

September 2022

◀ Aug 2022

Oct 2022 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Labor Day- Closed	6 7:00 pm City Council	7 11:00am-1:00pm Employee Apprication Taco Bar @ Oberhaus Park	8	9	10
11	12	13	14	15	16	17
18	19 7:00am Personnel Committee 6:00 pm Tree Commission 7:00 pm City Council	20	21	22	23 8:00am Healthcare Cost Committee	24
25	26 6:30 pm – Finance and Budget Committee 7:30 pm – Safety and Human Resources Committee - AMP Annual	27 4:30 pm Civil Service Commission - Conference -	28 - - -	29	30	

October 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 6:15 pm Technology Committee 7:00 pm City Council	4	5	6 Employee Appreciation Golf Outing and Chili Cook-Off Starting at 2:45pm	7	8
9	10 6:30 pm Electric Committee Board of Public Affairs 7:00 pm Water/Sewer Comm. 7:30 pm Municipal Properties Committee	11 4:30 pm Board of Zoning Appeals 5:00 pm Planning Commission	12	13	14	15
16	17 6:00 pm Tree Commission 6:00 pm Park Rec Committee 7:00 pm City Council	18	19	20	21	22
23	24 6:30 pm – Finance and Budget Committee 7:30 pm – Safety and Human Resources Committee	25 4:30 pm Civil Service Commission	26 6:30 pm Park Rec Board	27	28	29
30	31					

City of Napoleon, Ohio
FINANCE AND BUDGET COMMITTEE
MEETING AGENDA

Monday, September 26, 2022 at 6:30 pm

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

- 1) **Approval of Minutes: July 25, 2022** (in the absence of any objections or corrections, the Minutes shall stand approved).
- 2) **Third Quarter Budget Adjustments**
- 3) **To Approve the Upgrade to Authority Utility Program**
- 4) **Set Date for Annual Budget Review**
- 5) **Any Other Matters to Come Before the Committee**
- 6) **Adjournment.**


Marrison Flogaus - Clerk

City of Napoleon, Ohio
FINANCE AND BUDGET COMMITTEE
MEETING MINUTES

Monday, July 25, 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	Chad Lulfs- City Engineer News Media
Clerk	Marrisa Hull

ABSENT

CALL TO ORDER

Bialorucki, Chair of the Finance and Budget Committee, called the meeting to order at 6:31 pm.

APPROVAL OF MINUTES

Hearing no objections or corrections, the June 27, 2022, committee meeting minutes were approved as presented.

DISCUSSION ON RENEWAL OF INDEPENDENT CPA FIRM CONTRACT FOR THE ANNUAL AUDIT

Garringer advised in the packet there is an extension agreement between the City of Napoleon and BMHCPA. They are the ones that do our financial audit that we are required to do every year. This is sometimes done by the State and sometimes the State allows you to use an outside independent accounting firm. The City of Napoleon has been using this company for the past 5 years under a contract to review our financials. The State has allowed us to extend our agreement out 5 years with the BMHCPA group. I would advise or request the Committee to approve of this agreement. The staff in years past were very happy with their performance and so am I after dealing with them this year. Our two options are to go with this group or choose not to continue and open it up for a bid to have other accounting firms submit proposals. I would anticipate after these 5 years we would have to go with another group or the State will pull us back for a year or two. My advice is to approve this agreement for another 5 years. Maassel asked if the contract cost are locked in? Garringer advised the contract cost are locked in. Its \$26,000 per year, which is higher than the last contract signed 5-6 years ago for \$22,000 per year. I think it's a fair price, if we send this out for bid we will probably get prices around that range. Also, some accounting firms are better to work with then others and I think that would be a huge factor in this. I am happy with the way they handled our audit last year. These contracts will never go up once we sign the agreement. They will always go right up to that dollar amount because it states we have X amount of hours at a rate up to \$26,000. Just like last year we had X amount of hours up to \$22,000. Every year you can count on it being maxed out which is standard in that business. Maassel asked anything over a certain number is supposed to get bid out right? Garringer replied I don't know if we'd have to due to it being an extension to the agreement. Bialorucki stated I think we should probably check into that.

Motion: Maassel Second: Haase

To accept the Independent CPA to continue the next 5 Annual Audits unless the Law Department has a reason to do an open bid

Roll call for the above motion:

Yea- Haase, Maassel, Bialorucki, Dr. Cordes

Nay-

Yea-4, Nay-0. Motion Passed

REVIEW FORMAL BIDDING PROCESS AND THRESHOLD

Garringer advised the policies and procedures on authorization purchases contracts over \$25,000 was brought up to him last week and prior to last week. Our rules 105.01 and 105.02 allows us to make agreements and make purchases under \$25,000. Anything above that has to go in front Council for approval. I can see both sides of this issue. However, I can also say I believe \$25,000 should be raised since the State Statute allows up to \$50,000. In my opinion and others this is causing additional work for the Engineering Department. \$25,000 is a little on the low end due to the way the cost of contract and items are going. Lulfs stated we have several projects each year and when it comes to design costs if it exceeds \$25,000 that kicks us into a different procedure which is quality based selection. For quality based selection we advertise for consultants or engineering firms to send us a packet that basically tells us why they are so great and why we should pick them. We then have to go through those packets and rate the consultants. Once we find a consultant that we consider the most qualified we are then allowed to discuss a price. Up until that point no selection is made based on costs. We never know what the cost are and were not allowed to ask the other consultant since the selection is based on their qualifications, so we may select the most expensive or the least expensive. If we're talking about \$25,000 - \$50,000 then the cost is not going to vary much, but there is cost savings if we would just do quotes. If we are doing a project that I know is under \$25,000, then I would send request for quotes to only the firms I know can do the work. If the threshold was adjusted to, for instance, \$50,000 and my estimated cost for a design was in the neighborhood I would send a request for quotes only to the firms I knew were qualified. I know they all can do the work so when we get them back I can pick the least expensive firm. Another issue we have is 6-7 years ago we took over ownership of the sanitary sewer taps in the right-of-ways. We are seeing more and more of those repairs exceed \$20,000. I think one of the more recent repairs was around \$23,000. We never know the cost before we start, the cost is not a quote, it is a time and material job. We have an outline system in the City's bid documents for a normal project where we pay the contractor based on receipts for their materials and their allowed 10% profit and overhead. We pay for their labor, fringes and trucking, which is all receipted. This is the way we did the Bales Road job in the emergency situation, it's generically known as T&M or force account labor. When we're getting into some of these at 15 -16 feet deep were coming close to exceeding that threshold and we don't know the final cost until we get the bill. I'm a little worried about what does happen if we exceed \$25,000. I would like to think I can

just get legislation to pay the bills, but then we are kind of backwards. We recently bid a sewer project; traditionally we see sewer pipe around \$80-\$85 per foot and we just received a bid on one that was \$230 per foot from the lowest bidder. I know Jeff Wies had a pump that he wants to rebuild, but he's afraid that will well exceed \$25,000. We can go to legal and get legislation for sole source, but that's an additional 2-4 weeks. We have to come to Council and request that the legal department draft legislation. Even if we have emergency and suspension attached we still have another 3-4 weeks. This isn't a big deal if we have the time, but let's say Jeff has a pump go out that he wasn't expecting and he needs it fixed. I know there's steps we can do in an emergency, but the State adjusted their threshold 10 years ago or more. I think their number better reflects what we get into. Also, with everything we purchase we do a requisition. If you're not familiar with that process we write a requisition and if it's over \$1,000 it goes to the City Manager's Office where he reviews and signs. Then it is sent to Finance Department where they review, process and make a purchase order. No Department Heads are buying anything over \$1,000 without approval from two departments. There is a review process and it would still show up on the monthly invoices that Council reviews. I think you can see my stance on the subject, I'm in favor of it. I understand the other side, but I believe it will make things much simpler and efficient for many of the Department Heads. I know Operations and Engineering are the most common departments that run into this. I don't know about Electric because so much of their stuff is expensive to begin with. I don't know about Parks and Rec either. Mazur interjected stating chemicals are starting to get up there. Lulfs stated I know we have asked in the past, but I don't know if I don't ask. Mazur added the checks and balances between his office and Finance is not a rubber stamp process. I send back things all the time or question things and I know the Finance Department probably does more than I do. We are not rubber stamping everything that comes through for Department Heads. This is an efficacy issue, putting together contract documents is a very cumbersome process. Going through the competitive procurement process takes weeks sometimes months; to advertise a bid, get a bid, score the bids, get a team of people to score the bids, award a contract and get the contract paperwork. That is not even including anything that has to do with City Council approval. There is a vast difference between putting together a purchase order or requisition than putting together a full blown competitively procured contract. Lulfs stated Roxanne and I have put together contracts, which take 6-12 weeks on average from start to finish. We don't get anything done quickly if were bidding. Mazur stated speaking for every Department Head this process is bogging them down and is completely inefficient. I understand that one of the biggest charges of Council and the Mayor is to watch the budget, fiscal responsibility, but the checks and balances are still in place. In some cases it can actually be more expensive due to contractors being more willing to submit a quote, but not wanting to go through the process of submitting a bid. I think we will eliminate a lot of the smaller companies or even the bigger ones, for example Nagel who won't touch a project to small. The IT department had a project that had to go through the bidding process which ended up costing more then what they were initially quoted for. The company didn't want to go through the bidding process and all the paperwork. Lulfs replied there are additional cost for contractors due to having to acquire a bid

bond and prepare a formal bid. Mazur stated he wanted to say it was an \$8,000-\$9,000 difference on that job. Bialorucki asked do we know how long it's been at \$25,000? Garringer advised it has been this way for 18 years. Bialorucki stated he is in favor of increasing it. Cordes asked if we are looking to increase the amount for the contract bid that you would be allowed or are you looking to do away with the contract bidding going to this other system? Mazur stated this would be to increase the threshold from \$25,000. Cordes replied so you're looking to increase the threshold. I thought you were looking at a separate process altogether that would do away with contract bid. Lulfs stated both of those processes exist today. Cordes replied if you're under \$25,000 you're allowed to do what you're saying, right? Lulfs replied correct, which would be to just work off a purchase order. If the threshold was raised Council would have the discretion to raise it to what they feel appropriate without exceeding \$50,000 because that's the State Statute. Mazur stated the recommendation is to go to the \$50,000 and I wouldn't be surprised if the State went above that shortly. Garringer stated our recommendation is to go up to the \$50,000. For the City of Napoleon it has been this way for 18 years and obviously cost have gone up since. We still have our budgeting process in place and we do quarterly budget adjustments all the time. Haase stated efficiency is the primary goal of this. Cordes states at the same time if we were able to get by with \$25,000 for 18 years were we too high to start with? Lulfs stated this is not the first time that we have asked. We ask about every 5 years. For Department Heads it would have been easier to raise this 10 years ago, but Council or the Committee made the decision to leave it where it was at the time. Cordes replied I agree it needs to be changed, but if it lasted 18 years at \$25,000 was it too high to back then and is raising it so \$50,000 too high now? I can't answer that because I don't see what you guys see. Lulfs stated I started here 16.5 years ago shortly after they changed it and I didn't have too much of a problem operating for the first 5 years. Like anything costs increase and it has gotten more difficult. Cordes stated I think it needs to go up, but I'm unsure about \$50,000. Mazur stated it is a matter of opinion. 15 years ago it was a matter of opinion. If Council wanted to they could lower this. Cordes stated we're reaching that threshold of \$25,000 and that has to be changed but is \$50,000 too high? Mazur stated it's a matter of opinion. I don't think it's too high. I would fall back on the State Statute, which has been \$50,000 for many years. I actually wouldn't be surprised to see that increase. Lulfs advised it's been at least a decade. Garringer advised you could argue merits of any number in between \$25,000- \$50,000, say \$35,000 or \$40,000. I'm suggesting \$50,000 because that is the State Statute. Mazur stated if the State jumps anytime soon I wouldn't recommend at this time to stick with State Statute, but rather keep a Council ordinance in place. Move it up to \$50,000 and that way if the State jumps around we are still at \$50,000. If I had to guess it might have been at \$25,000 previously due to vehicles purchases. Now we don't buy any vehicles for cheap, even police vehicles due to getting them outfitted and Lulfs truck was \$40,000. Lulfs advised most purchases like that are bought off a State bid. The State bids it and we are allowed to buy off their contracts. We buy probably 99% of our vehicles off State contracts, which was bid. Mazur stated the only reason to deviate is to go to a more local source. Something that's more readily available and we will match that price or maybe be slightly above. I think we had one from Snyder's that was \$500

