

March 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 6:15 pm Technology Committee 7:00 pm City Council	6	7	8	9	10
11 Daylight Saving Begins	12 6:15 pm BOPA 7:00 pm Water & Sewer Committee 7:30 pm Municipal Properties/ED Committee	13 4:30 pm BZA	14 11:00 am Industrial Drive Bid Opening	15	16	17 Saint Patrick's Day 
18	19 6:00pm Tree Commission 7:00 pm City Council	20	21	22	23	24
25	26 6:30 pm Finance & Budget Committee	27 4:30 pm Civil Service Commission	28 6:30 pm Parks & Rec Board Mtg.	29	30 - City Offices Closed 	31

City of Napoleon, Ohio
FINANCE AND BUDGET COMMITTEE
Meeting Agenda
Monday, March 26, 2018 at 6:30 pm

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

- 1) Approval of Minutes: November 27, 2017 Meeting Minutes (*In the absence of any objections or corrections, the Minutes shall stand approved.*)
- 2) Presentation by AccuMed on EMS Billings and Write-Offs.
- 3) Discussion on Municipal Tax Code.
- 4) Review First Quarter Budget Adjustments.
- 5) Discussion on City Master Plan.
- 6) Any matters currently assigned to the Committee.
- 7) Adjournment.



Gregory J. Heath
Finance Director/Clerk of Council

7:13 Council Came Out of Executive Session

FINANCE/ADMINISTRATION

Motion to Approve Adding \$1.00 to Accounts Payable Clerk Top Pay Scale

Motion: Comadoll Second:
to approve:
\$2,460 – 100-1500-51100 adding \$1.00 to the Accounts Payable Clerk Top Scale, a 5.24% Increase.

**Passed
Yea-7
Nay-0**

Roll Call Vote on the above Motion:
Yea-Bialorucki, Sheaffer, Comadoll, Baer, Siclair, Mires, Small
Nay-

FINANCE/UTILITY BILLING
Motion to Approve Adding \$2.33 to Utility Billing Supervisor Top Pay Scale Over a Two-Year Period at a 50/50 Split

Motion: Comadoll Second: Bialorucki
to approve:
\$5,750 – 100-1520-51100 upgrading the Utility Billing Supervisor to salary scale \$2.33 over a two (2) year period at a 50/50 split, a 10.83% Increase.

**Passed
Yea-7
Nay-0**

Roll Call Vote on the above Motion:
Yea-Bialorucki, Sheaffer, Comadoll, Baer, Siclair, Mires, Small
Nay-

INFORMATION
TECHNOLOGY/ADMIN
Motion to Approve Making MIS Technician a Full Time IT Specialist

Motion: Comadoll Second: Baer
to approve:
\$36,870 – 100-1600-51100 making the part-time MIS technician a full-time IT Specialist.

**Passed
Yea-7
Nay-0**

Roll Call Vote on the above Motion:
Yea-Bialorucki, Sheaffer, Comadoll, Baer, Siclair, Mires, Small
Nay-

ENGINEERING/CITY ENG.
Motion to Add \$1.30 to Top Pay Scale of Licensed Staff Engineer

Motion: Small Second: Mires
to approve:
\$3,200 – 100-1700-51100 by Adding \$1.30 to the Top Scale of the Licensed Staff Engineer, a 4% Increase.

**Passed
Yea-7
Nay-0**

Roll Call Vote on the above Motion:
Yea-Bialorucki, Sheaffer, Comadoll, Baer, Siclair, Mires, Small
Nay-

WATER REVENUE FUND
Motion to Add \$1.48 to Chief WTP Operator Top Pay Scale

Motion: Comadoll Second: Small
\$3,640 – 510-6200-51100 to add \$1.48 to the Top Pay Scale of the Water Treatment Plant Chief Operator, a 5.39% Increase.



City of Napoleon, Ohio

FINANCE DEPARTMENT

255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545-0151
Telephone: (419) 599-1235 Fax: (419) 599-8393
www.napoleonohio.com

Memorandum

To: Members of Finance & Budget Committee
Members of City Council
Joel L. Mazur, City Manager
Billy D. Harmon, City Law Director

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

Date: March 23, 2018


Subject: **AccuMed EMS Billing and Write-offs**

I have requested representatives from The AccuMed Group, Riverview, Michigan, to attend Monday's meeting of the Finance and Budget Committee, Item # 2 on the agenda. The AccuMed Group has been providing primary EMS Billing for the City of Napoleon since November, 2016. Previously, the billing provider was McKesson out of the Cincinnati, Ohio, area.

The purpose of their visit is to explain the EMS Billing process they perform for the City, and to explain how write-offs work on EMS Billing. Based City Council reaction to write-offs last fall I thought it would be a good idea to bring Council in on the billing and write-off process early on in the year.

