

October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	28 - September 6:30 pm – Finance & Budget Committee 7:30 pm - Safety and Human Resources Committee		30 - September 6:30 pm - Park & Rec Board	1	2 8:00 am – Healthcare Cost Committee	3
4	5 6:15 pm – Technology and Communications Comm. 7:00 pm – CITY COUNCIL FALL	6 CLEANUP	7 WEEK	8	9	10
11	12 6:15 pm – Electric Comm 6:15 pm - BOPA 7:00 pm – Water/Sewer Committee 7:30 pm - Municipal Properties, Bldg, Land Use/ED Comm.	13 4:30 pm Board of Zoning Appeals 5:00 pm – Planning Commission	14	15	16	17
18	19 6:00 pm – Parks & Rec Committee 6:00 pm – Tree Commission 7:00 pm – CITY COUNCIL	20	21	22	23	24
25	26 6:30 pm – Finance & Budget Comm. 7:30 pm - Safety and Human Resources Committee	27 4:30 pm – Civil Service	28 6:30 pm - Parks & Rec Board	29	30	31

November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 6:15 pm – Technology and Communications Comm. 7:00 pm – CITY COUNCIL	3	4	5	6 8:00 am–Council and Finance and Budget Committee 2021 Budget Meetings	7 8:00 am–Council and Finance and Budget Committee 2021 Budget Meetings
8	9 6:15 pm – Electric Comm 6:15 pm - BOPA 7:00 pm – Water/Sewer Committee 7:30 pm- Municipal Properties, Bldg, Land Use/ED Comm	10 4:30 pm Board of Zoning Appeals 5:00 pm – Planning Commission	11	12	13	14
15	16 6:00 pm – Parks & Rec Committee 6:00 pm – Tree Commission 7:00 pm – CITY COUNCIL	17	18	19	20	21
22	23 6:30 pm – Finance & Budget Comm. 7:30 pm - Safety and Human Resources Committee	24 4:30 pm Civil Service	25 6:30 pm - Parks & Rec Board	26 Closed THANKSGIVING DAY	27	28
29	30 <i>5th Monday</i>					

City of Napoleon, Ohio

FINANCE AND BUDGET COMMITTEE

Monday, September 28, 2020 at 6:30 pm

MEETING AGENDA

LOCATION: Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio
The WebEx link will be posted on the City's website: www.napoleonohio.com

- 1) Approval of Minutes - August 24, 2020
(In the absence of any objections or corrections, the Minutes shall stand approved.)
- 2) Third Quarter Budget Adjustments
- 3) Review Draft 2021 Miscellaneous Appropriations
- 4) CARES Act Funding Update
- 5) 2020 Income Tax Estimate
- 6) Reciprocity Income Tax Credit
- 7) Any matters currently *assigned* to the Committee.
- 8) Adjournment.


Roxanne Dietrich - Clerk of Council

City of Napoleon, Ohio
FINANCE AND BUDGET COMMITTEE
MEETING MINUTES

Monday, August 24, 2020 at 6:30 pm

PRESENT

Committee Members	Joseph D. Bialorucki-Chair, Jeff Comadoll, Ken Haase, Mayor Jason Maassel
City Manager	Joel L. Mazur
City Staff	Kelly O'Boyle-City Finance Director via WebEx
Clerk of Council	Roxanne Dietrich
Others	News Media on WebEx

ABSENT

CALL TO ORDER

the Finance and Budget Committee meeting was called to order by Chairperson Bialorucki at 7:03 pm.

APPROVAL OF MINUTES

The Finance and Budget Committee Special Meeting Minutes from June 15, 2020 were approved as presented.

PROPOSED 2021 BUDGET CALENDAR

O'Boyle reviewed the proposed 2021 Budget Timeline.

September 16, 2020 the appropriation request letter will be sent out to the Departments and Divisions. The budget forms have been modified to make them more user friendly.

September 28, 2020 is the next Finance and Budget Committee meeting and we will review the Miscellaneous Appropriations for 2021. These will be available for Council to review on the shared drive. I modified these to make it into one document instead of having fifty separate documents. These are the items that we budget for and don't have much control over the amounts like debt payments, etc.

September 30, 2020 the budget requests will be due from the Departments and Divisions.

October 1 – 12, 2020 the City Manager will meet with the Departments Heads to review their requests. The Finance Director will sit in when available. During that time, I will be preparing the 2021 Revenue Estimate, including the initial income tax projections.

October 14-23, 2020 the City Manager and Finance Director will review the requests and provide recommendations to Council. Those will be available for Council to review on the shared drive prior to the budget hearings with Council.

October 26, 2020 at the Finance and Budget Committee meeting, we will review the 2021 Revenue Estimates and Initial Income Tax projections.

The Council budget meetings will be on Friday, November 6, 2020 and the morning of Saturday, November 7, 2020.

November 16, 2020 will be the First Reading of the Budget and when the Mayor presents the 2021 Budget to Council.

December 7 will be the Second Reading of the 2021 Budget.

December 21, 2020 is when hopefully we can pass the 2021 Budget prior to the end of the year.

Maassel asked how easy is it to get the shared drive when you are not on the system? O'Boyle said that would be a question for IT. We can put the information on a flash drive for you. Mazur said a flash drive would be the easiest. That way we don't have to get a VPN for everyone plus flash drives work easier and are less of a risk for ID theft. Maassel asked are the miscellaneous appropriations on September 28th what are known as the *Crippy Crap Funds*? O'Boyle-yes.

REVIEW DRAFT 2021 DEBT SCHEDULE

O'Boyle stated these are the principal payments that are due for 2021 and will be updated as needed. I will go over possible refunding next. That would save us some money if Council chooses to do so, then that would be updated too. The Wastewater Treatment Improvement loan payback will be added once we get more information, Mazur is working with the state and the USDA. We will also have to add the VanHyning design and if that project goes forward, that loan payment. In November we will have to decide if we are going to note in 2021 the water note that we have or if we will take it to bond. Then, we will either have the note payment we would have to pay; otherwise we would have a debt amortization schedule. Mazur noted when moving forward with the Wastewater Treatment Plant, OWDA is a 20-year loan and usually has a lower interest rate under 1%. Rural Development Funds from USDA are for 40 years with interest a little over 1%. When you factor in how much interest you are paying it is a little over 1% how much of a difference is it to go 20 years and have a large payment and have it paid off in 20 years or, to have a lower annual payment, pay more interest overall during that timeframe. Will the 1% match the inflationary or investment costs? What would be better? Maassel commented he would want to see the numbers showing the differences to see how much savings you would have if you were to pay it off in 20 years versus 40 years. To pay the loan off in 20 years with interest less than 1% makes sense to me but, I want to see the math and the differences. Mazur said he will send something and will make sure full council gets a copy too in one of the packets. This was something we were going to talk about in the Water and Sewer Committee but, if this is something we want to talk about in another committee or this committee at some point, we could do that too. We will have to weigh out whatever you want to do. Bialorucki said if we did 40 years, can we pay it off in 30 years? Mazur was not sure if there is an early payoff for that or not. The USDA is an exploratory thing, there are grant funds attached to it. OWDA is not going to be able to provide any grant funds. Are we going to be able to get some of this grant funded? If so, the answer would be pretty logical. I've already been told we will not get grant funds from the OhioEPA on this project. This is the biggest project that we have. Maassel referred to special assessments general obligation bonds. The top line shows \$144,000 total principal paid, and zero due at the end of 2020. O'Boyle confirmed that will be paid at the end of 2020. Maassel asked how much was the 2020 payment? O'Boyle said she thought \$11,000; but, will double check. Maassel said it is nice to see zeros in the 2021 Principal Due, I just wish I knew how much we paid in 2020 to be able to say there is potentially some more dollars there. O'Boyle said that was from the special assessments so those are people paying for those improvements. That is out of the bond special assessment fund so there would not be any money available for other projects. Maassel said what I'm trying to get at is, it would be nice to see what the last principal payment was. Maybe a note can be added on the side saying *the note paid was this much*. O'Boyle confirmed the principal payment made in 2020 was \$11,000. The total principal due for 2021 without the notes is \$1,474,761. The remaining principal at the end of 2021 will be \$25,857,023 that excludes the short term notes we have. For water, that amount is \$2,352,000. In 2021 we will either have to roll the note and pay some down probably around the \$70,000 mark otherwise we could go to bond. If we go to bond for the pool project, we can combine them like we did for the note and realize more savings at that point. The pool note will be added to this as well once we have the information about note or bond.

ADJOURNMENT

Roll call vote on the above motion:
Yea-Bialorucki, Comadoll, Haase, Maassel
Nay-
Yea-4, Nay-0. Motion Passed.

September 28, 2020

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2020 APPROPRIATION BUDGET - SUPPLEMENTAL #5

ORDINANCE No. -20

<u>Supplemental #5 Third Quarter Budget Adjustments</u>	<u>PERSONAL SERVICES</u>	<u>OTHER</u>	<u>TOTAL</u>	<u>2020 FUND TOTAL</u>
<u>Fund 100 General Fund</u>				
100.1300.53350 Serv. Fees -Consultation Fees <i>Reason: Replace appropriation used for School Class of 2020 banners -fully reimbursed by donations</i>		\$10,600.00	\$10,600.00	\$10,600.00
100.1900.56900 Undefined Contingencies <i>Reason: Replace part of due to unexpected grants and expenses for Police; Baer PERS & Fire Pension in case need for rest of year.</i>		\$15,700.00	\$15,700.00	\$15,700.00
100.2200.51410 Salary-Firemen Part Time	\$57,448.00		\$57,448.00	\$57,448.00
100.2200.51413 Salary-Firemen Part-Time Overtime	\$6,552.00		\$6,552.00	\$6,552.00
100.2200.51700 Medicare	\$1,000.00		\$1,000.00	\$1,000.00
100.2200.51560 Social Security	\$4,000.00		\$4,000.00	\$4,000.00
100.2200.51710 Hospitalization Insurance <i>Reason: Positions created to directly help with the response to the COVID-19 pandemic - reimbursed by CARES Funding</i>	\$1,800.00		\$1,800.00	\$1,800.00
100.2200.54200 Supplies-Operating		\$1,000.00	\$1,000.00	\$1,000.00
100.2200.57000 Machinery & Equipment <i>Reason: Response to COVID-19 Pandemic -submitting for FEMA PA Grant, but need to be purchased first.</i>		\$3,775.00	\$3,775.00	\$3,775.00
<u>TOTAL Fund 100</u>	\$70,800.00	\$31,075.00	\$101,875.00	\$101,875.00
<u>Fund 210 EMS Transport Service Fund</u>				
210.2200.53430 Cnt. Townships -EMS Revenue (Estimated for 3rd Quarter) <i>Reason: 2019 billing correction -caught in 2020</i>		\$15,000.00	\$15,000.00	\$15,000.00
<u>Fund 221 Napoleon Aquatic Center</u>				
221.4300.57200 Buildings and Improvements <i>Reason: To encumber contract for building - project cost is higher than original estimate</i>		\$421,041.74	\$421,041.74	\$421,041.74
<u>Fund 250-Local Coronavirus Relief Fund</u>				
250.1300.59001 Reimbursements for COVID-19 expenses <i>Reason: Additional CARES Act Funding to Local Governments - revenue estimate will be increased to offset</i>		\$101,836.99	\$101,836.99	\$101,836.99
<u>Fund 400 Capital Improvement Fund</u>				
400.5100.57500 Street Improvements <i>Reason: American Road must pass through our books as it is our fixed asset - wash expense & revenue City of Napoleon cost is \$150K - rest from private sources Total projected cost \$1.8 million.</i>		\$1,650,000.00	\$1,650,000.00	\$1,650,000.00
<u>Fund 520 Sewer Utility Revenue Fund</u>				
520.9900.59855 TR-to 521 Sewer Rep. & Imp. Fund <i>Reason: in order to transfer funds to Fund 521 for Volute Presses -will be reimbursed when receive loan from State</i>		\$563,000.00	\$563,000.00	\$563,000.00
TOTAL:	\$70,800.00	\$2,781,953.73	\$2,852,753.73	\$2,852,753.73

Working Draft 9.18.20

FISCAL YEAR ENDING 2020- TRANSFER OF APPROPRIATION (No. 3)**Ordinance Number:****Passed: October 5, 2020**

	<u>PERSONAL SERVICES</u>	<u>OTHER</u>
Fund 288 JRIG Grant		
FROM : 288.1810.54200 Supplies-Operating		(14.00)
TO : 288.1810.51110 Salary -Non-bargaining	14.00	
<i>Reason: To match Grant appropriation with State</i>		
Total Transfer of Appropriation	14.00	(14.00)

2020 TRANSFER OF FUNDS - No. 4**Resolution No. -20****Passed October 5, 2020****FROM:**

520.9900.59855

*TR-TO 521 Sewer Rep.&Imp.Fund***TO:**

521.0000.49900

*Transfers-In***AMOUNT****\$563,000***Purpose: Transfer funds to Fund 521 for Volute Presses -will be reimbursed when receive loan from State*

MISCELLANEOUS APPROPRIATIONS (NON-DEPARTMENT PREPARED FUNDS)

<u>Fund</u>	<u>Account Number</u>	<u>Description</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2021 Budget</u>
130 Economic Development (Transferred from General Fund)	130.3500.53300 (Professional Services)	City's Annual CIC Share	\$ 35,400.00	\$ 37,400.00	\$ 37,400.00
147 Unclaimed Funds	147.9400.56000 Miscellaneous		\$ -	\$ 500.00	\$ 500.00
		Per ORC -maintain 5 yrs and then to General Fund - unclaimed money over 2 yrs. Old			
	147.9900.59400 Transfer to General Fund		\$ 2,403.05	\$ 1,464.00	\$ 2,500.00
		TOTAL	\$ 2,403.05	\$ 1,964.00	\$ 3,000.00
180 KWH Tax	180.9800.59110 Reimb-Shared Exp	Reimburse City Utility Accounts & JAC Abatement (2nd or 3 Years)	\$ 151,926.22	\$ 170,740.00	\$ 167,400.00
	180.9900.59400 Transfer to General Fund	Balance to General Fund	\$ 325,598.92	\$ 334,660.00	\$ 332,600.00
		TOTAL	\$ 477,525.14	\$ 505,400.00	\$ 500,000.00
195 Law Library Fund	195.1800.53412 County-Law Library	Highway patrol fines -1/2	\$ 6,497.19	\$ 7,500.00	\$ 7,500.00
	195.9900.59400 Transfer to General Fund	Highway patrol fines -1/2	\$ 6,497.18	\$ 7,500.00	\$ 7,500.00
		TOTAL	\$ 12,994.37	\$ 15,000.00	\$ 15,000.00
240 Hotel/Motel Fund	240.3800.53320 Service Fees -Tourist Bureau	1/2 of revenue	\$ 43,170.45	\$ 50,000.00	\$ 50,000.00
	240.9900.59400 Transfer to General Fund	1/2 of revenue	\$ 43,170.46	\$ 50,000.00	\$ 50,000.00
		TOTAL	\$ 86,340.91	\$ 100,000.00	\$ 100,000.00
261 CDBG Program Income Fund	261.3300.53490 Contracts-Grant Services MVPLN	Program Income from sales of properties under CDBG, CHIS & CHIP Grants -Admin Costs or similar type projects	\$ -	\$ 60,000.00	\$ 25,000.00
290 Police Pension Fund	290.2100.51530 Pol. Pen. -Cur. Liab.	.6 mill Levy for Pension	\$ 92,526.96	\$ 90,180.00	\$ 90,196.00
291 Fire Pension Fund	291.2200.51540 Fire Pen. -Cur. Liab.	.3 mill Levy for Pension	\$ 46,259.25	\$ 45,090.00	\$ 45,098.00
295 IRS 125 & Health Deductible Emp Benefits Fund	295.1900.53300 Serv. Fees - Professional Services	Section 125 program	\$ 4,494.76	\$ 4,955.00	\$ 5,000.00
300 General Bond Retirement Fund	300.8100.58000 Principal Payment -GO Bonds	Northcrest & SR 424 & Melody	\$ 35,000.00	\$ 35,000.00	\$ 45,000.00
	300.8100.58500 Interest Payment - GO Bonds	Northcrest & SR 424 & Melody	\$ 15,000.00	\$ 13,250.00	\$ 11,500.00
	300.8100.58600 Interest Payment -GO Notes	Premium from Notes - Water & Pool	\$ 21,900.00	\$ 12,601.00	\$ 45,840.47
		TOTAL	\$ 71,900.00	\$ 60,851.00	\$ 102,340.47
310 SA Bond Retirement Fund	310.8500.53410 County Auditor Fees	Collection and Posting Property Tax	\$ 263.05	\$ 1,000.00	\$ 1,000.00
	310.8500.58300 Principal Payment -Bonds SA	2000 Main, Welsted & Vine; 2000 Palmer Ditch Sewer	\$ 11,000.00	\$ 11,000.00	\$ -
	310.8500.58800 Interest Payment-Bonds SA	2000 Main, Welsted & Vine; 2000 Palmer Ditch Sewer	\$ 1,292.52	\$ 646.00	\$ -
		TOTAL	\$ 12,555.57	\$ 12,646.00	\$ 1,000.00

MISCELLANEOUS APPROPRIATIONS (NON-DEPARTMENT PREPARED FUNDS)