more and was a sole source purchase. Maassel asked how many bids or projects do we get in now that are around the \$24,000 mark due to being close to \$25,000 and we don't want to go through the process? Lulfs stated as for projects that come out of my office essentially zero. Sewer taps are usually in the \$20,000's. Years past we use to just go spend \$20,000 to do sidewalks when we had extra money, but we haven't done that in ages. We just had the SSO Removal Process and the low bid was \$55,000, it might have been a little lower if it wasn't bid because they would not have had bonding costs. I probably would have asked for quotes. For the boat ramp we had two bids, but one I had to throw out due to missing paperwork. Both of those were under \$50,000, one was \$48,000 and the other was \$49,000. Maassel stated if the Department Heads needs to spend money they take it to the City Manager and explain why it's needed, do the Department Heads also have to explain to Finance? Mazur stated it is checks and balances. As the manager I approve of the purchase and the Finance Director approves the funds are there. Garringer stated if anyone would come to me and ask if they have room in the budget or an unappropriated balance I will give them that information, but nothing will be purchased without the approval of the City Manager. Maassel replied I want it to be as smooth as possible for the Department Heads. I don't want them to have to explain themselves to both departments for why something is needed. It doesn't matter to finance they just need to see if the funds are available. Mazur stated we used to have a Finance Director that did that. Maassel replied that's why I am asking. Garringer stated that it's okay to ask the question because it has to be a proper public purchase. Mazur advised it's a different set of eyes which I appreciate. Maassel stated we've cut down on the time frame of the quarterly budget adjustment. Garringer advised that's only because a week before Council makes a motion to have the law director enact legislation following the meeting. Maassel replied that's a lot faster than it was before. I want to make sure were not opening up one of our biggest responsibilities, which is fiscal. \$25,000 has served us well for a long time and I understand it's a cumbersome way to do things, but I also see that it had been \$25,000 for 18 years. If I was making the same amount of money as 18 years ago then I wouldn't be there. Lulfs stated I don't want to speak for any other departments because they operate in their own way. One thing you touched on as far as the budget adjustment process is in a vast majority of instances I deal with I don't need a budget adjustment. It's in my budget I just can't do it because it's over \$25,000. I have a very real concern with the sewer taps were going to be replacing. I don't know what I would have to do if I'm doing one and it goes over \$25,000. I would have to get with legal. The Finance Department is real good about not needing an invoice before you get the purchase order. So, we have the purchase order and usually write them for \$20,000 and we can adjust them. The problem is we can't adjust it over \$25,000, at least not without Council action. Mazur said it's a beg for forgiveness thing and I have actually been through it before where a project goes over. Then does the project stop midstream and we remobilize and reschedule? Lulfs advised we do these sewer taps because someone house doesn't have sewer due to it failing. By the time the contractor starts it's usually not more than two days until they finish. I keep bringing this up because it is my largest concern at the moment. We are getting so close to the threshold. We don't have an overwhelming amount of projects, but we probably have 2-3 a year that could

end up between that \$25,000- \$50,000 window. Mazur stated road side mowing is going up and I expect it to go over real soon. The last thing I have is an article from a Department Head about worker burn out and how people are being asked to do more things. All the Department Heads are being asked to do more things; not by Council but from regulatory agencies, for example the EPA. Mazur advised it's not just the EPA its different OSHA safety standers or PERRP regulations that keep ratcheting down on everyone. I had another Department Head express his frustrations to me over the phone and was upset about the pressures of what he has to go through every day. I think this threshold will relive that to a degree, not everything but the paperwork side. This is the first time I have brought this up and I wouldn't have brought it up if it wasn't necessary. Haase stated this goes back to efficiency, which is our primary concern other than fiscal. Cordes stated certain jobs became more expensive due to having to go through the bidding process. Do most cities usually go with what is recommended by the State? Is that why some companies don't want to bid? Mazur replied I don't think it's the contractors that worry about the other cities. I think the contractors say it's not worth my time to put together a bid for a \$40,000 job. Lulfs stated any governmental entity that is not chartered automatically follows the ORC. They can't change it, for example I don't believe Holgate is a charter. Mazur stated Wauseon is not. Lulfs advised Wauseon then follows whatever the State Statue is set at. They cannot change it, but we can go below it due to us being a charter. Cordes asked if that makes us more difficult to work with? Lulfs stated in this case yes. It gives City Council some control and it's been low for a while. Bialorucki asked Garringer if we were to make this change to \$50,000 would you be able to give us a report every month at the Finance and Budget meeting showing any project that utilizes this additional threshold from \$25,000- \$50,000? I know we get the bills every month, but we may not catch that we raised it. When Mazur and you are doing the approvals could they be tracked? Garringer advised I could run a purchase order report of all purchase orders that were open above \$25,000. Cordes asked if I could suggest instead of making it \$25,000 since were already reaching that threshold due to increasing inflation and everything if we're going to raise it raise that amount also so were not getting extra reports. So, we could raise it to anything pushing \$35,000-\$40,000. Garringer stated the easiest way to do this would be to run a purchase order report on a monthly bases. Either on the last Council of the month or the first Council of the month for the month before, since they will lag a little bit. That way you can see them prior to the check being cut. Bialorucki stated I think that would be good for a while just to keep an eye on it. Just another checks and balances on our end. Mazur said that's a great idea. Be advised there are some departments like the Electric Department, who has power line supply where they are regularly purchasing poles or transformers and things like that due to the master bid ordinance. Garringer stated that we can pull those out.

Motion: Haase Second: Bialorucki

to increase the threshold limit for Purchases or Contracts (Ordinance 105.01) and Contracts, Material and Labor (Ordinance 105.02) to \$50,000.

Roll call for the above motion:

Yea- Haase, Maassel, Bialorucki, Dr. Cordes

Nay-

Yea-4, Nay-0. Motion Passed

ADJOURN

Motion: Cordes Second: Maassel

To adjourn the Finance and Budget Committee meeting at 07:09 pm.

Roll call for the above motion:

Yea- Haase, Maassel, Bialorucki, Dr. Cordes

Nay-

Yea-4, Nay-0. Motion Passed

Approved

9-26-2022

Joe Bialorucki- Chair

2022 APPROPRIATION BUDGET - SUPPLEMENTAL #3

ORDINANCE No. xxx-22

<u>Supplemental #3</u>	<u>PERSONAL SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>2022 FUND TOTAL</u>
Fund 100 General Fund				
100.1100.51560 Social Security <i>Reason: Not enough budgeted at the beginning of the year</i>	\$88.05			
100.1300.51101 Salary-Non Barg-Overtime <i>Reason: Not enough budgeted at the beginning of the year</i>	\$195.18			
100.1370.53810 Legal Advertising <i>Reason: Not enough budgeted at the beginning of the year</i>		\$5,000.00		
100.1370.54900 Supplies-Civil Service <i>Reason: Not enough budgeted at the beginning of the year</i>		\$1,000.00		
100.1500.57000 Machinery and Equipment <i>Reason: Purchase of new monitors not intially budgeted</i>		\$450.00		
100.1800.53340 Service Fees-Acting Judges <i>Reason: Visiting judges while waiting on Muni Court Appointment</i>		\$10,000.00		
100.1900.53300 Serv Fees-Professional <i>Reason: Not enough budgeted at the beginning of the year</i>		\$6,000.00		
100.1900.53410 County-Auditor Fees <i>Reason: Not enough budgeted at the beginning of the year</i>		\$3,390.00		
100.2100.51130 Salary-Police Command <i>Reason: Retirement payout not budgeted at the beginning of the year</i>	\$28,500.00			
100.2100.51131 Salary-Police Command-OT <i>Reason: Not enough budgeted at the beginning of the year</i>	\$4,599.00			
100.2100.54800 Supplies-Uniforms <i>Reason: Not enough budgeted at the beginning of the year for new uniforms</i>		\$4,600.00		
100.2101.51710 Hospitalization Insurance <i>Reason: Not enough budgeted at the beginning of the year</i>	\$1,567.62			
100.2200.51413 Salary- Fire PT-OT <i>Reason: Not enough budgeted at the beginning of the year</i>	\$912.50			
100.2200.53110 Electricity		\$5,000.00		
100.2200.54230 Garage Rotary -Fuel <i>Reason: Unforeseen changes in fuel and electric cost</i>		\$10,000.00		
100.4700.51190 Cemetary Salary-Seasonal <i>Reason: Not enough budgeted at the beginning of the year</i>	\$347.50			
100.9800.59110 Reimb-Shared Admin. Expenses <i>Reason: Not enough budgeted at the beginning of the year</i>		\$5,230.67		
			<u>\$86,880.52</u>	<u>\$86,880.52</u>
Fund 170 Municipal Income Tax Fund				
170.1510.53421 3% Retainer Fee <i>Reason: New line item due to move to RITA</i>		\$55,000.00		
			<u>\$55,000.00</u>	<u>\$55,000.00</u>
Fund 220 Recreation Fund				
220.4200.53900 Bank Servicing Charges <i>Reason: Not enough budgeted at the beginning of the year</i>		\$5,777.73		
220.4200.54210 Supplies-Concessions-General <i>Reason: Not enough budgeted at the beginning of the year</i>		\$658.91		

220.4200.54215 Supplies-Concessions-Beer <i>Reason: Not enough budgeted at the beginning of the year</i>	\$1,500.00		
220.4200.54230 Supplies-Fuel <i>Reason: Not enough budgeted at the beginning of the year</i>	\$2,000.00		
220.4300.53110 Utilities-Electric <i>Reason: Not enough budgeted at the beginning of the year</i>	\$1,722.58		
220.4300.53111 Utilities-Natural Gas <i>Reason: Not enough budgeted at the beginning of the year</i>	\$6,306.57		
220.4300.53113 Utilities-Water and Sewer <i>Reason: Not enough budgeted at the beginning of the year</i>	\$2,247.44		
220.4400.54230 Supplies-Fuel <i>Reason: Not enough budgeted at the beginning of the year</i>	\$2,000.00		
		<u>\$22,213.23</u>	<u>\$22,213.23</u>
Fund 221 Napoleon Aquatic Center			
221.4300.56000 Misc. Operating Cost <i>Reason: Increase for Auditor cost. Not in original budget</i>	\$3,356.17		
		<u>\$3,356.17</u>	<u>\$3,356.17</u>
Fund 227 Cemetery Trust Fund			
227.4700.57000 Machinery and Equipment <i>Reason: Increase for new dump truck due to fire of old truck</i>	\$9,568.00		
		<u>\$9,568.00</u>	<u>\$9,568.00</u>
Fund 277 Probation Officer Grant Fund			
277.2021.51500 PERS <i>Reason: Not enough budgeted at the beginning of the year</i>	\$567.56		
		<u>\$567.56</u>	<u>\$567.56</u>
Fund 320 Oakwood/American TIF Fund			
320.7000.53390 Services-School TIF Payments	\$5,403.81		
320.7000.53410 County-Auditor Fees	\$305.13		
<i>Reason: New fund and line item due to TIF Payments coming in</i>			
		<u>\$5,708.94</u>	<u>\$5,708.94</u>
Fund 400 Capital Improvement Fund			
400.2100.57000 Machinery and Equipment	\$1,500.00		
	\$4,800.00		
	\$12,664.00		
	\$2,501.98		
<i>Reason: Increase to due donation for Air Purifying System Equipment to fit new police car Replacement of AC Unit at PD Purchase of ballistic vests for PD</i>			
400.2100.57200 Buildings and Improvements <i>Reason: Increase for PD upgrades to showers plus flooring of locker & decon rooms</i>	\$9,140.00		
400.2103.57000 Machinery and Equipment <i>Reason: Purchase of PD car from Deshler</i>	\$54,073.00		
400.4400.57200 Buildings and Improvements <i>Reason: Not enough budgeted at the beginning of the year</i>	\$2,141.60		
400.5100.57000 Machinery and Equipment <i>Reason: Increase for nonbudgeted purchase of plotter</i>	\$4,398.75		
		<u>\$91,219.33</u>	<u>\$91,219.33</u>
Fund 500 Electric Utility Revenue Fund			
500.1520.57000 Machinery and Equipment <i>Reason: Increase for nonbudgeted Finance server data transfer</i>	\$3,835.00		
500.6110.54410 Supplies-Transformers <i>Reason: Nonbudgeted item for tranformer due to Dana Company</i>	\$63,000.00		

