

# SEPTEMBER 2017

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
	Labor Day Offices Closed	7:00 pm City Council				
10	11	12	13	14	15	16
	6:30 pm Electric Comm. & BOPA	5:00 pm Planning Comm.			9:00 am Healthcare Cost Committee	
	7:00 pm Water/Sewer Comm.					
	7:30 pm Muni. Prop. ED Committee					
17	18	19	20	21	22	23
	6:00 pm Tree Commission					
	6:00 pm Ad-hoc Comm. Council Rules					
	7:00 pm City Council					
24	25	26	27	28	29	30
	6:30 pm Finance and Budget Committee		6:30 pm Parks & Rec Board		9:00 am Healthcare Cost Committee	
		Greg Vacation	➤	➤	➤	➤
			➤	➤	➤	➤

# OCTOBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	6:00 pm Ad-hoc Comm. on COUNCIL RULES					
	6:15 pm Technology Comm.					
>	<					
	7:00 pm City Council					
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
	6:30 pm - Electric Committee & BOPA	4:30 pm Board of Zoning Appeals				
	7:00 pm Water/Sewer Comm.	5:00 pm Planning Commission				
	7:30 pm – Municipal Properties ED Comm.					
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
	6:00 pm Parks & Rec Comm.					
	Tree Commission					
	6:15 pm Ad-hoc Comm. Strategic Vision					
	7:00 pm City Council					
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
	6:30 pm – Finance & Budget Committee	4:30 pm Civil Service Comm.	6:30 pm Park & Rec Board			
	7:30 pm – Safety & Human Resources					
<b>29</b>	<b>30</b>	<b>31</b>				

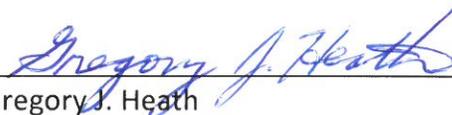
*City of Napoleon, Ohio*

**FINANCE AND BUDGET COMMITTEE  
MEETING**

**Monday, September 25, 2017 at 6:30 pm**

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

- 1) Approval of July 24, 2017 Minutes. *(In the absence of any objections or corrections, the Minutes shall stand approved.)*
- 2) Annual Review of City's Investment Policy and Investment Portfolio.
- 3) Review of Third Quarter Budget Adjustments.
- 4) Set Dates for Review of 2018 Budget.
- 5) Any other matters currently assigned to the Committee.
- 6) Adjournment.



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Gregory J. Heath  
Finance Director/Clerk of Council

## FINANCE AND BUDGET COMMITTEE

### Meeting Minutes

Monday, July 24, 2017 at 6:30 pm

#### PRESENT

Committee  
City Staff

Jeff Mires-Chair, Joe Bialorucki, Mayor Jason Maassel, Lori Siclair  
Greg Heath-Clerk/Finance Director  
Joel Mazur-City Manager  
Roxanne Dietrich

Recorder  
Others

#### ABSENT

#### Call To Order

Chairman Mires called the meeting to order at 6:30 pm.

#### Approval of Minutes

Hearing no objections or corrections, the minutes from the May 22, 2017 meeting stand approved.

#### Second Quarter Budget Adjustments

Heath gave a review of the revenues as of month end for June, 2017.  
General Fund budgeted to actual: 47.8% collected and 52.2% uncollected.  
Income Tax as of June 30<sup>th</sup>, we are at 56.8% of what estimated and have collected \$2.497 million to date, think will make the \$4.4 million projected, will be more conservative for the 2018 budget.  
Main Operational Funds  
Electric Fund estimated at 47%, in terms of energy sales at 50%, the error correction on the PSCAF is posted as a minus revenue.  
Water Fund is at 46% with \$3.514 million budgeted, the year-to-day is at \$1.644 million, compared to same period last year the sales are down, that could be due to the wet weather, people not watering their lawns.  
Bialorucki noted the weather could be affecting electric too as prior to the last few weeks, the air conditioning has not been ran much.  
Sewer is at 55% budgeted a little over \$2 million.  
Sanitation Fund at 56%.

#### Budgetary Adjustments

##### 1300 City Manager/Administrative

Personal Services: Changes in the Zoning and Building Inspector structure - moved Part-Time Clerk to Full Time at Front Desk a net increase of \$17, 540.

##### 1500 Finance/Administrative

With the changeover in the Accounts Payable position it was discovered some things were not being properly kept up-to-date and one area was Utilities/Telephone and we had to take a large expenditure out to get caught up.

##### Vehicles

Mazur said there was a recent shuffling of vehicles from the Police Department to Engineering. Engineering was not using the Crown Vic and we made that our pool vehicle for short trips. Heath noted this is an additional vehicle to the fleet. We

used to have two admin cars and when Monica came those vehicles went away. Bialorucki asked how insurance works for the city vehicles. Heath answered it is full coverage with a \$1,000 deductible, we do not carry uninsured motorists. The cost is allocated by the number of vehicles and is also determined by the size and weight of the vehicle. Bialorucki said the insurance company does not require a list of potential drivers and run their driving record. Heath replied "no".

#### Finance/Administration

State Auditor Service: we budgeted \$34,000 and the cost was \$36,000.

Travel and Training: we brought CMI in to do training for two days at a cost of \$900 a day plus mileage.

#### Utilities Payable

An individual is receiving the \$25 internet reimbursement.

#### 1700 Engineering/City Engineer

Code Enforcement Department: changes in terms of salaries & benefits, the Front Desk person is in the City Manager category and reallocated 25% of the Engineering Tech's salary to the Zoning 100-3100 account is why a minus is showed.

Engineering Service Fees account is running low for design services \$50 in the hole.

#### 2100 Police/Safety Services

Payout for the Chief's retirement was not budgeted and he had quite a bit of sick time.

Equipment: the A/C unit went bad. Mazur said keep this in mind when we talk about building replacement.

#### 3100 Building Inspections/Building Code

Three (3) departments are impacted; City Manager, Engineering and Building & Zoning. A minus is shown because Tom was budgeted at full time with family benefits and the Code Enforcement position is part-time with no benefits. \$30,220.00 net total adjustments that is a savings.

#### 130 Economic Development

On the property sale there was the additional expenses agreed to on closing of \$750.

#### 170 Municipal Income Tax Fund

We are taking \$60,000 from the transfer account and moving that into the Income Tax Refund Account, this year we have higher than normal refunds through the same period last year.

#### 220 Recreation Fund

For the golf course they had to hire Nagel's to pull the equipment for the irrigation system \$5,300. Mazur said a special piece of equipment was needed.

The contract maintenance equipment account is short \$300.

\$4,100 for additional equipment, that is the money just donated for soccer goals.

243 refund escrow fund \$54,000. These are monies given to us when there is a major fire, we have had fires not appropriated for, we hold onto the money until the building is rebuilt or demolished.

272 Court Computerization Fund

The Judge bought equipment from the grant, that equipment had to be pre-approved therefore, the expenditure was disqualified but they had already bought the equipment.

Probation Officer adjustment \$1,630 between 277 and 275 fund.

272-275-287 funds are all self-funded and dictated by the ORC.

400 Capital Improvements:

1100-City Council \$7,500

2100-Police donation accepted other night

Building & Zoning equipment just bought for the new code enforcement position \$10,580

Electric Revenue \$53,000 from the AMPGS settlement appropriated to electric improvements to be used for street lighting project.

511 additional monies for the waterline in the downtown project \$215,000

Sanitation \$15,000 salaries and expenditures cost centers

Total supplemental \$434,140

Motion: Bialorucki

Second: Maassel

To recommend to Council to accept the second quarter budget adjustments as presented.

**Motion to Recommend Council Approve Second Quarter Budget Adjustments**

Roll call vote on the above motion:

Yea-Maassel, Bialorucki, Mires, Siclair

Nay-

**Passed  
Yea-4  
Nay-0**

**Motion to Adjourn**

Motion: Bialorucki

Second: Siclair

to adjourn the Finance and Budget Committee meeting at 7:10 pm.

**Passed  
Yea-4  
Nay-0**

Roll call vote on the above motion:

Yea-Maassel, Bialorucki, Mires, Siclair

Nay-

**Date Approved**

\_\_\_\_\_  
Jeff Mires, Chair



**MEEDER**  
INVESTMENT MANAGEMENT

# City of Napoleon

September 25, 2017 Investment Review

Prepared for

Greg Heath  
Finance Director  
City of Napoleon

# Economic Outlook

*Your guide to the markets*

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# FOMC STATEMENT HIGHLIGHTS

September 20, 2017



● THE FOMC LEFT THE FED FUNDS TARGET RANGE UNCHANGED AT 1.00% TO 1.25%

● FOMC PARTICIPANTS EXPECT TO RAISE RATES ONE MORE TIME IN 2017

● DECISION TO LEAVE THE TARGET RANGE UNCHANGED AND BEGIN \$10 BILLION BALANCE-SHEET RUNOFF IN OCTOBER WAS UNANIMOUS

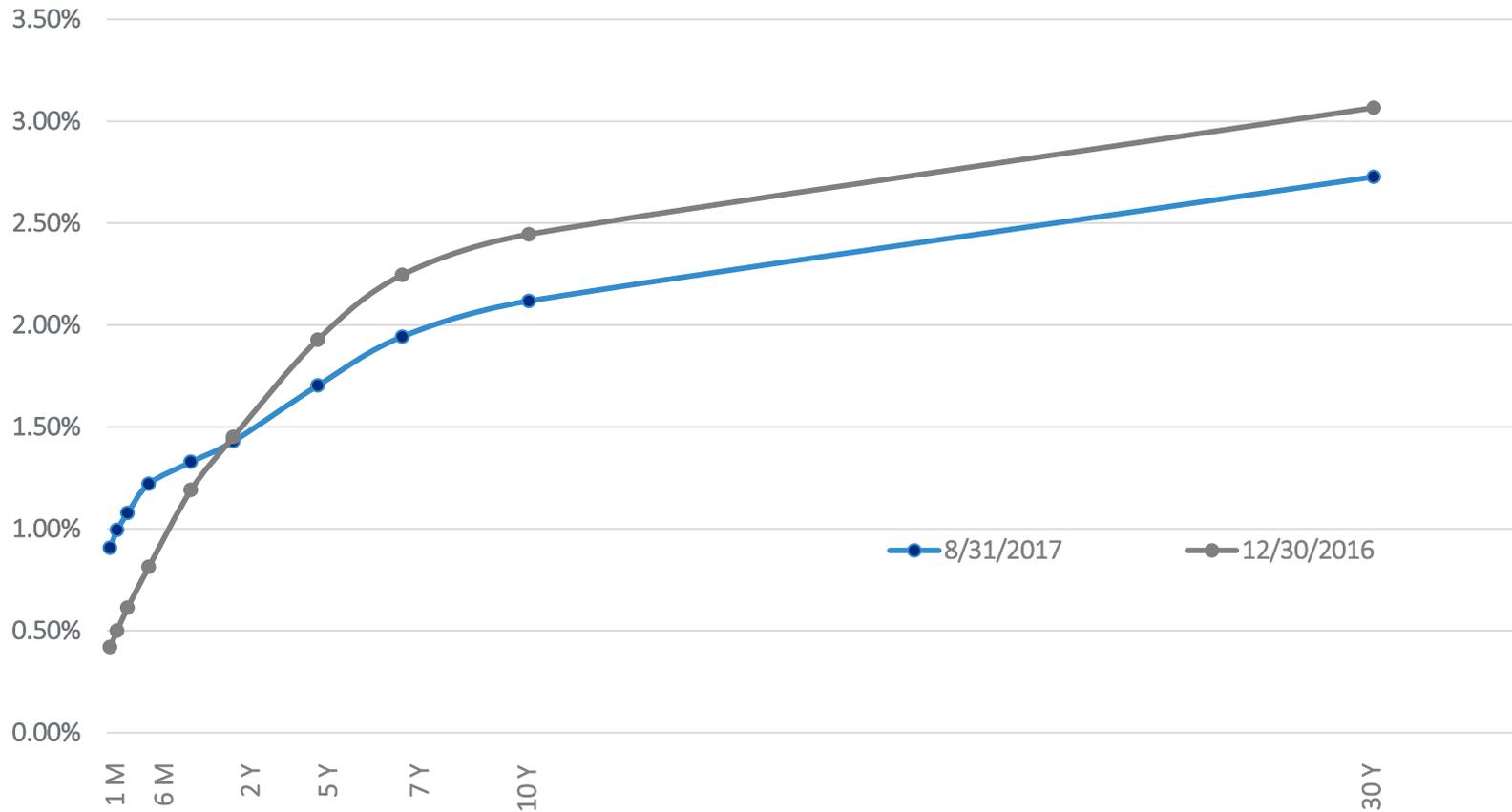
● STATEMENT HIGHLIGHTED “THAT HURRICANE DAMAGES WON’T DERAIL AN OTHERWISE HEALTHY ECONOMIC EXPANSION”

● GRADUAL RATE INCREASES WILL HELP TO “SUSTAIN A HEALTHY LABOR MARKET WITH EXPECTATIONS FOR INFLATION TO STABILIZE AROUND THE 2 PERCENT LONGER-RUN OBJECTIVE”

● “LABOR MARKET HAS CONTINUED TO STRENGTHEN” AND ECONOMIC ACTIVITY “HAS BEEN RISING MODERATELY SO FAR THIS YEAR”

