

## GENERAL INFORMATION

September 23, 2019

---

1. CALENDAR
2. AGENDA – **FINANCE and Budget Committee**; Monday, September 23 @6:30 pm
  - a. Approval of Minutes (June 24, 2019)
  - b. Third Quarter Budget Adjustments – are attached.
  - c. Proposed 2020 Budget Calendar – is attached.
  - d. Proposed Finance Director Budget Process Changes and Areas to Review for Council's Consideration and Approval – is included in the packet.
  - e. Transfer of Appropriation between Departments within the Same Fund – discussion.
  - f. General Fund Balance Update – this will be passed out at the meeting.
  - g. Income Tax Division-Ordinance Change-Supplement Executive Retirement Plan (SERP) Exemption. (Budget Bill passed 7/17/19)
3. AGENDA – **SAFETY AND HUMAN RESOURCES Committee**; Monday, September 23 @7:30 pm
  - a. Approval of Minutes (August 26, 2019)
  - b. Healthcare Costs for 2020 – enclosed are the spreadsheets and also a Draft copy of the minutes from the Healthcare Cost Committee meeting on September 12<sup>th</sup>.
4. CANCELED - Civil Services Commission Meeting
5. AGENDA – **Parks and Rec Board** Meeting; Wednesday, September 25<sup>th</sup> @6:30 pm
6. Coffee with a Cop, Wednesday, October 2<sup>nd</sup>.
7. AMP Update, September 13, 2019.

Records Retention - CM-11 - 2 Years

## September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>	<b>2</b> Labor Day  CITY OFFICES CLOSED	<b>3</b>  7:00 pm City Council	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b> 6:15 pm Electric Comm. 6:15 pm BOPA 7:00 pm Water/Sewer Comm 7:30 pm Muni Prop Comm.	<b>10</b>	<b>11</b>	<b>12</b>  8:00 am Health Care Cost Committee	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>  6:00 pm Tree Commission 7:00 pm City Council	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b> 6:30 pm Finance & Budget 7:30 pm Safety & HR Comm	<b>24</b>	<b>25</b> 6:30 pm Park & Rec Bd.	<b>26</b>	<b>27</b>  <i>Rox Day Off</i>	<b>28</b>
<b>29</b>	<b>30</b> 5th Monday-No Scheduled Meetings  <i>Rox Day Off</i>	Notes: <hr/>				

*City of Napoleon, Ohio*

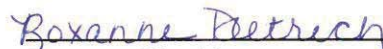
**FINANCE AND BUDGET COMMITTEE**

**Meeting Agenda**

**Monday, September 23, 2019 at 6:30 pm**

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

- 1) Approval of Minutes: June 24, 2019 (In the absence of any objections or corrections, the Minutes shall stand approved.)
- 2) Third Quarter Budget Adjustments.
- 3) Proposed 2020 Budget Calendar.
- 4) Proposed Finance Director Budget Process Changes and Areas to Review for Council's Consideration and Approval.
- 5) Transfer of Appropriation between Departments within the Same Fund.
- 6) General Fund Balance Update.
- 7) Income Tax Division-Ordinance Change—Supplemental Executive Retirement Plan (SERP) Exemption. (Budget Bill passed 7/17/19)
- 8) Any matters currently assigned to the Committee.
- 9) Adjournment.



Roxanne Dietrich

*interim* Clerk of Council

**Monday, June 24, 2019 at 6:30 pm**

Joseph D. Bialorucki-Chair, Mayor Jason Maassel, Jeff Comadoll, Ken Haase  
Kent Seemann  
Joel L. Mazur  
Roxanne Dietrich  
Christine Peddicord-Asst. Fin. Director

Chairman Bialorucki called the Finance and Budget Committee meeting to order at 6:30 pm.

Hearing no objections or corrections, the minutes from the May 28, 2019 Finance and Budget Committee meeting stand approved as presented.

Seemann stated the adjustments being requested are:

100 General Fund 1500 Finance/Administrative  
\$8,000 for legal advertising.

The amount in the budget is \$8,000 and our cost is already at \$6,800. So far this year, there have been 17 publications for public hearings compared to 11 for all of last year; to date there have been 9 bids advertised with just 5 advertised for all of 2018, there has been an increase in public notices too, we are at 5 and last year we had a total of 4.

201 State Highway Improvements Fund 5100 Service/Streets Maint. and Prop.  
We are proposing to move \$11,070 out of the 204 County MV Lic. Perm. Tax Fund into the roadside mowing fund 201 State Highway Imp Fund. \$12,930 was budgeted and in looking at the history to current, roadside mowing ranged from \$20,000 to \$24,000. Mazur explained Heath said money is used from the carryover balance and it was not there, I thought we corrected it, some items just did not get cleared up in the final budget.

220 Recreation Fund/4400 Recreation/Parks & Programs  
We are requesting an increase of \$5,250 for shelter house refunds, in reviewing the history the refunds range from \$10,000 to \$12,000 and there was only \$6,250 budgeted, the increase would get the fund to where it normally would be.

510 Water Revenue Fund/6200 Water/Treatment Plant Operations  
The request is to increase this fund by \$10,500 for natural gas at the Water Treatment Plant. Originally there was \$20,000 budgeted and we are proposing an increase of \$10,500 for a total of \$30,500. We are already at \$17,414 which is an increase from 2018, there was the unknown going into this.

Motion: Maassel                      Second: Haase  
to accept the Second Quarter Budget Adjustments as presented.



## 2019 APPROPRIATION BUDGET - SUPPLEMENTAL #

ORDINANCE No. 0-19, Passed , 2019

<u>3rd QUARTER BUDGET ADJUSTMENTS</u>	<u>PERSONAL SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>2019 FUND TOTAL</u>
<b><u>123 Special Events Fund</u></b>				
123.1900.53400 Contract Services	\$0	\$399	\$399	<b>\$399</b>
<i>Reason: Fall Festival contribution</i>				
<b><u>130 Economic Development Fund</u></b>				
130.3500.56300 Taxes and Assessments	\$0	\$20	\$20	<b>\$20</b>
<i>Reason: CAUV on properties we sold - Napoleon agreed to pay</i>				
<b><u>201 State Highway Improvement Fund</u></b>				
201.5100.53300 Serv. Fees -Professional	\$0	\$4,500	\$4,500	<b>\$4,500</b>
<i>Reason: More roadside mowing costs due to weather - one final mow</i>				
<b><u>242 Fire Equipment Fund</u></b>				
242.2200.57000 Machinery & Equipment	\$0	\$136,000	\$136,000	<b>\$136,000</b>
<i>Reason: Turnout gear was not included in 2019 Budget process -tried to get grant but grant cannot fund gear</i>				
<b><u>288 Justice Reinv. Incentive Grant (JRIG)</u></b>				
288.1810.51100 Salary-Non Bargaining	\$2,957.64			
288.1810.51500 PERS	\$373.60			
288.1810.51700 Medicare -City Share	\$42.57			
288.1810.53300 Serv. Fees -Professional	\$2,000.00			
288.1810.59000 Refunds-Miscellaneous		\$401.04		
<b>TOTAL Fund 288</b>	<b>\$5,373.81</b>	<b>\$401.04</b>	<b>\$5,774.85</b>	<b>\$5,774.85</b>
<i>Reason: For end of grant true-up; had to send to State by 7/18/19 Relayed to Council prior to sending - follow-up paperwork</i>				
<b><u>295 IRS 125 &amp; HEALTH DEDUCTIBLE EMP. BENEFITS FUND</u></b>				
295.1900.53300 Serv. Fees -Professional Services	\$0	\$3,100	\$3,100	<b>\$3,100</b>
<i>Reason: Budget only had \$1,800, need more appropriation to pay Wage Works-6 months of 2018 and 12 months of 2019</i>				
<b><u>400 Capital Improvements</u></b>				
400.1500.57000 Machinery & Equipment	\$0	\$6,000	\$6,000	<b>\$6,000</b>
<i>Reason: Finance Director Computer and Desk</i>				
400.2100.57000 Machinery & Equipment	\$0	\$23,500	\$23,500	<b>\$23,500</b>
<i>Reason: Appropriate for K9 donations &amp; replace appropriation for projects</i>				
<b><u>500 Electric Revenue Fund</u></b>				
500.6100.59000 Refunds-Miscellaneous	\$0	\$21,000	\$21,000	<b>\$21,000</b>
<i>Reason: Koester Corp Refund from 2016 through 1/1/19 - electric multiplier incorrect on metering</i>				
<b>TOTAL FUNDS</b>	<b>\$5,373.81</b>	<b>\$194,920.04</b>	<b>\$200,293.85</b>	<b>\$200,293.85</b>

Working Draft 9/12/19

**FISCAL YEAR ENDING 2019- TRANSFER OF APPROPRIATION (No. 3)****Ordinance Number:****Passed:**

	<b><u>PERSONAL SERVICES</u></b>	<b><u>OTHER</u></b>	<b><u>Account Description</u></b>
<b><u>288 Justice Reinvestment Incentive Grant Fund</u></b>			
<b>FROM :</b> 288.1810.53300		(399.21)	Professional Services
<b>TO :</b> 288.1810.51100	255.90		Salary-Non-bargaining
288.1810.51500	139.44		PERS
288.1810.51700	3.87		Medicare-City Share
	-----	-----	
<b>Total Transfer of Appropriation</b>	399.21	(399.21)	
<b><u>510 Water Revenue Fund</u></b>			
<b>FROM :</b> 510.6200.57200		(60,000.00)	Buildings & Improvements
<b>TO :</b> 510.6200.53110	60,000.00		Utilities -Electric
	-----	-----	
<b>Total Transfer of Appropriation</b>	60,000.00	(60,000.00)	

