

# March 2024

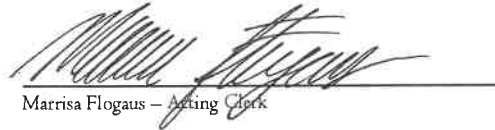
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	1	2
3	4 7:00pm City Council	5	6	7	8	9
10	11 6:30pm BOPA 6:30pm Electric Com	12 6:30pm Charter Review Commission	13	14	15	16
17	18 6:00 Tree Commission 7:00pm City Council	19	20	21	22	23
24	25 5:30pm Finance and Budget	26 4:30pm Civil Service	27	28	29 Good Friday City Offices Closed	30
31	1	2	3	4	5	6

*City of Napoleon, Ohio*  
**FINANCE AND BUDGET COMMITTEE**  
SPECIAL MEETING AGENDA

**Monday, March 25, 2024 at 5:30PM**

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

- 1) Approval of Minutes: January 10, 2024 (in the absence of any objections or corrections, the Minutes shall stand approved).
- 2) 2024 First Quarter Budget Adjustments
- 3) Any Other Matters to Come Before the Committee
- 4) Adjournment



Marrison Flogaus – Acting Clerk

*City of Napoleon, Ohio*  
**FINANCE AND BUDGET COMMITTEE**  
SPECIAL MEETING MINUTES

**Wednesday, January 10, 2024 at 7:30 am**

**PRESENT**

Committee Members	Tom Weaver - Chair, Joe Bialorucki, Ken Haase
City Manager	J. Andrew Small
City Finance Director	Kevin Garringer
Others	
Acting Clerk	Roxanne Dietrich

**ABSENT**

Committee Member

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**CALL TO ORDER**

Weaver, Chair of the Finance and Budget Committee, called the meeting to order at 7:30 am.

**APPROVAL OF MINUTES**

Hearing no objections or corrections the September 25, 2023; November 3, 2023; and November 4, 2023 committee meeting minutes were approved as presented.

**2023 FOURTH QUARTER BUDGET ADJUSTMENTS**

Transfer of Appropriations Supplemental #4

Garringer stated I passed out two exhibits that were in your packets. There might be some slight changes. I can go through these verbatim if you want. I'm going to start with the one at the top that says ordinance 002-24, which is the transfer of appropriations. I say this every quarterly meeting, but these are the ones that we like to do. If a line item has an amount budgeted that we're not going to use and we could use it on another line item within the same fund area we can move that over. This doesn't increase our budget at all. There's quite a few in the fourth quarter because we have to balance out our lines at the end of the year to make sure everything is cordial before we close our books. Unless you have any questions about the items listed here. There's really nothing out of the norm. I guess we can go over some biggest ones. If you go to page 3 of 10 you'll see ballistic plates purchase. That wasn't expected for \$12,000, but we were able to take out of the computer software to apply it to the purchase. Some of the other ones are salary and personnel items for the police. We were able to take from patrol officers to dispatchers or patrol officers to patrol K-9. Again, this doesn't increase the budget. It just balances the lines out. Haase stated on page 2 the non-bargaining line there's almost \$11,000 there. What did we screw up in the budget? Garringer replied in that particular case the budget wasn't screwed up. We had some vacation payouts. Those weren't anticipated, so we had to take budgeted money out of other line items to get that covered. Bialorucki asked if these were people who left the city or had carry over? Garringer replied for the most part if I'm remembering right these are individuals that didn't have enough time to use their vacation that ended up getting it paid out. They're still employed here. It's not like a retirement. Bialorucki asked if we're looking at that going forward to try and help them get the

