

March 2014							April 2014							May 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5				1	2	3		
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

 Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
BISHER - AMP/Phoenix, AZ	5th Monday - No Scheduled Meeting	BISHER - Off PM				
6	7	8	9	10	11	12
	6:30 PM Housing Council Meeting 7:00 PM City COUNCIL Meeting	5:00 PM Planning Commission				
13	14	15	16	17	18	19
	6:30 PM ELECTRIC Committee Board of Public Affairs 7:00 PM WATER/SEWER Committee 7:30 PM Municipal Properties/ED Committee Meeting		AMP - Bisher	AMP - Bisher	HOLIDAY - GOOD FRIDAY/C	
20	21	22	23	24	25	26
	6:15 PM Parks & Rec Committee Mtg. 7:00 PM City COUNCIL Meeting					
27	28	29	30	1	2	3
	6:30 PM Finance & Budget Committee Meeting 7:30 PM Safety & Human Resources Committee Meeting		7:30 AM Bisher's Last Day as City Manager	BISHER - Vacation	BISHER - Vacation	BISHER - Vacation

City of Napoleon, Ohio

CITY COUNCIL

LOCATION: City Hall Offices, 255 West Riverview Avenue, Napoleon, Ohio

MEETING AGENDA

Monday, April 7, 2014 at 7:00 pm

- A. **Attendance** *(Noted by the Clerk)*
- B. **Prayer & Pledge of Allegiance**
- C. **Consideration of Appointment of new Councilperson to vacant Council Seat**
- D. **Consideration of Reorganization of Council Committees, as needed**
- E. **Approval of Minutes:** *(In the absence of any objections or corrections, the minutes shall stand approved.)*
 - 1. March 17 Regular Meeting
 - 2. March 24 Special Meeting
- F. **Citizen Communication**
- G. **Reports from Council Committees**
 - 1. **Personnel Committee** met on Saturday, March 22 and discussed:
 - a. Employment of Personnel
 - 2. **Finance & Budget Committee** *(Majority Report)* met on Monday, March 24 and discussed:
 - a. Presentation of First Quarter Budget Adjustments
 - 3. **Safety & Human Resources Committee** did not meet on Monday, March 25 due to lack of agenda items.
 - 4. **Technology & Communication Committee** did not meet on Monday, April 7 due to lack of agenda items.
- H. **Reports from Other Committees, Commissions and Boards** *(Informational Only-Not Read)*
 - 1. **Civil Service Commission** did not meet on Tuesday, March 25 due to lack of agenda items.
 - 2. **Parks & Recreation Board** did not meet on Wednesday, March 26 due to lack of agenda items.
 - 3. **Housing Council** met on Monday, April 7 and discussed:
 - a. Annual Review/Inspection of CRA Premises
- I. **Introduction of New Ordinances and Resolutions**
 - 1. **Legislation No. 017-14**, Legislation amending the Pay Ordinance in regard to the new positions; and declaring an Emergency *(Suspension Requested)*
 - 2. **Ordinance No. 018-14**, an Ordinance appointing Monica S. Irelan, City Manager of Napoleon, Ohio; and declaring an Emergency *(Suspension Requested)*
 - 3. **Ordinance No. 019-14**, an Ordinance supplementing the Annual Appropriation Measure (Supplement No. 1) for the year 2014; and declaring an Emergency *(Suspension Requested)*
 - 4. **Resolution No. 020-14**, a Resolution authorizing the Finance Director to transfer certain fund balances from respective funds to other funds per Section 5705.14 ORC on an as needed basis in Fiscal Year 2014, listed in Exhibit "A" (Transfer 2); and declaring an Emergency *(Suspension Requested)*
 - 5. **Legislation No. 021-14**, Legislation authorizing changes to the Personnel Code; and declaring an Emergency *(Suspension Requested)*
 - 6. **Legislation No. 022-14**, Legislation authorizing changes to the Employee Manual; and declaring an Emergency *(Suspension Requested)*
 - 7. **Ordinance No. 023-14**, an Ordinance creating the position of Special Projects Clerk; and declaring an Emergency *(Suspension Requested)*
 - 8. **Ordinance No. 024-14**, an Ordinance appointing Dr. Jon A. Bisher as the Special Projects Clerk for the City of Napoleon, Ohio; and declaring an Emergency *(Suspension Requested)*
 - 9. **Legislation No. 025-14**, Legislation authorizing the expenditure of over \$25,000 and authorizing the Sole Source for the repair to the Ritter Park boat ramp; and declaring an Emergency *(Suspension Requested)*
- J. **Second Readings of Ordinances and Resolutions**
 - 1. **Ordinance No. 010-14**, an Ordinance amending Section 931.07 increasing water rates for bulk sales for the years 2014, 2015, and 2016, establishing a weekend testing fee, and increasing fees for testing; and declaring an Emergency
 - 2. **Ordinance No. 012-14**, an Ordinance vacating a certain alley located between the residences of 512 and 514 West Clinton Street and 508 West Clinton Street lots 22 and 23 in A.H. Tyler's Third Addition of the City of Napoleon, Henry County, Ohio
 - 3. **Ordinance No. 013-14**, an Ordinance vacating a certain alley located behind 619 South Perry Street lots 41 and 42 in E.T. Barns First Addition of the City of Napoleon, Henry County, Ohio

K. Third Readings of Ordinances and Resolutions

There are no third readings of Ordinances and Resolutions.

L. Good of the City *Any other business as may properly come before Council, including but not limited to:*

- 1. Discussion/Action:** Approval of TIRC Report to City Council
- 2. Discussion/Action:** PC 14-04, the Re-Plat of Lot # 5 of the MWT Subdivision at 2269 N. Scott St., Napoleon, Ohio (also known as Marco Drive)
- 3. Discussion/Action:** Approval of Plans, Specifications and Contracts for Perry Street Parking Lot
- 4. Discussion/Action:** Liquor License Application: Miami Valley Pizza Hut, Inc.
- 5. Discussion/Action:** Liquor License Application: Petro 2, American Road LLC
- 6. Discussion/Action:** Review of Annual Renewal of Liquor Permits in the City
- 7. Discussion/Action:** Award of Bid Mini-Excavator
- 8. Discussion/Action:** Review of Electric Rates (*Refer to Committee*)
- 9. Discussion/Action:** Review of Sewer Rates (*Refer to Committee*)
- 10. Discussion/Action:** Sewer Lateral Costs and Responsibility
- 11. Discussion/Action:** Approval of Job Description for Special Projects Clerk

M. Executive Session: Compensation of Personnel

N. Approve Payment of Bills and Approve Financial Reports (*In the absence of any objections or corrections, the payment of bills and financial reports shall stand approved.*)

O. Adjournment

Gregory J. Heath, Finance Director/Clerk of Council

A. Items Referred or Pending in Committees of Council

1. Technology & Communication Committee (1st Monday)

(Next Regular Meeting: Monday, May 5 @ 6:15 pm)

2. Electric Committee (2nd Monday)

(Next Regular Meeting: Monday, April 14 @ 6:30 pm)

a. Review of Electric Billing Determinants

b. Electric Department Report

3. Water, Sewer, Refuse, Recycling & Litter Committee (2nd Monday)

(Next Regular Meeting: Monday, April 14 @ 7:00 pm)

4. Municipal Properties, Buildings, Land Use & Economic Development Committee (2nd Monday)

(Next Regular Meeting: Monday, April 14 @ 7:30 pm)

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

5. Parks & Recreation Committee (3rd Monday)

(Next Regular Meeting: Monday, April 21 @ 6:15 pm)

6. Finance & Budget Committee (4th Monday)

(Next Regular Meeting: Monday, April 28 @ 6:30 pm)

7. Safety & Human Resources Committee (4th Monday)

(Next Meeting: Monday, April 28 @ 7:30 pm)

2014 Regular Meetings with Townships scheduled for February and November

8. Personnel Committee (As needed)

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

1. Board of Public Affairs (2nd Monday)

(Next Regular Meeting: Monday, April 14 @ 6:30 pm)

a. Review of Electric Billing Determinants

b. Electric Department Report

2. Board of Zoning Appeals (2nd Tuesday)

(Next Regular Meeting: Tuesday, April 8 @ 4:30 pm)

3. Planning Commission (2nd Tuesday)

(Next Regular Meeting: Tuesday, April 8 @ 5:00 pm)

4. Tree Commission (3rd Monday)

(Next Regular Meeting: Monday, April 21 @ 6:00 pm)

5. Civil Service Commission (4th Tuesday)

(Next Regular Meeting: Tuesday, April 22 @ 4:30 pm)

6. Parks & Recreation Board (Last Wednesday)

(Next Regular Meeting: Wednesday, April 30 @ 6:30 pm)

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

(Next Regular Meeting: Tuesday, May 13 @ 10:30 am)

8. Records Commission (2nd Tuesday in June & December)

(Next Regular Meeting: Tuesday, June 10 @ 4:00 pm)

9. Housing Council (1st Monday of the month after the TIRC meeting)

10. Health Care Cost Committee (As needed)

11. Preservation Commission (As needed)

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

13. Tax Incentive Review Council (As needed)

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

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

16. Board of Building Appeals (As needed)

17. ADA Compliance Board (As needed)

18. NCTV Advisory Board (As needed)

VACANCY APPOINTMENT & COMMITTEE RE-ORGANIZATION (General Guideline and Procedures Outline):

> Appointment of Vacancy to Council

CHARTER – Section 2.08 Vacancies

If a vacancy occurs on Council and within thirty (30) days thereafter, those Central Committee members living in the City, from the same political party as the vacated member at the time of his or her election or appointment to Council, may recommend to Council a person to fill the vacancy for the unexpired term. If a person is so recommended, he or she shall not become a Council member unless approved by Council. If no person is so recommended by such Central Committee members or if a person so recommended is not approved by Council, Council may select another replacement within fifteen (15) days. If Council fails to select another replacement within fifteen (15) days, the Mayor shall select a replacement. If the person to be replaced was an independent at the time of his or her election or appointment, the replacement shall be selected by Council; but, if Council fails to select a replacement within thirty (30) days after the vacancy occurs, the Mayor shall select a replacement. If a vacancy date cannot be determined with a reasonable degree of certainty, then the vacancy date shall be as concluded by approved motion of Council.