Source: Federal Reserve

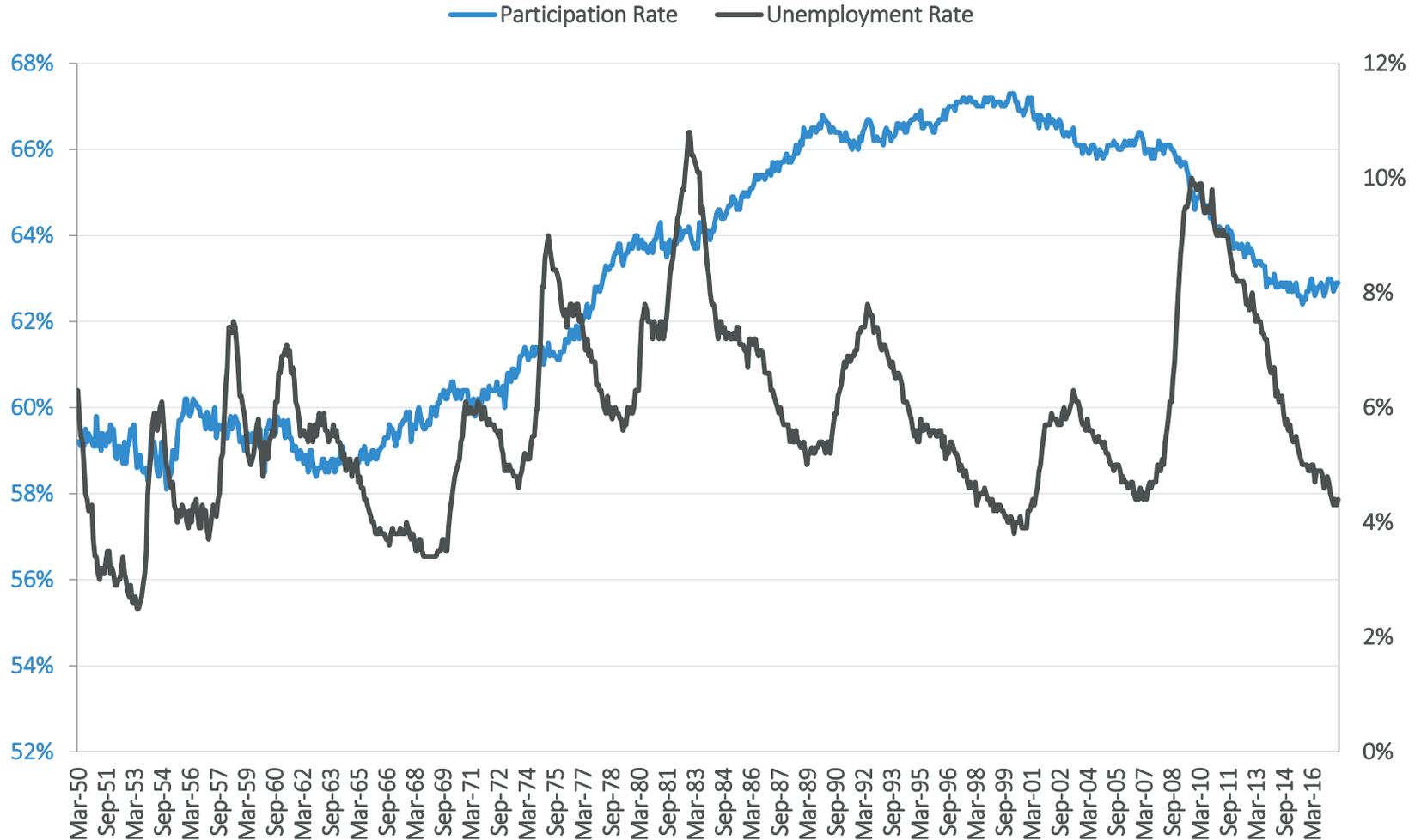
# YIELD CURVE COMPARISON



Source: Bloomberg

# UNEMPLOYMENT

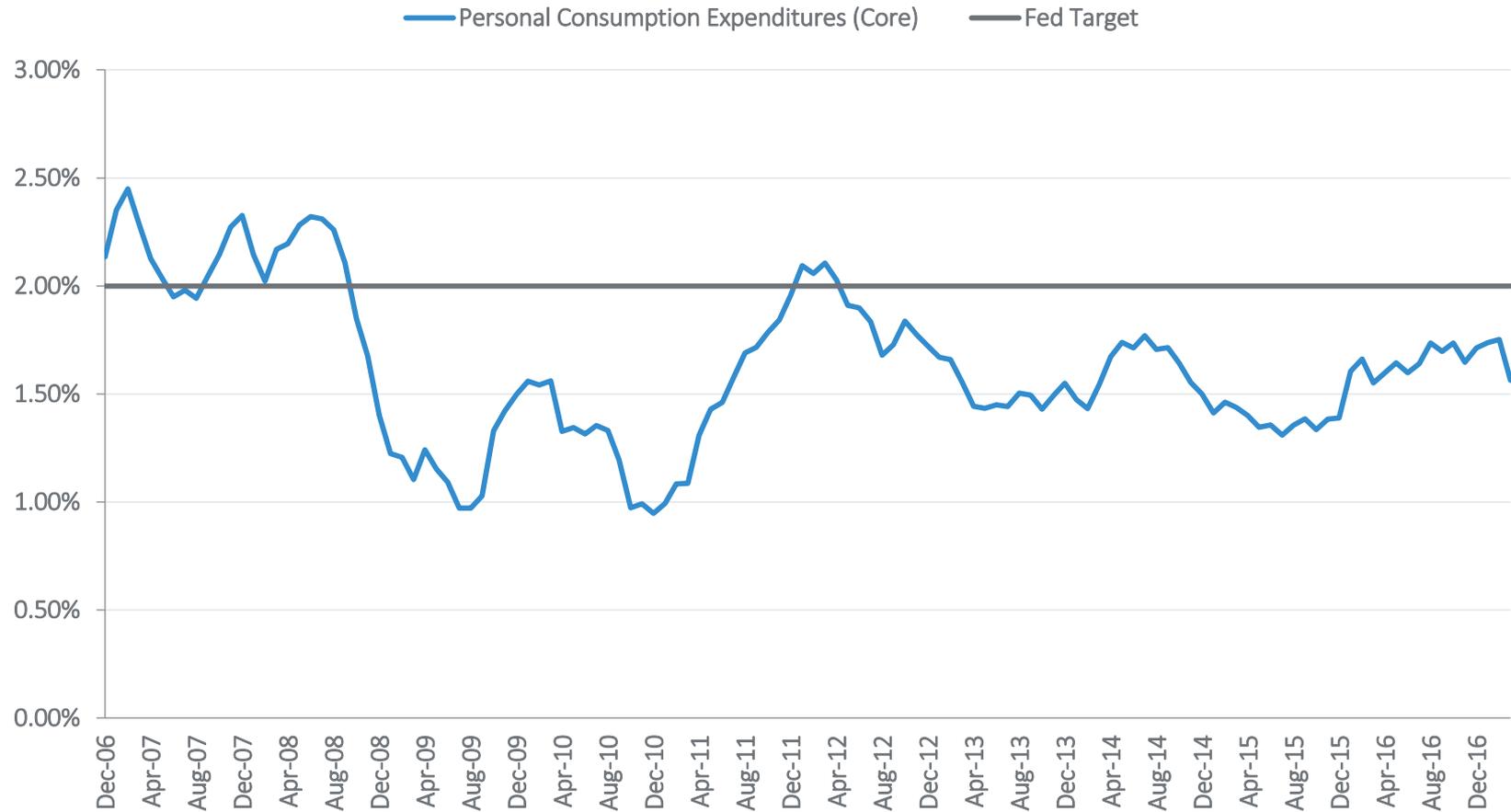
## Unemployment rate vs participation rate



Source: Bloomberg

# INFLATION

## Personal Consumption Expenditures (PCE)



Source: Bloomberg

# INFLATION OUTLOOK

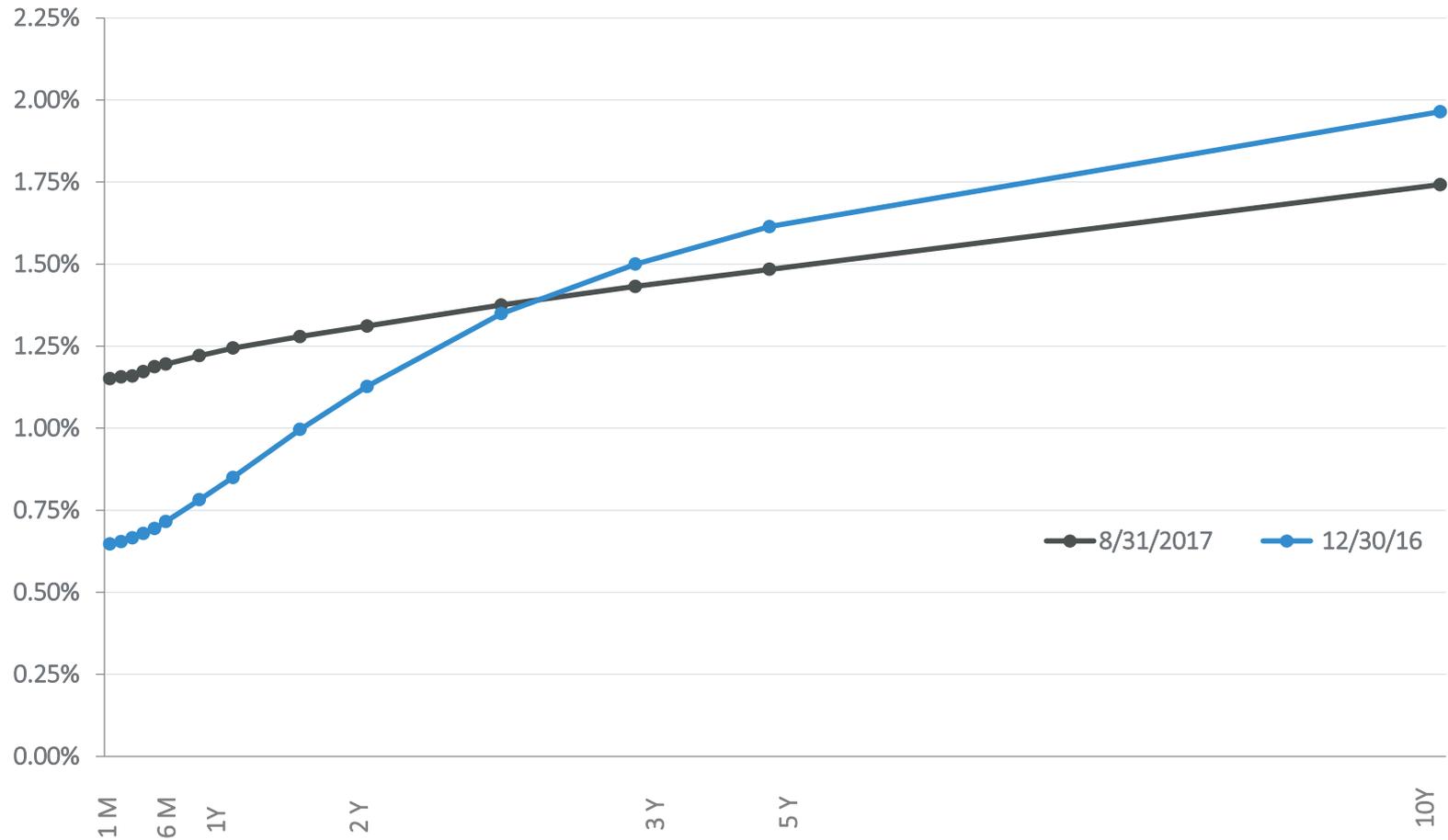
## U.S. 5-Year Breakeven Index



Source: Bloomberg

# INTEREST RATE OUTLOOK

## US Overnight Interest Rate Swaps



Source: Bloomberg

# Review & Recommendations

*Analysis specific to YOU*

# PORTFOLIO REVIEW

City of Napoleon portfolio as of 8/31/2017

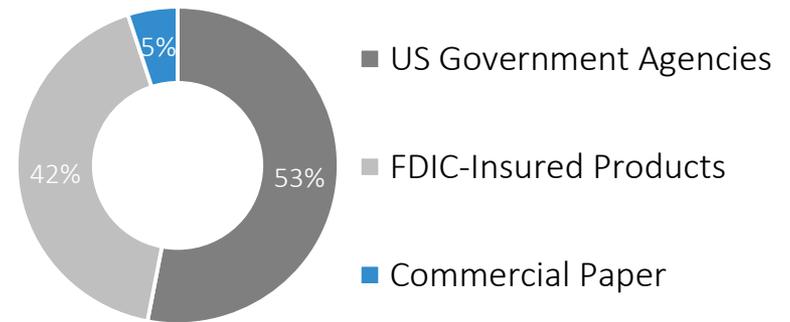
## Your Portfolio

Cash	\$4,817,618
Securities	\$22,360,000
Total Portfolio	\$27,177,618

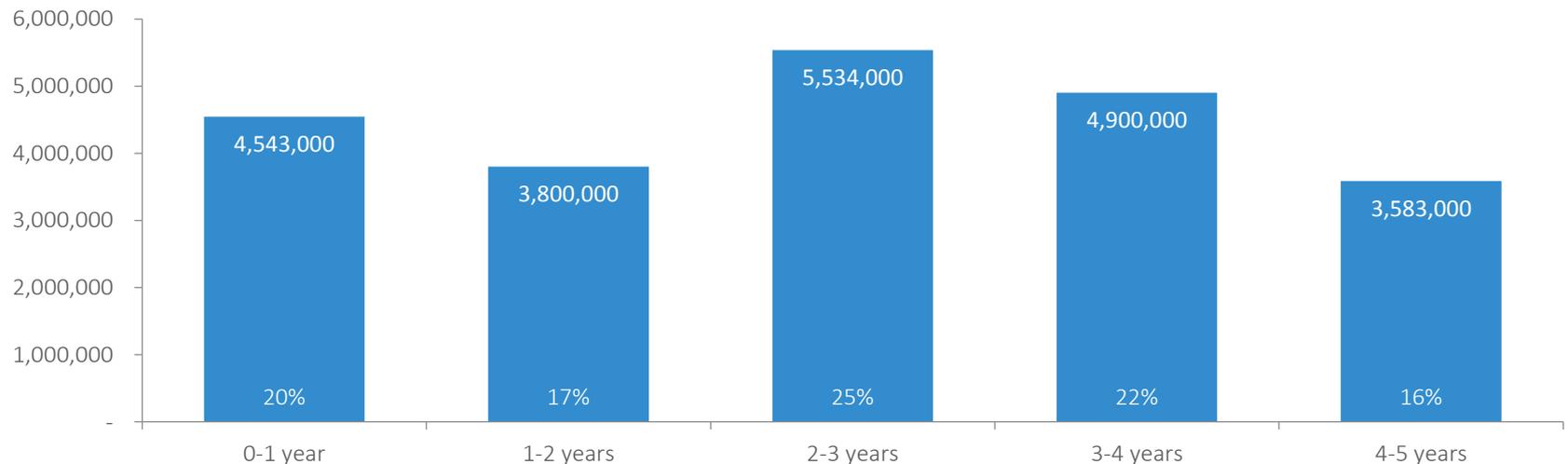
## Your Securities

Weighted Average Maturity	2.39 years
Weighted Average Yield on Securities	1.56%
Estimated Annual Interest Income	\$348,816

## Your Asset Allocation



## Your Maturity Distribution



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# DISCLOSURE

Meeder Public Funds, Inc. is a registered investment adviser with the Securities and Exchange Commission (SEC) under the Investment Advisers Act of 1940. Registration with the SEC does not imply a certain level of skill or training. The opinions expressed in this presentation are those of Meeder Public Funds, Inc. The material presented has been derived from sources considered to be reliable, but the accuracy and completeness cannot be guaranteed.