Reports and other materials will be provided.

Please let me know if you have any questions.
Thank you.


Gregory J. Heath,
Finance Director/Clerk of Council



P.O. Box 2122
 Riverview, MI 48193
 Phone: 800.926.6985

Napoleon Fire Department
2018 Account Review and Performance
March 23, 2018

The following analysis has been completed on your account. The intention of this analysis is to keep you informed of the various opportunities that may optimize the revenue for your agency or community in full compliance with all regulatory entities. This analysis is supplemental to the resources you currently receive through The AccuMed Group, such as: memos, fax alerts, our web site, compliance /educational seminars and unlimited access to AccuMed's administrative staff.

Account Review

Level of Service	Current Fees	Suggested Fees*
ALS Emergency	\$833.64	\$ 525.00 - \$ 625.00
ALS II Emergency	\$1,160.34	\$ 775.00 - \$ 925.00
ALS Non Emergency	\$833.64	\$ 375.00 - \$ 450.00
BLS Emergency	\$542.20	\$ 475.00 - \$ 525.00
BLS Non Emergency	\$542.20	\$ 325.00 - \$ 375.00
Coroner Transport	\$100.00	No Suggestions
Mileage	\$13.87	\$ 14.00 - \$ 16.50

*The suggested fees are ranges based on State, Federal and Local insurance carrier fee schedules.

Billing/Collection Policies	Suggestions
<ul style="list-style-type: none"> • All delinquent accounts are transferred to Weltman, Weingberg & Reis Co. L.P.A • Delinquent accounts are written off as W/O Client Forwards to Agency. To date the City has written off 114 accounts totaling \$75,320.13. • The City does accept credit cards as a form of payment for EMS services with Point and pay.net • The City does have an Incarcerated Patient policy in place. 	<p>✓ No Suggestions at this time</p>



Documentation Analysis	Suggestions
<p>Signatures</p> <p>Without additional information documented to support that the patient was physically and/or mentally incapable of signing, the reasons listed below alone are not enough to support necessity based on Medicare law.</p> <p>Examples: Too Weak, Patient being assessed by the Doctor, Patient is being treated, Weakness, abdominal pain, Patient unable to sign, on backboard, Blind, language barrier, Blood borne Pathogen.</p>	<p>✓ It is recommended to periodically remind staff that EMT's/Medics continue to obtain patient signatures at the scene. If the patient is unable to sign, an authorized representative may sign on the patient's behalf. Be sure to document the relationship of the authorized representative and the medical reason why the patient is unable to sign. As a last resort, the EMT can sign in the appropriate field on the signature form and obtain a hospital representative's signature and/or admittance sheet. Again, be sure to document the medical reason why the patient is unable to sign.</p>
<p>Narratives/Procedure Detail</p> <p>Examples of incidents are listed below; please review for additional training opportunities. Narratives and procedure details were rated Good.</p> <p>Good Narratives:</p> <ul style="list-style-type: none"> • Incident # 2018-11 crew provided information on patient who was being transported for Suicidal thoughts, run report provided a detailed patient history, as well as vitals. • Incident # 2018-4 Run report documentation provided information on the patient having nausea, vomiting, patient was unable to walk due to recent surgery which was also noted on the run report 	<p>✓ Ensure that the run report documentation contains a concise explanation of symptoms reported by the patient and/or other observers, details of the patient's physical assessments, patient's history, the patient's current physical and mental condition, detailed assessment of treatment and detailed documentation on procedures such as IV, oxygen, etc. and methods by which such treatments were provided to the patient.</p> <p>✓ Check to ensure the PCS is complete with all necessary data. Date of service, destination name, details on why the patient could not go by any other means, and why the patient needed to go to a different facility. Also, include what type of service(s) were needed</p>



P.O. Box 2122
 Riverview, MI 48193
 Phone: 800.926.6985

Documentation Analysis	Suggestions
<ul style="list-style-type: none"> Incident # 2017-1585 patient was experiencing numbness of the legs, weakness was also noted, no injury noted, no collar or no back boarded, suggest further description on mobility. 	<p>that were not available at the originated facility if the patient is being transferred to another facility. If this information is not included in the PCS, a request for additional information should be sent to the facility representative that completed the PCS form.</p> <ul style="list-style-type: none"> ✓ Dispatch priority assists in determining the level of service medically needed at the time of the run. This information is important in the processing of Medicare claims.
<p>Run Exception Detail:</p> <p>In October 2015 The AccuMed Group implemented a new run exception process allowing us to track statistics on exceptions.</p> <p>Here are the stats for your agency:</p> <ul style="list-style-type: none"> 2 Pending Client Response 104 Client Response Received 0 Aged Out (no client response) 106 Total Run Exceptions <p>Most common run exception reason is for Medical Necessity.</p>	<p>Run exceptions are accounts The AccuMed Group is unable to process due to missing information required according to insurance carrier regulations. These accounts cannot be processed (billed) until the information requested is provided. If no response is received these accounts may be written off. If you need additional assistance with this process, we are happy to assist you with this.</p>