CHARTER – Section 2.02 Qualifications

- (A) Eligibility. No person shall be eligible to be a Council member unless he or she has been a resident and qualified elector of the City for at least one (1) continuous year immediately prior to his or her filing for office or his OR HER appointment. Council members shall continue to be residents and qualified electors of the City during their terms of office. Except as provided by this Charter, no Council member shall hold any other elected public office or employment with the City. For the purpose of this section, "employment with the City" shall mean, employed by the City of Napoleon and being compensated from this Municipal Corporation's Treasury; and, "elected public office" shall mean, "elected public office of this Municipality".
- (B) Judge of Qualifications. Council shall be the sole and final judge of the qualification of its members as well as the sole and final judge in determining if there has been a violation thereof. Any Council member who ceases to possess, or who violates, any of the qualifications set forth in this Section shall forfeit his or her office. The failure of any Council member to maintain these qualifications shall not render void or ineffective any ordinance, resolution or other action of Council taken during the time he or she was not so qualified.

COUNCIL RULES – 2.2 Votes Necessary For Election Of Officers And Employees

... No vacancy that council is authorized to fill shall be filled except pursuant to a majority vote of all current members of council. ...

COUNCIL RULES – 2.3 Roll Call Votes

Upon the roll call for the election of president and president pro-tem of council, or employee of council, or for filling any vacancy in the membership of council, each member shall respond by stating the name of the candidate of their choice eligible for such office or appointment. Once a response is given by a member, a motion may be made for nomination for appointment or position. If the motion receives a second (2nd), said person shall become eligible for such office or position. A vote in the open shall be taken among all current members of council for filing such office or position. Rule 2.2 shall control in determining who is elected.

AGENDA – Consideration of Appointment of new Councilperson to Vacant Council Seat

Procedure & Protocol for Appointment of New Councilperson to Vacant Seat – w/Party Name

The Clerk of Council shall read the **Name of the Person** recommended to fill the vacancy for the unexpired term by those Central Committee members living in the City, from the same political party as the vacated member at the time of his or her election or appointment to Council.

Name give is a Jeffrey W. Comadoll living at 317 Sheffield Ave., Napoleon, Ohio.

(Council Vacancy – Continued Next Page)

CITY OF NAPOLEON, OHIO

(Council Vacancy – Continued)

The Council President shall request a motion for the stated name. If a motion (1st) is made, a second (2nd) will be requested. If a second (2nd) is received, then that name will be eligible to be voted on.

Nomination and Vote Order for 04/07/2014:

<u>Council Person</u>	<u>Motions</u>		<u>Vote</u>	
1-Wilson, Heather _____	1 st _____	2 nd _____	Y _____	N _____
2-Ridley, Chris _____	1 st _____	2 nd _____	Y _____	N _____
3-Maassel, Jason _____	1 st _____	2 nd _____	Y _____	N _____
4-Helberg, John _____	1 st _____	2 nd _____	Y _____	N _____
5-Sheaffer, Travis _____	1 st _____	2 nd _____	Y _____	N _____
6-Marihugh, Jeff _____	1 st _____	2 nd _____	Y _____	N _____

Should the Name receive a Simple Majority “Yes” Vote (4 Votes), then that person shall stand Appointed to Fill the Vacant Council Seat. The Mayor shall be requested to administer the Oath of Office to the newly Appointed Councilperson, and that person shall take his/her appropriate seat at Council.

If the Name **DOES NOT** receive a Simple Majority “Yes” Vote (4 Votes), then that Name will stand **Not Approved** by Council. City Council then has fifteen (15) days to select another replacement.

Procedure & Protocol for Appointment of New Councilperson to Vacant Seat – No/Party Name

The Council President shall request each member of Council, including himself, for a name of a person to fill the **Vacant Council Position**. This shall be asked by first in elected or appointed seniority order (*number of total consecutive years served on City Council from the latest appointment or election date with no break in service*), and then alphabetically by last name order for those with equal number of years.

Once a name is stated by requested Council Person, a motion will be requested for the stated name. If a motion (1st) is made, a second (2nd) will be requested. If a second (2nd) is received, then that name will be eligible to be voted on. The Council President shall proceed to the next member of Council, including himself, until all members have had their opportunity to state a candidate for **Vacant Council Position**.

SPECIAL NOTE: The Name(s) given to be voted on must be a qualified elector of the City as Defined in City Charter, Section 2.02 Qualifications. Once a given name is stated and a motion and second received, that given name does not need to be repeated by the next person in line. They may choose to pass.

A vote shall then be taken on each name given, starting with the first eligible name. Each Council Member will be asked to vote **Yes** or **No** on each name presented. The person receiving a simple majority “Yes” Vote (4 Votes) shall be appointed to the **Vacant Council Position**. In the case of a tie vote, then a new vote shall be taken until one of those persons receives a clear majority vote. If a tie vote cannot be over-ridden, than all such names shall be considered rejected.

(Council Vacancy – Continued Next Page)

CITY OF NAPOLEON, OHIO

(Council Vacancy – Continued)

<u>Seniority Order</u> <u>Council Person</u>	<u>Nomination NAME for</u> <u>Vacant Council Position</u>	<u>Motions</u>		<u>Vote</u>	
1-Sheaffer, Travis	_____	1 st _____	2 nd _____	Y _____	N _____
2-Helberg, John	_____	1 st _____	2 nd _____	Y _____	N _____
3-Ridley, Chris	_____	1 st _____	2 nd _____	Y _____	N _____
4-Maassel, Jason	_____	1 st _____	2 nd _____	Y _____	N _____
5-Marihugh, Jeff	_____	1 st _____	2 nd _____	Y _____	N _____
6-Wilson, Heather	_____	1 st _____	2 nd _____	Y _____	N _____

Should a Name receive a Simple Majority “Yes” Vote (4 Votes), then that person shall stand Appointed to Fill the Vacant Council Seat. The Mayor shall be requested to administer the Oath of Office to the newly Appointed Councilperson, and that person shall take his/her appropriate seat at Council.

If the Name(s) **DOES NOT** receive a Simple Majority “Yes” Vote (4 Votes), then the Name(s) will stand Not Approved by Council. **If City Council fails to select another replacement within fifteen (15) days, the Mayor shall select a replacement.**

> Appointment of Standing Committees of Council

CHARTER – Section 2.04 President of Council

(A) Appointment to Standing Committee. The Council President shall select and appoint the standing committees of Council, subject to approval by Council. (*Simple Majority*) ...

CHARTER – Section 2.11 Standing Committees of Council

The following standing committees of Council are established by this Charter: Finance and Budget; Safety and Human Resources; Electric; Water, Sewer, Refuse, Recycling and Litter; Parks and Recreation; Technology and Communication; and, Municipal Properties, Buildings, Land Use and Economic Development.

Each standing committee shall consist of three (3) Council members. Each Council member shall serve as chairperson of one (1) standing committee and shall serve on two (2) other standing committees. ...

RULE – 3.1 Standing Committees of Council

The following standing Committees of Council have been established by Charter:

- Rule 3.1.1 Finance And Budget
- Rule 3.1.2 Safety And Human Resources
- Rule 3.1.3 Electric
- Rule 3.1.4 Water, Sewer, Refuse, Recycling And Litter
- Rule 3.1.5 Parks And Recreation
- Rule 3.1.6 Technology And Communication
- Rule 3.1.7 Municipal Properties, Building, Land Use And Economic Development

The council president shall select and appoint the standing committees, subject to approval of council. If council fails to act by January 31st next following the organizational meeting of council, the selections and appointments of the council president shall become effective. Prior to selection or appointment to the standing committees, the council president may allow in an open council meeting for members of council to request committee appointments, first being for the chair thereof. Requests made shall be in accordance with elected or appointed seniority on council (number of total consecutive years served on city council from the latest appointment or election date with no break in service, and then alphabetically by last name order for those with equal number of years). After chair requests are completed, the members in accordance with seniority shall be given the opportunity to select a non-chair position of the standing committees; thereafter, junior members in reverse order shall be allowed to request remaining open seats on the standing committees.

(Council Committees – Continued Next Page)

(Council Committees – Continued)

AGENDA – Appointment of Standing Committees of Council

Procedure and Protocol for Appointment of Standing Committees by the President of Council –
The proposed Appointment of Standing Committees shall be provided by the President of Council.

A motion to approve to the Appointment of Standing Committees will be requested. If a motion (1st) is made, a second (2nd) will be requested. If a second (2nd) is received, then a vote will be taken to approve the Appointment of Standing Committees. If a simple majority is received, four (4), then the Appointment of Standing Committees stands approved.

However, prior to selection or appointment to the standing committees, the council president *may allow* in an open council meeting for members of council to request committee appointments, first being for the chair thereof. Requests made shall be in accordance with elected or appointed seniority on council (number of total consecutive years served on city council from the latest appointment or election date with no break in service, and then alphabetically by last name order for those with equal number of years). (*Same order as listed for President of Council above.*)

After chair requests are completed, the members in accordance with seniority shall be given the opportunity to select a non-chair position of the standing committees; thereafter, junior members in reverse order shall be allowed to request remaining open seats on the standing committees.