Working Draft 9/12/19

**CITY OF NAPOLEON**  
**2020 BUDGET TIMELINE**

<b>September 12</b>	Send Appropriation Request letter to Departments/Divisions
<b>September 27</b>	Budget Requests due from Departments/Divisions
<b>October 1 – 11</b>	Departments/Divisions meet with City Manager regarding their requests (Finance Director to sit in when available)
<b>October 14-31</b>	Finance Director and City Manager review requests – provide recommendations
<b>October 28</b>	Finance and Budget Committee Meeting -review Revenue Estimates, Review Debt Payments, beginning discussion of possible salary increase
<b>November 8 &amp; 9 (a.m.)</b>	Department Budget Hearings with Council -9 <sup>th</sup> only if needed
<b>Nov. 11-Dec. 13</b>	Finance Director and City Manager work with Finance and Budget Committee to make recommendations to Council
<b>November 18</b>	First Reading of Budget
<b>November 25</b>	Finance and Budget Committee Meeting – review budget status and recommendations
<b>December 2</b>	Second Reading of Budget
<b>December 16</b>	Pass Budget

Working draft 9/9/19



# **PROPOSED FINANCE DIRECTOR BUDGET PROCESS CHANGES AND AREAS TO REVIEW FOR COUNCIL'S CONSIDERATION AND APPROVAL**

## **Working Draft 9/9/19**

- No binders as they are cumbersome and hard to handle. Use expandable file folder with a clip for each Department/Division. It will make it easy to locate and handle more pages and track changes better.
- Less repetitiveness in the budget book presentation; easier to follow and read; have already decluttered the Salary and Benefit sheets
- Budget Meetings with Council -ensure the Departments/Divisions are presenting only major requested changes for their budget
- Establish a spreadsheet with the recommendations on areas to deduct or add from the Departments/Divisions Budget Requests from the City Manager and myself by fund/department and line items; provides for easier review of the requests
- Establish a spreadsheet that shows the projected unencumbered cash balance plus the revenue less the Departments/Divisions requests and approved adjustments for the General Fund to get a true picture of the Recommended Budget.
- Goal of Departments/Divisions to not utilize their unencumbered cash balances for on-going operations; if need to utilize, then it should be utilized for one-time items
- Look at the percent of Income Tax going to the General Fund vs. Capital; with the large refund in Income Tax we need to build up the cash balance again
- Look at passing a Reserve Policy for the General Fund and the Major Funds; minimum goal of 25% with future goal of 33% of revenue estimate; this will assist us with future bond ratings and ensure dollars available for continued operations when revenue is down
- Budget more under the General Fund Undefined Contingencies so when the need arises the City Manager and me can transfer appropriation into the line items without supplementing the General Fund. Of course, we would notify the Council. Possibly \$100,000-currently it is \$20,000
- Use Fund 400 for actual Capital purchases and establish a separate line item for smaller purchases like printers, monitors, etc. or transfer less to capital and keep these purchases in the General Fund
- Look at the value of a position to establish a cap – give lump sums for percent salary increases instead of on the base when the cap is met; do not keep increasing the scale for the position with each increase; this will keep positions from getting out of alignment for the duties
- Establish a separate fund to start funding future retirement payouts and the 27<sup>th</sup> Pay for the General Fund
- For the presentation of Debt information, have the current year debt payments and remaining principal. Show the amount of debt by fund in a summary chart or graph; to have the whole picture for debt the City holds
- Do not include detailed breakdown of salary and benefit information in the Budget Book
- Send revenue to Departments/Divisions to estimate and then we review/modify as needed -this will allow them to have ownership and more knowledge of their available funds and unencumbered cash balances

### **For the 2021 Budget Process:**

- Combine some of the line items for the Departments/Divisions; there seems to be a lot of line items with little expenses
- Change the terms from Personal Services to Personnel and from Other to Operating
- Modify budget sheets that Departments/Divisions use to submit -make more user friendly and more useful

*City of Napoleon, Ohio*  
**SAFETY AND HUMAN RESOURCES COMMITTEE**  
**MEETING AGENDA**  
**Monday, September 23, 2019 at 7:30 pm**

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

- 1) Approval of Minutes: August 26, 2019. (In the absence of any objections or corrections, the Minutes shall stand approved.)
- 2) Healthcare Costs for 2020.
- 3) Any other matters currently assigned to the Committee.
- 4) Adjournment.

*Roxanne Dietrich*

Roxanne Dietrich  
*interim* Clerk of Council

## **SAFETY & HUMAN RESOURCES COMMITTEE**

### **Special Meeting Minutes**

**Monday, August 26, 2019 at 7:00 PM**

---

**PRESENT**

Committee Members  
City Manager  
City Law Director  
Recording Secretary  
City Staff

Dan Baer-Chairman, Jeff Comadoll, Jeff Mires  
Joel L. Mazur  
Billy Harmon  
Roxanne Dietrich  
Police Chief Mack  
News Media, Henry County Humane Society: Joan Comstock-Manager and  
Jim Hoops-Board Member

Others

**ABSENT****Call to Order**

Chairman Baer called the meeting to order at 7:00 pm.

**Approval of Minutes**

Hearing no objections or corrections, the minutes from the July 22, 2019 meeting stand approved as presented.

**Feral Cats**

Mazur reviewed some of the concerns of feral cats from discussions at previous meetings including; they are creating various nuisance issues for neighbors and there are health and safety concerns. In an extreme case our first responders had to be decontaminated from fleas they got when responding to a residence where an individual had numerous cats she was feeding. This issue is not isolated to Napoleon, Ohio. Harmon stated he drafted an ordinance based on previous conversations prohibiting providing food and water to stray cats and dogs. The first offense would be a Minor Misdemeanor with the second offense a Misdemeanor of the Fourth Degree. Baer reiterated Council will not ask the Police Department to go out looking for stray cats, this will be complaint driven.

**Jim Hoops**  
**Henry County Humane**  
**Society Board Member**

stated this can be an emotional issue for some people. Look at the way we take care of people with United Way, that falls over to taking care of animals, people are not doing it to create an issue. The Humane Society represents the whole county. We only have so many resources, six to seven years ago we received money from the county, we don't anymore. We do not receive any government funding, we receive money from fundraisers and donations, every Monday night we have our bingo fundraiser. Feral cats are a big issue all over the county. The Humane Society cannot take a lot of these cats we are a no kill facility. We try to give people options on what they can do. We work with Humane Ohio and have been pretty successful. We are here to assist on what we can do. With limited staff and funds, we cannot do everything. This is an issue everyone will have to get involved with and work together on, if not the feral cat issue will continue.

**Joan Comstock**  
**Henry County Humane**  
**Society Manager**

The feral cat issue is of epic proportion all over the United States. The only place taking kittens is in Toledo and there is a minimum five week waiting list. I have put together a list of possible plans for the city to look over as a starting point to control and ultimately fix the problem. If an





**Passed**

**Yea-3**

**Nay-0**

**Approved**

**September 23, 2019**

Roll call vote on the above motion:

Yea—Baer, Comadoll, Mires

Nay—

---

Dan Baer, Chairman

DRAFT



**BUCKEYE OHIO RISK MANAGEMENT ASSOCIATION - Plan Sponsor ID 0000000094192427**

Self Insured Aetna Choice POS II with Pharmacy

Current Data For Claims Processed/Paid January 01, 2019 - July 31, 2019

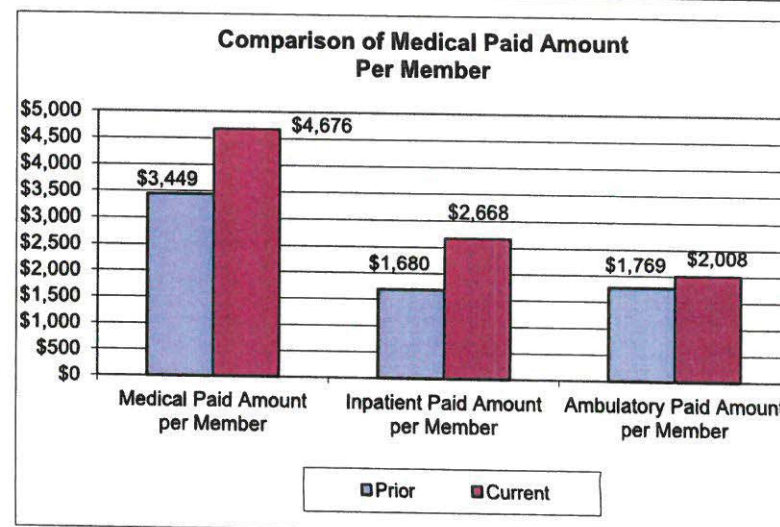
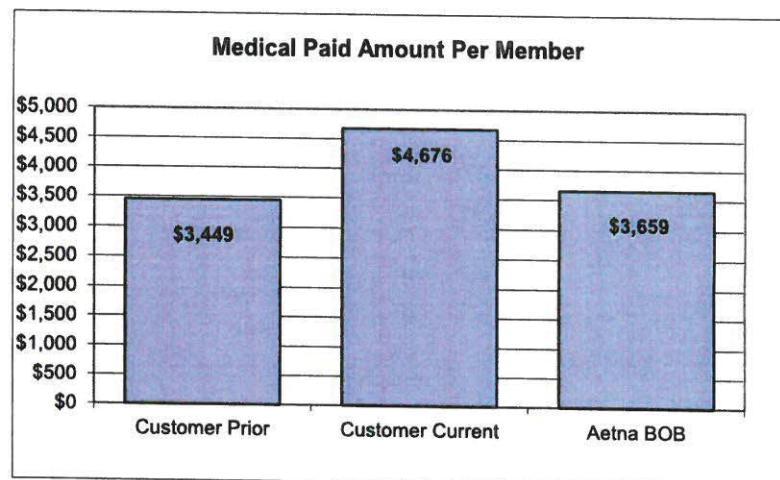
Prior Data For Claims Processed/Paid January 01, 2018 - July 31, 2018