<u>Fund</u>	<u>Account Number</u>	<u>Description</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2021 Budget</u>
400 Capital Improvement Fund					
(Transfer Accounts)	400.9900.59545 Transfer to Bond Retirement -300	To pay for debt (P & I) from Fund 300 for North Crest & Melody	\$ 50,000.00	\$ 48,250.00	\$ 56,500.00
	400.9900.59620 Transfer to Fire Equipment -242	City share of Twp Contract -Capital (64% of \$88K which is 80% of \$110K)	\$ 51,200.00	\$ 53,760.00	\$ 56,320.00
		TOTAL	\$ 101,200.00	\$ 102,010.00	\$ 112,820.00
500 Electric Revenue Fund					
(Purchased Power)	500.1520.57000 Machinery & Equipment	Shared portion of equipment for Utility Billing	\$ -	\$ 900.00	\$ -
	500.6111.53100 Purchased Power Contracts	AMP invoices -used est. \$1.2 M x 12 months	\$ 13,173,283.09	\$ 14,250,072.00	\$ 13,800,000.00
	500.9800.59110 Reimb -Shared Expenses	Per Department share Ordinance	\$ 820,533.64	\$ 950,470.00	
	500.9800.59130 Reimb -Shr. Ex.	Other Reimb -Shared Expenses	\$ -	\$ 1,000.00	\$ 1,000.00
	500.9900.59480 Transfer to KWH -Fund 180	Pursuant to ORC -portion to State	\$ 477,525.14	\$ 505,400.00	\$ 500,000.00
		TOTAL	\$ 14,471,341.87	\$ 15,707,842.00	\$ 14,301,000.00
510 Water Revenue Fund					
	510.1520.57000 Machinery & Equipment	Shared portion of equipment for Utility Billing	\$ -	\$ 360.00	\$ -
	510.6200.58050 Principal Payments-Bonds	MEIX, W. Washington , Avon & Woodlawn	\$ 193,917.33	\$ 205,000.00	\$ 210,000.00
	510.6200.58550 Interest Payments -Bonds	MEIX, W. Washington , Avon & Woodlawn	\$ 102,157.61	\$ 115,921.00	\$ 107,245.00
	510.9800.59110 Reimb. - Shared Expense	Per Department share Ordinance	\$ 434,592.36	\$ 526,530.00	
	510.9800.59130 Reimb. Shr. Ex. (St. Sew. Workers)	Other Reimb -Shared Expenses	\$ 4,017.79	\$ 5,000.00	\$ 5,000.00
	510.9900.59835 TR-To-511 Water Depr. Fund		\$ 35,000.00	\$ 621,500.00	
	510.9900.59840 TR -To -512 Water Debt Res. Fund		\$ -	\$ 77,170.00	
	510.9900.59841 TR -To-513 Water OWDA Bond Ret		\$ 19,490.00	\$ 19,566.00	
	510.9900.59849 TR-To 519 Wtr. Plant Ren. Imp.Fd.		\$ 155,000.00	\$ 376,997.00	
		TOTAL	\$ 944,175.09	\$ 1,948,044.00	\$ 322,245.00
512 Water Debt Reserve Fund					
	512.8300.58000 Principal Payment -Bonds -GO	2004 Wauseon Raw Waterline	\$ 185,000.00	\$ 60,000.00	\$ 65,000.00
	512.8300.58500 Interest Payment -Bonds -GO	2004 Wauseon Raw Waterline	\$ 26,118.76	\$ 17,169.00	\$ 14,094.00
		TOTAL	\$ 211,118.76	\$ 77,169.00	\$ 79,094.00
513 Water OWDA Bond Retirement Fund					
	513.8300.53410 County Auditor Fees		\$ 53.38	\$ 100.00	\$ 125.00
	513.8300.58200 Principal Payment -OWDA-Bonds	2005 N.Pointe Waterline Infra.Proj.	\$ 17,317.92	\$ 18,104.00	\$ 18,926.00
	513.8300.58700 Interest Payment -OWDA -Bonds	2005 N.Pointe Waterline Infra.Proj.	\$ 4,933.46	\$ 4,233.00	\$ 3,501.00
		TOTAL	\$ 22,304.76	\$ 22,437.00	\$ 22,552.00
519 Water Plant Improv & Reno Fund					
	519.6200.53361 Serv Fees - Bond Counsel	Bond Counsel for Bond Issuance Costs -2% of par for Bond as estimate/less if note again	\$ 7,500.00	\$ 9,000.00	\$ 47,040.00
	519.6200.53365 Serv Fees -Bond Issuance Costs	Bond Issuance Costs-Financial Advisor & Misc.	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00
	519.6200.57700 Water Improvements		\$ 41,843.00	\$ -	\$ -
	519.6200.58100 Principal Payment -Notes -GO	Water Note issued in 2017	\$ 2,500,000.00	\$ 2,428,000.00	\$ 2,352,000.00
	519.6200.58470 Principal Payment -OPWC Loan	Rebuild Water Treatment Plant -0% interest	\$ -	\$ 452,898.00	\$ 452,900.00
		Water Note issued in 2017 -1.21% less premium (45,804.47 *40.2%)	\$ 46,850.00	\$ 48,099.00	\$ 10,031.33
	519.6200.58600 Interest Payment -Notes -GO		\$ -	\$ -	\$ -
		TOTAL	\$ 2,600,193.00	\$ 2,942,997.00	\$ 2,866,971.33

MISCELLANEOUS APPROPRIATIONS (NON-DEPARTMENT PREPARED FUNDS)

<u>Fund</u>	<u>Account Number</u>	<u>Description</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2021 Budget</u>
520 Sewer Utility Revenue Fund					
	520.1520.57000 Machinery & Equipment	Shared portion of equipment for Utility Billing	\$ -	\$ 360.00	\$ -
	520.9800.59110 Reimb. - Shared Expense	Per Department share Ordinance	\$ 464,491.00	\$ 576,240.00	
	520.9800.59130 Reimb. -Shr. Ex. (Str. Sew. Workers)	Shared Expense of Operations Personnel working in Sewer Distribution	\$ 17,081.99	\$ 20,000.00	\$ 25,000.00
	520.9900.59560 TR-TO 523 OWDA SA Retire. Fund	2005 N.Pointe & Maumee Sewer Prj.Infra. Less est. Assessments of \$17,500	\$ 88,700.00	\$ 89,100.00	\$ 88,454.00
	520.9900.59561 TR-TO 532 Williams Pump Sta.	Debt for Engineering and Design on Williams Pump Station	\$ -	\$ -	
	520.9900.59855 TR-TO 521 Sew. Rep. & Imp. Fd	Projects for 2021	\$ 300,000.00	\$ 1,014,606.00	
	520.9900.59865 TR-TO 522 Sewer Res. Fund	2008 Woodlawn Ave. Recnst. Proj (OPWC) Principal & 2008 EQ Basin Improvement Project (WPCLF) Principal	\$ 442,760.00	\$ 447,694.00	\$ 447,694.00
		TOTAL	\$ 1,313,032.99	\$ 2,148,000.00	\$ 561,148.00
522 Sewer Debt Reserve Fund					
	522.8800.58400 Principal Payment -OPWC State Loans	2008 Woodlawn Ave.Reconst.Prj. (2029) 0%	\$ 28,684.45	\$ 25,000.00	\$ 25,000.00
	522.8800.58470 Principal Payment -WPCLF State Loans	2008 EQ Basin Imp.Project (2030) 1%	\$ 375,945.72	\$ 379,715.00	\$ 383,521.00
	522.8800.58970 Interest Payment -WPCLF State Loans	2008 EQ Basin Imp.Project (2030) 1%	\$ 46,748.42	\$ 42,980.00	\$ 39,173.00
		TOTAL	\$ 451,378.59	\$ 447,695.00	\$ 447,694.00
523 OWDA SA Debt Retirement Fund					
	523.8600.53410 County -Auditor Fees	Collection and Posting Fees on Real Estate and Property Taxes Collected by County Auditor	\$ 309.05	\$ 675.00	\$ 675.00
	523.8600.58200 Principal Payment -OWDA-Bonds	2005 N.Pointe Sewer Project Infrst. (OWDA) & E. Maumee Sewer & Pump Station (2025) 4.49%	\$ 81,816.90	\$ 85,532.00	\$ 89,415.00
	523.8600.58700 Interest Payment -OWDA -Bonds	2005 N.Pointe Sewer Project Infrst. (OWDA) & E. Maumee Sewer & Pump Station (2025) 4.49%	\$ 23,307.65	\$ 19,998.00	\$ 16,539.00
		TOTAL	\$ 105,433.60	\$ 106,205.00	\$ 106,629.00
532 Williams Pump Sta. Impr. Prj Fund					
	532.8800.58470 Principal Payment -WPCLF/DEFA Loans	Debt payments	\$ 9,408.34	\$ 19,100.00	
	532.8800.58970 Interest Payment -WPCLF/DEFA Loans	Debt payments	\$ 431.94	\$ 900.00	
		TOTAL	\$ 9,840.28	\$ 20,000.00	\$ -
560 Sanitation (Refuse) Revenue Fund					
	560.1520.57000 Machinery & Equipment	Shared portion of equipment for Utility Billing	\$ -	\$ 180.00	
	560.9800.59110 Reimb. -Shared Expense	Per Department share Ordinance	\$ 161,634.64	\$ 168,370.00	
	560.9900.59871 TR-TO 561 Sanitation (Ref.) Dep. Fund	Annual Transfer for Equipment Replacement and Improvement	\$ 40,000.00	\$ 48,300.00	
		TOTAL	\$ 201,634.64	\$ 216,850.00	\$ -

MISCELLANEOUS APPROPRIATIONS (NON-DEPARTMENT PREPARED FUNDS)

<u>Fund</u>	<u>Account Number</u>	<u>Description</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2021 Budget</u>
600 Central Garage Rotary Fund					
	600.5600.54235 Supplies -Bulk Gas/Diesel Fuels	Fuel Tanks at Fire Station and Operations Building-chargeback to Departments based on usage	\$ 63,943.44	\$ 66,950.00	\$ 66,950.00

Will be updated as more information is available

Working DRAFT 9/17/20

NOTES: *Need to add Pool Note or Bond payment - once decide
Refunding will change payments for Revenue Bonds
Update any as needed
100.1900 General Government will be separate*

EXPLANATION FOR NON-DEPARTMENT PREPARED FUNDS

Fund 130 Economic Development

City's CIC annual share - \$37,400 – transfer from General Fund to this fund

Fund 147 Unclaimed Funds

Money from uncashed checks that are over two years old. Balance maintained for 5 years and then unclaimed balance comes to the General Fund

Fund 180 KWH Tax Collection

JAC Products KWH Tax Abatement -approximately \$5,400 based on usage

Portion comes back to General fund

Fund 195 Law Library

Highway Patrol fines split between the County Law Library and the General Fund

Fund 240 Hotel/Motel Tax

½ to Chamber for Tourism and ½ to General Fund

Fund 261 CDBG Program Income

For CHIP, CHIS and CDBG administration for Maumee Valley Planning -only if needed

Fund 290 Police Pension

From levy-offsets cost to General Fund (19.5%)

Fund 291 Fire Pension

From levy -offsets cost to General Fund (24%)

Fund 295 Section 125

Showing revenue in and expenses out for 2021

Fund 300 Bond Retirement Fund

Northcrest and SR424 & Melody Lane debt payments and the premium received from the Note issue for Water Renovation -offsets interest payment

Fund 310 SA Bond Retirement Fund

Supplemental will be needed if Ohio Rotary payments are received

Fund 400 Capital -Transfer Accounts

Transfer of Debt Payments for Northcrest and SR424 Resurfacing & Melody Lane

Transfer to Fund 242 Fire Equipment Fund – total for 2020 is \$110,000 with the City share of 80% or \$88,000 -64% or \$56,320 comes from here and 36% or \$31,680 comes from Fund 210 EMS Fund

Fund 500 Electric Revenue Fund

6111 Electric /Purchased Power

Reduced based on Morgan Stanley contract falling off

9800 Reimbursable accounts -shared expenses/9900 Transfer account

Percent of department costs per 2010 & 2019 (Information Technology) Ordinances

Transfer to Fund 180 for the KWH Tax

Fund 510 Water Revenue Fund

9800 Reimbursable accounts -shared expenses/9900 Transfer account

Percent of department costs per 2010 & 2019 (Information Technology) Ordinances

Transfers to various Water Funds to cover projects and debt payments

Fund 512 Water Debt Reserve

Principal and Interest for 2004 Wauseon Raw Waterline

Fund 513 Water OWDA Bond Retirement

Principal and Interest for 2005 N. Pointe Waterline

Fund 519 Water Plant Renovation

Need to determine if roll note or go to bond

Fund 520 Sewer Revenue Fund

9800 Reimbursable accounts -shared expenses/9900 Transfer account

Percent of department costs per 2010 & 2019 (Information Technology) Ordinances

Fund 522 Sewer Utility Reserve Fund

Principal payment for Woodlawn Ave and Principal & Interest for EQ Basin

Fund 523 OWDA SA Debt Ret. Fund

Principal & Interest for N. Pointe and E Maumee Sewer

Fund 532 Williams Pump Station

Principal & Interest payments

Fund 560 Sanitation

9800 Reimbursable accounts -shared expenses/9900 Transfer account

Percent of department costs per 2010 & 2019 (Information Technology) Ordinances

Reimbursement direct salary & fringes

Fund 600 Central Garage

Fuel charged back to Departments based on utilization

INCOME TAX

2020 Original Estimate	\$	4,215,000.00	(6.67% under 2019 Actual)
Actual through August	\$	3,161,337.18	2.6% over 2019 actual
Actual through September 15	\$	208,579.69	(\$299,274.92 9/22)

Amount Remaining of Estimate \$ **845,083.13**

SCENARIO

Projected 2nd Half September	\$	135,000.00	Estimated
Projected October	\$	309,430.00	97% of 2019 Actuals
Projected November	\$	376,360.00	97% of 2019 Actuals
Projected December	\$	317,190.00	97% of 2019 Actuals
Subtotal	\$	1,137,980.00	

Amount Remaining of Estimate \$ **(292,896.87)**

New projected Income Tax for 2020 based on above Scenario	\$	4,507,896.87	(see note below-likely contributor of smaller loss due to COVID-19 in 2020)
2019 Actual	\$	4,516,394.48	
Over/(Under) 2019	\$	(8,497.61)	-0.19%

Working DRAFT 9/18

NOTE: Some of the larger companies have ramped up to account for the months of shutdown or partial shutdown. This will be taken into account for the 2021 Estimate.

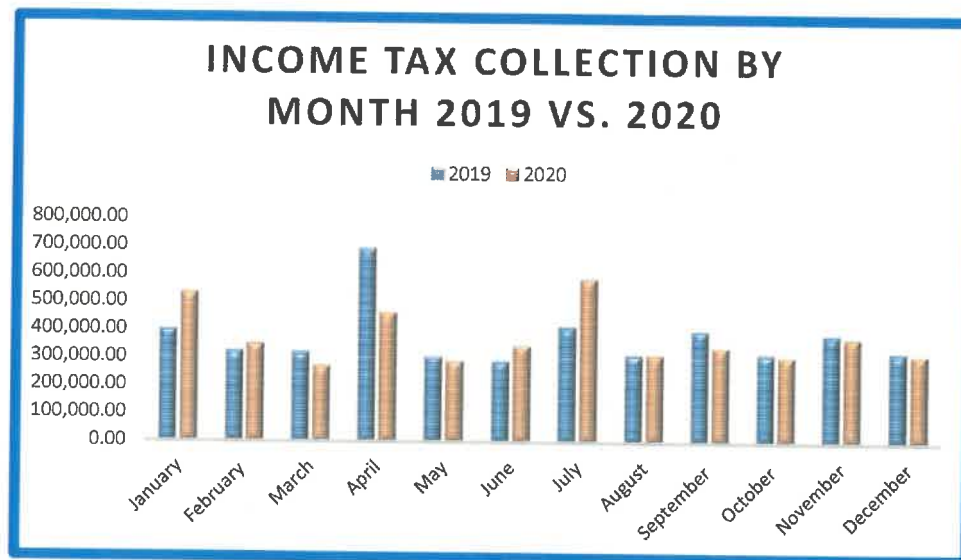
April was -7.1% compared to 2019; May was -6.7% compared to 2019; and June was -3.6% compared to 2019

RECOMMENDATION AT THIS POINT: Keep the 2020 Original Estimate of \$4,215,000 and hope that it reaches or greater than the above scenario. We still have the extensions due October 15th and the businesses' estimates are due December 15th. We will also see payments from late filers come in until the end of the year.

For Reference - other cities percent up or down from 2019 through August:

Napoleon	2.60%
Gibsonburg	-0.09%
Ottawa Hills	-8%
Waterville	-2.70%
Archbold	-1.80%
Maumee	-4.25%
Bowling Green	-4.40%
Fremont	-2.42%
Perrysburg	-6%
Hicksville	-4%
Willard	1%
Findlay	-5%

	2019	2020	
January	403,819.04	533,510.40	
February	326,698.19	351,871.62	
March	322,105.17	273,549.88	
April	694,710.47	464,126.64	
May	308,093.97	292,674.93	
June	292,235.90	345,682.54	
July	416,478.88	585,827.68	
August	315,216.58	314,093.49	SCENARIO:
September	402,368.23	343,579.69	(15 days-actual; 15 days -projection)
October	319,133.30	309,430.00	97% of 2019 Actuals
November	388,390.79	376,360.00	97% of 2019 Actuals
December	327,143.96	317,190.00	97% of 2019 Actuals
TOTAL	\$ 4,516,394.48	\$ 4,507,896.87	



Projection

working draft 9/18

RECOMMENDATION AT THIS POINT: Keep the 2020 Original Estimate of \$4,215,000 and hope that it reaches or greater than the above scenario. We still have the extensions due October 15th and the businesses' estimates are due December 15th. We will also see payments from late filers come in until the end of the year.

OTHER SOLUTIONS INSTEAD OF RECIPROCITY ADJUSTMENT

DRAFT

Other Solutions?

- SAFER Grant was explored, but not feasible for the City at this time. May need to revisit in 2021 until we can recover and rebuild from the COVID-19 pandemic. Remember this would require hiring four full time instead of the one full time and one part time firefighter.
- Reductions in service levels to stay with-in anticipated revenue? This will likely need to occur for the regular operations in 2021 due to COVID-19 and the large refund in 2019 that will continue to have an impact on our revenues. If used as an option, even more reduction would need to occur.
- Revise the General Fund vs. Capital split for the Income Tax? Currently for 2021, Council voted to have the split at 62% General Fund and 38% Capital after recommendation by the Mayor with ability to change if needed. To get roughly \$400K more to the General Fund utilizing guess-estimates for the 2021 estimate at this time would be a revised split of 76% to the General Fund and 24% split to Capital.
- Place an increase for the Income Tax on the ballot to generate the necessary revenue needed to provide all the services? .2% generates approximately \$600K so the increase would need to be roughly .15% to account for administrative costs reduction. This would make the City's income tax 1.65% instead of 1.5%.
- Place a levy on the ballot for operations of the police and fire departments as other jurisdictions do? The current Fire Pension Levy at .3 mills generates approximately \$45,230, so the levy would need to be 9 times the size or 2.7 mills. This would generate roughly \$407K.
- Reduce staffing in non-emergency service area to offset the shortfalls? Reductions would need to be significant to get actual General Fund savings due to the chargebacks to the Major Funds for services. The reductions could impact service levels in other non-emergency areas.
- Look at a phased approach to the reciprocity over a period of three years? This would allow for an easier transition for those effected but will delay the ability to bring on more emergency staff. Council could implement 16.67% reduction in 2021, 16.67% reduction in 2022 which then would be 33.34%, and then the final 16.67% reduction in 2023 for the full 50%.
- Look at a combination of a levy and reciprocity percentage? Council could place a 1.35 mill levy on the ballot and then implement a 25% reduction in reciprocity.
- Other options? We will assist Council with running scenarios for other options if someone has another idea or solution.