Account Performance

	2016	2017	2018 Jan- Feb	To Date
Total Run Volume	83	1,263	212	1,687
ALS Run Volume	60	868	114	1,113
BLS Run Volume	23	395	97	574
Coroner Transport	0	0	0	0
Gross Charges	\$70,702.94	\$1,107,408.75	\$173,198.34	\$1,455,844.31
Contractuals	\$0.00	\$571,646.29	\$82,586.12	\$675,947.25
Payments	\$0.00	\$439,738.87	\$67,760.25	\$526,928.30
Average Recovery Per Run	\$0.00	\$348.17	\$319.62	\$312.35

*The above chart data is reflective of runs entered within the listed periods, not by trip date.



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Payor Mix

	2016	2017	2017 Jan- Feb
Medicare	73%	57%	50%
Medicaid	8%	20%	11%
Commercial	16%	16%	16%
Self Pay	3%	7%	23%

Variables that influence recovery rates

Runs

- Total Volume of Runs
- Type of Runs (ALS vs. BLS vs. Treat No Transports)
- Incident Report Development and Deliver Method (Manual vs. Electronic Data Capture)
- Consistency of report delivery
- Documentation Quality
 - Establishment of Medical Necessity (complete description of all procedures, medications, patient assessments, outcomes regarding what was “seen and done” during the entire incident)
 - Complete and accurate demographic and insurance information captured
 - Signatures
 - Legibility
 - Quality assurance procedures completed prior to delivery of the incident for billing (identification and completion of missing, inaccurate or incomplete incident report and supplemental forms data)

Collection Policies

- Overall charge strategy
- Resident vs. non- resident billing strategy
- Hardship criteria – third party debt collection utilization
- Acceptance of credit card payments
- Unique contractual agreements
- Payment obligations conveyed from EMS staff to patient (establishment of expectations / requirements)

Evolving Community Demographics and Payor Mix

Carrier Fee Schedule Changes



City of Napoleon, Ohio

FINANCE DEPARTMENT

255 West Riverview Avenue, P.O. Box 151
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Memorandum

To: Members of Finance & Budget Committee
Members of City Council
Joel L. Mazur, City Manager
Billy D. Harmon, City Law Director

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

Date: March 23, 2018

Subject: **Municipal Tax Code – Landlord Submissions**

Ordinance No. 006-18 originally presented to City Council on March 5, 2018, was to correct a scrivener’s error in the Municipal Income Code section 194.134 Authority of Tax Administrator; Requiring Identifying Information. During discussion on this Ordinance the matter of requiring the Landlords to provide tenant information to the City was brought up. This item was then referred to the Finance and Budget Committee of City Council.

The whole Municipal Income Tax Code 194 was revised in 2015 with an effective date of 01/01/2016. Ordinance No. 053-15, passed 11/16/2015, and included section 194.134 Authority of Tax Administrator; Requiring Identifying Information. (See Copy “A” Attached – Code 194.134) At that time, City Council voted on all Three (3) Reads with unanimous “yes” votes.

The purpose of originally including this section in the tax code was for collection enforcement. It is estimated the City has over one-third (1/3) (probably higher 40 to 50 percent) of its residential units are Rented and not owned. The highest turn-over rate in residential properties occurs in the Rentals. Persons renting are more likely to skip out and not pay Income Tax they may owe, and many times do not pay Utility Bills. Tracking of these individuals is difficult and the purpose of Code Section 194.134 is a tool in tracking and collecting of Income Taxes due the City. This information is also used in Court.

The following information is on City Landlords and Tenants for filing year 2016. It is noted, the 2017 filing year information is not due until May 1, 2018.