**Key Statistics**

<b>Demographics Summary for Medical</b>	<b>Customer Prior</b>	<b>Customer Current</b>	<b>% Change from Prior</b>	<b>Aetna BOB<sup>1</sup></b>
Number of Employees	103	99	-3.2%	N/A
Number of Members	286	287	0.4%	N/A
Ratio of Members to Employees	2.8	2.9	3.7%	2.0
Percent Male Members	54.1%	52.3%	-1.8%	48.6%
Percent Female Members	45.9%	47.7%	1.8%	51.4%
Average Age of Membership	29.2	28.4	-2.8%	34.9

**Key Statistics**

Total Medical and Pharmacy Paid Amount	\$1,242,023	\$1,524,853	22.8%	N/A
Total Pharmacy Paid Amount	\$255,992	\$182,960	-28.5%	N/A
Pharmacy Paid Amount per Member <sup>2</sup>	\$896	\$637	-28.8%	\$1,048
Total Medical Paid Amount	\$986,032	\$1,341,893	36.1%	N/A
Medical Paid Amount per Employee	\$9,600	\$13,496	40.6%	N/A
Medical Paid Amount per Member	\$3,449	\$4,676	35.5%	\$3,659
Total Medical Capitation Payments	N/A	N/A	N/A	N/A
Medical Capitation Paid per Member	N/A	N/A	N/A	N/A
Total Medical Paid (Claims and Capitation)	N/A	N/A	N/A	N/A
Medical Paid per Member (Claims and Capitation)	N/A	N/A	N/A	N/A
Inpatient Paid Amount per Member	\$1,680	\$2,668	58.8%	\$1,117
Ambulatory Paid Amount per Member	\$1,769	\$2,008	13.5%	\$2,541
Admissions/1,000 Members	59	59	-0.4%	55
Days of Care/1,000 Members	234	502	114.1%	241
Average Length of Stay	3.9	8.5	114.9%	4.4
Total Surgeries/1,000 Members	308	380	23.4%	490
Inpatient Surgeries/1,000 Members	24	38	56.5%	37
Ambulatory Surgeries/1,000 Members	283	341	20.5%	453
Office Visits/1,000 Members	2,403	2,617	8.9%	3,237
ER Visits/1,000 Members	108	115	6.0%	216



<sup>1</sup>Aetna BOB demographic metrics are specific to the overall broad product categories of HMO, QPOS, Indemnity, PPO, Managed Choice and Elect Choice and to the plan sponsor's region(s). Aetna BOB financial and utilization metrics are further adjusted for the plan sponsor's age and gender mix. All BOB metrics are based on a 12 month incurred time period with a two month lag.

<sup>2</sup> Membership for Pharmacy is found on the Key Statistics - Pharmacy Report

## 2020 EMPLOYEE HEALTH CARE COSTS THROUGH BORMA

### PPO 2

	2019 Per month	2020 Per month	Increase/(Decrease)	Percent Increase/(Decrease)	2020 Employee Payroll Deduction -12.5%	2020 City Share -87.5%
Single	\$ 644.21	\$ 695.42	\$ 51.21	7.95%	\$ 86.93	\$ 608.49
EE/Spouse	\$ 1,288.41	\$ 1,390.84	\$ 102.43	7.95%	\$ 173.86	\$ 1,216.99
EE/Child	\$ 1,159.57	\$ 1,251.76	\$ 92.19	7.95%	\$ 156.47	\$ 1,095.29
Family	\$ 1,932.62	\$ 2,086.26	\$ 153.64	7.95%	\$ 260.78	\$ 1,825.48

	Number of EEs	2020 Employer Cost	2020 Employee Cost	Total Cost PPO 2	Total Increase Employee per Year	Total Increase Employer per Year
Single	17	\$ 124,132.47	\$ 17,733.21	\$ 141,865.68	\$ 1,305.86	\$ 9,140.98
EE/Spouse	11	\$ 160,642.02	\$ 22,948.86	\$ 183,590.88	\$ 1,690.10	\$ 11,830.67
EE/Child	24	\$ 315,443.52	\$ 45,063.36	\$ 360,506.88	\$ 3,318.84	\$ 23,231.88
Family	39	\$ 854,323.47	\$ 122,046.21	\$ 976,369.68	\$ 8,987.94	\$ 62,915.58
TOTAL	91	\$ 1,454,541.48	\$ 207,791.64	\$ 1,662,333.12	\$ 15,302.73	\$ 107,119.11

Note: No plan or deductible changes from BORMA

Deductible is \$250 for single and \$500 for all other plans

Total PPO2 Increase 2019-2020 \$ 122,421.84

### PPO 3

	2019 Per month	2020 Per month	Increase/(Decrease)	Percent Increase/(Decrease)	2020 Employee Payroll Deduction -12.5%	2020 City Share -87.5%
Single	\$ 623.43	\$ 672.99	\$ 49.56	7.95%	\$ 84.12	\$ 588.87
EE/Spouse	\$ 1,246.85	\$ 1,345.97	\$ 99.12	7.95%	\$ 168.25	\$ 1,177.72
EE/Child	\$ 1,122.17	\$ 1,211.38	\$ 89.21	7.95%	\$ 151.42	\$ 1,059.96
Family	\$ 1,870.28	\$ 2,018.97	\$ 148.69	7.95%	\$ 252.37	\$ 1,766.60

	Number of EEs	2020 Employer Cost	2020 Employee Cost	Total Cost PPO 3	Total Increase Employee per Year	Total Increase Employer per Year
Single	3	\$ 21,199.19	\$ 3,028.46	\$ 24,227.64	\$ 223.02	\$ 1,561.14
EE/Spouse	1	\$ 14,132.69	\$ 2,018.96	\$ 16,151.64	\$ 148.68	\$ 1,040.76
EE/Child	3	\$ 38,158.47	\$ 5,451.21	\$ 43,609.68	\$ 401.45	\$ 2,810.12
Family	1	\$ 21,199.19	\$ 3,028.46	\$ 24,227.64	\$ 223.04	\$ 1,561.25
TOTAL	8	\$ 94,689.53	\$ 13,527.08	\$ 108,216.60	\$ 996.18	\$ 6,973.26

Note: Employees hired after January 1, 2019 automatically go into this plan.

No plan or deductible changes from BORMA

Deductible is \$500 for single and \$1,000 for all other plans

Total PPO3 Increase 2019-2020 \$ 7,969.44

Updated DRAFT 9/9/19



Plan 8 HSA	2019 Per month	2020 Per month	Increase/(Decrease)	Percent Increase/(Decrease)	2020 Employee Payroll Deduction -12.5%	2020 City Share -87.5%
Single	\$ 561.08	\$ 605.69	\$ 44.61	7.95%	\$ 75.71	\$ 529.98
EE/Spouse	\$ 1,122.17	\$ 1,211.38	\$ 89.21	7.95%	\$ 151.42	\$ 1,059.96
EE/Child	\$ 1,009.95	\$ 1,090.24	\$ 80.29	7.95%	\$ 136.28	\$ 953.96
Family	\$ 1,683.25	\$ 1,817.07	\$ 133.82	7.95%	\$ 227.13	\$ 1,589.94

	Number of EEs	2020 Employer Cost	2020 Employee Cost	Total Cost HSA	Total Increase Employee per Year	Total Increase Employer per Year
Single	0	\$ -	\$ -	\$ -		
EE/Spouse	0	\$ -	\$ -	\$ -		
EE/Child	0	\$ -	\$ -	\$ -		
Family	1	\$ 19,079.24	\$ 2,725.61	\$ 21,804.84	\$ 200.73	\$ 1,405.11
SUBTOTAL	1	\$ 19,079.24	\$ 2,725.61	\$ 21,804.84	\$ 200.73	\$ 1,405.11
Employer Funding		\$ 2,000.00	\$ -	\$ 2,000.00		
TOTAL		\$ 21,079.24	\$ 2,725.61	\$ 23,804.84		

Note: No plan or deductible changes from BORMA

Deductible is \$3,000 for single and \$6,000 for all other plans; employer pays \$1,200 for single and \$2,000 for all other plans

Total HSA Increase 2019-2020	\$	1,605.84
TOTAL All Plan Increase 2019-2020	\$	131,997.12
2020 Total Cost for All Plans	\$	1,794,354.56

Updated DRAFT 9/9/19

## 2020 EMPLOYEE HEALTH CARE COSTS THROUGH BORMA-OPTION WITH 85%/15%

### PPO 2

	2019 Per month	2020 Per month	Increase/(Decrease)	Percent Increase/(Decrease)	2020 Employee Payroll Deduction -15%	2020 City Share -85%
Single	\$ 644.21	\$ 695.42	\$ 51.21	7.95%	\$ 104.31	\$ 591.11
EE/Spouse	\$ 1,288.41	\$ 1,390.84	\$ 102.43	7.95%	\$ 208.63	\$ 1,182.21
EE/Child	\$ 1,159.57	\$ 1,251.76	\$ 92.19	7.95%	\$ 187.76	\$ 1,064.00
Family	\$ 1,932.62	\$ 2,086.26	\$ 153.64	7.95%	\$ 312.94	\$ 1,773.32