FISCAL YEAR ENDING 2022- TRANSFER OF APPROPRIATION (No. 3)**Ordinance Number:** xxx-22

	<u>Amount Requested</u>	<u>Amount Received</u>
FROM : 100.1520.52000 Travel, Training & Education	(500.00)	
TO : 100.1520.54110 Supplies-Postage/Delivery Charges		500.00
<i>Reason: Due to postal rate increases</i>		
FROM : 100.2100.53520 Cnt. Maint-Equipment	(100.00)	
TO : 100.2100.53540 Cnt. Maint-Computer Hardware		100.00
<i>Reason: Police Safety PO Overage</i>		
FROM : 100.2100.53530 Cnt. Maint-Radio/Phones	(1,100.00)	
TO : 100.2100.53620 Cnt. Maint-Janitorial		1,100.00
<i>Reason: Police safety remainder of year needs</i>		
FROM : 100.2100.54300 Supplies-Vehicle Parts/Supply	(2,200.00)	
TO : 100.2100.53115 Utilities-Cable		2,200.00
<i>Reason: Installing of WIFI Access Points in new cars</i>		
FROM : 100.2100.53210 Serv Cnt.-Computer Software	(150.00)	
TO : 100.2101.53114 Utilities-Telephone		150.00
<i>Reason: Cover Code Enforcement for remainder of the year</i>		
FROM : 100.2102.52000 Travel, Training and Education -Police/SRO	(400.00)	
TO : 100.2102.53114 Utilities-Telephone		400.00
<i>Reason: Cover School Resource Officer for remainder of the year</i>		
FROM : 100.2102.54500 Supplies-Other Equipment -Police/SRO	(500.00)	
TO : 100.2102.54230 Supplies- Gasoline/Diesel Fuel -Police/SRO		500.00
<i>Reason: Cover School Resource Officer for remainder of the year</i>		
FROM : 100.2102.54800 Supplies-Uniforms -Police/SRO	(200.00)	
TO : 100.2102.54230 Supplies- Gasoline/Diesel Fuel -Police/SRO		200.00
<i>Reason: Cover School Resource Officer for remainder of the year</i>		
FROM : 100.2103.52000 Travel, Training and Education -Police/K-9	(800.00)	
TO : 100.2103.54230 Supplies- Gasoline/Diesel Fuel -Police/K-9		800.00
<i>Reason: Cover K-9 Officer for remainder of the year</i>		
FROM : 100.2103.54300 Supplies-Vehicle Parts/Supply -Police/K-9	(300.00)	
TO : 100.2103.54230 Supplies- Gasoline/Diesel Fuel -Police/K-9		300.00
<i>Reason: Cover K-9 Officer for remainder of the year</i>		
FROM : 100.2200.51410 Salary-Firemen Parttime	(273.50)	
TO : 100.2200.51411 Salary-Firefighter in Training		273.50
<i>Reason: Amount needed due to charged wrong account</i>		
FROM : 100.4700.51200 Salary-AFSCME	(4,500.00)	
TO : 100.4700.51190 Salary-Seasonal		4,500.00
<i>Reason: Not enough budgeted at the beginning of the year</i>		
FROM : 100.5130.54300 Supplies-Vehicle Parts/Supply	(800.00)	
TO : 100.5130.54230 Supplies -Gasoline/Diesel Fuel		800.00
<i>Reason: Projected fuel need to end of the year</i>		
FROM : 200.5100.54500 Supplies-Other Equipment	(2,400.00)	

FISCAL YEAR ENDING 2022- TRANSFER OF APPROPRIATION (No. 3)**Ordinance Number:** xxx-22

	<u>Amount Requested</u>	<u>Amount Received</u>
TO : 200.5100.54230 Supplies-Gasoline/Diesel Fuel <i>Reason: Projected fuel need to end of the year</i>		2,400.00
FROM : 220.4200.54210 Supplies-Concessions-General	(250.00)	
TO : 220.4200.54300 Supplies-Vehicles Parts/Supply <i>Reason: Additional funds needed</i>		250.00
FROM : 220.4200.57200 Buildings	(1,500.00)	
TO : 220.4200.54200 Supplies-Operating Materials <i>Reason: Additional funds needed</i>		1,500.00
FROM : 220.4200.57200 Buildings	(2,000.00)	
TO : 220.4200.54210 Supplies-Concessions-General <i>Reason: Additional funds needed</i>		2,000.00
FROM : 220.4200.54240 Supplies-Chemicals	(2,000.00)	
TO : 220.4200.54200 Supplies-Operating Materials		1,500.00
220.4200.54230 Supplies-Gasoline/Diesel Fuel <i>Reason: Additional funds needed</i>		500.00
FROM : 220.4300.54200 Supplies-Operating Materials	(1,700.00)	
TO : 220.4300.54240 Supplies-Chemicals <i>Reason: Additional funds needed</i>		1,700.00
FROM : 400.2100.57000 Machinery and Equipment	(7,644.00)	
TO : 400.2103.57000 Machinery and Equipment <i>Reason: Price change due to vehicle order</i>		7,644.00
FROM : 500.6110.52000 Travel, Training and Education	(5,000.00)	
TO : 500.6110.57600 Electric Improvements <i>Reason: Primary underground wire needed</i>		5,000.00
FROM : 500.6110.56900 Undefined Contingencies	(10,536.50)	
TO : 500.6110.53300 Serv. Fees-Professional <i>Reason: Electric Rate Study</i>		10,536.50
FROM : 510.6200.56900 Undefined Contingencies	(11,887.00)	
TO : 510.6200.53300 Serv. Fees-Professional <i>Reason: Emergency Pipe Repair at water treatment plant Also, replacement of Air Regulator Valve</i>		11,887.00
FROM : 510.6210.54200 Supplies-Operating Materials	(2,300.00)	
TO : 510.6210.54230 Supplies-Gasoline/Diesel Fuel <i>Reason: Projected fuel need to end of the year</i>		2,300.00
FROM : 510.6210.57000 Machinery and Equipment	(15,000.00)	
TO : 510.6210.54510 Supplies-Meters/Meter Testing <i>Reason: Additional meters purchased</i>		15,000.00
FROM : 520.6300.56900 Undefined Contingencies	(13,970.00)	
TO : 520.6300.57000 Machinery and Equipment <i>Reason: South Side Lift Station drive replacement</i>		13,970.00
FROM : 560.6400.54200 Supplies- Operating Materials	(5,000.00)	
560.6400.53300 Serv. Fees-Professional	(2,000.00)	
TO : 560.6400.54230 Supplies-Gasoline/Diesel Fuel <i>Reason: Projected fuel need to end of the year</i>		7,000.00

FISCAL YEAR ENDING 2022- TRANSFER OF APPROPRIATION (No. 3)

Ordinance Number: xxx-22

	<u>Amount Requested</u>	<u>Amount Received</u>
FROM : 560.6412.52000 Travel, Training and Education	(400.00)	
TO : 560.6412.53520 Cnt. Maint-Equipment		400.00
<i>Reason: Blower repair on mosquito fogger</i>		
FROM : 560.6412.52010 Memberships and Dues	(130.00)	
TO : 560.6412.53520 Cnt. Maint-Equipment		130.00
<i>Reason: Blower repair on mosquito fogger</i>		
FROM : 560.6412.54200 Supplies-Operating Materials	(100.00)	
TO : 560.6412.53520 Cnt. Maint-Equipment		100.00
<i>Reason: Blower repair on mosquito fogger</i>		
FROM : 560.6412.54240 Supplies-Chemicals	(2,429.33)	
TO : 560.6412.53520 Cnt. Maint-Equipment		2,429.33
<i>Reason: Blower repair on mosquito fogger</i>		
FROM : 560.6420.54200 Supplies-Operating Materials	(2,400.00)	
TO : 560.6420.54230 Supplies-Gasoline/Diesel Fuel		2,400.00
<i>Reason: Projected fuel need to end of the year</i>		
FROM : 561.6400.57200 Buildings and Improvements	(2,000.00)	
TO : 561.6400.57000 Machinery and Equipment		2,000.00
<i>Reason: Additional dumpsters needed to replace old ones</i>		
FROM : 600.5200.54200 Supplies-Operating Materials	(700.00)	
TO : 600.5200.54230 Supplies-Gasoline/Diesel Fuel		700.00
<i>Reason: Projected fuel need to end of the year</i>		
FROM : 600.5200.54200 Supplies-Operating Materials	(5.00)	
TO : 600.5200.56000 Misc. Operating Cost		5.00
<i>Reason: For 8 year CDL Renewal</i>		
FROM : 600.5200.54500 Supplies-Other Equipment	(5,000.00)	
TO : 600.5200.54300 Supplies-Vehicle Parts/Supply		5,000.00
<i>Reason: Additional supplies needed for vehicles</i>		
Total Transfer of Appropriation	----- (108,175.33)	----- 108,175.33

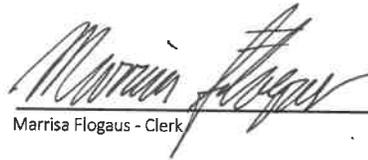
SAFETY AND HUMAN RESOURCES COMMITTEE

MEETING AGENDA

Monday, September 26, 2022 at 7:30pm

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

- 1) **Approval of Minutes: August 22, 2022** (In the absence of any objections or corrections, the Minutes shall stand approved)
- 2) **Change the Verbiage of Over-Time Rate Qualifications**
- 3) **Comfort Dog Partnership with Center for Child and Family Advocacy**
- 4) **Municipal Court Bailiff Pay-Scale**
- 5) **Adjournment.**



Marrison Flogaus - Clerk



City of Napoleon

Brittany Roof, Human Resources Director

255 West Riverview Avenue • P.O. Box 151 • Napoleon, Ohio 43545-0151

Phone: 419.592.4010 • Direct: 419.591.2847 • Fax: 419.599.8393

broof@napoleonohio.com

September 22, 2022

The Human Resource Department, with support from the City Manager, wants to change the verbiage in the policy and personnel code in regards to overtime capability for hourly non-bargaining employees.

- Personnel Code – 197:14:D:8 – Overtime -Basic Rate
 - Current Verbiage:
 - All work performed in excess of the regular forty (40) hour work week, shall be overtime and shall be compensated at the rate of time and one half (1-1/2) times the employee's regular rate of pay, except as provided below.
 - New Verbiage (Change back to code in 2012):
 - All work performed in excess of eight (8) continuous hours or in excess of the regular forty (40) hour work week, shall be overtime and shall be compensated at the rate of time and one half (1-1/2) times the employee's regular rate of pay, except as provided below. (No Pyramiding, the eight (8) continuous hours is only for Police Department Non-Bargaining)
- Personnel Code – 197.16:F:1 – Effects of Vacations and Days Off on City Observed Legal Holidays
 - Current Verbiage:
 - When one (1) of the City observed legal holidays falls within an eligible employee's approved vacation period or scheduled day off, he/she shall be entitled to holiday pay for the legal holiday in lieu of his/her vacation pay. Those employees who work "shift work" may elect to receive the pay, to bank the holidays, or to bank the vacation day. Except for salary employees, shift work employees who work on any of the herein City observed legal holidays listed shall have the option of electing one (1) of the following when applied for in writing by the employee to the payroll department prior to the next scheduled pay period following the holiday:
 - New Verbiage:
 - When one (1) of the City observed legal holidays falls within an eligible employee's approved vacation period or scheduled day off, he/she shall be entitled to holiday pay for the legal holiday in lieu of his/her vacation pay. Those employees who work may elect to receive the pay, to bank the holidays, or to bank the vacation day.

