
Memorandum

:

To: Mayor and Members of City Council
cc: City Manager, Finance Director, City Law Director
From: Roxanne
Regarding: General Information
Date: November 02, 2018

CALENDAR

AGENDA - CITY COUNCIL

D. APPROVAL of MINUTES:

October 15, 2018 Council Meeting Minutes

F. REPORTS from COUNCIL COMMITTEES

H. INTRODUCTION of NEW ORDINANCES and RESOLUTIONS

1. *Ordinance No. 062-18*, an Ordinance Establishing a Yard Waste Site Policy and Enacting Napoleon Codified Ordinance 925.24 a Prohibition Against Unauthorized Use of the City Yard Waste Site.
 - *The proposed Yard Waste Site Policy Changes are included in the packet.*

I. SECOND READINGS of ORDINANCES and RESOLUTIONS

1. *Ordinance No. 060-18*, an Ordinance Enacting Napoleon Codified Ordinance 339.13 Special Engine or "Jake" Brakes.
2. *Resolution No. 061-18*, a Resolution Appointing an Alternate City Representative to Serve on the Board of Directors of the Buckeye Ohio Risk Management Association, Amending Resolution No. 076-10; and Declaring an Emergency.

J. THIRD READING of ORDINANCES and RESOLUTIONS

1. *Resolution No. 051-18*, a Resolution Amending the Rules for the Napoleon Outdoor Refreshment Area (NORA).
2. *Ordinance No. 058-18*, an Ordinance Amending Section 931.09 Increasing Sanitary Sewer Rates for the Year 2019.

K. GOOD of the CITY (Discussion/Action):

1. *Discussion/Action:* Approval of City Investment Policy to Align with the Ohio Revised Code.
2. *Discussion/Action:* Third Quarter Budget Adjustments.
 - *The proposed adjustments are attached.*
3. *Discussion/Action:* on Committee Recommendation for Law Director to Change the Job Title and Job Description of Current Executive Assistant to Appointing Authority to Law Director and Adjust Pay Scale.
 - *A copy of the new job description and pay scale are enclosed.*
4. *Discussion/Action:* Income Tax Refund Payments.
5. *Discussion/Action:* Approval of Donation from WalMart in the Amount of \$244.66 for the Halloween Candy Check.
 - *See the attached Memorandum.*

6. *Discussion/Action: recommendation from the New Swimming Pool Aquatic Facility Commission. (Refer to Committee).*

INFORMATIONAL ITEMS

1. Agendas
 - a) City Council and Finance & Budget Comm. Special Joint Meetings on Friday, November 9th and Saturday, November 10th both starting at 8:00 am
 - i. *The schedule for budget review with each department is included in your packet.*
 - b) Parks and Rec Board – Wednesday, November 7th at 6:30 pm
2. Meeting Cancellation – Technology and Communication Committee
3. Memorandum from IT Department on **NCTV/recording Council meetings.**
4. OMEA Legislative Alert – **Legislative Attack on Municipal Electric Utility kWh tax.**
5. Proposal from Donald J. Schonhardt & Associates, Inc. for **Preparation of City's CAFR.**
6. AMP Update/October 26, 2018.

Records Retention - CM-11 - 2 Years

NOVEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4 Daylight Saving Time Ends	5 7:00 pm- City Council	6 Election Day	7 6:30 pm- Parks & Rec Board Meeting	8	9 8:00 am Council Special Mtg. Review of 2019 Budget	10 8:00 am Council Special Mtg. Review of 2019 Budget
11 Veterans Day	12 6:15 pm - Electric Comm BOPA 7:00 pm - Water & Sewer Committee 7:30 pm - Municipal Properties/ED Comm.	13 5:00 pm Preservation Comm.	14	15	16	17
18	19 6:00 pm - Parks & Rec Committee 7:00 pm – City Council	20	21	22 Thanksgiving Day CITY OFFICES CLOSED	23	24
25	26 6:30 pm - Finance & Budget Committee 7:30 pm- Safety & Human Resources Committee	27 4:30 pm - Civil Service Commission	28 6:30 pm - Parks & Rec Board Meeting	29	30	

CITY COUNCIL

MEETING AGENDA

Monday, November 05, 2018 at 7:00 pm

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

A. Attendance *(Noted by the Clerk)*

B. Prayer and Pledge of Allegiance

C. Swearing-In of Firefighter – Ben Jones

D. Approval of Minutes *(in the absence of any objections or corrections, the minutes shall stand approved)*

1. October 15, 2018 Council Meeting Minutes.

E. Citizen Communication

F. Reports from Council Committees

1. **Finance and Budget Committee** met on October 22, 2018; and recommend to Council:
 - a. Approval of the City Investment Policy as revised to align with the Ohio Revised Code.
 - b. Approval of the Third Quarter Budget Adjustments.
2. **Safety and Human Resources Committee** met on October 22, 2018; and recommended:
 - a. Law Director change job title and job description of an Executive Assistant to Appointing Authority to Law Director to include paralegal and adjust pay scale.
3. **Technology Committee** did not meet earlier this evening due to lack of agenda items.

G. Reports from Other Committees, Commissions and Boards *(Informational Only-Not Read)*

1. **Civil Service Commission** did not meet on Tuesday, October 23, 2018 due to lack of agenda items.
2. **New Swimming Pool Aquatic Facility Commission** met on Monday, October 29, 2018, and recommended:
 - a. to put a levy for a new swimming pool aquatic facility on the May 2019 ballot.
 - b. Levy be for property tax 20 years with no amount at this time
3. **Parks and Rec Board** canceled the regularly scheduled meeting on Wednesday, October 31, 2018 and rescheduled for Wednesday, November 7, 2018 with the agenda items:
 - a. Presentation of 2019 Budget.
 - b. Update on New Swimming Pool Initiative.

H. Introduction of New Ordinances and Resolutions

1. **Ordinance No. 062-18**, an Ordinance Establishing a Yard Waste Site Policy and Enacting Napoleon Codified Ordinance 925.24 a Prohibition Against Unauthorized Use of the City Yard Waste Site.

I. Second Readings of Ordinances and Resolutions

1. **Ordinance No. 060-18**, an Ordinance Enacting Napoleon Codified Ordinance 339.13 Special Engine or "Jake" Brakes.
2. **Resolution No. 061-18**, a Resolution Appointing an Alternate City Representative to Serve on the Board of Directors of the Buckeye Ohio Risk Management Association, Amending Resolution No. 076-10; and Declaring an Emergency.

J. Third Readings of Ordinances and Resolutions

1. **Resolution No. 051-18**, a Resolution Amending the Rules for the Napoleon Outdoor Refreshment Area (NORA).
2. **Ordinance No. 058-18**, an Ordinance Amending Section 931.09 Increasing Sanitary Sewer Rates for the Year 2019.

- K. Good of the City** *(Any other business as may properly come before Council, including but not limited to):*
1. **Discussion/Action:** Approval of City Investment Policy to align with the Ohio Revised Code.
 2. **Discussion/Action:** Third Quarter Budget Adjustments.
 3. **Discussion/Action:** on committee recommendation for Law Director to change the job title and job description of current Executive Assistant to Appointing Authority to Law Director and adjust pay scale.
 4. **Discussion/Action:** Income Tax Refund Payments
 5. **Discussion/Action:** Approval of Donation from WalMart in the Amount of \$244.66 for the Halloween Candy Check.
 6. **Discussion/Action:** recommendation from the New Swimming Pool Aquatic Facility Commission *(Refer to Committee).*
- L. Executive Session.** (Property Acquisition)
- M. Approve Payment of Bills and Approve Financial Reports.** *(In the absence of any objections or corrections, the payment of bills and financial reports shall stand approved.)*
- N. Adjournment.**



Gregory J. Heath
Finance Director/Clerk of Council

A. ITEMS REFERRED OR PENDING IN COMMITTEES OF COUNCIL

1. **Technology & Communication Committee (1st Monday)**
(Next Regular Meeting: Monday, December 3, 2018 @6:15 pm)
2. **Electric Committee (2nd Monday)**
(Next Regular Meeting: Monday, November 12, 2018 @6:15 pm)
 - a. Review of Power Supply Cost Adjustment Factor for November 2018
 - b. Electric Department Report.
3. **Water, Sewer, Refuse, Recycling & Litter Committee (2nd Monday)**
(Next Regular Meeting: Monday, November 12, 2018 @7:00 pm)
 - a. Water Treatment Plant Solids Management (Tabled)
4. **Municipal Properties, Buildings, Land Use & Economic Development Committee (2nd Monday)**
(Next Regular Meeting: Monday, November 12, 2018 @7:30 pm)
 - a. NORA Review
5. **Parks & Recreation Committee (3rd Monday)**
(Next Regular Meeting: Monday, November 19, 2018 @6:00 pm)
 - a. Recommendations from the New Swimming Pool Aquatic Commission.
6. **Finance & Budget Committee (4th Monday)**
 - a. Special Joint Meetings with City Council will be held on Friday, November 9, 2018 at 8:00 am and Saturday, November 10, 2018 at 8:00 am for Review of the 2019 Budget
(Next Regular Meeting: Monday, November 26, 2018 @6:30 pm)
 - b. Presentation by Weltman.
7. **Safety & Human Resources Committee (4th Monday)**
(Next Regular Meeting: Monday, November 26, 2018 @7:30 pm)
8. **Personnel Committee (as needed)**

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

1. **Board of Public Affairs (2nd Monday)**
(Next Regular Meeting: Monday, November 12, 2018 @6:15 pm)
 - a. Review of Power Supply Cost Adjustment Factor for November 2018
 - b. Electric Department Report
 - c. Water Treatment Plant Solids Management (Tabled)
2. **Board of Zoning Appeals (2nd Tuesday)**
(Next Regular Meeting: Tuesday, November 13, 2018 @4:30 pm)
3. **Planning Commission (2nd Tuesday)**
(Next Regular Meeting: Tuesday, November 13, 2018 @5:00 pm)
4. **Tree Commission (3rd Monday)**
5. **Civil Service Commission (4th Tuesday)**
(Next Meeting: Tuesday, November 27, 2018 @4:30 pm)
6. **Parks & Recreation Board (Last Wednesday)**
(Next Regular Meeting: Wednesday, November 28, 2018 @6:30 pm)
7. **Privacy Committee (2nd Tuesday in May & November)**
(Next Regular Meeting: Tuesday, November 13, 2018 @10:30 am)
8. **Records Commission (2nd Tuesday in June & December)**
(Next Regular Meeting: Tuesday, December 11, 2018 @4:00 pm)
9. **Housing Council.**
10. **Health Care Cost Committee**
11. **Preservation Commission (as needed)**
12. **Napoleon Infrastructure/Economic Development Fund Review Committee [NIEDF] (as needed)**
13. **Tax Incentive Review Council (as needed)**
14. **Volunteer Firefighters' Dependents Fund Board (as needed)**
15. **Volunteer Peace Officers' Dependents Fund Board (as needed)**
16. **Lodge Tax Advisory & Control Board (as needed)**
17. **Board of Building Appeals (as needed)**
18. **ADA Compliance Board (as needed)**

CITY COUNCIL
MEETING MINUTES

Monday, October 15, 2018 at 7:00 pm

PRESENT

Councilmembers

Joseph D. Bialorucki-Council President, Daniel L. Baer-Council President Pro-Tem, Jeff Comadoll, Jeff Mires (arrived at 8:22 pm), Lori Siclair, Ken Haase

Mayor

Jason P. Maassel

City Manager

Joel L. Mazur

Law Director

Billy D. Harmon

Finance Director

Gregory J. Heath

Records Clerk/Recorder

Roxanne Dietrich

City Staff

Dave Mack-Chief of Police, Tony Cotter-Director of Parks and Recreation, Mark Spiess-Zoning Administrator

Others

Newsmedia, Glenn Grisdale-Reveille

ABSENT

Councilmember

Travis Sheaffer

Call to Order

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

Approval of Minutes

Hearing no objections or corrections, the minutes from the October 1, 2018 City Council Meeting stand approved as presented.

Council President

Bialorucki Moved Up J.4.

Citywide Master Plan

Update

Mazur introduced Glenn Grisdale from Reveille who the City has hired to update the Citywide Master Plan.

Grisdale said the last time your Master Plan was updated was back in 2009. He explained the project approach has five phases, the community outreach phase began with the survey last summer, that link is located on the City website and the survey can be taken up to December. The planning conditions phase has been broken down into six different plan areas, the strategies phase is the third phase where potential plan strategies and areas to focus on will be addressed with a community forum held in either December or January, the fourth phase is plan approval and we hope to present a draft plan in January of 2019, the fifth and final phase is acceptance of the completed plan. We reached out to City department heads, the Henry County Chamber, Henry County Planning, the schools, City Council, and some 480 folks have taken the community survey. We look at what has been successfully done and what has not been done from the last Master Plan and ask if this is still something relevant. Napoleon has a lot of potential the pool was a big want on the survey, we look at the quality of life to keep people in the community, you have a great riverfront and look at how you treat the riverfront you have government property that fronts the river and brings you no value. Azul's is putting in docks and what do you see when you get off, a dilapidated house, the community does not appreciate things like this. There are jobs coming in and people will be looking for places to stay you have housing potential that is part of the strategy phase to get an idea on the type of areas and low cost strategies and from there into the implementation phase.

**Council President
Bialorucki Moved Up J.5.
Swimming Pool**

In 2001 we asked folks why they live in the community and 64% said family followed by jobs today that number is 47% family is the glue in Northwest Ohio. Napoleon's population is declining. You should look at the pool as an attractor not a loss that is something neat to have.