2016 Landlord and Tenants Information as of 12/31/2016:

- > Number of Landlords 277
- > Number of Complying Landlords to 194.134 275
- > Number of Non-complying Landlords to 194.134 2
- > Number of Tenants Listed on Landlord Reports 2,410
- > Number of Tenants Discovered NOT in IT System 123

(Code Section 194.134 – Continued Next Page)

(Code Section 194.134 – Continued)

As you can see there were 123 Tenants that the City had no record of in the Income Tax system until we received these Landlord reports. Of this number, it is estimated the City identified approximately an averaged \$375 in uncollected taxes per taxpayer, for an estimated total amount of \$20,000 plus. (See Copy "B" Attached – Sample of Actual Taxpayers from the 123 group)

An "example" of where this information is used:

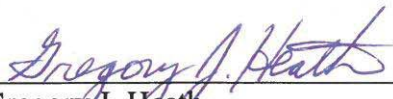
- Tenant moves into City and Landlord has utilities in their name. (City has no record of tenant.)
- Tenant works full time at an employer located outside City Limits whom doesn't voluntarily withhold Income Taxes for the City. Annual wages \$20,000.
- Tenant moves out leaving forwarding address with Landlord.
- City receives Landlord list pursuant to Code Section 194.134.
- City contacts Tenant for Filing and Municipal Income Tax owed (\$20,000 X 1.5% Rate = \$300).
- Without the listing, the City would not have been aware of the tenant, or be able recover the \$300.

It is noted, for tenants whom move out without leaving a forwarding address, all the Landlord need to do is denote that on the list they give to the City.

I have also attached a summary of a verbal survey we did with surrounding communities and how they handle Landlord/Tenant registration issues. (See Copy "C" Attached - Survey)

The recommendation from the Finance Department is to Keep Section 194.134 intact as corrected for the scrivener's error.

Please let me know if you have any questions.
Thank you.



Gregory J. Heath,
Finance Director/Clerk of Council

Attachments

Cc: Shannon Fielder, Income Tax Administrator
Christine Peddicord, Assistant Finance Director

194.134 AUTHORITY OF TAX ADMINISTRATOR; REQUIRING IDENTIFYING INFORMATION

(A) The Tax Administrator may require any person filing a tax document with the Tax Administrator to provide identifying information, which may include the person's social security number, federal employer identification number, or other identification number requested by the Tax Administrator. A person required by the Tax Administrator to provide identifying information that has experienced any change with respect to that information shall notify the Tax Administrator of the change before, or upon, filing the next tax document requiring the identifying information.

(B) (1) If the Tax Administrator makes a request for identifying information and the Tax Administrator does not receive valid identifying information within thirty days of making the request, nothing in this chapter prohibits the Tax Administrator from imposing a penalty upon the person to whom the request was directed pursuant to section 194.10 of this Chapter, in addition to any applicable penalty described in section 194.99 of this Chapter.

(2) If a person required by the Tax Administrator to provide identifying information does not notify the Tax Administrator of a change with respect to that information as required under division (A) of this section within thirty days after filing the next tax document requiring such identifying information, nothing in this chapter prohibits the Tax Administrator from imposing a penalty pursuant to section 194.10 of this Chapter.

(3) The penalties provided for under divisions (B)(1) and (2) of this section may be billed and imposed in the same manner as the tax or fee with respect to which the identifying information is sought and are in addition to any applicable criminal penalties described in section 194.99 of this Chapter for a violation of 194.15 of this Chapter, and any other penalties that may be imposed by the Tax Administrator by law. (Source: ORC 718.26)

(C) Information Submission by Landlords. On or before May 1 of each year, all property owners who rent to tenants of residential, commercial, or industrial premises, shall file with the Tax Administrator, a report showing the name, address, and phone number, of each tenant who occupies residential, commercial, or industrial premises within the City of Napoleon. The list shall also include all name(s), address(es), and phone number(s), of any tenant who has vacated the property in the preceding twelve (12) month period. The list should also include, when the information is available to the landlord, the date in which the tenant vacated the property, along with the tenant's forwarding address. If a landlord is not in possession of a former tenant's forwarding address or other current contact information, the landlord will not be penalized pursuant to any provision in this Section 194.20. Any information referred to in this Section may be requested at any time under audit by the Tax Administrator. Such report shall be in writing, and shall be delivered to the Tax Administrator by one of the following methods:

- (1) Regular U.S. mail delivery to the City Income Tax Department
(2) Delivered by electronic mail (E-mail) directly to the City Income Tax Department
(3) Facsimile transmission directly to the City Income Tax Department
(4) Hand delivery to the City Income Tax Department.

Forms and instruction for reporting shall be made available on the City's website. For purposes of this Section (B), "tenant" means:

- (1) If there is a written lease or rental agreement, the person(s) who signed the written lease or rental agreement with the owner or their agent.
(2) If there is an oral lease or rental agreement, the person(s) who entered into the oral lease or rental agreement with the owner or their agent.

Failure to comply with this section (B) will result in:

- (1) Notification (sent by regular U.S. mail delivery) to landlord and requiring compliance within 30 days.
(2) Subpoena (sent by certified mail) for the property owner or agent to appear before the Tax Administrator with required documentation (with hearing

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scheduled within 14 days of date mailed).