time off that they should take? Small replied I've always encouraged it. I encouraged it until I took a vacation and realized I shouldn't take vacation. It was kind of a joke. I really have pushed them. I've told them they've earned the vacation and to please use it. I certainly continue to reiterate that I want them to use it. As busy as everyone is we can certainly find that time. I had three vacation days at the end of the year and I just burned them. Garringer stated the tough matter is that we don't budget this because we anticipate that they use them. Its case by case basis why they don't. I can't speak for them. The cautionary tale is that this isn't a bonus program. It cost us more money if you get paid out rather than take it. Bialorucki stated anywhere I've ever worked its use it or lose it. I've worked management roles where I come back from vacation in doing 3 times the amount of work and I feel like is it even worth taking vacation. Well if I don't take it I would lose it, so sometimes I did leave some on the table. Weaver asked if we had a policy regarding payout? Garringer replied I would say that should be better defined. Weaver asked going forward will you look at it historically to see if you need to budget any differently? Garringer replied we need to either budget differently or the policy needs to be defined. Weaver stated to your earlier point it's a net cost. Is it a net cost or a net save because then you're not paying the overtime. Garringer replied we're not paying overtime. For example, I get paid 52 weeks a year and if I pay myself out for two weeks of vacation in essence I get paid for 54 weeks, which isn't what we budget for. We budget for my salary of 52 weeks a year. If I take 3 weeks of vacation it's still paid out as 52 weeks a year. We have other committees, but maybe that needs to go to the Personnel Committee to define those rules. Our current rules allow us to pay out. On page 3 you'll see a lot of line items for patrol officers and dispatchers. Those aren't vacations, it's more of a case of what happens. For example, I think three of the dispatchers were off for maternity leave. We budget some overtime and lapse, but you don't anticipate how much. Plus some years are bigger than others with that. If you go under page 4 you'll see the same thing under fireman full time for \$18,000. We were able to take away from salary-non bargaining. How we define these in the budget is we have a payroll spreadsheet that has all the filled position put in. There are things that throw that off like if there's changes over the years or if someone leaves. Haase asked if there was a usual amount of expenses with the dog this year? It seem like there were 2-3 different places where you had to transfer money to cover cost. Small replied there was at least one major expense that we incurred due to some dental work. It was a major surgery that took place in Columbus. Garringer replied it was like \$7,000 of dental work. Haase replied dentist aren't cheap. Small replied nor our dogs, they can be quite pricey. Garringer stated we also had additional cost this year for the service dog that we will no longer have with the retirement of our police chief. The dog went through some training and there were expenses with that. Small replied if I recall that was a coop program between us and the center of Job and Family Advocacy. Now they will take full responsibility of the dog because it was basically between the Macks. That won't be on our books anymore. Haase asked does that fall under the same category as our comfort dog at the church? Small replied to some extent. It's the same type of set up. Garringer stated on page 5 of 10 you'll see a large amount of \$62,000 from the 170 Fund. That's actually a good thing. We did not give very many refunds this past year. For that we were able to increase the 3% retainage fee. We had to increase that because collections were higher than normal. As our collections get higher we have to pay our 3% on that. In this case it was a positive switch even

though we paid more. On the bottom of page 8 of 10 there are a lot of transfers for \$17,000 and \$18,000. The 500 Fund is our Electric Fund. Those moves were to purchase a transformer that we needed for expansion. One thing our electric guys do is keep what we have on stock. The other thing that they've been doing the last couple of years is charge the entity for the transformer. I think this one here might have had to do with the spec building because they need a certain transformer while building it. We had to shuffle money around because we didn't anticipate buying it. Then we charged them for it, so that money ended up coming back to us. The last one on page 9 of 10 you see one for \$150,000. That one is because of the Oakwood Improvements. We needed to budget for the water portion. That's something that's been in our budget. In fact today is the preconstruction meeting for that. Weaver stated if I go to the last page I see total transfer amount requested, \$712,410. How do you reconcile that it is covered from other budgeted items? I didn't follow that close enough. Garringer stated we have an amount requested and an amount received. I'll have to recalculate why that doesn't balance on that. Must be a typo. I'll correct that for Council. We reconcile that by making sure that every line item isn't over budgeted. Again these are line items that if we budgeted \$10,000, but only spent \$5,000. We took that \$5,000 and applied it to a line item that budgeted \$5,000, but spent \$10,000. We budget those out that way.