Mazur stated at the Parks and Rec Committee meeting earlier this evening, Tony Cotter and I did a presentation showing the existing conditions of our pool and what Wauseon's new pool looks like. To summarize, our current pool was built back in 1978, the walls are dilapidated, we are losing water through the cracks in the walls and chunks of concrete are falling onto the floor. Events are held at the pool with a lot of people coming in from out-of-town, the pool is a reflection on our community and is not a good reflection. Tony and I took a visit to Wauseon's new pool, the cost for their pool was \$2.6 million with \$2 million levied through property tax. Wauseon's pool has stainless steel walls that will help preserve and extend the life of the pool, expansion joints were used that will help keep the floor from cracking. A concession area was put in that serves people at the pool and park, the bathhouse was renovated (Dr. Rachel Bostelman had pictures showing the current condition of Napoleon's bathhouse and passed them around to Council). Mazur continued in 2016 the Parks and Rec Committee recommended renovations be made to the pool at an estimated cost of \$250,000 the renovations were to fix the walls and address some maintenance issues, the committee also recommended to continue putting \$25,000 a year into the pool renovation reserve fund currently there is \$125,000 in that fund. At their September meeting, the Parks and Rec Board recommended pursuing the initiative for a new pool facility, as noted by Glenn Grisdale during the master plan update, a modernized public pool facility is one of the things that keeps a community relevant; however, I would caution a bigger building means more maintenance costs down the road. Both the Parks and Rec Board and Parks and Rec Committee of Council recommended establishing a pool sub-committee to include a commission member - Jeff Mires, a Parks and Rec Board member - Ryan Funchion, Tony and myself and possibly Greg for financing and a couple of members from the community to put something together and get on the ballot either in May or November of 2019. My goal is to have at least some options for a new pool facility back to the Parks and Rec Board and Parks and Rec Committee by the end of November. Cotter added I have been discussing for years the condition of the pool, it is now to the point it is difficult to keep it viable, the pool has outlived its useful life. We can spend \$250,000 to fix it; but when people drive by it looks the same and this community wants something better, the Parks and Rec Board voted to move forward with pursuing a new pool and if Council approves, we will get better numbers to how much money will be needed. Mazur noted a lot of people from the community spoke at the Parks and Rec Committee meeting if you would like to know their comments you can read the Parks and Rec Committee minutes. Tonight we are asking for your approval to move forward in establishing a pool sub-committee and also to allocate \$20,000 from the \$125,000 in the renovation reserve fund for costs to professionally have a master plan for an aquatic facility put together. Maassel asked if we know what the attendance is at the Bowling Green pool, once the newness went away did the attendance go back down? Cotter replied the director at Bowling Green did not give me any numbers, he did say that once the county fair rolls around in August their attendance goes down. Cotter said we would offer this new facility to have enhanced concessions, more shade, lounge chairs, the days of the

Motion to Form a Swimming Pool Commission

Passed
Yea-5
Nay-0

**Motion to Allocate
\$20,000 from the Pool
Renovation Fund for
Planning of New Pool**

Passed
Yea-5
Nay-0

Appointment of Members to the New Swimming Pool Aquatic Facility Commission per Charter Section 5.08

Heath said I think the spring vote is in May, the timing may not be realistic. There is a 75-day rule that means the first reading would have to be on December 1st and the last reading on January 1st. Baer replied the initial meeting can be set and then we can see what is realistic as far as timing goes from there.

**Meeting Set for October
29, 2018 at 7:00 pm**

Council President Bialorucki set a meeting for the New Swimming Pool Aquatic Facility Commission for Monday, October 29th at 7:00 pm.

Citizen Communication

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Committee Reports

The **Water and Sewer Committee** met on October 8, 2018 and Chairman Comadoll reported the Committee heard an update on the 2018 Water Rate Study, approved the BOPA recommendation regarding the Yard Waste Site policy changes and tabled discussion on Management of Solids at the Water Treatment Plant.

The **Parks and Rec Committee** met earlier this evening with discussion on a new swimming pool.

Council President Bialorucki read by title **Resolution No. 059-18**, a Resolution Strongly Opposing the State of Ohio Issue I, Reducing the Penalties of Obtaining, Possessing and Using Illegal Drugs; and Declaring an Emergency.

Motion: Comadoll Second: Baer
to approve First Read of Resolution No. 059-18.

Motion to Suspend the Rule on 059-18

Passed
Yea-5
Nay-0

Passed
Yea-5
Nay-0

Introduction of Ordinance No. 060-18 Special Engine or “Jake” Brakes

**Motion to Approve
First Read of 060-18**

Discussion

Passed
Yea-5
Nay-0

Introduction of Resolution No. 061-18 BORMA Board Alternate

**Motion to Approve
First Read of Resolution
No. 061-18**

Discussion

Passed
Yea-5
Nay-0

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Third Readings

GOOD OF THE CITY

Power Supply Cost Factor for October 2018

There was not any legislation presented for Third Reading.

Mazur reported this is the lowest PSCAF we have seen since the hydro debt went into place. At the AMP Conference we learned that project optimizing could lower rates a little, what we would save in optimizing will be offset in rising transmission costs.

Motion to Approve October 2018 PSCAF

Motion: Comadoll

Second: Haase

To approve the Power Supply Cost Adjustment Factor for October 2018 as three month averaged factor \$0.01451, JV2 \$0.027145 and JV5 \$0.027145.

Passed

Yea-6

Nay-0

Roll call vote on the above motion:

Yea-Siclair, Comadoll, Baer, Bialorucki, Mires, Haase

Nay-

Yard Waste Site Policy Changes

Mazur noted since the Henry County Commissioners are no longer paying the \$4,100 annually to allow the county residents to use the yard waste site, we have proposed a policy for use of the yard waste site. City residents pay a fee of \$18/month that covers refuse, recycling, mosquito spraying and the yard waste site, snow removal is not included in this fee. There is a minor misdemeanor penalty with a maximum fine of \$150.00 if someone gets caught. A sign will be posted at the entrance of the Yard Waste Site with the policy, there was some discussion about having non-residents buy a yearly pass to use the yard waste site. Comadoll asked how much does it cost to grind brush? Mazur responded it is expensive, just to take the leaves out costs \$8,000, the yard waste site is an expense. Haase said he would like to see it remain just as it is, the amount of people that come in from the county is not that much, Liberty Center, Deshler and Holgate have their own places. Comadoll said I was just told by a resident this is a good idea he knows people from Wauseon that bring their leaves and brush in because it is a free service. Maassel said the \$5.00/month makes sense, you put an inexpensive hanger in car that you take to the yard waste site that says *Napoleon Ecological* with the year on it. Heath said the tracking of \$5.00 each month is too much work it was then suggested to just have a yearly fee of \$60.00. Baer said he has heard comments to not close the Yard Waste Site, what about the people that are just outside of town where the City yard waste site is more easy for them to access than going to another place, they should have to pay a fee, our citizens are paying for this service and outside people are using it for free. Bialorucki noted unless there is an issue, set hours are not needed. Siclair was concerned with the perception about making changes since we are not getting the \$4,100 and our relationship with the county. Harmon's response was its unfortunate the commissioners put us in this position \$4,100 for 20,000 people is a deep discount when you consider all the costs that go into this facility.

Motion to Accept Yard Waste Site Policy and Direct Law Director to Draft Legislation

Motion: Comadoll

Second: Mires

to accept the Yard Waste Site Policy and to direct the Law Director to draft legislation to enforce.

Passed
Yea-4
Nay-1
Abstain-1

Roll call vote on the above motion:
Yea-Comadoll, Baer, Bialorucki, Mires
Nay-Haase
Abstain-Siclair

**Grant Application for
Oakwood Avenue**

Mazur reported the Municipal Properties Committee originally talked about using grant funds to move the truck traffic off of Perry Street to Scott Street. The Mayor suggested and staff agrees, a better option would be to apply for a grant for Oakwood Avenue, it was felt with the second river bridge a lot of the truck traffic will be moved off of Perry Street. We would be looking at repaving, doing storm drainage, and some curb and gutter work, the Small Cities Grant Application is due on March 1, 2019 we can apply for a maximum of up to \$2 million. Comadoll said the waterline needs to be done, infrastructure should be done before you do the road. Mazur said the road needs repaved, what work and the amount will be determined by the study that has to be done. Bialorucki suggested looking at the option of doing construction on one side at a time, especially with the negative comments received with the Downtown and Industrial Drive, access to Oakwood Park will have to be maintained. As we learnt from this year's project, communication with the contractor is a must, we need to specify charges will be implemented when the contractor is not following the orders, most people accept inconvenience when they are notified in a reasonable amount of time.

**Motion to Approve
Applying for Small Cities
Grant for Oakwood Ave.**

Motion: Comadoll Second: Mires
to approve moving forward with the Small Cities Grant Application for Oakwood Avenue.

Passed
Yea-6
Nay-0

Roll call vote on the above motion:
Yea-Siclair, Comadoll, Baer, Bialorucki, Mires, Haase
Nay-

**Third Quarter Budget
Adjustments Referred to
Finance & Budget Comm.**

Council President Bialorucki referred *Third Quarter Budget Adjustments* to the Finance and Budget Committee.

Around the Table.

Heath

I was on vacation, and did not get the financial reports done.

Siclair

Nothing tonight.

Comadoll

One of the lady's that works with my wife at the bank lives on Melody Lane and said her neighbor has three white garbage bags with one tag, if she has a second bag, she gets charged. Mazur said the rule allows one bag not to exceed 50 lbs. Bialorucki said he knows three white bags fits into a garbage can and they pull them out one-by-one instead of dumping the garbage can. Comadoll-the storm grate that was put down last week right in front of the Armory on East Clinton after it was put in it rained and 3' from the drain water was laying.

Baer

Have you by any chance talked to NCTV since the Technology meeting, they are still not here. Mazur said he has a meeting with Dr. Fogo this Friday. I told him the committee recommended a one-year contract extension and it is a pay per service,

Białorucki

Mayor Maassel

Mires

Haase

Harmon

**Motion to Attach
Corrected Exhibit A to
Ordinance No. 057-18**

Passed
Yea-6
Nay-0

Mazur

**Council President
Bialorucki Referred
Review of NORA to the
November Muni. Prop.**

Approve Payment of Bills and Financial Reports

Motion to Adjourn

Passed
Yea-6
Nay-0

Adjournment

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Records Retention: FIN-33 Permanent

Approved:

November 5, 2018

Joseph D. Bialorucki, Council President

Jason P. Maassel, Mayor

Gregory J. Heath, Finance Director/Clerk

DRAFT

ORDINANCE NO. 062-18

**AN ORDINANCE ESTABLISHING A YARD WASTE SITE
POLICY AND ENACTING NAPOLEON CODIFIED ORDINANCE
925.24 A PROHIBITION AGAINST UNAUTHORIZED USE OF
THE CITY YARD WASTE SITE**

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

Section 1. That this Council hereby adopts and enacts the Yard Waste Site Policy attached hereto as Exhibit "A."

Section 2. That Part IX, Streets, Utilities and Public Services Code, shall be amended by enacting Napoleon Codified Ordinance 925.24 to read as follows:

925.24 Prohibition Against Unauthorized Use of the City Yard Waste Site

a. **No person or business entity with a physical address, street address, residential address, or business address outside the corporate limits of the City of Napoleon, Ohio, shall utilize or in any way make use of the City of Napoleon Yard Waste Site without prior written approval by the City Manager.**

b. **The lack of notice of restricted access, posted or otherwise, is not a defense to this section.**

Section 3. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon, Ohio.

Section 4. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 5. That, upon passage, this Ordinance shall take effect at the earliest time permitted by law.

Passed: _____

Joseph D. Bialorucki, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE ____ Yea ____ Nay ____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 062-18 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director



City of *NAPOLÉON*, Ohio

255 West Riverview Avenue • P.O. Box 151

Napoleon, Ohio 43545-0151

Phone: (419) 592-4010 • Fax: (419) 599-8393

Web Page: www.napoleonohio.com

Memorandum

Mayor

Jason Maassel

Members of Council

PRESIDENT:

Joseph Bialorucki

**PRESIDENT PRO-
TEM:**

Daniel Baer

Jeff Comadoll

Travis B. Sheaffer

Kenneth Haase

Jeff Mires

Lori Siclair

City Manager

Joel L. Mazur

Finance Director

Gregory J. Heath

Law Director

Billy D. Harmon

Public Works

Director

Chad E. Lulfs, P.E., P.S.

To: *Members of Napoleon City Council
Board of Public Affairs*

From: *Joel L. Mazur, City Manager
Billy D. Harmon, Law Director*

Date: *October 3, 2018*

RE: *Proposed Yard Waste Site Policy Changes*

As we discussed in regularly scheduled meetings, the Henry County Commissioners have ceased paying \$4,100 annually to the City of Napoleon to allow residents to dispose of yard waste at the City Yard Waste Site. Below is a generalization of policies to address allowing only residents to dispose of yard waste at the yard waste site:

- Only City residents and select businesses that pay a fee to dispose of yard waste will be permitted to dispose of yard waste at the Yard Waste Site.
- If a person other than a resident is disposing of yard waste at the Yard Waste Site for a resident, the individual must provide proof that the yard waste being disposed of is from a resident's address.
- A business that does not already pay the refuse fee on the utility bill may be permitted to disposed of yard waste at the Yard Waste Site if they contact the City Utility Department and elect to pay \$5 per month for unlimited use of the Yard Waste Site.
- Non-residents or businesses caught disposing of yard waste at the Yard Waste Site may be cited for "Unauthorized Use of the City Yard Waste Site" under proposed new Ordinance Section 925.24. The prohibition would read as follows:
 - No person or business entity with a physical address, street address, residential address, or business address outside the corporate limits of the City of Napoleon, Ohio, shall utilize or in any way make use of the City of Napoleon Yard Waste Site without prior written approval by the City Manager.

Ordinance No. 062-18 Exhibit A

- The lack of notice of restricted access, posted or otherwise, is not a defense to this section.
 - Pursuant to already established Ordinance Section 925.99 a violation of the proposed prohibition would be a minor misdemeanor punishable by a fine of up to \$150.00.
- The Yard Waste Site will only be open from dawn until dusk, which are the same hours as the City Parks.
- A sign will be placed near the entrance of the Yard Waste Site identifying these policies.
- All individuals disposing of yard waste at the Yard Waste Site are subject to having their identification checked when disposing of yard waste.

ORDINANCE NO. 060-18

**AN ORDINANCE ENACTING NAPOLEON CODIFIED
ORDINANCE 339.13 SPECIAL ENGINE OR "JAKE" BRAKES**

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

Section 1. That Part III, Traffic Code, shall be amended by enacting
Napoleon Codified Ordinance 339.13 to read as follows:

339.13 Special engine or "Jake" brakes.

**(a) No person shall drive or operate any motor vehicle which is equipped
with special engine brakes or "Jake" brakes in such a manner that the use of
said brakes is likely to cause inconvenience or annoyance to persons of
ordinary sensibilities.**

(b) This section shall not apply to emergency vehicles of the City.

**(c) Whoever violates any provision of this section is guilty of a minor
misdemeanor.**

Section 2. The City Manager is hereby authorized and directed to have signs
notifying the prohibition of special engine or "Jake" brakes posted at the entrance points
to the City and at other appropriate locations in the City.

Section 3. The City Manager is hereby authorized and directed to forward
copies of this section to all trucking companies regularly operating in the City, with an
appropriate request that all drivers be notified of the new regulation.