Except for salary employees, hourly employees who work on any of the herein City observed legal holidays listed shall have the option of electing one (1) of the following when applied for in writing by the employee to the payroll department prior to the next scheduled pay period following the holiday: (No Pyramiding)

- Employee Policy Manual – 4.4 – Effects of Time Off on Ability to Earn Overtime
 - Current Verbiage:
 - Overtime is controlled by the Personnel Code §197.14, and is computed on work performed excess of a regular forty (40) hour work week, except fire and rescue. For all hourly employees, including fire and rescue personnel, time actually worked does not include leave of any type. When a Police Lieutenant is forced to work as a contracted Police Officer, then he/she shall be paid per Article 25.1 of the Police Union Contract. A Department Head may require an employee to return to work on any particular day to work over and above the standard work schedule without the necessity of paying the overtime rate, so long as the above formula for overtime is followed.
 - New Verbiage (Change back to 2011 version):
 - Overtime is controlled by the Personnel Code §197.14, and is computed on work performed in excess of eight (8) continuous hours per day or in excess of a regular forty (40) hour work week, except fire and rescue. For all non-bargaining hourly employees, including fire and rescue personnel, time actually worked does include paid leave. A Department Head may require an employee to return to work on any particular day to work over and above the standard work schedule without the necessity of paying the overtime rate, so long as the above formula for overtime is followed. (No Pyramiding)
- Personnel Code – 197:14:D:5
 - Current Verbiage:
 - Except as provided in the Section below entitled "Court Appearance Time", when an employee is required to and does report back to work at a time not contiguous to his regular scheduled work shift, he/she shall be guaranteed a minimum of one (1) hours pay. However, additional callouts during any one (1) hour callout period will not result in additional guaranteed one (1) hour minimum pay (no pyramiding).
 - New Verbiage:
 - Except as provided in the Section below entitled "Court Appearance Time", when an employee is required to and does report back to work at a time not contiguous to his regular scheduled work shift, he/she shall be guaranteed a minimum of Three (3) hours pay. However, additional callouts during any three(3) hour callout period will not result in additional guaranteed three (3) hour minimum pay (no pyramiding).
- Employee Policy Manual – 4.14 – Acting Time
 - Current Verbiage:

- Doesn't include verbiage for Salaried Employees who cover for the City Manager.
- New Verbiage:
 - Salaried employees will receive acting time if temporarily assigned to work in a higher non bargaining unit classification, said employee shall be eligible to receive a rate of pay equaling seventy (\$70.00) dollars per day.

Thank you,
Brittany Roof
Human Resource Director

City of Napoleon, Ohio
SAFETY AND HUMAN RESOURCES COMMITTEE
SPECIAL MEETING MINUTES
Monday, August 22, 2022 at 7:00 pm

PRESENT

Committee Members Daniel Baer-Chair, Dr. Dave Cordes, Molly Knepley
City Staff Joel Mazur – City Manager

Others News-Media
Recorder MARRISA FLOGAUS

ABSENT

CALL TO ORDER

Chairman Baer called the Safety and Human Resources Committee meeting to order at 6:59pm.

APPROVAL OF MINUTES

Hearing no objections or corrections, the minutes from the June 27, 2022 Safety and Human Resources Committee meeting were approved as presented.

JUNETEENTH

Mazur stated for the record this item was brought up by the Finance Director at one of the Council meetings. Pro-Tem assigned it to the committee, since the Council President and Chairman Baer was absent from the meeting. We held off on adding this item to the agenda until we did a little bit of research. When I was at AMP, I asked around to see what communities observed Juneteenth as a holiday and created a list. This is the reason you see different states here. We made a couple of assumptions with this list. Public school systems and counties in Ohio have adopted and observe this since the State has adopted it. I think Napoleon Area Schools and all the other school systems around us have adopted it. Baer interjected to state most of them are not in session at this time anyway. Mazur replied that makes a little difference of course. Here's the list and it's pretty much split in half. I will mention that the City of Defiance is not on this list and they do not observe Juneteenth as a holiday. If you want to add an extra no to this list then it will really split in half. Here is something we've been using as a bases for something else, which shows the number of holidays that the City of Napoleon observes and the number of holidays other communities observe. The City of Napoleon does not observe as many holidays as any of these other cities. The City of Napoleon for the most part has eight holidays and five personal days. This excludes the police department who has nine holidays and four personal days per their contract. The extra holiday being the day after Thanksgiving was a tradeoff, which is why they have one less personal day. All the other cities have ten to twelve holidays and some have up to fifteen. When you look at Wauseon's Fire contract it shows 120 hours of holiday time because fire departments work shifts of 24 hours on and 48 hours off. Mazur stated we have eight holidays and five personal days, while everyone else has an average of ten to twelve holidays and three to five personal days. For a lot of these communities this is a new holiday, since Juneteenth has its only been adopted federally and state wide for a couple of years. What I predict will happen is that some of these communities over time will start to adopt this. This is my opinion not facts. A majority of the yes's on the list now are from last year and in the future this will slowly go up due to union contracts being adjusted to adopt this as a holiday. Cordes asked when was this adopted as a federal holiday? Wasn't it just last year? Baer replied in 2021,

this is the second year. Personally, I do not have a problem adding this. The concern is if we add one we can't add four to equal twelve, that's overdoing it. My first question is have we ever had complaints for not being off on Martin Luther King Day or Presidents Day? Mazur replied no. Internally everyone has accepted the fact that we don't observe those holidays. The standard thirteen holidays include; Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, July Fourth, Labor Day, Columbus Day, Veterans Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas and New Years Day. Now Juneteenth being the new fourteen one. As a manager I want people to come into work, be productive and not have as much time off. Since, we do have 24 hour operations within the City there's additional cost due to there being a different compensation for working a holiday. As for services, if we observe Juneteenth then we have to adjust the resident garbage pickup and other items. For the most part the public and us have become accustom to making those adjustments due to already doing this during other weeks. Cordes asked if we're going to add something for motivation and it doesn't have to shut down the City would there be a more positive impact financially as well as for the employees to give a another personal day? Baer replied that feeds into what I was going to say. I have heard other people talk about a floating holiday, which would be similar to a personal day. I understand the purpose of Juneteenth and why they created the holiday. I am wondering in particular if we do that what about Veterans Day? Can we just do one and call it a floating holiday or personal day, so they can take either one they want off? I don't know I'm just throwing something out there. Cordes replied I like the idea of a personal floating holiday. Mazur replied I don't disagree and I don't have a recommendation either way. I think it does diminish away from the observance of the holiday. Basically you're just adding another day off and not observing the holiday. Cordes stated Baer has a very good point about Veterans Day and all the other holidays, so this way people can choose what day they wish to observe. Knepley stated coming into this I thought it was important to observe. I think with the shift of the country it's important that we add it. I do like the idea of the floating holiday because veterans are important and I respect them for everything. I'm very torn because this country has shifted and I want to be respectful to everyone. Baer asked Mazur if he is wanting the committee to make a recommendation to council at this point? Mazur replied this was assigned to the committee if the committee has a recommendation. I think if you're doing something too observe a holiday it's important to observe it with the rest of the country on the holiday. Also, if you agree with Veterans Day then do the math, it's not out of line. Cordes stated there's nothing against Juneteenth because something very special did happen that day, but something very special happened on Veterans Day too. If we went with a floating holiday it would give the workers a choice of which day they would like to celebrate. Mazur stated I am going to run a scenario. Twenty years from now when council turns over they are going to have this same conversation, whether we should be observing these holidays. I don't think a lot of people will go back to the record to see why we have an extra floating holiday due to Juneteenth. There's a future generation of council that might say we need to observe this holiday on Juneteenth. This is what we're talking about with setting up future councils and administrators for success. Cordes asked if it is labeled as a floating holiday wouldn't that be implied? Mazur replied it's a personal day. Lets do definitions, there are no floating holidays it's a personal day. Baer stated it would be called a personal day. Cordes asked why can't we call it a floating holiday? Mazur replied have another definition for the same thing? Cordes stated no it would be different. They could choose what holiday they want to fulfill or if they want to have their own day. Mazur replied so make a rule specific for. Cordes interjects no they can choose which day they want it to be, but this will take place of a holiday. That would explain why we made the choices we made. If we would even agree with that. Knepley stated in my opinion Americans work way to hard anyways, so why not add Juneteenth and Veterans Day? Mazur replied it's not out of line. Knepley stated it's not like we're asking for fourteen holidays. Baer stated I did look at your list of cities including Defiance your ten for ten. I do see Knepley's point and I have a feeling some of these cities that are no's right now will probably in time switch over. If you watch the national scene, which I

don't often, this is what is happening. I agree with both Cordes and Knepley, so I'm not sure. Knepley stated I understand the point, but I would rather have the holiday be on the holiday to respect the holiday. Baer stated if we move this onto council this could be another extended debate. I'm not sure how the whole council is going to react. Mazur replied in talking to people it is really mixed. If you talk to anyone from these communities it's just opinions, different ideas and thoughts. You are right, you don't know how everyone is going to react to this. I think when you add the number of holidays and personal days the City of Napoleon has, it is on the low end. As a manager this is great because everyone's coming to work and being productive. I understand and appreciate what you're saying, Knepley. You have to make a decision as a council person, but you also understand what's going on in the workforce. Cordes asked since you received different opinions from different people were any of them employees? What did they dictate they would prefer? Mazur replied I seen a wave of union contract negotiation having this holiday brought up as an issue of theirs. I see a lot of cities adopting it to fall in line and others opinion is it's not being adopted. The group here is either a village manager, city manager, administrator or utility director. Baer stated even if we add two holidays, we will still not add Martin Luther King Day, President Day or the day after Thanksgiving. There will still be days that we don't honor now that still won't be honored. If this becomes a source of debate with the whole council there's nothing that says all seven of us have to agree. Mazur stated what kind of frightens me is stacking. If you start stacking beyond the two, Juneteenth and Veterans Day, I think that you will have to look at diminishing the number of personal days offered to employees. I am a big proponent of time off, but we do run really lean staffs. It's really hard to justify more time off when you're already thin and that's something we battle on every contract negotiation. Cordes asked what causes more problems more personal time off or having the City shut down for a day or two? Mazur replied personal time off. Cordes questioned that would cause more problems than actually shutting down for the day? Mazur replied yes, you can adjust to a total shut down a lot easier then having people take time off. With small staff you run into canceling people's holidays, canceling time off, denying it and having to balance schedules to have minimum staffing. Cordes stated I though you would have said the other way around. Mazur replied no. We already have holiday schedules eight times a year. Since, we already deal with it there is already a system in place.

Motion: Baer Second: Knepley

To Recommend to Council to add Juneteenth and Veterans Day as City Holidays

Roll call vote on the above motion:

Yea- Baer, Knepley, Cordes

Nay-

Yea-3, Nay-0. Motion Passed

Baer asked if that's what was wanted? Mazur replied it wasn't my thing and I didn't bring it up. I don't think there's a wrong answer to this. Baer stated I've been puzzled since I've heard about this, but I understand. You surprised me a little bit with that statement in response to Cordes last question. I understand where Knepleys coming from. Cordes stated if you would have said it was easier to have floating holiday. I would have voted no. The reason is we want the City to run smooth and it's a nice benefit to recognize Juneteenth as well as Veterans Day. Mazur stated I know it's already been voted on, but when would you want to implement this? Baer replied I would say calendar year 2023 because we already observed the one this year. Mazur stated for notification purposes we have the holiday schedules posted on the Facebook page and website. It really effects garbage collection the most. With Juneteenth being June 19th and Veterans Day being November 11th they will move dates year to year. Baer stated since we've already passed one this year lets make it 2023.