Reverse Seniority and Name Order – <i>Vacant Position</i>	04-07-2014	0 Years
Wilson, Heather	01-01-2014	0+ Years
Marihugh, Jeffrey	01-01-2014	0+ Years
Maassel, Jason	10-01-2012	1+ Years
Ridley, Chris	01-01-2012	2 Years
Helberg, John	06-19-2000	13+ Years
Sheaffer, Travis	01-01-1994	20 Years

Once Committee members are selected, the President of Council should declare appointments made.

NOTE: Whatever the procedure is allowed by the President of Council, once completed City Council shall approve by motion and vote (simple majority), confirming those appointments.

City of Napoleon, Ohio
CITY COUNCIL

Meeting Minutes

Monday, March 17, 2014 at 7:00 pm

PRESENT

Council

Mayor

City Manager

Law Director

Asst. Finance Director

Finance Director/Clerk

Recorder

City Staff

Others

ABSENT

Council

Others

Call To Order

Minutes Approved

**Citizen
Communication**

**Reports From
Committees**

John Helberg (President), Jason Maassel (President Pro-Tem), Jeffrey Marihugh, Christopher Ridley, Travis Sheaffer, Heather Wilson

Ronald A. Behm

Dr. Jon A. Bisher

Trevor M. Hayberger

Christine R. Peddicord (left at 7:56 pm)

Gregory J. Heath (arrived at 7:56 pm)

Tammy Fein

Scott Hoover, Water Treatment Plant Superintendent

Chad Lulfs, City Engineer

Jeff Rathge, Operations Superintendent

Dan Wachtman, MIS Administrator

Robert Weitzel, Police Chief

News Media; NCTV, Jake Adams, MWA Enterprises Manager; Jeff Comadoll; Vic Holcomb; Fred Lord, Patrick McColley; Rob McColley, CIC Director

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

Minutes of the March 3 Council meeting stand approved with the following correction:

Page four (4) listed under Discussion/Action: Review of Note Bids on new Water Plant; 'P & C Bank' should read 'PNC Bank'.

None

The Personnel Committee met on March 5, March 10, March 11, and March 12, and discussed:

1. Review of City Manager applications

Committee member Maassel reported that the Electric Committee met on Monday, March 10 and recommended:

1. Approval of a self-funded rate levelization for City customers, using Electric Revenue Fund Reserves in the amount of \$115,798.74, to offset higher supply costs caused by extreme weather conditions in January 2014
2. Approval of electric billing determinants

The Water, Sewer, Refuse, Recycling and Litter Committee did not meet on Monday, March 10 due to lack of agenda items.

The Municipal Properties, Buildings, Land Use and Economic Development Committee did not meet on Monday, March 10 due to lack of agenda items.

The Parks and Recreation Committee did not meet on Monday, March 17 due to lack

Introduction Of Ordinance No. 010-14

of agenda items.

President Helberg read by title Ordinance No. 010-14, An Ordinance amending Section 931.07 increasing water rates for bulk sales for the years 2014, 2015, and 2016, establishing a weekend testing fee, and increasing fees for testing; and declaring an Emergency

Motion To Approve First Read

Motion: Maassel Second: Sheaffer
To approve first read of Ordinance No. 010-14

Discussion

Marihugh asked why this Ordinance was declared an Emergency and Suspension was requested; Hayberger replied that neither were required, merely requested. Bisher stated that this Ordinance refers to rate changes and although this Ordinance will not impact a large number of residents, it requires as much opportunity as possible for citizens to speak on it as has been done with rate legislation in the past.

Ridley noticed that the Ordinance stated, under the first Whereas, that the 'Water and Sewer Committee of Council in a regular Council meeting held on March 10, 2014 reviewed . . .'; adding as the Chair of the Water and Sewer Committee that they did not meet on March 10, 2014, and this was solely the Board of Public Affairs' recommendation.

Hayberger stated that previous legislation was passed on regular rates, this Ordinance is to add the bulk water rate increase of three percent (3%), and this Ordinance will increase testing rates and adding \$100 for weekend testing rates.

Hayberger Will Bring An Amended Version of Ordinance No. 010-14 For The Second Read

Hayberger will bring an amended version of the Ordinance, deleting the 'Water and Sewer Committee' line, for the Second Read.

Vic Holcomb asked Council to define bulk water sales and the customers involved; Bisher gave examples of customers buying bulk water as farmers who buy the water to fill a pond, and construction projects buying truckloads of water. Lulfs added that bulk water is purchased at the Water Plant not through the water distribution system. Holcomb asked if the price varied based on the amount purchased; Bisher replied no, this water purchase is not like the ascending/descending block rate that is used in the distribution system; adding that the block system requires hundreds of thousands of gallons used before the block is changed, and bulk water is purchased by the truckload. Holcomb asked if this would impact residents; Helberg replied only if they have a swimming pool to fill; Bisher added if the City did not sell the bulk water it would impact residents because rates would increase.

Holcomb asked if the Fund was presently sound; Bisher replied that each Enterprise Fund is run like separate businesses, and are not allowed to be in the red; adding the Fund is sound and the carryover is reviewed annually. Bisher stated that increasing expenses will deplete the Fund balance and this is why it is reviewed annually. Holcomb asked if Council was anticipating this Fund to change; Bisher replied yes, expenses increase yearly including modest personnel increases of approximately two percent (2%) each year, and chemical costs increase from one percent (1%) to three percent (3%) per year, so rates must be adjusted to cover these increases. Bisher added that combining with the County for a centralized Water Plant will help to

stabilize this Fund. Hoover added that the bulk water cost is \$7.71/1,000 gallons purchased. Hoover stated that when the rates were previously approved, the bulk water rate was missed, and this Ordinance will catch the bulk water rate up to the other rates.

Holcomb asked what the surplus in the Water Fund was used for; Helberg replied it is used to keep the rates as low and level as possible; adding that the funds must stay in this Fund and cannot be used for other funds. Bisher explained that this is by law for all Enterprise Funds, however, the Waste Water Fund is used to fund continual findings and orders defined by the EPA, giving the example of the Equalization Basin that was required to be built which was an \$8 million project which had to be debt serviced; the debt service on that amount must be serviced out of the Waste Water Fund.

Helberg stated that if this Ordinance is not passed under Emergency and Suspension, the rates will not be effective for the beginning of the Summer, when the hauled water is at an increased amount; Bisher agreed. Helberg suggested leaving the Emergency Clause on the Ordinance but not passing under Suspension; Hayberger stated this has been done in the past; there were no objections from Council.

Marihugh asked Hayberger to make sure that hydrant meter sales were covered by this Ordinance also.

**Motion To Amend
Ordinance No. 010-14**

Motion: Ridley Second: Maassel
To amend Ordinance No. 010-14, deleting under the first Whereas, the 'Water and Sewer Committee of Council in a regular Council meeting held on March 10, 2014 reviewed . . .'

Passed
Yea- 6
Nay- 0

Roll call vote to amend of Ordinance No. 010-14
Yea- Sheaffer, Marihugh, Wilson, Ridley, Maassel, Helberg
Nay-

Passed
Yea- 6
Nay- 0

Roll call vote on approving First Read as amended:
Yea- Sheaffer, Marihugh, Wilson, Ridley, Maassel, Helberg
Nay-

**Introduction Of
Ordinance No. 011-14**

President Helberg read by title Ordinance No. 011-14, an Ordinance of Napoleon City Council establishing a zoning classification for territory containing 55.062 acres of land more or less, in the City of Napoleon; and declaring an Emergency

**Motion To Approve
First Read**

Motion: Ridley Second: Maassel
To approve first read of Ordinance No. 011-14

Discussion

Behm reported a Resolution accepting this Annexation was approved on January 20, 2014 by Napoleon City Council. Section 1125.05 states: Until such zone district properly established, the zone district shall default to that designation assigned to the largest lot which is located in the City which the territory is attached. The largest lot is zoned C-4, this is the existing High School across Westmoreland Ave., so this new territory defaults to a C-4 Zone. A public school is permissible in a C-4 Zone and this zone would accommodate other commercial growth that may develop in that area. It is the recommendation of City Staff that the Official Zone Map is amended to show this annexed property in a C-4 Zone.

notified about getting on the State bidding program; the bids are due April 8. Lulfs stated there is a Summer bid and a Winter bid and if the State receives no bids from this region for Summer bids, then there will be a two (2) week window in which the City can adjust the Winter bid. Lulfs stated this Resolution is to allow the City to enter this State program.

Rathge stated that the City is not out of salt, however they supply is very low.

**Motion To Suspend
The Rules**

Motion: Ridley Second: Marihugh
To suspend the rules requiring three readings

Passed
Yea- 6
Nay- 0

Roll call vote on above motion:
Yea- Sheaffer, Marihugh, Wilson, Ridley, Maassel, Helberg
Nay-

Passed
Yea- 6
Nay- 0

Roll call vote to pass Resolution No. 016-14 under suspension of the rules
Yea- Sheaffer, Marihugh, Wilson, Ridley, Maassel, Helberg
Nay-

No 2nd Or 3rd Readings

There were no second or third readings of Ordinances and Resolutions.

GOOD OF THE CITY

Discussion/Action

**Approval Of A Self-
Funded Rate
Levelization For City
Customers, Using
Electric Revenue
Fund Reserves In The
Amount Of
\$115,798.74, To Offset
Higher Supply Costs
Caused By Extreme
Weather Conditions In
January 2014**

Bisher explained that the power markets had an upswing of up to 85%; AMP created a three (3), six (6) or longer if necessary month program to offset the increased costs; Bisher and Heath discussed this option and concluded that self-funding this rate levelization will eliminate the interest charge that would be paid to AMP if that program was used. Bisher stated that the City's increase was approximately ten percent (10%) higher than December 2012, and the natural gas plant at Fremont helped in leveling the increase to that rate.