Past performance does not guarantee future results. Opinions and forecasts are all subject to change at any time, based on market and other conditions, and should not be construed as a recommendation of any specific security. Investing in securities involves inherent risks, including the risk that you can lose the value of your investment. Any forecast, projection, or prediction of the market, the economy, economic trends, and fixed-income markets are based upon current opinion as of the date of issue, and are also subject to change. Opinions and data presented are not necessarily indicative of future events or expected performance. Meeder Public Funds, Inc. cannot and does not claim to be able to accurately predict the future investment performance of any individual security or of any asset class. There is no assurance that the investment process will consistently lead to successful results. The investment return and principal value of an investment will fluctuate, thus an investor's shares, or units, when redeemed, may be worth more or less than their original cost.

**CITY OF NAPOLEON**

Consolidated Investment Portfolio  
As of Date: September 19, 2017 (trade date)



Par	Type	Coupon	Maturity Date	Settle Date	Cost	Yield to Maturity	Note/Call Feature	Safekeeping	CUSIP	Days to Maturity
<b>CASH ACCOUNTS</b>										
-			09/01/17	08/31/17	-	0.56%	PAIXX - PNC INS MMKT		999839244	1
1,998,114			08/07/17		1,998,114.00	0.62%	F & M Bank			1
785,399			08/07/17		785,399.00	0.00%	Huntington			1
2,029,443			08/07/17		2,029,443.00	0.90%	Waterford ICS			1
4,657			09/01/17	08/31/17	4,662.01	1.20%	STAR OHIO			1
<b>4,817,613</b>					<b>4,817,618.01</b>	0.64%	<b>Total of CASH ACCOUNTS</b>			1
<b>SECURITIES</b>										
1,000,000	CDARS	0.95%	09/28/17	10/01/15	1,000,000.00	0.95%		TriState		9
425,000	CP	0.00%	10/02/17	01/09/17	420,760.63	1.38%	BANK TOKYO	PNC	06538BX24	13
130,000	CP	0.00%	10/02/17	01/09/17	128,751.28	1.32%	CANADIAN IMP	PNC	13607EX20	13
248,000	CDARS	1.50%	01/02/18	12/31/14	248,000.00	1.50%	ALLY BK	PNC	02006LNA7	105
248,000	CDARS	1.10%	02/20/18	02/28/16	248,000.00	1.10%	SALLIE MAE BK	PNC	795450YF6	154
250,000	FHLMC	1.05%	02/26/18	02/26/16	250,000.00	1.05%	11/26/2017 Quarterly	PNC	3134G8M71	160
248,000	CDARS	1.10%	04/06/18	04/06/16	248,000.00	1.10%	WELLS FARGO	PNC	9497484K0	199
500,000	CP	0.00%	04/13/18	07/20/17	494,437.50	1.51%	JP MORGAN	PNC	46640QDD0	206
1,000,000	CDARS	1.15%	04/19/18	04/23/15	1,000,000.00	1.15%		Waterford		212
247,000	CD	1.75%	08/27/18	08/26/15	247,000.00	1.75%	CAP ONE, N.A.	PNC	14042E5Z9	342
247,000	CD	1.75%	08/27/18	08/26/15	247,000.00	1.75%	DISCOVER	PNC	254672UR7	342
1,000,000	CD	1.07%	10/20/18	10/20/15	1,000,000.00	1.07%		Henry Co		396
800,000	FHLMC	1.30%	05/24/19	05/31/16	800,000.00	1.30%	11/24/2017 Quarterly	PNC	3134G9MU8	612
200,000	CD	1.30%	05/28/19	05/26/16	200,000.00	1.30%	WORLD FOREMST	PNC	981571CM2	616
1,250,000	FNMA	1.25%	07/26/19	07/26/16	1,250,000.00	1.25%	10/26/2017 Quarterly	PNC	3136G3D51	675
550,000	FHLMC	1.30%	09/20/19	09/20/16	550,000.00	1.30%	9/20/2017 Quarterly	PNC	3134GALQ5	731
1,000,000	CDARS	1.23%	09/26/19	09/29/16	1,000,000.00	1.23%	FARM & MERCH	F&M		737
248,000	CD	1.35%	09/30/19	09/30/16	248,000.00	1.35%	JP MORGAN CALLABLE 09/30/17	PNC	48126XFW0	741
800,000	FHLMC	1.30%	10/18/19	10/18/16	800,000.00	1.30%	10/18/2017 Quarterly	PNC	3134GASQ8	759
249,000	CD	1.50%	10/28/19	10/27/15	249,000.00	1.50%	COMMUNITY ST CALLABLE 07/27/17	PNC	20404YBJ3	769
500,000	FNMA	1.30%	10/28/19	10/28/16	500,000.00	1.30%	10/28/2017 Quarterly	PNC	3135G0R21	769
248,000	CD	1.50%	10/29/19	10/29/15	248,000.00	1.50%	ENERBANK	PNC	29266NS99	770
249,000	CD	1.50%	10/29/19	10/29/15	249,000.00	1.50%	IROQUOIS CALLABLE 07/29/17	PNC	46355PBT4	770
249,000	CD	1.50%	10/30/19	10/30/15	249,000.00	1.50%	COMMERCE BK CALLABLE 07/30/17	PNC	20056QPC1	771
247,000	CD	2.20%	12/24/19	12/24/14	247,000.00	2.20%	CIT BANK	PNC	17284C6R0	826
247,000	CD	2.20%	12/24/19	12/24/14	247,000.00	2.20%	GOLDMAN SACHS	PNC	38148JFH9	826
250,000	FNMA	1.45%	07/28/20	07/28/16	250,000.00	1.45%	10/28/2017 Quarterly	PNC	3136G3P41	1043
247,000	CD	1.90%	08/18/20	08/18/17	246,506.00	1.97%	BMW BANK	PNC	05580AKA1	1064

## CITY OF NAPOLEON

Consolidated Investment Portfolio  
As of Date: September 19, 2017 (trade date)

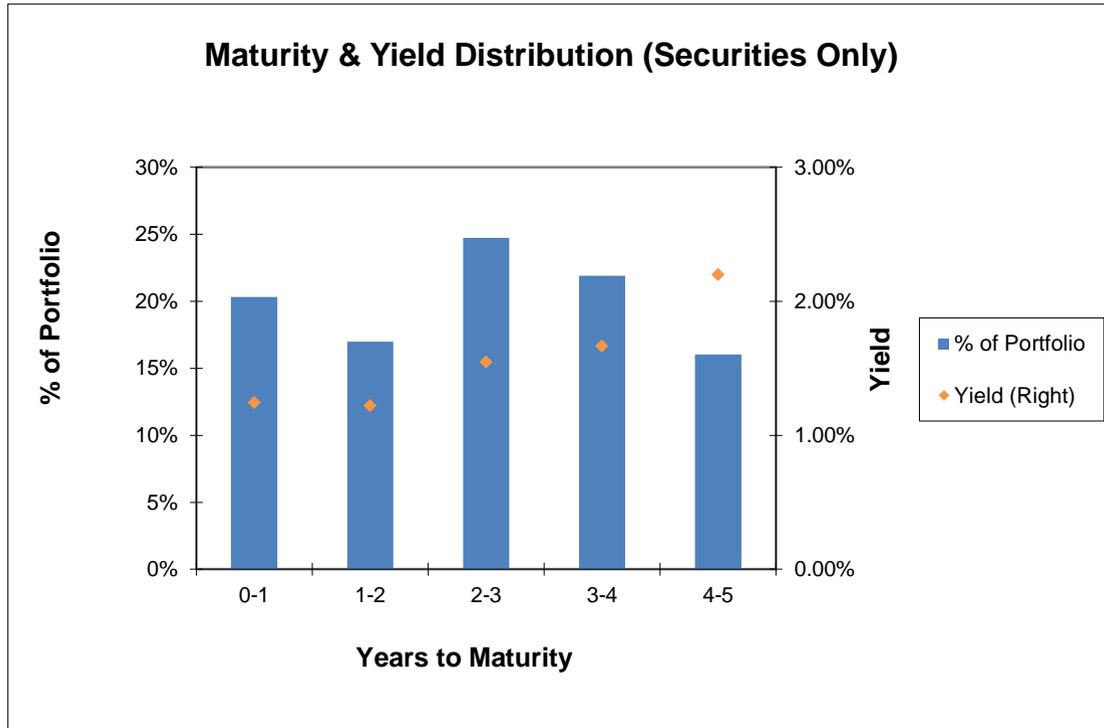


247,000	CD	1.85%	08/18/20	08/18/17	246,570.22	1.91%	COMMTY TRUST	PNC	20416LAC3	1064
249,000	CD	1.90%	08/25/20	08/25/17	248,626.50	1.96%	TX EXCHANGE CALLABLE 02/25/18	PNC	88241TBW9	1071
249,000	CD	1.90%	08/28/20	08/28/17	248,626.50	1.95%	COMENITY CAP	PNC	20033AWD4	1074
255,000	FHLMC	1.70%	08/28/20	08/28/17	255,000.00	1.70%	2/28/2018 Quarterly	PNC	3134GBD33	1074
1,500,000	FHLMC	1.50%	09/30/20	09/30/16	1,500,000.00	1.50%	9/30/2017 Quarterly	PNC	3134GANX8	1107
1,500,000	FNMA	1.50%	09/30/20	09/30/16	1,500,000.00	1.50%	9/30/2017 Quarterly	PNC	3136G4AL7	1107
247,000	CD	2.25%	05/17/21	05/17/17	247,000.00	2.25%	CAP ONE, USA	PNC	1404202U3	1336
653,000	FHLMC	2.00%	05/24/21	05/24/17	653,000.00	2.00%	11/24/2017 Quarterly	PNC	3134GBMQ2	1343
1,000,000	FNMA	1.80%	06/02/21	06/02/16	1,000,000.00	1.80%	9/2/2017 Quarterly	PNC	3136G3RJ6	1352
745,000	FHLB	2.05%	12/22/21	12/22/16	745,000.00	2.05%	12/22/2017 Quarterly	PNC	3130AAF37	1555
495,000	FHLMC	2.21%	03/29/22	06/20/17	497,466.96	2.21%	9/29/2017 Quarterly	PNC	3134GBEL2	1652
500,000	FFCB	2.20%	05/16/22	06/14/17	500,855.56	2.20%	9/11/2017 Continuous	PNC	3133EHJQ7	1700
247,000	CD	2.40%	05/17/22	05/17/17	247,000.00	2.40%	AMEX BANK FSB	PNC	02587CEZ9	1701
247,000	CD	2.40%	05/17/22	05/17/17	247,000.00	2.40%	AMEX CENT BK	PNC	02587DT32	1701
247,000	CD	2.40%	05/19/22	05/19/17	247,000.00	2.40%	SYNCHRONY	PNC	87165EL96	1703
605,000	FHLB	2.16%	07/20/22	08/07/17	605,526.35	2.16%	10/20/2017 Quarterly	PNC	3130ABUQ7	1765
247,000	CD	2.20%	09/14/22	09/18/17	245,765.00	2.31%	TIAA FSB	PNC	87270LAT0	1821
250,000	FHLB	2.00%	09/19/22	09/19/17	250,000.00	2.00%	3/19/2018 Quarterly	PNC	3130ACER1	1826
<b>22,360,000</b>					<b>22,349,892.50</b>	1.56%	<b>Total of SECURITIES</b>			873
<b>27,177,613</b>					<b>27,167,510.51</b>	1.40%	<b>GRAND TOTAL</b>			719

**Note: Cost includes outstanding accrued interest as follows:**

495,000	FHLMC	2.21%	03/29/22	06/20/17	2,466.96				3134GBEL2
500,000	FFCB	2.20%	05/16/22	06/14/17	855.56				3133EHJQ7
605,000	FHLB	2.16%	07/20/22	08/07/17	617.10				3130ABUQ7
					<u>3,939.62</u>				

**CITY OF NAPOLEON**  
 Consolidated Investment Portfolio  
 As of Date: September 19, 2017 (trade date)



<b>DIVERSIFICATION BY ASSET CLASS</b>		
	<b>Par</b>	<b>%</b>
<b>CASH EQUIVALENTS</b>	\$ 4,817,613	17.7%
<b>US TREASURY</b>	\$ -	0.0%
US Treasury	\$ -	0.0%
<b>AGENCIES</b>	\$ 11,903,000	43.8%
FNMA	\$ 4,500,000	16.6%
FHLMC	\$ 5,303,000	19.5%
FHLB	\$ 1,600,000	5.9%
FFCB	\$ 500,000	1.8%
<b>CERTIFICATES OF DEPOSIT</b>	\$ 9,402,000	34.6%
CD	\$ 9,402,000	34.6%
<b>OTHER</b>	\$ 1,055,000	3.9%
CP	\$ 1,055,000	3.9%
BA	\$ -	0.0%
Other	\$ -	0.0%
<b>GRAND TOTAL</b>	<b>\$ 27,177,613</b>	<b>100.0%</b>

## NON-DISCRETIONARY INVESTMENT MANAGEMENT AGREEMENT

This Non-Discretionary Investment Management Agreement ("Agreement") is effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 2017 ("Effective Date"), by and between Meeder Public Funds, Inc. ("Meeder") and \_\_\_\_\_ City of Napoleon \_\_\_\_\_ ("Client").

In consideration of the mutual promises, covenants, and undertakings set forth herein, the parties hereby agree as follows:

1. Appointment of Manager. Client appoints Meeder as non-discretionary investment manager to manage the assets ("Services") in Client's non-discretionary advisory account (the "Account"). Meeder shall provide advice only with respect to assets in the Account and shall have no responsibility for the actions or non-actions of predecessor investment advisers or for the management of any assets other than the assets allocated to the Account. All Services shall be performed in accordance with the terms and conditions of this Agreement. Custody and possession of Account assets and collection of income shall be the sole obligation of the Account's separately appointed "qualified custodian" as that term is defined in Rule 206(4)-2 under the Investment Advisers Act of 1940 (the "Custodian").