- (3) Prohibition. No person shall knowingly fail, refuse, or neglect to file any return or report required under this Chapter or under rules and regulations made under authority thereof; or file or knowingly cause to be filed any incomplete, false or fraudulent return, report or statement; or knowingly fail, refuse, or neglect to withhold or remit any City tax; or knowingly fail, refuse, or neglect to pay any City tax, penalty or interest; or aid or abet another in the filing of any incomplete, false or fraudulent return, report or statement.
- (4) Penalty. Any person who violates this Section (B) is guilty of a misdemeanor of the 1st degree, and in addition to other penalties provided by law, shall be fined not more than \$1,000.00 or imprisoned not more than six (6) months, or both.

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SAMPLE OF NEW TAXPAYERS LIABILITY LOCATED FROM LANDLORD REPORT

	<u>CITY INCOME</u>	<u>TAX LIABILITY</u>	<u>AVERAGE</u>
Taxpayer #1	\$ 75,005.75	\$ 1,125.09	
Taxpayer #2	\$ 44,239.97	\$ 663.60	
Taxpayer #3	\$ 4,700.00	\$ 70.50	
Taxpayer #4	\$ 31,066.51	\$ 466.00	
Taxpayer #5	\$ 12,901.00	\$ 193.52	
Taxpayer #6	\$ 28,543.03	\$ 428.15	
Taxpayer #7	\$ 10,501.80	\$ 157.53	
Taxpayer #8	\$ 42,764.00	\$ 641.46	
Taxpayer #9	\$ 4,421.20	\$ 66.32	
Taxpayer #10	\$ 9,804.13	\$ 147.06	
Taxpayer #11	\$ 25,797.25	\$ 386.96	
Taxpayer #12	\$ 3,660.00	\$ 54.90	
Taxpayer #13	\$ 14,790.53	\$ 221.86	
Taxpayer #14	\$ 14,157.21	\$ 212.36	
Taxpayer #15	\$ <u>50,197.79</u>	\$ <u>752.97</u>	
	\$ 372,550.17	\$ 5,588.25	<u>\$ 372.55</u>

3/7/2018

LANDLORD OCCUPANCY REPORTS QUESTIONAIRE RESPONSE:

- 1) Do you require landlords to submit Occupancy Reports yearly?
- 2) If so, has it been successful?
- 3) Are landlords ever non-compliant?
- 4) Consequences if they don't comply?

WAUSEON: 419-335-1171 MARK

- 1) NO, THEY DO SEND LETTERS TO LANDLORDS BUT MOST DON'T COMPLY.

BRYAN: 419-633-6027 LAURA

- 1) YES, WHEN LANDLORDS SIGN UP FOR UTILITIES, THEY REQUIRE FORMS TO BE COMPLETED. THEY TRY TO KEEP UTILITIES IN LANDLORD NAME. RESIDENTS MOVE IN AND OUT SO QUICKLY, IT'S TOUGH TO CATCH AND COLLECT.
- 2) THEY DO FEEL PROGRAM IS FAIRLY SUCCESSFUL
- 3) YES
- 4) NONE

ARCHBOLD: 419-445-9501 MARSHA

- 1) NO

DEFIANCE: 419-784-2117 LORI

- 1) NO, THEY ATTEMPT TO COLLECT THROUGH UTILITIES. THEY ARE WATCHING SHANNON'S EMAIL & COULD ASK THEIR COUNCIL TO IMPLIMENT PROGRAM.

BOWLING GREEN: 419-354-6288 ROBERT

- 1) YES. THEY IMPLEMENTED THE PROGRAM IN 2016, HOWEVER HAVE NOT FOLLOWED THROUGH & DON'T ENFORCE. SEVERAL LANDLORDS HAVE CALLED TAX OFFICE TO EXPRESS THEIR DISPLEASURE OVER THE PROGRAM.

FINDLAY: 419-424-7133 ANDREW

- 1) NO.....THEY HAVE TALKED ABOUT THIS PROGRAM, NOT IMPLEMENTED.
- LANDLORD INFORMATION SURVEY

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*****EMAIL RESPONSES:**

FOSTORIA: "I saw your questions via email to the group. I was wondering if you could send me a copy of your ordinance? We may move forward and do something like this". -*Holly Cassidy*

DELTA: We have always required the tenant roster. I have a select few that do not comply. There is a criminal charge for failure to respond with a fine. We have never filed any criminal actions though". -*Marlena Allwood*

ROSSFORD: The City of Rossford requires landlords to register properties (fee), and annually conduct annual inspections (fee) and report occupants names and their place of work". "We have penalized landlords for rental registration delinquencies, generally the fact that landlords have to be in contact with us regarding the annual inspections they provide the information on tenants – the two work well together". -*Karen Freeman*

MAUMEE: "We have never taken anyone to court for this but that is due to the fact that our law department doesn't have time for our "issues". We do tell them in the subpoena that we will take them to court if they don't comply and for the most part, that's enough". -*Donna Helle*

PERRYSBERG: Perrysberg is the city we (Napoleon) copied all our information from.