Adjournment

Motion: Knepley Second: Baer

To adjourn the Safety and Human Resource Committee meeting at 07:29 pm

Roll call on the above motion

Yea- Baer, Knepley, Cordes

Nay-

Yea-3, Nay-0. Motion Passed.

Approved

9-26-2022

Dan Baer- Chair

DRAFT



Napoleon Police Department

Chief David Mack

310 Glenwood Ave O P.O. Box 151
Napoleon, Ohio 43545-0151

Phone: (419) 599-2810 O Fax: (419) 599-7969

Web Page: www.napoleonohio.com

MEMORANDUM

Mayor
Jason Maassel

City Manager
Joel L. Mazur

Police Chief
David J. Mack

**Administrative
Lieutenant &
PIO**
Edward Legg

Lieutenants
Chad Moll
Greg Smith

Sergeant
Justin Ruffer

**School Resource
Officer**
Bradley Strickland

To: Health & Human Resources Committee
From: David J Mack, Chief of Police
cc: Joel Mazur, City Manager; Roberta Mack, Director Center for Child and Family Advocacy, Brad Strickland, IUPA Local #240; Billy Harmon, City Law Director, Sheriff Mike Bodenbender, Henry County Sheriff & Prosecutor; and Gwen Howe-Gebers, County Prosecutor, outgoing correspondence
Date: September 18, 2022
Effective:
Subject: Comfort Dog Partnership with Center for Child and Family Advocacy

Announcement:

I am excited to inform the council of another example of a great partnership with a local organization, the Center for Child, and Family Advocacy. At the beginning of this year, I was requested by the City Manager and Lanie Lambert. Human Resource Director for the City to research this partnership and the development of a Therapy K-9 Program.

With this said, this was accomplished, and the Center for Child and Family Advocacy was contacted, and we researched the need and the process to achieve this goal. The Center had just retired last year, their existing therapy dog due to medical illness and thus was excited at this opportunity. The Center was able to locate and purchase a pure breed Australian Shepard, considered one of the top breeds for therapy/comfort k9s.

Intent:

The intent of the therapy dog program will be to work with a select canine, law enforcement personnel, and therapist with the Center for Child and Family Advocacy which employs the county's victim advocates. Everyone will be trained in methods of trauma-informed care to provide victims with an outlet for the mental, physical, or psychological effects of experienced trauma.

History In Ohio:

Since the inception of the "New Wave Policing K-9 Program" by the Franklin County Sheriff's office, a therapy dog program, which was the first program in Ohio in 2017, and only the 6th in the nation, the Franklin County SO Therapy Dog program has received requests to join victims' assistance efforts from various victim advocacy groups and local, state, and federal law enforcement agencies across Central Ohio and the country. Due to the program's overwhelming popularity and success, we

feel this is well worth the investment in time and resources for the Napoleon Police Department and the Center for Child and Family Advocacy.

Other Local Programs:

The Napoleon Area Schools is currently in the same process of training a therapy K-9. This is a long process for any entity to take on, and they are about a year ahead of where we are currently at. Napoleon Area Schools personnel supported our efforts and provided significant research and connections with trainers.

St Paul Luther Church and School of Napoleon also is contemplating beginning their own therapy K-9 program; however, they are still months away from the start, according to Paster Marcis. He, too, was very supportive and feels that having multiple programs in the city will only enhance our much-needed efforts in combating mental health concerns in Napoleon.

Even though there are two other organizations in the City of Napoleon who are in some part of the same process, there remains a very important and specific need for not only the City of Napoleon Police but also the Center for the Child and Family Advocacy to undergo the same process to meet the needs of our community.

Mission and Needs Assessment:

The mission of the Therapy K-9 program is to enhance and assist in the response and treatment of trauma and mental health by providing a well-trained dog as a medium in those efforts.

Internally: The Therapy K-9 program will assist first responders and all staff within the city cope with exposure to traumatic events and support efforts to increase resilience to improve mental health and wellness. The therapy K-9 will also be made available to all divisions within the city to assist in their individual missions.

Externally: The Therapy K-9 program will support community partners whose mission is to provide services to those affected by trauma, mental health, and crime. Unless otherwise directed by the Police Chief or his designee and/or the Director of the Center for Child and Family Advocacy, all partnerships will be with the government and non-profit organizations

In Ohio, to date, there has been a 300% increase in mental health clients since the same time frame last year, according to the Center. Mental health-related calls continue to rise for the city police department, and the frequency of severe violent crimes, such as strangulation, continues on that same track.

City Police Department and the Center's missions of a therapy K-9 program are very similar, and both involve individuals around the criminal justice world and not in a school setting. Significant privacy concerns arise with servicing victims of crime and utilizing outside resources such as in-school therapy K-9s. School K-9 programs will have many hurdles in the criminal justice system, from scheduling to confidentiality concerns, due to the very different settings between the two worlds.

Both missions are vital, but both are unique as well. We believe that all could benefit from each other when the next significant trauma event is experienced by our community. Like in other law enforcement K-9 programs, multiple K-9s serve a purpose for larger missions.

According to Franklin County representatives, K-9 Child Advocacy Center (CAC) was at 87% disclosure of abuse; however, after K-9 is utilized, they have seen 100% disclosure rate. This increased the prosecution rate of perpetrators, as well.

Training:

The training from Franklin County Sheriff's Office will be provided at no cost to the Center or the City, other than travel expenses. At 16 weeks of age, the K-9 can start obedience training. There is quarterly training 4 times a year. When the K-9 achieves a year old, there is a weeklong K-9 therapy training. There will be a significant focus on obedience and an eventual certification from the "Alliance of Therapy Dogs."

Use:

The primary use will be to help improve the mental wellness of city employees and the Center's employees and to help with the effects of trauma on all citizens. It has been recommended to us to have two (2) handlers in the same household by Franklin County representatives, if possible

Conclusion:

We believe that this would be another innovative tool for assistance and community engagement in our community for both our organizations.

The city will share through the signing of an MOU the minor costs associated with the program, such as animal care. Expenses such as food and, to some extent, toys and bedding are expected to be covered by donations. American Rescue Act Funds could also be utilized for this expense due to the mental health wellness of first responders.

The Napoleon Veterinarian Clinic has agreed to discount their services for this program, as they did with K-9 Luke and another K-9 in the county.

A handwritten signature in blue ink that reads "Chief Dave Mack". The signature is written in a cursive, flowing style.

Therapy K9s: Changing the way law enforcement serves communities

The Franklin County Sheriff's Office started a police therapy K9 program to improve community engagement and better serve their citizens

Apr 17, 2019

By Jason Ratcliff

In March 2017 Sheriff Dallas Baldwin of the [Franklin County Sheriff's Office](#) in Columbus, Ohio, began the first law enforcement therapy K9 program in the state. At the time we were one of only six other agencies we could identify nationwide who were utilizing the [benefits of therapy dogs](#).

As an agency that embraces [community engagement](#), we realized therapy dogs could be beneficial tools to serve our citizens in a unique way. Dogs transcend cultures, religious beliefs and political affiliations, so we knew they could provide a segue into establishing stronger relationships with our diverse population.



Various agencies benefit from the the Franklin County Sheriff's Office therapy K9 program, including children's services, the prosecutor's office, the FBI, and veteran's and drug courts. (Photo/Jason Ratcliff)

The program has been such a success in our community that as of this writing, our program has grown to three canines. We have two handlers who are [Certified Trauma Practitioner Clinical \(CTP-C\)](#), as well as two Qualified Behavioral Health Specialists (QBHS) through the state of Ohio.

THERAPY K9 PROGRAM ACTIVITIES

Although public relations and community engagement represent a portion of our efforts, the cornerstone of our program is victim's advocacy, mental health and trauma.

We utilize the dogs in weekly group and individual counseling sessions with children enrolled in the mood and behavioral program at our local children's hospital. Many of these children suffer from anxiety and are depressed, suicidal or have had suicidal ideations. As part of this partnership, the hospital is collecting outcome data for us. The last set of data indicated that 90% of the children reported an increase in mood

when dogs were present, 100% of clients felt the dog's presence was helpful and 100% of clients reported a decrease in the overall SUDs (subjective units of distress scale) ratings of the children.

In addition to this partnership, we work closely with our county children services agency, our prosecutor's office, the FBI, and our veteran's and drug court, as well as partnerships with several school districts where we specifically target children with behavioral challenges.

THERAPY K9 PROGRAM EXPENSES

The main expenses of a canine program revolve around the care of the dog themselves. We have been very fortunate that our program is funded through donations and [community partnerships](#). All veterinarian care, food, supplies and grooming are provided by community partners free of charge. In addition to those services, we have received approximately \$60,000 in monetary donations since the program's inception from individual and corporate donors that assists us with needs not covered by the service providers.

Marketing our program to let our community know about what we do has been key to our success. Harnessing the power of [social media](#), attending key events and taking advantage of the relationship between our public relations office and the media has been crucial to spreading our message, our needs and our mission.

THERAPY K9 PROGRAM TRAINING





Sergeant Jason Ratcliff pictured with therapy K9 Kit. (Photo/Jason Ratcliff)

To run a top-notch program, we recently sent one of our handlers through a Master K9 Trainer school and they are now a member of the [International Association of Canine Professionals \(IACP\)](#).

In addition, we have staff who are evaluators for a nationally recognized therapy dog certification body. This enables us to do our training in-house and tailored to our specific needs, as well as assist other agencies who are looking to start a program.

To help us better understand how to use our dogs effectively, several of our handlers are in the process of obtaining their CTP-C designation (Certified Trauma Practitioner-Clinical).

3 CONSIDERATIONS BEFORE LAUNCHING A THERAPY DOGS PROGRAM

The Franklin County Sheriff's Office has a total of 14 dogs: 11 are dual-purpose K9s and three are therapy K9s. A therapy K9 can be anything from a chihuahua to a pit bull. A therapy K9 is selected by temperament alone, and breed plays no factor.

Agencies interested in starting a therapy K9 program can utilize their local animal shelter or rescue organization who often have dog behavioral specialists to help you select the best dog for your mission. If an agency prefers a breed of dog, they should work with a reputable breeder who can assist them in selecting the best dog for their needs from the available litters.

Here are three steps agencies should take as they plan a therapy dog program:

1. Get leadership support

Key to the success of any new program is buy-in from the top. Because the concept of therapy K9s is so unfamiliar to the world of law enforcement, I recommend doing thorough research before presenting the idea to decision-makers. Plead your case as to why it works. There are plenty of studies on the benefits of therapy dogs and, as with any new venture, it is a good idea to see who is being successful and reach out for advice and trusted counsel to not only gain insight but to save time. Don't reinvent the wheel. It is much easier to take an existing model and tweak it to your needs.



Various agencies benefit from the the Franklin County Sheriff's Office therapy K9 program, including children's services, the prosecutor's office, the FBI, and veteran's and drug courts. (Photo/Jason Ratcliff)

2. Establish funding for the program

Economic factors are next in importance. We are fortunate that our community has financially supported us, but that support didn't fall into our laps. Many hours have been, and continue to be, dedicated to marketing and spreading our message. Only you can decide if that is the right course for you. If your canine remains healthy, yearly maintenance costs should hover somewhere between \$1,000 to \$2,000. This is a small price to pay for the return on investment your agency and community will receive through strengthened relationships.

3. Review liability concerns

Liability issues and concerns will differ from agency to agency, especially with organizations that currently do not have a traditional K9 program in place. Behavior/temperament testing is crucial to a successful program. I would not recommend an agency select a dog without a temperament test from a trained professional, which should be a documented part of a dog's file. In addition, ongoing training should be documented. An agency also needs to incorporate a comprehensive set of standard operating procedures for all handlers to follow. At the end of the day, even a well-trained dog has the propensity to bite, which is why it's so crucial a therapy K9 program is ran with the same professionalism as any other unit in an agency.