Bisher stated that AMP bid into the market and the bid was accepted, but because of congestion on the transmission lines in January AMP was not allowed to run; however, since AMP bid into the market, AMP was paid as though AMP was running even though it was not. Bisher recommends self-funding this rate levelization and not paying the \$115,798.74 back to the Fund.

Helberg asked if this amount was already included in the March billing determinants; Bisher replied yes. Helberg stated that this amount will eventually get paid back through the natural course of business, and asked how long it would typically take to build the reserves back up by the stated amount; Bisher replied approximately three (3) to six (6) months.

Holcomb asked Bisher to define congestion; Bisher explained that it was the congestion in January that caused the rates to increase. Holcomb asked if this was due to an increase in usage; Bisher replied no, explaining that resources are bid into an unregulated market, and pay that rate, and the energy costs increased. Holcomb asked if the City could tell AMP that the increased amount of \$115,798.74 was due to factors beyond the control of the City; Bisher replied that this cost could be passed through to the customers but the residents already have an increased utility bill due to the colder weather, and to help the customers the City is trying not to add any additional cost on the customer; Helberg added that the City cannot tell AMP that this is not the City's responsibility due to the wording of the contracts.

**Motion To Accept
BOPA
Recommendation To
Approve A Self-
Funded Rate
Levelization For City
Customers, Using
Electric Revenue
Fund Reserves In The
Amount Of
\$115,798.74, To Offset
Higher Supply Costs
Caused By Extreme
Weather Conditions In
January 2014**

**Passed
Yea- 6
Nay- 0**

**Motion To Approve
Billing Determinants**

**Passed
Yea- 6
Nay- 0**

**Approval Of
Plans/Specifications
For Northcrest Circle
Improvements Project
(CDBG Project)**

Motion: Maassel Second: Wilson
To accept BOPA recommendation to approve a Self-Funded Rate Levelization for City customers, using Electric Revenue Fund Reserves in the amount of \$115,798.74, to offset higher supply costs caused by extreme weather conditions in January 2014

Roll call vote on above motion:
Yea- Sheaffer, Marihugh, Wilson, Ridley, Maassel, Helberg
Nay-

Motion: Maassel Second: Sheaffer
To accept the recommendation for approval of March electric billing determinants as follows:
Generation Charge: Residential @ \$0.08563; Commercial @ \$0.10566; Large Power @ \$0.05995; Industrial @ \$0.05995; Demand Charge Large Power @ \$12.57; Industrial @ \$13.63; JV Purchased Cost: JV2 @ \$0.05452; JV5 @ \$0.05452

Roll call vote on above motion:
Yea- Sheaffer, Marihugh, Wilson, Ridley, Maassel, Helberg
Nay-

Lulfs stated the plans and specifications have been completed to start the bidding process for the project, adding this is the CDBG Project for the year and will go before the County Commissioners tomorrow morning, handled through Maumee Valley Planning Commission; Lulfs added this project was budgeted at \$385,000, the project has an estimated cost of \$375,000, and the CDBG Grant is available in the amount of \$30,000.

Helberg stated that he did not see the opportunity for alternate bids in the specifications for full depth reclamation; Lulfs stated this is the same process used for the Scott Street Project, bid with traditional construction methods and reviewed for cost saving benefits.

Helberg stated he heard of a process that was full depth with full access to residential driveways except for the day of the process; Lulfs stated that this process was researched, and a similar method was used on Scott Street; Lulfs spoke to the firm that does this process and discussed bidding the project with traditional construction methods and if the successful contractor wants to present the alternate bid as a cost savings method to the City, Lulfs will review the bid at that time for a cost saving benefit. Lulfs stated handling the bidding in this way allows for all contractors to bid on a level basis; Lulfs added in the past that the alternate bid was entered as a Change Order to the original bid.

Helberg stated that he was told of a process to do the full depth reclamation with the only limit on resident access to the driveway is the day of the process. Lulfs stated a

similar, stabilized process was used on Scott Street and access to driveways was not full; Lulfs added that steps are being taken to allow access to residents as close to their driveways as possible during this project. Helberg believes this would be the best time to use the base bid process and allow this as an alternate bid, which would still allow for a level bidding field; Lulfs will research this.

Marihugh asked what standards the road was built to as the curbs are sinking; Lulfs stated that soil borings are not generally done on smaller residential streets because the typical section allows for changes in soil types; generally there is approximately four (4) inches of asphalt on approximately four (4) to six (6) inches of stone. Marihugh asked if this justifies full depth reclamation; Helberg replied this is the process they have been using in the City of Toledo, and claim to have reported a forty percent (40%) decrease in project cost using the alternative method. Lulfs stated there are utilities in the street, and there will be trenches dug that will not be allowable to be driven on.

Lulfs reminded Council that the possible forty percent (40%) savings would not be off Lulfs' estimate, but the savings may be off a portion of the road at cost; Lulfs stated if there was a savings, he would estimate it to be approximately \$15,000 - \$20,000. Helberg added that there is also a convenience factor of resident access as well.

Sheaffer stated the alternative process is worth researching; Marihugh added he would prefer it be researched before the bidding started, as he is not comfortable with Change Orders. Helberg added that even if the savings were used toward Engineering costs, it would be worth it to break even and still have the convenience factor.

Marihugh asked if the \$30,000 CDBG Grant would be lost due to missing timelines; Lulfs stated no, the deadline for the CDBG Grant is December 31, 2014. Lulfs stated the only issue may be that the County is bidding this project and awards the project; Lulfs will contact Maumee Valley Planning to see if the project can be pulled from the newspaper. Lulfs stated that even though he brings this before Council for approval, the project is approved by the County to go out to bid. Helberg asked if, instead of pulling the project, Lulfs could issue an addendum to the project; Lulfs will research this.

Motion To Approve Plans/Specifications For Northcrest Circle Improvements Project With The Requirement That Lulfs Review Alternate Bids

Motion: Sheaffer Second: Maassel
To approve plans/specification for Northcrest Circle Improvements Project with the requirement that Lulfs review alternate bids

Passed
Yea- 6
Nay- 0

Roll call vote on above motion:
Yea- Sheaffer, Marihugh, Wilson, Ridley, Maassel, Helberg
Nay-

Approval Of Professional Services Contract With Stantec Consulting For

Lulfs stated this is the project that was approved to be sole sourced; Long Term Control Plan Projects 22, 23, and 25, and these projects will finish the I/I Studies outlined in the Long Term Control Plan; adding that these services were budgeted at \$425,000 but Lulfs negotiated the final cost down to \$399,500.

VanHyning I/I Study

Lulfs requested Council’s approval of the Contract so the project can be started.

Marihugh asked the lineal footage of cleaning and televising; Lulfs replied 26,000 feet. Helberg stated that even though the title of the Contract is VanHyning, the contract also includes East Riverview Avenue and Front Street; Lulfs added that the entire Front Street Interceptor modeling and metering flows will be reviewed in the process.

Motion To Approve Professional Services Contract With Stantec Consulting For VanHyning I/I Study

Motion: Sheaffer Second: Marihugh
To approve Professional Services Contract with Stantec Consulting for VanHyning I/I Study

Passed
Yea- 6
Nay- 0

Roll call vote on above motion:
Yea- Sheaffer, Marihugh, Wilson, Ridley, Maassel, Helberg
Nay-

Sewer Lateral Costs And Responsibility

No additional information was available on this issue; Council explained the purpose of the sewer lateral costs and responsibility discussions to Holcomb.

Helberg Referred Sewer Lateral Costs And Responsibility To April 7 Regular Council Meeting

Helberg referred Sewer Lateral Costs and Responsibility to the April 7, 2014 regular Council meeting.

Bisher

Bisher requested Executive Session to discuss collective bargaining strategy; Fred Lord was invited to attend.

Hayberger

Hayberger requested that both Executive Sessions regarding pending litigation be removed.

Marihugh

None

Sheaffer

Sheaffer reported on his recent trip to Washington for the OMEA Conference; stating that he met with Senators Portman and Brown, and Congressman Latta to discuss tax exempt financing and the Build America Program. Sheaffer stated that in the Build America Program, AMP issued \$3 billion worth of bonds of which the Federal Government was to pay a portion of the interest, however payment was delayed by the Federal Government during sequestration; adding that Senator Portman and Congressman Latta were receptive is discussing this issue, however Senator Brown suggested raising taxes.

Behm

Behm stated that, in response to numerous complaints from residents regarding road conditions, he drove down different Citywide side streets to check the condition; Behm stated that some of the streets have potholes and some of the streets are starting to crumble. Behm created a list of streets that are in need of repair of significant problems:
Haley Avenue, between Washington Avenue and Main Street; Park Street, Park Lane, and Park Court; Sycamore Road; Westmont Street; Lynne Street; Ohio Street; Indiana Avenue; Michigan Avenue; Sheffield Avenue; Willard Street; Oakwood Avenue; Lakeview Drive; Bauman Place; East Washington Street; Fillmore Street;

CITY COUNCIL

Special Meeting Minutes

Monday, March 24, 2014 at 7:30 pm

PRESENT

Council

Mayor

Acting City Manager

Law Director

Finance Director/Clerk

Recorder

City Staff

Others

ABSENT

Council

Others

Call To Order

**Approval Of
Plans/Specifications:
Cleaning Lime Sludge
Lagoon**

**Motion To Approve
Plans/Specifications:
Cleaning Lime Sludge
Lagoon**

**Passed
Yea- 6
Nay- 0**

**Receipt Of Democratic
Party Nomination For
Vacant City Council
Seat**

No Action Was Taken

**Helberg Referred
Discussion On
Democratic Nomination
To April 7 Council**

John Helberg (President), Jason Maassel (President Pro-Tem), Jeffrey Marihugh, Christopher Ridley, Travis Sheaffer, Heather Wilson
Ronald A. Behm
Chad E. Lulfs
Trevor M. Hayberger
Gregory J. Heath
Tammy Fein
Robert Weitzel, Police Chief; Morgan McCoy, HR Director; Scott Hoover, Water Treatment Plant Superintendent
News Media, Jeffrey Comadoll

President Helberg called the meeting to order at 7:30 pm.