2. Acceptance of Appointment. Meeder accepts its appointment as investment manager for the Account. Meeder shall invest, reinvest and manage the securities, cash and/or other assets of the Account subject to final approval by the Client and the investment policies (the "Investment Guidelines") as provided by Client and delivered to Meeder. Client may amend the Investment Guidelines upon written notice to Meeder at least ten (10) days in advance of such change.

As a condition of its acceptance of appointment, Meeder shall be entitled to rely on such financial and other information relating to investment of Account assets as it may receive from time to time from Client. Client will promptly inform Meeder of any material change in Client's financial circumstances or objectives, policies or restrictions and shall promptly respond to reasonable requests by Meeder for information regarding any such changes. Client further agrees that Meeder shall not have any liability for Client's failure to inform Meeder of material changes in Client's financial circumstances, which may affect the manner in which the Client's assets are allocated.

3. Trading Authorization. Client grants Meeder non-discretionary trading authority and appoints Meeder as agent and attorney-in-fact with respect to investments on behalf of the Account. Meeder shall carry out such trading (i) so long as Meeder's appointment under Section 1 above remains in effect, and (ii) in conformance with the final approval provided by the Client and the written criteria Client may provide to Meeder from time to time. Pursuant to such authorization, Meeder may direct the purchase, sale, exchange, conversion or other acquisition or disposition of securities and other investments in the Account, as well as arrange for delivery and payment, and act on behalf of Client in all other matters incidental to the handling of Account investments. Client grants Meeder full authorization to issue such instructions, and engage in such transactions, as may be appropriate in connection with the management of the Account.

4. Execution Services. Meeder will use the execution services of such broker-dealers as it may select from time to time, which will be entitled to compensation for their services, to effect transactions for the purchase and/or sale of securities and other investments by the Account. In connection with transactions effected for the Account, Client authorizes Meeder to establish and trade in accounts in its name or the name of the Account with members of national or regional securities exchanges, including "omnibus" accounts established for the purpose of combining orders for more than one client.

In selecting brokers through which transactions for client accounts will be executed, Meeder's primary consideration will be the broker's ability to provide best execution of trades. In making a decision about best execution (and subject to section 28(e) of the Securities Exchange Act of 1934, as amended), Meeder may consider a number of factors including, but not limited to, trade price and commission, quality of research, and brokerage services the broker may provide. The responsibility to obtain best execution shall not be deemed to obligate Meeder to solicit competitive bids for each transaction.

Client transactions to buy and sell securities in the Account will be executed through broker-dealers selected by Meeder unless otherwise instructed by Client. Client may direct that Meeder execute transactions through specific broker-dealers in connection with a discount brokerage or directed brokerage program established by Client. Client acknowledges that by directing brokerage to a particular broker-dealer it may forego any benefits from savings on execution costs that Meeder may obtain for its other clients through volume

discounts on aggregated orders and may pay higher commission rates than other clients of Meeder.

5. Fees. Client shall pay Meeder a fee ("Fee") for the Services provided. The Fee for Services shall be \$14,600 annually.

Fee shall be paid either  monthly or  quarterly ("Billing Period"), as selected. At the conclusion of each Billing Period, Meeder shall submit to Client a written invoice for the Fee amount. The Fee will be  deducted directly from Client's Account with the Custodian or  invoiced directly to Client, as selected. Client is responsible for verifying the accuracy of the Fee calculation and notifying Meeder of any exceptions or objections within thirty (30) days from the billing date. If Client chooses to be invoiced directly and the Fee is not paid by Client within thirty (30) days after it is billed, Meeder may deduct the Fee directly from the Account with the Custodian. Client hereby authorizes Custodian to deduct and pay Fee from the Account with the Custodian to Meeder, as selected or agreed to herein.

6. Reports and Consent to Electronic Delivery. Meeder will provide Client with quarterly consolidated holdings reports, unless Client and Meeder mutually agree otherwise. All confirmations with respect to security transactions, proxies, reports and the like shall be sent to Meeder. Client consents to electronic delivery of all documents from Meeder, including but not limited to a copy of the executed Agreement, statements, confirmations, Meeder's Form ADV Part 2, and other general communications.

7. Custody. Meeder will not take physical custody or control of assets at any time or under any circumstances. Client may elect to use the services of the Custodian of Client's choice. Client will notify Meeder in writing of the Custodian's name, address and the manner in which the Account assets will be maintained. Client acknowledges that it receives, or will receive from the Custodian, at least quarterly, an Account statement that identifies the assets in the Account with the Custodian at the end of the period and that lists all transactions (including Fee deductions, if applicable) in the Account for the period. Client agrees to direct the Custodian to provide copies of all confirmations with respect to security transactions, reports, periodic Account statements and the like to Meeder to enable Meeder to reconcile its records with those of the Custodian.

8. Confidentiality. Meeder may disclose the information it collects regarding Client to companies (including affiliates) that perform services on Meeder's behalf for Client, including those that assist Meeder in responding to inquiries, processing transactions, preparing and mailing account statements, and providing other forms of customer servicing. Otherwise, all information and advice furnished by Client or Meeder to the other, with respect to the Account, or other matters pertaining to this Agreement, shall be treated as confidential and shall not be disclosed to third parties except as otherwise required by law, as agreed to in writing by Client or as necessary to carry out the responsibilities set forth in this Agreement. Notwithstanding the foregoing, Client consents to the use of Client's name in Meeder's (or its affiliates') sales and marketing material solely for the purpose of identifying the Client as an investment advisory client. For more detail, see Meeder's Privacy Policy attached as Exhibit A.

9. Non-exclusive Contract. Client understands that Meeder serves as investment adviser for other clients and will continue to do so. Client also understands that Meeder, its personnel and affiliates ("Affiliated Persons") may give advice or take action in performing their duties to other clients, or for their own accounts, that differ from advice given to or action taken for Client. Meeder is not obligated to buy, sell or recommend for Client any security or other investment that Meeder or its Affiliated Persons may buy, sell or recommend for any other client or their own accounts.

10. Risk Acknowledgment; Limitation of Liability. Meeder does not guarantee the future performance, or any specific level of performance, of the investments recommended by Meeder and selected by Client, the success of Meeder's investment decisions or strategy, or the success of Meeder's overall management of the Account. Client acknowledges that the Account may fluctuate in value and may incur losses if an investment was to default, or the Client elects to sell an investment prior to maturity. An Account's past performance is not a guarantee of future performance. Client understands that investment decisions made for Client's Account by Meeder are subject to various market, currency, economic, political and business risks, and that investment recommendations will not always be profitable. Client acknowledges that periods of over-performance and under-performance are part of every investment strategy. Client acknowledges that the risks and parameters of their chosen investments have been disclosed to them and acknowledge that they can change their Investment Guidelines at any time by written notice to Meeder.

Except for negligence, malfeasance or violation of applicable law, neither Meeder nor its officers, directors or employees shall be liable to Client for any action performed, or omitted to be performed or for any errors of judgment in managing the Account. Nor shall Meeder be liable to Client for any act or failure to act by any other third party. The federal securities laws impose liabilities under certain circumstances on persons even when they act in good faith. Therefore, nothing in this Agreement shall in any way constitute a waiver or limitation of any rights that Client may have under any federal or state securities laws.

11. Meeder Representations. Meeder represents that it is a registered investment adviser under the Investment Advisers Act of 1940, as amended.

12. Client Representations and Acknowledgments. Client represents and acknowledges that: (i) Client is the sole owner of the Account assets, and has full power and authority to enter into this Agreement and to commit the assets to Meeder's management and supervision; (ii) when duly executed and delivered by the parties hereto, this Agreement shall constitute a valid and legally binding obligation of the Client; (iii) Client has received Part II of Meeder's current Form ADV; (iv) any information provided to Meeder will, at all times, be substantially accurate and complete and Meeder may rely on such information in performing its obligations under this Agreement; and (v) Client has received a copy of Meeder's Privacy Policy attached as Exhibit A.

13. Other Legal Actions. Client agrees that Meeder will not advise or act for Client in any legal proceedings, including bankruptcies or class actions, involving securities held or previously held by the Account or the issuers of such securities.

14. Assignment; Amendment. This Agreement may not be assigned (within the meaning of the Investment Advisers Act of 1940, as amended) by either party without the consent of the other party. Meeder will provide Client at least thirty (30) days prior written notice of any assignment, and Client's consent will be presumed unless Client notifies Meeder otherwise in writing prior to the date of the assignment indicated on the notice. This Agreement may be amended by Meeder with thirty (30) days prior written notice to Client and may be amended immediately upon notice to the extent reasonably required to satisfy federal or state regulatory requirements.

15. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Ohio without giving effect to any conflict or choice of law provisions of that State, provided that nothing in this Agreement will be construed in any manner inconsistent with any applicable federal laws or regulations.

16. Notices. All notices shall be in writing and deemed to have been given when personally delivered or sent by U.S. registered or certified mail or electronic mail. Notice to Meeder shall be sent to Meeder Public Funds, Inc., 6125 Memorial Drive, Dublin, Ohio 43017. Notice to Client shall be sent to the address listed on the signature line. Any notice, demand, consent or communication given hereunder in the manner required above shall be deemed to have been affected and received as of the date personally delivered or, if so mailed, as of the date specified on the receipt.

17. Term and Termination. This Agreement will continue under the terms and conditions agreed to by both parties until either Client or Meeder receives from the other written notice of termination. This Agreement may be terminated by either party for any or no reason upon delivery by first class U.S. mail, postage prepaid, or delivery by hand, of a written "Notice of Termination" to the other party at least thirty (30) days prior to the date of the intended early termination of this Agreement. Termination of this Agreement will not affect the status, obligations or liabilities of the parties to this Agreement that arose prior to such termination. Upon Meeder's receipt of the Notice of Termination, Meeder will have no obligation to recommend or take any action with regard to the securities, cash or other investments in the Account and shall have no liability for investment losses incurred after termination of Meeder. Meeder is authorized to complete transactions in progress, but shall not begin any new transactions. The provisions of Section 5, 7 and 9 above shall survive the termination of this Agreement.

18. Miscellaneous. If any provision of this Agreement is or should become inconsistent with any law or rule of any governmental or regulatory body having jurisdiction over the subject matter of this Agreement, the provision will be deemed to be rescinded or modified in accordance with any such law or rule. In all other respects, this Agreement will continue and remain in full force and effect. No term or provision of this Agreement may be waived or changed except in writing signed by the party against whom such waiver or change is sought to be enforced. Neither Meeder's failure to insist at any time on strict compliance with this Agreement, nor the continued course of such conduct on its part, will constitute or be considered a waiver by Meeder of any of its rights or privileges. This Agreement supersedes all prior agreements and understandings (whether written or oral) between Meeder and the Client with respect to the subject matter hereof. This Agreement may be executed in several counterparts, each of which shall be an original, but all of which shall constitute one and same instrument.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers or agents to become effective as of the day and year first written above.

**CLIENT:** \_\_\_\_\_ CITY OF NAPOLEON \_\_\_\_\_

**AGREED and ACCEPTED**

By: \_\_\_\_\_

**MEEDER PUBLIC FUNDS, INC.**

Printed Name: \_\_\_\_\_ Gregory J. Heath \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_ Finance Director/Clerk of Council \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_ 255 Riverview \_\_\_\_\_

\_\_\_\_\_ P.O. Box 151 \_\_\_\_\_

\_\_\_\_\_ Napoleon, OH 43545 \_\_\_\_\_

Email: \_\_\_\_\_ gheath@napoleonohio.com \_\_\_\_\_

Fed ID No: \_\_\_\_\_ 34-6400941 \_\_\_\_\_

## Exhibit A

### Meeder Investment Management, Inc.

#### Privacy Policy

In order to enhance our ability to provide you with the best service possible, Meeder Investment Management, Inc. and its affiliates related by common control including Meeder Public Funds, Inc., Productive Capital Management, Meeder Asset Management, Inc., Meeder Advisory Services, Inc., Adviser Dealer Services, and Mutual Funds Service Company (referred to as “Meeder”, “we” or “us”) collect, use, and share certain information about you. This policy explains what information we collect and with whom we share it. The practices described in this policy are applicable to all consumers, including current and former customers, who do business with us. The policy also explains how we protect the security and confidentiality of our customer information.

#### A. INFORMATION WE COLLECT AND SOURCES OF INFORMATION

We may collect information about Meeder customers to help service and manage your account and to assist in offering services and products you may find valuable. We collect this information from a variety of sources, including:

- Information we receive from you on account application and other forms (e.g., your name, address, date of birth, social security number, and investment information);
- Information about your transactions and experiences with us (e.g., your account balance, transaction history, and investment selections); and
- Information we obtain from third parties regarding their brokerage, investment advisory, custodial, or other relationship with you (e.g., your account number, account balance, and transaction history).

#### B. INFORMATION WE SHARE WITH SERVICE PROVIDERS

We may disclose all of the information we collect, as described in paragraph A, to companies (including affiliates) that perform services on our behalf, including those that assist us in responding to inquiries, processing transactions, preparing and mailing account statements, and other forms of customer servicing.

#### C. INFORMATION WE SHARE WITH AFFILIATES

Our affiliates are financial service providers that offer transfer agency, customer accounting, administrative, customer servicing, investment advisory, brokerage, and other financial services. In addition to the information we share with affiliates that provide services to us, we may share information described in paragraph A among affiliates to better assist you in achieving your financial goals.

#### D. INFORMATION WE SHARE WITH NONAFFILIATED THIRD PARTIES

We do not disclose any nonpublic personal information about our customers or former customers to nonaffiliated third parties, except as described in paragraph B above and as required or permitted by law.

#### E. SECURITY AND CONFIDENTIALITY OF YOUR INFORMATION

We maintain policies, and require all nonaffiliated third parties to maintain policies, to safeguard customer information. We restrict access to nonpublic personal information about you to those employees (or people working on our behalf and under confidentiality agreements) who need to know that information in order to provide products and services to you. We also maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

#### F. CHANGES TO THIS POLICY

We may amend this policy at any time, and we will notify you of changes to its terms and conditions. In addition, we will provide customers a copy of this policy annually.

# City of Napoleon, Ohio - Investment Policy



## CITY OF NAPOLEON, OHIO

# INVESTMENT POLICY

## IP16-0003

ORDINANCE EFFECTIVE DATE – June 15, 2016

Policy Updates: - New Policy by Ordinance No. 013-16, passed 05/16/2016

NEW POLICY APPROVED AND ADOPTED BY CITY COUNCIL  
IN ORDINANCE NO. 013-16, passed 05/16/2016, Effective 06/15/2016

Repealing Ordinance 87-99, Passed November 15, 1999,  
INCLUDING ALL SUBSEQUENT AMENDMENTS THEREIN MADE BY MOTION OR LEGISLATION

Subsequent Policy Updates and Changes shall be approved by simple Motion of Council.