Section 4. That, it is found and determined that all formal actions of this City
Council concerning and relating to the adoption of this Ordinance were adopted in open
meetings of this City Council, and that all deliberations of this City Council and any of its
committees that resulted in such formal actions were in compliance with all legal
requirements, including Section 121.22 of the Ohio Revised Code and the Codified
Ordinances of Napoleon, Ohio.

Section 5. That, if any other prior Ordinance or Resolution is found to be in
conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further,
if any portion of this Ordinance is found to be invalid for any reason, such decision shall
not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 6. That, upon passage, this Ordinance shall take effect at the earliest
time permitted by law.

Passed: _____

Joseph D. Bialorucki, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE _____ Yea _____ Nay _____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 060-18 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

RESOLUTION NO. 061-18

A RESOLUTION APPOINTING AN ALTERNATE CITY REPRESENTATIVE TO SERVE ON THE BOARD OF DIRECTORS OF THE BUCKEYE OHIO RISK MANAGEMENT ASSOCIATION, AMENDING RESOLUTION NO. 076-10; AND DECLARING AN EMERGENCY

WHEREAS, the City of Napoleon is a member of the Buckeye Ohio Risk Management Association (BORMA); and,

WHEREAS, as a member of BORMA, this legislative body is required to appoint one (1) person to represent the City of Napoleon, Ohio, on the Board of Directors of BORMA and shall also appoint one (1) person to serve as an alternate representative when the initial representative is unable to carry out that representative's duties; **Now Therefore,**

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

Section 1. That, the City Finance Director is hereby appointed to serve as the City's representative on the BORMA Board of Directors.

Section 2. That, the City Human Resources Director is hereby appointed as an alternate City's representative on the BORMA Board of Directors when the primary representative as found in Section 1 of this Resolution is unable to carry out the necessary duties.

Section 3. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 4. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 5. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare and for the further reason that the City must maintain BORMA representation; therefore, this Resolution shall be in full force and effect immediately upon its adoption by Council.

Passed: _____

Joseph D. Bialorucki, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE _____ Yea _____ Nay _____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 061-18 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

RESOLUTION NO. 051-18

**A RESOLUTION AMENDING THE RULES FOR THE
NAPOLEON OUTDOOR REFRESHMENT AREA (NORA)**

WHEREAS, Resolution No. 032-18, which passed unanimously on June 25, 2018, established the Napoleon Outdoor Refreshment Area (NORA) and enacted certain rules and regulations thereunder; and,

WHEREAS, Council now desires to amend a certain section of said rules and regulations; **Now Therefore**,

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

Section 1. That, Resolution No. 032-18 is hereby amended, and the following rule shall be added to the list of NORA rules and regulations, thereby replacing the previous rule which only allowed one (1) Official Cup per NORA Participant:

- Only two (2) Official Cups will be permitted at a time per NORA Participant

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

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

Passed: _____

Joseph D. Bialorucki, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE ____ Yea ____ Nay ____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 051-18 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

ORDINANCE NO. 058-18

**AN ORDINANCE AMENDING SECTION 931.09 INCREASING
SANITARY SEWER RATES FOR THE YEAR 2019**

WHEREAS, the Board of Public Affairs and the Water and Sewer Committee met in a regular meeting held on September 10, 2018, reviewed the existing sanitary sewer rates and determined a rate increase over a one (1) year period effective January 1, 2019 for the year 2019 is necessary in order to keep the sanitary sewer fund sound;

WHEREAS, the Council for the City of Napoleon now desires to increase sewer rates for the year 2019; **Now Therefore**,

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

Section 1. That, Section 931.09 of the Codified Ordinances of the City of Napoleon, Ohio, shall be amended and enacted as follows:

**“931.09 SANITARY SEWER RATES FOR INSIDE AND OUTSIDE CORPORATION
LIMITS.**

The sanitary sewer rates charged by the City shall be as follows, except as may otherwise be permitted by rule:

(a) It is determined and declared to be necessary to the protection of the public health, safety, welfare, and convenience of the City to establish and collect charges upon all lots, lands, and premises which are served by the municipal sanitary sewer system of the City.

(b) The following measures shall be used to determine the sewer charges provided to a premises served by the City sanitary sewer system:

(1) Any premises using water exclusively supplied by the City and having a water meter acceptable to the City shall be measured by said meter for determining the sanitary sewer charge for the premises.

(2) Any owner or other interested party of a premises using water supplied either in whole or in part from sources other than the waterworks system of the City may be required to install water meters satisfactory to the City to the extent necessary to measure all such supplies of water. The quantity of water consumed on said premises shall be deemed to be the aggregate amount disclosed by said meter for the purpose of determining the sanitary sewer charge for the premises.

(3) In the event it can be shown to the satisfaction of the City that a portion of the water from any source consumed on said premises does not and cannot enter the City sanitary sewer system, then in such case the owner or other interested party may, at the owner's or interested party's expense, install and maintain separate metering devices, subject to inspection and testing by the City, to the extent necessary to demonstrate to the satisfaction of the City that only a portion of the water consumed on the premises is being discharged into the City sanitary sewer system, which portion shall constitute the basis for measuring the sanitary sewer charge for said premises. In the event that such metering devices are impractical, then other reliable evidence produced by the owner or other interested party may be considered by the City Manager, in the City Manager's sole discretion, in adjusting sewer charges.

(4) Effective with the billing cycle in January of the year ~~2015~~ **2019**, to be reflected in the first billing in February of the year ~~2015~~ **2019**, the following rate structure related to sanitary sewer charges shall be charged as follows, except as may otherwise be permitted by rule:

Wastewater (Sanitary Sewer) Service Charge:

Capacity Charge (Base Charge):

Charges per Month	Residential	Commercial or Industrial
Inside Corporation Limits	\$35.19 35.19	\$35.19 35.19
Outside Corporation Limits	\$70.59 70.59	\$70.59 70.59

Commodity Charge: (To be charged in addition to the Capacity Charge)

Commodity Charge/100cf	Residential	Commercial or Industrial
Inside Corporation Limits	\$5.60 6.14	\$5.60 6.14
Outside Corporation Limits	\$11.88 12.28	\$11.88 12.28

Industrial metering and monitoring charge: \$25.00 per sample

Excess Strength surcharges:

Charge per pound of CBOD above 200 MG/L	\$0.15
Charge per pound of SS above 250 MG/L	\$0.15
Charge per pound of phosphorus above 7 MG/L	\$0.15

CBOD = Carbonaceous Biological Oxygen Demand

SS = Suspended Solids

MG/L = Milligrams per Liter

CF = Cubic Feet

Overflow Abatement Charge pursuant to Section 931.12 and sewer lateral charge pursuant to Section 931.13: (To be charged in addition to the Capacity and Commodity Charge)

Overflow Abatement Charge pursuant to Section 931.12 and sewer lateral charge pursuant to Section 931.13: (To be charged in addition to the Capacity and Commodity Charge)

(c) Disposal of Domestic Septage.

(1) Domestic septage accepted. The City accepts hauled domestic septage from approved hauling companies for disposal at the City's Wastewater Treatment Plant or other place as may be designated by the City's Wastewater Superintendent. The City's Wastewater Superintendent shall determine what constitutes an "approved hauling

company”. As used in this Ordinance, septage is considered waste collected from septic tanks in place for domestic type use. It contains partially treated household waste disposed through a homes plumbing system or other similar type waste commonly disposed in toilets, sinks, and showers.

(2) Company information required. Companies wishing to haul septage to the City’s disposal site must apply to the City’s Wastewater Superintendent and provide:

- A. Company contact and ownership information;
- B. Information about the types and capacities of the trucks used to haul septage;
- C. Information about the source and characteristics of the septage to be hauled; and,
- D. Approximate daily/weekly/monthly volumes which are planned to be hauled.

(3) Internal Policy Compliance. All hauled septage accepted at the City’s dumping site must comply with any internal policies as may be established by the City’s Wastewater Superintendent.

(4) Testing. Testing of the septage may be required prior to the disposal to ensure compliance with the internal policies.

(5) Waste manifest. A manifest document as provided by the Henry County, Ohio, Health Department, or other approved manifest as approved by the City’s Wastewater Superintendent, is required for each load, prior to disposal. The City Wastewater Superintendent or designee may request to review this septage manifest document and/or inspect and test the load to confirm that the material being delivered can be accepted.

(6) Prior disposal arrangements. The City’s Wastewater Treatment Plant or other designated facility must be contacted prior to each disposal so that arrangements can be made to access the facility.

(7) Rates. The rate for dumping septage shall be six cents (\$0.06) per gallon.”

Section 2. That, Section 931.09 of the Codified Ordinances of Napoleon, Ohio, as existed prior to the enactment of this Ordinance, is repealed.

Section 3. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 4. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 5. That, this Ordinance shall be in full force and effect at the earliest time permitted by law.

Passed: _____

Joseph D. Bialorucki, Council President

Approved: _____

Jason P. Maassel, Mayor

VOTE ON PASSAGE _____ Yea _____ Nay _____ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 058-18 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the _____ day of _____, _____; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

2018 APPROPRIATION BUDGET - SUPPLEMENTAL BUDGET ADJUSTMENT BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY				
ORDINANCE No. ____-18, Passed ____/____/2018	= 2018 3RD QT SUPPLEMENTAL BUDGET ADJ. =			2018
FUND/DEPARTMENT-1ST QUARTER ADJUSTMENT	PERSONAL SERVICES	OTHER	TOTAL	FUND TOTAL
130 ECONOMIC DEVELOPMENT FUND				
3500 Economic Development	\$0	\$32,690	\$32,690	
- 3500 Econ.Dev.-CIC - Supplement to Cover final CIC Payment not in Original 2018 Budget - \$100:				
Accounts - 130.3500.53300 Serv.Fees-Professionals		\$100		
- 3500 Econ.Dev.-CIC - Supplement to Cover future Taxes & Assessments on CAUV from Property Sales - \$32,590:				
Accounts - 130.3500.56300 Taxes and Assessments		\$32,590		
Total - 130 Economic Development Fund	\$0	\$32,690	\$32,690	\$32,690
200 STREET CONSTR., MAINT. & REPAIR FUND				
5100 Service/Streets Maintenance and Properties	\$23,000	\$0	\$23,000	
- 5100 Serv/Streets - Additional Need for Salary-AFSCME Account - \$23,000:				
Accounts - 200.5100.51200 Salary-AFSCME	\$23,000			
5120 Service/Storm Drainage	\$0	\$3,000	\$3,000	
- 5102 Serv/Storm Drainage - Additional Need for Shared Labor Reimbursement Account - \$3,000:				
Accounts - 200.5120.59130 Reimb.-Shrd.Labor Exp		\$3,000		
Total - 200 S.C.M.&R. Fund	\$23,000	\$3,000	\$26,000	\$26,000
201 STATE HIGHWAY IMPROVEMENT FUND				
5100 Service/Streets Maintenance and Properties	\$0	\$1,250	\$1,250	
- 5100 Serv/Streets - Additional Need for Service Fees Professional Account - \$1,250:				
Accounts - 201.5100.53300 Serv.Fees-Professionals		\$1,250		
Total - 201 State Highway Fund	\$0	\$1,250	\$1,250	\$1,250
220 RECREATION FUND				
4300 Recreation/Pool Operating	\$0	\$1,600	\$1,600	
- 4300 Rec/Pool Operating - Additional Need in Water & Sewer Account - \$1,600:				
Accounts - 220.4300.53113 Utilities-Water & Sewer		\$1,600		
4400 Recreation/Programs	\$0	\$12,700	\$12,700	
- 4400 Rec/Programs - Additional Need in Electric Account - \$7,500:				
Accounts - 220.4400.53110 Utilities-Electric		\$7,500		
- 4400 Rec/Programs - Additional to Appropriate Donation from Nazerene Church - \$5,200:				
Accounts - 220.4400.57000 Machinery & Equipment		\$5,200		
Total - 220 Recreation Fund	\$0	\$14,300	\$14,300	\$14,300

2018 APPROPRIATION BUDGET - SUPPLEMENTAL BUDGET ADJUSTMENT BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY				
ORDINANCE No. ____-18, Passed ____/____/2018 FUND/DEPARTMENT-1ST QUARTER ADJUSTMENT	= 2018 3RD QT SUPPLEMENTAL BUDGET ADJ. =			2018 FUND TOTAL
	PERSONAL SERVICES	OTHER	TOTAL	TOTAL
242 FIRE EQUIPMENT FUND				
2200 Fire/Safety Services	\$0	\$18,780	\$18,780	
- 2200 Fire/Safety Serv. - Additional Need in Machinery & Equipment Account for Radios - \$18,780:				
Accounts - 242.2200.57000 Machinery & Equipment		\$18,780		
	-----	-----	-----	
Total - 242 Fire Equipment Fund	\$0	\$18,780	\$18,780	\$18,780
	=====	=====	=====	
288 JUSTICE REINVESTMENT INCENTIVE GRANT				
1810 Municipal Court/Probation Department	-\$11,312	\$11,312	\$0	
- 1810 Mun.Court/Prob.Dept. - Changes to Balance Grant Allocation in 2018, net \$-0- - \$0:				
Accounts - 288.1810.51000 Salary-Non-Bargaining	-\$9,782			
Accounts - 288.1810.51500 PERS	-\$1,383			
Accounts - 288.1810.51700 Medicare-City Share	-\$147			
Accounts - 288.1810.53300 Serv.Fees-Professionals		\$11,312		
	-----	-----	-----	
Total - 288 JRIG Grant Fund	-\$11,312	\$11,312	\$0	\$0
	=====	=====	=====	
290 POLICE PENSION FUND				
2100 Police/Safety Services	\$2,196.29	\$0.00	\$2,196.29	
- 2100 Police/Safety Serv. - Additional for Police Pensions collected in Property Taxes - \$2,196.29:				
Accounts - 290.2100.51530 Police Pension	\$2,196.29			
	-----	-----	-----	
Total - 290 Police Pension Fund	\$2,196.29	\$0.00	\$2,196.29	\$2,196.29
	=====	=====	=====	
291 FIRE PENSION FUND				
2200 Fire/Safety Services	\$1,097.47	\$0.00	\$1,097.47	
- 2200 Fire/Safety Serv. - Additional for Fire Pensions collected in Property Taxes - \$1,097.47:				
Accounts - 291.2200.51540 Fire Pension	\$1,097.47			
	-----	-----	-----	
Total - 291 Fire Pension Fund	\$1,097.47	\$0.00	\$1,097.47	\$1,097.47
	=====	=====	=====	
295 IRS 125 BENEFITS PLAN FUND				
1900 General Government/Miscellaneous	\$0.00	\$2,674.41	\$2,674.41	
- 1900 Gen.Gov./Misc. - Additional for Professional Service Fees in Account - \$2,674.41:				
Accounts - 295.1900.53300 Serv.Fees-Professionals		\$2,674		
	-----	-----	-----	
Total - 295 IRS Benefits Plan Fund	\$0.00	\$2,674.41	\$2,674.41	\$2,674.41
	=====	=====	=====	