#### Supplemental #4

The next one, which is three pages is an actual budget increase. These are where we have no wiggle room to transfer funds, so we need to increase. I will say this if you look at the last page you'll see \$2.2 million. That's quite a bit, but if we break this down by funds the biggie one is the 170 Fund. We're not doing too bad. The General Fund fourth quarter increase was a total of \$43,167. On an \$8 million budget, that's not too much. The \$1.2 million on the 170 Fund again is a good thing because that's where we budgeted \$4 million for income tax at the beginning of 2023, but we actually received \$5-5.5 million. To be able to spend that out we had to increase the budget. What I mean by spend is transfer that money to the General or Capital Fund because that's where the money goes. That's the majority of it. The same thing for the kilowatt hour tax in Fund 180. That means we received more than what we anticipated. Then we had other like the Rec Fund for \$28,000. Keep in mind that we hired a new person for the pool, so that changes some things. The 240 Fund is money we received from hotel motel tax, so we gained about \$25,000 more than we anticipated. We have to spend the money from The American Rescue Plan Act by the end of 2024. A lot of that went into the General Fund. The \$250,000 in the personnel is for the safety services bonus that they obtained this past year. The 290 and 291 Fund, Police and Fire Pension, that money goes to the General Fund. We obtained more than we anticipated, so that got increased. The 510 Fund we had an increase of \$150,000. We had to transfer that money in the 511 Water Deprecation Reserve Fund. That stemmed from the waterline under the river. We put a purchase order out for \$250,000 for that to be done. If that waterline didn't have any issues this wouldn't have been on here. Weaver asked Garringer to explain that again. That didn't have anything to do with the repair of it? Small replied it had everything to do with the repair. Garringer stated the 511 Fund is what we use to repair our infrastructure. The money from the 511 Fund comes from the 510 Fund. It just gets separated out. We didn't anticipate that amount of money being spent in that 511 Fund. The 511 Fund would be pretty short, so we transferred \$150,000 more than we anticipated into