CITY OF NAPOLEON, OHIO  
255 WEST RIVERVIEW AVENUE  
P.O. BOX 151  
NAPOLEON, OHIO 43545-0151  
PHONE: (419) 599-1235  
FAX: (419) 599-8393  
E-MAIL: [gheath@napoleonohio.com](mailto:gheath@napoleonohio.com)

# City of Napoleon, Ohio - Investment Policy

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# City of Napoleon, Ohio - Investment Policy

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## APPENDIX'S ATTACHED:

- APPENDIX A - Chart of Accounts - Fund Listing
- APPENDIX B - Ordinance Authorizing Crediting of Interest
- APPENDIX C - Authorization to Invest (City and State Code Sections)
- APPENDIX D - Procedures Manual
- APPENDIX E - Ohio Ethics Law
- APPENDIX F - Authorized Brokers/Dealers, Banks and Advisors
- APPENDIX G - Ordinance Adopting Investment Policy

# City of Napoleon, Ohio - Investment Policy

## **POLICY 0.0 PREFACE:**

This document known as the Investment Policy (hereinafter referred to as **POLICY**), of the City of Napoleon, Ohio (hereinafter referred to as **CITY**), has been adopted and formally approved by the Legislative Body of the CITY, its City Council (hereinafter referred to as **COUNCIL**), in conjunction with the Revised Code of the State of Ohio as amended (hereinafter referred to as **ORC**), will govern the investments and the investment activities of the CITY.

## **POLICY 1.0 INVESTMENT POLICY MISSION STATEMENT:**

It is the **POLICY** of the CITY to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the CITY, and conforming to all ORC and CITY statutes governing the investment of public funds.

## **POLICY 2.0 SCOPE:**

This **POLICY** applies to all financial assets of the CITY. These funds are accounted for in the CITY's Comprehensive Annual Financial Report (hereinafter referred to as **CAFR**), and includes the following categories of funds:

### **2.1 Fund Categories:**

- 1) General Funds
- 2) Special Revenue Funds
- 3) Debt Service Funds
- 4) Capital Project Funds
- 5) Enterprise Funds
- 6) Internal Service and Agency Funds

See "**APPENDIX A**" for a detailed listing of Fund Numbers and Names. Fund income allocation is authorized by a separate City Ordinance and is attached as "**APPENDIX B**". These Appendixes shall be deemed automatically updated from time-to-time as funds are added or deleted. All new funds are established and approved by **COUNCIL**, or by State Legislative Action pursuant to the ORC.

## **POLICY 3.0 PRUDENCE AND DUE DILIGENCE:**

Investments will be made with judgment and care--under circumstances then prevailing--which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

### **3.1 Prudence:**

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.

# City of Napoleon, Ohio - Investment Policy

## **3.2 Due Diligence:**

Investment officials acting in accordance with written procedures of this INVESTMENT POLICY, and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

## **POLICY 4.0 OBJECTIVE:**

The primary objectives, in priority order, of the CITY's investment activities shall be **Safety, Liquidity and Return on Investment:**

### **4.1 Safety:**

Safety of principal is the foremost objective of the investment program. Investments of the CITY shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will include steps to mitigate credit risk and interest rate risk.

1.) Credit Risk - the CITY will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

A - Limiting investments to the safest types of securities;

B - Diversifying the investment portfolio so that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

2.) Interest Rate Risk - the CITY will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

A - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operation, thereby avoiding the need to sell securities on the open market prior to maturity;

B - Investing a portion of operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

### **4.2 Liquidity:**

The CITY's investment portfolio will remain sufficiently liquid to enable the CITY to meet all operating requirements which might be reasonably anticipated.

### **4.3 Return on Investment:**

The CITY's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the CITY's investment risk constraints and the cash flow characteristics of the portfolio.

# City of Napoleon, Ohio - Investment Policy

## **POLICY 5.0 DELEGATION OF AUTHORITY AND INVESTMENT PROCEDURES:**

Authority to manage the CITY's investment program is derived from the following: City Charter, Article 5, Section 5.03 and City Administrative Code of Ordinances - Chapter 137 all sections, and related sections of the ORC Chapters 135 and 731 (Sections 135.14 through 135.182, and Sections 731.57 to 731.59). All items listed are attached as "**APPENDIX C**". This Appendix shall be deemed updated from time-to-time as changes occur to those sections listed.

### **5.1 Management Responsibility:**

Management responsibility for the investment program is hereby delegated to the Finance Director (hereinafter referred to as **DIRECTOR**), who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Pursuant to Section 137.03 of the City Administrative Code, in the absence of the DIRECTOR, the designated ACTING FINANCE DIRECTOR is authorized to take those actions on behalf of the CITY that are delegated to the DIRECTOR.

The DIRECTOR and his/her Assistants shall participate in any beginning and/or continuing education training programs sponsored by the Treasurer of the State of Ohio, the Auditor of State of Ohio, or any professional association such as the Government Finance Officers Association (GFOA) or the Ohio Association of Public Treasurers (OAPT). Through participation in such programs, the DIRECTOR and his/her Assistants will develop and maintain an enhanced background and working knowledge in investment, cash management, and ethics.

### **5.2 Investment Procedures:**

The DIRECTOR shall establish written procedures for the operation of the investment program consistent with this POLICY. The procedures should include reference to: safekeeping, PSA repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. The ACTING FINANCE DIRECTOR is authorized to execute investment transactions, or delegate such authority, in the absence of the DIRECTOR. No person may engage in an investment transaction except as provided under the terms of this POLICY and following the procedures established by the DIRECTOR. Procedures are attached as "**APPENDIX D**". This Appendix shall be deemed updated from time-to-time as changes occur.

## **POLICY 6.0 ETHICS AND CONFLICTS OF INTEREST:**

### **6.1 Ethics:**

All State of Ohio ORC Ethics Laws and related statutes, see attached "**APPENDIX E**", shall apply to those with the responsibility and authority of investment transactions. This Appendix shall be deemed updated from time-to-time as changes occur.

# City of Napoleon, Ohio - Investment Policy

## **6.2 Conflicts of Interest:**

Investment officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment officials and employees shall disclose to COUNCIL any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the CITY.

## **POLICY 7.0 AUTHORIZED FINANCIAL DEALERS, ADVISORS & INSTITUTIONS:**

The DIRECTOR will maintain a list of Financial Institutions and Advisors authorized to provide investment services to the City. See attached list “**APPENDIX F**” for approved financial institutions, advisors and dealers. This Appendix shall be updated from time-to-time as institutions or dealers are added or deleted.

### **7.1 Investment Advisors:**

The CITY may engage the services of an investment advisor (hereinafter referred to as ADVISOR) to assist in the management of the CITY investment portfolio in a manner consistent with the CITY objectives. Such investment advisor may be granted discretion to purchase and sell investment securities in accordance with this investment policy. The investment advisor must be licensed by the division of securities under section 1707.141 of ORC or registered with the Securities & Exchange Commission, and possess experience in public funds investment management specifically in the area of state and local government investment portfolios, or the investment advisor is an eligible institution as mentioned in section of 135.03 of the ORC.

### **7.2 Annual Review:**

The investment advisor must enter into a written investment advisory agreement with the CITY. The investment advisor must supply a copy of their Form ADV Part 2, or make a copy available, on an annual basis. In addition, the investment advisor must provide a periodic update to the CITY of the investment strategy, activity and portfolio metrics. Such update will be scheduled upon the request of the CITY on an annual basis, at a minimum.

### **7.3 Public Depository:**

No public deposit shall be made except in a qualified public depository as established by laws of the State of Ohio.

### **7.4 Policy Verification:**

The State of Ohio requires a copy of this POLICY to be forwarded to each investment advisor, bank, broker or dealer doing investment transactions with the CITY. Their signature will be required indicating that they have received, read, understand, and will abide by its contents when recommending or selling investments to the CITY. The CITY and/or ADVISOR will develop and provide an authorization form for this verification process.

# City of Napoleon, Ohio - Investment Policy

## **POLICY 8.0 AUTHORIZED & SUITABLE INVESTMENTS:**

The DIRECTOR is empowered to invest in any security specifically approved as a part of this POLICY, listed below, and any security listed in the ORC, Chapter 135, that may be amended from time-to-time. The DIRECTOR and/or ADVISOR may obtain competitive quotes for each investment transaction. Eligible obligations include but are not limited to:

### **8.1 Obligations of the United States Government:**

Bonds, notes, or other obligations of or guaranteed by the United States, or those of which the faith of the United States is pledged for the payment of the principal and interest thereon. This will include:

- 1) U.S. Treasury Bills;
- 2) U.S. Treasury Notes;
- 3) U.S. Treasury Bonds;
- 4) U.S. Treasury Strips.

### **8.2 Instrumentalities of the Federal Government:**

Bonds, notes, debentures, or any obligations or securities issued by any federal government agency or instrumentality. All federal government agency or instrumentality securities must be direct issuances of the federal government agency or instrumentality. Issuers include:

- 1) Federal Farm Credit Bank;
- 2) Federal Home Loan Bank;
- 3) Federal Home Loan Mortgage Corporation;
- 4) Federal National Mortgage Association.

### **8.3 Commercial Paper:**

Commercial Paper issued by any corporation incorporated under the laws of the United States or any state for which the following conditions apply:

- 1) Rated at the time of purchase in the single highest classification by two nationally recognized rating agencies.
- 2) The aggregate value of the notes does not exceed ten per cent of the aggregate value of the outstanding commercial paper of the issuing corporation.
- 3) Any investment in commercial paper of a single issuer shall not exceed 5% of the CITY investment portfolio at time of purchase.
- 4) The maximum maturity is 270 days.
- 5) The combined total invested in commercial paper and bankers acceptances is limited to 40% of the CITY investment portfolio at time of purchase.

### **8.4 Banker's Acceptances:**

Banker's acceptances of banks insured by the Federal Deposit Insurance Corporation (FDIC) for which the following conditions apply:

- 1) The maximum maturity is 270 days.
- 2) The combined total invested in commercial paper and bankers acceptances is limited to 40% of the CITY investment portfolio at time of purchase.

### **8.5 Master Repurchase Agreements:**

Repurchase Agreements with banks or institutions that have signed a written "Master Repurchase Agreement" which is on file with the CITY and are eligible for investment under State of Ohio statutes.

# City of Napoleon, Ohio - Investment Policy

## **8.6 Certificates of Deposit:**

Interim deposits in the eligible institutions applying for interim monies as provided in Section 135.08 of the ORC. The award of interim deposits shall be made in accordance with Section 135.09 of the ORC.

This includes investments in Certificates of Deposit with FDIC insurance coverage on the full amount of deposit plus accrued interest administered through the Certificate of Deposit Account Registry Service (CDARS). Eligibility of this investment is outlined in ORC.135.144 and would also apply to any other program that is deemed to meet the requirements of such statute.

## **8.7 Municipal Securities:**

Bonds and other obligations of the State or its political subdivisions provided that, with respect to bonds or other obligations of political subdivisions, all of the following apply:

- 1) The bonds or other obligations are payable from general revenues of the political subdivision and backed by the full faith and credit of the political subdivision.
- 2) The bonds or other obligations are rated at the time of purchase in the three highest classifications established by at least one nationally recognized standard rating service and purchased through a registered securities broker or dealer.
- 3) The aggregate value of the bonds or other obligations does not exceed 20% of the City's investment portfolio at the time of purchase.
- 4) The CITY is not the sole purchaser of the bonds or other obligations at original issuance.

## **8.8 Money Market Mutual Funds:**

No-load money market mutual funds consisting exclusively of securities described in paragraphs 8.1 and 8.2 of this Section and repurchase agreements secured by such obligations, provided that the investments in securities described in the division are made only through eligible institutions mentioned in Section 135.03 of the ORC.

## **8.9 Other Suitable Investments:**

- 1) The Ohio State Treasurer's Asset Reserve Fund (STAR Ohio).
- 2) The STAR Plus Federally Insured Cash account.

## **POLICY 9.0 COLLATERALIZATION:**

Collateralization will be required on two types of investments: CD's and repurchase (and reverse) agreements.

### **9.1 Certificates of Deposit:**

CD's must be backed by collateral with a market value of at least one hundred five percent (105%) of pooled collateral of the certificate's value, less FDIC, by a surety bond, or other as allowed by ORC.

### **9.2 Collateral Holding:**

The collateral for certificates of deposit may be held by a third party, or in a separate trust account, or in a pool of securities as defined in Chapter 135 of the ORC. Specific collateral issued will always be held by an independent third party with whom the CITY has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the CITY and retained. The right of collateral substitution is granted.

# City of Napoleon, Ohio - Investment Policy

The CITY's demand deposit accounts may be placed in an account which meets the pooled collateral requirements stated in ORC Chapter 135. In this case, the collateral may be held by the institution at which the active funds are deposited.

## **9.3 Repurchase Agreements:**

A Master Repurchase Agreement must be entered into between the CITY and the bank or broker/dealer covering any investments in repurchase agreements.

The individual securities which collectively are the subject of a repurchase agreement become the property of the CITY for the period of the agreement and are to be held by a third party for safekeeping. In order to anticipate market changes and provide a level of security for all funds invested under a repurchase agreement, the collateralization level will be one hundred two percent (102%) of the market value of principal and accrued interest.

## **POLICY 10.0 SAFEKEEPING AND CUSTODY:**

All security transactions, including specific collateral for repurchase agreements, entered into by the CITY, except CD's, shall be conducted on a **delivery-versus-payment (DVP)** basis. Securities will be held by a third party custodian designated by the DIRECTOR and evidenced by safekeeping receipts.

## **POLICY 11.0 DIVERSIFICATION:**

The CITY will consider diversification in its investments by security type and institution. Portfolio allocations by percentage of total funds available at time of investments are:

1) U.S. Government Guaranteed Obligations	100%
2) Obligations of Federal Instrumentality's	100%
3) Certificates of Deposits	100%
4) Repurchase Agreements	100%
5) Star Ohio (Authorized Pool)	100%
6) Commercial Paper & Banker's Acceptances Combined	40%
7) Commercial Paper per Issuer	5%
8) Municipal Securities	20%
9) Money Market Mutual Funds	100%
10) Star Ohio or Star Plus	100%

## **POLICY 12.0 PROHIBITED INVESTMENT PRACTICES:**

The CITY is prohibited by state law from investment in stripped principal or interest obligations, reverse purchase agreements and derivatives. The issuance of taxable notes for the purpose of arbitrage, as well as the use of leverage and short term selling is also prohibited.