2018 APPROPRIATION BUDGET - SUPPLEMENTAL BUDGET ADJUSTMENT BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY				
ORDINANCE No. ____-18, Passed ____/____/2018	= 2018 3RD QT SUPPLEMENTAL BUDGET ADJ. =			2018
FUND/DEPARTMENT-1ST QUARTER ADJUSTMEN	PERSONAL SERVICES	OTHER	TOTAL	FUND TOTAL
400 CAPITAL IMPROVEMENT FUND				
2100 Police/Safety Services	\$0	\$11,900	\$11,900	
- 2100 Pol./Safety Serv. - Additional in Machinery and Equipment for Radios - \$8,900:				
Accounts - 400.2100.57000 Machiney & Equipmen		\$8,900		
- 2100 Pol./Safety Serv. - Additional in Machinery and Equipment for BPV Grant - \$3,000:				
Accounts - 400.2100.57000 Machiney & Equipmen		\$3,000		
Total - 400 CIP Fund	\$0	\$11,900	\$11,900	\$11,900
510 WATER REVENUE FUND				
6200 Water/Treatment Plant Operations	\$0	\$1,300	\$1,300	
- 6200 Water/WTP - Additional for Telephone in Account - \$1,300:				
Accounts - 510.6200.53114 Utilities-Telephone		\$1,300		
Total - 510 Water Revenue Fund	\$0	\$1,300	\$1,300	\$1,300
523 OWDA SA DEBT RETIREMENT FUND				
8600 Special Assessment Debt Services (OWDA)	\$0	\$160	\$160	
- 8600 SA Debt Serv. - Additional for County Auditor Fees in Account - \$160:				
Accounts - 523.8600.53410 County-Auditor Fees		\$160		
Total - 523 OWDA SA Debt Ret. Fund	\$0	\$160	\$160	\$160
* GRAND TOTAL - ALL FUNDS	\$14,981.76	\$97,366.41	\$112,348.17	\$112,348.17

3rd Quarter Budget Adjustments

CITY OF NAPOLEON, OHIO - 3RD QUARTER BUDGET ADJUSTMENTS - REVIEW

									= FDT from another Acct. in Category	
									= Adjust PO to Reduce Encumbrances	
									= Supplemental from Unappropriated Bal.in Fd.	
FUND NAME	Account #	AccountDescription	Revised Approp.	MTD Expense	YTD Expense	Balance Approp.	Current Encumb.	Unenc. Balance	PROPOSED BUDGETARY ACTION	
100 GEN. FD	100.1370.52000	TRAVEL, TRAINING AND EDUCATION	850.00	0.00	254.69	595.31	840.40	-245.09	<-FDT 100-1370-53210 Srv.Cnt.-Cmp. - \$900	
100 GEN. FD	100.1600.53115	UTILITIES-CABLE	0.00	0.00	75.00	-75.00	75.00	-150.00	<-FDT 100-1600-53114 Phone - \$150	
100 GEN. FD	100.1800.54110	SUPPLIES-POSTAGE/DELIVERY CHARGES	18,000.00	0.00	12,004.23	5,995.77	6,000.00	-4.23	<-REDUCE PO RG180300 BY -\$100	
100 GEN. FD	100.1900.53110	UTILITIES-ELECTRIC	16,560.00	1,654.76	15,699.18	860.82	2,345.24	-1,484.42	<-FDT 100-1900-56900 Undef.Cntg. - \$3,200	
100 GEN. FD	100.1900.53470	CNT.-SENIOR CENTER	1,100.00	0.00	1,142.60	-42.60	457.40	-500.00	<-FDT 100-1900-56900 Undef.Cntg. - \$500	
100 GEN. FD	100.2100.51301	SALARY-PATROL OFFICERS-OT	20,000.00	1,553.59	26,118.82	-6,118.82	0.00	-6,118.82	<-FDT 100-2100-51600 Wkrs.Comp. - \$15,000	
100 GEN. FD	100.2200.53110	UTILITIES-ELECTRIC	22,050.00	1,205.85	23,291.72	-1,241.72	72.51	-1,314.23	<-FDT 100-2200-53200 Cnt.Comm. - \$4,000	
100 GEN. FD	100.4700.51201	SALARY-AFSCME-OVERTIME	4,500.00	0.00	4,929.62	-429.62	0.00	-429.62	<-FDT 100-4700-51200 Sal.-AFSCME - \$2,800	
100 GEN. FD	100.4700.54800	SUPPLIES-UNIFORMS	700.00	0.00	645.00	55.00	155.00	-100.00	<-FDT 100-4700-53300 Srv.Fees-Prf. - \$100	
100 GEN. FD	100.5130.54230	SUPPLIES-GASOLINE/DEISEL FUEL	2,230.00	0.00	1,598.62	631.38	725.79	-94.41	<-FDT 100-5130-54200 Sup.-Op.Mat. - \$300	
130 EC.DEV.FD	130.3500.53300	SERV.FEES-PROFESSIONAL	37,400.00	0.00	29,050.00	8,350.00	9,442.20	-1,092.20	<-REDUCE PO RG180655 BY -\$1,000	
130 EC.DEV.FD	130.3500.53300	SERV.FEES-PROFESSIONAL	37,400.00	0.00	29,050.00	8,350.00	9,442.20	-1,092.20	<-SUPPLEMENTAL APPROP. + \$100	
130 EC.DEV.FD	130.3500.56300	TAXES AND ASSESSMENTS	0.00	0.00	0.00	0.00	32,590.00	-32,590.00	<-SUPPLEMENTAL APPROP. + \$32,590	
200 SCM&R FD.	200.5100.51200	SALARY-AFSCME	69,540.00	3,911.38	72,965.31	-3,425.31	0.00	-3,425.31	<-SUPPLEMENTAL APPROP. + \$23,000	
200 SCM&R FD.	200.5120.59130	REIMB.-SHARED LABOR EXPENSES	500.00	0.00	1,125.89	-625.89	0.00	-625.89	<-SUPPLEMENTAL APPROP. + \$3,000	
201 ST.HGWY.FD.	201.5100.53300	SERV.FEES-PROFESSIONAL	20,000.00	4,750.00	23,450.00	-3,450.00	0.00	-3,450.00	<-FDT 201-5100-54200 Sup.-Op.Mat. - \$2,200	
201 ST.HGWY.FD.	201.5100.53300	SERV.FEES-PROFESSIONAL	20,000.00	4,750.00	23,450.00	-3,450.00	0.00	-3,450.00	<-SUPPLEMENTAL APPROP. + \$1,250	
210 EMS SR.FD.	210.2200.52000	TRAVEL, TRAINING AND EDUCATION	9,840.02	4.61	9,593.23	246.79	1,761.57	-1,514.78	<-FDT 210-2200-54200 Sup.-Op.Mat. - \$1,600	
210 EMS SR.FD.	210.2200.57000	MACHINERY AND EQUIPMENT	5,245.34	0.00	5,883.03	-637.69	0.00	-637.69	<-FDT 210-2200-54200 Sup.-Op.Mat. - \$700	
220 REC. FUND	220.4100.53114	UTILITIES-TELEPHONE	1,050.00	88.10	1,231.55	-181.55	0.00	-181.55	<-FDT 220-4100-56900 Undef.Cntg. - \$700	
220 REC. FUND	220.4100.53300	SERV.FEES-PROFESSIONAL	1,800.00	860.60	3,090.60	-1,290.60	0.00	-1,290.60	<-FDT 220-4100-56900 Undef.Cntg. - \$1,300	
220 REC. FUND	220.4200.53900	BANK SERVICING CHARGES	1,700.00	0.00	1,578.11	121.89	700.00	-578.11	<-REDUCE PO RG180580 BY -\$600	
220 REC. FUND	220.4300.53111	UTILITIES-NATURAL GAS	3,400.00	11.91	3,363.39	36.61	2,136.61	-2,100.00	<-REDUCE PO RG180473 BY -\$2,100	
220 REC. FUND	220.4300.53113	UTILITIES-WATER AND SEWER	12,500.00	418.94	14,008.67	-1,508.67	0.00	-1,508.67	<-SUPPLEMENTAL APPROP. + \$1,600	
220 REC. FUND	220.4400.53110	UTILITIES-ELECTRIC	17,000.00	947.37	20,169.94	-3,169.94	0.00	-3,169.94	<-SUPPLEMENTAL APPROP. + \$7,500	
220 REC. FUND	220.4400.53900	BANK SERVICING CHARGES	1,050.00	0.00	548.51	501.49	506.23	-4.74	<-REDUCE PO RG180580 BY -\$100	
220 REC. FUND	220.4400.54230	SUPPLIES-GASOLINE.DEISEL FUEL	12,500.00	690.90	9,744.84	2,755.16	4,574.34	-1,819.18	<-REDUCE PO RG180460 BY -\$1,000	
220 REC. FUND	220.4400.54230	SUPPLIES-GASOLINE.DEISEL FUEL	12,500.00	690.90	9,744.84	2,755.16	4,574.34	-1,819.18	<-REDUCE PO RG180258 BY -\$1,000	
220 REC. FUND	220.4400.57000	MACHINERY AND EQUIPMENT	36,882.50	107.48	36,646.62	235.88	0.00	235.88	<-SUPPLEMENTAL APPROP. + \$5,200	
242 FR.EQMT.FD.	242.2200.57000	MACHINERY AND EQUIPMENT	44,300.00	15,180.00	30,905.36	13,394.64	32,091.78	-18,697.14	<-SUPPLEMENTAL APPROP. + \$18,780	

3rd Quarter Budget Adjustments

CITY OF NAPOLEON, OHIO - 3RD QUARTER BUDGET ADJUSTMENTS - REVIEW

									= FDT from another Acct. in Category
									= Adjust PO to Reduce Encumbrances
									= Supplemental from Unappropriated Bal.in Fd.
FUND NAME	Account #	AccountDescription	Revised Approp.	MTD Expense	YTD Expense	Balance Approp.	Current Encumb.	Unenc. Balance	PROPOSED BUDGETARY ACTION
288.JRIG FD	288.1810.51100	SALARY-NON-BARGAINING	12,760.00	90.00	2,186.95	10,573.05	0.00	0.00	<-SUPPLEMENTAL APPROP. - <\$9,782.00>
288.JRIG FD	288.1810.51500	PERS	1,790.00	0.00	233.09	1,556.91	0.00	1,556.91	<-SUPPLEMENTAL APPROP. - <\$1,383.00>
288.JRIG FD	288.1810.51700	Medicare-City Share	190.00	1.31	31.70	158.30	0.00	158.30	<-SUPPLEMENTAL APPROP. - <\$147.00>
288.JRIG FD	288.1810.53300	SERV.FEES-PROFESSIONAL	8,865.83	1,598.00	13,077.62	-4,211.79	0.00	-4,211.79	<-SUPPLEMENTAL APPROP. + \$11,312
290 POL.PEN.FD.	290.2100.51530	POLICE PENSION	84,310.00	0.00	86,307.48	-1,997.48	0.00	-1,997.48	<-SUPPLEMENTAL APPROP. + \$2,196.29
291 FIR.PEN.FD.	291.2200.51540	FIRE PENSION	42,150.00	0.00	43,286.33	-1,136.33	0.00	-1,136.33	<-SUPPLEMENTAL APPROP. + \$1,097.47
295 IRS FD.	295.1900.53300	SERV.FEES-PROFESSIONAL	2,220.00	50.00	3,980.91	-1,760.91	222.50	-1,983.41	<-SUPPLEMENTAL APPROP. + \$2,674.41
310 SA BD.RT.FD.	310.8500.53410	COUNTY-AUDITOR FEES	1,000.00	0.00	1,000.41	-0.41	0.00	-0.41	<-FDT 310.8500.58800 Int.Pymt.-Bonds - \$1.00
400 CIP FUND	400.2100.57000	MACHINERY AND EQUIPMENT	78,750.00	1,075.36	31,312.26	47,437.74	46,777.20	660.54	<-SUPPLEMENTAL APPROP. + \$8,900
400 CIP FUND	400.2100.57000	MACHINERY AND EQUIPMENT	78,750.00	1,075.36	31,312.26	47,437.74	46,777.20	660.54	<-SUPPLEMENTAL APPROP. + \$3,000
500 ELC.REV.FD.	500.1520.57200	BUILDINGS AND IMPROVEMENTS	1,650.00	0.00	0.00	1,650.00	3,079.00	-1,429.00	<-FDT 500.1520.57000 Mac.&Eq. - \$1,500
500 ELC.REV.FD.	500.6110.51101	SALARY-NON BARG-OVERTIME	15,000.00	538.29	15,480.21	-480.21	0.00	-480.21	<-FDT 500.6110.51600 Wkr.Cmp. - \$3,200
500 ELC.REV.FD.	500.6110.51201	SALARY-AFSCME-OVERTIME	35,000.00	496.67	36,404.05	-1,404.05	0.00	-1,404.05	<-FDT 500.6110.51600 Wkr.Cmp. - \$3,300
500 ELC.REV.FD.	500.6110.59000	REFUNDS-MISCELLANEOUS	5,000.00	1,516.65	4,717.84	282.16	1,683.44	-1,401.28	<-FDT 500.6110.56900 Undef.Cnt. - \$3,000
510 WTR.REV.FD.	510.1520.57200	BUILDINGS AND IMPROVEMENTS	660.00	0.00	0.00	660.00	1,231.60	-571.60	<-FDT 510.1520.57000 Mac.&Eq. - \$600
510 WTR.REV.FD.	510.6200.53114	UTILITIES-TELEPHONE	3,900.00	408.41	3,599.86	300.14	516.60	-216.46	<-SUPPLEMENTAL APPROP. + \$1,300
510 WTR.REV.FD.	510.6210.51190	SALARY-SEASONAL	5,200.00	0.00	5,277.25	-77.25	0.00	-77.25	<-FDT 510.6210.51600 Wkr.Cmp. - \$200
520 SEW.REV.FD.	520.1520.57200	BUILDINGS AND IMPROVEMENTS	660.00	0.00	0.00	660.00	1,231.60	-571.60	<-FDT 520.1520.57000 Mac.&Eq. - \$600
520 SEW.REV.FD.	520.6300.53113	UTILITIES-WATER AND SEWER	40,430.00	4,343.15	32,647.57	7,782.43	5,852.43	1,930.00	<-FDT 520.6300.56900 Undef.Cnt. - \$2,000
520 SEW.REV.FD.	520.6300.54100	SUPPLIES-OFFICE	500.00	527.04	527.04	-27.04	0.00	-27.04	<-FDT 520.6300.56900 Undef.Cnt. - \$200
520 SEW.REV.FD.	520.6300.58550	INTEREST PAYMENT-BONDS-REVENUE	208,730.00	0.00	276,474.87	-67,744.87	0.00	-67,744.87	<- Pending Reimbursement from RZEDB.
520 SEW.REV.FD.	520.6310.53110	UTILITIES-ELECTRIC	25,000.00	2,045.17	25,515.96	-515.96	0.00	-515.96	<-FDT 520.6310.53300 Srv.Fees-Prf. - \$5,000
520 SEW.REV.FD.	520.6310.54500	SUPPLIES-OTHER EQUIPMENT	5,000.00	0.00	11,719.94	-6,719.94	524.78	-7,244.72	<-FDT 520.6310.53300 Srv.Fees-Prf. - \$8,000
520 SEW.REV.FD.	520.6311.54300	SUPPLIES-VEHICLE PARTS/SUPPLY	1,000.00	9,862.22	9,862.22	-8,862.22	200.00	-9,062.22	<-FDT 520.6311.57800 San.Sew.Imp. - \$9,100