***OTHER INFORMATION:**

CURRENT NUMBER OF LANDLORDS: 277

NUMBER OF NON-COMPLYING LANDLORDS: 2

NUMBER OF RENTERS LISTED **NOT** IN OUR SYSTEM: 123

TOTAL NUMBER OF RENTERS LISTED ON LANDLORD REPORTS: 2,410

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Page 3 (CONTINUED: LANDLORD OCCUPANCY REPORTS)

THE INFORMATION OBTAINED FROM LANDLORD REPORT IS USED FOR:

- 1) LOCATE RESIDENTS NOT IN OUR SYSTEM
- 2) USED IN COURT TO PROVE RESIDENCY

2018 APPROPRIATION BUDGET - SUPPLEMENTAL BUDGET ADJUSTMENT				
BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY				
ORDINANCE No. ___-18, Passed ___/___/2018 FUND/DEPARTMENT-1ST QUARTER ADJUSTMENT	2018 SUPPLEMENTAL BUDGET ADJUSTMENT			2018 FUND TOTAL
	PERSONAL SERVICES	OTHER	TOTAL	
100 GENERAL FUND				
1300 City Manager/Administrative	\$0	\$35,000	\$35,000	
- 1300 City Man./Admin. - City's Comprehensive (Master) Plan, not in Original 2018 Budget - \$35,000:				
Accounts - 100.1300.53350 Service Fees-Consulta		\$35,000		
1800 Municipal Court/Judicial	\$0	\$2,900	\$2,900	
- 1800 Mun.Court/Judicial - Additional for Professional Services and Computer Equipment - \$2,900:				
Accounts - 100.1800.53300 Service Fees-Professi		\$2,500		
Accounts - 100.1800.57000 Machinery and Equipm		\$400		
5130 Service/Buildings, Properties, Equipment	\$12,700	\$0	\$12,700	
- 5130 Service/Bldg.&Prop. - Additional Hospitalization for Coverage Change after budget reviews - \$12,700:				
Accounts - 100.5130.51710 Hospitilization Insurarr	\$12,700			
Total - 100 General Fund	\$12,700	\$37,900	\$50,600	\$50,600
243 REFUND-FIRE LOSS FUND				
1900 General Government/Miscellaneous	\$0	\$26,666.50	\$26,666.50	\$26,666.50
- 1900 Gen.Gov./Misc. - Additional for Fire Loss Claim recieved in 2018, not in Original 2018 Budget - \$26,666.50:				
Accounts - 243.1900.59030 Refunds-Fire Loss Cla		\$26,666.50		
287 PRBTN.IMP.&INCENTIVE GRANT FUND				
1810 Municipal Court/Probation Department	\$0	\$2	\$2	\$2
- 1810 Mun.Court/Prob.Dept. - Additional for Service Fees-Professional, Grant to be Closed - \$2:				
Accounts - 287.1810.53300 Service Fees-Professi		\$2		
288 JUSTICE REINVESTMENT INCENTIVE GRANT				
1810 Municipal Court/Probation Department	\$0	\$370	\$370	\$370
- 1810 Mun.Court/Prob.Dept. - Additional for Supplies-Operating Materials - \$370:				
Accounts - 288.1810.54200 Supplies-Operating Ma		\$370		
* GRAND TOTAL - ALL FUNDS	\$12,700.00	\$64,938.50	\$77,638.50	\$77,638.50

FB 445



City of Napoleon, Ohio

Engineering Department

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

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

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

www.napoleonohio.com

Memorandum

To: Joel L. Mazur, City Manager
From: Chad E. Lulfs, P.E., P.S., Director of Public Works
cc: Mayor & City Council
 Gregory J. Heath, City Finance Director
Date: March 19, 2018
Subject: 2018 City Comprehensive Plan Update – Sole Source Request

Included in the 2018 Budget is the update of the City's Comprehensive Plan. I request that this project be sole sourced to Reveille, LTD. The staff of Reveille prepared the previous Comprehensive Plan for the City of Napoleon, as well as the most recent Comprehensive Plan for Henry County. Staff from Reveille also assisted with the most recent Zoning Code updates for the City of Napoleon.

Because of Reveille's knowledge of the City, Henry County, and our experience working with them, I am requesting that the 2018 City Comprehensive Plan Update be sole sourced to Reveille, LTD.