Hayberger distributed a memo from Water Treatment Plant Superintendent Scott Hoover regarding bidding of the lime sludge lagoon cleaning; see attached. Hayberger stated this project is completed annually and is already listed in the Master Bid Ordinance and no further legislation is needed.

Hoover added that this project is now bid by the cubic foot and by the gallon, and the winning bidder will be billed for water used from the hydrant to complete the project; both of these additions are changes from the previous year due to the increase in cost.

Motion: Sheaffer Second: Wilson
To approve the plans/specifications for cleaning of the lime sludge lagoon

Roll call vote on above motion:
Yea- Marihugh, Wilson, Ridley, Maassel, Helberg, Sheaffer
Nay-

Heath distributed a letter received from the Democratic Party Central Committee, nominating Jeffrey W. Comadoll for the vacant City Council seat; see attached.

Heath reminded Council that the Charter stated if Council does not accept this name, Council has fifteen (15) days to recommend a name to fill the vacancy.

No action was taken on the nomination.

Helberg referred discussion on the Democratic Party nomination to the April 7 Council regular meeting.

Meeting

Motion To Go Into Executive Session

Motion: Maassel Second: Ridley
To go into Executive Session to discuss the employment of personnel; McCoy, Hayberger, and Heath were invited to attend the Executive Session.

Passed
Yea- 6
Nay- 0

Roll call vote on above motion:
Yea- Marihugh, Wilson, Ridley, Maassel, Helberg, Sheaffer
Nay-

Into Executive Session

The Committee went into Executive Session at 7:36 pm.

Motion To Come Out Of Executive Session

Motion: Sheaffer Second: Wilson
To come out of Executive Session

Passed
Yea- 6
Nay- 0

Roll call vote on above motion:
Yea- Marihugh, Wilson, Ridley, Maassel, Helberg, Sheaffer
Nay-

Out of Executive Session

The Committee came out of Executive Session at 9:40 pm. Helberg reported that the Executive Session was held to discuss the employment of personnel; no action was taken.

Mayor Behm's Report

Mayor Behm read into record a written statement regarding the hiring of a City Manager; see attached.

Behm stated the Personnel Committee recommends that Council hire Monica Irelan as fulltime Assistant City Manager beginning April 14, 2014 through April 30, 2014, with the position then becoming City Manager on May 1, 2014.

Motion To Accept Behm's Report: Personnel Committee's Recommendation Of Hiring Monica Irelan As Assistant City Manager April 14, 2014 Through April 30, 2014, With The Position Becoming City Manager As Of May 1, 2014

Motion: Marihugh Second: Sheaffer
To accept Behm's statement regarding the Personnel Committee's recommendation of hiring Monica Irelan as Assistant City Manager beginning April 14, 2014 through April 30, 2014, with the position becoming City Manager as of May 1, 2014

Passed
Yea- 6
Nay- 0

Roll call vote on above motion:
Yea- Marihugh, Wilson, Ridley, Maassel, Helberg, Sheaffer
Nay-

Motion To Direct The Law Director To Draft Appropriate Legislation And Pay

Motion: Maassel Second: Ridley
To direct the Law Director to draft appropriate Legislation and Pay Ordinance regarding the appointment of the new City Manager

ORDINANCE NO. 017-14

AN ORDINANCE AMENDING ORDINANCE 001-14 TO ESTABLISH TWO NEW POSITIONS, ASSISTANT CITY MANAGER AND SPECIAL PROJECTS CLERK, AND AMENDING THE PAY PLAN FOR THE CITY MANAGER; AND DECLARING AN EMERGENCY

WHEREAS, Council desires to create two new positions those being, Assistant City Manager and Special Projects Clerk, and so desires to set their pay; and,

WHEREAS, Council desires to set the incoming City Manager's pay, as of May 1, 2014;

WHEREAS, to achieve the above stated goals Council now desires to amend Ordinance No. 001-14 to establish an amended Classification Pay Plan for its non-bargaining employees; Now Therefore,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:

Section 1. That, notwithstanding any Ordinance or Resolution to the contrary, the City of Napoleon, Ohio, (the "City") establishes a new Position Classification Pay Plan for its non-bargaining municipal employees.

Section 2. That, effective with the first pay period for the Year 2014, that commences on or about December 23, 2013, the pay scale (steps) for this City's non-bargaining hourly paid employees (full time) shall be leveled, unless modified, as provided in the table found in Exhibit "A", which is attached and incorporated herein, (expressed in base hourly amounts). Subject to the provisions of this City's Personnel Code, the Employment Policy Manual PM2001-1, and §3 of this Ordinance, the Department Director (Appointing Authority) may place any employee affected by this Ordinance at the level of compensation the Department Director deems appropriate as listed in said Exhibit "A".

Section 3. That, effective with the first pay period for the Year 2014, that commences on or about December 23, 2013, each non-bargaining employee (full time regular) (hourly) holding such a position, subject to Employment Policy Manual PM2001-1 Policy §8.10 (compensation reviews), is eligible on such employee's annual hiring anniversary date of uninterrupted full time service with this City, to be advanced one (1) step in the pay plan until the maximum step is reached. The non-bargaining employee's (full time regular) (hourly) step location prior to advancement in this "New Pay Plan" shall be determined by contrasting employee's base hourly rate said employee received prior to the enactment of this Ordinance with the table found in Exhibit A of this Ordinance for the respective year. For new hires the Appointing Authority may place an employee within the scale where the Appointing Authority deems appropriate considering merit and fitness. Nothing in this Section shall be construed to prohibit a decrease in pay. Step increases for transfer employees shall be in accordance with §197.09(e) of the Personnel Code. A mere reclassification of a current position, where job duties are substantially the same, does not constitute a transfer. Notwithstanding any other provision of this Pay Plan, the Zoning Administrator shall receive a bonus to be pro-rated over the calendar year of *Five Hundred (\$500.00) Dollars* for each certification

he or she holds, as follows: an Ohio Residential Building Official; Ohio Residential Plumbing Inspector; and, Ohio Electrical Safety Inspector. Notwithstanding any other provision of this Pay Plan, the Assistant Chief of the Fire/Rescue Department shall receive a bonus to be pro-rated over the calendar year of *Two Thousand (\$2,000.00) Dollars* for Ohio paramedic certification and services related thereto. Notwithstanding any other provision of this Pay Plan, the Staff Engineer of the City's Engineering Department shall receive an additional *One (\$1.00) Dollar* per hour over and above the established base hourly rate upon successful passage of examinations as administered by the National Council of Examiners for Engineering and Surveying (NCEES), except for the Professional Engineer license (in Ohio) which shall be an increase of *Two (\$2.00) Dollars* per hour over and above the established base hourly rate upon attainment thereof.

Section 4. That, effective with the first pay period for the Year 2014, that commences on or about December 23, 2013, the Pay Scale for non bargaining employee (salaried) (full time) positions of this City, not covered or otherwise exempt under the Fair Labor Standard Act (FLSA) as it relates to overtime, shall be leveled, unless modified, as provided in the table found in Exhibit "B", attached and incorporated herein, (expressed in base biweekly salary amounts). Subject to the provisions of this City's Personnel Code, the Employment Policy Manual PM2001-1, and §5 of this Ordinance, the Department Director (Appointing Authority) may place any employee affected by this Ordinance at the level the Department Director deems appropriate as listed in said Exhibit "B". ***THE POSITION OF ASSISTANT CITY MANAGER IS HEREBY CREATED AND THE PAY IS SET AS EXPRESSED IN EXHIBIT "B".***

Section 5. That, effective with the first pay period for the Year 2014, that commences on or about December 23, 2013, each non bargaining employee (salaried) (full time) position of this City as defined in §4 of this Ordinance, is eligible to have a minimum salary increase of 1.5% for Year 2014, subject to Employment Policy Manual PM2001-1 Policy §8.10 (compensation reviews), calculated from what the employee is making at the time just prior to the proposed increase period. In no event shall any increase place the employee above the top scale as established in §4 of this Ordinance. For new hires or current employees the Department Director (Appointing Authority) may place an employee, at anytime, within the scale where the Department Director deems appropriate considering merit and fitness. Nothing in this Section shall be construed to prohibit a decrease in pay. Notwithstanding the above, the Public Works Director, in addition to the bi-weekly salary and any longevity received by the City Engineer, there shall be the bi-weekly amount of three hundred eighty-four dollars and 62/100 (\$384.62).

Section 6. That, effective with the first pay period for the Year 2014, that commences on or about December 23, 2013, the pay scale for non bargaining employee (salaried) (full time) positions of this City, defined as non-exempt under the Fair Labor Standard Act (FLSA) as it relates to overtime, shall be leveled, unless modified, as provided in the table found in Exhibit "C", attached and incorporated herein, (expressed in base biweekly salary amounts). Subject to the provisions of this City's Personnel Code, the Employment Policy Manual PM2001-1 and §7 of this Ordinance, the Department Director (Appointing Authority) may place any employee affected by this Ordinance at the level the Department Director deems appropriate. Notwithstanding any ordinance, resolution, provision of this City's Personnel Code or policy to the contrary, any overtime as it relates to non-exempt salaried employees as found in this §6 shall be calculated on a 40 hour work week and not an 8 hour day. In the case of the Chief

Probation Officer, level placement shall be controlled by Section 14 of this Ordinance and subject to the provisions found in Section 14; moreover, flexible time shall be permitted at the discretion of the Municipal Court Judge as it relates to the Chief Probation Officer; finally, the Chief Probation Officer shall not accrue overtime without the express consent of the Municipal Court Judge.