2024 APPROPRIATION BUDGET - SUPPLEMENTAL #1

ORDINANCE No. 0XX-24

<u>Supplemental #1</u>	<u>PERSONAL SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>2024 FUND TOTAL</u>
<b>Fund 100 General</b>				
100.1200.53115 Utilities-Cable	\$300.00			
100.1370.51710 Hospitalization Insurance	\$15,120.00			
100.1520.51101 Salary-Non Bargaining-OT	\$50.00			
100.2102.51320 Salary-Patrol Officers-DARE	\$510.30			
100.2200.53510 Cnt. Maint - Vehicles		\$34,000.00		
<i>Reason: Nothing was budgeted at the beginning of the year</i>				
<i>Reason: Repair of fire truck</i>				
			<b><u>\$49,980.30</u></b>	<b><u>\$49,980.30</u></b>
<b>Fund 220 Recreation</b>				
220.4200.51101 Salary-Non Barg-Overtime	\$500.00			
<i>Reason: Nothing was budgeted at the beginning of the year</i>				
			<b><u>\$500.00</u></b>	<b><u>\$500.00</u></b>
<b>Fund 223 Napoleon Aquatic Center Debt Reserve</b>				
223.8300.53365 Serv. Fees-Bond Issuance Costs		\$299.00		
<i>Reason: Not enough was budgeted at the beginning of the year</i>				
			<b><u>\$299.00</u></b>	<b><u>\$299.00</u></b>
<b>Fund 242 Fire Equipment</b>				
242.2200.57000 Machinery and Equipment		\$10,000.00		
<i>Reason: Received an equipment grant from the State Fire Marshall</i>				
			<b><u>\$10,000.00</u></b>	<b><u>\$10,000.00</u></b>
<b>Fund 272 Court Computerization</b>				
272.1800.57000 Machinery and Equipment		\$10,013.00		
<i>Reason: Not enough was budgeted at the beginning of the year for new computers</i>				
			<b><u>\$10,013.00</u></b>	<b><u>\$10,013.00</u></b>
<b>Fund 310 S A Bond Retirement</b>				
310.8500.53410 County - Auditor Fees		\$6.00		
<i>Reason: Nothing was budgeted at the beginning of the year</i>				
			<b><u>\$6.00</u></b>	<b><u>\$6.00</u></b>
<b>Fund 330 PACE Energy Proj Oakwood</b>				
330.3500.53410 County - Auditor Fees		\$2,361.45		
330.3500.56300 Taxes and Assessments		\$78,714.92		
<i>Reason: Nothing was budgeted at the beginning of the year</i>				
			<b><u>\$81,076.37</u></b>	<b><u>\$81,076.37</u></b>
<b>Fund 400 Capital Improvements</b>				
400.5100.57500 Street Improvements		\$23,205.21		
<i>Reason: Increase due to change order on the 3rd Street Sanitary Improvement Project</i>				
			<b><u>\$23,205.21</u></b>	<b><u>\$23,205.21</u></b>
<b>Fund 511 Water Depracition Reserve</b>				
511.6210.57700 Water Improvements		\$961,430.00		
<i>Reason: To encumber funds for the Oakwood Project that was budgeted in 2023</i>				
			<b><u>\$961,430.00</u></b>	<b><u>\$961,430.00</u></b>
<b>Fund 521 Sewer Utility Replacement &amp; Improvement</b>				
521.6310.57800 Sanitary Sewer Improvements		\$123,878.00		
<i>Reason: Increase due to change order on the 3rd Street Sanitary Improvement Project</i>				
			<b><u>\$123,878.00</u></b>	<b><u>\$123,878.00</u></b>
<b>TOTAL FUNDS</b>	<b><u>\$16,480.30</u></b>	<b><u>\$1,243,907.58</u></b>	<b><u>\$1,260,387.88</u></b>	<b><u>\$1,260,387.88</u></b>

**FISCAL YEAR ENDING 2024- TRANSFER OF APPROPRIATION (No. 1)**

**Ordinance Number:** 0XX-24

	<b><u>Amount Requested</u></b>	<b><u>Amount Received</u></b>
<b>FROM :</b> 100.1800.54100 Supplies - Office	(1,000.00)	
<b>TO :</b> 100.1800.54200 Supplies - Operating Materials		1,000.00
<i>Reason: Additional funds needed Amazon PO</i>		
<b>FROM :</b> 220.4200.53520 Cnt. Maint-Equipment	(1,000.00)	
<b>TO :</b> 220.4200.54211 Supplies-Golf-Retail		1,000.00
<i>Reason: Additional retail funds needed</i>		
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<b>Total Transfer of Appropriation</b>	(2,000.00)	2,000.00





# City of Napoleon, Ohio

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

## Memorandum

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

**From:** Marrisa Flogaus, Clerk

**Date:** March 22, 2024

**Subject:** Safety and Human Resources Committee –  
Cancellation

Due to lack of agenda items, the regularly scheduled meeting of the **SAFETY AND HUMAN RESOURCES COMMITTEE** for Monday, March 25, 2024 at 7:30 pm has been *canceled*.

*City of Napoleon, Ohio*

**CIVIL SERVICE COMMISSION**  
**MEETING AGENDA**

Tuesday, March 26, 2024, 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) February 27, 2024.
3. Approve Applicants for the Position of Police Officer (Patrolman Grade)
4. Certify List for the Position of Police Officer (Patrolman Grade)
5. Adjournment.



Marrisa Flogaus - Acting Clerk

City of Napoleon, Ohio  
**CIVIL SERVICE COMMISSION**  
Meeting Minutes  
Tuesday, February 27, 2024 at 4:30pm

**PRESENT**

Commission Members Bill Finnegan-Chair, Amy Baines, Megan Lytle-Steele (arrived at 4:55 p.m.)  
City Staff Brittney Roof- Human Resource Director  
Greg Smith- Lieutenant, Napoleon PD  
David Stewart- Sargeant, Napoleon PD

**ABSENT**

Commission Member

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**CALL TO ORDER**

The meeting of the Civil Service Commission was called to order by Chair Finnegan at 4:43pm.