## **POLICY 13.0 MAXIMUM MATURITIES:**

To the extent possible, the CITY will attempt to match its investments with anticipated cash flow requirements.

# City of Napoleon, Ohio - Investment Policy

## **13.1 Maximum Maturity:**

The maximum maturity for any investment including certificates of deposit but excluding commercial paper and banker's acceptances will be five (5) years from the date of purchase unless, as per the ORC, the investment is matched to a longer term liability of the CITY. Commercial paper and banker's acceptances are limited to a maximum maturity of 270 days.

Investments shall be made with the reasonable expectation they can be held to maturity. Securities may be redeemed or sold prior to maturity to meet additional liquidity needs, to enhance the yield of the portfolio, to re-structure the portfolio or to realize any capital gains.

## **POLICY 14.0 INTERNAL CONTROLS:**

The DIRECTOR shall establish an annual process of independent review by an external auditor. This review will provide internal controls by assuring compliance with policies and procedures. Annual Audits are directed or performed by the State of Ohio, State Auditors Office.

## **POLICY 15.0 PERFORMANCE STANDARDS:**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

## **15.1 Market Yield- Benchmark:**

The entity's investment strategy is active. Given this strategy, the basis used by the DIRECTOR to determine whether market yields are being achieved shall be the one year U.S. Treasury Bill.

## **POLICY 16.0 REPORTING:**

The DIRECTOR shall provide COUNCIL, at a minimum, quarterly investment reports which provide a clear picture of the status of the current investment portfolio. The reports should include comments on the fixed income markets and economic conditions, discussions regarding restrictions on percentage of investment by categories, possible changes in the portfolio structure going forward and thoughts on investment strategies.

## **16.1 Reporting Format:**

Schedules in the quarterly report should include the following:

- 1) A detailed listing of individual securities held at the end of the reporting period by authorized investment category.
- 2) Average life and final maturity of all investments listed.
- 3) Coupon, discount or earnings rate.

# City of Napoleon, Ohio - Investment Policy

- 4) Par value, Amortized Book Value and Market Value as applicable.
- 5) Percentage of the Portfolio represented by each investment category.

## **POLICY 17.0 INVESTMENT POLICY ADOPTION:**

The CITY's POLICY shall be adopted by Ordinance of the CITY's legislative authority, see "**APPENDIX G**". This POLICY may be reviewed annually by the COUNCIL and modifications made thereto must be approved by the COUNCIL on a simple Motion.

## **POLICY 18.0 SIGNATURES (APPOINTING AUTHORITY):**

_____ Monica S. Irelan, City Manager	_____ <i>/S/</i> Monica S. Irelan, City Manager
---	---

_____ Gregory J. Heath, Finance Director	_____ <i>/S/</i> Gregory J. Heath, Finance Director
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## **APPROVED AS TO FORM**

_____ Lisa L. Nagel, Law Director	_____ <i>/S/</i> Lisa L. Nagel, Law Director
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# City of Napoleon, Ohio - Investment Policy

## POLICY 19.0 GLOSSARY:

**Agencies:** Federal agency securities and/or Government-sponsored enterprises.

**Asked:** The price at which securities are offered.

**Bankers' acceptance (BA):** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**Bid:** The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

**Broker:** A broker brings buyers and sellers together for a commission.

**Certificate of Deposit (CD):** A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

**Collateral:** Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public funds.

**Comprehensive Annual Financial Report (CAFR):** The official annual report for the City of Napoleon, Ohio. It includes five (5) combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

**Coupon:** 1.) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. 2.) A certificate attached to a bond evidencing interest due on a payment date.

**Dealer:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**Debenture:** A bond secured only by the general credit of the issuer.

**Delivery Versus Payment:** There are two (2) methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

**Discount:** The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

**Discount securities:** Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g. U.S. Treasury Bills.

**Diversification:** Dividing investment funds among a variety of securities offering independent returns.

**Federal Credit Agencies:** Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

**Federal Deposit Insurance Corporation (FDIC):** A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

# City of Napoleon, Ohio - Investment Policy

**Federal Farm Credit Banks (FFCB):** The Federal Farm Credit Banks Funding Corporation is an integral part of the Farm Credit System, a leading provider of loans, leases and services to rural communities and U.S. agriculture. The Farm Credit System is a government sponsored enterprise, created in 1916 and dedicated to assuring a steady source of financing to qualified borrowers. The Funding Corporation issues highly rated notes and bonds on behalf of the four Banks of the Farm Credit System: AgFirst FCB, AgriBank, FCB of Texas and CoBank, ACB and partners with a select group of dealers to market and distribute the securities to investors in the United States and around the world.

**Federal Funds Rate:** The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

**Federal Home Loan Banks (FHLB):** Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLB's is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

**Federal Home Loan Mortgage Corporation (FHLMC):** The Federal Home Loan Mortgage Corporation (FHLMC), known as Freddie Mac, is a stock-holder owned government-sponsored enterprise (GSE). The FHLMC was created in 1970 to expand the secondary market for mortgages in the US. Along with the Federal National Mortgage Association (Fannie Mae), Freddie Mac buys mortgages on the secondary market, pools them, and sells them as a mortgage-backed security to investors on the open market. In addition Freddie Mac issues general debt obligations to fund its working capital requirements. Freddie Mac's securities are highly liquid and widely accepted.

**Federal National Mortgage Association (FNMA):** FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

**Federal Open Market Committee (FOMC):** Consists of seven members of the Federal Reserve Board and five (5) of the twelve (12) Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

**Federal Reserve System:** The central bank of the United States created by Congress and consisting of a seven (7) member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

**Generally Accepted Accounting Practice (GAAP):** Generally Accepted Accounting Practice for local governmental entities.

**General Purpose Financial Statements (GPFS):** General Purpose Financial Statements prepared for the entity reporting financial status.

# City of Napoleon, Ohio - Investment Policy

**Government National Mortgage Association (GNMA or Ginnie Mae):** Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FMHM mortgages. The term "pass-through" is often used to describe Ginnie Maes.

**Liquidity:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

**Local Government Investment Pool (LGIP):** The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

**Market Value:** The price at which a security is trading and could presumably be purchased or sold.

**Master Repurchase Agreement:** A written contract covering all future transactions between the parties to repurchase--reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

**Maturity:** The date upon which the principal or stated value of an investment becomes due and payable.

**Money Market:** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

**Municipal Securities:** A general term referring to a bond, note, warrant, certificate of participation or other obligation issued by a state or local government or their agencies or authorities (such as cities, towns, villages, counties or special districts or authorities). A prime feature of most municipal securities is that interest or other investment earnings on them are generally excluded from gross income of the bondholder for federal income tax purposes. Some municipal securities are subject to federal income tax, although the issuers or bondholders may receive other federal tax advantages for certain types of taxable municipal securities.

**Offer:** The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

**Open Market Operations:** Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

**Portfolio:** Collection of securities held by an investor.

**Primary Dealer:** A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker-dealers, banks and a few unregulated firms.

# City of Napoleon, Ohio - Investment Policy

**Prudent Person Rule:** An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state--the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

**Qualified Public Depositories:** A financial institution which does not claim exemption from the payment of any sales or compensating use or ad Valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits; as established by laws of the State of Ohio.

**Rate Of Return:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

**Repurchase Agreement (RP OR REPO):** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money that is, increasing bank reserves.

**Safekeeping:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

**Secondary Market:** A market made for the purchase and sale of outstanding issues following the initial distribution.

**Securities & Exchange Commission:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.

**Sec Rule 15c301:** See Uniform Net Capital Rule.

**Structured Notes:** Notes issued by Government Sponsored Enterprises (FHLB, BNMA, SLMA, etc.) And Corporations which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

**Treasury Bills:** A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three (3) months, six (6) months, or one (1) year.

**Treasury Bonds:** Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than ten (10) years.

**Treasury Notes:** Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two (2) to ten (10) years.

## City of Napoleon, Ohio - Investment Policy

**Treasury Strips:** Treasury STRIPS are fixed-income securities sold at a significant discount to face value and offer no interest payments because they mature at par. STRIPS is the acronym for Separate Trading of Registered Interest and Principal of Securities. STRIPS let investors hold and trade the individual interest and principal components of eligible Treasury notes and bonds as separate securities. When a Treasury fixed-principal note or bond or a Treasury inflation-protected security (TIPS) is stripped through the commercial book-entry system each interest payment and the principal payment becomes a separate zero-coupon security. Each component has its own identifying number and can be held or traded separately. STRIPS are not issued or sold directly to investors. STRIPS can be purchased and held only through financial institutions and government securities brokers and dealers.

**Uniform Net Capital Rule:** Securities and Exchange Commission requirement that member firms as well as non-member broker-dealers in securities maintain a maximum ratio of indebtedness of liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

**Yield:** The rate of annual income return on an investment, expressed as a percentage.

- 1.) *Income Yield* is obtained by dividing the current dollar income by the current market price for the security.
- 2.) *Net Yield or Yield To Maturity* is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

2017 APPROPRIATION BUDGET - SUPPLEMENTAL BUDGET ADJUSTMENT				
BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY				
ORDINANCE No. _____ -17, Passed ____ / ____ /2017 FUND/DEPARTMENT-3RD QUARTER ADJUSTMENT	= 2017 3RD QT SUPPLEMENTAL ADJUSTMENT =			2017 FUND TOTAL
	PERSONAL SERVICES	OTHER	TOTAL	
<b>242 FIRE EQUIPMENT FUND</b>				
2200 Fire/Safety Services	\$0	14,781	14,781	\$14,781.00
	=====	=====	=====	
<i>- 2200 Fire/Safety Serv. - Additional for BWC Grant Received in 2017; Grant \$12,317.50, City Share \$2,463.50 - Total \$14,781</i>				
Accounts - 242.2200.5700 Machinery & Equipment		\$14,781		
<b>243 REFUND-FIRE LOSS FUND</b>				
1900 General Government/Miscellaneous	\$0	\$4,233.75	\$4,233.75	\$4,233.75
	=====	=====	=====	
<i>- 1900 Gen. Gov./Misc. - Additional for Refund due on a Fire Loss Claims paid into the 400 CIP Fund - \$4,233.75:</i>				
Accounts - 243.1900.59030 Refunds-Fire Loss Cla		\$4,233.75		
<b>272 COURT COMPUTERIZATION FUND</b>				
1800 Municipal Court/Judicial	\$0	\$9,500	\$9,500	\$9,500.00
	=====	=====	=====	
<i>- 1800 Mun.Ct./Judicial - Additional for Equipment not Budgeted in 2017 - \$9,500:</i>				
Accounts - 272.1800.57000 Machinery & Equipme		\$9,500		
<b>287 PRBTN.IMP.&amp;INCENTIVE GRANT FUND</b>				
1810 Municipal Court/Probation Department	\$1,350	\$11,660	\$13,010	\$13,010
	=====	=====	=====	
<i>- 1810 Mun.Ct./Prob.Dept - Additional Appropriations in Personal Services for PIG Grant Adjustments - \$700</i>				
<i>- 1810 Mun.Ct./Prob.Dept - Additional Appropriations in Other for Return of Unspent Grant Funds - \$11,600.</i>				
Accounts - 287.1810.51100 Salay Non-Bargaining	\$1,300			
Accounts - 287.1810.51500 PERS	\$50			
Accounts - 287.1810.59000 Refunds-Miscellaneous		\$11,660		
<b>290 POLICE PENSION FUND</b>				
2100 Police/Safety Services	\$1,825.90	0.00	1,825.90	1,825.90
	=====	=====	=====	
<i>- 2100 Police/Safety Srv. - Additional for Additional Property Taxes received in fund - \$1,825.90:</i>				
Accounts - 290.2100.51530 Police Pension	\$1,825.90			
<b>291 FIRE PENSION FUND</b>				
2200 Fire/Safety Services	\$278.56	0.00	278.56	278.56
	=====	=====	=====	
<i>- 2200 Fire/Safety Srv. - Additional for Additional Property Taxes received in fund - \$278.56:</i>				
Accounts - 291.2200.51530 Fire Pension	\$278.56			
<b>400 CAPITAL IMPROVEMENT FUND</b>				
1100 City Council/Legislative	\$0	\$2,000	\$2,000	
<i>- 1100 City Coun./Leg. - Additional for City Sign Project - \$2,000</i>				
Accounts - 400.1100.57000 Machinery & Equipme		\$2,000		
1600 Information Systems/Administrative	\$0	-\$50,000	-\$50,000	
<i>- 1600 IS/Admin. - Move Appropriation for Phone System to Police for re-use - (\$50,000)</i>				
Accounts - 400.2100.57000 Machinery & Equipme		-\$50,000		

2017 APPROPRIATION BUDGET - SUPPLEMENTAL BUDGET ADJUSTMENT				
BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY				
ORDINANCE No. _____-17, Passed ___ / ___ /2017 FUND/DEPARTMENT-3RD QUARTER ADJUSTMEN	= 2017 3RD QT SUPPLEMENTAL ADJUSTMENT =			2017
	PERSONAL SERVICES	OTHER	TOTAL	FUND TOTAL
2100 Police/Safety Services	\$0	\$50,000	\$50,000	
<i>- 2100 Police/Safety Srv. - Appropriate for CMI CAD System Update &amp; Additional for Tough Books for Patrol Cars - \$50,000:</i>				
<i>Accounts - 400.2100.57000 Machinery &amp; Equipme</i>		\$50,000		
<b>Total - 400 Capital Improvement Fund</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>\$2,000.00</b>
<b>* GRAND TOTAL - ALL FUNDS</b>	<b>\$3,454.46</b>	<b>\$42,174.75</b>	<b>\$45,629.21</b>	<b>\$45,629.21</b>



**Bureau of Workers'  
Compensation**

13430 Yarmouth Drive  
Pickerington, OH 43147

Governor **John R. Kasich**  
Administrator/CEO **Stephen Buehrer**

ohiobwc.com  
1-800-OHIOBWC  
Phone: 614-995-8622  
Fax: 614-365-4974

September 11, 2017

Chief Clayton Brien  
City of Napoleon  
265 West Riverview Avenue  
Napoleon, OH 43545

Policy number: 33505502  
Application number: 05-0009

Dear Chief Clayton Brien:

Congratulations! We have approved City of Napoleon's application for the Firefighter Exposure to Environmental Elements Grant (FEEEG) project requesting \$12,317.50. Your obligation of the total project of \$14,781.00 is \$2,463.50. The following equipment is approved under this grant award as detailed in the attached approved grant budget:

- (1) Continental E-Series EH020 PA10241220 - 20 Pound Capacity Washer-Extractor
- (35) Fire Dex H41 - Inceptor Hood
- (35 pairs) Dragon Fire XGlove-G -AlphaX Structural Gauntlet Style Glove

You may expect to receive your award within eight weeks from the date of this letter. If you enrolled in electronic funds transfer, you may expect the direct deposit into the account specified on your vendor information form.