RECAP OF RECIPROCITY PROPOSED CHANGE

DRAFT 8/13/20

- ✚ **What is it?** The amount of Income Tax credit given to someone who lives in the City of Napoleon but works outside the City limits. Currently the reciprocity amount is 100%.
- ✚ **Proposal?** Recommend adjusting the Reciprocity credit to 50% from 100%
- ✚ **Generate?** Estimated to generate approximately \$392K a year. COVID-19 will likely affect this amount. This would be split between Recreation (.2%) and General Fund and Capital based on Council approved split after Recreation removed. 2020 split is 65% General Fund and 35% Capital.
- ✚ **How many City of Napoleon residents will it effect?** 2,638 maybe around 2,100 actual people
- ✚ **How much will it cost to those effected?** Estimated at \$7.50 per \$1,000 of income
- ✚ **Proposed uses of additional funds?** Pay for 1 full-time firefighter, 1 part-time fire fighter, 1 full-time dispatcher, road construction and assist with balancing the General Fund Budget as available/needed.
- ✚ **Need for additional firefighters and dispatcher?** As demonstrated in prior Safety & Human Resources Committee meetings and to Full Council, the number and type of calls has increased significantly over the years. The staffing issues of the Police and Fire Department are even more pressing with COVID-19. These Departments are very proud of the services they provide the citizens and feel that to continue the level of service, modifications to staffing need to be addressed.
- ✚ **Cost of 1 Full-time Firefighter?** Projected salary and benefits for 1st Year is \$72,635 and grows to \$92,630 for the 4th Year. Net the 24% Township reimbursement per contract is \$55,203 to \$70,399.
- ✚ **Cost of 1 Part-Time Firefighter?** Projected range for salary and benefits for the 12-hour shift is \$72,917 - \$77,380. Net the 24% Township reimbursement per contract is \$55,417 - \$58,809.
- ✚ **Cost of 1 Full-Time Dispatcher?** Projected salary and benefits for 1st Year is \$62,044 and grows to \$81,689 for the 4th Year. Net the conservative projection for savings in overtime of \$12K per year with the 6th Dispatcher is \$50,044 - \$69,689.

- ✚ **Additional for Roads?** Additional paving per year depending on cost of materials and labor at that time.
- ✚ **2020 Revenue Estimate vs. 2020 Budget?** \$6,384,094 vs. \$7,039,366 difference of \$655,272 from cash balance. Historically underspend budget and receive more revenue. During 2020 Budget process, appropriation was reduced to come closer to revenue estimate so less underspend possible. Revenue may not be more due to COVID-19 in the areas of Income Tax and Interest Income. We are monitoring and providing information to Council as we receive.
- ✚ **Why need Cash Balance?** Healthy cash balance is needed to sustain downturns in the economy and for cash flow purposes. Revenue received at different points throughout the year, but expenses are going out monthly with the largest being payroll, payroll taxes and benefits. This would assist in not “dipping” as far into the cash balance each year.
- ✚ **COVID-19?** When this very important conversation was started in November 2019 our world looked different than it does today. No one would have ever imagined a pandemic would affect the City of Napoleon or our lives as it has these last few months and will continue to for an unknown amount of time. The dollars generated from this change will not only allow the City to address these concerns but may also have to play a role in maintaining the service level for the next year until the economy bounces back.
- ✚ **Do the residents who work outside the City still receive the services?** Yes, they still have all services available to them. The problem is that the residents who live and work in the City are paying for them to have those services.
- ✚ **What happens if vote “No” to adjust Reciprocity?** Funding will not be available for additional Firefighters and a dispatcher, money to cover shortfall in General Fund not available and less money for roads. We will likely continue to lose good, trained staff to other jurisdictions who have more employees to reduce the stress.
- ✚ **Other Solutions?** SAFER Grant was explored, but not feasible for the City at this time. Reductions in service levels to stay with-in anticipated revenue? Revise the General Fund vs. Capital split for the Income Tax? Place an increase for the Income Tax on the ballot to generate the necessary revenue needed to provide all the services? Place a levy on the ballot for operations of the police and fire departments as other jurisdictions do? Reduce staffing in non-emergency service area to offset the shortfalls? Look at a phased approach to the reciprocity over a period of three years? Look at a combination of a levy and reciprocity percentage? Other options?

Thank you for your consideration of this important issue. We are well aware of the magnitude of this decision for Council. We are confident in the ability of this Council to lead and do what is best for the City and to ensure success of the City for many years to come.

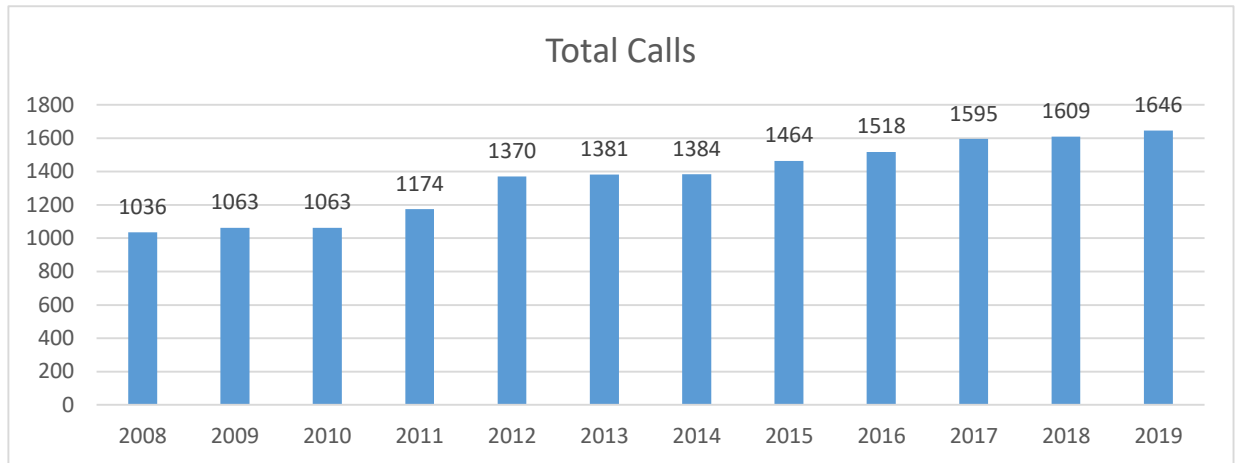
Safety and Human Resources
Committee Meeting Information
January 27, 2020

Over the past few months, discussions have taken place regarding the increase of the number of calls to service for Napoleon Fire and Rescue (NF&R) and the staffing levels at the Department. A solution was proposed to increase the number of staff members at the Department by using a grant and potentially implementing a vehicle crash fee. Concerns were raised during these discussions and it was determined that the proposal is not sustainable. Therefore, staff investigated other options. After further review, we are proposing a solution for not only the fire department, but the police department, capital improvement fund, and general fund operations.

The current proposals on the agenda have been brought to the attention of Napoleon City Council due to the need of additional staffing and associated funding. The National Volunteer Fire Council (NVFC) reports that there is a decrease in the number of volunteer firemen across the United States. The NVFC study found this decrease is due to several contributing factors. Here are a few listed in no specific order:

- a. Time demands
- b. Training requirements
- c. Changes in the nature of the business
- d. Aging communities

In order to make up for the loss in volunteers and the increase in calls in our aging community, we are tasked to find a solution that works for the City of Napoleon. The solution must be affordable, sustainable and able to handle the growing call volume (See the chart below for the call volume trend for the City of Napoleon since 2008).



Vehicle Crash Fees

At the previous meeting, Chief O'Brien was tasked to bring back more information.

- a. *How much has Swanton Fire Department billed out and recovered?*
 - a. According the Swanton Fire Chief, they billed out a little over \$30,000 and recovered about \$4,000.
 - b. Ridgeville Fire Department bills for crashes but use a different company than Swanton to recover the assessed fee. They collect around \$20,000 a year.
- b. *At the request of Councilman Comadoll, contact was made with the State of Ohio Department of Insurance by Chief O'Brien*
 - a. The representative informed Chief O'Brien they understand the need to bill for this service. There is not a "blanket liability policy" meaning that the fee would not likely be covered if it isn't within the description of the liability on their policy. It was further stated liability policies are all different, therefore the fire department could charge the

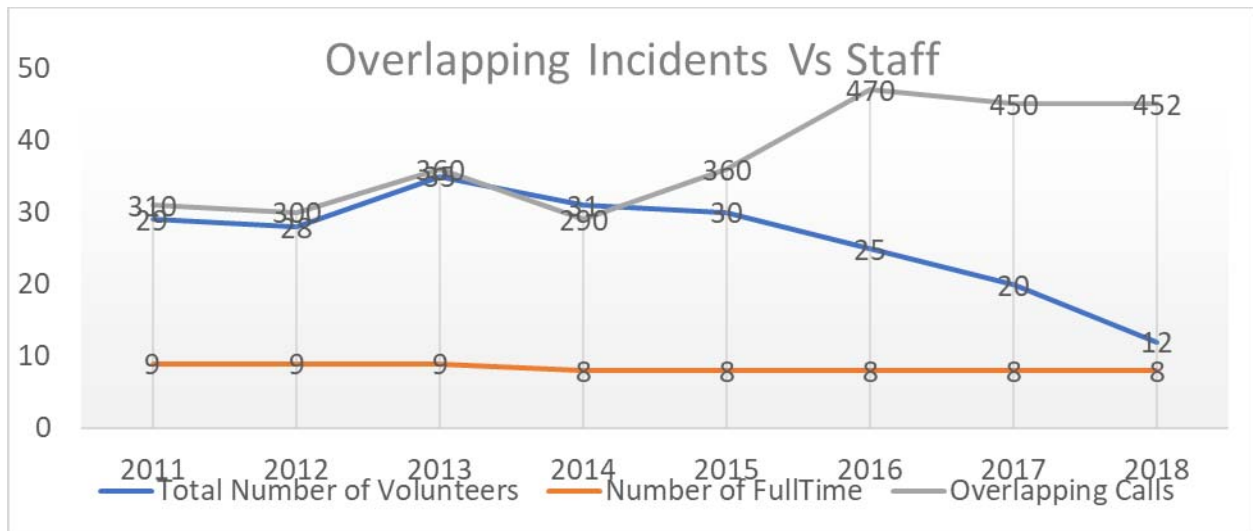
fee. If the insurance company does not pay, then they are required to provide an explanation.

NF&R Staffing Levels and the SAFER Grant

The goal of the fire department is to have four (4) firefighters at the fire station around the clock. The SAFER grant (Staffing Adequate Fire and Emergency Response) is a federal grant that is intended to help local governments put on new firemen. The term of this grant is for three (3) years.

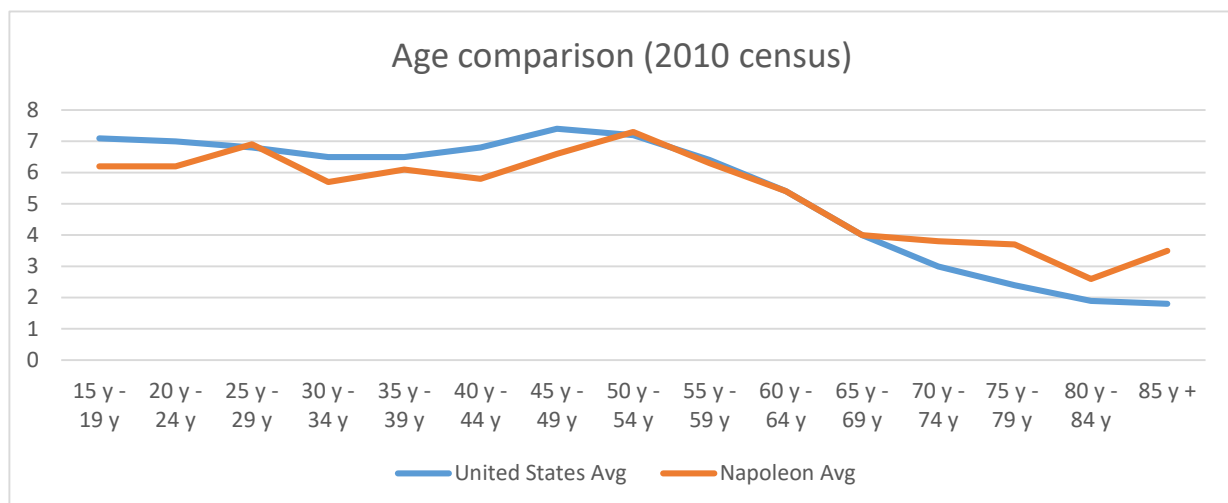
- a. 1st year – 75% covered by grant with 25% paid for by City (\$55,203.07 net township contract reimbursement of 24%)
- b. 2nd year - 75% covered by grant with 25% paid for by City (\$61,793.47 net township contract reimbursement of 24%)
- c. 3rd year – 35% covered by grant with 65% paid for by City (\$168,664.43 net township contract reimbursement of 24%)
- d. 4th year – 100% paid for by City (\$281,595.39 net township contract reimbursement of 24%)

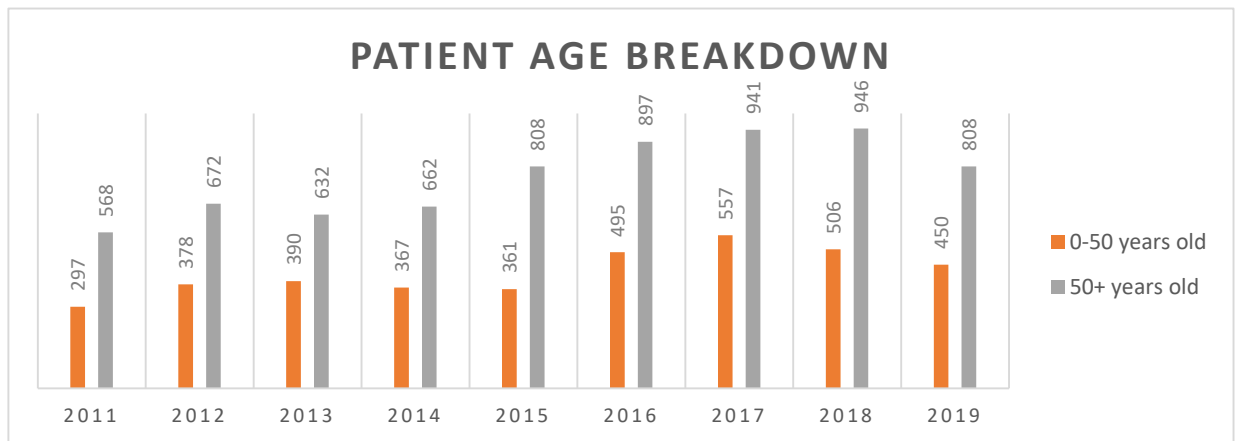
The SAFER grant would provide four (4) additional firefighters allowing for four full-time firefighters per shift. This would provide enough personnel to handle the first fire or EMS call and the overlapping calls. However, we believe this staffing structure would have a significant impact on the volunteer staffing structure within the Department. As you can see from the chart below, due to the increase in our call volume, we are seeing an increase in the number of overlapping calls. This is a point of concern for the service that the City of Napoleon provides for the citizens and businesses within the NF&R coverage area, which covers portions of the townships surrounding Napoleon.



The fire department has seen a 60% increase in calls for service since 2008. In 2008 the fire department responded to 1,036 calls for service; whereas, in 2019 the fire department answered 1,646 calls for service.

There are many factors that play a part in the increased call volume with the City of Napoleon's aging population at the forefront. Compared to 2011, the fire department responded to a 40% increase in patients that are 50 and older prior to the senior apartments and other housing units being built. Below are two charts that show the comparison of the median age for Napoleon and the nation, and the Napoleon patient age breakdown by year.





Police Department Dispatch Staffing

Between 2001 and 2006 the department saw a 30% increase or approximately 3,000 calls. This increase precipitated the need to increase staffing. In 2006, the approved dispatchers went from five (5) to six (6). A performance audit was performed in 2012 with a large focus on the elimination of the dispatch center. In 2014, the voters with a margin of 68% to 32% approved maintaining the city dispatch center. Since 2008, the service calls have increased an additional 40% or 4,000 calls. Emergency 911 calls for service have doubled since 2008.

Since 2014, the sixth (6th) approved dispatcher position was not refilled and eliminated within the city budget. This was part of a personnel restructuring of positions within City administration. Loss of the 6th dispatcher, continues to be a great concern of the Napoleon Police Department (NPD). There have been many unintended consequences due to this reduction in staffing, which include the following:

- a. Turnover in dispatchers
- b. Overtime and multiple consecutive 12-hour shifts
- c. Significant decrease in experience among dispatchers
- d. Extended work weeks or shorten regular days off

- e. Cancelled time off
- f. Burnout, less job satisfaction, and concern for overall wellbeing of employees

Dispatching is provided for the following agencies:

- a. Police, Fire and EMS
- b. Electric, Water/Wastewater, and Operations
- c. Secondary dispatch center for Henry County Emergency Services

(*Note-any increase to the above agencies results in an increase in workload to the dispatch)

On top of answering the calls, many administrative duties are assigned to these employees. Records requests/maintenance, various levels of court ordered documentation, and help with administrative tasks within the department.

NPD Overtime

The table below contains the number of hours that are required in the schedule based on the level of staffing. These numbers are before any discretionary time off is approved, which includes vacation, compensatory time, sick leave, personal days or other types of leave.