	Number of EEs	2020 Employer Cost	2020 Employee Cost	Total Cost PPO 2	Total Increase Employee per Year	Total Increase Employer per Year
Single	17	\$ 120,585.83	\$ 21,279.85	\$ 141,865.68	\$ 1,567.03	\$ 8,879.81
EE/Spouse	11	\$ 156,052.25	\$ 27,538.63	\$ 183,590.88	\$ 2,028.11	\$ 11,492.65
EE/Child	24	\$ 306,430.85	\$ 54,076.03	\$ 360,506.88	\$ 3,982.61	\$ 22,568.11
Family	39	\$ 829,914.23	\$ 146,455.45	\$ 976,369.68	\$ 10,785.53	\$ 61,117.99
<b>TOTAL</b>	<b>91</b>	<b>\$ 1,412,983.15</b>	<b>\$ 249,349.97</b>	<b>\$ 1,662,333.12</b>	<b>\$ 18,363.28</b>	<b>\$ 104,058.56</b>

Note: No plan or deductible changes from BORMA

Deductible is \$250 for single and \$500 for all other plans

City savings from 87.5%	\$ 41,558.33
<b>Total PPO2 Increase 2019-2020</b>	<b>\$ 122,421.84</b>

### PPO 3

	2019 Per month	2020 Per month	Increase/(Decrease)	Percent Increase/(Decrease)	2020 Employee Payroll Deduction -15%	2020 City Share -85%
Single	\$ 623.43	\$ 672.99	\$ 49.56	7.95%	\$ 100.95	\$ 572.04
EE/Spouse	\$ 1,246.85	\$ 1,345.97	\$ 99.12	7.95%	\$ 201.90	\$ 1,144.07
EE/Child	\$ 1,122.17	\$ 1,211.38	\$ 89.21	7.95%	\$ 181.71	\$ 1,029.67
Family	\$ 1,870.28	\$ 2,018.97	\$ 148.69	7.95%	\$ 302.85	\$ 1,716.12

	Number of EEs	2020 Employer Cost	2020 Employee Cost	Total Cost PPO 3	Total Increase Employee per Year	Total Increase Employer per Year
Single	3	\$ 20,593.49	\$ 3,634.15	\$ 24,227.64	\$ 267.62	\$ 1,516.54
EE/Spouse	1	\$ 13,728.89	\$ 2,422.75	\$ 16,151.64	\$ 178.42	\$ 1,011.02
EE/Child	3	\$ 37,068.23	\$ 6,541.45	\$ 43,609.68	\$ 481.73	\$ 2,729.83
Family	1	\$ 20,593.49	\$ 3,634.15	\$ 24,227.64	\$ 267.64	\$ 1,516.64
<b>TOTAL</b>	<b>8</b>	<b>\$ 91,984.11</b>	<b>\$ 16,232.49</b>	<b>\$ 108,216.60</b>	<b>\$ 1,195.42</b>	<b>\$ 6,774.02</b>

Note: Employees hired after January 1, 2019 automatically go into this plan.

No plan or deductible changes from BORMA

Deductible is \$500 for single and \$1,000 for all other plans

City savings from 87.5%	\$ 2,705.41
<b>Total PPO3 Increase 2019-2020</b>	<b>\$ 7,969.44</b>

# 2020 EMPLOYEE HEALTH CARE COSTS THROUGH BORMA-OPTION WITH 85%/15%

## Plan 8 HSA

	2019 Per month	2020 Per month	Increase/(Decrease)	Percent Increase/(Decrease)	2020 Employee Payroll Deduction -15%	2020 City Share -85%
Single	\$ 561.08	\$ 605.69	\$ 44.61	7.95%	\$ 90.85	\$ 514.84
EE/Spouse	\$ 1,122.17	\$ 1,211.38	\$ 89.21	7.95%	\$ 181.71	\$ 1,029.67
EE/Child	\$ 1,009.95	\$ 1,090.24	\$ 80.29	7.95%	\$ 163.54	\$ 926.70
Family	\$ 1,683.25	\$ 1,817.07	\$ 133.82	7.95%	\$ 272.56	\$ 1,544.51

	Number of EEs	2020 Employer Cost	2020 Employee Cost	Total Cost PPO 3	Total Increase Employee per Year	Total Increase Employer per Year
Single	0	\$ -	\$ -	\$ -		
EE/Spouse	0	\$ -	\$ -	\$ -		
EE/Child	0	\$ -	\$ -	\$ -		
Family	1	\$ 18,534.11	\$ 3,270.73	\$ 21,804.84	\$ 240.88	\$ 1,364.96
SUBTOTAL	1	\$ 18,534.11	\$ 3,270.73	\$ 21,804.84	\$ 240.88	\$ 1,364.96
Employer Funding		\$ 2,000.00	\$ -	\$ 2,000.00		
TOTAL		\$ 20,534.11	\$ 3,270.73	\$ 23,804.84		

City savings from 87.5%	\$ 545.12
Total HSA Increase 2019-2020	\$ 1,605.84

Note: No plan or deductible changes from BORMA

Deductible is \$3,000 for single and \$6,000 for all other plans; employer pays \$1,200 for single and \$2,000 for all other plans

Total Savings for All Plans	\$ 44,808.86
2020 Total Cost for All Plans	\$ 1,794,354.56

UPDATED DRAFT 9/9/19

Differences	PPO 2	In Network PPO 3	Difference PPO 3 vs. PPO 2
Deductible (Ind/Family)	\$250/\$500	\$500/\$1,000	\$ 250/\$500
Out of Packet Maximum	\$600/\$1,200	\$1,750/\$3,500	\$1,150/2,300
OOPM Includes RX	\$6,250/\$12,500	\$5,100/\$10,200	(\$1,150)/(\$2,300)

Type of Plan	Number of EEs	2020 Employer Cost-PPO 2	2020 Employer Cost-PPO 3
Single	3	\$ 21,905.73	\$ 21,199.19
EE/Spouse	1	\$ 14,603.82	\$ 14,132.69
EE/Child	3	\$ 39,430.44	\$ 38,158.47
Family	1	\$ 21,905.73	\$ 21,199.19
<b>TOTAL</b>	<b>8</b>	<b>\$ 97,845.72</b>	<b>\$ 94,689.53</b>

Savings from Switching from PPO 2 to PPO 3	\$ 3,156.20
---	-------------

DRAFT 9/11/19

**If all employees were in the PPO3 Plan:**

2020 Employer Cost-PPO 2	2020 Employer Cost-PPO 3	Difference per year Over/(Under)	Total Savings
\$ 7,301.91	\$ 7,066.40	\$ (235.51)	\$ (4,710.30)
\$ 14,603.82	\$ 14,132.69	\$ (471.13)	\$ (5,653.62)
\$ 13,143.48	\$ 12,719.49	\$ (423.99)	\$ (11,447.73)
\$ 21,905.73	\$ 21,199.19	\$ (706.55)	\$ (28,968.35)
		<b>SAVINGS:</b>	<b>\$ (50,780.00)</b>

Type of Plan	Number of EEs
Single	20
EE/Spouse	12
EE/Child	27
Family	41
<b>TOTAL</b>	<b>100</b>

	Total All Plans
General Fund	50
Fund 170	2
Fund 200	1
Fund 220	8
Fund 275	1
Fund 500	14
Fund 510	11
Fund 520	8
Fund 560	3
Fund 600	2
<b>TOTAL</b>	<b>100</b>
General Fund	50% of total cost



# Buckeye Ohio Risk Management Association (BORMA)

## Dental Benefit & Cost Comparison



Effective Date: January 1, 2020

Carrier Benefit	High Plan Aetna Dental - Self Insured		Mid Plan Aetna Dental - Self Insured		Value Plan Aetna Dental - Self Insured	
	In-Network	Out-of-Network (80th UCR)	In-Network	Out-of-Network (80th UCR)	In-Network	Out-of-Network (80th UCR)
<b>Deductible (Individual/Family)</b>	\$25/\$50	\$25/\$50	\$25/\$50	\$25/\$50	\$50/\$150	\$50/\$150
<b>Preventative &amp; Diagnostic</b>	100%	100% of UCR Exams, cleanings, fluoride treatment, sealants, x-rays, and space maintainers	100%	100% of UCR Exams, cleanings, fluoride treatment, sealants, x-rays, and space maintainers	100%	100% of UCR Exams, cleanings, fluoride treatment, sealants, x-rays, and space maintainers
<b>Basic Services</b>	100% after deductible	100% of UCR after deductible oral surgery, periodontics, endodontics, fillings, and emergency palliative treatment	80% after deductible	80% of UCR after deductible simple extractions, periodontics, endodontics, fillings, and emergency palliative treatment	80% after deductible	80% of UCR after deductible simple extractions, fillings, and emergency palliative treatment
<b>Major Services</b>	90% after deductible	90% of UCR after deductible Inlays/onlays, crowns, dentures, bridges, and implants	80% after deductible	80% of UCR after deductible Oral surgery, inlays/onlays, crowns, dentures, bridges, and implants	50% after deductible	50% of UCR after deductible Oral surgery, periodontics, endodontics, inlays/onlays, crowns, dentures, bridges, and implants
<b>Calendar Year Maximum</b>	\$2,500		\$1,250		\$1,000	
<b>Orthodontia Benefit</b>	Included; Adult & Child; pays 80% to a \$1,500 Lifetime Maximum		Included; Adult & Child; pays 60% to a \$1,000		Included; Child Only; pays 50% to a \$1,000 Lifetime Maximum	
<b>UCR Percentile</b>	If an employee goes to an In-Network Provider, they are not balance billed and their benefits are based on the contracted rates that the carrier has with that provider.		If an employee goes to an In-Network Provider, they are not balance billed and their benefits are based on the contracted rates that the carrier has with that provider.		If an employee goes to an In-Network Provider, they are not balance billed and their benefits are based on the contracted rates that the carrier has with that provider.	
	If an employee goes to a provider that is Out-of-Network, they can be balance billed and their benefits are based on the 80th percentile of UCR.		If an employee goes to a provider that is Out-of-Network, they can be balance billed and their benefits are based on the 80th percentile of UCR.		If an employee goes to a provider that is Out-of-Network, they can be balance billed and their benefits are based on the 80th percentile of UCR.	
<b>Network</b>	Aetna Dental Network		Aetna Dental Network		Aetna Dental Network	
<b>Waiting Periods for services</b>	None		None		None	
<b>Rate Guarantee</b>	12 months (1/1/2020-12/31/2020)		12 months (1/1/2020-12/31/2020)		12 months (1/1/2020-12/31/2020)	
	(High Plan Rates)		(Mid Plan Rates)		(Value Plan Rates)	
<b>Funding Rates per Tier</b>						
Single Rates:	\$49.01		\$36.76		\$29.41	
Employee + Spouse Rates:	\$98.02		\$73.52		\$58.81	
Employee + Child(ren) Rates:	\$88.21		\$66.16		\$52.93	
Family Rates:	\$147.01		\$110.26		\$88.21	