3rd Quarter Budget Adjustments

CITY OF NAPOLEON, OHIO - 3RD QUARTER BUDGET ADJUSTMENTS - REVIEW

FUND NAME	Account #	AccountDescription	Revised Approp.	MTD Expense	YTD Expense	Balance Approp.	Current Encumb.	Unenc. Balance	PROPOSED BUDGETARY ACTION
523 OWDA FD.	523.8600.53410	COUNTY-AUDITOR FEES	500.00	0.00	655.76	-155.76	0.00	-155.76	<-SUPPLEMENTAL APPROP. + \$160
560 SAN.RV.FD.	560.1520.57200	BUILDINGS AND IMPROVEMENTS	330.00	0.00	0.00	330.00	615.80	-285.80	<-FDT 560.1520.57000 Mac.&Eq. - \$300
560 SAN.RV.FD.	560.6400.54800	SUPPLIES-UNIFORMS	900.00	38.12	757.83	142.17	151.41	-9.24	<-REDUCE PO RG180186 BY -\$10
600 CN.GR.RT.FD.	600.5200.54230	SUPPLIES-GASOLINE/DEISEL FUEL	1,880.00	0.00	1,198.68	681.32	926.32	-245.00	<-REDUCE PO RG180184 BY -\$250
600 CN.GR.RT.FD.	600.5200.54300	SUPPLIES-VEHICLE PARTS/SUPPLY	40,000.00	3,834.43	32,575.55	7,424.45	7,887.87	-463.42	<-FDT 600.5200.554700 Sm.Tools - \$2,000

= FDT from another Acct. in Category
= Adjust PO to Reduce Encumbrances
= Supplemental from Unappropriated Bal.in Fd.

City of Napoleon
Executive Assistant/Paralegal to the Law Director

DEPARTMENT: Law
REPORTS TO: Law Director
FLSA STATUS: Salary (Non-Exempt)
CIVIL SERVICE: Classified (Non-Competitive)
UNION: Non-Bargaining
PREPARED BY: Billy Harmon, Law Director
APPROVED BY: Billy Harmon, Law Director
APPROVED DATE:

SUMMARY

Performs a wide variety of complex paralegal and executive assistant tasks requiring initiative, independent judgment, and extensive working knowledge of City organization and programs. Work entails dealing with political, confidential, and sensitive issues requiring a high degree of discretion and tact. Serves as direct paralegal to the City Law Director/Prosecutor of the Civil Division, Criminal and Traffic Division of the City Law Department as appointed by the City Law Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Researches legal issues
- Prepares legislation as directed by City Council
- Assists the Law Director in civil projects
- Interviews victims and defendants
- Complies with Marcy's Law rights to victims
- Assists the Law Director in preparation of criminal cases
- Assists the Law Director in pretrials and trials
- Prepares and distributes discovery in accordance with the Criminal Rules of Evidence
- Researches incoming work to the Law Department from other City departments
- Sends appropriate correspondence to defendants
- Prepares and files motions, praecipes for subpoenas, dismissals, among other court filings as directed by the Law Director
- Screens incoming calls, correspondence, and mail, responding independently when possible
- Schedules appointments for, and with, the Law Director; coordinates and schedules meetings
- Reviews and briefs news articles, reports, bulletins and other materials for the Law Director's attention
- Takes and transcribes dictation of confidential material; composes letters and memoranda for the Law Director's signature
- Maintains files and records for the Law Director's office, including records retention and public records requests; and/or coordinates records retention schedules and disposal for all department records
- Prepares and files documents with government agencies to conform with federal, state, and local statutes
- Prepares and types a variety of routine and special reports from source material in files, including confidential material
- Completes, or assists with completion of, special projects/assignments
- Composes routine correspondence for signature or signs correspondence on behalf of the Law Director
- Arranges complex and detailed travel plans and itineraries; compiles documents for travel related meetings or electronic conferencing
- Coordinates City business meetings; collects, duplicates and disseminates back up materials; attends meetings and takes notes, prepares follow-up staff instructions to be distributed to all City departments

- Performs department budget functions; monitors department budget to ensure expenditures do not exceed allocations; prepares requisitions; and maintains department files for all expenditures
- May be required to assist in other tasks assigned after normal working hours dealing with City Council, Boards, Commissions, and Committees
- Performs any other duties as assigned by the Law Director

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must possess a valid Ohio Driver's License
- Must be eighteen (18) years or older
- Knowledge of governmental procedures, legal requirements for legislative process, meeting protocols, Robert's Rules of Order, Ohio Ethics Laws, Ohio Sunshine Laws on meetings and public records, office automation, legal terminology, clerical methods used in keeping City records, general office procedures, routines, and equipment
- Knowledge of Law Director's office procedures
- Knowledge of ordinances, official functions, and personnel procedures
- Ability to deal with the public in an effective and courteous manner
- Ability to keep complex and fiscal statistical records, ledgers, and files and provide information correctly and, orally and in writing
- Ability to independently prepare complex and/or confidential correspondence
- Ability to listen and ascertain the needs of the members of the public; ability to find and communicate accurate information concerning process, policies and procedures to members of the public; ability to respond to customers tactfully and courteously
- Knowledge of internet, legal research, word-processing, e-mail, document management presentation, and spread sheet programs utilized by the City
- Ability to customarily and regularly exercises discretion and independent judgment
- Ability to work with little or no supervision

EDUCATION and/or EXPERIENCE

- Must possess a two (2) year college degree preferably in Paralegal Studies
- Prior to employment, must have satisfactorily completed a college course in legal research and writing
- Must possess adequate skills in legal research and writing
- Must be able to perform all the essential functions of the job
- Ability to exercise professional judgment

LANGUAGE SKILLS

- Must be fluent in both written and spoken English
- Knowledge of business English and legal formats and terms

CHARACTER & FITNESS

- Must demonstrate character traits that would not be detrimental to the successful performance of the position
- Must understand and demonstrate the ability to handle confidential information
- Not to have any felony convictions or dismissal from public service
-

CERTIFICATES, LICENSES, REGISTRATIONS

- Must be a Notary Public in and for the State of Ohio or possess and maintain the same within ninety (90) days of employment

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have computer and keyboard skills
- Must have legal research and writing skills
- Must be skilled in word processing, database, and spreadsheet operations
- Must be able to type at a reasonable speed
- Must be able to lift up to 20 lbs.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This job must be performed on-site, unless otherwise directed

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

EXHIBIT “A”

(BASE HOURLY RATE)

<u>Title</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
Clerk-Typist II	\$11.77	\$13.55	\$14.55	\$15.60
Receptionist	\$13.31	\$15.27	\$16.37	\$17.61
Administrative Assistant	\$16.23	\$18.73	\$20.11	\$21.65
Front Desk Administrator	\$11.77	\$13.28	\$13.94	\$14.74
Service Building Secretary	\$11.77	\$13.28	\$13.94	\$14.74
Senior Service Building Secretary	\$14.63	\$16.78	\$18.05	\$19.48
Executive Assistant to Appointing Authority	\$19.71	\$21.00	\$22.35	\$23.76
Executive Assistant/Paralegal to Law Director	\$23.76	\$25.96	\$27.88	\$29.81
Account Clerk I	\$11.77	\$13.28	\$13.94	\$14.73
Account Clerk II	\$14.63	\$16.78	\$18.06	\$19.48
Utility Billing Administrator	\$16.62	\$19.13	\$20.49	\$24.33
Senior Account Clerk	\$16.23	\$18.73	\$20.12	\$23.77
Records Clerk/Recorder	\$14.63	\$16.78	\$18.05	\$19.47
Accounts Payable Clerk	\$14.63	\$16.78	\$18.05	\$20.49
Tax Administrator	\$16.62	\$19.13	\$20.49	\$24.33
Engineering Technician	\$17.84	\$20.49	\$21.95	\$23.55
Senior Engineering Technician	\$21.19	\$24.40	\$26.12	\$28.02
Senior Engineering Technician/Zoning Administrator	\$21.19	\$24.40	\$26.12	\$30.82
Staff Engineer	\$19.70	\$22.71	\$24.40	\$26.21
Licensed Staff Engineer	\$26.66	\$28.67	\$30.83	\$34.48
Construction Inspector	\$23.18	\$26.63	\$28.54	\$31.35
Senior Electric Engineering Technician	\$21.19	\$24.40	\$26.12	\$28.02
Electrical Construction/Maintenance Inspector	\$25.70	\$29.57	\$31.71	\$33.99
Zoning Administrator	\$23.19	\$26.63	\$28.54	\$30.60
Chief Water Treatment Operator	\$21.19	\$24.40	\$26.12	\$29.53
Chief Wastewater Treatment Operator	\$21.19	\$23.92	\$26.12	\$29.53
Police Lieutenant		\$30.98	\$32.44	\$34.07
Deputy Court Clerk	\$15.73	\$17.13	\$18.37	\$19.69
Chief Probation Officer	\$19.00			\$21.00
IT Specialist	\$17.49			\$23.09



City of Napoleon, Ohio

Department

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

Telephone: (419) 592-4010 Fax: (419) 599-8393

www.napoleonohio.com

Memorandum

To: Chief Mack

From: Ptl Vondeylen

cc:

Date: 10/26/2018

Subject: Halloween Candy

Chief,

This is to let you know that Walmart donated candy again this year for the Halloween candy check on 10/31/2018. Walmart generously donated \$244.66 worth of candy. Walmart asked for our departments tax exempt number in order to cover the taxes that could not be donated per policy to make it tax free.

Attached is a copy of the receipt from Walmart.

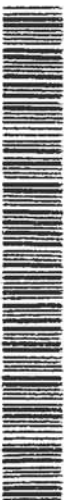
Ptl Ryan Vondeylen

Low Prices You Can Trust. Every Day.
10/25/18 15:33:11

VUDU
Walmart's Digital Video Service

Only at Vudu.com/WatchFree

**WATCH OVER 6,000
FOR FREE MOVIES & TV**



REPRINT BY OP# 5543

IC# 5525 7370 1540 6263 6337 /

ITEMS SOLD 68

CASH TEND

CHANGE DUE

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City of Napoleon, Ohio

SPECIAL MEETING

of

CITY COUNCIL

in Joint Session with the


FINANCE AND BUDGET COMMITTEE

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

Special Meeting Agenda

Friday, November 09, 2018 at 8:00 am

- 1) Review of the 2019 Budget Proposals.
- 2) Any matters that may properly come before Council.
- 3) Adjournment.



Gregory J. Heath
Finance Director/Clerk of Council

City of Napoleon, Ohio

SPECIAL MEETING

of

CITY COUNCIL

in Joint Session with the

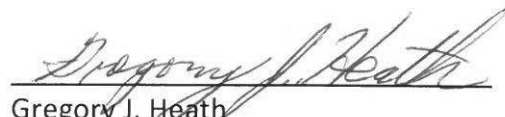
FINANCE AND BUDGET COMMITTEE

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

Special Meeting Agenda

Saturday, November 10, 2018 at 8:00 am

- 1) Review of the 2019 Budget Proposals.
- 2) Any matters that may properly come before Council.
- 3) Adjournment.


Gregory J. Heath
Finance Director/Clerk of Council

2019 BUDGET REVIEW SCHEDULE WITH CITY COUNCIL

Friday, November 9th

8:00 a.m.	Human Resources
8:30 a.m.	Napoleon Municipal Court
9:00 a.m.	Henry County CIC
9:30 a.m.	Engineering/Operations
Noon	Break for Lunch
12:45 p.m.	Henry County Chamber
1:00 p.m.	Law Department
1:30 p.m.	Parks and Recreation
2:15 p.m.	IT
3:00 p.m.	Break
3:15 p.m.	Waste Water
4:30 p.m.	Water Treatment

Saturday, November 10th

8:30 a.m.	Electric Department
9:30 a.m.	Fire Department
10:30 a.m.	Police Department

City of Napoleon, Ohio

PARKS & RECREATION BOARD

Special Meeting Agenda

Wednesday, November 07, 2018 at 6:30 pm

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

1. Approval of Minutes - September 26, 2018 (*in the absence of any objections or corrections, the Minutes shall stand approved*)
2. Presentation of 2019 Budget.
3. Update on New Swimming Pool Initiative.
4. Miscellaneous.



Gregory J. Heath

Finance Director/Clerk of Council



City of Napoleon, Ohio

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

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Memorandum

To: City Council, Mayor, City Law Director, City Manager, Department Supervisors, Newsmedia
From: Gregory J. Heath, Finance Director/Clerk of Council *G. J. H.*
Date: November 1, 2018
Subject: Technology and Communications Committee – Cancellation

The regularly scheduled meeting of the **Technology and Communications Committee** for Monday, November 05, 2018 at 6:15 pm has been CANCELED due to lack of agenda items.



City of *NAPOLEON*, Ohio

255 West Riverview Avenue • P.O. Box 151
Napoleon, Ohio 43545-0151
Phone: (419) 592-4010 • Fax: (419) 599-8393
Web Page: www.napoleonohio.com

Mayor
Jason Maassel

Memorandum

Members of Council
Joseph Bialorucki, President
Daniel Baer, President Pro-Tem
Travis B. Sheaffer
Jeff Comadoll
Ken Haase
Jeff Mires
Lori Siclair

To: Joel Mazur
From: IT Department
cc: Mayor and Napoleon City Council
Date: November 1, 2018
Subject: NCTV Replacement

City Manager
Joel L. Mazur

Finance Director
Gregory J. Heath

Law Director
Billy D. Harmon

Director of Public Works
Chad E. Lulfs, P.E., P.S.