(6) Six Dispatchers	<u>0</u> Hours of OT required before any discretionary time approved
(5) Five Dispatchers *Current Approved Staffing*	<u>120</u> Hours of OT required before any discretionary time approved
(4) Four Dispatchers (Loss of (1) dispatcher due to any reason, extended sick leave, trauma leave, vacation, resignation, termination or other reason)	<u>960</u> Hours of OT required before any discretionary time approved

(*Note – These numbers are based on a 1-year cycle)

Experience

Since 2008, the NPD has hired 16 dispatchers. In 2008, the dispatchers had an average 5.5 years of experience compared to a current average of 1.33 years of experience, thus a loss of over 67 years of experience. This can be attributed to the performance audit and inadequate staffing.

Every time a dispatcher position is vacant the financial impact to the City is approximately \$9,800.00. This figure represents the amount required for overtime net the vacancy savings, fringe benefits, drug testing, uniforms, potential partial vacation payouts and emergency medical dispatch certification.

Extended Work Hours/Cancelling Time Off

As a result of the turnover in the dispatch center, eight (8) days of discretionary time had to be cancelled. This was with a significant collaborative effort between patrol, dispatch and command to prevent this. The police department was faced with times where there would have been no available personnel to operate the dispatch center. In an effort keep this from happening we had to negotiate the ability to have patrol officers working in the dispatch center. The officers can only sign up for the dispatch overtime on a voluntary basis. Even with restriction, officers covered 166 hours of overtime last year. In 2015, we had five (5) officers certified in dispatch with currently only two (2) due to legal certification requirements.

Impact on Employees Under Current Conditions

Job satisfaction is defined as the extent to which an employee feels self-motivated, content and satisfied with his/her job. Job satisfaction happens when an employee feels he or she has job stability, career growth and a comfortable work life balance. The positive effects of job satisfaction include: higher efficiency, employee loyalty, morale and employee retention. Overtime is inevitable in safety services but too much overtime will lead to employee burnout by cutting into the employees' work-life balance. Working excessive hours is not what employees seek, people work to live not live to work. Working excessive overtime is taking away from their personal life. The Centers for Disease Control and Prevention states that overtime can contribute to poorer general health, increased rates of injury, and more illnesses. A study by the American

Psychological Association (APA) claimed that burned-out employees are 2.6 times as likely to be actively seeking a different job; 63% more likely to take a sick day; and 23% more likely to visit the emergency room. During the times that the Dispatch Center is not fully staffed the dispatchers routinely work 12-hour shifts. Studies have linked 12-hour schedules to increased fatigue, especially when compared to 8-hour schedules. Sleep deprivation/fatigue has a list of unintended consequences, which may include:

- a. Increased irritability and lacking levels of tolerance
- b. Reduced levels of alertness and increased propensity for accidents
- c. Memory impairment, Lack of concentration and overall inattention
- d. Stress-related illnesses, obesity, hypertension, and changes in both metabolic and hormonal functions.

Having a more adequately staffed fire department and dispatch center would likely result in higher employee retention, employee satisfaction, and a boost in department morale.

Proposed Solution

The intent of the SAFER Grant was to use federal funds to finance the front end of the initial proposal. But this was not financially sustainable without a significant income tax increase in the long run. This is why we are proposing to eliminate 50% of the Reciprocity Income Tax Credit offered to residents that live in the City limits, but work in another jurisdiction that collects income tax from them. A Reciprocity Income Tax Credit is described as this: If you live in one city but work in another, you get credit from the city you live in for the tax withheld from the city in which you work. If there is a difference in the tax rate between those two cities, then you still pay the difference when you file your tax return. For example, if you live in Napoleon (1.5% income tax) and work in Bowling Green (2.0% income tax), then you do not have to pay

income tax to Napoleon. But if you live in Napoleon (1.5% income tax) and work in Deshler (1.0% income tax), then you must pay 0.5% income tax to Napoleon.

By implementing a 50% reciprocity income tax credit instead of the current 100% credit, we would be able to resolve not only the NF&R Department and NPD Dispatch Center staffing issues, but also help address concerns with the amount of capital improvement funds used for road resurfacing and the City's General Fund operations. The proposed solution would provide funding for the following:

- One (1) full-time fireman – (this will allow for three (3) full-time firefighters on each shift)
- 12-hour part -time fireman (restructure the part-time schedule to work 24-hour shift)
- Result is four (4) firemen around the clock – made up of full-time and part-time. This would accomplish the same outcome as the SAFER grant for less cost.
- One (1) full time dispatcher (bringing the staffing level back to six)
- Increase the amount of funding for the capital improvement fund, which we propose to use strictly for additional road resurfacing projects.
- Any additional funding from this change will help lessen the gap of the projected revenues to the proposed budget, thus reducing the impact on the general fund reserve.

Financial Outlook

As stated, the funding for the proposed solution would come from a reciprocity income tax. We are recommending a 50% reciprocity instead of the current 100%. Reciprocity can be achieved by council action and would generate approximately \$400,000 per year. Based on average projections, this revenue would be able to fund the above issues the city is facing. Below is information regarding the impact of the fifty (50) percent reciprocity change along with other jurisdictions percents.

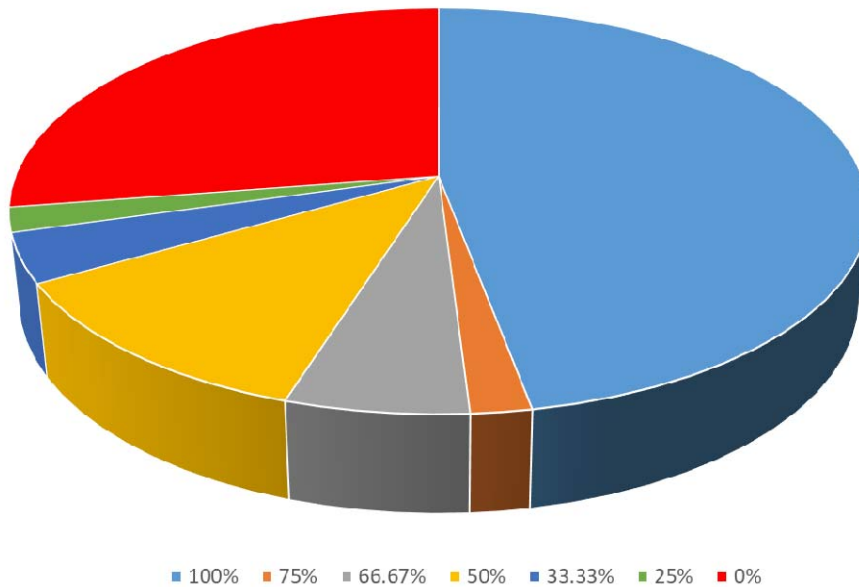
Impact of Reciprocity - if someone lives in the City of Napoleon but works outside, then they would receive 50% credit instead of 100% credit for host employer location. The person would also have to pay the difference between the City of Napoleon income tax rate and the host employer.

Potential Estimated Additional Tax Generated -50% Reciprocity based on 3 year average (2017, 2016 & 2015)	\$	392,229.67			
Est. Portion to General Fund (based on 65% split-2020 and 62% for other years)	\$	254,949.28	\$	243,182.39	\$ 243,182.39
Est. Portion to Capital Improvement Fund (based on 35% split-2020 and 38% for other years)	\$	137,280.38	\$	149,047.27	\$ 149,047.27
Cost of 1 Full time Firefighter		1st Year	2nd Year	3rd Year	4th Year
Salary (includes \$2,000 for Paramedic Bonus)	\$	40,357.49	\$ 45,498.00	\$ 46,845.42	\$ 50,539.71
Fire Pension 24%	\$	9,685.80	\$ 10,919.52	\$ 11,242.90	\$ 12,129.53
FICA	\$	585.18	\$ 659.72	\$ 679.26	\$ 732.83
Worker's Compensation	\$	807.15	\$ 909.96	\$ 936.91	\$ 1,010.79
Health Insurance (Family-new) -projected at 10% increase per year	\$	21,200.00	\$ 23,320.00	\$ 25,652.00	\$ 28,217.20
SUBTOTAL FT FIREFIGHTER	\$	72,635.62	\$ 81,307.20	\$ 85,356.49	\$ 92,630.06
Cost of Part time Fire fighter					
Salary (estimated) -projected at 2% per year	\$	66,500.00	\$ 67,830.00	\$ 69,186.60	\$ 70,570.33
Social Security (6.2%)	\$	4,123.00	\$ 4,205.46	\$ 4,289.57	\$ 4,375.36
FICA	\$	964.25	\$ 983.54	\$ 1,003.21	\$ 1,023.27
Worker's Compensation	\$	1,330.00	\$ 1,356.60	\$ 1,383.73	\$ 1,411.41
SUBTOTAL PT FIREFIGHTER	\$	72,917.25	\$ 74,375.60	\$ 75,863.11	\$ 77,380.37
Cost of 1 Full time Dispatcher					
Salary (estimated) -projected at 2% per year	\$	34,775.68	\$ 38,042.86	\$ 41,616.98	\$ 45,526.90
PERS	\$	4,868.60	\$ 5,326.00	\$ 5,826.38	\$ 6,373.77
FICA	\$	504.25	\$ 551.62	\$ 603.45	\$ 660.14
Worker's Compensation	\$	695.51	\$ 760.86	\$ 832.34	\$ 910.54
Health Insurance (Family-new) -projected at 10% increase per year	\$	21,200.00	\$ 23,320.00	\$ 25,652.00	\$ 28,217.20
SUBTOTAL FT DISPATCHER	\$	62,044.04	\$ 68,001.33	\$ 74,531.14	\$ 81,688.54
LESS 24% REIMBURSEMENT FOR TOWNSHIP FIRE CONTRACT (FT & PT FIREFIGHTER)	\$	(34,932.69)	\$ (37,363.87)	\$ (38,692.70)	\$ (40,802.50)
TOTAL COST FOR FIREFIGHTER (FT & PT) AND DISPATCHER	\$	172,664.22	\$ 186,320.26	\$ 197,058.04	\$ 210,896.47
REMAINING BALANCE OF GENERAL FUND RECIPROCITY ALLOCATION (USING 3 YEAR AVERAGE OF INCOME TAX FIGURES)	\$	82,285.07	\$ 56,862.14	\$ 46,124.36	\$ 32,285.93
Working Draft 1.21.20					

NORTHWEST OHIO CITY & VILLAGE TAX RATES AND CREDITS GIVEN (Rates Listed as of 10/8/18)

	CITY	CREDIT TO	PERCENT %	NET % of TAX
	TAX	ANOTHER	OF TOTAL	DUE AFTER
<u>CITY/VILLAGE</u>	<u>RATE</u>	<u>CITY (Up To)</u>	<u>TAX (CREDIT)</u>	<u>CREDIT</u>
ARCHBOLD	1.50%	1.50%	100.00%	0.00%
ARLINGTON	1.00%	1.00%	100.00%	0.00%
BELLEVUE	2.00%	2.00%	100.00%	0.00%
BLOOMDALE	1.00%	0.00%	0.00%	100.00%
Bowling Green	2.00%	0.50%	25.00%	75.00%
Bradner	1.00%	0.00%	0.00%	100.00%
Bryan	1.80%	1.80%	100.00%	0.00%
Clay Center	1.50%	1.50%	100.00%	0.00%
Clyde	1.50%	1.50%	100.00%	0.00%
Defiance	1.80%	1.80%	100.00%	0.00%
Delta	1.50%	1.00%	66.67%	33.33%
Edgerton	1.75%	1.75%	100.00%	0.00%
Elmore	1.75%	0.00%	0.00%	100.00%
Fayette	1.50%	1.50%	100.00%	0.00%
Findlay	1.00%	0.00%	0.00%	100.00%
Fostoria	2.00%	0.00%	0.00%	100.00%
Fremont	1.50%	1.50%	100.00%	0.00%
Genoa	1.50%	0.00%	0.00%	100.00%
Gibsonburg	1.00%	0.00%	0.00%	100.00%
Grand Rapids	1.00%	0.50%	50.00%	50.00%
Green Springs	1.00%	0.50%	50.00%	50.00%
Holgate	1.00%	0.00%	0.00%	100.00%
Holland	2.25%	2.25%	100.00%	0.00%
Leipsic	1.50%	1.50%	100.00%	0.00%
Liberty Center	1.00%	0.50%	50.00%	50.00%
Lima	1.50%	1.50%	100.00%	0.00%
Luckey	1.00%	0.00%	0.00%	100.00%
Maumee	1.50%	1.50%	100.00%	0.00%
Millbury	1.50%	0.00%	0.00%	100.00%
Montpelier	1.60%	1.60%	100.00%	0.00%
Napoleon	1.50%	1.50%	100.00%	0.00%
N.Baltimore	1.00%	0.00%	0.00%	100.00%
Northwood	1.50%	1.50%	100.00%	0.00%
Oak Harbor	1.00%	0.00%	0.00%	100.00%
Oregon	2.25%	2.25%	100.00%	0.00%
Ottawa Hills	1.50%	0.50%	33.33%	66.67%
Pemberville	1.00%	0.00%	0.00%	100.00%
Perrysburg	1.50%	0.75%	50.00%	50.00%
Port Clinton	1.50%	0.50%	33.33%	66.67%
Rossford	2.25%	2.25%	100.00%	0.00%
Swanton	1.50%	1.00%	66.67%	33.33%
Sycamore	1.00%	0.50%	50.00%	50.00%
Sylvania	1.50%	1.50%	100.00%	0.00%
Tiffin	1.75%	1.75%	100.00%	0.00%
Toledo	2.25%	2.25%	100.00%	0.00%
Tontogany	1.00%	1.00%	100.00%	0.00%
Walbridge	1.50%	1.00%	66.67%	33.33%
Wartville	2.00%	1.50%	75.00%	25.00%
Wauseon	1.50%	1.50%	100.00%	0.00%
Weston	1.00%	0.00%	0.00%	100.00%
Whitehouse	1.50%	0.75%	50.00%	50.00%

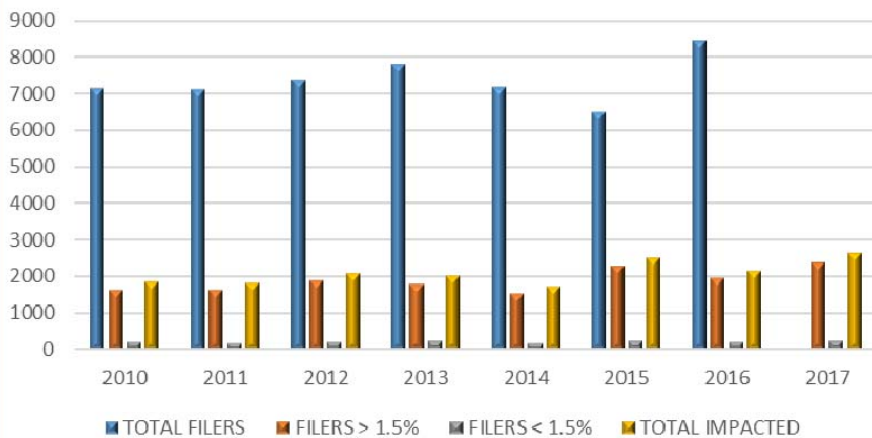
Percent of Reciprocity by Jurisdiction



Reciprocity	Number
100%	24
75%	1
66.67%	3
50%	6
33.33%	2
25%	1
0%	14
TOTAL	51

YEAR	TOTAL FILERS	FILERS > 1.5%	FILERS < 1.5%	TOTAL IMPACTED	% OF FILERS IMPACTED
2010	7127	1648	215	1863	26.1
2011	7086	1647	184	1831	25.8
2012	7364	1886	200	2086	28.33
2013	7786	1787	232	2019	25.66
2014	7181	1549	171	1720	23.9
2015	6499	2293	236	2529	39
2016	8446	1949	195	2144	25.4
2017		2399	239	2638	

TOTAL IMPACTED BY 50% REDUCTION



Implementation

Legislation amending Napoleon Ordinances 143.01, 145.01, and 194.081 will be needed to effectuate the proposed changes.

Other Options

In seeking solutions to this issue, we had to look at alternatives. The first alternative is to do nothing and keep the staffing and funding levels the same. We do not believe that this is a good option due to the reasons above; safety and increased call volume/workload being the main drivers. In addition to this, we are projecting that Napoleon's population will start to increase steadily in the near term. This not only includes the residential population with approximately 113 housing units built or under construction over an 18-month period, but an increase in business growth. The daytime population of Napoleon has increased greatly over the past few years due to increased business activity, which contributes to the workload increase.

Another option would be to raise the proposed Reciprocity Income Tax Credit to 70% and forgo collecting anything additional for capital improvement funding for roads. This would cause the annual income tax split of the typical 62% Operating and 38% Capital Funds to widen. The effect would be that the margin would widen by approximately 6%, which would require a 65% Operating and 35% Capital Fund under current conditions. Also, keep in mind that we are within striking distance of funding the repaving of Oakwood Avenue from Perry Street to the Commissioner's office complex. Though we received a grant for \$2 M, we still need to finance an additional \$2 M more to complete the entire project. There are also many roads throughout the City that are in need of resurfacing or will be in need of resurfacing in the near future. More funding is required in order to stay ahead of the need, even though the two ballot issues were voted down in 2017.

Another option would be to go to the voters to increase the City income tax by approximately 0.2%. This is not recommended because the people that are already paying income tax to the City would be getting taxed again and may not be in favor of this solution. Under current conditions, those that get the Reciprocity Income Tax Credit now are receiving the services, but not paying for them. The reduction of the Reciprocity Income Tax Credit would essentially cause those that are not paying for the services now to at least pay for a portion from their income tax.

Conclusion

We feel that the above identified solution of the fifty percent (50%) reciprocity solves important issues facing the City of Napoleon and would be the best solution of any other options. This approach will offer long term funding for basic essential services for the citizens and businesses of Napoleon. Although this change affects a small percent of our citizens, we believe the benefit of providing these additional resources for public safety outweigh the impact. Those individuals live in this community and may need the service, but do not pay for it now. It is only fair to the citizens who live and work in the City, for them to share the burden of the cost of providing these valuable services.