LE THERAPY K9 SCHOOL ESTABLISHED

We routinely field calls and emails regarding how we managed to create a successful program. Questions range from how we pick and train dogs, liability issues, financing and our standard operating procedures.

Due to the amount of questions we receive, we created a week-long Law Enforcement Therapy K9 school through a partnership with our county Animal Control office where we will be selecting and training therapy dog candidates from the shelter. Our first class will be held in late summer of 2019. There will be no costs to agencies other than travel and lodging expenses if needed. At the end of the school, we will send officers home with a fully trained canine ready to serve their community free of charge.



The cornerstone of the Franklin County Sheriff's Office therapy K9 program is victim's advocacy, mental health and trauma. (Photo/Jason Ratcliff)

Since we began this venture almost two years ago we have identified approximately 40 law enforcement agencies nationwide deploying therapy dogs in their communities. We have seen tremendous results from our program and community support has been overwhelming. It is my hope that other agencies will consider bringing this innovative concept to the communities they are sworn to serve and protect.

About the author

Jason Ratcliff is a 23-year law enforcement veteran. He has served the last 20 of those years with the Franklin County Sheriff's Office in Columbus, Ohio, where he has worked in corrections, patrol, investigations and now as a sergeant on the community relations team. Contact Jason at jvratcliff@franklincountyohio.gov.

Tags > [Community Policing](#) • [K-9](#) • [K-9 Operations](#)

RECOMMENDED FOR YOU

< [Photo of the Week: When cops need a hand, they find a paw instead](#) [Calif. police chief introduces plan to proactively assess current K-9 policies](#) [Photo of the Week: Prote protectors](#) >

POLICE1 TOP 5

- 1** [Lawsuit: No pay for commuting Wash. state troopers is unlawful](#)
- 2** [Minneapolis LE use-of-force numbers have climbed after handcuff policy change](#)
- 3** [Video shows moments that led up to officer being shot by suspect during foot pursuit](#)
- 4** [Video: 4 good Samaritans aid LEO struggling with suspect during traffic stop](#)
- 5** [Over half of \\$100M verdict thrown out after man tased in 2018 pursuit](#)

[MORE POLICE1 ARTICLES >](#)



GETTING STARTED WITH FIRST RESPONDER THERAPY DOGS



DISCLAIMER

The materials provided in this webinar are for general informational and educational purposes only. The materials are not intended to be and should not be considered legal advice or opinions. You should not act upon any information presented without first seeking legal counsel on your specific matter. This session is being presented on May 11, 2022.

PRESENTERS



CHIEF NEIL GANG

Pinole (CA) Police
Department



CAPTAIN REED NORWOOD

West Metro (CO) Fire
Department



MARIE RIDGEWAY, MSW, LICSW, RYT

Founder and Police Therapist
Ridgeway & Associates
Twin Cities, MN

THE CASE FOR THERAPY DOGS

- Promotes the release of serotonin, dopamine and oxytocin
- Lowers blood pressure
- Lowers anxiety and improves mood
- Increases feeling of support
- Brings smiles and joy!



THE CASE FOR THERAPY DOGS

- Acts as catalyst in the therapy process—i.e., “breaks the ice”
- Reduces resistance to therapy
- Alleviates symptoms of PTSD
- Help personnel open up, manage emotions



PROGRAM TYPES

- Difference between emotional support dogs, service dogs and therapy dogs
- Agency-based
 - Department-owned dogs
 - Volunteer (reserve) program
- Partner with outside organization/non-profit
- Provided by mental health resource
- Dedicated resource for first responder or cross-trained for community crisis response



AUDIENCE QUESTIONS

- What are your thoughts about utilizing a dog trained in another skill set as a therapy dog?
- Are there benefits to having therapy dogs that also deploy to assist community members? Drawbacks?
- Have you heard of departments having therapy K9s that live at the station and are deployed from the station?
- Do therapy dogs work with the agency's professional support counselor or psychologist? Are they present at critical incident debriefs?
- How do you suggest dealing with employees who don't support a therapy dog program and have threatened to file union grievances if we proceed—even when most of our personnel want it? What about allergic personnel?

BUILDING EXECUTIVE SUPPORT

- Can start at any level with a program champion, but needs leadership buy-in
- If not ready to purchase dogs, will a volunteer model work?



FUNDING SOURCES

- Your budget! Build into wellness program
- Asset forfeiture
- Donations (equipment, dogs)
- American Rescue Plan Act funding for personnel wellness programs
- Community organizations and businesses



FUNDING CONSIDERATIONS

- Insurance
- Training
- Equipment (vests)
- Handler compensation/OT for off-duty callouts
- Food
- Vehicles
- Veterinarian care



AUDIENCE QUESTIONS

- Are there resources to aid with presentations to chief of police/town council?
- When advocating for this type of program to our administration, what are the most important points to cover?
- I'm currently in the schools as a resource officer. It's easy to pitch why we need a therapy unit during the school year, but what is the justification during the summer months?
- Are there grants to start programs like this?
- What's the approximate cost to train/deploy one dog? How much should we budget for the entire program?

SELECTING THE HANDLERS

- Someone with passion!
- Any level—but need leadership buy-in
- Ability to care for dog at home
- Rapport and credibility as a trusted peer
- Trained peer support team member (if possible)
- Experience with the dog—know when dog needs to decompress and how



SELECTING THE DOGS

- Not a “station dog”
- Family pets vs. breeder-supplied vs. donations vs. “repurposed” dogs
- Importance of temperament
- Determine the purpose—crisis response or dedicated to personnel?



TRAINING & CERTIFYING THE DOGS

- Obedience training
- Alliance of Therapy Dogs
- American Kennel Club Canine Good Citizen
- HOPE Animal-Assisted Crisis Response
- Pet Partners
- Therapy Dogs International



AUDIENCE QUESTIONS

- Is there a “best breed” for a therapy dog? Golden Doodles? A Pit Bull/Boxer cross?
- If my dog becomes the department therapy dog (funded by city), what are my options if we change our minds/move agencies/buy out, etc.?
- Is there any national accreditation for therapy dogs? What does the certification process entail?
- Do handlers have to be sworn personnel?

AGENCY BENEFITS

- Reduce stigma
- Show support for all personnel
- Peer support
- Debriefing/defusing
- Cross-use potential for crisis response
- Improve retention



COMMUNITY BENEFITS

- Share the resource with other public safety agencies
- Build trust/engagement—
“Date with Milo” contest
- Assist families of injured/killed
- Outreach at department events, recruiting
- Social media



QUESTIONS?

webinars@lexipol.com

CHIEF NEIL GANG

NGang@ci.pinole.ca.us

CAPTAIN REED NORWOOD

rnorwood@westmetrofire.org

MARIE RIDGEWAY

marie@marieridgeway.com
marieridgeway.com

FOR MORE INFORMATION

info.lexipol.com/first-responder-therapy-dogs

- Presentation slides
- Recording of webinar
- Sample program guidelines/policies
- Related articles



City of Napoleon

Brittany Roof, Human Resources Director

255 West Riverview Avenue • P.O. Box 151 • Napoleon, Ohio 43545-0151

Phone: 419.592.4010 • Direct: 419.591.2847 • Fax: 419.599.8393

broof@napoleonohio.com

September 22, 2022

The Municipal Court, with the support of the Human Resource Department, would like to re-evaluate the wage scale and job description for the Municipal Court Bailiff position.

- The current rate for the Municipal Court Bailiff is \$1, 573.08 to \$1,769.71. The current Municipal Court Bailiff is at the top of this scale. We will provide a proposed scale for where the Municipal Court Bailiff position should be at with hopes to make this position a competitive position and keep turn over low.
- The current job description for the Municipal Court Bailiff position hasn't been updated since 2014, which is outdated. We will be proposing a new job description adding in items such as basic building maintenance, visual/audio set up and compliance with court appearances, and others that will presented at the meeting.

Thank you,

Brittany Roof
Human Resource Director

City of Napoleon, Ohio

CIVIL SERVICE COMMISSION

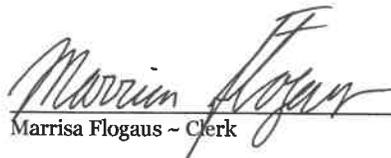
MEETING AGENDA

Tuesday, September 27, 2022 at 4:30 pm

Council Chambers, 255 West Riverview Avenue, Napoleon, OH

1. Call to Order
2. Approval of Minutes - (in the absence of any objections or corrections, the minutes shall stand approved) August 23, 2022.
3. Set a Date for Receiving Applications through the National Testing Network for Police Officer (Patrolman Grade)
4. Set a Date, Time and Place for Police Officer (Patrolman Grade) Physical Fitness Test
5. Set Determination of Credits and How the Credits are to be Applied for the Police Officer (Patrolman Grade) Position.
6. Discussion/Action: to Appoint an Assistant Chief of Police
7. Any Other Matters to Come Before the Commission
8. Adjournment.

;


Marrison Flogaus ~ Clerk

City of Napoleon, Ohio
CIVIL SERVICE COMMISSION MEETING MINUTES
Tuesday, August 23, 2022 at 4:30 pm

PRESENT

Commission Members Megan Lytle-Steele –Acting Chair, Amy Bains
City Staff Clayton O’Brien – Fire Chief
Joel Mazur- City Manager
Brittney Roof – HR Director
Recorder MARRISA FLOGAUS

ABSENT

Commission Member Bill Finnegan-Chair

CALL TO ORDER

Acting Chair Lytle-Steele called the Civil Service Commission meeting to order at 5:00 pm.

APPROVAL OF MINUTES

Hearing no objections or corrections, the minutes from the Special Civil Service Commission meeting on June 22, 2022 were approved as presented.

**APPROVAL SET A DATE TO RECEIVE APPLICATIONS THROUGH THE NATIONAL TESTING NETWORK FOR FIREFIGHTER/
PARAMEDIC**

Roof stated beginning as soon as possible we want to hire a fulltime firefighter. We want to start the list September 1st through September 30th. We are formally requesting to establish an original appointment hiring list for Entry Level or Lateral Firefighter/Paramedic.

Motion: Lytle-Steele Second: Bains
to approve creating an original appointment hiring list for Entry Level or Lateral Firefighter/Paramedic

Roll call vote on the above motion:

Yea- Bains, Lytle-Steele

Nay-

Yea-2, Nay-0. Motion Passed.

APPROVAL DETERMINATION OF CREDITS AND HOW CREDITS ARE APPLIED FOR FIREFIGHTER/PARAMEDIC

Roof stated we are requesting to have the following credits: Veteran’s (Military Service) - 5%, College Degree- 5%, Firefighter II Certification- 5%, and Three Years Part-Time Employment with Napoleon Fire and Rescue- 5%. Bains asked if there is a max on the credits? Roof replied no. Bains asked if they can get up to 25% then? Lytle-Steele advised there use to be a max. O’Brien replied it is usually a 10% max and the percentages would only be added if they passed. Roof stated the percentage total will be added to a passing score not to exceed 10% total. Lytle-Steele replied she would like that to stay the same. Bains stated she wants it to stay consistent unless there is a reason to change it. O’Brien replied there is no reason.

Motion: Bains Second: Lytle-Steele
to approve certain credits for Firefighter/ Paramedic applicants who have obtained a passing score and supplied proof at the time of application for the following approved credits and percentage:

<u>Credit</u>	<u>Percentage</u>
Veteran’s (Military Service)	5%
College Degree	5%

Firefighter II Certification 5%
Three Years Part-Time Employment 5%

with Napoleon Fire and Rescue

the percentage points will be added to the passing score and are not to exceed 10% total.

Roll call vote on the above motion:

Yea- Bains, Lytle-Steele

Nay-

Yea-2, Nay-0. Motion Passed.