Section 7. That, effective with the first pay period for the Year 2014, that commences on or about December 23, 2013, each non bargaining employee (salaried) (full time) positions of this City, defined as non-exempt under the Fair Labor Standard Act (FLSA) as it relates to overtime and as found in §6 of this Ordinance, is eligible to have a minimum salary increase of 1.5% for Year 2014, subject to Employment Policy Manual PM2001-1 Policy §8.10 (compensation reviews), calculated from what the employee is making at the time just prior to the proposed increase period; however, in no event shall any increase place the employee above the top scale as established in §6 of this Ordinance. For new hires or current employees the Department Director (Appointing Authority) may place an employee, at anytime, within the scale where the Department Director deems appropriate considering merit and fitness. Nothing in this Section shall be construed to prohibit a decrease in pay.

Section 8. That, effective with the first pay period of the Year 2014, that commences on or about December 23, 2013, the pay scale (steps) for part time, permanent part time and temporary employees of this City shall be leveled, unless modified, as provided in the table found in Exhibit "D" (which is attached and incorporated herein), except when Federal or State minimum wage of a higher amount is required, then the higher amount of the Federal or State minimum wage shall apply. Subject to the provisions of this City's Personnel Code and Employment Policy Manual PM2001-1, the Department Director (Appointing Authority) may place any employee affected by this Ordinance at the level the Department Director deems appropriate within the scale. Employment Policy Manual PM2001-1 Policy §8.10 (compensation reviews), is applicable only to permanent part time employees.

Section 9. All paid part time, permanent part time, and temporary employees of this City shall, effective with the first pay period of the Year 2014, that commences on or about December 23, 2013, have a minimum hourly base pay increase of 1.5% for Year 2014 calculated from what the employee's base rate was just prior to this proposed increase. Only Permanent part time employees are subject to Employment Policy Manual PM2001-1 Policy §8.10 (compensation reviews), when applicable. Part time employees of the Fire/Rescue Department will remain on probationary/trainee status until removed by the City Manager upon recommendation of the Fire. For new hires or current employees of this City, the Appointing Authority may place an employee within the scale where the Appointing Authority deems appropriate considering merit and fitness. Nothing in this section shall be construed to prohibit a decrease in pay. The non full time status positions found in the table in Exhibit "D" of this Ordinance (i.e. temporary part time or permanent part time) may be modified by the Appointing Authority at anytime, except that Council shall approve any modification to a full time status. Additionally, the position of part time Management Information Systems (MIS) technician is hereby created as of June 1, 2013 and the pay is set as expressed in Exhibit "D". ***THE POSITION OF PART TIME SPECIAL PROJECTS CLERK IS HEREBY CREATED AND THE PAY IS SET AS EXPRESSED IN EXHIBIT "D".***

Section 10. That, compensation for employees' appointments made in order to fill temporarily vacant positions shall be at a rate established by the Department Director (Appointing Authority), except that it shall not exceed the top pay scale established in this Ordinance for the position being filled. Temporary positions being filled by temporary employees for whom no pay scale has been established shall be at a pay scale established by the Department Director (Appointing Authority) by comparing the temporary position created to the most similar position established within the same department that is utilizing the temporary employee. In the event no such similar position exists, then it shall be paid in an amount as determined appropriate by the Department Director so long as the amount paid may be accomplished without exceeding the department's annual budget.

Section 11. That, notwithstanding any section of this Ordinance to the contrary, compensation of the Clerk of the Napoleon Municipal Court shall be as found in §4 of this Ordinance unless otherwise set by the Municipal Court Judge pursuant to ORC §1901.31 (C).

Section 12. That, compensation for the Chief Deputy Clerk and all other Deputy Clerks of the Napoleon Municipal Court shall be as set by the Clerk of the Napoleon Municipal Court pursuant to ORC §1901.31 (H). Longevity for full time Deputy Clerks shall be as set by Ordinance or Resolution. A Chief Deputy Clerk shall be considered a Deputy Clerk for longevity purposes.

Section 13. That, the compensation for Municipal Court Bailiff and/or Deputy Bailiff shall be established by the Municipal Court pursuant to ORC 1901.32.

Section 14. That, the position of Chief Probation Officer as established in and for this City of Napoleon for the Napoleon Municipal Court shall be considered a full time regular employee having a salary –non-exempt status. The job description as included in this City's Position Classification Plan as prepared and/or revised by the Municipal Court Judge is continued to be approved by this Council. The Chief Probation Officer shall not be entitled to any longevity pay; moreover, the Municipal Court Judge may adjust the Chief Probation Officer's salary at any time so long as within the limits of the CCA Grant or as may be otherwise supplemented by the Municipal Court. Notwithstanding any other provision of this Ordinance, in no event shall the Chief Probation Officer's pay and benefits exceed the amount of the CCA Grant or as otherwise may be supplemented by the Municipal Court. Nothing shall be construed in this Ordinance as mandating that the position be filled or continued to be filled each year.

Section 15. That, effective with the first pay period for the Year 2014, that commences on or about December 23, 2013, the bi-weekly salary of the City Manager of this City shall be Four Thousand and Seventy Dollars and 99/100 (\$4,070.99) and continue ***TO APRIL 30TH, 2014, THEN STARTING MAY 1, 2014 THE BI-WEEKLY SALARY SHALL BE THREE THOUSAND AND SEVENTY SIX DOLLARS AND 9231/100 (\$3,076.9231) AND CONTINUE*** as such each year thereafter, so long as employed, unless modified by Council.

Section 16. That, effective with the first pay period for the Year 2014, that commences on or about December 23, 2013, the bi-weekly salary of the City Finance Director of this City shall be Three Thousand Four Hundred and Seventy Six dollars and 46/100 (\$3,476.46) and continue as such each year thereafter, so long as employed, unless modified by Council.

Section 17. That, effective with the first pay period for the Year 2014, that commences on or about December 23, 2013, the bi-weekly salary of the City Law Director of this City shall be Two Thousand Five Hundred and Forty Eight Dollars and 42/100 (\$2,548.42) and continue as such each year thereafter, so long as employed, unless modified by Council.

Section 18. That, all positions and/or classifications found in this Ordinance shall be deemed created, established, and existing in and for the City of Napoleon, Ohio. The status of part time employees may be further defined by the Department Director (Appointing Authority) as permanent part time, temporary, seasonal, or intermittent employees without affecting the compensation status as stated in this Ordinance. Nothing in this Ordinance shall be construed as mandating that each and every position and/or classification be filled by this City.

Section 19. That, those employees who are covered by collective bargaining agreements shall be paid in accordance with the respective collective bargaining agreement.

Section 20. That, all compensation paid under this Ordinance is subject to appropriation of funds by the Council.

Section 21. That, the Finance Director may adjust compensation for all affected employees to meet the intent of this Ordinance.

Section 22. That, all pay scales reflected in this Pay Plan shall be rounded, utilizing the five rule, to the nearest penny.

Section 23. That, no position mentioned in this Ordinance shall receive longevity benefit unless specified in this City's adopted longevity plan unless otherwise specifically provided for herein, or except as may be permitted by the City's longevity policy.

Section 24. That, Ordinance No. 084-13 is repealed in the entirety effective December 24, 2013.

Section 25. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 26. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 27. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for proper payment of wages to employees, proper payment being essential to the harmony of the necessary workforce; therefore, provided the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: _____

John A. Helberg, Council President

Approved: _____

Ronald A. Behm, Mayor

VOTE ON PASSAGE _____ Yea _____ Nay _____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 017-14 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

EXHIBIT "A"

<u>Title</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
Clerk-Typist II	\$11.31	\$12.58	\$13.50	\$14.48
Receptionist	12.79	14.18	15.21	16.34
Records Clerk/Recorder	14.06	15.58	16.75	19.22
Account Clerk I	11.31	12.32	12.94	13.69
Account Clerk II	14.06	15.58	16.75	18.08
Civil Engineering Technician	17.15	19.03	20.38	21.87
Senior Engineering Technician	20.36	22.65	24.25	26.01
Zoning Administrator	22.28	24.73	26.49	28.41
Distribution Services Supervisor	24.71	27.45	29.44	31.56
Electrical Construction/Maintenance Inspector	24.71	27.45	29.44	31.56
Chief Water Treatment Operator	20.36	22.65	24.25	26.01
Chief Wastewater Treatment Operator	20.36	22.65	24.25	27.41
Construction Inspector	22.28	24.73	26.49	29.11
Police Lieutenant	25.48	27.66	28.95	30.40
Accounts Payable Clerk	14.06	15.58	16.75	18.08
Administrative Assistant	15.60	17.38	18.67	20.10
Senior Account Clerk	15.60	17.38	18.67	22.06
Sr. Electric Engineering Tech	20.36	22.65	24.25	26.01
Service Building Secretary	11.31	12.32	12.94	13.69
Tax Administrator	15.97	17.75	19.03	22.58
Utility Billing Supervisor	15.97	17.75	19.03	20.38
Asst. Fire Chief	15.13	16.59	17.63	18.67
Staff Engineer	18.93	21.08	22.65	24.34

EXHIBIT "B"

(BASED ON AN 80 HOUR PAY PERIOD)