City of Napoleon, Ohio
SAFETY AND HUMAN RESOURCES COMMITTEE
MEETING AGENDA

Monday, September 28, 2020 at 7:30 pm

LOCATION: Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio
the WebEx link will be posted at www.napoleonohio.com

- 1) **Approval of Minutes: February 24, 2020** (In the absence of any objections or corrections, the Minutes shall stand approved)
- 2) **Review of Employment Policy Manual**
- 3) **Any other matters currently *assigned* to the Committee**
- 4) **Adjournment.**



Roxanne Dietrich
Clerk of Council

SAFETY & HUMAN RESOURCES COMMITTEE

SPECIAL JOINT MEETING MINUTES

with

Freedom, Napoleon & Harrison Townships
Henry County South Joint Ambulance District
and the Village of Florida

Monday, February 24, 2020 at 7:30 PM

PRESENT	
Committee Members	Dan Baer-Chairman, Jeff Comadoll
Finance Director	Kelly O'Boyle
Asst. Fire Chief	Joel Frey
Clerk of Council	Roxanne Dietrich
Others	Denny Bockelman (Freedom Twp.), Vernon Oberhaus, Brad Kinder (Harrison Twp.), Kevin Gerken (Napoleon Twp.), Scott Buddelmeyer (HCSJAD); Brian Koeller-NW Signal, Jeff Mires
ABSENT	
Call to Order	Chairman Baer called the Safety and Human Resources Committee meeting to order at 7:30 pm.
Approval of Minutes	Hearing no objections or corrections, the minutes from the January 27, 2020 meeting stand approved as presented.
Review of EMS Costs and Revenues	Asst. Fire Chief Frey handed out information packets to each entity that included previous and upcoming costs, an expense report, run data on each area, fire equipment fund information and the 2019 annual report. He then explained the memorandum from Chief O'Brien that showed (1) the 2019 contract price minus the revenue that was brought in for each entity and then expensed out as a reimbursement for the actual cost for service, (2) the 2019 approved budget and actual expenses, there was a savings to each township from what we could have spent, and (3) the 2020 approved budget. In 2019 the new radio system went into effect. We implemented a new patient care recording system in March, the monthly reports have been difficult as we are running data split between two different systems. The monthly reports are completely different and we are trying to piecemeal them together. The reporting system has been a great asset to our department in saving time. Our members say they see a decrease of about 20 minutes per call. The new software inputs dispatch information directly and saves time plus it is a very robust EMS system. We are still working on learning to run the reporting. We have a new 2020 Ford Explorer, it is our fire prevention vehicle and doubles as a chase vehicle. Typically, this is my vehicle during the day if I'm out on an inspection or doing public education, then if we get a call I can respond directly. Asst. Chief Frey showed a set of turnout gear that is worn. With maintenance, the gear is holding up for about eight years. It is a sturdy set of gear. For 2020, we will be remounting both Braun ambulances. The box will be taken off of the ambulances and a new chassis will be put on. The cost savings is about \$75,000 per truck, the total cost to

have both remounted is \$250,000. Most ambulances cost that much just to purchase one. We will send the first ambulance in June to be remounted and once that is back we will send the second one. We finalized the BWC grant for a power load system and power cot system to be installed in one of the remounted trucks. It has two strong arm extrication tools. Our ambulance responds to any car accident before the fire truck does and also responds to house fires. If there is a car accident and the door needs to be broke open, they will be able to get the driver out with the extrication device, it is better than a crow bar.

We are looking at ways to increase our staffing. Our call volume has increased 60% over the last ten years. If we do increase our staffing the increased costs to Napoleon Township would be \$17,978.75, Harrison Township would be \$10,750.16, Freedom Township's increase would be \$2,388.46, HCSJAD would be \$1,145.61 and the Village of Florida would increase \$1,641.24 this is only if we get an increase in staffing approved. O'Boyle said the 2020 contracts are based on the 2019 actuals. Asst. Chief Frey continued we are in need of staffing that is why we are getting tools on the ambulance so two guys can get it done. We are trying to maximize what we do with the staff that we currently have. Gerken commented you cannot get people to volunteer anymore. What do you contribute that to? Frey answered a report was put out on that. We are contributing that to the economic development of the area and also the increased age population in Napoleon. The call volume has sky rocketed in the 50-80 age group. Baer requested that a copy of the report be given to the townships. The question was asked if the transport numbers are included in the increase? Buddelmeyer noted the calls for service had a 59% increase that's not 59% last year, it has been since 2008, that's the way it has been interpreted in the way it has been presented. Frey said the increase has been over the last ten years and continues to climb. Buddelmeyer asked if that includes transport for services and if you charge for those. Frey-yes. Buddelmeyer-your calls for service are increasing but your 9-1-1 calls are not necessarily increasing. Frey-over the last few years our NET (non-emergency transport) numbers have declined. Buddelmeyer-in 2018 you had 1,609 and in 2019 you had 1,646. Frey-we had less emergency transport calls in 2019 than in 2018. Buddelmeyer-you are increasing your non-emergency transport calls for service. Frey stated he will get the exact breakdown on NET compared to 9-1-1 calls. Buddelmeyer-you've been doing the non-emergency calls for a couple of years. Frey-we have been doing them for five years, since 2016. Buddelmeyer-my point is, you are making money on those calls, it is important to point out my board sees this as you are bringing this upon yourself, it has nothing to do with our contract, that is the frustration I get from my board when they hear you want to hire more people. I get you need more people we all need more people. Your numbers are going up and that is self-inflicted in essence by the non-emergency calls. Frey-I can get that report to you, I do know the NET numbers are down. Buddelmeyer-I think I asked this last year, on the non-emergency calls that revenue is taken off, credited, right? Frey right. Buddelmeyer-that's what I'm saying, your calls for service went up but you got paid for those. Did that come off the bottom line for us, the cost? You had to hire more people to do that but you make money off of that. Does that reflect in our portion? Oberhaus asked the NET fee is part of

the department, if you make \$100,000 at the end of the year does that come off your expenditures, do we get credit for that? Buddelmeyer-you hired more people to do that and that is an expense we are sharing with you but you are making money off that, are we seeing that return on the investment? If you did not do the NET would you still need increased staff? When this started you hired people with the premise you were going to be able to pay for that by doing the non-emergency transports. My argument back when you started that was we are sharing the cost of personnel for you to make money how is that reflected back to us? That is the question. Baer-I would like the report to Council on increases and general information on the NET be given to the townships. Oberhaus asked where are the transfers from? Frey-Emergency Room to Emergency Room or Emergency Room to hospital. We do not go to homes or doctor offices, it's usually people that need that next level of care at a larger hospital. Buddelmeyer-it is a community service you are getting paid for and you are generating revenue from it. We want to make sure we are not paying for you to make that revenue. It has never been solid on how that expense for additional personnel is reflected back on us. Oberhaus-who can run a transfer a firefighter, a paramedic? Frey-we have two part-time members in each day. It can be a basic EMT or paramedic. It can be a full-time or part-time person. To us it is a service. It could be on a paramedic level transfer or basic level transfer whatever comes in on the call. Oberhaus-how many do you have on the roster. Frey-about 30. All are cross trained or are in school to become cross trained. I will clarify numbers to you in an email. Oberhaus asked what is burnout contributed to? Frey-I would say the majority of it is the constant go-go-go on calls and not so much the training. Training is hard for volunteers to get but we require the basic minimum training that the state requires to be recertified. It is hard for the volunteers to get hours. The full-time turnover is due to inadequate staffing. If we do get a structure fire it is going to be me and one other person and you may have to make a decision to go in alone. Where you can go to Sylvania and you might have a crew of three going in with you and a backup team. We utilize our local responders to be that backup team for us. Burnout might be from call volume and stress in making decisions. Oberhaus asked about requirements for basic firefighter. Frey-it's 54 hours for basic recertification. EMT is between 30 and 60 hours. That doesn't sound like a lot but it is. We pay them for the hours they come in for training. We are trying to make it easier for volunteers and the local responders to get on-line training. Fire is more hands on training, that is why we do in-house training. We have opened up fire training so anyone in the department can come down to the daily training and have more opportunities to get the hours without the time constraint of three days in one week. Gerken-local responders that are not Henry County born, that are out of Toledo, Sylvania we hear a lot of complaints when they get out around Ridgeville and Napoleon Township way they don't know where they are going and make wrong turns. If you could somehow train them on that response time. That's the only complaint I'm getting. Frey-I know there's been talk about that prior, I will make note. The majority of full-timers have been on staff for quite a while now. Oberhaus-you mentioned having this meeting once a year instead of twice my preference is quarterly. There is a lot of information to digest and with possibly changing personnel. Frey-you can call Chief O'Brien anytime with

any questions. Oberhaus-is this your usual meeting? It would be us coming quarterly. Buddelmeyer-I emailed Chief O'Brien to ask him to look into an increase on insurance rates that we charge. We have to be the same to charge our constituents. It has been 4-5 years since I sent him suggestions, this is something we need to look at sooner rather than later. It will not change our bottom line because of Medicare and Medicaid, commercial insurances will pay more. That will be coming to you in the coming weeks. I'm in support of and pushing to have rates raised; but, we have to do it at the same time. Baer-I have no problem having quarterly meetings. We still have no idea what we as a Council will do as far as increasing staffing. Maybe by next quarter we will have a better picture.

Motion to Adjourn

Motion: Comadoll Second: Baer
to adjourn the Safety and Human Resources Committee meeting at 8:12 pm.

Passed

Yea-2

Nay-0

Roll call vote on the above motion:

Yea-Comadoll, Baer

Nay-

Approved

September 28, 2020

Dan Baer, Chairman

Summary of Changes

Policy 5.6 Drug Free Work Environment Policy and Procedure

- Added section on employees using medical marijuana are not exempt from the policy and a section on CBD oils.
- Removed the language in the Program Awareness section to have the Chief of Police conduct mandatory meetings of City employees.
- Changed the random testing from all employees to safety sensitive positions may be subject to random testing.
- Added in post-accident testing that an employee is subject to a test in an accident involving: one or more deaths; an injury requiring professional medical treatment beyond first aid; substantial damage to property; and/or if other reasonable suspicion exists.
- Added section on commercial drivers' license holders and the requirements of testing required by federal law.
- Added discipline section to clearly identify if employee does not comply what may happen.
- Added more detail to the refusal to undergo testing and what that includes.
- Added ADA section that states the City realizes that employees may suffer from a disability related to drug or alcohol abuse.

Policy 6 Unlawful Discrimination and Harassment Policy

- Changed the policy from Sexual Harassment to Unlawful discrimination and harassment policy.
- Added sexual orientation and gender identity to the definition of protected class. In June of this year the supreme court extended title vii protection.
- Condensed the bullet points of examples to one paragraph.
- Removed specific details of the reporting and investigation. If it is in the policy then we must follow the steps even if it does not make sense in a case.
- Added retaliation, false complaints, and coverage section.

New Policy

Policy 5.6 Drug Free Work Environment Policy and Program

It is the intent and obligation of the City to provide a safe and drug-free work environment. Employees are required to report to work in appropriate mental and physical condition to perform their jobs. Use of alcohol or illegal drugs, including marijuana, whether on or off the job, can adversely affect your work performance, efficiency, and safety. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and citizens. The following policy is designed to meet the above objectives and comply with the provisions of the Federal Drug-Free Workplace Act of 1988.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications taken as prescribed and that does not compromise workplace safety. Employees must, however, consult with their doctors about the medication's effects on their fitness for duty and ability to work safely.

Employees who are using medical marijuana as authorized by Ohio law are not exempt from this policy in any way. The use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, will be treated the same as the use of all other Schedule 1 controlled substances, illegal drugs, or the abuse of legal drugs. Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

In addition, an employee is responsible for the consequences of using CBD oils. Although CBD oils should not result in a positive drug test, there are occasions where over the counter CBD oils and other products may have enough THC to result in a positive drug test. Employees use these products at their own risk. An employee testing positive for marijuana based on their use of CBD oil will be considered in violation of this policy.

The following prohibitions are in effect at all times when an employee is at work, on City premises, operating a City vehicle or are conducting City-related work offsite. Violation of any of these prohibitions will result in disciplinary action up to and including termination of employment.

- No employee shall consume or use (including testing positive for substances prohibited by this policy even if the use occurred outside of work) alcohol, marijuana, illegal drugs, or medication or controlled substances used in a manner other than prescribed or as directed.

- No employee shall possess alcohol, illegal drugs, or other un-prescribed controlled substances.
- No employee shall work or be at work under the influence of alcohol, illegal drugs, or medication or controlled substances used in a manner other than prescribed or as directed.
- No employee shall manufacture, sell, transfer, or traffic illegal or illicit drugs, controlled substances, prescribed medication, or drug paraphernalia.

The City requires as a condition of employment that each employee notify the City of any criminal drug statute conviction for a violation that occurred while at work or on City business no later than five (5) days after the conviction. Failure to notify the City will result in disciplinary action up to and including termination of employment. If the employee is employed by a City department, agency, commission, board, or institution that is a recipient of federal grants the City will: Notify the Federal Agency within ten (10) days after receiving notice from the employee; and notify the Federal Agency with thirty (30) days that appropriate personnel action has been taken against the employee up to and including termination.

Drug Testing Policy

The City of Napoleon will conduct drug and/or alcohol testing under any of the following circumstances:

- **Random Testing:** Employees occupying a safety sensitive position may be subject to random testing.
- **Reasonable Suspicion Testing:** The City of Napoleon may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **Post-Accident Testing:** Any employee involved in an accident is subject to a drug and/or alcohol test in an accident involving: one or more deaths; an injury requiring professional medical treatment beyond first aid; substantial damage to property; and/or if other reasonable suspicion exists. All employees involved in the accident who may have engaged in any activity that caused or tended to

cause the accident, or that may have contributed to the accident, to submit to drug and/or alcohol testing, as soon as practical.

- **Commercial Drivers' License (CDL) Holders:** Employees who are required to hold a CDL will be required to participate in the City's drug and alcohol testing program as required by federal law which includes pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, and return to work testing. Policies and procedures for these programs will be consistent with federal law.

Discipline

The City may discipline an employee, up to and including termination, for any violation of this policy. The type and severity of discipline will depend on all the circumstances, including but not limited to, type and amount of drug or alcohol used, employee's explanation, employment record, and willingness to enter a rehabilitation program if treatment is appropriate.

Refusal to Undergo Testing

Employees who refuse to submit to the required testing shall be subject to disciplinary action up to and including termination. A refusal to test for purposes of this policy shall include: Failure to provide a sufficient sample provided there does not exist a valid medical explanation as to why the employee was unable to do so; any conduct that attempts to obstruct the testing process such as unavailability, leaving the scene of an accident without proper authorization, or a delay in providing a sample; and failure to execute or release forms required as part of the testing process.

Positive Test

If an employee tests positive on an initial screening test, the employee will be temporarily suspended while the confirmation test is being conducted. On receipt of the confirmation test, the employee will be subject to disciplinary action, up to and including termination.

The City realizes that employees may suffer from a disability related to drug or alcohol abuse and encourages those employees to participate in the City's Employee Assistance Program (EAP) and to use whatever benefits are provided by health and disability insurance programs in which the employee is enrolled.

Program Awareness - The City of Napoleon will:

- Publish the policy and distribute to all full time, part time, temporary and seasonal employees. All new hires will be given a copy of this policy upon hire.

Policy 5.6 Drug Free Work Environment Policy and Program

We believe it is our duty to provide employees with as safe a workplace as we possibly can; therefore, we have a substance abuse policy, because employees have a right to depend on their coworkers.

Whenever use or abuse of any mood altering substance (such as alcohol or other drugs) interferes with a safe workplace, appropriate action must be taken. The City of Napoleon has no desire to intrude into its employees' personal lives; however, both on-the-job and off-the-job involvement with any mood altering substances can have an impact on our workplace and on the City's ability to achieve its objectives of safety and security.

Therefore, an employee is expected to report to the workplace with no mood altering substances in their body or in their possession. While a person may make their own lifestyle choices, the City of Napoleon cannot accept the risk in the workplace which substance use or abuse may create. The possession, sale, or use of mood altering substances at the workplace or on City property, or coming to work under the influence of such substances, shall be a violation of safe work practices and may cause an employee to be subject to disciplinary action, including possible dismissal.

Furthermore, as a complying employer with the Drug Free Workplace Act of 1988, the City requires as a condition of employment that each employee notify the City of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after the conviction.

No employee will engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on City property or during business hours while in the employment of elected officers and City agencies, including, but not limited to City offices, departments, commissions, boards or institutions.

Program Awareness - The City of Napoleon will:

- Publish the policy and distribute to all full time, part time, temporary and seasonal employees. All new hires will be given a copy of this policy upon hire.
- Inform all employees of the dangers of drug abuse in the workplace by having the Chief of Police or his/her designee conduct mandatory meetings of City employees.

Employee Responsibility - The City of Napoleon requires as a condition of employment that each employee:

- Abide by the terms of this Policy.
- Notify their employer of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after conviction.

If an employee is employed by a City department, agency, commission, board, or institution that is a recipient of federal grants, the City will:

- Notify the Federal Agency (donor of Grant) within ten (10) days after receiving notice of employee criminal drug statute conviction for a violation in the workplace.
- Notify the Federal Agency (donor of Grant) within thirty (30) days that:
 - ✓ Appropriate personnel action has been taken against employee up to and including termination.

Drug Testing Policy

The City of Napoleon will conduct drug and/or alcohol testing under any of the following circumstances:

- **Random Testing:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by the City.
- **Reasonable Suspicion Testing:** The City of Napoleon may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:
evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **Post-Accident Testing:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

Refusal to Undergo Testing

Employees who refuse to submit to a test are subject to immediate discharge.

Positive Test

If an employee tests positive on an initial screening test, the employee will be temporarily suspended while the confirmation test is being conducted. On receipt of the confirmation test, the employee will be subject to disciplinary action, up to and including discharge.

Policy 5.6 Drug Free Work Environment Policy and Program

It is the intent and obligation of the City to provide a safe and drug-free work environment. Employees are required to report to work in appropriate mental and physical condition to perform their jobs. Use of alcohol or illegal drugs, including marijuana, whether on or off the job, can adversely affect your work performance, efficiency, and safety. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and citizens. The following policy is designed to meet the above objectives and comply with the provisions of the Federal Drug-Free Workplace Act of 1988.

