials: something you know (e.g., a password or personal identification number [PIN]), something you have (e.g., a token or ID card), and something you are (e.g., a biometric fingerprint). Because one of the required credentials requires physical presence, this step makes it more difficult for a threat actor to compromise your device.
- **Use security questions properly.** For accounts that ask you to set up one or more password reset questions, use private information about yourself that only you would know. Answers that can be found on your social media or facts everyone knows about you can make it easier for someone to guess your password.
- **Create unique accounts for each user per device.** Set up individual accounts that allow only the access and permissions needed by each user. When you need to grant daily use accounts administrative permissions, do so only temporarily. This precaution reduces the impact of poor choices, such as clicking on phishing emails or visiting malicious websites.

Choose secure networks

Use internet connections you trust, such as your home service or Long-Term Evolution connection through your wireless carrier. Public networks are not very secure, which makes it easy for others to intercept your data. If you choose to connect to open networks, consider using antivirus and firewall software on your device or using a Virtual Private Network service, which allows you to connect to the internet securely by keeping your exchanges private. When setting up your home wireless network, use Wi-Fi Protected Access 3 (WPA3) encryption. All other wireless encryption methods are outdated and more vulnerable to exploitation.

Keep all of your personal electronic device software current

Manufacturers issue updates as they discover vulnerabilities in their products. Automatic updates make this easier for many devices — including computers, phones, tablets, and other smart devices — but you may need to manually update other devices. Only apply updates from manufacturer websites and built-in application stores; third-party sites and applications are unreliable and can result in an infected device. When shopping for new connected devices, consider the brand's consistency in providing regular support updates.

Be suspicious of unexpected emails. Phishing emails are currently one of the most prevalent risks to the average user. The goal of a phishing email is to gain information about you, steal money from you, or install malware on your device. Be suspicious of all unexpected emails.

CISA is a U.S. federal agency, an operational component under the Department of Homeland Security

Classifieds

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

City of Newark seeks distribution engineer

The City of Newark is seeking candidates for the position of distribution engineer in the Electric Department. This position is responsible for the design, review and inspection of electrical

infrastructure; development plan review; and other engineering-related tasks. The work will require performing engineering calculations that may include structural analysis of poles, guying, cable pulling, fault currents, placement of protective devices, development of bills of materials, and estimating costs. A bachelor's degree in electrical engineering is required and an engineer intern certification is preferred. Candidates must be able to understand and follow difficult and complex instructions.

Upon hire, the successful candidate will earn a salary in the range of \$89,122 to \$100,328, commensurate with prior experience and certifications. The position comes with excellent benefits and professional development opportunities. More information on salary progression and benefits can be found [here](#).

Interested individuals can review a full job description online and must complete an application [here](#) by July 29, 4 p.m. EOE.

City of Columbus to offer competitive examination for power line cable worker trainee

The City of Columbus Department of Public Utilities is seeking applicants for the position of power line cable worker trainee. To apply, one must first take the open competitive examination. Applications may be submitted to the Civil Service Commission by applying online at www.columbus.gov/civilservice/ by July 26.

The power line cable worker trainee position will assist with the installation, repair and replacement of components of the electrical distribution system. To qualify for the exam, candidates must verify completion of the 12th grade and six months of experience in electrical utility or power distribution work. A certificate of high school equivalence (GED) may be accepted in lieu of the 12th school grade requirement. Successful completion of a formal training program in the general principle of electricity or power distribution may substitute for the required experience.

By the completion of probationary period, the successful candidate must possess a valid Class A commercial motor vehicle operator's license allowing operation of vehicles with air brakes. Salary range is \$22.61-\$27.97 per hour. Contact the Civil Service Commission Applicant and Employees Services unit at 614.645.8301 with questions regarding this process.

The City of Columbus is an equal opportunity employer.

City of Hubbard to offer competitive examination for utilities lineworker trainee

The City of Hubbard has scheduled a competitive examination for the position of utilities lineworker trainee on Aug. 8 at 6 p.m. (doors open at 5:30 p.m.) in the Hubbard Municipal Building's Senior Center. Applications must be made on the regular application form obtainable from the Mayor's Office at the City of Hubbard Administration Building, 220 W. Liberty St, Hubbard, OH 44425. Applications may be obtained and filed during the period of June 27 through Aug. 3, 3 p.m. Late applications will not be accepted.

