

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30 Memorial Day Holiday City Offices Closed	31	1	2	3	4
5	6 6:15 pm Technology & Communications Comm. 7:00 pm City Council	7	8	9	10	11
12	13 6:30 pm Electric Committee Board of Public Affairs 7:00 pm Municipal Properties Committee	14 6:00 pm Park and Rec Board	15	16	17	18 9:00 am – Special Civil Service Comm. Mtg. - Police Officer Physical Agility Test
19	20 6:45 pm Records Commission 7:00 pm City Council	21	22 6:00 pm – Special Civil Service Comm. Mtg. – Police Officer Physical Agility Test	23	24	25
26	27 6:30 pm – Finance and Budget Committee 7:00 pm – Safety and Human Resources Committee	28	29	30		

July 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 4 th of July City Offices Closed	5 6:15 pm Technology Committee 7:00 pm City Council	6	7 5:00 pm Preservation Comm	8	9
10	11 6:30 pm Electric Committee Board of Public Affairs 7:00 pm Water/Sewer Comm. 7:30 pm Municipal Properties Committee	12 4:30 pm Board of Zoning Appeals 5:00 pm Planning Commission	13	14	15	16
17	18 6:00 pm Tree Commission 6:00 pm Park Rec Committee 7:00 pm City Council	19	20	21	22	23
24	25 6:30 pm – Finance and Budget Committee 7:30 pm – Safety and Human Resources Committee	26 4:30 pm Civil Service Commission	27 6:30 pm Park and Rec Board	28	29	30
31						

City of Napoleon, Ohio
FINANCE AND BUDGET COMMITTEE
MEETING AGENDA

Monday, June 27, 2022 at 6:30 pm

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

- 1) **Approval of Minutes: March 28, 2022** (in the absence of any objections or corrections, the Minutes shall stand approved).
- 2) **Second Quarter Budget Adjustments**
- 3) **2023 Revenue Budget**
- 4) **Adjournment.**



Marrison Hull- Clerk

City of Napoleon, Ohio
FINANCE AND BUDGET COMMITTEE
MEETING MINUTES

Monday, March 28, 2022 at 6:30 pm

PRESENT

Committee Members	Ken Haase-Acting Chair, Dr. Dave Cordes, Jason Maassel
City Manager	Joel Mazur
City Finance Director	Kevin Garringer
Others	News Media
Clerk	Roxanne Dietrich

ABSENT

Committee Member	Joe Bialorucki
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CALL TO ORDER

Haase, Acting Chair of the Finance and Budget Committee, called the meeting to order at 6:30 pm.

APPROVAL OF MINUTES

Hearing no objections or corrections, the December 27, 2021, committee meeting minutes were approved as presented.

FIRST QUARTER BUDGET ADJUSTMENTS

Garringer reported on the following requested budget adjustments for the first quarter.

Supplemental No. 1.

Fund 100 General Fund an increase of \$1,245.24 for additional taxes from the Commerce Drive property purchase, we had to pay last year's taxes during the transaction. We were paid for it but, we paid taxes in arrears. \$521.15 is due to an increase in CIVICA maintenance costs, CIVICA is the finance computer program that does our utility billing.

Fund 170 Municipal Income Tax increased \$6,676.90. With the changeover to RITA, we had to pay for extraction of information from CMI to RITA. This is a one-time cost.

Fund 220 – Recreation. There are four increases of various amounts. The first one is due to the cost of golf carts. They went ahead and purchased golf carts but, the cost that we are paying is more than what was budgeted. The other three are good increases because we had donations that we did not know were going to be coming in. They are items we did not budget.

Fund 221 - Napoleon Aquatic Center. There are service fees for bonds issuance and that cost is \$299. Nothing was budgeted for these services fees, so we had to increase that for those costs.

Fund 291- Fire Pension an increase of \$35,500. We were to zero out those funds at the end of the year and they were not zeroed out so, we rolled them into January, and we have to increase our budget amount for this year. We have levies, one for Police and one for Fire at certain millages that go to their pension funds and then those pension funds get rolled to the General Fund is how it has been done at the end of the year. Last year that did not get completed. At the end of the day, we didn't gain or lose any money we just did not transfer it in time.

Fund 310 S A Bond Retirement - \$300. Again, nothing was budgeted at the beginning of the year.

Fund 500 Electric Utility Revenue - \$78,893 for the purchase of new transformers due to a new business coming to Napoleon. This is part of the new business that is going in on the south side.

Mazur explained Dana needed two-1500-amp transformers and they are extremely expensive now. We had two on the lot, those were deployed. They paid us for those. That is money in and

out but, we also need to replenish that fund for transformers because we need to replace the stock in the yard in case a transformer goes down at one of the businesses; we own and have to maintain the transformers. Kuhlman said the lead time is way out there, we are fortunate that we placed the order when we did, we are supposed to have the transformers in June. The cost has doubled if not almost tripled depending on the size that you order and if they are aluminum housing or copper aluminum. The copper ones are \$150,000 for a 1500 KVA Transformer. We ordered aluminum. Mazur noted during budget we had no idea that we were going to need these is why we are seeing the increase because we had to buy new ones but, buying new ones is due to something positive as the company paid us revenue for those.