We believe it is our duty to provide employees with as safe a workplace as we possibly can; therefore, we have a substance abuse policy, because employees have a right to depend on their coworkers.

Whenever use or abuse of any mood-altering substance (such as alcohol or other drugs) interferes with a safe workplace, appropriate action must be taken. The City of Napoleon has no desire to intrude into its employees' personal lives; however, both on the job and off the job involvement with any mood-altering substances can have an impact on our workplace and on the City's ability to achieve its objectives of safety and security.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications taken as prescribed and that does not compromise workplace safety. Employees must, however, consult with their doctors about the medication's effects on their fitness for duty and ability to work safely.

Employees who are using medical marijuana as authorized by Ohio law are not exempt from this policy in any way. The use of marijuana in any form for any purpose, authorized for medicinal purposes or unauthorized, will be treated the same as the use of all other Schedule 1 controlled substances, illegal drugs, or the abuse of legal drugs. Employees using Schedule 1 controlled substances or illegal drugs, including medical marijuana authorized by and in accordance with Ohio law, are still subject to all provisions of this policy and may be subject to discipline including termination for such use.

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- No employee shall consume or use (including testing positive for substances prohibited by this policy even if the use occurred outside of work) alcohol, marijuana, illegal drugs, or medication or controlled substances used in a manner other than prescribed or as directed.
- No employee shall possess alcohol, illegal drugs, or other un-prescribed controlled substances.
- No employee shall work or be at work under the influence of alcohol, illegal drugs, or medication or controlled substances used in a manner other than prescribed or as directed.
- No employee shall manufacture, sell, transfer, or traffic illegal or illicit drugs, controlled substances, prescribed medication, or drug paraphernalia.

~~Therefore, an employee is expected to report to the workplace with no mood altering substances in their body or in their possession. While a person may make their own lifestyle choices, the City of Napoleon cannot accept the risk in the workplace which substance use or abuse may create. The possession, sale, or use of mood altering substances at the workplace or on City property, or coming to work under the influence of such substances, shall be a violation of safe work practices and may cause an employee to be subject to disciplinary action, including possible dismissal.~~

~~Furthermore, as a complying employer with the Drug Free Workplace Act of 1988, T~~he City requires as a condition of employment that each employee notify the City of any criminal drug statute conviction for a violation that occurred while at work or on City business occurring in the workplace, no later than five (5) days after the conviction. Failure to notify the City will result in disciplinary action up to and including termination of employment. If the employee is employed by a City department, agency, commission, board, or institution that is a recipient of federal grants the City will: Notify the Federal Agency within ten (10) days after receiving notice from the employee; and notify the Federal Agency with thirty (30) days that appropriate personnel action has been taken against the employee up to and including termination.

~~No employee will engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on City property or during business hours while in the employment of elected officers and City agencies, including, but not limited to City offices, departments, commissions, boards or institutions.~~

~~Program Awareness—The City of Napoleon will:~~

- ~~Publish the policy and distribute to all full time, part time, temporary and seasonal employees. All new hires will be given a copy of this policy upon hire.~~

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- ~~Inform all employees of the dangers of drug abuse in the workplace by having the Chief of Police or his/her designee conduct mandatory meetings of City employees.~~

~~Employee Responsibility—The City of Napoleon requires as a condition of employment that each employee:~~

- ~~Abide by the terms of this Policy.~~
- ~~Notify their employer of any criminal drug statute conviction for a violation occurring in the workplace, no later than five (5) days after conviction.~~
~~If an employee is employed by a City department, agency, commission, board, or institution that is a recipient of federal grants, the City will:~~
 - ~~Notify the Federal Agency (donor of Grant) within ten (10) days after receiving notice of employee criminal drug statute conviction for a violation in the workplace.~~
 - ~~Notify the Federal Agency (donor of Grant) within thirty (30) days that:~~
 - ✓ ~~Appropriate personnel action has been taken against employee up to and including termination.~~

Drug Testing Policy

The City of Napoleon will conduct drug and/or alcohol testing under any of the following circumstances:

- ~~**Random Testing:** Employees may be selected at random for drug and/or alcohol testing at any interval determined by the City.~~
- **Random Testing:** Employees occupying a safety sensitive position may be subject to random testing.
- **Reasonable Suspicion Testing:** The City of Napoleon may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **Post-Accident Testing:** Any employee involved in an accident is subject to a drug and/or alcohol test in an accident involving: one or more deaths; an injury requiring professional medical treatment

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beyond first aid; substantial damage to property; and/or if other reasonable suspicion exists. All employees involved in the accident who may have engaged in any activity that caused or tended to cause the accident, or that may have contributed to the accident, to submit to drug and/or alcohol testing, as soon as practical. Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

- **Commercial Drivers' License (CDL) Holders:** Employees who are required to hold a CDL will be required to participate in the City's drug and alcohol testing program as required by federal law which includes pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, and return to work testing. Policies and procedures for these programs will be consistent with federal law.

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Discipline

The City may discipline an employee, up to and including termination, for any violation of this policy. The type and severity of discipline will depend on all the circumstances, including but not limited to, type and amount of drug or alcohol used, employee's explanation, employment record, and willingness to enter a rehabilitation program if treatment is appropriate.

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Refusal to Undergo Testing

Employees who refuse to submit to the required testing shall be subject to disciplinary action up to and including termination. A test are subject to immediate discharge. A refusal to test for purposes of this policy shall include: Failure to provide a sufficient sample provided there does not exist a valid medical explanation as to why the employee was unable to do so; any conduct that attempts to obstruct the testing process such as unavailability, leaving the scene of an accident without proper authorization, or a delay in providing a sample; and failure to execute or release forms required as part of the testing process.

Positive Test

If an employee tests positive on an initial screening test, the employee will be temporarily suspended while the confirmation test is being conducted. On receipt of the confirmation test, the employee will be subject to disciplinary action, up to and including ~~termination~~discharge.

The City realizes that employees may suffer from a disability related to drug or alcohol abuse and encourages those employees to participate in the City's

Employee Assistance Program (EAP) and to use whatever benefits are provided by health and disability insurance programs in which the employee is enrolled.

Program Awareness - The City of Napoleon will:

- Publish the policy and distribute to all full time, part time, temporary and seasonal employees. All new hires will be given a copy of this policy upon hire.

Policy 6 *Unlawful Discrimination and Harassment Policy*

Policy 6.1 Policy

The City of Napoleon is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of unlawful discrimination and harassment, including sexual harassment. Unlawful discrimination or harassment is behavior directed toward an employee because of his membership in a protected class such as: race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military service, sexual orientation, gender identity and other classifications protected by law.

Unlawful discrimination occurs when individuals are treated less favorable in their employment because of their membership in a protected classification. An employer may not discriminate against an individual with respect to the terms and conditions of employment, such as hiring, promotions, raises, discipline, benefits and other job opportunities, based upon that individual's membership in that protected class.

Harassment is a form of discrimination. Harassment may be generally defined as unwelcome conduct based upon a protected classification. Harassment becomes unlawful where: enduring the offensive conduct becomes a condition of continued employment and the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Conduct that may, under certain circumstances, constitute harassment can include: making derogatory comments, crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements or pictures.

Sexual harassment may include, but is not limited to sexual innuendo, comments and sexual remarks about clothing, body, or sexual activities; humor and jokes about sex that denigrate women or men in general; sexual propositions, invitations, or other pressure for sex; implies or overt threats of a sexual nature; making gestures of a sexual nature; unwelcome touching, patting, pinching, brushing against the body, attempted or actual kissing or fondling, and any other inappropriate and/or unwelcome touching or feeling; coerced sexual intercourse or other sexual acts or misconduct; and, sexual assault.

Employees who experience acts which can be construed as harassment may, but are not required to, let the offender know that such conduct is unwelcome and/or

offensive; and should immediately report the incident in accordance with this policy.

Sexual harassment may arise from the conduct and speech of elected and/or appointed officials, department heads, supervisors, fellow employees, or customers. Men as well as women can be victims of sexual harassment.

Policy 6.2 Reporting Procedure

Employees who feel they have been subject to unlawful discrimination or harassment by a fellow employee, supervisor, or other individual otherwise affiliated with the City or who have knowledge of unlawful discrimination or harassment in the workplace shall immediately report the conduct, in writing, to their supervisor, appointing authority or human resources director, each of whom shall have the authority and responsibility to investigate and take appropriate action concerning the complaint. Late reporting of complaints and verbal reporting of complaints will not preclude the City from taking action.

Although employees may confront the alleged harasser at their discretion, they are also required to submit a written report of any incidents as set forth above. When the City is notified of the alleged unlawful discrimination or harassment, it will timely investigate the complaint. The investigation may include private interviews of the employee allegedly harassed, the employee committing the alleged harassment and any and all witnesses. Information will be kept as confidential as practicable, although confidentiality is not guaranteed. All employees are required to cooperate in any investigation. Determinations of harassment shall be made on a case-by-case basis. If the investigation reveals the complaint is valid, prompt attention and disciplinary action designed to stop the harassment and prevent its recurrence will be taken.

Policy 6.3 Retaliation

Anti-discrimination laws prohibit retaliatory conduct against individuals who file a discrimination charge, testify, or participate in any way in an investigation, proceeding, or lawsuit under these laws, or who oppose employment practices that they reasonably believe discriminate against protected individuals, in violation of these laws. The law also prevents retaliatory conduct against individuals who are close personal friends or family members with an individual who engaged in protected conduct. The City and its supervisors and employees shall not in any way retaliate against an individual for filing a complaint, reporting harassment, participating in an investigation, or engaging in any other protected activity. Any employee who feels he has been subjected to retaliatory conduct as a result of actions taken under this policy, or as a result of his relationship with someone who took action under this policy, shall report the conduct to his immediate supervisor, appointing authority or human resources director.

Policy 6.4 False Complaints

False complaints: although legitimate complaints made in good faith are strongly encouraged, false complaints or complaints made in bad faith will not be

tolerated. The failure to prove sexual harassment will not constitute a false complaint without further evidence of bad faith. False complaints are considered a violation of this policy and an employee who makes a false complaint may be subject to discipline.

Policy 6.5 Corrective Action

If the City determines unlawful discrimination, harassment, or retaliation has taken place, appropriate corrective action will be taken, up to and including termination. If appropriate, law enforcement agencies or other licensing bodies will be notified. An employee who engages in unlawful discrimination, harassment, or retaliation, will be subject to discipline, as will any employee who has knowledge of but does not report unlawful discrimination, sexual harassment, or retaliation.

Policy 6.6 Coverage

This policy covers all employees, supervisors, department heads and elected officials. Additionally, this policy covers all suppliers, subcontractors, visitors, clients and any other individual who enters City property, conducts business on City property, or who is served by City personnel.

Policy 6 *Sexual Harassment Policy*

Policy 6.1 Policy Goals

With this policy, the City of Napoleon will try to ensure that it is:

- Sensitive to the issue and to its victims;
- Responsive to the complaints of the City's employees;
- Active in maintaining a fair and respectful environment;
- Serious about not permitting sexual harassment having zero tolerance for sexual harassing behavior (i.e. behavior that violates this Policy);
- Desiring to focus on a productive, inclusive work environment.

Policy 6.2 Policy

The City of Napoleon believes that each employee has the right to be free from harassment because of age, color, creed, national origin, or sex. Sexual harassment is defined as the following:

- Unwelcome physical contact;
- Sexually explicit language or gestures;
- Uninvited or unwanted sexual advances;
- An offensive overall environment, including the unreasonable use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories;
- Sexual favors for employment benefits at work, work related activities, even off job;
- Unwelcome verbal, visual, or physical conduct of sexual nature that creates intimidating, hostile, or offensive environment; or, interferes with an individual's work performance.

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment are:

- Threats or intimidation of sexual relations or sexual contact which is not mutually agreeable by both parties; or
- Continual or repeated verbal abuses of a sexual nature, including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may offend the person; sexually degrading words to describe the person; or propositions of a sexual nature; or
- Threats or insinuations that the person's employment, wages, promotional opportunities, job or shift assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances.

If the conduct is unwelcome to the recipient, sexual harassment can be:

- Giving money, raises, better benefits, better working conditions, more vacation time, better performance evaluation ratings, significantly better assignments, etc. usually some direct economic benefit in exchange for sex;
- Decreasing salary benefit, vacation, working conditions, performance ratings, reassignment to significantly different responsibilities, etc., because an employee, a manager's or supervisor's advances (someone in a position to affect those things for that employee) usually inflicts some direct economic harm;
- Touching, particularly of a "private body part". Examples, breasts, buttocks, genitals. (Remember, it doesn't have to be a "private" body part);
- Whistling, cat calling, leering, staring suggestively;
- Making fun of someone in a gender related way;
- Using sex related words or discussing sex or sexual activity even if it has nothing to do with the listener;
- Talking about body parts; referring to body parts, particularly "private" body parts or legs;
- Asking for dates or sex;
- Lewd or obscene gestures;
- Almost any sex related remarks, especially if they are degrading, belittling, gender differentiating, "politically" incorrect, etc.;
- Unwanted hugging, kissing, massages, patting, stroking, brushing/pushing up against a person; detaining a person where/when they don't want to be detained;
- Calling people by inappropriate endearments: "sweetie", honey, etc.;
- Questions about another person's sex life or private matters;
- Flirting;
- Sexual advances, even if not connected with a promise or threat;
- Putting things in writing that would be inappropriate if spoken;
- Posters or cartoons featuring either men or women (or both) in suggestive or provocative poses or states of undress.
- Written materials of a sexual nature (such as articles, books, written jokes, etc.); and,
- Sexual harassment can be almost any physical, verbal, or non-verbal conduct of a gender related nature.

Employees who experience acts which can be construed as sexual harassment may, but are not required to, let the offender know that such conduct is unwelcome and/or offensive; and should immediately report the incident in accordance with this policy.

The determination of the legality of a particular action will be made from the facts, on a case by case basis.

Sexual harassment may arise from the conduct and speech of elected and/or appointed officials, Department Heads, supervisors, fellow employees, or customers. Men as well as women can be victims of sexual harassment.

The City will not tolerate any form of sexual harassment.

Employees, who witness sexual harassment of another employee, are encouraged to report the incident as specified in this policy. Every supervisory employee of each department is responsible for handling harassment incidents, which includes dealing with complaints that employees bring to his or her attention, and identifying harassing situations on his or her own. If the allegation is sustained, the offending employee will be disciplined, which may include **suspension or dismissal**. Every supervisory employee is responsible for protecting employees from customers whose behaviors adversely affect employees. Offending customers who do not change their behavior after a polite request from a supervisor will be denied access to the areas in which the victim works.

In order to maintain a healthy work environment, this policy encourages prompt and confidential reporting and investigation of sexual harassment claims. Sexual harassment claims and charges can be of a ruinous nature to both the victim and the harasser. For this reason, all reports of such behavior and subsequent investigative results, as far as practicable and allowed by law, will be kept in the strictest confidence by the employees receiving and investigating such incidents. It is the goal of the City to ensure that an employee who reports such an incident will not be harassed or penalized in any way by any employee of the City or action of the City. Confidentiality will also protect anyone accused of sexual harassment as far as practical and as allowed by law. The City will immediately investigate such incidents. The City's goal is to reach a quick and sound resolution and ensure that such incidents do not reoccur. Every supervisory employee and other members of management have a duty to immediately report a sexual harassment action or face suspension and/or dismissal for failure to report. Any employee (excluding the victim) who hinders or obstructs an investigation concerning sexual harassment (as determined by the City) shall be subject to suspension and/or dismissal. Nothing contained herein is intended to diminish or interfere with any employee's due process rights or to obviate any employee's right against self-incrimination.

Any employee who experiences sexual harassment is entitled to exercise the rights and procedures applicable by Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Age Discrimination in Employment Act of 1967, the Rehabilitation Act of 1973 and any and all state tort claims.

Any questions or individual complaints involving sexual harassment should be referred to the immediate supervisory employee or the City Manager for attention to the matter.

Policy 6.3 Reporting Procedure

Sexual harassment is a very distressing and upsetting situation. Because of this stress, the City would like to ensure that the reporting procedure is comforting as well as productive; therefore, the City has designed several methods to report such incidents:

- The first and most recommended avenue to report such a claim is to have the victim report the incident directly to his/her supervisor.
- If the victim does not feel comfortable in reporting the incident to their supervisor, he/she may report it to the City Manager, Finance Director, Law Director, Clerk of courts, or other administrative personnel or assistants thereto of the same or different gender. Management will do all that is possible to make the alleged victim of sexual harassment feel comfortable in reporting.
- If any such supervisory or administrative person receives a sexual harassment report, that person shall assist the victim in reporting the harassment. For the purpose of this section, any such person receiving a report for sexual harassment has a duty to bring it to the attention of management.
- When the victim reports the harassment, he/she should prepare a written report. This report should include the identity of the harasser and victim, when and where the harassment occurred, a description of the incident, any witnesses, the remedy requested, and any other relevant information (see "Employee Incident Report Form"). All sexual harassment will, however, be investigated whether reported in writing or not, so long as the report is not anonymous.
- Employees may also report sexual harassment to the EEOC (Equal Employment Opportunity Commission).

If the complaint is against a supervisor, the complaint should be brought to the City Manager. Complaints against an Appointing Authority (for the purpose of this policy, Appointing Authority being: City Manager, Finance Director, Law Director or the Clerk of Courts), or an elected official, should be brought to the immediate supervisor or one of the other appointing authorities. If, at any point in the process, the employee is dissatisfied with the investigation being conducted, the employee should bring the matter to the attention of any other Appointing Authority for further attention. Any of the above appointing authorities have the power and duty to commence an investigation as it relates to sexual harassment. Any complaint made in regard to sexual harassment involving an Appointing Authority or appointed/elected official shall also be brought to the attention of City Council. Such case should be brought in executive session to comply with the confidentiality provision of this procedure.

The investigative procedure after the initial report will be prompt and thorough. This procedure shall include, but will not be restricted to the following:

- Interview with the alleged harasser;
- Interview all witnesses, those identified by the victim and alleged harasser;
- Gathering written statements from all witnesses;
- The investigating official shall write a report and take immediate action based upon the findings of the investigation;
- The report and finding by the investigating official will be shared with all affected parties, alleged harasser and victim, after the investigation;

- Any sexual harassment determined to be criminal in nature will be turned over to law enforcement for separate action.