These benefit descriptions have been prepared from material furnished by the insurance carrier. In the event of a discrepancy, the insurance carrier contract will govern. As part of the dental solicitation process, Chapman and Chapman requested the carriers to provide a quote comparable to the group's current dental plan. Although we make every effort to assure that the most common dental provisions are matched exactly, it is not always possible to match every carrier specific provision, frequency limitation, and/or exclusion.

# Buckeye Ohio Risk Management Association (BORMA)

## Vision Benefit & Cost Comparison



Effective Date: January 1, 2020

Benefit Provision	High Plan Aetna - Fully Insured		Mid Plan Aetna - Fully Insured		Value Plan Aetna - Fully Insured	
	In-Network	Non-Network	In-Network	Non-Network	In-Network	Non-Network
<b>Frequency of Service</b>						
Exam	Every 12 months		Every 12 months		Every 12 months	
Materials						
Lenses (must choose glasses or contacts; not Frames (one pair))	Every 12 months		Every 12 months		Every 12 months	
	Every 12 months		Every 24 months		Every 24 months	
<b>Copayment/Deductible</b>						
Exam	\$0 copay	n/a	\$10 copay	n/a	\$10 copay	n/a
Materials	\$0 copay	n/a	\$10 copay	n/a	\$25 copay	n/a
<b>Benefits (after Copayment)</b>						
Eye Exams	Covered in Full	\$30 reimbursement	Covered in Full	\$30 reimbursement	Covered in Full	\$30 reimbursement
Single Vision Lenses	Covered in Full	\$35 reimbursement	Covered in Full	\$35 reimbursement	Covered in Full	\$35 reimbursement
Lined Bifocal Lenses	Covered in Full	\$55 reimbursement	Covered in Full	\$55 reimbursement	Covered in Full	\$55 reimbursement
Lined Trifocal Lenses	Covered in Full	\$90 reimbursement	Covered in Full	\$90 reimbursement	Covered in Full	\$90 reimbursement
Frames	\$150 Allowance, then 20% off balance	\$85 reimbursement	\$130 Allowance, then 20% off balance	\$85 reimbursement	\$130 Allowance, then 20% off balance	\$85 reimbursement
Contact Lenses - Medically Necessary	Covered in Full	\$210 reimbursement	Covered in Full	\$210 reimbursement	Covered in Full	\$210 reimbursement
Contact Lenses - Cosmetic/Elective	\$150 allowance, then 15% off balance	\$120 reimbursement	\$130 allowance, then 15% off balance	\$120 reimbursement	\$130 allowance, then 15% off balance	\$120 reimbursement
Standard Progressive Lenses	\$65 Copay	\$55 reimbursement	\$75 Copay	\$55 reimbursement	\$90 Copay	\$55 reimbursement
<b>Network</b>	Aetna utilizes the EyeMed Vision network which includes many independent providers as well as retail chains such as LensCrafters, Pearle Vision, JC Penney, America's Best, Meijer Optical, and Target Optical.		Aetna utilizes the EyeMed Vision network which includes many independent providers as well as retail chains such as LensCrafters, Pearle Vision, JC Penney, America's Best, Meijer Optical, and Target Optical.		Aetna utilizes the EyeMed Vision network which includes many independent providers as well as retail chains such as LensCrafters, Pearle Vision, JC Penney, America's Best, Meijer Optical, and Target Optical.	
<b>Contribution/Participation</b>	Quoted as Voluntary; 100% Employee Paid; 25% overall participation is required but will not be enforced until the 2nd Open Enrollment in 2021.		Quoted as Voluntary; 100% Employee Paid; 25% overall participation is required but will not be enforced until the 2nd Open Enrollment in 2021.		Quoted as Voluntary; 100% Employee Paid; 25% overall participation is required but will not be enforced until the 2nd Open Enrollment in 2021.	
<b>Rate Guarantee</b>	48 months (1/1/2020 - 12/31/2023)		48 months (1/1/2020 - 12/31/2023)		48 months (1/1/2020 - 12/31/2023)	
<b>Monthly Vision Rates:</b>	(High Plan Rates)		(Mid Plan Rates)		(Value Plan Rates)	
Single	\$12.32		\$7.76		\$6.84	
Employee+Spouse	\$23.41		\$14.76		\$13.00	
Employee+Child(ren)	\$24.64		\$15.54		\$13.69	
Family	\$36.21		\$22.83		\$19.36	

These benefit descriptions have been prepared from material furnished by the insurance carrier. In the event of a discrepancy, the insurance carrier contract will govern.

## HEALTHCARE COST COMMITTEE

### MEETING MINUTES

Thursday, September 12, 2019 at 8:00 am

<b>PRESENT</b>	
Committee Members	Chad Lulfs (NB)-Chair, Joel Mazur (AD), Kelly O'Boyle (AD), Kent Bacon (AFSCME), Roger Eis (AFSCME), Toby Westhoven (FD), Rocky Rubio (PD), Brad Strickland (PD)- arrived at 8:05 am.
Recording Secretary	Roxanne Dietrich
City Staff	Lanie Lambert-Human Resources Director
<b>ABSENT</b>	
Committee Members	Dave Mack (NB)
<b>Call to Order</b>	At 8:01 am, Chairman Lulfs called the Healthcare Cost Committee meeting to order.
<b>Approval of Minutes</b>	Hearing no objections or corrections, the minutes from the June 5, 2019 meeting stand approved as presented.
<b>Review of Healthcare Costs</b>	Lambert began by comparing medical and pharmacy expenses from the first seven months of 2018 to the first seven months of 2019. Medical in 2018 was \$986,000 and has increased 36.1% in 2019 to \$1.3 million, prescriptions went down in 2019 to \$182,000 compared to \$255,000 in 2018. Mazur asked why only the first seven months? Lambert's response was that is all we had for this year. Mazur said they calculate the percentage adjustments based on the calendar year so 2020 is based on 2019, what data plans do they use to calculate for the year to get to that percentage increase? Lambert said they use current. Mazur cited it shows the increase for the first seven months from last year compared to this year but not showing the whole data year. Last year's increase was 6.14%, it was 2.68% in 2018 and this year's is 7.95%, which includes a 1% reduction for doing the wellness program. Can we compare the full year that they based it on?
<b>Strickland Arrived</b>	8:05 am – Strickland arrived. Lambert said I will have to look. O'Boyle reviewed the spreadsheet for Plan 2 and Plan 3 comparing the cost for the employee and the city that included the 7.95% increase for 2020. Mazur asked, generally speaking, are health care costs just going up continuously or is it plateauing now where costs are leveled out? Lambert said health care costs just keep increasing, the average increase for health care costs is 14%. Next Lambert presented the lists showing who will take the Aetna dental and vision plans in our area. The dental and vision plans are optional, you can take both plans, one or none. We could offer all three plans for both dental and vision and let the employee choose if they want a plan and which one they want. Mazur said, technically our increase was 8.95%, with the 1% reduction from the wellness plan our increase is 7.95%, what was the percentages of the other BORMA communities? O'Boyle said they would not provide that information, only that ours is the highest because of catastrophic event. BORMA is not a true risk pool, they have a tier system based on claims. Mazur explained the



concept of being a pool is that we should be getting better rates because we have a larger group of people. O'Boyle noted she did ask how they calculated the rates and they did not provide an answer. Mazur stated, on the record, before I and when I started there were large percentage increases and one of the compromises or sacrifices to reconcile with was that the City kept it at the 87.5% and 12.5% split. So, the City was absorbing the additional 2.5% and the Healthcare Cost Committee had agreed to or some way shape or form agreed to start a wellness plan program. Since then we have started a wellness program and that is why we got the 1% reduction, we still have the wellness program but here we are, we did get a percentage reduction off of it so there is something there. They can't really tell us, I mean is it just hocus pocus because they can't tell us how they formulated it, that's why I want to see the year-to-year. I want to be on the next call with them, we had a wellness program and want to know how we got to the 1% reduction. I don't want to hear that its finesse because then it means nothing they are just behind the curtain making numbers and giving it to us you know what I mean? We get the 1% but the rest of it we don't know how they came up with 7.95% and that is the issue I've got with how they got this. That was the commitment, we would start a wellness program, it's in place and adopted we are coming up on year one, is it something we want to continue with. Lulfs pointed out they said all along when you start a wellness program you would see an increase in claims because you are shoving people to the doctor. O'Boyle noted wellness programs are good, they help you catch things earlier, if you catch things and change habits money may not be tangible but there are benefits. Lulfs added we had some catastrophic claims those are unavoidable, there is nothing we can do to stop them. Westhoven said if you don't go to the doctor you won't know if your cholesterol, blood pressure or blood sugar is high unless go to the doctor and have it checked, that is the purpose of it. Lambert said employees have to be an advocate for your own healthcare, if you haven't had bloodwork done and want it done, you have to tell them. Mazur asked what are we doing with Activate? Lambert noted Chapman and Chapman are still in talks with them, hopefully we can have a conference call in the next couple of months to let us know where they are at. Lulfs asked about the prescriptions. Lambert replied that is going, Script Source is not through Aetna. Lulfs asked what do we need to get to Council? My guess is, the committee as a whole has no real desire to change the plan. Lambert stressed, nobody wants to change things. We are brought together to make sure we look out for the best interest of the city and the employees, not just one sided. We cannot continue to have \$100,000 increases every year and not expect something else is going to change. Lulfs responded, I understand but when we get minimal cost of living adjustments the employees don't want it either. Lambert reminded the committee just because we do something does not mean Council is going to approve it, they can come back and say no, we have to make changes because we didn't do what we were supposed to do and look at the whole picture. Lulfs said we did look at the whole picture. Lambert said we looked at it but nobody wants to do anything, that is different. Strickland said we are all absorbing more money. Rubio said Plan 3 that is pushed on new employees will that open up as an option to employees to go to Plan 3 is that a savings? Lambert explained during open enrollment current employees had the option to go with Plan 2, Plan 3 or the HSA.