When you **receive your grant funds**, you must complete the action steps as listed below

- ◇ **Purchase and implement** the approved intervention equipment within 90 days after the date on the grant check or electronic fund transfer (EFT).
- ◇ Forward itemized invoice(s) pertaining to **all approved equipment purchased** showing either "Stamped" Paid in Full or "Typed-Written" Paid in Full within 120 days of receiving BWC grant check or electronic fund transfer (EFT).

Please see the enclosed *Employer Action Steps* for details on the above items.

BWC stands ready to assist you with your safety needs. If you would like to speak with a Division of Safety & Hygiene consultant or have questions about the SIG program, please call 1-800-644-6292, and listen to the options.

Sincerely,

Ibraheem (Abe) Tarawneh, PhD  
Superintendent  
Division of Safety & Hygiene

Enclosure

cc: BWC Finance Division  
BWC Field Operations  
File

## Employer Action Steps

Steps	Action steps	Date completed
1	<p>Purchase and implement the approved intervention <u>only</u> after receiving grant funds. You must make the <b><u>intervention purchase and implement the intervention equipment</u></b> within 90 days after the date on the grant check or EFT. Your participation in the FEEEG program commences on the date of the grant check or EFT.</p>	
2	<p>Within 120 days after the date of the grant check or EFT, you must provide BWC with the following:</p> <ul style="list-style-type: none"> <li>◊ A copy of the original approved budget;</li> <li>◊ Itemized invoice(s) pertaining to <b>all approved equipment purchased</b> showing either "Stamped" Paid in Full or "Typed-Written" Paid in Full within 90 days of receiving BWC grant check or electronic fund transfer (EFT).</li> <li>◊ Copies of the front and back of all canceled check(s) or online bank statements issued that demonstrate that you paid all invoices associated with the intervention in full, and all BWC and employer contributions were fully used in the manner intended.</li> </ul> <p>Forward the aforementioned documentation to BWC Safety Intervention Grants Program, 13430 Yarmouth Drive, Pickerington, Ohio 43147-8310 c/o Safety Intervention Grants program coordinator.</p> <p><b>IRS 1099 requirement</b> – All grant recipients will be issued a 1099 for their BWC paid grant funds. This does not preclude employers from providing BWC proof of spending verification for the use of the grant funds within 120 days after the date of the grant check as described above.</p> <p><b>Note:</b> The issuance of a 1099 does not preclude BWC from seeking administrative, civil and/or criminal sanctions if you do not reimburse the bureau all unused grant money and/or funds deemed misappropriated.</p>	
3	<p><b>Submit one-year case study including Cost Benefit Analysis (CBA).</b> You must provide a case study one year from the intervention date. Submit this within 30 days of the one-year reporting period. BWC will require employers who fail to adhere to the reporting requirements to reimburse the full amount of the grant.</p> <p>Case study - Under development</p>	
4	<p>Program completed upon submission of one year case study.</p>	

(Note: Employers who fail to adhere to the regulations, terms and/or conditions of the FEEEG program may be required to reimburse us, up to the full amount of the grant, and may face civil and/or criminal sanctions.)



**Detail Expense Transactions by Fund - City of Napoleon  
for Year 2017 Month 01 to Year 2017 Month 09**

Date	Src	Vnd#	Vendor Name	PO#	Bno/ Seq	Chk/ Trans	Proj	Amount	Remark
01/17/2017	AC	07411	JOE BERGSTEDT	RG170062	11881043	108812		419.00	SIDEWALK REPLACEMENT REIMBURSEMENT
01/19/2017	REC			UTY36008	31967002	R1701699		(4,233.75)	UTY 36008
09/06/2017	AC	04922	CITY OF NAPOLEON	RG171329	12287069	112008		4,233.75	REFUND BACK FIRE ESCROW MONEY PAID
09/19/2017	AC	04926	NAPOLEON AREA SCHOOLS	RG170914	12303002	112170		6,534.50	REIMBURSEMENT SIDEWALK & CURB REPLACEMENT
400.5100.57400			SIDEWALK UPGRADES/IMPROVEMENTS					6,953.50	
Fund: 400			CAPITAL IMPROVEMENT FUND					6,953.50	
<b>4 Transactions</b>								<b>6,953.50</b>	



# City of Napoleon, Ohio

## Napoleon Police Department

310 Glenwood Avenue, P.O. Box 151

Napoleon, OH 43545

Telephone: (419) 599-2810 Fax: (419) 599-7969

www.napoleonohio.com

# Memorandum

**To:** Joel Mazur, City Manager, Members of City Council  
**From:** David Mack, Lt. Acting Chief of Police  
**cc:** File  
**Date:** August 2, 2017  
**Subject:** Authority CAD Software, Civica CMI

*I would like to inform members of City Council and the City Manager of an unplanned emergency situation which is occurring, which threatens to interrupt the capabilities of the department. In light of recent events, this situation's priority has increased. I will attempt to detail and summarize this situation.*

*History: The police department purchased software from CMI in the area of 2000. This system was over time was known as the legacy system. For at least the last 22 years, we were a 2ndary dispatch center to the county and operated the same CAD (Computer Aided Dispatch) Software. For several years the Sheriff's Office and the Police Department were on the same system. At some point, the Sheriff's Office made the decision to move to Interbadge/CAD Software while the city chose to upgrade to the newer "Authority" product line from Civica CMI. This occurred near the year of 2011. During this time, we both shared the same Dispatch Software but had different Records Management Software (RMS).*

*The police department stayed with Civica for many reasons which included cost and customer service. Civica CMI then chose to "give" us their CAD software for free as it was integrated with their RMS software. They maintained this software throughout our history with them. This was with the understanding that we were "live" dispatching through the Interbadge CAD software.*

*In 2017, after the budget year had begun, the Sheriff's Office moved to a new software provider for their CAD and their RMS systems. This was an unplanned event for the city. As the City has continued to work through possible solutions through the next several months, Chief Weitzel retired.*

*Explanation of Situation: On July 28, 2017, a Civica CMI representative requested a meeting with me. In this meeting, they gave me notice in the form of a Memorandum of Understanding, which we needed to upgrade to a paying customer for CAD. They are requesting a signed PO for Civica CMI's Authority Software no later than March 31, 2018, or shall allow removal of the software by Civica CMI personnel. The police department had a quote from the company already from prior conversations. During this conversation, Chief O'Brien and I talked about possible reductions in the quote. On 8/1/17 I received a verbal quote which was reduced. The total price for the software is approximate \$39,710.00 which I am currently awaiting a formal updated quote.*

*The new Authority RMS software is even more integrated with Authority CAD and one will not work without the other at this point. Due to programming, Authority RMS will be seized to operate properly or be able to be upgraded in the future without the Authority CAD update.*

*There was a quote at one point in the neighborhood of \$19, 00.00 for the CAD software that the County went to. However, this was with the understanding that we were going to buy their software and then continue to use our CAD in limited function while the dispatchers double entered every call. Since this initial thought, we were informed that RMS and CAD from Civica have to be fully updated on both sides to remain in working order.*

*In researching the software provider that the county currently uses, I received a quote that is a minimum of \$135,879.00. There would be a risk factor of unplanned data conversation charges or other similar items, not to mention a significant amount of time to convert the existing files to the new system and the officers/dispatcher training in the software. This quote was just received via email and not with a detailed interview process to truly spec out the system. I did speak to a sales person who was familiar with Henry County Installations and what we would possibly need.*

*It is my opinion that we stay with Civica CMII. What this will do is allow my dispatch to become fully operational in the CAD software. This upgrade will give officers and dispatchers significant enhancements. It will also include a site license for mobile CAD that will enhance the officer's abilities in the mobile arena. This software would then also serve to enhance the capabilities of the fire department operations because it will integrate with their dispatch software, "I Am Responding." The Common Pleas Prosecutor is also looking to update her software to a system called "Matrix." If this is done, CMI software is capable; however, the software provider the county is using is not currently to my understanding. Civica CMI is also in our Finance Department and our department has had a very positive long lasting relationship up to this point.*

*Solution: One option is to sign the MOU and plan on the upgrade after the 1st of the year but before the deadline. The 2nd Option is that I purchase this software immediately. I was able to go through my budget and find about \$40, 377,000 to pay for it; however, it is with the understanding that I would be essentially freezing all purchasing and we would have virtually \$0 dollars left in unplanned expenses. Items we would not purchase would include training and ammo for this year. We would rely on existing inventories.*

*Respectfully,*

*David Mack, Acting Chief of Police*



# City of Napoleon, Ohio

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

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

www.napoleonohio.com

## Memorandum

**To:** City Council, Mayor, City Law Director, City Manager, Department Supervisors, Newsmedia  
**From:** Gregory J. Heath, Finance Director/Clerk of Council *GH*  
**Date:** September 21, 2017  
**Subject:** Safety and Human Resources Committee – Cancellation

The regularly scheduled meeting of the SAFETY AND HUMAN RESOURCES COMMITTEE for Monday, September 25, 2017 at 7:30 pm has been *cancel*ed due to lack of agenda items.



# City of Napoleon, Ohio

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## Memorandum

**To:** Civil Service Commission, City Council, Mayor,  
City Law Director, City Manager, Department  
Supervisors, Newsmedia

**From:** Gregory J. Heath, Finance Director/Clerk of Council *G.H.*

**Date:** September 21, 2017

**Subject:** Civil Service Commission-Cancellation

The regularly scheduled meeting of the Civil Service Commission for Tuesday, September 26, 2017 at 4:30 pm has been *cancel*ed at the direction of the Chair.

*City of Napoleon, Ohio*

**PARKS & RECREATION BOARD**

Meeting Agenda

Wednesday, September 27, 2017 at 6:30 pm

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

1. Approval of Minutes: August 30, 2017 (*in the absence of any objections or corrections, the Minutes shall stand approved*)
2. Review of Parks and Recreation Rates and Fees.
3. Discussion and/or Action on Capital Improvement Items.
4. Discussion/Action on Trick-or-Treat Night Recommendation.
5. Miscellaneous.



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Gregory J. Heath

Finance Director/Clerk of Council

*City of Napoleon, Ohio*

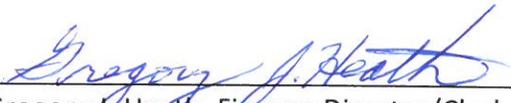
## **HEALTHCARE COST COMMITTEE**

Meeting Agenda

**Friday, September 29, 2017 at 9:00 am**

LOCATION: Council Chambers, 255 W. Riverview Avenue, Napoleon, Ohio 43545

- 1) Approval of Minutes: September 15, 2017. *(In the absence of any objections or corrections, the Minutes shall stand approved.)*
- 2) Review of Healthcare Costs.
- 3) Any other matters currently assigned to the Committee.
- 4) Adjournment.

  
Gregory J. Heath, Finance Director/Clerk



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Electric Utility | 2602 Jackson Bluff Rd. Tallahassee, FL 32304 | 850.891.4YOU (4968)  
Writer Direct Phone Number: 850-891-5534

Date: September 14, 2017

Mr. Dennie Clapp  
Director of Utilities  
Napoleon Ohio  
1775 Industrial Drive  
Napoleon, Ohio 43545

Re: Hurricane IRMA Mutual Aid Support

Dear Mr. Clapp,

I wanted to take a moment to thank you for your team's assistance in restoring our system following the impacts of Hurricane IRMA. While Tallahassee was spared some of the significant damages many of our peers downstate experienced, your team was instrumental in our returning the Tallahassee community to normal operations in very short order. Our customers and our team appreciate your support and aid.

Thanks again for your support and let us know when we can return the favor.

Yours truly,

Robert E. McGarrah  
General Manager – Electric

Cc: Amy Zubaly, Executive Director FMEA



# UPdate

*A weekly newsletter presented by AMP President/CEO Marc Gerken*

**September 15, 2017**



*Berlin (MD) Electric Utility Dept.*



*Westerville Electric Division*



*St. Marys Municipal Electric System & Tipp City Municipal Utilities*



*Piqua Power System*

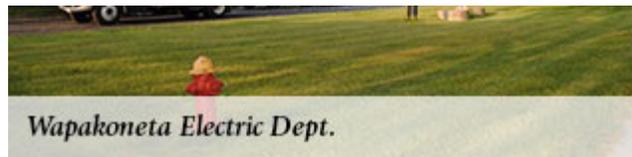


*Bryan Municipal Utilities*

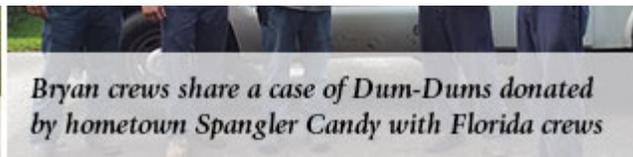


*Ephrata Electric Division*





Wapakoneta Electric Dept.



Bryan crews share a case of Dum-Dums donated by hometown Spangler Candy with Florida crews

## Thank you to the many crews who answered AMP's mutual aid call

By Michelle Palmer, PE - vice president of technical services

Several AMP member communities answered the call for mutual aid by sending line crews to Florida to assist public power utilities in restoration efforts following the record breaking Hurricane Irma.

A total of 30 Men, 12 buckets and 6 digger trucks from AMP members are working in Florida.

Crews from Bowling Green, Berlin (MD), Bryan, Celina, Coldwater, Cuyahoga Falls, Ephrata, Hamilton, Hudson, Montpelier, Napoleon, Orrville, Paducah, Pemberville, Piqua, St. Marys, Tipp City, Wadsworth, Wapakoneta, and Westerville headed south - many traveling straight through the night and hitting heavy traffic jams. AMP is very appreciative and proud of its members and the immediate response to the Mutual Aid request.

AMP's Mutual Aid program is a network of municipal systems that stands ready to provide assistance to fellow municipal systems when local utility emergencies occur that are too widespread to be handled by one system alone.