Garringer continued Fund 503 Electric Development an increase of \$800,000. This is due to the improvements of one electric substation that we are going to be doing. The way I understand this is when we sold some of the assets, we now have to improve the ones that we have, and this was not budgeted during the budgeting process last year. Mazur - when the committee approved this in September, it then through three reads and the transaction took place. This is the first step in making the improvements on our side of the distribution side. That was explained over two years of meetings. We have a purchase order with Powers Engineering to put together the spec book for our RFQ. We are going to put that out in conjunction with AMPT to do the bigger project. The \$800,000 gets us through the movement of the line where the behind the meter generation is. Where the solar and the five generators are hooked into is the line that has to be moved on the back end, so to speak. The part of the sub that pushes out to the south side substation has to be moved because it's kind of in the middle right now. A new breaker is going to be put on the back end and eventually if we proceed forward with the rest of it, that breaker is going to be sold to AMPT but, that is potentially a future transaction. That was in the presentation from last year. This is step one and step two would be to get the engineering done in conjunction with AMPT for the larger project which is the whole substation rebuild. Garringer - the last three items are items that we failed to budget at the end of last year for this year (Fund 513 Water OWDA Bond Retirement - \$100, Fund 519 Water Plant Improvements and Renovations - \$201 and Fund 523 OWDA SA Debt Retirement - \$400). These will catch us up for budgeting purpose. There is nothing out of the ordinary, it's fees that we pay every year.

Transfer of Appropriation (No. 1). These items do not cost us additional money. We are moving of funds that have been budgeted from one line item to the next.

100-1900-56900 to 100-2100-53610 \$2,500. The Police Department had to remove asbestos from their office when they did the renovations. This was not accounted for when they started the project. Next, the Police Department wants to buy some new computers that were not originally budgeted for and took \$2,500 from four various line items and moved that to 100-2100-53540. Operations Maintenance 100-5130-53510 to 100-5130-53610 - fuel pump parts for vehicles. Last is Undefined Contingency out of the 510 Fund for repair at the Water Treatment Plant, the UV Reactor \$3,200 to 510-6200-54500. The UV system had a malfunction and Koesters had to come in and replace one of the units.

Transfer of Funds – No. 1. Is actual money that is placed into the funds and is moved to another fund. Out of the General Fund 100-1900-59800 we had \$15,000 moved to the 600 Central Garage Rotary Fund. We need to have carryover of cash because we were running into issues with payroll, and they were also having a hard time opening purchase orders because they did not have the cash flow in that fund. The money that goes into the Rotary Fund comes from other funds. It

2022 APPROPRIATION BUDGET - SUPPLEMENTAL #2

ORDINANCE No. 038-22

Supplemental #2	PERSONAL SERVICES	OTHER	TOTAL	2022 FUND TOTAL
Fund 100 General Fund				
100.1300.51101 Salary-Non Barg-OT <i>Reason: Not enough budgeted for the year</i>	\$1,000			
100.1300.53520 Cnt. Maint. -Equipment <i>Reason: Purchase Clerk of Courts laptop. Not in original budget</i>		\$3,101.48		
100.1900.53700 Insurance and Bonding <i>Reason: Increase to due underground storage tanks fees omitted from budget</i>		\$7,500.00		
100.2100.51131 Salary-Police Command-OT <i>Reason: Covering for officer on BWC plus open position</i>	\$1,500			
100.2102.53365 Serv. Fees -DARE Program -Police/SRO <i>Reason: Increase to due donation to the program</i>		\$500.00		
100.2200.51411 Salary-Firefighter in training <i>Reason: Not enough budgeted for the year</i>	\$200			
100.4700.51190 Salary-Seasonal <i>Reason: Not enough budgeted for the year</i>	\$1,500			
			\$15,301.48	\$15,301.48
Fund 200 Street Construction Maint. and Repair				
200.5100.51101 Salary-Non Barg -OT <i>Reason: Not enough budgeted for the year</i>	\$500			
			\$500.00	\$500.00
Fund 220 Recreation				
220.4200.53400 Contract Services <i>Reason: Contract work to be completed for removal of large trees and debris from the Ritter Park boat dock post.</i>		\$4,000.00		
			\$4,000.00	\$4,000.00
Fund 221 Napoleon Aquatic Center				
221.4300.56000 Misc. Operating Cost <i>Reason: Increase for Auditor Cost. Not in original budget</i>		\$3,390.52		
			\$3,390.52	\$3,390.52
Fund 500 Electric Utility Revenue				
500.1520.57000 Machinery and Equipment <i>Reason: For acquisition of Invoice Cloud. Not in original budget.</i>		\$3,675.00		
500.1520.57000 Machinery and Equipment <i>Reason: Purchase battery backups. Not in original budget.</i>		\$400.00		
			\$4,075.00	\$4,075.00
Fund 503 Electric Development				
503.6110.57600 Electric Improvements <i>Reason: Increase for Substation Fiber Connection Project. Not in original budget</i>		\$165,000.00		
			\$165,000.00	\$165,000.00
Fund 510 Water Revenue				
510.1520.57000 Machinery and Equipment <i>Reason: For acquisition of Invoice Cloud. Not in original budget.</i>		\$1,470.00		
510.6200.53365 Serv. Fees -Bond Issuance Cost		\$1,000.00		
			\$2,470.00	\$2,470.00
Fund 513 Water OWDA Bond Retirement				
513.8300.58200 Principal Payment-OWDA Bonds	\$19,785.54			