**Motion to Leave  
Employees Share at  
12.5% and City's Share  
at 87.5%**

**Passed**  
**Yea-5**  
**Nay-0**

**Motion to Continue Wellness Program, to Offer Vision and Dental Plans, and Continue with \$50 Surcharge to Premium if Do Not Get Wellness Check**

Passed  
Yea-5  
Nay-0

## Motion to Adjourn

Passed  
Yea-5  
Nay-0

**Approved:**

Records Retention EM-33 Permanent



# City of Napoleon, Ohio

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

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

[www.napoleonohio.com](http://www.napoleonohio.com)

## Memorandum

**To:** Civil Service Commission  
**cc:** Mayor and City Council, City Law Director, City Manager, City Finance Director, Department Supervisors, News Media  
**From:** Roxanne Dietrich, *interim* Clerk of Council *rd*  
**Date:** September 19, 2019  
**Subject:** Civil Service Commission – Cancellation

Due to a lack of agenda items, the **CIVIL SERVICE COMMISSION** meeting scheduled for Tuesday, September 24, 2019 at 4:30 pm has been *canceled*.

*City of Napoleon, Ohio*

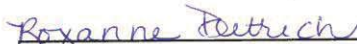
**PARKS AND RECREATION BOARD**

Meeting Agenda

**Wednesday, September 25, 2019 at 6:30 pm**

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

1. Approval of Minutes: August 28, 2019. (in the absence of any objections or corrections, the Minutes shall stand approved)
2. Acceptance of a Donation from Napoleon Church of the Nazarene
3. Review of Parks and Recreation Rates and Fees
4. Discussion on Financial Reports
5. Discussion on Capital Improvements
6. Discussion and/or Action on Trick-or-Treat Night Recommendation
7. Miscellaneous

  
\_\_\_\_\_  
Roxanne Dietrich  
Interim Clerk of Council

# JOIN US FOR COFFEE WITH A COP

A chance to get to know the officers  
in your neighborhood.

Come for conversation & a complimentary  
Small McCafe Premium Roast Coffee.



## Wednesday, October 2nd



## 9:00am - 10:00am

## AMP Update for Sept. 13, 2019

American Municipal Power, Inc.

Fri 9/13/2019 3:37 PM

To: Roxanne Dietrich <rdietrich@napoleonohio.com>

Having trouble viewing this email? [Click here to view web page version](#)



### **AMP holds lineworker training**

*By Scott McKenzie - director of member training and safety*

AMP held a Lineworker Training Advanced course in Columbus, Sept. 9-13. The training course provides attendees with an opportunity to learn more about installation skills, simulated energized work and simulated hot stick work, and is designed to provide an advanced knowledge of trouble investigation, crew leadership, communications and automation.

Lineworkers in attendance included: Adam Albright, Clyde; Bobby Bye, Cuyahoga Falls; Jacob Scheer, New Bremen; Joe Marez, Cuyahoga Falls; Lewis Hill II, Woodsfield; Michael Brenner, Wadsworth; Randy Gay, Hillsdale; and Scott Playford, Hillsdale.

If you have questions about training, please contact Jennifer Flockerzie at [jflockerzie@ampppartners.org](mailto:jflockerzie@ampppartners.org) or 614.540.0853.



## Conference to feature Member Round Table session

*By Zachary Hoffman - communications and public relations specialist*

The 2019 AMP/OMEA Annual Conference will be featuring a new session: Member Round Tables.

Not to be confused with the Member Lightning Talks session that has been featured in past years, this new session is designed to allow for members to exchange thoughts and positions on the most pressing issues that are facing public power today.

This energy-packed session will help provide insight into different perspectives on many of the biggest issues facing our industry. The session will take place on Sept. 23 from 4:30-5:30 p.m. and we encourage member participation.

Conference registration can be completed [here](#).



## Only two weeks left to submit RP3 applications

*By Michelle Palmer, P.E. - vice president of technical services*

The deadline to submit applications for the APPA's Reliable Public Power Provider (RP3) designation is Sept. 30. First-time RP3 applicants will save 15 percent on their application fee by using code **JAA&SA2019RP3** at checkout. For more information or to apply, click [here](#).

Members are encouraged to apply and AMP is available to assist in assembling and reviewing applications before they are submitted.



The designation is given to municipal electric systems that demonstrate proficiency in reliability, safety, workforce development and system improvement. There are currently 31 AMP member communities with RP3 designation.

Utilities that successfully meet the guidelines in each of the four areas will receive tremendous value and recognition for their achievement. Additionally, AMP member communities receiving an RP3 designation are granted additional points toward their AMP credit score. RP3 destinations run for a term of three years.

If you have questions or would like assistance, please contact Jennifer Flockerzie at [jflockerzie@amppartners.org](mailto:jflockerzie@amppartners.org) or 614.540.0853

## **PMEA welcomes new executive director**

*By Holly Karg - director of media relations and communications*



The Pennsylvania Municipal Electric Association (PMEA) Board of Directors has announced the appointment of Diane Bosak as the organization's new executive director.

"Diane was the unanimous choice of the Board of Directors," said PMEA Board President Jeffrey Stonehill. "She brings a wealth of talent and experience to help the PMEA. Together, we will deliver the message about the benefits of public power for the 35 boroughs with public power systems throughout the Commonwealth. She will represent well the mission of public power and our organization."

Bosak has extensive experience in managing non-profit associations as well as municipal advocacy in Pennsylvania. She previously served as vice president for Workforce Strategies and Policy for Achieving the Dream, a non-profit association in Silver Spring, Md., dedicated to access and equitable treatment in America's system of public education - from preschool through community college and four-year institutions. She had previously served as deputy secretary for Workforce Development at the Pennsylvania Department of Labor and Industry, and as executive with the Pennsylvania Commission for Community Colleges, the County Commissioners Association of Pennsylvania and the Pennsylvania Municipal League.

"Throughout my career, I have had the unique opportunity to work with governors, local elected officials, business leaders, college presidents, trustees and others in volunteer driven, mission-oriented membership associations," said Bosak. "Over the years, I have held direct responsibility for complex subjects ranging from taxation to government affairs, and I hold a deep commitment to learning and understanding issues. My experience in direct advocacy has enabled me to understand the importance of cultivating relationships among the member boroughs that PMEA serves, and with external stakeholders, policymakers, and others."

Bosak was able to attend the PMEA Annual Conference where she was able to meet the members in attendance.

"We are excited to introduce Diane to the members," said PMEA Board Vice President Andy Krauss. "We believe that over the course of the next few years, PMEA will be rolling out new programs and new information to bolster the delivery of services to those boroughs in Pennsylvania which proudly provide public power."

If you have any questions, do not hesitate to contact Diane Bosak at [bosak@pmea.us](mailto:bosak@pmea.us) or 717.489.2088.

## **#PublicPowerWeek 2019: Oct. 6-12**

*By Holly Karg*

Public Power Week is just four weeks away. As your utility and other public power communities throughout the country begin to prepare for Public Power Week, AMP, along with the American Public

Power Association (APPA), has put together various materials to assist you in your efforts to spread the message of public power.

Public Power Week is an opportunity for public power utilities to promote the distinct advantages that public power offers consumers, residents and businesses. Since its creation in 1986, Public Power Week has always been held on the first full week in October - this year it will be held Oct. 6-12. The nationwide program celebrates the importance of public power to local citizens and other public constituencies.

We have prepared materials to help you spread the word about the benefits of public power during Public Power Week and throughout the entire year. Please check out the following links:

- [Benefits of Public Power Toolkit](#) (login required)
- [Public Power Week Toolkit](#) (login required)
- [Video: What is Public Power](#)
- [AMP Currents](#)



The APPA also has information and resources available to assist you in educating your community about electricity basics and public power. That information can be found [here](#).

## Still time to register for the 2019 AMP/OMEA Annual Conference

*By Jodi Allalen - manager of member events and programs*

There is still time to register for the 2019 AMP/OMEA Annual Conference, set to take place Sept. 23-25 at the Hilton Columbus at Easton. You can register online [here](#).

The conference is the premier opportunity for AMP and OMEA members to connect with public power colleagues and municipal electric partners to learn more about industry trends, as well as AMP projects and programs. In response to member feedback, the conference has been reduced to three days and a variety of educational sessions will be offered, including two concurrent tracks. A schedule of sessions can be found [here](#).