Applicants must be a U.S. Citizen or persons who have legally declared their intentions of becoming U.S. citizens or who possess a valid permanent resident ID card (ORC 124.22 & ORC 124.23). The successful candidate must be able to work with and assist higher-class utility workers, as an on-the-job trainee, in the servicing, repair and maintenance of the city's electrical systems, including, but not limited to, installing, removing and repairing poles, anchors, towers, conductors and other related equipment. The trainee must be able to perform routine shop work; operate power driven tools; place and maintain barricades; act as a safety worker when directing traffic around work or when poles are being hauled; load, unload and move poles, line, materials, equipment and tools; work in a safe manner and keep shop and job sites clean and orderly.

This is a class 3, trainee 1 position with a beginning hourly rate of \$15.33 per hour, based on the tier system specified in the collective bargaining agreement between the City of Hubbard and the

American Federation of State, County and Municipal Employees Ohio Council 8, AFL-CIO, Local 1256.

To see the full examination notice, [click here](#).

City of Bowling Green seeks arborist

The City of Bowling Green is seeking applicants for the position of arborist. This salaried, exempt position is responsible for planning, organizing and directing all activities related to the acquisition, planting, maintaining, removing of trees on City properties and rights of way and removal of certain private property trees that are determined to be a menace to public property or welfare. The arborist provides support to the Bowling Green Tree Commission and management of the city's urban trees and assists other departments in related activities; works primarily at the community level, provides technical guidance and supervises urban forestry activities; develops, administers plans/procedures including policies, objectives, long- and short-term maintenance schedules and yearly tree acquisition and planning program(s); coordinates all activities with the Tree City USA program; establishes a removal/replacement policy for public trees; writes and administers an urban forestry plan; serves as liaison and coordinator between city departments and neighborhood associations and other groups regarding the urban forestry plan and other tree service activities; plans, organizes and directs the work activities of employees engaged in tree/shrub maintenance; creates electrical line clearance work plans; maintains and enforces the city's tree ordinances and tree care policies; analyzes data and compiles reports; maintains the budget; prepares and presents educational opportunities; attends committee meetings; and performs other related tasks as assigned. This position requires a bachelor's degree in urban forestry, arboriculture, forest management horticulture, agriculture or other related field required and three years of administrative experience in forestry, tree care and maintenance. Must possess a valid Ohio driver's license; must be able to drive, and must obtain International Society of Arboriculture certification within six months of hire. A copy of the job description will be provided to applicants but is available [here](#). Employees accrue vacation leave and sick leave per city ordinances. Employees can participate in group medical, dental and vision coverage, first of the month following employment. Information is available [here](#). Retirement benefits are through the Ohio Public Employees Retirement System: www.opers.org.

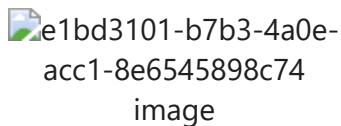
Interested persons must complete an application packet that is available either by visiting the Department of Human Resources, 304 North Church Street, Bowling Green, OH 43402 or by accessing the online application [here](#). Resumes may be included but will not substitute for a completed application packet. Application materials must be returned to the Department of Human Resources by one of the following methods: By email to humanresources@bgohio.org; by fax to 419.352.1262 or by U.S. Mail or hand-delivery to the address above. Office hours are Monday through Friday, 8 a.m. to 4:30 p.m. The city considers applicants for positions without regard to a person's actual or perceived, race, immigration status, source of income, color, religion, gender/sex, pregnancy, national origin, age, marital status, sexual orientation, creed, ancestry, disability, political ideology, veteran status, military status, gender expression, gender identity, family status, physical characteristics, HIV-status, genetic information or any other legally protected status. The deadline to submit an application is Aug. 1, 4:30 p.m. This position pays \$74,000 to \$78,000 per year.

Opportunities available at AMP

AMP is seeking applicants for the following positions:

- Assistant vice president of accounting
- Plant operator - Smithland
- Senior engineer - system protection and control
- Senior transmission planning engineer

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



Mission:

To serve Members through public power joint action, innovative solutions, robust advocacy and cost-effective management of power supply and energy services.

Vision:

To be public power's trusted leader in providing Members and their customers the highest-quality, forward-looking services and solutions.

Values:

Integrity, Member Focus, Partnership, Employee Engagement, Stewardship, Innovation and Accountability.

STAY CONNECTED



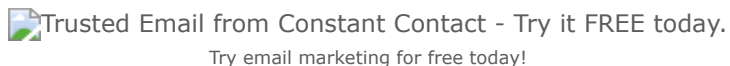
www.amppartners.org

American Municipal Power, Inc. | 1111 Schrock Road, Suite 100, Columbus, OH 43229

[Unsubscribe mhull@napoleonohio.com](mailto:mhull@napoleonohio.com)

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