Due to the Napoleon Area School's inability to maintain a consistent schedule of students to appear and record council meetings, we have been investigating other means to do so. Currently with NCTV, we are paying \$18,000 annually for them to provide this service. In replacement, we suggest a fixed mounted camera. The camera system will have an initial cost of \$5,000. This cost is coming from the actual price of the camera, the software to manage the video, and other installation costs. After this, there will be an annual cost of \$2,000 for software maintenance and archiving solutions.

It will be beneficial to get away from the cable section of recording our broadcasts. Instead, broadcasting via the internet is the more viable way to go. We suggest recording the sessions and putting them onto YouTube afterward. We will be unable to stream the video live as our current Internet connection is too restricted to do so. Facebook streaming was suggested as a possibility, however, on a platform such as Facebook we would be unable to fetch previous broadcasts as easily as we can with YouTube. This goes with any streaming service. With YouTube, however, anyone with an Internet connection can view all Council meetings as it is a free service. We will not have to put any physical storage on-premise as it will lie on YouTube's servers for as long as we would like. This is, by far, the cheapest and most effective method of allowing the public to view our Council sessions.

It is our recommendation that the City of Napoleon pursues the option of moving to a fixed camera to record Council meetings.



LEGISLATIVE ALERT

TO: OMEA Principal Contacts

FROM: Jolene M. Thompson, OMEA Executive Director
Michael Beirne, Vice President of External Affairs

DATE: October 30, 2018

RE: *Legislative Attack on Municipal Electric Utility KWH Tax*

The Ohio General Assembly is slated to return to Columbus following the Nov. 6 elections for a busy lame duck schedule. One potential legislative change we've recently been made aware of would propose changes to the kWh tax applicable to municipal electric utilities. The state's rural electric cooperatives and at least one investor owned utility are pushing for changes that could negatively impact municipal electric utilities ability to add customers.

While the exact language is not yet available, we understand the potential changes will focus on new municipal electric systems and/or customer switches. Regardless of the actual proposal, we are extremely concerned about any proposal that opens the door to changes to the kWh tax structure.

History:

The kWh tax was enacted as part of comprehensive state legislation that restructured, or "deregulated," Ohio's electric utility industry. The legislation (S.B. 3), signed into law in 1999, opened the market for retail customers of Ohio's investor-owned electric utilities to choose their power supplier for the generation portion of their electric service.

In recognition of Ohio's strong municipal Home Rule power, legislators didn't attempt to mandate municipal electric systems to open. In addition, under S.B. 3, the option of whether or not to open was retained at the local level for the state's 24 rural electric cooperatives.

The most direct impact of S.B. 3 on Ohio municipal electric communities has been the change in utility tax structure that accompanied the law. The changes in Ohio utility tax law – including elimination of the gross receipts tax (levied at the wholesale level) and reduction of personal property taxes on investor owned generation – were offset by the creation of a new kilowatt-hour tax (levied at the retail level on distribution utilities on delivered energy). These changes were designed to address state tax department concerns about tracking increasing numbers of competitive power suppliers, private utility concerns about being taxed like competitive businesses, and school and local government groups concerns about revenue replacement.

AMHERST • ARCADIA • ARCANUM • BEACH CITY • BLANCHESTER • BLOOMDALE • BOWLING GREEN • BRADNER • BREWSTER • BRYAN • CAREY • CELINA • CLEVELAND • CLYDE
COLUMBIANA • COLUMBUS • CUSTAR • CUYAHOGA FALLS • CYGNET • DESHLER • DOVER • EDGERTON • ELDORADO • ELMORE • GALLON • GENOA • GRAFTON • GREENWICH • HAMILTON
HASKINS • HOLIDAY CITY • HUBBARD • HUDSON • JACKSON • JACKSON CENTER • LAKEVIEW • LEBANON • LODI • LUCAS • MARSHALLVILLE • MENDON • MILAN • MINSTER • MONROEVILLE
MONTPELIER • NAPOLEON • NEW BREMEN • NEW KNOXVILLE • NEWTON FALLS • NILES • OAK HARBOR • OBERLIN • OHIO CITY • ORRVILLE • PAINESVILLE • PEMBERVILLE • PIONEER • PIQUA
PLYMOUTH • PROSPECT • REPUBLIC • SEVILLE • SHELBY • SHILOH • SOUTH VIENNA • ST. CLAIRSVILLE • ST. MARYS • SYCAMORE • TIPP CITY • TONTOGANY • VERSAILLES • WADSWORTH
WAPAKONETA • WAYNESFIELD • WELLINGTON • WESTERVILLE • WHARTON • WOODSFIELD • WOODVILLE • YELLOW SPRINGS

Throughout the legislative debate, municipal electric officials expressed concerns about tax shifting that would have a significant and disproportionately negative impact on Ohio municipal electric systems by applying new taxes, failing to recognize our local contributions, pre-empting those efforts and ultimately raising costs for our customers.

Lawmakers involved in crafting the legislation came up with the idea of a state share/local share kWh tax treatment applicable to municipal electric systems. The state-share/local-share kWh tax mechanism enacted into law by S.B. 3 permits municipal electric systems to retain the monies from customers located within municipal boundaries – and provides local officials with flexibility to mitigate the impacts of the tax on customers. Revenues collected by municipal electric systems from any customers located outside municipal boundaries are required to be remitted to the state. The OMEA ultimately supported this treatment (although we did raise serious concerns about the precedent of directly taxing a municipal utility service).

Since adoption of the kWh tax in 1999, the Ohio legislature has periodically tried to revoke the compromise that was reached among all parties. Most notably came when lawmakers overturned the municipal retention mechanism through an amendment inserted in unrelated legislation. The OMEA's grassroots network aggressively pushed back and the amendment was removed from the legislation.

Current Dispute

Both FirstEnergy and the state's rural electric cooperatives have raised concern about the kWh tax – specifically regarding new municipal electric systems and for customers who switch to a municipal electric utility. They each claim that municipalities use the retention of kWh taxes to raise revenue (new municipal electric systems) as an economic incentive for customers to switch (existing systems).

It should be noted that, since the kWh tax adoption in 1999, only three new municipal electric systems have been established:

- The Village of Delta in 2018; no customers to date.
- The City of Toledo in 2006; the system has a single customer.
- The City of Huron in 2002 as part of the municipality's development of an industrial park (and to avoid a charge of more than \$100,000 from FirstEnergy to extend electric service). As of 2017, Huron has seven customers, none of which existed prior to 2002.

Responding to allegations of customer switching due to the kWh tax, it's important to note that customer switching has taken place for more than 100 years and continues today. It is equally important to note this switching goes both ways – with some customers leaving IOUs for municipal electric systems, and vice versa. Clearly, the use of the kWh tax as an incentive to switch has had little to no impact on the historic rate of customer switching.

Action needed:

Please call your state lawmakers – Representatives and Senators – and urge them to oppose any efforts to change the kWh tax structure. Especially changes that would:

- Have a negative impact on your operations, including changes that would impact your ability to sign new customers (customer switching)
- Negatively impact the rates of your customers
- Negatively impact your bond covenants
- Set a precedent that any local dispute can be fixed through a statewide law
- Limit your ability to attract growth or implement economic development efforts

Additionally, any debate over “parity” should include discussion about requirements that municipal electric systems are subject to, but that investor owned utilities and rural cooperatives are not. These include:

- Public purpose requirements (*State ex.rel. Gordon v. Rhodes* 1951, 156 Ohio St. 81)
- Public Records Law (O.R.C. § 149.43)
- Sunshine Law (O.R.C. § 121.22)
- Competitive bidding (O.R.C. § 735.05)

- Conflict of interest standards (O.R.C. § 102.03)
- Intra-fund transfer restrictions (O.R.C. § 5705.14-.16)
- Prevailing Wage Law (O.R.C. § 4115.05)
- Investment restrictions (O.R.C. § 135.14)
- Civil service (O.R.C. § 124.01 et seq.)
- Multiple trade contracting (O.R.C. § 153.50-.52)
- Local regulation by consumers via referendum and initiative (Ohio Const. Art. XVIII, Section 5; *Middletown v. City Com. of Middletown*, 138 Ohio St. 596 (1941))
- Public hearings on budgets (R.C. 5705.30)
- Public election (or recall) of chief executive officer (R.C. 705.92)
- Public hearing and approval of financing (Ohio Const. Art. XVIII, Section 5)
- Pricing of services must be fair and reasonable and bear a substantial relationship to costs (*Orr Felt Co. v. City of Piqua* (1983), 2 Ohio St. 3d 166, *Amherst Builders Assoc. v. City of Amherst* (1980), 61 Ohio St. 2d 345)
- Prohibition of partnership with a private entity

This issue will be debated during lame duck and possibly into 2019. **Please make calls to your lawmakers as soon as possible as the rural cooperatives and FirstEnergy are pushing hard for changes before the year end.**

Thank you for your assistance and please contact Jolene (jthompson@amppartners.org/614-540-0992), Michael (mbeirne@amppartners.org/614-540-0835) or Charles Willoughby (cwilloughby@amppartners.org/614-205-2087) if you have questions or need additional information.



Donald J. Schonhardt & Associates, Inc.

5307 Franklin Street
Hilliard, Ohio
p - 614-876-2020
f - 614-876-2050
www.djschonhardt.com

October 18, 2018

Mr. Gregory J. Heath
Director of Finance
City of Napoleon
255 West Riverview Avenue
Napoleon, Ohio 43545

Dear Mr. Heath:

Thank you for the opportunity to submit our proposal to provide assistance in the preparation of the City's 2018-2020 Comprehensive Annual Financial Reports (CAFRs). We have tailored our proposal to be responsive to your unique needs while incorporating a proven approach developed by our firm.

Our firm has provided assistance in the preparation of all 22 of the City's award winning CAFRs. The City's cost for our services has remained unchanged for the previous 12 CAFRs (2006-2017) despite numerous new pronouncements from the Governmental Accounting Standards Board (GASB) that have required substantial additional commitment of time in the report preparation process by our staff.

Beginning with the 2015 CAFR, the City had to implement/comply with the Governmental Accounting Standards Board (GASB) Statement No. 68, "Accounting and Financial Reporting for Pensions" and GASB Statement No. 71, "Pension Transition for Contributions Made Subsequent to the Measurement Date—an amendment of GASB Statement No. 68." The changes that have resulted from the aforementioned GASB Statements require a significant amount of additional work each year in order for us to present the financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP).

We hope you understand that the increase included in this proposal is not something we take lightly, but deem appropriate in order to continue to insure the highest quality of financial accounting and reporting. The new proposal will hold the City's cost at the same level for a period of three years. We are confident that you will agree that such cost containment measures provide both current and long-term benefits to the City.

I have enclosed two (2) copies of our standard contract for consulting services. Please review the materials that accompany this correspondence and call me if you have any questions regarding any of the items. After the contract has been signed, please return one (1) copy to our office for our files.

Sincerely,

A handwritten signature in cursive script that reads 'Roy O. Porter'.

Roy O. Porter, CPA
Executive Vice President

ROP:tle
Enclosure

EXECUTIVE SUMMARY

Overview

The City of Napoleon, Ohio (City) has completed the preparation of their 2017 Comprehensive Annual Financial Report (CAFR) with the assistance of our firm. Mr. Gregory J. Heath, Director of Finance, is currently in the process of planning for the preparation of the City's 2018 CAFR. He has requested that we prepare a proposal to provide technical accounting and management oversight assistance in the preparation of a 2018 CAFR. As an integral part of the preparation process, we will utilize **CAFR-Unlimited™** software.

The preparation of a GAAP basis financial report involves extensive management planning and control to insure that all of the necessary tasks are accomplished in a timely and efficient manner. In addition to the routine responsibilities that often impact the availability of staff resources to assign to a major project, implementation of new Governmental Accounting Standards Board (GASB) pronouncements have made it increasingly more difficult to insure that all of the necessary reporting requirements have been met.

Since our primary service to the public sector is the preparation of GAAP basis financial reports, we have made a commitment to continuing education for all of our staff members. We participate in Government Finance Officers Association (GFOA) and Association of Government Accountants (AGA) sponsored seminars to ensure that our staff is knowledgeable about all current and proposed governmental financial reporting requirements. We will continue to work to ensure that our clients are made aware of these changes and how the changes will impact current and future financial reports. Finally, since we work with over eighty (80) different public sector entities to prepare GAAP basis financial reports, our staff is exposed to a variety of methods which may be used by District staff to improve the efficiency of the report preparation process. We have not wavered from our commitment to provide the highest quality public sector financial and accounting services at a reasonable cost.

We believe that Donald J. Schonhardt & Associates, Inc. (DJS&A), is in a unique position to meet the City's request for assistance because of our hands-on experience in public sector finance; our on-going assistance to other public sector entities that are required to prepare GAAP basis financial reports and our prior assistance to the City in the preparation of numerous award winning CAFRs. The individuals who will assist the City have in excess of seventy (70) years of public sector finance and accounting experience and continue to work with over eighty (80) public sector entities (municipalities, counties, villages, townships, special districts and school districts) throughout the State of Ohio to prepare GAAP basis annual financial reports.

We recognize the significance of our continued association with the City of Napoleon and are prepared to commit the necessary resources to assure the highest level of service.

Timing

On or before May 30, 2019, the City will be required to do the following: 1) submit their 2018 Basic Financial Statements to the Auditor of State and 2) input selected data from the unaudited statements into the Auditor of State's Hinkle System. Both processes must be completed to meet statutory requirements.

Audit Considerations: To meet the program deadline for a Certificate of Achievement for Excellence in Financial Reporting, the City must submit a 2018 CAFR to the GFOA no later than June 30, 2019. DJS&A intends to provide the auditors with a preliminary trial balance by April 15, 2019 to allow sufficient time for completion of the audit by May 30, 2019. Please note that DJS&A is not responsible for the timing of the audit and makes no commitments regarding the outcome of the audit. **If the audit is not completed by May 30, 2019, DJS&A cannot guarantee completion of the 2018 CAFR by June 30, 2019.**

This proposal includes DJS&A time to review proposed audit adjustments and make mutually agreed upon material audit adjustments (if any), but **does not** include time to cover continual meetings with the auditors throughout the audit process or time to make immaterial, nonsubstantive changes to the narrative or format of the report. We have also included additional time necessary to put the basic financial statements into a PDF file format so that our clients may comply with the State Auditor's electronic filing requirement.