CEL

Estimated cost \$35,000⁰⁰ - Supplement
 100-1300-53350 Service Fees-Consultation Fees

AMY C. ROSEBROOK, Honorable Judge
MELISSA COTTER, Clerk of Courts



1st Qt. Budget Adj.
Phone: 419-592-2851
Fax: 419-592-1805

FB-4

NAPOLEON MUNICIPAL COURT

1819 OAKWOOD AVENUE, P.O. BOX 502
NAPOLEON, OHIO 43545

March 6, 2018

To: Greg Heath
From: Melissa Cotter

The Municipal Court is requesting that our account 100-1800-53300 (Service Fees - Professional) be supplemented \$2500.00. We had two bills for services that were unable to be paid through the PIIG Grant because the money was depleted. One bill to CCNO for \$2106 and one bill to Four County Family Center for \$427.33.

Please call me if you have any questions or concerns.

Thanks,

Melissa Cotter, Clerk *mc*

FB-4



City of Napoleon, Ohio

Engineering Department

255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545

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

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

www.napoleonohio.com

Memorandum

To: Gregory J. Heath, Finance Director
From: Chad E. Luffs, Director Of Public Works
cc: Joel L. Mazur, City Manager
 Mark B. Spiess, Sr. Eng. Tech / Zoning Admin.
Date: March 14, 2018
Subject: 1010 S. Perry St. - Fire Escrow Money

The City of Napoleon is currently holding \$26,666.50 in escrow from Erie Insurance for damages resulting from a fire at 1010 S. Perry Street. The owner, Melissa K. Vargo, decided to demolish the house and restore it to an empty buildable lot. This does not require any inspection from Wood County, but does require inspection from City of Napoleon, Engineering Department. This memo is to inform you it has been inspected and meets all applicable rules and policies. Therefore, it is my recommendation the money be released to Ms. Vargo.



243-1900-59030 Refunds -
 Supplement \$26,666.50 Fire Loss Claims

FB-4



CITY OF NAPOLEON, OHIO

255 West Riverview Avenue • PO 151 • Napoleon, Ohio 43545-0151
Gregory J. Heath, Director of Finance/Clerk of Council
phone (419) 599-1235 fax (419)-599-8393
Web Page: www.napoleonohio.com
E-mail: gheath@napoleonohio.com

February 27, 2018

Melissa "Vargo" and Jimmy Thacker
1010 South Perry Street
Napoleon, Ohio 43545

RE: Fire Loss at 1010 South Perry Street – Escrow to City per ORC Sec. 3929.86 (C)

Dear Melissa "Vargo" and Jimmy Thacker,

The City of Napoleon, Ohio (City), received a check on Monday, February 26, 2018 from, Erie Insurance in the amount of \$26,666.50, due to the Fire Loss at your property 1010 South Perry Street, Napoleon, Ohio. (See Attached Copy of Payment from Erie Insurance)

This was paid to the City to be held in escrow pursuant to the Ohio Revised Code (ORC) Section 3929.86 (C). ORC Section 3929.86 (C) is designed to protect the City, and its Citizens, from costs incurred on potential expenses incurred to remediate a fire stricken property.

These funds have been deposited into the City's 243 Fire Loss Claim Fund and will be returned to you upon proper remediation of the property. Remediation would consist of repairs, or demolition, of the property to City Code or State Standards. The monies received, \$26,666.50, are held in escrow until the remediation is completed. If the property owner does not perform the remediation in a reasonable time frame, then the held escrow funds are used to make the remediation.

Once you properly document your completed remediation to the City through the City Office of the Zoning Administrator (Mr. Mark B. Spiess, Senior Engineering Technician/Zoning Administrator), then Mr. Spiess will issue a request to release of funds held in escrow to the Finance Department for payment to you. Questions regarding what constitutes a proper remediation of the property should be directed to Mr. Spiess, and questions regarding the funds held in escrow can be directed to my office. Mr. Spiess can be contacted at phone no. 419-592-4010, Ext. 2807, or email – mspiess@napoleonohio.com.

I can be reached at phone no. 419-599-1235, Ext. 2809, if you have any questions on the escrowed funds. Thank you.

Sincerely,

Gregory J. Heath
Finance Director/Clerk of Council

Attachments

- Cc: Mark B. Spiess, Senior Engineering Technician/Zoning Administrator
- Chad Lulfs, Public Works Director
- Joel Mazur, City Manager
- Billy Harmon, Law Director

FB-4

CITY OF NAPOLEON UTILITY DEPARTMENT

Batch 38487
Sequence 25

Date 26 FEB 2018 Time 11:05AM

Account HGMIS
Name ERIE INSURANCE
Document FIRE HOLDBACK H VARGO JTH

Pay Type CK
Refer 0001658441

Amt Paid 26,666.50
Amt Teno 26,666.50
Change 6.00
243.0000.47000 26666.50

City of Napoleon, Ohio
PO BOX 1
NAPOLEON, OH 43545-0001



183628844

Enclosures: No

Rev. Acct.# 243,0000,47000
Misc-Rev.