Members are especially encouraged to sign up for the new Member Round Tables session, Sept. 23 at 4:30 p.m. This session is set up to allow for peer-to-peer discussions between all of our member communities around the pressing issues that are facing the public power industry.

If you have questions about conference or registration, please contact me at [jallalen@amppartners.org](mailto:jallalen@amppartners.org) or 614.540.0916.

## Energy market update

*By Jerry Willman - assistant vice president of energy marketing*

The October 2019 natural gas contract increased \$0.022/MMBtu to close at \$2.574 yesterday. The EIA reported an injection of 78 Bcf for the week ending Sept. 6, which was slightly below market expectations of 81 Bcf. The prior week had a build of 80 Bcf and the year-ago injection was 68 Bcf. The build compares with the five-year average +73 Bcf. The injection brought total U.S. working gas supply to 3.019 Tcf, a deficit of 77 Bcf (3 percent) versus the five-year average and 393 Bcf above a year ago. The injection season running total of 1,911 Bcf is much larger than the five-year average of +1,461.

On-peak power prices for 2020 at AD Hub closed yesterday at \$33.51/MWh, which increased \$0.39/MWh for the week.



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

Week ending Sept. 13

MON	TUE	WED	THU	FRI
\$30.92	\$41.37	\$41.36	\$42.07	\$33.63

Week ending Sept. 6

MON	TUE	WED	THU	FRI
\$25.72	\$29.80	\$29.30	\$26.74	\$28.36

AEP/Dayton 2020 5x16 price as of Sept. 12 — \$33.51

AEP/Dayton 2020 5x16 price as of Sept. 5 — \$33.12

### AFEC weekly update

*By Jerry Willman*

The AMP Fremont Energy Center (AFEC) was available for 2x1 operation for the week. PJM cleared the plant offline overnight Saturday, Sunday and Tuesday due to economics. Duct firing operated for 76 hours this week. For the week, the plant generated at a 72 percent capacity factor (based on 675 MW rating).

### Adam Smith joins AMP as senior system administrator (infrastructure)

*By Alex Richards - director of IT*

Adam Smith joined AMP on Sept. 11 as senior system administrator (infrastructure). In this role, Smith will be responsible for providing systems implementation, and support for the AMP endpoint environment and technology infrastructure.

Prior to joining AMP, Smith served as a systems engineer and cloud migration engineer for Cardinal Health. He holds a bachelor's degree in computer information systems from DeVry Institute of Technology.



Please join me in welcoming Adam to AMP.

### Security tip - Wire transfer fraud

*By Jared Price - vice president of information technology and CTO*



What would you do if you received an email from your CEO or CFO asking you to make an immediate or urgent wire transfer of funds? If you are the person in your organization who is responsible for such tasks and receive requests like this regularly, you may not think twice. However, with the increased sophistication of hackers and cybercriminals, you must stop, look and think before deciding how to proceed.

Business Email Compromise is an advanced form of spear-phishing which targets employees of businesses that routinely perform wire transfer payments or work with foreign companies or suppliers. This form of cybercrime is steadily on the rise, and companies are losing thousands, even millions of dollars instantly because of a spoofed or compromised email address.

**How it happens:**

First, the scammers target the email accounts of business executives or high-level employees. Either they will gain actual access to those individuals' email accounts through a targeted phishing attack and wait for the perfect time to take over (such as when those employees go on vacation or leave for a business trip), or they will simply spoof the email address and change where the email is sent when it is replied to. This is called header manipulation. Then, they will email an employee within an organization who may be responsible for making wire transfers or handling funds, asking them to process a transaction.

**When you receive any requests to transfer or wire funds:**

- Look closely to verify the email address when you receive a wire transfer or monetary transaction request. Check for any spelling errors or missing letters.
- Call the person who is requesting the transfer directly to verify that the request is legitimate, or follow your corporate verification procedures carefully.
- If you think a request is suspicious in any way, trust your instincts and inform management or IT immediately.
- If you reply to the message, be sure to look at the real email address before replying.

**To prevent YOUR email from being the one that is compromised:**

- Never provide your security or account credentials to anyone.
- Do not click on any links or open attachments in emails you receive, unless you are absolutely positive they are safe and from a legitimate sender.

It is best to have a wire transfer process in place that requires more than just an email request. Either a phone call, face-to-face or multi-person process is best.

Remember, you are the key to preventing cybercrime in your organization.

## **PUCO issues annual winter reconnect order to utilities**

*By Charles Willoughby - director of government affairs*

The Public Utilities Commission of Ohio (PUCO) has issued its annual order to Ohio investor-owned electric and natural gas utilities to reconnect or maintain service to customers who have been disconnected or are facing disconnection during the colder months.

While this order does not apply to locally-regulated municipal electric utilities and rural electric cooperatives, it is important to call this issue to the attention of OMEA members. Member utilities are encouraged to take this order and the forthcoming colder weather into consideration, and implement or update local policies accordingly. The full PUCO order can be found [here](#).



Under the PUCO program, customers who are disconnected or facing disconnection can have their service restored or maintained if they pay the amount owed or \$175, whichever is less, plus a service reconnection fee of no more than \$36. Participants may use the program once during the upcoming winter heating season between Oct. 14, 2019, and April 15, 2020. There is no income eligibility requirement, but participants must sign up for a payment plan to cover any remaining past due balance on their utility bill.

Other payment assistance programs with distinct eligibility requirements are available for municipal utilities. The national Home Energy Assistance Program (HEAP) is available to all customers, including those of municipal utilities. The Ohio Percentage of Income Payment Plan (PIPP) Plus program is available to participating municipal electric utilities.

For additional information about these programs, please contact me at 614.540.1036 or [cwilloughby@amppartners.org](mailto:cwilloughby@amppartners.org).

AMERICAN PUBLIC  
POWER ASSOCIATION

2019

THE ACADEMY  
Webinars

## Register now for Webinars

Learn from your office! Individual webinars are \$109 (or sign up for a series at a discounted rate). Register today at [www.PublicPower.org](http://www.PublicPower.org) under Education & Events. Non-members can enter coupon code **AMP** to receive the member rate.

- The Rural Utilities Service: A Strategic and Financial Partner for Municipal Electric Systems: **September 26**
- Deploying Mobile Workforce Technologies for Optimized Field Operations: **October 16**

Check the schedule and register at [www.PublicPower.org](http://www.PublicPower.org) under the Education & Events tab. Webinars are recorded, in case you can't attend the live version.



## Classifieds

Members interested in posting classifieds in Update may send a job description with start and end advertisement dates to [zhoffman@amppartners.org](mailto:zhoffman@amppartners.org). There is no charge for this service.

### City of Bowling Green seeks applicants for public works superintendent

The City of Bowling Green is seeking applicants for the position of public works superintendent. This full-time, salaried, exempt position is responsible for oversight of the daily activities of the Public Works Division. Directs and coordinates work activities of all Division personnel; plans work projects; ensures work complies with established policy; participates in personnel matters (hiring/disciplinary, labor relations); oversees street maintenance functions; oversees solid waste and recycling programs; oversees signs and street painting; oversees buildings and grounds maintenance; assists citizens; assists other divisions and employees; orders supplies for Division functions; confers with Public Works Director about

annual budget; attends meetings; and performs other related duties as assigned. Work is performed both indoors and outdoors, and is subject to pressure from deadlines. Two-year college certificate or equivalent; one to three years of relevant management experience; valid Ohio Driver's License. Qualified individuals must complete an application packet that is available by visiting the City of Bowling Green Personnel Department at 304 N. Church St., Bowling Green, OH 43402 or by accessing the online application [here](#). Resumes may be included, but will not substitute for a completed application. Candidates must also complete a statement of your current and past experiences regarding the following:

1. Working for public entities in management level positions
2. Experience managing solid waste/recycling programs, building and grounds maintenance operations, street maintenance/repair, etc.
3. Working with the public, customers, contractors and consultants
4. Preparation and administration of public budgets
5. Preparation of contracts, plans and bid specifications
6. Working with boards/commissions/City Councils/elected bodies
7. Managing and/or supervising personnel
8. Short-term and long-term planning

Application materials must be returned to the Personnel Department by one of the following methods: email to [BGPpersonnel@bgohio.org](mailto:BGPpersonnel@bgohio.org), fax to 419.352.1262 or by U.S. Mail or hand-delivery to the address above. Office hours are Monday through Friday, 8:00 a.m.-4:30 p.m. You may reach the Personnel Department by phone at 419.354.6200. Deadline for making application is Sept. 20, 4:30 p.m. AA/EEO

## **Central Virginia Electric Cooperative (CVEC) seeks applicants for two positions**

### **Power supply specialist**

The [Central Virginia Electric Cooperative](#) (CVEC) is seeking an experienced power supply specialist (\$75,000-\$92,000) to provide oversight and leadership to optimize the CVEC power supply portfolio in alignment with CVEC power supply strategic plan. Assure adequate, reliable, competitively priced electricity is available to all members. Manage ancillary power costs to minimize impact on retail rates. Assist COO with overall data analysis and cost analysis of projects and processes.