**APPROVAL OF MINUTES**

Hearing no objections or corrections, the minutes from the Civil Service Commission meeting on January 23, 2024 were approved as presented.

**APPROVE APPLICANTS FOR THE POSITION OF POLICE OFFICER (PATROLMAN GRADE) PHYSICAL AGILITY TEST**

Motion: Baines Second: Finnegan

To approve and certify the one candidate for the position of Police Officer (Patrolman Grade) Physical Agility Test

Roll call vote on the above motion:

Yea- Baines, Finnegan

Nay-

**Yea-2, Nay-0. Motion Passed.**

**ADMINISTER THE POLICE OFFICER (PATROLMAN GRADE) PHYSICAL AGILITY TEST**

Motion: Baines Second: Finnegan

To approve applicants for the Position of Police Officer (Patrolman Grade)

Roll call vote on the above motion:

Yea- Baines, Finnegan

Nay-

**Yea-2, Nay-0. Motion Passed.**

Motion: Baines Second: Finnegan

To adjourn the Civil Service Meeting at 4:55 p.m.

Roll call vote on the above motion:

Yea- Baines, Finnegan

Nay-

**Yea-2, Nay-0. Motion Passed.**

Meeting was adjourned at 4:55 p.m. to administer the physical agility test.

Motion: Lytle-Steele Second: Baines  
To call the meeting back in session.

Roll call vote on the above motion:  
Yeas- Baines, Lytle-Steele, Finnegan  
Nay-  
**Yea-3, Nay-0. Motion Passed.**

**CERTIFY LIST FOR THE POSITION OF POLICE OFFICER (PATROLMAN GRADE)**

<u>NAME</u>	<u>SCORE</u>	<u>EXPIRATION DATE</u>
Robert LeGreca	Waived	February 27, 2026

Motion: Baines Second: Lytle-Steele  
to certify the Police Officer (Patrolman Grade) list as shown above.

Roll call vote on the above motion:  
Yea- Baines, Lytle-Steele, Finnegan  
Nay-  
**Yea-3, Nay-0. Motion Passed.**

Roof- I would like to add Brian Dotson to the continuous Firefighter/Paramedic list that we currently have open. He completed everything that he needed to in order to be added to the list.

Motion: Finnegan Second: Baines  
To add Brian Dotson to the continuous Firefighter/Paramedic list that currently open.

Roll call vote on the above motion:  
Yea- Baines, Lytle-Steele, Finnegan  
Nay-  
**Yea-3, Nay-0. Motion Passed.**

**NAME ADDED TO THE CONTINUOUS LIST FOR FIREFIGHTER/PARAMEDIC**

<u>NAME</u>	<u>SCORE</u>	<u>EXPIRATION DATE</u>
Brian Dotson	96.75	

**ANY OTHER MATTERS TO COME BEFORE THE COMMISSION- NONE**

**ADJOURNMENT**

Motion: Baines Second: Lytle-Steele  
to adjourn the Special Civil Service Commission meeting at 5:15pm.

Roll call vote on the above motion:  
Yea- Baines, Lytle-Steele, Finnegan  
Nay-  
**Yea-3, Nay-0. Motion Passed.**

Approved

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Bill Finnegan, Chair

DRAFT



# City of Napoleon, Ohio

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## Memorandum

**To:** Parks and Recreation Board  
**cc:** Mayor and City Council, City Manager,  
City Finance Director, Law Director,  
Department Supervisors, News Media  
**From:** MARRISA FLOGAUS, Acting Clerk  
**Date:** *March 22, 2024*  
**Subject:** Parks and Recreation Board

The regularly scheduled meeting of the **PARKS AND RECREATION BOARD** for Wednesday, March 27, 2024, at 6:30 pm has been **CANCELLED** due to lack of agenda items.