Insurer: Erie Insurance Exchange
Policy Number: Q583016044
Claim Number: A00000724089
Date of Loss: 01-14-2018
Check Number: 0001058441
Transaction Number: 0001058441
Check Amount: \$26,666.50

For: Dwelling, ORD: FIRE STATUTE HOLDBACK. FIRE LOC: 1010 S. PERRY ST.
NAPOLEON,OH.OWNERS: MELISSA VARGO & JIMMY THACKER

Erie Insurance offers home, auto, business and life insurance.
Call your local ERIE Agent to learn what is available in your area.

C-486 09/15



CLAIM NO.: A00000724089
DATE OF LOSS: 01-14-2018
TRANSACTION NO.: 0001058441

PNC Bank, N.A. 001 60 - 162 / 433

CHECK NO.: 0001058441
DATE ISSUED: 02-21-2018

PAY **TWENTY SIX THOUSAND SIX HUNDRED SIXTY-SIX AND 50/100**
PAY TO City of Napoleon, Ohio

\$\$\$\$\$\$26,666.50

FOR Dwelling, ORD: FIRE STATUTE HOLDBACK. FIRE LOC: 1010 S. PERRY ST.
NAPOLEON,OH.OWNERS: MELISSA VARGO & JIMMY THACKER

Erie Insurance Exchange

AUTHORIZED SIGNATURE



000010584410043306627002900976700



City of Napoleon, Ohio

255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545
Telephone: (419) 599-1235 Fax: (419) 599-8393
www.napoleonohio.com

Memorandum

To: City Council, Mayor, City Law Director, City
Manager, Department Supervisors, Newsmedia
From: Gregory J. Heath, Finance Director/Clerk of Council *GH*
Date: March 22, 2018
Subject: Safety and Human Resources Committee –
Cancellation

The regularly scheduled meeting of the SAFETY AND HUMAN RESOURCES COMMITTEE for Monday, March 26, 2018 at 7:30 pm has been *canceled* due to lack of agenda items.

City of Napoleon, Ohio

CIVIL SERVICE COMMISSION

Meeting Agenda

Tuesday, March 27, 2018 at 4:30 pm

Location: Council Chambers, 255 West Riverview Avenue, Napoleon, OH

1. Call to Order.
2. Approval of Minutes: February 27, 2018 *(in the absence of any objections or corrections, the minutes shall stand approved)*
3. Presentation on the National Testing Network Program.
4. Any other matters to come before the Commission.
5. Adjournment.



Gregory J. Heath
Finance Director/Clerk of Council

City of Napoleon, Ohio

PARKS & RECREATION BOARD

Meeting Agenda

Wednesday, March 28, 2018 at 6:30 pm

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

1. Call to Order.
2. Approval of Minutes: January 31, 2018. *(in the absence of any objections or corrections, the Minutes shall stand approved)*
3. Discussion and/or Action on Glenwood Park Playground Structure.
4. Update on Spring Programming and Capital Improvements.
5. Miscellaneous.
6. Any Other Matters to come before the Board.



Gregory J. Heath
Finance Director/Clerk of Council



City of *NAPOLÉON*, Ohio

Operations Department

1775 Industrial Dr., P.O. Box 151, Napoleon, OH 43545

Phone: 419/599-1891 Fax: 419/592-4379

Web Page: www.napoleonohio.com

Operations Superintendent
Jeffrey H. Rathge

Water Distribution Foreman
Brian Okuley

Streets/Sewer Foreman
Roger Eis

Refuse/Recycling Foreman
Perry Hunter

Head Mechanic
Tony Kuhlman

Press Release

GOOD FRIDAY REFUSE AND RECYCLING ROUTES

Napoleon, Ohio, -- Due to the upcoming Good Friday holiday, the refuse and recycling pickup routes for the City of Napoleon will be as follows **for the week of March 26 – March 30, 2018 ONLY:**

- † **Monday, Mar. 26 - as usual**
- † **Tuesday, Mar. 27 - as usual**
- † **Wednesday, Mar. 28 - as usual**
- † **Thursday, Mar. 29 – as usual; Friday's route will also be run on Thursday (there is a possibility of later than usual pickup time for Friday's route).**
- † **Friday, Mar. 30 - HOLIDAY - NO PICK UP**

Thursday's and Friday's routes will both be run on Thursday, March 29. The Operations Dept. is asking that for those affected, an extra effort be made to have their refuse and recycling at the curb by 7:00 a.m. on the 29th.

Please contact the Operations Department at 419/599-1891 if there are any questions regarding this matter.