<u>Title</u>	<u>BOTTOM</u>	<u>TOP</u>
Assistant to the City Engineer	\$1718.65	\$2427.05
City Engineer	2443.00	3830.81
Parks & Recreation Director/Cemetery	1645.87	2763.03
Water Superintendent	1903.32	2955.80
Wastewater Superintendent	1903.32	2955.80
Electrical Engineer	1960.10	2780.45
Electric Distribution Superintendent	2144.46	3043.95
Operations Superintendent	1885.18	2663.46
Fire Chief	2239.63	3188.03
Chief of Police	2239.63	3188.03
Golf Course & Grounds Supt.	1816.18	2358.08
Municipal Court Clerk (see Sec 11 of this Ord)	1719.31	1780.00
Assistant Finance Director	1723.15	2623.50
Management Information System Administrator	1779.32	2435.72
Human Resources Director	2028.66	2973.58
Public Works Director	3932.38	4071.20
<i>ASSISTANT CITY MANAGER</i>	<i>3000.00</i>	<i>3500.00</i>

EXHIBIT "C"

<u>Title</u>	<u>BOTTOM</u>	<u>TOP</u>
Executive Assistant to Appointing Authority	\$1515.20	\$1764.07
Chief Probation Officer	1285.60	1311.20

EXHIBIT "D"

<u>Title</u>	<u>Bottom</u>	<u>Top</u>
Front Desk Administrator (Part Time)	\$9.10	\$12.01
Golf Course Clubhouse Attendant (Seasonal)	7.95	13.13
Lifeguard (Seasonal)	7.95	13.13
Seasonal Laborer - Other	7.95	13.13
Parks Maintenance Worker (Seasonal)	7.95	13.13
Recreation Worker (Seasonal)	7.95	13.13
Probationary/Trainee Fire Fighter/EMT	8.00	11.91
All Fire/Rescue Department (Part Time)	11.60	15.55
Legal Clerk (Temporary)	13.09	20.31
Income Tax /Collection Clerk (Part Time)	9.10	15.51
Construction Engineer (Temporary) Engineer Dept	37.14	38.45
Construction Inspection (Temporary)	12.24	12.67
MIS Technician (Part Time)	14.00	20.00
Human Resource (Part Time)	25.00	38.00
<i>SPECIAL PROJECTS CLERK (PART TIME)</i>	<i>50.00</i>	<i>56.00</i>

All Fire/Rescue Dept. as defined in 143.01 of the Napoleon Codified Ordinances (Part Time)

ORDINANCE NO. 018-14

**AN ORDINANCE APPOINTING MONICA S. IRELAN, CITY
MANAGER OF NAPOLEON, OHIO; AND, DECLARING AN
EMERGENCY**

WHEREAS, the Personnel Committee has met and conducted interviews over the past several weeks;

WHEREAS, the Mayor has presented the written recommendation of the Personnel Committee that Monica S. Irelan be selected as the new City Manager, starting May 1, 2014; **Now Therefore**:

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

Section 1. That, this Council appoints Monica S. Irelan, to the full time regular employment position of City Manager for the City of Napoleon, Ohio, effective 12:00 am May 1, 2014.

Section 2. That, effective May 1, 2014, Ms. Irelan's bi-weekly salary shall be \$3,076.9231, (prorated as necessary according to City pay periods). Ms. Irelan shall thereafter be subject to continued annual performance reviews by the Personnel Committee or City Council; and, after each satisfactory review, said salary may be increased by an amount determined by Council.

Section 3. That, benefits for the City Manager shall accrue and be in accordance with Chapter 197 of the Codified Ordinances (Personnel Code) and the applicable provisions of the City's Employment Policy Manual for full time regular employees, both as may be amended from time to time.

Section 4. That, at 12:00 am on May 1, 2014 City of Napoleon Ordinance 016-98 is hereby repealed.

Section 5. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 6. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 7. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time to allow for no time lapses between the retiring City Manager and the new City Manager which is related to public peace, health or safety; therefore, provided it receives the required number of votes for passage as emergency legislation, it

shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: _____

John A. Helberg, Council President

Approved: _____

Ronald A. Behm, Mayor

VOTE ON PASSAGE ____ Yea ____ Nay ____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 018-14 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

ORDINANCE NO. 019-14

AN ORDINANCE SUPPLEMENTING THE ANNUAL APPROPRIATION MEASURE (SUPPLEMENT NO. 1) FOR THE YEAR 2014; AND DECLARING AND EMERGENCY

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:

Section 1. That, the annual appropriation measure passed in Ordinance No. 069-13 for the fiscal year ending December 31, 2014 shall be supplemented (Supplement No. 1) as provided in Exhibit "A", attached hereto and made a part hereof.

Section 2. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of the City of Napoleon, Ohio.

Section 3. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 4. That, this Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time because this Ordinance provides for appropriations for the current expenses of the City which are related to public peace, health or safety; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: _____

John A. Helberg, Council President

Approved: _____

Ronald A. Behm, Mayor

VOTE ON PASSAGE ____ Yea ____ Nay ____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 019-14 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

2014 APPROPRIATION BUDGET - 1ST QT BUDGET ADJUSTMENTS				
BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY				
	2014 1ST QUARTER BUDGET ADJMNTS.			2014
ORDINANCE No. -14, Passed / /2014	PERSONAL			FUND
1ST QT Approved - 2014 Appropriation Budget	SERVICES	OTHER	TOTAL	TOTAL
SPECIAL NOTE:				
Except as otherwise listed, all changes reflect Personal \$				
Actual NB +1.5%, Actual AFSCME +1.5%, Actual Fire +0.0				
100 GENERAL FUND				
1100 City Council/Legislative	42,440	0	\$42,440	
1300 City Manager/Administrative	52,080	0	\$52,080	
1370 City Manager/Human Resources	670	0	\$670	
1400 Law Director/Administrative	1,980	0	\$1,980	
1500 Finance/Administrative	4,680	0	\$4,680	
1520 Finance/Utility Billing	1,310	0	\$1,310	
1600 Information Systems/Administrative	1,330	0	\$1,330	
1700 Engineering/City Engineer	3,190	0	\$3,190	
1800 Municipal Court/Judicial	4,490	0	\$4,490	
2100 Police/Safety Services	21,090	0	\$21,090	
2200 Fire/Safety Services	4,420	0	\$4,420	
3100 Building Inspections/Zoning & Planning	1,310	0	\$1,310	
4700 Cemetery/Operations	1,010	0	\$1,010	
5130 Service/Buildings, Properties, Equipment	790	0	\$790	
9900 Transfer Accounts	0	60,000	\$60,000	
	-----	-----	-----	
Total - 100 General Fund	\$140,790	\$60,000	\$200,790	\$200,790
	=====	=====	=====	
- 1100 City Council/Leg. - New Position - Employee of Council (Special Projects Clerk-PPT) +\$42,440:				
Accounts - 100.1100.51100 Salary-Non Bargaining	35,830			
Accounts - 100.1100.51500 PERS	5,020			
Accounts - 100.1100.51600 Workers Compensation	1,070			
Accounts - 100.1100.51700 Medicare-City Share	520			
- 1300 City Manager/Adm. - Retirement Payout - Not Included in Original Budget +\$46,780:				
Accounts - 100.1300.51100 Salary-Non Bargaining	44,780			
Accounts - 100.1300.51600 Workers Compensation	1,350			
Accounts - 100.1300.51700 Medicare-City Share	650			
- 9900 Transfer Accounts - Move Excess Fund Balance to 101 GF Reserve Bal. Fd. +\$60,000:				
Accounts - 100.9900.59401 TR-TO 101 General Res.Bal.F		60,000		
101 GENERAL FUND RESERVE BALANCE FUND				
1900 General Government/Miscellaneous	\$0	-\$45,400	-\$45,400	-\$45,400
	=====	=====	=====	
- 1900 Gen.Gov./Misc. - Un-appropriate Original 2014 Appropriation (Directed by Council) -\$45,400:				
Accounts - 101.1900.56000 Miscellaneous Operating Cost		-\$45,400		
170 MUNICIPAL INCOME TAX FUND				
1510 Finance/Income Tax Collection	\$1,430	\$0	\$1,430	\$1,430
	=====	=====	=====	