All findings and documentation of such an investigation shall be kept on file for six (6) years.

Discretion will be used by all parties and shall be protected to the extent permitted by law.

False complaints: although legitimate complaints made in good faith are strongly encouraged, false complaints or complaints made in bad faith will not be tolerated. The failure to prove sexual harassment will not constitute a false complaint without further evidence of bad faith. False complaints are considered a violation of this policy and an employee who makes a false complaint may be subject to discipline.

Punishment of an employee found to have sexually harassed another shall range from a written reprimand to immediate suspension and/or dismissal as determined by the appropriate appointed authority or governmental body.

Policy 6.4 Training And Education

All supervisors and department officials are encouraged to take sensitivity and diversity training.

Supervisors are encouraged to see that their employees are trained as it relates to sexual harassment and that employees are sensitive and open to the rights and feelings of others in this area.

Supervisors shall educate their employees that there is a process by which sexual harassment complaints will be handled. Supervisors shall encourage employees to use this process if they feel that their rights have been violated by sexual harassment.

Policy 6.5 Other types of Harassment

The City of Napoleon is committed to ensuring a healthy and safe workplace free from any and all workplace harassment. Workplace harassment is unacceptable and will not be tolerated under any circumstances.

Everyone in the workplace must be dedicated to preventing workplace harassment. Council members, Department Heads, Supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer.

Workplace harassment means engaging in a course of unwelcome comments or conduct against a worker, in a workplace, that is. Harassment may also relate to a form of discrimination, but it does not have to.

Workers are encouraged to report any incidents of workplace harassment. Management will investigate and deal with all concerns, complaints, or incidents

of workplace harassment in a timely and fair manner while respecting workers' privacy, to the extent possible.

Policy 6 ~~*Sexual Harassment*~~ *Unlawful Discrimination and Harassment*
Policy

Policy 6.1 ~~**Policy Goals**~~

With this policy, the City of Napoleon will try to ensure that it is:

- ~~Sensitive to the issue and to its victims;~~
- ~~Responsive to the complaints of the City's employees;~~
- ~~Active in maintaining a fair and respectful environment;~~
- ~~Serious about not permitting sexual harassment having zero tolerance for sexual harassing behavior (i.e. behavior that violates this Policy);~~
- ~~Desiring to focus on a productive, inclusive work environment.~~

~~Policy 6.2~~ **Policy 6.1** **Policy**

The City of Napoleon ~~is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of unlawful discrimination and harassment, including sexual harassment, believes that each employee has the right to be free from harassment because of age, color, creed, national origin, or sex.~~ Unlawful discrimination or harassment is behavior directed toward an employee because of his membership in a protected class such as: race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military service, sexual orientation, gender identity and other classifications protected by law.

Unlawful discrimination occurs when individuals are treated less favorable in their employment because of their membership in a protected classification. An employer may not discriminate against an individual with respect to the terms and conditions of employment, such as hiring, promotions, raises, discipline, benefits and other job opportunities, based upon that individual's membership in that protected class.

Harassment is a form of discrimination. Harassment may be generally defined as unwelcome conduct based upon a protected classification. Harassment becomes unlawful where: enduring the offensive conduct becomes a condition of continued employment and the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Conduct that may, under certain circumstances, constitute harassment can include: making derogatory comments, crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters or material; making

inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements or pictures.

Sexual harassment may include, but is not limited to sexual innuendo, comments and sexual remarks about clothing, body, or sexual activities; humor and jokes about sex that denigrate women or men in general; sexual propositions, invitations, or other pressure for sex; implies or overt threats of a sexual nature; making gestures of a sexual nature; unwelcome touching, patting, pinching, brushing against the body, attempted or actual kissing or fondling, and any other inappropriate and/or unwelcome touching or feeling; coerced sexual intercourse or other sexual acts or misconduct; and, sexual assault.

Sexual harassment is defined as the following:

- Unwelcome physical contact;
- Sexually explicit language or gestures;
- Uninvited or unwanted sexual advances;
- An offensive overall environment, including the unreasonable use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of sexual stories;
- Sexual favors for employment benefits at work, work related activities, even off job;
- Unwelcome verbal, visual, or physical conduct of sexual nature that creates intimidating, hostile, or offensive environment; or, interferes with an individual's work performance.

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment are:

- Threats or intimidation of sexual relations or sexual contact which is not mutually agreeable by both parties; or
- Continual or repeated verbal abuses of a sexual nature, including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may offend the person; sexually degrading words to describe the person; or propositions of a sexual nature; or
- Threats or insinuations that the person's employment, wages, promotional opportunities, job or shift assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances.

If the conduct is unwelcome to the recipient, sexual harassment can be:

- Giving money, raises, better benefits, better working conditions, more vacation time, better performance evaluation ratings, significantly better assignments, etc. usually some direct economic benefit in exchange for sex;
- Decreasing salary benefit, vacation, working conditions, performance ratings, reassignment to significantly different responsibilities, etc., because an employee, a manager's or supervisor's advances (someone in a position to

affect those things for that employee) usually inflicts some direct economic harm;

- ~~Touching, particularly of a "private body part". Examples, breasts, buttocks, genitals. (Remember, it doesn't have to be a "private" body part);~~
- ~~Whistling, cat-calling, leering, staring suggestively;~~
- ~~Making fun of someone in a gender-related way;~~
- ~~Using sex-related words or discussing sex or sexual activity even if it has nothing to do with the listener;~~
- ~~Talking about body parts; referring to body parts, particularly "private" body parts or legs;~~
- ~~Asking for dates or sex;~~
- ~~Lewd or obscene gestures;~~
- ~~Almost any sex-related remarks, especially if they are degrading, belittling, gender-differentiating, "politically" incorrect, etc.;~~
- ~~Unwanted hugging, kissing, massages, patting, stroking, brushing/pushing up against a person; detaining a person where/when they don't want to be detained;~~
- ~~Calling people by inappropriate endearments: "sweetie", honey, etc.;~~
- ~~Questions about another person's sex life or private matters;~~
- ~~Flirting;~~
- ~~Sexual advances, even if not connected with a promise or threat;~~
- ~~Putting things in writing that would be inappropriate if spoken;~~
- ~~Posters or cartoons featuring either men or women (or both) in suggestive or provocative poses or states of undress.~~
- ~~Written materials of a sexual nature (such as articles, books, written jokes, etc.); and,~~
- ~~Sexual harassment can be almost any physical, verbal, or non-verbal conduct of a gender-related nature.~~

Employees who experience acts which can be construed as ~~sexual~~ harassment may, but are not required to, let the offender know that such conduct is unwelcome and/or offensive; and should immediately report the incident in accordance with this policy.

~~The determination of the legality of a particular action will be made from the facts, on a case-by-case basis.~~

Sexual harassment may arise from the conduct and speech of elected and/or appointed officials, ~~d~~Department ~~h~~Heads, supervisors, fellow employees, or customers. Men as well as women can be victims of sexual harassment.

~~The City will not tolerate any form of sexual harassment.~~

~~Employees, who witness sexual harassment of another employee, are encouraged to report the incident as specified in this policy. Every supervisory employee of~~

each department is responsible for handling harassment incidents, which includes dealing with complaints that employees bring to his or her attention, and identifying harassing situations on his or her own. If the allegation is sustained, the offending employee will be disciplined, which may include suspension or dismissal. Every supervisory employee is responsible for protecting employees from customers whose behaviors adversely affect employees. Offending customers who do not change their behavior after a polite request from a supervisor will be denied access to the areas in which the victim works.

In order to maintain a healthy work environment, this policy encourages prompt and confidential reporting and investigation of sexual harassment claims. Sexual harassment claims and charges can be of a ruinous nature to both the victim and the harasser. For this reason, all reports of such behavior and subsequent investigative results, as far as practicable and allowed by law, will be kept in the strictest confidence by the employees receiving and investigating such incidents. It is the goal of the City to ensure that an employee who reports such an incident will not be harassed or penalized in any way by any employee of the City or action of the City. Confidentiality will also protect anyone accused of sexual harassment as far as practical and as allowed by law. The City will immediately investigate such incidents. The City's goal is to reach a quick and sound resolution and ensure that such incidents do not reoccur. Every supervisory employee and other members of management have a duty to immediately report a sexual harassment action or face suspension and/or dismissal for failure to report. Any employee (excluding the victim) who hinders or obstructs an investigation concerning sexual harassment (as determined by the City) shall be subject to suspension and/or dismissal. Nothing contained herein is intended to diminish or interfere with any employee's due process rights or to obviate any employee's right against self incrimination.

Any employee who experiences sexual harassment is entitled to exercise the rights and procedures applicable by Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Age Discrimination in Employment Act of 1967, the Rehabilitation Act of 1973 and any and all state tort claims.

Any questions or individual complaints involving sexual harassment should be referred to the immediate supervisory employee or the City Manager for attention to the matter.

Policy 6.3Policy 6.2 **Reporting Procedure**

Sexual harassment is a very distressing and upsetting situation. Because of this stress, the City would like to ensure that the reporting procedure is comforting as well as productive; therefore, the City has designed several methods to report such incidents:

Employees who feel they have been subject to unlawful discrimination or harassment by a fellow employee, supervisor, or other individual otherwise affiliated with the City or who have knowledge of unlawful discrimination or harassment in the workplace shall immediately report the conduct, in writing, to their supervisor, appointing authority or human resources director, each of whom shall have the authority and responsibility to investigate and take appropriate

action concerning the complaint. Late reporting of complaints and verbal reporting of complaints will not preclude the City from taking action.

Although employees may confront the alleged harasser at their discretion, they are also required to submit a written report of any incidents as set forth above. When the City is notified of the alleged unlawful discrimination or harassment, it will timely investigate the complaint. The investigation may include private interviews of the employee allegedly harassed, the employee committing the alleged harassment and any and all witnesses. Information will be kept as confidential as practicable, although confidentiality is not guaranteed. All employees are required to cooperate in any investigation. Determinations of harassment shall be made on a case-by-case basis. If the investigation reveals the complaint is valid, prompt attention and disciplinary action designed to stop the harassment and prevent its recurrence will be taken.

- ~~The first and most recommended avenue to report such a claim is to have the victim report the incident directly to his/her supervisor.~~
- ~~If the victim does not feel comfortable in reporting the incident to their supervisor, he/she may report it to the City Manager, Finance Director, Law Director, Clerk of courts, or other administrative personnel or assistants thereto of the same or different gender. Management will do all that is possible to make the alleged victim of sexual harassment feel comfortable in reporting.~~
- ~~If any such supervisory or administrative person receives a sexual harassment report, that person shall assist the victim in reporting the harassment. For the purpose of this section, any such person receiving a report for sexual harassment has a duty to bring it to the attention of management.~~
- ~~When the victim reports the harassment, he/she should prepare a written report. This report should include the identity of the harasser and victim, when and where the harassment occurred, a description of the incident, any witnesses, the remedy requested, and any other relevant information (see "Employee Incident Report Form"). All sexual harassment will, however, be investigated whether reported in writing or not, so long as the report is not anonymous.~~
- ~~Employees may also report sexual harassment to the EEOC (Equal Employment Opportunity Commission).~~

~~If the complaint is against a supervisor, the complaint should be brought to the City Manager. Complaints against an Appointing Authority (for the purpose of this policy, Appointing Authority being: City Manager, Finance Director, Law Director or the Clerk of Courts), or an elected official, should be brought to the immediate supervisor or one of the other appointing authorities. If, at any point in the process, the employee is dissatisfied with the investigation being conducted, the employee should bring the matter to the attention of any other Appointing Authority for further attention. Any of the above appointing authorities have the power and duty to commence an investigation as it relates to sexual harassment.~~

~~Any complaint made in regard to sexual harassment involving an Appointing Authority or appointed/elected official shall also be brought to the attention of City Council. Such case should be brought in executive session to comply with the confidentiality provision of this procedure.~~

~~The investigative procedure after the initial report will be prompt and thorough. This procedure shall include, but will not be restricted to the following:~~

- ~~• Interview with the alleged harasser;~~
- ~~• Interview all witnesses, those identified by the victim and alleged harasser;~~
- ~~• Gathering written statements from all witnesses;~~
- ~~• The investigating official shall write a report and take immediate action based upon the findings of the investigation;~~
- ~~• The report and finding by the investigating official will be shared with all affected parties, alleged harasser and victim, after the investigation;~~
- ~~• Any sexual harassment determined to be criminal in nature will be turned over to law enforcement for separate action.~~

~~All findings and documentation of such an investigation shall be kept on file for six (6) years.~~

~~Discretion will be used by all parties and shall be protected to the extent permitted by law.~~

Policy 6.3 Retaliation

Anti-discrimination laws prohibit retaliatory conduct against individuals who file a discrimination charge, testify, or participate in any way in an investigation, proceeding, or lawsuit under these laws, or who oppose employment practices that they reasonable believe discriminate against protected individuals, in violation of these laws. The law also prevents retaliatory conduct against individuals who are close personal friends or family members with an individual who engaged in protected conduct. The City and its supervisors and employees shall not in any way retaliate against an individual for filing a complaint, reporting harassment, participating in an investigation, or engaging in any other protected activity. Any employee who feels he has been subjected to retaliatory conduct as a result of actions taken under this policy, or as a result of his relationship with someone who took action under this policy, shall report the conduct to his immediate supervisor, appointing authority or human resources director.

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Policy 6.4 False Complaints

False complaints: although legitimate complaints made in good faith are strongly encouraged, false complaints or complaints made in bad faith will not be tolerated. The failure to prove sexual harassment will not constitute a false complaint without further evidence of bad faith. False complaints are considered a violation of this policy and an employee who makes a false complaint may be subject to discipline.

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Policy 6.5 Corrective Action

If the City determines unlawful discrimination, harassment, or retaliation has taken place, appropriate corrective action will be taken, up to and including termination. If appropriate, law enforcement agencies or other licensing bodies will be notified. An employee who engages in unlawful discrimination, harassment, or retaliation, will be subject to discipline, as will any employee who has knowledge of but does not report unlawful discrimination, sexual harassment, or retaliation.

~~False complaints: although legitimate complaints made in good faith are strongly encouraged, false complaints or complaints made in bad faith will not be tolerated. The failure to prove sexual harassment will not constitute a false complaint without further evidence of bad faith. False complaints are considered a violation of this policy and an employee who makes a false complaint may be subject to discipline.~~

~~Punishment of an employee found to have sexually harassed another shall range from a written reprimand to immediate suspension and/or dismissal as determined by the appropriate appointed authority or governmental body.~~

Policy 6.4Policy 6.6 Training And EducationCoverage

This policy covers all employees, supervisors, department heads and elected officials. Additionally, this policy covers all suppliers, subcontractors, visitors, clients and any other individual who enters City property, conducts business on City property, or who is served by City personnel.

All supervisors and department officials are encouraged to take sensitivity and diversity training.

Supervisors are encouraged to see that their employees are trained as it relates to sexual harassment and that employees are sensitive and open to the rights and feelings of others in this area.

Supervisors shall educate their employees that there is a process by which sexual harassment complaints will be handled. Supervisors shall encourage employees to use this process if they feel that their rights have been violated by sexual harassment.

Policy 6.5 — Other types of Harassment—

The City of Napoleon is committed to ensuring a healthy and safe workplace free from any and all workplace harassment. Workplace harassment is unacceptable and will not be tolerated under any circumstances.

Everyone in the workplace must be dedicated to preventing workplace harassment. Council members, Department Heads, Supervisors, and workers are expected to uphold this policy, and will be held accountable by the employer.

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~~Workplace harassment means engaging in a course of unwelcome comments or conduct against a worker, in a workplace, that is. Harassment may also relate to a form of discrimination, but it does not have to.~~

~~Workers are encouraged to report any incidents of workplace harassment. Management will investigate and deal with all concerns, complaints, or incidents of workplace harassment in a timely and fair manner while respecting workers' privacy, to the extent possible.~~

City of Napoleon, Ohio

PARKS AND RECREATION BOARD

Meeting Agenda

Wednesday, September 30, 2020 at 6:30 pm

LOCATION: Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio
WebEx details will be posted on www.napoleonohio.com

1. Approval of Minutes: September 2, 2020. (in the absence of any objections or corrections, the Minutes shall stand approved)
2. Discussion and/or Action on Aquatic Center Rates and Fees
3. Update on Napoleon Aquatic Center Construction
4. Discussion on 2021 Capital Improvements
5. Discussion on Construction of Pickleball Courts (Tabled)
6. Miscellaneous.

Roxanne Dietrich

Roxanne Dietrich - Clerk of Council

City of Napoleon, Ohio


HEALTHCARE COST COMMITTEE

Meeting Agenda

Friday, October 2, 2020 at 8:00 am

LOCATION: Council Chambers, 255 W. Riverview Avenue, Napoleon, Ohio 43545
the WebEx link will be posted at www.napoleonohio.com

- 1) **Approval of Minutes: July 10, 2020.** *(In the absence of any objections or corrections, the Minutes shall stand approved.)*
- 2) **Review Healthcare Costs**
- 3) **Any other matters currently assigned to the Committee**
- 4) **Adjournment.**


Roxanne Dietrich
Clerk of Council



2020 AMP Annual Conference begins Tuesday

By Jodi Allalen - manager of member events and programs

Join us for the 2020 AMP Annual Conference - learn about industry trends, participate in discussions on current challenges and innovation in public power, hear from industry leaders and receive updates on AMP programs.



The 2020 AMP Annual Conference, held virtually, is set to begin next week, Sept. 22-23. Conference registration is online and free to members this year, so don't miss out on this premier educational opportunity.

New for this year, project participant meetings and the OMEA general membership meeting are being held separate from conference this year. See the daily schedule [here](#). For more information on those meetings, please contact Keila Marlowe at kmarlowe@amppartners.org.



AMP hosts safety training for Eastern Pennsylvania members

By Scott McKenzie - director of member training and safety

AMP hosted a series of safety training sessions focusing on pole top rescue and bucket rescue in Kutztown, Lansdale and Watsontown for some of the Eastern Pennsylvania member communities. Lineworkers from Catawissa, Ephrata, Kutztown, Lansdale, Perkasie, Quakertown, St. Clair and Watsontown were in attendance.