ANY OTHER MATTER TO COME BEFORE THE COMMISSION

O'Brien stated we have a request for a one time rule change. Roof stated per the Civil Service Rules, we will be utilizing the National Testing Network for both the written test and the firefighter mile. We will accept applications from September 1, 2022 to September 30, 2022. Advertisement will be done on the City's website and Facebook page, Indeed, at Northwest State Community College, Owens Community College, in the Northwest Signal, Crescent News and on Ohio Means Jobs. We are requesting to have a one-time rule change for the agility portion to require the applicant to have their firefighter mile card at the time of the appointment. Also, lateral transfer will not have to take the physical and NFPA 1582 due to already being a part of Ohio Police and Fire Pension. Bains stated we just switched it for the Police Department. Lytle-Steele asked if they wouldn't have to do the mile if they are coming from another fire department? O'Brien stated correct, I saw that the police department did this and it was a great idea. Bains replied there's no reason for it. O'Brien stated there is no reason. They have done the job and are currently doing the job. Lytle-Steele stated especially if they are doing the job now. If they had left and not been there in 2 years. Bains interjected to say if they left and wanted to come back that's different. O'Brien replied then they wouldn't be considered a lateral and would be required to have the firefighter mile. In this case they would be coming from one fire department to ours.

Motion: Bains

Second: Lytle-Steele

to approve the one time rule change to require the entry level or lateral firefighter/paramedic to have the firefighter mile card at the time of the appointment

Roll call vote on the above motion:

Yea- Bains, Lytle-Steele

Nay-

Yea-2, Nay-0. Motion Passed.

ADJOURNMENT

Motion: Lytle-Steele

Second: Bains

to adjourn the Civil Service Commission meeting at 5:07 pm.

Roll call vote on the above motion:

Yea- Bains, Lytle-Steele

Nay-

Yea-2, Nay-0. Motion Passed.

Approved

9-27-2022

Bill Finnegan, Chair

DRAFT



City of Napoleon, Ohio

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Telephone: (419) 592-4010 Fax: (419) 599-8393
www.napoleonohio.com*

Memorandum

To: Parks and Recreation Board
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: MARRISA FLOGAUS, Clerk
Date: September 23, 2022
Subject: Parks and Recreation Board Cancellation

The **PARKS AND RECREATION BOARD** scheduled for Wednesday, September 28, 2022 has been **CANCELED** due to lack of agenda items.

AMP Update for Sept. 16, 2022

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

Fri 9/16/2022 4:21 PM

To: MARRISA FLOGAUS <mflogaus@napoleonohio.com>



Sept. 16, 2022

2022 AMP Conference to feature virtual attendance option

By Zachary Hoffman – manager of communications and publications

The 2022 AMP Annual Conference is less than two weeks away. This year we have a stacked agenda featuring premier speakers — both in-person and virtual — including FERC Commissioner Mark Christie; Tony Cannon, general manager/CEO of Greenville Utilities and board chair of the American Public Power Association; Manu Asthana, president/CEO of PJM Interconnection; Kristi More, managing partner of strategic development for The Ferguson Group; Douglas Holtz-Eakin, president of the American Action Forum; and many other industry experts.

Following feedback from previous conferences, a virtual option will again be offered for those who are unable to attend. The virtual option will livestream each general and concurrent session and provide for virtual attendees' involvement in Q&A. The virtual option allows for more member utility personnel to participate and gain the education and insights provided by the conference.

The conference offers informative sessions on issues and technologies affecting public power, local government and the electric utility industry in general. All general and concurrent, educational sessions will be livestreamed for those who choose to attend virtually.

To learn more about the conference or to see the full agenda, [click here](#). To register, [click here](#). If you have questions about the conference or virtual attendance, please contact Amanda Smithey at 220.212.9095 or asmithy@amppartners.org.



REGISTER HERE

Reminder: Upcoming elections for AMP Board of Trustees

By Jeremy Drennen – Nominating Committee Chair

The 13 AMP Service Groups will elect representatives to the AMP Board of Trustees for a three-year term commencing at the 2022 AMP Annual Conference. The AMP Service Groups are:

- Central (Ohio)
- DEMEC
- Kentucky
- Michigan
- North Central (Ohio)
- Northeast (Ohio)
- Northern (Ohio)
- Northwest (Ohio)
- Other (includes IN, MD and WV)
- Pennsylvania
- Southwest (Ohio)
- Virginia
- Western (Ohio)

Service groups that have not conducted their elections prior to the Annual Conference will meet at 12:40 on Sept. 27; members in those groups will receive emails in advance of the meeting with instructions for voting.

Also, this year, one member has resigned from their at-large seat on the AMP Board of Trustees. As a result, the remaining one year of that seat's original three-year term will be filled by an election held during the General Membership meeting on Sept. 27. All members are eligible to be nominated for the at-large seat. If your member community would like to be considered for nomination, please send the request to me at jeremy.drennen@philippi.org, with a copy to Rachel Gerrick at rgerrick@amppartners.org.

Trustees, whether at-large or service group representatives, are elected by member community — not by individual. The elected member community then appoints a representative to fill its Board seat.

Should you have any questions regarding the election process or voting logistics, please contact Errin Harris at 614.540.0942 or eharris@amppartners.org.

Reminder: OMEA Board of Directors and Honorary Membership voting at annual meeting

By OMEA Nominating Committee



The terms of four seats on the Ohio Municipal Electric Association (OMEA) Board of Directors expire this year, and elections will be held on Sept. 28, 2022, during the OMEA General Membership meeting. The seats up for election this year on the OMEA Board of Directors are currently held by Wadsworth, Cuyahoga Falls, Dover and Pioneer, each of which is eligible for re-election. Each of these seats must be filled by an elected official. Additionally, the nominating committee, which consists of Bryan Mayor Carrie Schlade (chair), Montpelier Mayor Steve Yagelski, and Orrville Mayor Dave Handwerk, received nominations for OMEA Honorary Membership. Honorary Membership is awarded to individuals who have had a distinguished public power career with significant accomplishments — with special consideration given to individuals who have retired from service or announced that they will be retiring soon.

Due to the hybrid setting for the Annual Conference, Board elections for OMEA will be held exclusively via an online voting platform, similar to last year. Paper ballots will **not** be available for in-person attendees, so all voters should bring a computer or mobile device to the general membership meeting. Additional information regarding the voting process will be distributed to each member's primary contact. Additionally, a test vote will be performed early next week. Any questions regarding the voting process or primary contacts may be directed to Michael Beirne, OMEA executive director, at 614.540.0835 or mbeirne@amppartners.org or Errin Harris at 614.540.0942 or eharris@amppartners.org.

Given the hybrid setting, although proxy voting will be permitted, we anticipate that it will generally be unnecessary. Note that an individual representative may vote on behalf of only one member community. Proxies must be named by an authorized official (i.e., mayor/city manager/board chair) and a single designated person must carry the proxy for all voting purposes. Any proxy designation should be sent electronically to Errin Harris at eharris@amppartners.org. To accommodate the requirements of the online voting platform, any proxy designation must be received by close of business on Sept. 21. Please contact Errin Harris at 614.540.0942 or eharris@amppartners.org with any questions regarding the election procedures.

Energy market update

By Jerry Willman – assistant vice president of energy marketing

The October 2022 natural gas contract decreased \$0.790/MMBtu to close at \$8.324 yesterday. The EIA reported an injection of 77 Bcf for the week ending Sept. 9, which was higher than the 69 Bcf injection that was expected. Last year was an injection of 78 Bcf and the five-year average was 82 Bcf. Storage is now 2,771 Bcf, 7.4 percent below a year ago and 11.3 percent below the five-year average.

On-peak power prices for 2023 at AD Hub closed yesterday at \$93.55/MWh, which was \$5.40/MWh higher for the week.

On Peak (16 hour) prices into AEP/Dayton				
Week ending Sept. 16				
MON	TUE	WED	THU	FRI
\$95.48	\$98.81	\$100.99	\$112.58	\$103.29
Week ending Sept. 9				
MON	TUE	WED	THU	FRI
\$88.01	\$109.03	\$93.09	\$96.16	\$99.35
Week ending Sept. 17, 2021				
MON	TUE	WED	THU	FRI
\$79.29	\$68.14	\$67.05	\$66.20	\$70.80
AEP/Dayton 2023 5x16 price as of Sept. 16 — \$93.55				
AEP/Dayton 2023 5x16 price as of Sept. 8 — \$88.15				

AFEC weekly update

By Jerry Willman

The AMP Fremont Energy Center (AFEC) was in 2x1 configuration for the week. Duct firing operated for 66 hours this week. The plant cycled offline overnight on Sunday based on PJM economics. For the week, the plant generated at a 75.6-percent capacity factor (based on 675-MW rating).

Public Power Week 2022 is fast approaching — Oct. 2-8

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

Public Power Week 2022 begins on Oct. 2, and we look forward to celebrating with our employees and members. This year, AMP will focus on public power lineworkers and all they do for their communities.

Public Power Week is an opportunity for public power utilities to promote the distinct advantages that public power offers consumers and residents. Since its creation in 1986 by the American Public Power Association and its members, Public Power Week always occurs during the first full week in October; this year it takes place Oct. 2–8. The nationwide program celebrates the importance of public power to local citizens and other public constituencies.

To assist your Public Power Week promotion efforts, AMP hosts a dedicated [Public Power Week webpage](#) loaded with downloadable and shareable materials, including fact sheets, infographics and videos.



AMP has also prepared toolkits, templates and digital media to assist your local efforts to highlight the benefits of your electric system. An email containing some of these materials was sent to contacts in each community earlier this week. The toolkits are available on the [Public Power Connections page](#) of the [Member Extranet](#) (login required).

We would like to hear what you are doing this year in your community for Public Power Week so we can share these successes with other members and include some on AMP's social media channels. Please send information, including photos, to me at hkarg@amppartners.org.

Please tag AMP in all of your Public Power Week posts, @AmericanMunicipalPower on [Facebook](#), @amppublicpower on [Twitter](#) and [Instagram](#), and @American Municipal Power, Inc. on [LinkedIn](#).

Be sure to use the hashtags:

- #PublicPowerWeek
- #WeArePublicPower
- #PublicPower



AMP to hold regional safety meeting on Oct. 6

By Jennifer Flockerzie – manager of technical services logistics

AMP will hold a regional safety meeting at Bashlin Industries in Grove City on Oct. 6, from 8 a.m. to 2 p.m. The meeting is available at no charge, but registration is needed for lunch count. Please [register here](#) before Oct. 3.

The meeting will cover the following:

- Equipotential zone grounding for overhead application
- Upcoming APPA Safety Manual Grounding Section
- Equipotential zones overhead grounding demonstration
- Proper personal protective equipment
- Lock to lock rubber gloves
- Cover up applications demonstration
- Bashlin Industries facility/plant tour
- How to inspect harnesses and lanyards
- A live bucket truck rescue with drop test of harness and other equipment tests

A Schedule to the Master Services Agreement for Participation in Safety and Training Programs must be filled out and returned prior to meeting. To obtain a master service agreement, contact me at 614.204.9632 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.

Lisa McAlister to participate in FERC panel on Oct. 6

By Gerit Hull – deputy general counsel

Lisa McAlister, AMP senior vice president and general counsel for regulatory affairs, will speak at a FERC Technical Conference on Oct. 6 on behalf of AMP and APPA. The conference will explore measures to ensure transparency and cost effectiveness in local and regional transmission planning.

McAlister's panel, titled *Development and Use of Local Transmission Planning Criteria*, will address processes for developing local transmission planning criteria, identifying local transmission needs and evaluating and selecting local facilities to address those needs. Other panelists include Kamran Ali, vice president of transmission planning and analysis for American Electric Power Company, Inc.; Cameron Dyer, senior assistant general counsel for the Public Utilities Commission of Nevada; Dan O'Hagan, assistant general counsel and manager of regulatory compliance for the Florida Municipal Power Agency; Jeff Nelson, FERC rates and market integration direction for Southern California Edison; Lauren Azar, consultant for Azar Law LLC; and Kent Chandler, chairman of the Kentucky Public Service Commission.

The technical conference will be open to the public and there is no fee for attendance. A webcast link and additional information is posted on the [calendar of events](#) on the [FERC website](#).