2014 APPROPRIATION BUDGET - 1ST QT BUDGET ADJUSTMENTS

BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY

	=== 2014 1ST QUARTER BUDGET ADJMNTS.===			2014
<u>ORDINANCE No. -14, Passed / /2014</u>	<u>PERSONAL</u>			<u>FUND</u>
1ST QT Approved - 2014 Appropriation Budget	<u>SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>TOTAL</u>
SPECIAL NOTE:				
Except as otherwise listed, all changes reflect Personal \$ Actual NB +1.5%, Actual AFSCME +1.5%, Actual Fire +0.0				
<u>200 STREET CONSTRUCTION, MAINTENANCE & REPAIR</u>				
5100 Service/Streets Maintenance and Properties	3,310	0	\$3,310	
5110 Service/Ice and Snow Removal	30,000	20,000	\$50,000	
	-----	-----	-----	
Total - 200 Street (SCM&R) Fund	\$33,310	\$20,000	\$53,310	\$53,310
	=====	=====	=====	
- 5110 Srv./Ice & Snow Control - Additional Salaries, OT & Prof.Services Contract for Snow Removal +\$50,000:				
Accounts - 200.5100.51200 Salary-AFSCME	10,000			
Accounts - 200.5100.51201 Salary-AFSCME-OT	20,000			
Accounts - 200.5100.53300 Serv.Fees-Professional Srv.		20,000		
<u>220 RECREATION FUND</u>				
4100 Parks/Administrative	1,250	0	\$1,250	
4200 Recreation/Golf Operating	1,850	0	\$1,850	
4400 Recreation/Programs	2,070	0	\$2,070	
	-----	-----	-----	
Total - 220 Recreation Fund	\$5,170	\$0	\$5,170	\$5,170
	=====	=====	=====	
<u>231 ED DOWNTOWN REVITALIZATION GRANT FUND</u>				
3510 ED Downtown Revitalization	\$0	\$198,590	\$198,590	\$198,590
	=====	=====	=====	
- 3510 ED Downtown Revltztn. - Carryover of County & Grant Funds not in Original Appropriation +\$198,590:				
Accounts - 231.3510.53300 Serv.Fees-Professional Srv.		198,590		
<u>275 MUNICIPAL PROBATION SERVICE FUND</u>				
1800 Municipal Court/Judicial	\$630	\$0	\$630	\$630
	=====	=====	=====	
<u>277 PROBATION OFFICERS GRANT FUND</u>				
1800 Municipal Court/Judicial (Various Years)	\$0	\$0	\$0	\$0
	=====	=====	=====	
<u>400 CAPITAL IMPROVEMENT FUND</u>				
9900 Transfer Accounts	0	126,000	\$126,000	
	-----	-----	-----	
Total - 400 Capital Improvement Fund	\$0	\$126,000	\$126,000	\$126,000
	=====	=====	=====	
- 9900 Transfer Accounts - Move Excess Fund Balance to 401 CIP Reserve Bal. Fd. +\$126,000:				
Accounts - 400.9900.59630 TR-TO 401 CIP Res.Bal.Fd.		126,000		
<u>500 ELECTRIC UTILITY REVENUE FUND</u>				
6110 Electric/Operations, Distribution System	\$14,190	\$0	\$14,190	\$14,190
	=====	=====	=====	

2014 APPROPRIATION BUDGET - 1ST QT BUDGET ADJUSTMENTS

BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY

ORDINANCE No. -14, Passed / /2014 1ST QT Approved - 2014 Appropriation Budget	=== 2014 1ST QUARTER BUDGET ADJMNTS.===			2014
	PERSONAL SERVICES	OTHER	TOTAL	FUND TOTAL
SPECIAL NOTE:				
Except as otherwise listed, all changes reflect Personal \$ Actual NB +1.5%, Actual AFSCME +1.5%, Actual Fire +0.0				
510 WATER REVENUE FUND				
6200 Water/Treatment Plant Operations	4,520	0	\$4,520	
6210 Water/Distribution System	4,740	0	\$4,740	
Total - 510 Water Revenue Fund	\$9,260	\$0	\$9,260	\$9,260
520 SEWER (WWT) UTILITY REVENUE FUND				
6300 Sewer(WWT)/Treatment Plant Operations	4,780	0	\$4,780	
6310 Sewer(WWT)/Collection System	510	0	\$510	
6311 Sewer(WWT)/Cleaning, Imp. (SSO & CSO)	1,590	0	\$1,590	
Total - 520 Sewer (WWT) Uty. Revenue Fund	\$6,880	\$0	\$6,880	\$6,880
560 SANITATION (REFUSE) REVENUE FUND				
6400 Sanitation(Refuse)/Collection and Disposal	1,770	0	\$1,770	
6420 Sanitation(Refuse)/Recycling Programs	730	0	\$730	
Total - 560 Sanitation(Refuse) Revenue Fund	\$2,500	\$0	\$2,500	\$2,500
600 CENTRAL GARAGE/FUEL ROTARY FUND				
5200 Service/Central Garage	1,650	0	\$1,650	
Total - 600 Central Garage/Fuel Rotary Fund	\$1,650	\$0	\$1,650	\$1,650
* GRAND TOTAL - ALL FUNDS	\$215,810	\$359,190	\$575,000	\$575,000

EXHIBIT-A ATTACHMENT TO ORDINANCE No. 019-14

2014 APPROPRIATION BUDGET - 1ST QT BUDGET ADJUSTMENTS

BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY

	=== 2014 1ST QUARTER BUDGET ADJMNTS.===			2014
<u>ORDINANCE No. 019-14, Passed 04/07/2014</u>	PERSONAL			FUND
1ST QT Approved - 2014 Appropriation Budget	SERVICES	OTHER	TOTAL	TOTAL
100 GENERAL FUND				
1100 City Council/Legislative	42,440	0	\$42,440	
1300 City Manager/Administrative	52,080	0	\$52,080	
1370 City Manager/Human Resources	670	0	\$670	
1400 Law Director/Administrative	1,980	0	\$1,980	
1500 Finance/Administrative	4,680	0	\$4,680	
1520 Finance/Utility Billing	1,310	0	\$1,310	
1600 Information Systems/Administrative	1,330	0	\$1,330	
1700 Engineering/City Engineer	3,190	0	\$3,190	
1800 Municipal Court/Judicial	4,490	0	\$4,490	
2100 Police/Safety Services	21,090	0	\$21,090	
2200 Fire/Safety Services	4,420	0	\$4,420	
3100 Building Inspections/Zoning & Planning	1,310	0	\$1,310	
4700 Cemetery/Operations	1,010	0	\$1,010	
5130 Service/Buildings, Properties, Equipment	790	0	\$790	
9900 Transfer Accounts	0	60,000	\$60,000	
	-----	-----	-----	
Total - 100 General Fund	\$140,790	\$60,000	\$200,790	\$200,790
	=====	=====	=====	
101 GENERAL FUND RESERVE BALANCE FUND				
1900 General Government/Miscellaneous	\$0	-\$45,400	-\$45,400	-\$45,400
	=====	=====	=====	
170 MUNICIPAL INCOME TAX FUND				
1510 Finance/Income Tax Collection	\$1,430	\$0	\$1,430	\$1,430
	=====	=====	=====	
200 STREET CONSTRUCTION, MAINTENANCE & REPAIR				
5100 Service/Streets Maintenance and Properties	3,310	0	\$3,310	
5110 Service/Ice and Snow Removal	30,000	20,000	\$50,000	
	-----	-----	-----	
Total - 200 Street (SCM&R) Fund	\$33,310	\$20,000	\$53,310	\$53,310
	=====	=====	=====	
220 RECREATION FUND				
4100 Parks/Administrative	1,250	0	\$1,250	
4200 Recreation/Golf Operating	1,850	0	\$1,850	
4400 Recreation/Programs	2,070	0	\$2,070	
	-----	-----	-----	
Total - 220 Recreation Fund	\$5,170	\$0	\$5,170	\$5,170
	=====	=====	=====	
231 ED DOWNTOWN REVITALIZATION GRANT FUND				
3510 ED Downtown Revitalization	\$0	\$198,590	\$198,590	\$198,590
	=====	=====	=====	
275 MUNICIPAL PROBATION SERVICE FUND				
1800 Municipal Court/Judicial	\$630	\$0	\$630	\$630
	=====	=====	=====	

EXHIBIT-A ATTACHMENT TO ORDINANCE No. 019-14

2014 APPROPRIATION BUDGET - 1ST QT BUDGET ADJUSTMENTS

BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY

	=== 2014 1ST QUARTER BUDGET ADJMNTS.===			2014
<i><u>ORDINANCE No. 019-14, Passed 04/07/2014</u></i>	PERSONAL			FUND
1ST QT Approved - 2014 Appropriation Budget	SERVICES	OTHER	TOTAL	TOTAL
<u>277 PROBATION OFFICERS GRANT FUND</u>				
1800 Municipal Court/Judicial (Various Years)	\$0	\$0	\$0	\$0
	=====	=====	=====	
<u>400 CAPITAL IMPROVEMENT FUND</u>				
9900 Transfer Accounts	0	126,000	\$126,000	
	-----	-----	-----	
Total - 400 Capital Improvement Fund	\$0	\$126,000	\$126,000	\$126,000
	=====	=====	=====	
<u>500 ELECTRIC UTILITY REVENUE FUND</u>				
6110 Electric/Operations, Distribution System	\$14,190	\$0	\$14,190	\$14,190
	=====	=====	=====	
<u>510 WATER REVENUE FUND</u>				
6200 Water/Treatment Plant Operations	4,520	0	\$4,520	
6210 Water/Distribution System	4,740	0	\$4,740	
	-----	-----	-----	
Total - 510 Water Revenue Fund	\$9,260	\$0	\$9,260	\$9,260
	=====	=====	=====	
<u>520 SEWER (WWT) UTILITY REVENUE FUND</u>				
6300 Sewer(WWT)/Treatment Plant Operations	4,780	0	\$4,780	
6310 Sewer(WWT)/Collection System	510	0	\$510	
6311 Sewer(WWT)/Cleaning, Imp. (SSO & CSO)	1,590	0	\$1,590	
	-----	-----	-----	
Total - 520 Sewer (WWT) Uty. Revenue Fund	\$6,880	\$0	\$6,880	\$6,880
	=====	=====	=====	
<u>560 SANITATION (REFUSE) REVENUE FUND</u>				
6400 Sanitation(Refuse)/Collection and Disposal	1,770	0	\$1,770	
6420 Sanitation(Refuse)/Recycling Programs	730	0	\$730	
	-----	-----	-----	
Total - 560 Sanitation(Refuse) Revenue Fund	\$2,500	\$0	\$2,500	\$2,500
	=====	=====	=====	
<u>600 CENTRAL GARAGE/FUEL ROTARY FUND</u>				
5200 Service/Central Garage	1,650	0	\$1,650	
	-----	-----	-----	
Total - 600 Central Garage/Fuel Rotary Fund	\$1,650	\$0	\$1,650	\$1,650
	=====	=====	=====	
* GRAND TOTAL - ALL FUNDS	\$215,810	\$359,190	\$575,000	\$575,000
	=====	=====	=====	=====