Upon execution of a contract, DJS&A will provide a schedule to the City consisting of target dates and milestones for certain activities throughout the project. Adherence to dates published in the above referenced schedule is imperative to insure the timely completion of the CAFR.

Engagement Approach

Donald J. Schonhardt & Associates, Inc., will be responsible for providing on-going management and technical accounting assistance on a regular basis throughout the report preparation process. Such assistance will include but is not limited to the following:

- Regular discussions with City staff to review completed documentation, discuss data collection and recording criteria and examine the status of the report preparation process.
- Answer questions as they arise and discuss the rationale for specific data collection activities and how they can be accomplished most efficiently.
- Review and comment on the information developed for the conversion and review the applicability of the data in the presentation of the GAAP basis financials.

Professional Fees

It is our policy to estimate fees at an amount which is highly competitive, but which will enable us to provide responsive service of the highest quality. We base our fees on the time spent by personnel assigned to an engagement at hourly rates which are commensurate with the training and experience of those assigned to the project. We know that our hourly rates are extremely competitive and substantially less than those charged by other accounting and consulting firms that may not possess the actual hands-on experience of our staff. Management oversight and technical assistance will be billed at an hourly rate of \$110.00 per hour (including expenses) for work performed **plus** travel time and mileage at the rate of \$0.50 per mile.

Professional Fees (Continued)

In order to contain costs and pass the savings on to our clients, we are prepared to offer the same level of services identified in this proposal for preparation of a 2019 and 2020 CAFR at the same annual fee quoted for the 2018 CAFR preparation. We will freeze this rate and annual contract amount with the signing of a multi-year contract not to exceed three (3) consecutive report years. This fixed rate is contingent upon the City's agreement that the scope of work will remain the same for this and the subsequent years and that no significant change in accounting policies and/or procedures is anticipated which will potentially alter the required level of service. We are confident that you will agree that such cost containment measures provide both current and long-term benefits to the City.

The multi-year contract option is included on the contract document and requires an appropriate approval signature on the line provided which will designate the term of the contract. We hope that you are able to take advantage of this opportunity so that we may continue to provide you with the highest quality of service at the best possible price.

Our fee to provide management and technical oversight in the report preparation, as outlined in the Summary of Work to be Performed **(excluding an allowance for mileage reimbursement)** will be:

<u>Report Year</u>	<u>Report Fee</u>
2018	\$20,000
2019	20,000
2020	20,000

The amount that will be billed to the City of Napoleon for the project is as noted in the table above **(excluding an allowance for mileage reimbursement)**. The hourly rate quoted above will not increase during the term of the contract. The proposal is a maximum not to exceed bid for the scope of services defined by this proposal, the City will not pay more than the amount noted above provided the scope of services does not change.

Billing

Our practice is to bill in monthly installments covering the period worked on the engagement. Billings are due and payable upon receipt.

SUMMARY OF WORK TO BE PERFORMED

The objective of this engagement is to provide management, technical and accounting assistance, to the City in the preparation of their 2018 CAFR. It is anticipated that the engagement will be completed by June 30, 2019. The engagement consists of the following:

Management overview, technical assistance, documentation, review and analysis of reversing and adjusting entries and preparation of one copy of the original CAFR which is suitable for preparing additional copies as required by the City.

An outline is provided below which indicates the major components of the project. The outline is not intended as a comprehensive work plan, but rather an overview of the services to be provided.

Management overview, technical and accounting assistance and limited data collection activities.

- Assess current records related to the CAFR and identify alternative approaches for record keeping and suggest formats for future data collection which will improve the efficiency of data collection.
- Organize and document in journal form all reversing entries.
- Post reversing entries to **CAFR-Unlimited™**.
- Identify major subsidiary detail required to assemble accrual oriented statements (i.e. payables, receivables, capital asset detail, vacation/sick leave balances, etc.)
- Identify source of information and appropriate collection criteria for detailed information identified in the above task.
- Modify software applications to incorporate new funds and/or fund reclassifications that have occurred during the last fiscal period.
- Assure that the City is in compliance with all new GASB pronouncements effective since the last reporting period.
- Provide for centralized collection, organization and summarization of detail required for accrual adjustments.
- Utilize existing software models to input the data collected for aggregation and presentation.
- Download ending cash balance, receipt and disbursement figures from ASCI II file or Microsoft Excel® file into **CAFR-Unlimited™**.

SUMMARY OF WORK TO BE PERFORMED

(Continued)

- Execute various tasks required for accumulation of detailed financial information to be used in the preparation of the CAFR.
- Continuously monitor adherence to task assignments and adjust resources where necessary to satisfy deadlines.
- Obtain original and final budget amounts for major funds.
- Post adjusting accounting entries to **CAFR-Unlimited™** to develop the trial balance.
- Identify and eliminate appropriate interfund activity.
- Make final determination of major funds.
- Identify program revenues.
- Collect information to categorize net assets.
- Prepare reconciliation between government-wide financial statements and fund based financial statements.
- Prepare statement formats for all required financial information including all basic financial statements, notes to the basic financial statements and appropriate financial schedules.
- Provide draft copy of financial section of the CAFR along with supporting workpapers to the City's auditors.
- Make mutually agreed upon changes/corrections to the financial section as a result of the audit.
- Assist in the preparation of the statistical section of the CAFR by advising staff on data required and preparing final print routines for inclusion in the CAFR.
- Assist in the preparation of the introductory section of the CAFR by advising staff of specific requirements for the introductory section. Due to the unique nature of the introductory section, the City is responsible for preparing a draft of the transmittal letter to be included in the 2018 report.
- Assist in the preparation of Management's Discussion and Analysis (MD&A).
- Prepare in final form all print routines required for presentation in the CAFR and analyze same using review criteria established for GFOA reviewers.
- Provide the CAFR to the City as a PDF file for submission to the Auditor of State to meet electronic filing report requirements.

CONTRACT
for
MANAGEMENT CONSULTING SERVICES

This Contract is made and entered into this _____ day of _____, 20____, by and between Donald J. Schonhardt & Associates, Inc., 5307 Franklin Street, Hilliard, Ohio 43026-1409, hereinafter referred to as the "Consultant" and the City of Napoleon, Ohio, 255 West Riverview Avenue, PO Box 151, Napoleon, Ohio 43545, hereinafter referred to as the "City".

Whereas, the Consultant provides assistance to local governments in the development of improved accounting and financial management information systems; and

Whereas, the City desires to retain the Consultant to provide assistance in the preparation of the 2018 GAAP basis Comprehensive Annual Financial Report (CAFR) and during the audit of the same; and

Whereas, the City has reviewed the services to be provided by the Consultant and has authorized the services identified in the proposal to the City of Napoleon dated October 18, 2018, which is attached hereto as Appendix I and is hereby made a part of this Contract, as if fully rewritten herein; and

Now, Therefore, in consideration of the mutual covenants and obligations contained herein, the parties hereto agree as follows:

Scope of Services (Section I)

The Consultant shall provide accounting and financial management consulting services to the City in accordance with the Proposal to the City developed by the Consultant and dated October 18, 2018, a copy of which is attached hereto as Appendix I and incorporated by reference into this Contract as if fully rewritten herein.

The City acknowledges through acceptance of this section that the contract shall cover a multi-year term as specified by the number of years designated below. Each CAFR prepared under the terms of a multi-year contract will be prepared according to the scope of services outlined in this contract at the hourly rates and maximum contract amounts specified in Appendix I.

# of years	signature	Title
------------	-----------	-------

Term of Agreement (Section II)

The term of this Contract shall begin upon the signing of the contract document by authorized agents of the parties to the Contract and shall remain in force until the work identified in Appendix I is completed by the Consultant or the Contract is canceled by either party according to the terms of Section IV of this Contract titled "Termination". Contract amounts shall be subject to annual approval and/or appropriations by City Council. Non-appropriated amounts shall be cause for termination.

Compensation (Section III)

Fee: City agrees to pay to the Consultant an hourly rate (including travel time) plus mileage for management consulting services. The total amount billed for management consulting under the defined scope of services shall not to exceed the amounts specified in Appendix I for each report year as designated in Section I (excluding an allowance for mileage reimbursement).

Termination (Section IV)

The Client shall furnish the Consultant with written notice of the Consultant's alleged breach of this Agreement. The Consultant shall have thirty (30) days after the Consultant's receipt of such notice to cure such breach and, if timely cured, this Agreement shall not terminate but continue in full force and effect. If the Consultant fails to cure such alleged breach, the Client may terminate this Agreement by furnishing to the Consultant written intent to terminate and the Consultant shall have no further right to cure. Termination under this provision shall not relieve the Client any payment obligations under this Agreement. Payment in full of all outstanding invoices for work rendered by Donald J. Schonhardt & Associates, Inc., shall be made on or prior to the termination date.

General Provisions (Section V)

This Contract shall be governed by the laws of the State of Ohio.

This Contract contains the complete and exclusive statement of the agreement between the parties and supersedes all prior discussions, proposals, oral or written, and all other communications between the parties relating to the subject matter of this Contract.

No amendment to this Contract shall be effective unless it is in writing and signed by duly authorized representatives of both parties.

All notices hereunder shall be in writing and shall be deemed to have been given when mailed by certified mail, return receipt requested to the address of the parties first written above or by delivering in person to either party.

This Contract may be executed in one (1) or more copies, each of which shall be deemed an original.

Each party has the power and authority to enter into and perform this Contract and the person signing this Contract on behalf of each party has been properly authorized and empowered to enter into this Contract. Each party further acknowledges that it has read this Contract, understands it and agrees to be bound by it.

If any provision of this Contract is determined to be invalid or unenforceable, the remaining provisions of this Contract shall not be affected thereby and shall continue to be binding upon the parties and shall be enforceable as though the invalid or unenforceable provisions were not contained herein.

General Provisions (Section V) (Continued)

No term or provision shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the party claiming to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether expressed or implied, shall not constitute a consent to or waiver of or excuse for any other different or subsequent breach.

In witness whereof, the parties hereto have executed this Contract on the date and place first indicated above.

Approved As to Form:

By: _____

Title: _____

City of Napoleon, Ohio

255 West Riverview Avenue, PO Box 151

Napoleon, Ohio 45371

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Donald J. Schonhardt & Associates, Inc.

5307 Franklin Street

Hilliard, Ohio 43026-1409

P.O. # _____

By: _____

Roy O. Porter, CPA
Executive Vice President

Date: _____

Appendix I

***Proposal to the
City of Napoleon, Ohio***

***for
CONSULTING SERVICES
FOR
THE PREPARATION OF
ANNUAL FINANCIAL REPORT***

Prepared by
Donald J. Schonhardt & Associates, Inc.
5307 Franklin Street
Hilliard, Ohio 43026-1409
(614) 876-2020

October 18, 2018

EXECUTIVE SUMMARY

Overview

The City of Napoleon, Ohio (City) has completed the preparation of their 2017 Comprehensive Annual Financial Report (CAFR) with the assistance of our firm. Mr. Gregory J. Heath, Director of Finance, is currently in the process of planning for the preparation of the City's 2018 CAFR. He has requested that we prepare a proposal to provide technical accounting and management oversight assistance in the preparation of a 2018 CAFR. As an integral part of the preparation process, we will utilize **CAFR-Unlimited™** software.

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Engagement Approach

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Professional Fees

It is our policy to estimate fees at an amount which is highly competitive, but which will enable us to provide responsive service of the highest quality. We base our fees on the time spent by personnel assigned to an engagement at hourly rates which are commensurate with the training and experience of those assigned to the project. We know that our hourly rates are extremely competitive and substantially less than those charged by other accounting and consulting firms that may not possess the actual hands-on experience of our staff. Management oversight and technical assistance will be billed at an hourly rate of \$110.00 per hour (including expenses) for work performed **plus** travel time and mileage at the rate of \$0.50 per mile.

Professional Fees (Continued)

In order to contain costs and pass the savings on to our clients, we are prepared to offer the same level of services identified in this proposal for preparation of a 2019 and 2020 CAFR at the same annual fee quoted for the 2018 CAFR preparation. We will freeze this rate and annual contract amount with the signing of a multi-year contract not to exceed three (3) consecutive report years. This fixed rate is contingent upon the City's agreement that the scope of work will remain the same for this and the subsequent years and that no significant change in accounting policies and/or procedures is anticipated which will potentially alter the required level of service. We are confident that you will agree that such cost containment measures provide both current and long-term benefits to the City.

The multi-year contract option is included on the contract document and requires an appropriate approval signature on the line provided which will designate the term of the contract. We hope that you are able to take advantage of this opportunity so that we may continue to provide you with the highest quality of service at the best possible price.

Our fee to provide management and technical oversight in the report preparation, as outlined in the Summary of Work to be Performed **(excluding an allowance for mileage reimbursement)** will be:

<u>Report Year</u>	<u>Report Fee</u>
2018	\$20,000
2019	20,000
2020	20,000

The amount that will be billed to the City of Napoleon for the project is as noted in the table above **(excluding an allowance for mileage reimbursement)**. The hourly rate quoted above will not increase during the term of the contract. The proposal is a maximum not to exceed bid for the scope of services defined by this proposal, the City will not pay more than the amount noted above provided the scope of services does not change.

Billing

Our practice is to bill in monthly installments covering the period worked on the engagement. Billings are due and payable upon receipt.

SUMMARY OF WORK TO BE PERFORMED

The objective of this engagement is to provide management, technical and accounting assistance, to the City in the preparation of their 2018 CAFR. It is anticipated that the engagement will be completed by June 30, 2019. The engagement consists of the following:

Management overview, technical assistance, documentation, review and analysis of reversing and adjusting entries and preparation of one copy of the original CAFR which is suitable for preparing additional copies as required by the City.

An outline is provided below which indicates the major components of the project. The outline is not intended as a comprehensive work plan, but rather an overview of the services to be provided.

Management overview, technical and accounting assistance and limited data collection activities.

- Assess current records related to the CAFR and identify alternative approaches for record keeping and suggest formats for future data collection which will improve the efficiency of data collection.
- Organize and document in journal form all reversing entries.
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- Identify major subsidiary detail required to assemble accrual oriented statements (i.e. payables, receivables, capital asset detail, vacation/sick leave balances, etc.)
- Identify source of information and appropriate collection criteria for detailed information identified in the above task.
- Modify software applications to incorporate new funds and/or fund reclassifications that have occurred during the last fiscal period.
- Assure that the City is in compliance with all new GASB pronouncements effective since the last reporting period.
- Provide for centralized collection, organization and summarization of detail required for accrual adjustments.
- Utilize existing software models to input the data collected for aggregation and presentation.
- Download ending cash balance, receipt and disbursement figures from ASCII II file or Microsoft Excel® file into **CAFR-Unlimited™**.