This position is responsible for: accuracy of monthly power invoices from suppliers, generation resources and the PJM Regional Transmission Operator (RTO). Analyzing data from PJM RTO reporting system and generating monthly power supply purchase reports. Participating in power supply related meetings with agencies supporting the development of CVEC's power supply portfolio. (AMP, Blue Ridge Power Agency, PJM, SEPA). Representing CVEC as voting delegate in generation resource participant meetings and other agency meetings. Monitoring and reporting PJM Regional Transmission Operator regulation changes and filings with the Federal Energy Regulatory Commission (FERC). Working with power supply consultants on power purchase arrangements and planning the power supply portfolio. Working with legal counsel to coordinate the execution, amendment and tracking of power purchase contracts. Scheduling energy purchase live pricing with consultants. Working with engineering and operations regarding the development of behind the meter generation and load control capabilities. Leading the operation of demand management and transmission/capacity cost control programs. Monitoring, recording and reporting the results. Monitoring system loads during transmission and capacity peak hours and working with agencies providing peak hour notification. Utilizing PJM market data to develop monthly billing for large power market rate customers. Monitoring and evaluating the various PJM markets, reporting requirements, and settlement practices. Serving as PJM Certified Account Manager (CAM) to manage employee and supplier access to CVEC's PJM account information. Managing CVEC's Generation Asset Tracking System (GATS) account to monitor, retire, and sell Renewable Energy Credits (REC's) generated by solar resource contracts. Reviewing energy scheduling reports and manage contract of power supply scheduling services. Working with consultant to determine bids in the Financial Transmission Right (FTR) auctions. Supporting other departments in performing data analysis of customer load data, electric system reliability data, metering data, construction and maintenance cost data.

Interested applicants can click [here](#) for more information and to submit application and resume.

### **Electrical engineer**

CVEC is seeking an experienced electrical engineer (\$74,000-\$118,000) to research, develop, support, operate, and test power delivery and monitoring equipment and systems; and support the development of system planning documents.



Key job responsibilities include: Provide technical support for the installation and operation of SCADA, AMI and other utility monitoring and control systems. Assist in the development and evaluation of technical specifications and bid documents necessary for the procurement of equipment and services to support system operations. Provide engineering and technical support in the troubleshooting, calibrating, programming, and testing of recloser controls, regulator controls, and protective relays. Investigate residential, commercial, and industrial power quality issues. Assist operations personnel with the installation of power quality monitoring equipment. Review power quality data as needed and recommend corrective actions to resolve problems. Provide engineering and technical field support for SCADA system operation, software applications, and sectionalizing projects. Develop and maintain SCADA diagrams, displays, databases, command sequences, and alarm and messaging services. Work with System Operators to continuously improve the SCADA user interface for safer and more efficient operation. Perform the data gathering and analysis necessary in the development of planning documents such as construction work plans, long range plans, load forecasts, sectionalizing studies, and various other engineering studies necessary for long- and short-range system planning and construction. Assist with the data gathering, evaluation, and development of solar, battery storage, and other specialized projects. Assist with the development and implementation of voltage reduction/optimization studies, and system feeder optimization studies. Develop sectionalizing schemes to minimize protection zones and optimize device coordination for improved reliability. Review net-metering interconnection requests, perform field inspections of new systems, and maintain records of net metering accounts. Respond to member requests for information and assistance on distributed generation. Interface with equipment vendors as needed for material procurement, technical assistance, and support. On call for outage restoration and supervision. Assist outage response personnel to determine courses of action and make decisions regarding priorities. Assist with developing training programs and materials.

Interested applicants can click [here](#) for more information and to submit application and resume.

## **City of Oberlin seeks applicants for electric plant operator/mechanic**

The City of Oberlin is seeking applicants for the position of electric plant operator/mechanic. The electric plant operator/mechanic is responsible for assisting in the operation and maintenance of the electric generation plant.

Minimum qualifications: Requires a high school diploma or equivalent, five years of experience in mechanical trades, or an equivalent combination of education and years of experience which provides the skills and abilities necessary to perform the job. The position requires a valid state of Ohio driver's license. Starting pay rate is \$19.52-\$24.40 per hour, depending on qualifications.

Applications and full job description are available at [www.cityofoberlin.com](http://www.cityofoberlin.com) and at Oberlin City Hall (85 S. Main St., Oberlin, OH 44074). Applications may be returned via email to [hr@cityofoberlin.com](mailto:hr@cityofoberlin.com) or mailed to City of Oberlin Human Resources Department, 85 S. Main St., Oberlin, OH 44074. Application deadline is Sept. 16.

## **Village of Woodsfield seeks applicants for two positions**

The Village of Woodsfield is seeking applicants for the following positions. Resumes may be returned to Village of Woodsfield, 221 S. Main St. Woodsfield OH 43793, deadline Sept. 30, 2019, or until positions are satisfactorily filled.

### **Electrical distribution superintendent**

The Village of Woodsfield is seeking applicants for the position of electrical distribution superintendent. This position:

- Plans, schedules, assigns, directs and assists with work of supervisory and operational personnel engaged in electric maintenance of power lines, substations, lighting systems, traffic signals, etc.; ensures compliance, inspects work, evaluates performance of subordinates.
- Prepares short and long range operating and capital budgets along with justifications; controls expenditures according to actual cost estimates.
- Meets with electrical manufacturers to discuss purchase of products, maintains electrical inventory and supervises ordering of supplies and materials.
- Conducts staff meetings and programs, participates in resolving departmental problems pertaining to area of responsibility.
- Directs the preparation of reports and maintenance of records of work performed.

- Maintains required licenses and certifications, attends professional education and training sessions, and performs other duties as assigned.

Minimum Qualifications include a high school or equivalent, supplemented with electrical related courses and five or more years' relevant work experience, or an equivalent combination of education and years of experience which provides the skills and abilities necessary to perform the job. Journeyman lineman certification and supervisory experience preferred. The position requires a valid state of Ohio driver's license. Salary commensurate with experience.

### **Journeyman or apprentice electric lineworker**

The Village of Woodsfield is seeking applicants for the position of journeyman electric lineman position. Minimum qualifications include: graduation from high school, successful completion of an approved apprenticeship program of at least four years in duration, journeyman accreditation and Ohio driver's license. The Village will also accept applications for apprentice electric lineworker. Salary commensurate with experience.

## **City of Marshall seeks applicant for assistant director of electric utilities**

The City of Marshall is a quaint Norman Rockwell style community with a population of 7,068 in lower, central Michigan. Located less than one hour from the campuses of the University of Michigan and Michigan State University, two hours from Detroit and beautiful Lake Michigan, and three hours from Chicago. The City has installed a fiber to the premise system to every property in the city with symmetrical speeds up to 10 mbps.

The community is seeing unusual growth with over \$1 billion of industrial growth. Click [here](#) to view the Choose Marshall video. Located at the intersection of I-94 and I-69, the crossroads of international highways, the city is preparing for large industrial and residential growth with a 1,000-acre mega industrial site. The downtown district is 97 percent commercially occupied. The city has the largest National Historic Landmark District in Michigan with many neighborhoods of historic homes.

In the next three years, it is anticipated a peak-demand growth from 23 MW to 123 MW. The city will be constructing infrastructure to meet this demand. A privately developed dual unit 500 MW gas fired power plant is proposed in the city. A complete job description can be found at [www.cityofmarshall.com](http://www.cityofmarshall.com)

Qualifications for the Assistant Director of Electric Utilities position include a degree in electrical engineering or a closely-related field, and a minimum of three to five years of experience working for an electric utility with supervisory or executive leadership responsibilities. A State of Michigan licensed professional engineer desired. Annual salary of \$80,000 with excellent benefits.

To apply for this position, submit a cover letter, resume and professional references to [HumanResources@cityofmarshall.com](mailto:HumanResources@cityofmarshall.com).

The City of Marshall is an Equal Opportunity Employer. Position open until filled.

## **City of Coldwater seeks applicants for engineering manager**

The City of Coldwater is seeking a qualified individual to fill the available position of engineering manager.

This individual will serve on the executive management team and provide professional support to the utility director and city manager. This individual will oversee all engineering functions for the Coldwater Board of Public Utilities (CBPU) and city. Extensive management and supervision is exercised over the electrical engineer, engineering technician and GIS and mapping coordinator.

The engineering manager will provide leadership in project development, design and implementation; coordination and issue resolution; manage technical research to support recommendations; assist with estimating project costs while maintaining departmental budgets; prepare surveys and studies based on economic engineering practices in order to prepare plans for proposed construction projects; draft specifications for equipment and materials used in construction, maintenance and operation of utility and municipal systems; make on-site inspections of work to ensure compliance with plans; develop creative and effective strategies and coordinate with other utility and city engineering personnel to avoid conflicts

of utility construction projects with other services; ability to prepare, review and interpret engineering plans and specifications; ability to conduct research projects; ability to prepare technical reports; keep record and documentation updated; mentor and facilitate the succession planning within the department; develop a departmental training program; develop and set priorities for department; ability to establish and maintain an effective working relationships with associates and build professional customer relations; research methods to improve workplace efficiency, productivity and recommend policy change; and perform related tasks as required thorough knowledge of engineering principles and practices.

Successful applicant should have a minimum of 10 years of experience in engineering or project management with an emphasis on electrical or civil engineering. An electrical engineering degree is preferred, but other engineering degrees will be considered. Salary commensurate with experience.

Send resume to: Nicki Luce, Coldwater Board of Public Utilities, One Grand St., Coldwater, MI 49036 or email to [resume@coldwater.org](mailto:resume@coldwater.org).

## Opportunities available at AMP

AMP is seeking applicants for the following positions:

IT business manager

Inter - cybersecurity

Intern - SCADA and plant systems

American Municipal Power, Inc.

STAY CONNECTED



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

American Municipal Power, Inc., 1111 Schrock Road, Suite 100, Columbus, OH 43229

[SafeUnsubscribe™\\_rdietrich@napoleonohio.com](mailto:SafeUnsubscribe™_rdietrich@napoleonohio.com)

[About our service provider](#)

Sent by [webmaster@amppartners.org](mailto:webmaster@amppartners.org) in collaboration with



Try email marketing for free today!