AMP to host webinar on site selection best practices on Oct. 13

By Tim Boland – director of economic and business development

AMP will host the Best Practices for Winning Competitive Site Selection webinar on Oct. 13, from 10 to 11:30 a.m. Led by Carol Johnson, one of America's leading experts in economic development sales and founder of Continuous Dialog, the webinar will help members interested and engaged in business retention and attraction to find better success in their economic development efforts.

The webinar will cover the following:

- Know How Corporate is Ranking Your Site and Community
- Uncover the Prospect's Evolving Key Drivers
- Build a Business Case: Link Needs to Your Solution

If you have questions about the webinar, please contact me at 614.540.0933 or tboland@amppartners.org. If you would like to register, please contact Jada Williams, AMP member services and risk administrative coordinator, at 614.540.0840 or jwilliams@amppartners.org.



Apply for DEED student funds by Oct. 15

By Michelle Palmer, PE – vice president of technical services and compliance

The fall cycle for DEED funding for students is open for applications, and the deadline to apply is Oct. 15. The program offers several different types of funding for students to pursue energy-related careers, including lineworker and technical education scholarships, student internships and student research grants.

Student applicants must be attending or planning to attend an accredited vocational institution, lineworker school or two- to four-year college/university within the United States and must not be graduating within 12 months of the application deadline. New applications must be initiated at least a week before the deadline. Email DEED@publicpower.org to request login credentials to begin your application through the web-based scholarship application site. Official transcripts as well as the application must be submitted by the application deadline.

You can find more information on DEED's student funding opportunities [here](#). If you would like feedback on a possible request for internship funding, contact me at 614.540.0924 or

mpalmer@amppartners.org or Erin Miller at 614.540.1019 or emiller@amppartners.org.

Maddison Jenkins joins AMP as transmission engineer

By Rayon Donaldson – director of transmission engineering



Maddison Jenkins joined AMP on Sept. 2 as a transmission engineer. In this role, Jenkins will assist with implementing and maintaining AMP Transmission (AMPT) engineering standards, provide technical direction and guidance on AMPT owned assets, potential new projects in planning and construction projects and develop detailed project scope and statement of work for the AMPT construction request for proposal process.

Prior to joining AMP, Jenkins served as transmission substation compliance engineer for Louisville Gas & Electric and Kentucky Utilities, where she wrote and updated compliance procedures, configured digital fault recorders, analyzed the bulk electric system and more. She holds a Bachelor of Science in electrical engineering with minors in mathematics and computer science from the University of Kentucky.

Please join me in welcoming Maddison to AMP.



Phishing kit scams

Article provided by KnowBe4

Some people think that phishing scams take a long time to create and launch, but that is not always the case. Cybercriminals can buy something called a phishing kit, which contains the resources they need to launch a convincing phishing scam.

What is a phishing kit?

A phishing kit is a set of resources that cybercriminals can use to create convincing phishing attacks. Phishing kits can contain premade phishing emails, web pages, malicious code, graphics and more. Since the resources are premade, cybercriminals do not need extensive coding knowledge to launch a phishing attack.

What makes phishing kits so effective?

Imagine receiving an email that claims your PayPal account has been compromised. If the email only contained text and did not have a header, images or a footer, would you think the email was legitimate? You would probably notice these red flags and decide not to trust the email. But what if the email contained the official PayPal logo and a footer with PayPal contact information? What if the link in the email lead to a website that looked like the real PayPal website? With all of these resources to support the email, you may not realize that it is a phishing attack.

Each resource that supports a phishing email will increase its appearance of legitimacy. High-quality phishing scams typically take attention to detail, skill and time, but phishing kits make it easy for any cybercriminal to set up a convincing scam in no time.

What can I do to stay safe?

Do not fall for phishing kit scams. Follow the tips below to stay safe:

- If you receive an email claiming you have an account issue, always go directly to the organization's website to log in.
- Never click a link in an email that you were not expecting, even if the email includes logos or links that look official. Always think before you click.
- Verify that urgent messages are legitimate before taking action. Contact the person or organization directly by using another line of communication.

KnowBe4 is the world's largest integrated platform for security awareness training combined with simulated phishing attacks.

Focus Forward 2022 Webinar Series

To register, contact Erin Miller, assistant vice president of energy policy and sustainability, at 614.540.1019 or by email at emiller@amppartners.org.

November 9, 10 a.m.

Federal funding opportunities for grid modernization, resilience, and maximizing distributed energy resources

The Focus Forward Advisory Council has identified these topics to help educate and inform AMP's members about emerging industry trends and to prepare for further integration of distributed energy resources.



AMP TECHNICAL AND SAFETY TRAINING WEBINAR SCHEDULE

In an effort to provide all members with high-quality training opportunities, AMP is continuing to offer trainings in a webinar format. Please see the schedule below; we will continue to update it as needed.

Oct. 11

24/7 Preparedness
Instructor: Kyle Weygandt

Nov. 4

Holiday Safety Tips
Instructor: Darren Westenbergert

Dec. 13

New Year's Safety Resolutions
Instructor: Kyle Weygandt



For more information on the AMP Training Program or to access the virtual training webinars, please contact Jennifer Flockerzie, AMP's manager of technical services logistics, at jflockerzie@amppartners.org.



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 Coldwater seeks three positions

GIS coordinator

The City of Coldwater is seeking applicants for the position of geographic information systems (GIS) coordinator. This position is responsible for the development, operation, maintenance and enhancement of designated components of Coldwater's GIS. The GIS system contains detailed maps and records from different stakeholders including the City of Coldwater and Branch County. Tasks are performed in the office and field, utilizing technical expertise, in combination with a variety of electronic devices, to identify, plot, collect, store, transfer and display mapping, geographic, land use and demographic information, as applicable or assigned.

The successful candidate will have a high school diploma/GED; bachelor's degree from an accredited college or university in GIS, engineering or related field; at least three years of relevant work experience in related field; proficiency with computer hardware including desktops, PC tablets, iPads, scanners and plotters; proficiency with Microsoft Office, Windows OS and IOS software packages; a thorough understanding of database management; experience with ESRI products; experience with MilSoft WindMil software; advanced understanding of AutoCAD; familiarity with Lucity workflow program; familiar with CAD and other drafting programs; and possession of a valid Michigan driver's license.

This position pays \$55,786–\$65,998, depending on qualifications. See the full job posting and apply [here](#).

Substation/process technician

The City of Coldwater is seeking applicants for the position of substation/process technician. This position will utilize multiple software programs to maintain functionality of AMI metering infrastructure, meter data management and billing systems; perform testing and installations of metering set ups; troubleshoot AMI related infrastructure and AMI system software issues; maintain system integration with metering management systems and billing software; analyze substation SCADA data and related software on multiple platforms; maintain and test battery banks; and repair and install equipment in substations and other facilities. The technician may also be involved in all phases of customer service including, but not limited to, energy audits, customer complaints, etc., and be responsible for other duties as assigned.

The successful candidate will have a high school graduate or equivalent; a minimum two years of related experience; a valid Michigan driver's license; the ability to obtain a commercial drivers license (CDL). Possession of a Journeyman's Electrical License is preferred.

This position pays \$25.53–\$44.16 per hour, depending on qualifications. See the full job posting and apply [here](#).

Water/sewer manager

The City of Coldwater is seeking applicants for the position of water/sewer manager. This position is responsible for the administration and supervision of the Coldwater Board of Public Utilities water supply, distribution system, treatment system, sanitary sewer collection system and operation and maintenance of Waterworks Park. This position may be subject to frequent after-hours duty and related decision making.

The successful candidate will have a high school graduate or equivalent; a minimum of 10 years of experience in water treatment, water supply and/or water distribution; Michigan Department of Environment, Great Lakes and Energy (EGLE) D-1 and S-2 water license certifications; and a valid Michigan driver's license. An associate degree in water/wastewater technology or equivalent and management experience is preferred.

This position pays \$72,000–\$88,000, depending on qualifications. See the full job posting and apply [here](#).

City of Amherst seeks lead lineworker

The City of Amherst is seeking applicants for the position of lead lineworker. This position requires skilled electrical work of the journeyman level in the construction, maintenance and repair of overhead electrical distribution and transmission systems serving the municipality. Candidates must have a minimum of three years of experience as a journeyman lineworker; thorough knowledge of methods, materials, tools and equipment used in electrical line construction and maintenance work; working knowledge and understanding of the principles of electricity as applied to power circuits, wiring diagrams and plant operations; and ability to apply this knowledge to work problems as assigned. Candidates should also have skill in the use of line tools and testing equipment used in the installation and maintenance of electrical distribution and transmission systems and allied equipment; ability to supervise the work of apprentice lineworkers and groundworkers in the performance of their job assignments safely, efficiently and economically; ability to maintain effective working relationships with co-workers and subordinates; ability to understand and follow oral or written instructions; ability to climb poles and work at moderate heights with high-tension wires and related equipment, exercising power safety precautions. Candidates should be in good physical condition and health with sufficient physical strength and agility to perform heavy manual tasks relating to line construction and to work under varying types of weather conditions.

Benefits for this position include pension, sick time, vacation time, medical, dental, vision and life insurance, paid holidays and retirement plan. The position pays \$34.47 per hour. [Apply here](#) or submit your resume to jdefibaugh@amherstohio.org.

City of Lebanon seeks deputy director of electrical engineering

The City of Lebanon is seeking applicants for the position of deputy director of electrical engineering in the Lebanon Electric Department. The deputy director of electrical engineering will work under the direction of the director of electric and will provide professional leadership and management of the city's electric department. The electric department is the electric utility inside Lebanon City limits and has an annual budget of \$35 million and 19 full-time personnel. This position's responsibilities include managing all facets of an electric utility including construction and operation of generation, transmission and distribution, renewable energy resources, wholesale power purchases, system fault studies, system protection reviews and private development review. The deputy director will serve as a critical member of the electric department and the city management team. See the full job description [here](#).

Qualified candidates should hold a bachelor's degree in electrical engineering through an Accreditation Board for Engineering and Technology, Inc., accredited university, at least three years of documented electric utility experience in either the public or private sector, possess a valid state of Ohio driver's license and have outstanding communication and public service skills. Applications may be obtained at the Lebanon City Building, 50 S. Broadway, Lebanon, Ohio, 45036, or downloaded at www.lebanonohio.gov. Applications accompanied by a cover letter and resume should be submitted to the Personnel Department at the above address. Applications will be accepted until the position is filled. The City of Lebanon requires post-offer, pre-employment drug screen, physical and background check. EOE.

City of Painesville seeks journeyman lineworker

The City of Painesville is seeking applicants for the position of journeyman lineworker in the Distribution Division of the Painesville Municipal Light & Power System/Electric Department. Duties include the operation, maintenance and routine construction of the electric distribution system.

This position requires a high school diploma or equivalent; successful completion of journeyman lineworker apprenticeship program; and four years of experience as a lineworker; or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. Successful applicant must have:

- Valid State of Ohio driver's license
- Valid Ohio Class "A" commercial driver's license
- Journeyman Lineworker Certification

The wage range for this position is \$34.89-\$35.76 per hour, depending on qualifications. There are quarterly stipends paid throughout the year of \$1,350.00 each with an additional \$1,500.00 paid in December for having completed a formal journeyman program. For additional information and answers to questions contact the Painesville electrical superintendent at 440.392.5939 or electric distribution supervisor at 440.392.6158, or go to www.painesville.com/employment. To apply, submit application and/or resume to employment@painesville.com. Position open until filled.

Opportunities available at AMP

AMP is seeking applicants for the following positions:

- Assistant vice president of accounting
- Director of transmission finance
- IT intern — helpdesk and infrastructure
- IT intern — SCADA
- Generation operations plant engineering intern — AFEC
- Generation operations plant engineering intern — hydro
- Power supply analyst (planning engineer)
- Senior engineer — system protection and control
- Senior transmission planning engineer
- Transmission intern
- Transmission project manager

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

Mycoff Fry Partners is seeking candidates for the following AMP position:

- Senior vice president of finance/Chief Financial Officer

For additional information and resume submittal, please see the posting on the Mycoff Fry Partners [website](#).



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

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