SUMMARY OF WORK TO BE PERFORMED
(Continued)

- Execute various tasks required for accumulation of detailed financial information to be used in the preparation of the CAFR.
- Continuously monitor adherence to task assignments and adjust resources where necessary to satisfy deadlines.
- Obtain original and final budget amounts for major funds.
- Post adjusting accounting entries to **CAFR-Unlimited™** to develop the trial balance.
- Identify and eliminate appropriate interfund activity.
- Make final determination of major funds.
- Identify program revenues.
- Collect information to categorize net assets.
- Prepare reconciliation between government-wide financial statements and fund based financial statements.
- Prepare statement formats for all required financial information including all basic financial statements, notes to the basic financial statements and appropriate financial schedules.
- Provide draft copy of financial section of the CAFR along with supporting workpapers to the City's auditors.
- Make mutually agreed upon changes/corrections to the financial section as a result of the audit.
- Assist in the preparation of the statistical section of the CAFR by advising staff on data required and preparing final print routines for inclusion in the CAFR.
- Assist in the preparation of the introductory section of the CAFR by advising staff of specific requirements for the introductory section. Due to the unique nature of the introductory section, the City is responsible for preparing a draft of the transmittal letter to be included in the 2018 report.
- Assist in the preparation of Management's Discussion and Analysis (MD&A).
- Prepare in final form all print routines required for presentation in the CAFR and analyze same using review criteria established for GFOA reviewers.
- Provide the CAFR to the City as a PDF file for submission to the Auditor of State to meet electronic filing report requirements.



AMP member communities answer the call for mutual aid

By Scott McKenzie - member safety manager

A severe wind event knocked out power for approximately 3,000 customers in Painesville overnight on Oct. 20. Painesville crews worked on the issue overnight before putting out the call for mutual aid, which was answered by Cuyahoga Falls, Hudson, Orrville and Wadsworth.



The combined crews restored power for 90 percent of customers within 24 hours. Mutual aid crews were released around 8 p.m. on Oct. 21, and power was completely restored by 10 p.m.

Additionally, Piqua assisted Dayton Power and Light with an outage event over the weekend.

Thank you to the communities and crews that answered this call for mutual aid, your efforts are appreciated!

If you have questions about mutual aid or want to learn more, please contact Jennifer Flockerzie at jflockerzie@amppartners.org or 614.540.0853.

AMP members celebrated Public Power Week 2018

By Holly Karg - director of media relations and communications

Public power communities throughout the nation celebrated Public Power Week Oct. 7-13. Many AMP members held public power celebrations and awareness events during Public Power Week. Following is a sampling of how AMP members celebrated Public Power Week 2018.



BMU Open House
BRYAN MUNICIPAL UTILITIES
Reliable. Local. Yours.

Tuesday, October 9
3:00 pm - 7:00 pm
BMU Power Plant
613 East Wilson Street

125 Years of Water Service
PUBLIC POWER WEEK
OCTOBER 7-13, 2018

Lineworker Demonstrations
Water Plant Tours
Giveaways
BMU Trucks on Display
Grilled Hot Dogs & Popcorn
1948 Nordberg Demonstration 5-5:30pm

Rich History
W E C
125 years 122 years 20 years
Bright Future

Bryan Municipal Utilities (BMU) hosted plant tours, lineworker demonstrations, a cookout with BMU trucks on display and handed out giveaways.



Cleveland hosted several events throughout the week, including the annual Bike Ride - shown here are some participants of this year's CPP Bike Ride.



Coldwater hosted their annual Public Power Week celebration offering information about the benefits of public power to community members.



Westerville hosted a Public Power Week open house, including educational demonstrations and bucket truck rides.

AMP also participated in celebrating Public Power Week. In addition to promoting the benefits of public power on social media throughout the week, AMP held its annual headquarters cookout, featuring items produced in member communities.



AMP Board meets in Paducah, visits Smithland and Prairie State

By Marc S. Gerken, P.E. - President/CEO

The AMP Board of Trustees held their monthly Committee and Board Meetings in Paducah on Oct. 17. The AMP Board typically holds at least one meeting in an AMP member community every year.

In addition to the meeting in Paducah, board members visited the Smithland Hydro facility in Smithland, Ky. and the Prairie State Energy Campus (PSEC) near Marissa, Ill., taking tours of both facilities.



The AMP Board of Trustees visits the Smithland Hydro facility (bottom) and Prairie State Energy Campus (top row)



AMP holds Crew Leadership training

By Jennifer Flockerzie - technical services program coordinator

AMP held a Crew Leadership course in Columbus, Oct. 23-24. The training course provided prospective leaders and current foremen with an introduction to the importance of carrying out management goals and the tools needed to do so. The course was led by a Northwest Lineman's College instructor and covered conducting effective tailboards, improving safety, crew leader responsibilities, making optimal decisions, improving employee performance and delegating.

Personnel from Cuyahoga Falls, Oberlin, Piqua, Wadsworth and Westerville were in attendance.

Throughout the year, AMP offers high-quality training designed to improve employee performance and enhance safety. Work on the 2019 training catalog is currently underway.

Currently, there is one upcoming training with spots still available:

Meter School

Nov. 6-8, 201 Hemm Ave. - Piqua

The Meter School training course will cover safety in metering, basic terminology, principles of instrument transformers, metering math, troubleshooting, installation and wiring methods, and hands-on meter wiring. The session is geared to those who work in operations and is taught by HD Supply.

If you have questions about other training opportunities, please contact me at jflockerzie@amppartners.org or 614.540.0853.

Mark Hickman, Erik Goedecke presented with Hard Hat Safety Awards

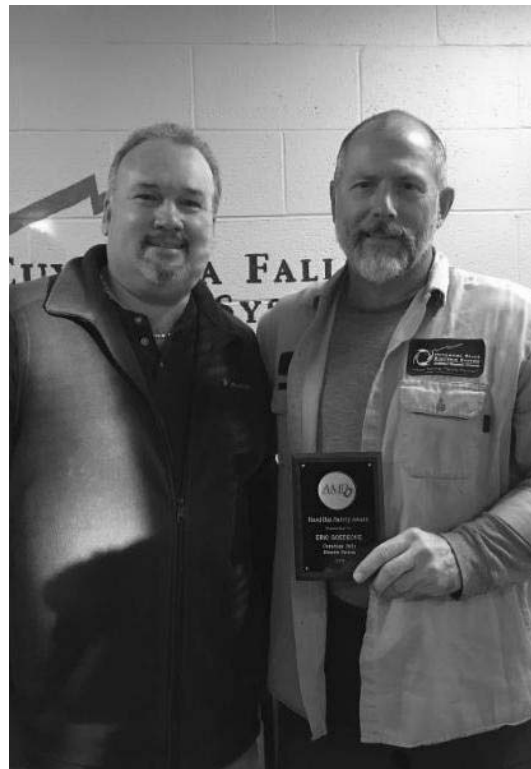
By Scott McKenzie

Mark Hickman, journeyman lineman for Dover Light and Power, and Erik Goedecke, lineman class A for Cuyahoga Falls, were presented with their Hard Hat Safety Awards this week. Hickman and Goedecke were selected for this award because of their outstanding personal safety records and their dedication to maintaining safety standards at their respective utilities.

Please join me in congratulating Mark and Erik on these well-deserved awards.



Mark Hickman (right) presented with his Hard Hat Safety Award



Erik Goedecke (right) presented with his Hard Hat Safety Award

October is Cybersecurity Month!

AMP believes that it is important to maintain good cybersecurity practices, both at work and home. So, in recognition of Cybersecurity Month, AMP is providing weekly articles, graphics and/or fact sheets with important cybersecurity information. This week focuses on the nation's critical infrastructure.



Click image for full infographic

Energy markets update

By Jerry Willman - assistant vice president of energy marketing

The November 2018 natural gas contract increased \$0.036/MMBtu to close at \$3.202 yesterday. The EIA reported an injection of 58 Bcf for the week ending Oct. 19, which included a reclassification of working gas to base, meaning the implied flow was actually 63 Bcf. Market consensus anticipated an injection of 52 Bcf. Gas in storage now stands at 3,095 Bcf. This is 17 percent under the five-year average of 3,719 Bcf. Gas in storage for this week one year ago was 3,701 Bcf.

On-peak power prices for 2019 at AD Hub closed yesterday at \$37.79/MWh, which was \$0.16/MWh higher for the week.

On Peak (16 hour) prices into AEP/Dayton hub				
Week ending Oct. 26				
MON	TUE	WED	THU	FRI
\$40.87	\$36.88	\$38.88	\$42.76	\$40.29
Week ending Oct. 19				
MON	TUE	WED	THU	FRI
\$38.53	\$31.37	\$31.52	\$37.65	\$29.43
AEP/Dayton 2019 5x16 price as of Oct. 25 — \$37.79				
AEP/Dayton 2019 5x16 price as of Oct. 18 — \$37.63				

AFEC weekly update

By Jerry Willman

The AMP Fremont Energy Center (AFEC) was available for 2x1 operation for the week. PJM dispatched the plant offline on Saturday based on economics. The plant remained online for the remainder of the week and was dispatched between its minimum base and duct fire maximum range. Duct firing operated for 76 hours this week. The plant generated at a 68 percent capacity factor (based on 675 MW rating).

Register now for Webinars

An internet connection and a computer are all you need to educate your staff. Individual webinars are \$99 or sign up for a series at a discounted rate. Register today at www.PublicPower.org under Education & Events. Non-members can enter coupon code **AMP** to receive the member rate.

- Reaching Tomorrow's Customers: Energy Education for the Next Generation **Nov. 13**
- Rallying the Troops: Internal Communications Best Practices **Nov. 27**

Recorded webinars are also available for purchase. Visit www.PublicPower.org under Shop



Classifieds

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

The City of Shelby seeks applicants for journeyman lineman

The City of Shelby is seeking applicants for the position of journeyman lineman for the Electric Department. Duties include the construction, repair and maintenance of the electric distribution grid, generating equipment and substations.

Applicants can apply by visiting the city website at www.shelbycity.oh.gov. A complete job description and application for employment can be obtained by clicking on the Employment Tab, or in-person by visiting our City Hall building located at 43 W. Main St. Pay rate - \$25.28 per hour plus an excellent benefits package. Applications will be accepted through Nov. 16 at 4:30 p.m.

The City of Tipp City seeks applicants for electric lineman

The City of Tipp City Electric Department is seeking applicants for the position of journeyman lineman. The candidate will be under the direction of electric department supervisors with duties that include, but are not limited to:

- Operation of equipment used in the construction and maintenance of energized electric circuits, i.e. bucket truck, digger derrick, trencher, wire stringing equipment.
- Working at heights from bucket truck and with climbing equipment.
- Physical labor in the construction and maintenance of City owned facilities.
- Class "A" CDL with trailer certification will be required within 6 months of hire.
- Work on energized circuits up to and including 69,000 volts with proper safety equipment and tools.
- Preference given to licensed electricians.

The position has a starting pay of \$20.12 per hour for apprentice lineman and \$24.48 per hour for journeyman lineman. Random drug and alcohol testing is required. Work in inclement weather, on-call and non-traditional hours will be required.

Tipp City has an excellent wage and benefits package. Resume and application to: Tipp City Government Center, 260 S. Garber Dr. Tipp City, OH 45371. Attn: Joanna Pittenger, Human Resources. Resume and application are due by Nov. 2 at 5 p.m. Tipp City an Equal Opportunity Employer.

Village of Versailles seeks applicants for electric lineman

The Village of Versailles is seeking applicants for the position of electric lineman I or II. The candidate will be responsible for delivering reliable electric service to customers by performing inspections, maintenance, operations on substation, distribution and street light systems corresponding with their level of training. The candidate shall have a high school diploma or GED, a valid Ohio driver's license and be able to obtain a Class A CDL endorsement within six months of employment. The candidate shall also understand, or have the willingness to learn, how to operate equipment including but not limited to: bucket truck, digger derrick, backhoe, wood chipper, chain saw and dump truck; with a willingness to follow all current and future safety practices while maintaining equipment. The hourly compensation for this position shall be commensurate with qualifications and experience. The village offers an excellent benefit and retirement program.

A complete job description is available by contacting the Village of Versailles Administrative Office at 937.526.3294, or by visiting the Village of Versailles website at www.versaillesohio.cc. Please submit resume and cover letter to Rodd Hale, Village Administrator, Village of Versailles, 177 N. Center St., P.O. Box 288, Versailles, OH 45380 by Nov. 16 at 4:00 p.m. The Village of Versailles is an Equal Opportunity Employer.

City of Danville seeks applicants for director of Power & Light Division

The City of Danville, Va. Utilities Department is seeking applicants for the position of director for its Power & Light Division. The Power & Light director manages the overall operations of the city's electric system that serves approximately 42,000 homes and businesses from 17 substations in a 500-square mile service territory covering all of Danville and portions of a three county area. The system peaks at 220 MW and delivers 1 billion kWh annually. Danville Power & Light owns a small 10 MW hydroelectric facility and purchases generation from various resources. The balance of power distributed is purchased on the wholesale market. The director supervises approximately 75 staff members responsible for generation, distribution, construction and maintenance, substation operations and maintenance, engineering and meter servicing. Strong management skills required. Work is performed under the general supervision of the director of utilities.

The city is seeking applicants with experience combined to be equivalent to a bachelor's degree in electrical engineering or business administration, and preferably has seven to nine years of experience in energy utilities with considerable management experience. Possession of or ability to obtain Certification

as a Professional Engineer in the Commonwealth of Virginia is desirable. Salary range: \$79,356-\$124,589 based on qualifications and experience. The position will remain open until filled. Apply online at jobs.danvilleva.gov. Equal Opportunity Employer.

Borough of Wampum seeks applicants for open position

The Borough of Wampum is seeking applicants for a fulltime employee. The job requires a minimum two years of experience in water and wastewater, with certifications in both fields. Applicants must also have some experience in the electric line field. The applicant should have experience with machinery used in the day-to-day operation of the borough, i.e. backhoe, dump truck, bucket truck, etc., along with knowledge of road maintenance. A valid driver's license is required.

The job will pay an hourly salary plus benefits. The employment application can be found on the borough's website at www.wampumboro.com and should be submitted to the borough along with a resume. If applying in person, the borough office is located at 355 Main St. Ext., Wampum, PA 16157, and office hours are Monday-Friday 8 a.m. to 3:30 p.m. The mailing address for Wampum Borough is P.O. Box 65, Wampum, PA 16157. Wampum Borough is an equal opportunity employer.

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