Additionally, we'd like to recognize Bob Rumbaugh, AMP manager of technical training, for leading the coordination effort, and we want to express our appreciation to the Mutual Aid sector coordinators for quickly mobilizing crews from across the AMP membership.

Mutual Aid sector coordinators are:

- **Black Sector** - Donnie Watts, Hamilton
- **Blue Sector** - Doug Hurst, Shelby
- **Gold Sector** - Bill Lyren, Wadsworth
- **Green Sector** - Bob Rumbaugh, AMP
- **Purple Sector** - Jim Haeselar, Schuykill Haven
- **Red Sector** - Adam Brandt, Bryan

AMP Mutual Aid guidelines, standard operating procedures, and sector coordinator contact information are available in the online Member Directory, found on the Member Extranet section of AMP's website ([login required](#)). Assistance outside of the AMP network, through APPA, is also available when and if the need arises. If you have questions about the Mutual Aid program, please contact Jennifer Flockerzie at 614.540.0853 or [jflockerzie@amppartners.org](mailto:jflockerzie@amppartners.org), Bob Rumbaugh at 614.204.8500 or [rumbaugh@amppartners.org](mailto:rumbaugh@amppartners.org), or me at 614.540.0924 or [mpalmer@amppartners.org](mailto:mpalmer@amppartners.org).

## Energy markets update

By Jerry Willman - assistant vice president of energy marketing

The October 2017 natural gas contract increased \$0.012/MMBtu to close at \$3.07 yesterday. The EIA reported an injection of 91 Bcf for the week ending Sept. 8 which was in line with market expectations compared to the Bloomberg estimate of 91 Bcf. Relative to this time last year, there was a 58 Bcf injection and the 5-year average build is 63 Bcf.

On-peak power prices for 2018 at AD Hub closed yesterday at \$36.23/MWh which was \$.09/MWh higher for the week.

## On Peak (16 hour) prices into AEP/Dayton hub

Week ending Sept. 15

MON	TUE	WED	THU	FRI
\$30.15	\$33.19	\$30.85	\$33.93	\$33.69

Week ending Sept. 8

MON	TUE	WED	THU	FRI
\$27.79	\$28.89	\$24.47	\$24.13	\$26.11

AEP/Dayton 2018 5x16 price as of Sept. 14 — \$36.23

AEP/Dayton 2018 5x16 price as of Sept. 7 — \$36.14

### AFEC weekly update

By Jerry Willman

Fremont plant operated in 2x1 configuration for the week. The plant was off-line last weekend due to economics, but operated each weekday during the on-peak hours and cycled off-line overnight. Duct firing operated for 31 hours this week. The plant generated at a 32% capacity factor (based on 675 MW rating).

### PUCO issues annual winter reconnect order to utilities

By Charles Willoughby - director of government affairs

The Public Utilities Commission of Ohio (PUCO) has issued its annual order to Ohio investor-owned electric and natural gas utilities to reconnect or maintain service to customers who have been disconnected or are facing disconnection. While this order doesn't apply to locally-regulated municipal electric utilities and rural electric cooperatives, it is important to call this issue to the attention of AMP members. Member utilities are encouraged to take this order and the forthcoming colder weather into consideration, and implement or update local policies accordingly. The full PUCO order can be found [here](#).



Under the PUCO program, customers who are disconnected or facing disconnection can have their service restored or maintained if they pay the amount owed or \$175, whichever is less, plus a service reconnection fee of no more than \$36. Participants may use the program once during the upcoming winter heating season between Oct. 16, 2017, and April 13, 2018. There is no income eligibility requirement, but participants must sign up for a payment plan to cover any remaining past due balance on their utility bill.

Other payment assistance programs with distinct eligibility requirements are available for municipal utilities. The national Home Energy Assistance Program (HEAP) is available to all customers, including those of municipal utilities. The Ohio Percentage of Income Payment Plan (PIPP) Plus program is available to participating municipal electric utilities. For additional information about these programs, please contact me at 614.540.1036 or [cwilloughby@amppartners.org](mailto:cwilloughby@amppartners.org).

### City of Hamilton restructures public works and utilities

The City of Hamilton announced a restructuring of its Public Works and Utilities Departments this week. As of July 31, 2017, both departments operate under a single leader - naming Jim Logan as executive director of infrastructure. In addition, Michael Perry, AMP Board member, was named director of utility operations.



Logan oversees the new department consisting of electric (generation, transmission and distribution); natural gas (distribution); water (production and distribution); wastewater (collection and treatment); business services; fiber optics; public parking; transportation and traffic; fleet management; streets and sewers; refuse; and recycling services.

Perry will manage Greenup, Meldahl and Hamilton Hydroelectric Plants as well as transmission, distribution, water production and wastewater treatment operations.



## Lineworker course provides training for apprentices

*By Bob Rumbaugh - manager of technical training*

AMP hosted a Lineworker Basic 2 course Sept. 11-15, with 14 lineworkers (representing seven members in Ohio and Michigan) in attendance.

Designed for second-year apprentices, the weeklong course is a combination of classroom learning and hands-on training. Participants in the course learned about enhanced climbing skills, crossarm equipment installation, underground and overhead conductors, substations, live-line equipment and transformer basics.

Class participants pictured above are (from left): Chris Rodes, Cuyahoga Falls; Todd Streets, Columbus; Chris Kleinow, Clinton; John Adais, Columbus; Tony Fowler, Columbus; Darren Elliott, Plymouth; Lewis Hill, Woodsfield; Ted Cregger, Columbus; Jason Raine, Columbus; Nathan Thompson, Columbus; Bob Bye, Cuyahoga Falls; Brandon Fields, Columbus; Bob Rumbaugh, instructor; Luke Sherman, Shelby; Cody Crose, instructor; and Adam Albright, Clyde.

## AMP/OMEA Conference early prices ending this weekend

Early registration for the 2017 AMP/OMEA Conference ends this Sunday Sept. 17 at 12 a.m. You can register online [here](#) or by clicking the "Register Now" button on the [AMP website](#). Please visit the "Hotel Reservations" link for a list of [alternate hotels](#), as the AMP/OMEA Conference block of rooms at the Hilton has sold out.

## Rolling Blackouts to rock conference after banquet

After the AMP/OMEA Conference Awards Banquet on Sept. 27, put on your dancing shoes for an evening with the Rolling Blackouts. Back by popular demand, the Rolling Blackouts are experienced musicians that share a municipal electric system connection as customers, staff members or consultants. Formed in 2004, the group specializes in pop/rock classics from the 1950s to 1970s. Anyone interested in sitting in with the band at conference is encouraged to contact Bryan Municipal Utilities Director Kevin Maynard at [kmaynard@cityofbryan.com](mailto:kmaynard@cityofbryan.com).

## Deadline for RP3 applications quickly approaching

AMP encourages its members to apply for the American Public Power Association's (APPA) Reliable Public Power Provider (RP3) designation, which is given to municipal electric systems that demonstrate proficiencies in reliability, safety, workforce development and system improvement. Utilities who successfully meet the guidelines in each of the four areas will receive tremendous value and recognition for their achievement. Additionally, AMP member communities receiving a RP3 designation are granted additional points toward their AMP credit score. RP3 designations run for a term of three years.



The deadline to submit an RP3 application is Sept. 30. If you are in need of AMP's assistance to assemble or review your application before it is submitted, please contact Jennifer Flockerzie as soon as possible at 614.540.0853 or [jflockerzie@amppartners.org](mailto:jflockerzie@amppartners.org).

## NERC update webinar set for next week

*By Art Iler - director of reliability standards*

AMP, in coordination with Utility Services, Inc., will host its monthly NERC update call and webinar for AMP members on Thurs., Sept. 21 at 1:30 - 2:30 p.m. Topics to be discussed include: new FERC commissioners; FERC orders EOP-004 and FAC-001 listed on the Sept. 20, 2017 agenda ; COM-001-3 - internal capabilities; 2018 ERO CMEP - NERC portion; NERC's MIDAS portal changes; CIP-012 and Control Center definition ballot; standards drafting team - standards alignment with registration; GridEx on Nov. 15 - 16, 2017, and Utility Services' version on Nov. 29; and ReliabilityFirst's fall workshop agenda. The presentation will be followed by a question and answer session. Please contact me with questions, or to obtain the dial-in number and webinar instructions, at [ailer@amppartners.org](mailto:ailer@amppartners.org) or 614.540.0857.

## Quarterly sustainability report now available

The *Sustainability Performance at a Glance - Second Quarter 2017* report is now available online [here](#). The quarterly update is intended to measure and compare the progress of sustainability metrics while also highlighting accomplishments of the quarter. This report features information about AMP's Solar Phase II projects and the Focus Forward initiative as well as updates on the EcoSmart Choice and Efficiency Smart programs. Sustainability metrics for the quarter are also included in the report. If you have questions or would like additional information, please contact Erin Miller, director of energy policy and sustainability, at 614.540.1019 or [emiller@amppartners.org](mailto:emiller@amppartners.org).





AMP participated in a career fair at The Ohio State University on Sept. 12. Pictured are (from left): Joseph Tufts, human resources generalist, and Tim Walton, mechanical engineer. Not pictured is Emily Kleier, enterprise content administrator.

## Classifieds

### Jackson Center taking bids on bucket truck

The Village of Jackson Center is offering a bucket truck for sale. Sealed bids will be received until 11 a.m. on Sept. 22 by the Village of Jackson Center, P.O. Box 819, 122 E. Pike Street, Jackson Center, OH 45334.

Vehicle details:

(1) 2008 Ford 550 4x4 Versalift VST-37 Bucket Truck w/ 20,750 miles - VIN# 1FDAF57R98EE1794, 37' Basket Height, Insulated Boom to 46kv, 6.4 L Twin Turbo Diesel, Fiberglass Truck Body. Excellent Condition. \$30,000 Reserve



Bucket Truck may be inspected Mon.-Fri. from 8 a.m. - noon and 12:30 - 3:30 p.m. at the Service Building at 108 E. College St.

If you have any questions, please contact David Overman, Jackson Center electrical superintendent, at 937.596.6314 or 937.538.0377.

### Lineworker position available in Carey

The Village of Carey is seeking applications for a qualified full-time electrical line utility worker; responsible for operation and routine maintenance of the village electrical distribution system. Applicant must possess a high school diploma or GED and a valid class B, CDL license with air brakes, or obtain same within 6 months of hire date. Knowledge of overhead and underground primary distribution lines required. May require pole climbing and operation, and use of a bucket truck, digger truck, trencher or other required equipment. Position requires a 30-minute response time to Call Out emergencies, and 24/7 carry of a village issued cell phone for safety and troubleshooting, includes holiday and weekends hours, and standby time in rotation with other department members.

Position requires varied duties to include but not limited to: snow removal, tree trimming for power lines, and other general maintenance duties. Any of the above may require working in inclement weather.

Applications may be obtained at the village offices, 127 N. Vance St., Carey, OH 43316, weekdays from 8 a.m. till 5 p.m. Candidates should return completed applications with a resume and any supporting documentation helpful in consideration for employment to the attention of the Village Administrator. EOE / Drug testing / Pay commensurate with certifications. Applications will be accepted until position filled.

## **DEMEC member seeking director of electric**

The City of Newark, Delaware, is seeking a dynamic leader to fill the director role in the Electric Department. This is a management position under the direction of the City Manager. This position serves as the executive head of the department; performs professional electrical engineering work, and is responsible for the efficient and effective planning, organization, direction, budgeting and supervision of Department employees and programs. The electric department is the largest of the City's four (4) enterprise fund operations, with 12,000+ metered accounts and \$53 million in gross revenue sales across an approximately 10 square mile service area.

Ideal candidate will possess experience in electric distribution and operations; a bachelor's degree in electrical engineering; and a Delaware PE license or ability to obtain in less than two years from hire. Candidate shall also demonstrate both strong written and verbal interpersonal skills, be proficient in Microsoft suite of applications and have the ability to learn proprietary software systems. Prior work experience in municipal operations a plus and demonstrated leadership and managerial skills are essential with availability during service outages. Starting salary range of \$104,278 - \$131,946 plus excellent fringe benefits.

Interested individuals can review a full job description online and must complete an application at [www.newarkde.gov/jobs](http://www.newarkde.gov/jobs) by 4 p.m. Fri., Oct. 6. EOE.

## **Wapakoneta seeks laborer I in the electric division**

Wapakoneta Municipal Electric Division is seeking an individual to fill a position of Laborer I in the municipal electric distribution system. Essential duties include manual labor to assist workers in performance of job duties and responsibilities; general building and ground maintenance of city facilities; perform simple preventative maintenance and minor repairs on equipment; and meet all safety requirements and all applicable OSHA safety standards. Applicant must possess a valid State of Ohio Driver's License. A successful candidate is required to submit to drug testing and/or medical examination post-job offer. This is a full-time position with a pay rate of \$13.92-\$16.42 per hour. Full job description is available at [www.wapakoneta.net](http://www.wapakoneta.net). The City's employment application is located online at [http://wapakoneta.net/images/documents/Application\\_for\\_Employment.pdf](http://wapakoneta.net/images/documents/Application_for_Employment.pdf). Submit applications by Sept. 29 to Levi Cecil, Electric Superintendent, P.O. Box 269, Wapakoneta, OH 45895. The City of Wapakoneta is an Equal Opportunity Employer.

## **Electrical distribution superintendent needed in Galion**

Galion Municipal Electric Division is seeking an individual to direct the operation of the municipal electric distribution system. Essential duties include planning and supervising the construction, operation and maintenance of the electric distribution system, staff management/direction and budget oversight.

Minimum requirements include five years of experience operating a municipal electric system, completion of two years of college-level coursework in engineering or business or equivalent, and supervisory experience. Valid Ohio commercial driver license required. Salary range: \$40,000-\$85,000/year with excellent benefits. Galion (pop. 10,512) is located in North Central Ohio and offers a small-town setting and affordable housing. Full job description is available on [www.galion.city](http://www.galion.city). Submit cover letter and resume by Sept. 22 to Mayor Thomas M. O'Leary, 301 Harding Way E., Galion, OH 44833 or by email to [nicoleward@galion.city](mailto:nicoleward@galion.city). EOE

## Opportunities available at AMP

AMP is seeking applicants for the following positions:

Power Supply Planning Engineer I  
Corporate Health and Safety Coordinator  
Smithland Hydro Plant Operations and Maintenance Supervisor

For complete job descriptions, please visit the "[careers](#)" section of the AMP website.

American Municipal Power, Inc.

*STAY CONNECTED*



[www.amppartners.org](http://www.amppartners.org)