Lineworkers in attendance had the opportunity to take part in hands-on training from the bucket and on the pole, using a practice dummy to simulate disaster situations. The training was split over three days in order to lower attendance to each event, helping to maintain social distancing and avoid risks relating to COVID-19.

There are no more pole top rescue and bucket rescue training sessions scheduled for 2020. If you have any questions, please contact me at smckenzie@amppartners.org or 614.540.6386.

Spaces still available for Hotline Training course

By Jennifer Flockerzie - manager of technical services logistics

There is still space available for AMP's *Hotline Training* course, scheduled for Oct. 12-14. Members that are interested in this course are encouraged to sign up now while spaces remain available.

The Hotline Training course provides an in-depth understanding of proper work techniques for line construction from the bucket and focuses on the skills and knowledge required for bucket truck work. Similar to AMP's climbing class, the course is entirely hands-on, performed in the bucket and is geared toward operations staff.

Throughout the year, AMP offers high-quality training designed to improve employee performance and enhance safety. Members are encouraged to browse the updated [AMP Training Catalog](#) and sign up for any courses that might benefit their community. If you have questions about training, please contact me at jflockerzie@amppartners.org or 614.540.0853.

AMP holds virtual safety training course

By Kyle Weygandt - director of member safety

On Sept. 15, AMP held the virtual training course *Trench and Excavating Safety*. The session covered the importance of following standard safety protocols, ensuring proper and competent management of projects and following the 2-4-5 Rule.

If you were unable to attend, a video recording has been posted to the [Member Extranet](#) (login required) and the AMP YouTube channel (links available to members upon request). If you have any questions, need assistance accessing the Member Extranet or would like the YouTube link, please contact Jennifer Flockerzie at jflockerzie@amppartners.org or 614.540.0853. You can view upcoming training sessions for 2020 in the [AMP Training Catalog](#).

AMP TECHNICAL AND SAFETY TRAINING WEBINAR SCHEDULE

In an effort to continue providing members with high-quality training opportunities, AMP has temporarily transitioned trainings to a webinar format. Please see the below schedule — we will continue to update the schedule as needed. We are in this together.

Oct. 13, 9 a.m.
Backing & Spotting
Instructor: Jim Eberly

Nov. 5, 9 a.m.
Holiday Stress Management
Instructor: Kyle Weygandt



For more information on the AMP Training Program or to access the virtual training webinars, please contact Jennifer Flockerzie, AMP's manager of technical services logistics, at jflockerzie@amppartners.org.



Apply for DEED student funds this fall - deadline is Oct. 15

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

The fall cycle for DEED funding for students opened on Aug. 1 and the deadline to apply is Oct. 15. The program offers four different types of funding for students to pursue energy-related careers - lineworker and technical education scholarships, student internships, student research grants and technical design projects.



Applicants must be students attending or planning to attend a vocation institution, lineworker school or two- to four-year college/university within the U.S. and must not be graduating within 12 months of the application deadline. Official transcripts must be submitted along with other materials by the application deadline.

You can find more information on DEED's student funding opportunities [here](#). If you would like feedback on a possible request for internship funding, you can contact Mike Noreen at mnoreen@rfcity.org.

SAVE THE DATE!
AMP ANNUAL CONFERENCE

Sept. 22 - 23
VIRTUAL



REGISTER NOW
at www.amppartners.org

2020 AMP Conference to feature session FERC and RTO issues

By Zachary Hoffman

The 2020 AMP Annual Conference will host a panel session on Federal Energy Regulatory Commission (FERC) and Regional Transmission Organization (RTO) issues. The panel will feature FERC Commissioner Richard Glick, PJM Interconnection President and CEO Manu Asthana, and Midcontinent Independent System Operator CEO John Bear.

Led by moderators Patrick McCullar, DEMEC president/CEO and AMP Board of Trustees member, and Pamala Sullivan, AMP COO and AMP Transmission president, panel members will discuss some of the biggest FERC and RTO issues, taking questions from the audience throughout.

There are only a few days left to register for the virtual 2020 AMP Annual Conference [here](http://www.amppartners.org).

Energy market update

By Jerry Willman - assistant vice president of energy marketing

The October 2020 natural gas contract decreased \$0.225/MMBtu to close at \$2.042 yesterday. The EIA reported an injection of 89 Bcf for the week ending Sept. 11, which was above market expectations of 77 Bcf. The year-ago build was 82 Bcf and the five-year average was 77 Bcf. Storage is now 3,614 Bcf, 17.4

percent above a year ago and 13.2 percent above the five-year average. The natural gas seasonal injection running total is +1,628 Bcf versus the five-year average of +1,499 Bcf.

On-peak power prices for 2021 at AD Hub closed yesterday at \$33.24/MWh, which decreased \$0.62/MWh for the week.

On Peak (16 hour) prices into AEP/Dayton hub				
Week ending Sept. 18				
MON	TUE	WED	THU	FRI
\$24.17	\$22.28	\$24.20	\$19.31	\$17.23
Week ending Sept. 11				
MON	TUE	WED	THU	FRI
\$21.21	\$33.96	\$31.94	\$28.78	\$25.14
AEP/Dayton 2021 5x16 price as of Sept. 17 — \$33.24				
AEP/Dayton 2021 5x16 price as of Sept. 10 — \$33.86				

AFEC weekly update

By Jerry Willman

The AMP Fremont Energy Center (AFEC) plant operated in 2x1 configuration for the week. The plant shut down overnight Saturday through Thursday for the off-peak hours based on PJM economics. Duct firing operated for 50 hours this week. For the week, the plant generated at a 64 percent capacity factor (based on 675 MW rating).

Security tip - "Missed AMP training" phishing attack

By Jared Price - vice president of information technology and CTO



In early September, a phishing attack surfaced that imitates one of AMP's security awareness training email notifications. The phishing email comes from AMP's "evil twin" (the cybercriminals behind this attack) and claims that your training assignment will expire within 24 hours. You are directed to click a link to complete your training.

The link in the email shows the name of your training platform, but if you hover over this link with your mouse, you will see that the destination domain is actually "msk.turbolider.ru." Clicking on this disguised phishing link takes you to a phony Microsoft Outlook login page. If you enter information on this page, it will be sent directly to the bad guys.

How do you tell if an email came from AMP or the "evil twin?" Follow these tips:

- Remember that any site, brand or service can be spoofed. Always think before you click, especially if you were not expecting the email.
- Before you click, always hover over a link to preview the destination, even if you think the email is legitimate. Pay close attention to URL misspellings or unusual domain names.
- If you are suspicious of an email that claims to be a training notification, reach out to your manager or training coordinator for help. They can find out if the notification is legitimate.

Prairie State announces scholarship recipients

By Alyssa Harre - director of external affairs and organizational strategy, PSGC

The Prairie State Generating Company (PSGC) is pleased to announce it has selected its 2020 scholar class. PSGC awarded four \$1,000 scholarships this year; the recipients were Maddie Burgess, Dylan Hill, Isaac Smith and Danielle Wallace.

"There's no doubt the coronavirus pandemic has presented challenges and disappointments to students both from an academic perspective and social perspective. Despite the cancellation of the Employee Golf Outing and Scholarship Fundraiser, we felt passionately about ensuring the continuation of this successful program," said Don Gaston, President and CEO of PSGC.

The PSGC Scholarship Program has awarded \$35,000 in scholarships since its inception in 2015, with the goal of encouraging the children and grandchildren of its more than 600 employees to pursue their career goals through higher education. All applicants are evaluated by an anonymous panel of judges based on academic achievement, leadership skills, community service, work ethic and involvement in extracurricular activities.

As a company that is wholly owned by not-for-profit electric cooperatives and municipal electric utilities, Prairie State maintains the same principles set forth by its public power owners. By reinvesting in the future and educational goals of local youth, this scholarship program is just one way we are providing benefit back to the communities surrounding our campus.



Maddie Burgess began her senior year at Sesser-Valier High School this fall. In the future, she intends to major in journalism and broadcasting.



Dylan Hill is currently attending Fontbonne University with a major of sports medicine.



Isaac Smith has entered Illinois State University as a freshman majoring in conservation biology.



Danielle Wallace began her junior year at Southern Illinois University Carbondale this fall, continuing her paralegal studies.

THE ACADEMY
Webinars

AMERICAN PUBLIC
POWER ASSOCIATION

2020

**Register Now
for Webinars**

Register today at
www.PublicPower.org
under Education & Events.

Non-members can enter
coupon code **AMP** to
receive the member rate.



Classifieds

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

**City of Columbus - Division of Power to hold competitive examination
for power distribution system operator I position**

The City of Columbus Department of Public Utilities is seeking qualified candidates for the position of power distribution system operator I. To apply, you must first take the open competitive examination. Applications must be submitted to the Civil Service Commission by applying online at www.csc.columbus.gov by Sept. 30. Applicant tracking is now managed by NEOGOV. If you do not already have a profile in NEOGOV, you will have to set up a new one in NEOGOV before you can submit an application.

This position is responsible for monitoring detection systems, such as the outage management system, and documenting the day-to-day operations of the power distribution and transmission control system. To qualify you must have one year of experience in electrical power distribution work that may include substation maintenance, power line or cable worker duties. Substitutions may include: Significant college coursework - 12 semester or 15 quarter hours in power distribution, electrical systems, electrical engineering, or a closely related field may substitute for the experience. Proof of completion of the classroom curriculum for a vocational educational program in power distribution or electrical theory may substitute for the required experience. North American Electric Reliability Corporation System Operator Certification may substitute for the required experience. Possession of a valid driver's license is required. Salary: \$51,812.80-\$80,100.80

Contact the Civil Service Commission at 614.645.8300 with questions. City of Columbus is an Equal Opportunity Employer.

City of Hillsdale seeks applicants for finance director

The City of Hillsdale is seeking applicants for the position of finance director. Under the general direction of the city manager, this position plans, organizes, directs and evaluates the operations of the Finance Department. Responsible for the supervision and oversight of the city's financial, budgetary, accounting and BS&A computer information software. Serves as the chief financial officer of the city. Plans, organizes and directs the activities of the Finance Department in accordance with state law, accounting principles and local policies. Develops and implements departmental policies and procedures and provides guidance on accounting and reporting procedures and city fiscal policies. Assigns work, supervises personnel, evaluates performance and oversees professional development within the finance department. Takes disciplinary action according to established procedure. Plans, establishes and directs revisions of accounts and funds in accordance with governmental generally accepted accounting principles and State of Michigan law; monitors all funds and accounts to insure proper use. Reviews warrants, entries, financial statements and other financial supporting data and reports for propriety and accuracy. Presents reports in public forums for all funds as needed. Directs a system of internal accounting controls to verify appropriate accountability. Reviews purchase orders for budgetary support and council approvals prior to final approval of the city manager. Directs and completes the preparation of audit schedules for annual audit; coordinates audit with outside auditors; plans and directs Finance Department staff regarding audit responsibilities

A bachelor's degree in accounting, business or public administration, or a related field, and seven years of progressively responsible experience in professional accounting or finance, preferably fund accounting, with prior experience in supervising a finance department or operation, are required. Must have experience in governmental accounting or knowledge of generally accepted accounting principles and governmental accounting principles and practices and the ability to apply them accurately, and knowledge of governmental laws and regulations and the ability to interpret and apply laws to a variety of financial transactions. Successful candidate will be skilled in completing complex financial analysis, forecasts and models; in utilizing computer systems and related software packages and the ability to direct and maintain the support of accounting/finance computer systems; in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism; in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums; in building and maintaining effective working relationships with subordinates, peers, elected officials, the media, professional contacts, and the general public. Must have the ability to develop budget forecasts and prepare comprehensive and accurate reports, effectively supervise subordinate personnel, research, prepare, present and implement multifaceted programs, studies, and projects effectively.

Find a full job description and apply [here](#).

Bryan Municipal Utilities seeks applicants for engineering supervisor

Bryan Municipal Utilities (BMU) is accepting applications for an engineering supervisor. This position is responsible for planning and assisting BMU's construction and maintenance and capital improvement projects with departmental superintendents, including the preparation of bid books. This position also manages the Geographic Information's Systems (GIS), GPS and Ohio Utilities Protection Service (OUPS) work related to BMU infrastructure.

Candidates should understand engineering methods and practices used in the construction, operation and maintenance of a municipal electric distribution system, broadband communication system, water distribution and treatment system, and hydroelectric and turbine generation. AutoCAD and ESRI software experience is a plus. Must have a passion to learn and solve problems and willingness to dig deeper to find the root cause of problems.

Preferred candidate will bachelor's degree in engineering or business from an accredited college; seven to 10 years of experience in an engineering department with supervisory responsibilities; or an equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. A job description with complete qualifications may be downloaded [here](#).

Applications can be completed at Bryan Municipal Utilities, 841 E. Edgerton St., between 8 a.m. and 4 p.m., Monday to Friday. Resumes may be mailed to the above address or emailed to humanresources@cityofbryan.com. EOE

City of Clyde to hold civil service examination for open electric apprentice position

The City of Clyde has scheduled a civil service examination for an open electric apprentice position for Clyde Light and Power. The examination will be held on Sept. 24, 5 p.m. Applicants must have completed secondary education or general education degree. Must have experience in public contact work, some experience in general labor or installation and maintenance tasks related to electric line work; or equivalent combination of education, training and experience. Must possess or be able to obtain a valid Ohio Class A Commercial Driver's License; must possess or be able to obtain CPR and First Aid certifications; must be able to obtain city prescribed Journeyman Certification within required time frame; a four-year training program with AMP and the Northwest Lineman College. If applicable, Military Discharge Records (DD-214 Form) must also accompany the application.

Applications may be obtained on the [City of Clyde website](#) beginning Aug. 17, 8:00 a.m., and must be returned no later than Sept. 18, 4 p.m. Please call 419.547.6898 to set up a time to drop off your application. The City of Clyde is an equal opportunity employer.

Borough of Ephrata seeks applicants for two positions

Utilities manager

The Borough of Ephrata is seeking applicants for the position of utilities manager. This position plans, directs and manages operational activities and improvements for borough electric, water and wastewater divisions, and is responsible for identifying and meeting the current and future operational needs of the utility operations, setting and accomplishing goals and developing subordinate division superintendents and managers.

A bachelor's degree in civil, mechanical or electrical engineering or other related field is preferred or equivalent experience. Successful candidate must have a proven, successful record of accomplishment as a manager and five years progressive operations experience in a leadership capacity with well-developed management, public relations and customer service skills. Experience with services provided on a multi-municipal basis desired. Must be safety conscious and demonstrate excellent interpersonal skills through teamwork, initiative and good judgement. Must have a thorough knowledge of municipal utility operations. Experience in wastewater collection/treatment, water production/distribution activities and/or electric generation and distribution systems preferred.

Technical support manager

The Borough of Ephrata is seeking applicants for the position of technical support manager. This position provides technical supervision, planning, organizing and direction of functions in the operation and maintenance of the electrical distribution system of the borough. Essential duties and responsibilities include providing technical assistance in the design, engineering, sizing, selection and maintenance of electric distribution components. Provides guidance for the maintenance, operation and construction of the

electric distribution system and substations to ensure system reliability and the availability of energy supply to all customers. Recommends and implement improvement to operating distribution system and equipment to ensure system reliability is maintained and losses are minimized. Maintains an appropriate inventory of equipment and supplies to ensure that emergency service restorations occur in a minimum amount of time and that new services can be installed in a reasonable amount of time. Assists in the preparation and administration of division operating and capital budgets to meet Borough budget guidelines and minimize cost impact on customers. Develops and manages division work plan including assistance to other divisions as needed, and researches and initiates division purchases to facilitate accomplishment of division work plans. Establishes and monitors street lighting programs to ensure adequate lighting for safety and convenience of residents, as well as electric meter installation and testing programs to ensure the accurate measurement of customer demand and energy. Coordinates and trains employees in established system operating procedures for the safety of employees and for system reliability

Candidates must have a demonstrated ability to use Microsoft Outlook, Word and Excel proficiently. Prior responsibility for maintenance of process equipment and upgrading technology is highly desirable. Candidates must have the ability to communicate effectively, verbally and in writing with employees, customers, government

The Borough offers an attractive wage, comprehensive benefit package and a workplace with an emphasis on quality and teamwork. Qualified candidates should send your resume to: Human Resources Department, Borough of Ephrata, 124 South State St., Ephrata, PA 17522, or email to skramer@ephrataboro.org. Visit our website at www.ephrataboro.org. EOE M/F/D/V

Village of Grafton seeks applicants for assistant service superintendent

The Village of Grafton seeks a qualified assistant service superintendent with skilled trades and equipment operation experience. The ideal candidate will have extensive knowledge in municipal infrastructure maintenance and repair, hold a current Ohio Class 1 Water System/Distribution Operator license plus a certification in water system backflow management.

The assistant superintendent will be required to report to the village administrator and regularly communicate and coordinate municipal services with other utility departments when needed. Personnel management skills and the ability to work as a team is essential. Job duties range from but not limited to department vehicle and asset management, material inventory management, landscape maintenance, parks, street, sewer and water-main service and repair, plus all municipal seasonal roadway maintenance services. Some heavy lifting at times may be required.

This full-time position is offered at a competitive hourly rate based upon experience and includes an attractive benefit plan providing health care, vision and dental insurance. Paid holidays after 60-days. Paid vacation, personal days and sick days after one year, plus a public employee retirement plan through OPERS. Grafton offers a stable and upbeat, professional work environment, continuing education and work force training with opportunity for career advancement. The Village of Grafton is an EEO employer and Drug-Free Workplace.

A pre-employment background check and drug screen is required.

This position will remain open until filled. Interested candidates can submit resume to: Grafton Village Hall, 960 Main St. Grafton, OH 44044, or by email to the village administrator at jbprice@villageofgrafton.org.

Opportunities available at AMP

AMP is seeking applicants for the following positions:

System Analyst (SCADA & Plant Systems)

IT intern

Environmental intern (summer 2021)

Transmission intern (spring 2021)

Manager of reliability standards

For complete job descriptions, please visit the [AMP careers page](#).

American Municipal Power, Inc.

STAY CONNECTED



www.amppartners.org