513.8300.58700 Interest Payment-OWDA Bonds	\$2,735.13		
<i>Reason: Nothing was budgeted at the beginning of the year</i>			
		<u>\$22,520.67</u>	<u>\$22,520.67</u>
Fund 519 Water Plant Improv and Reno			
519.6200.53310 Serv. Fees-Engineering & Design	\$10,000.00		
<i>Reason: Due to closing of a 2021 PO</i>			
		<u>\$10,000.00</u>	<u>\$10,000.00</u>
Fund 520 Sewer Utility Revenue			
520.1520.57000 Machinery and Equipment	\$1,470.00		
<i>Reason: For acquisition of Invoice Cloud. Not in original budget.</i>			
520.6300.53365 Serv. Fees -Bond Issuance Cost	\$1,000.00		
<i>Reason: For bond admin fees not included in original budget.</i>			
		<u>\$2,470.00</u>	<u>\$2,470.00</u>
Fund 522 Sewer Debt Reserve			
522.8800.58400 Principal Payment -Loans State	\$25,500.00		
522.8800.58470 Principal Payment-WPCLF St. Loans	\$387,365.99		
522.8800.58970 Interest Payment-WPCLF St. Loans	\$18,995.15		
<i>Reason: Nothing was budgeted at the beginning of the year</i>			
		<u>\$431,861.14</u>	<u>\$431,861.14</u>
Fund 523 OWDA SA Debt Retirement			
523.8600.58200 Principal Payment -OWDA Bonds	\$93,475.01		
523.8600.58700 Interest Payment -OWDA Bonds	\$12,921.81		
<i>Reason: Nothing was budgeted at the beginning of the year</i>			
		<u>\$106,396.82</u>	<u>\$106,396.82</u>
Fund 532 Williams Pump Sta. Imp. Prj.			
532.8800.58470 Principal Payment -WPCLF/DEFA Loans	\$67,659.50		
532.8800.58970 Interest Payment -WPCLF/DEFA Loans	\$13,712.14		
<i>Reason: Nothing was budgeted at the beginning of the year</i>			
		<u>\$81,371.64</u>	<u>\$81,371.64</u>
Fund 560 Sanitation (Refuse) Revenue			
560.1520.57000 Machinery and Equipment	\$735.00		
<i>Reason: For acquisition of Invoice Cloud. Not in original budget.</i>			
560.6411.51200 Salary-AFSCME	\$2,000		
560.6420.59160 Reimb-Direct Salary Fringe	\$3,000		
<i>Reason: Not enough budgeted for the year</i>			
		<u>\$5,735.00</u>	<u>\$5,735.00</u>
TOTAL FUNDS	\$9,700.00	\$845,392.27	\$855,092.27

FISCAL YEAR ENDING 2022- TRANSFER OF APPROPRIATION (No. 2)**Ordinance Number:** 039-22

	<u>Amount Requested</u>	<u>Amount Received</u>
FROM : 100.1500.52000 Travel, Traing & Education	(1,950.00)	
TO : 100.1500.56000 Misc. Operating Cost		1,950.00
<i>Reason: To upgrade security reader for payroll office door.</i>		
FROM : 100.1900.53300 Professional Services	(1,400.00)	
TO : 100.1900.54110 Supplies -Postage/Delivery Charges		1,400.00
<i>Reason: Increase in postage for PD.</i>		
FROM : 220.4400.57000 Machinery and Equipment	(750.00)	
TO : 220.4400.53111 Utilities -Natural Gas		750.00
<i>Reason: Additional funds needed</i>		
FROM : 220.4400.57000 Machinery and Equipment	(800.00)	
TO : 220.4400.53520 Cnt. Maint. -Equipment		800.00
<i>Reason: Additional repair cost for tractor clutch replacement</i>		
Total Transfer of Appropriation	----- (4,900.00)	----- 4,900.00

Henry County, Ohio
 Office of **NAPOLEON CORP.**, June 16, 2022

To the County Auditor:

The Council of Said Village hereby submits its annual Budget for the year commencing January 1st, 20 for consideration of the county budget Commission pursuant to Section 5705.30 of the Revised Code.

 Village Fiscal Officer

 County Auditor

 County Treasurer

 County Prosecuting Attorney

Schedule A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES

City Tax Valuation FUND	Amount approved by Budget commission Inside 10 M Limitation	Amount to be derived from. Levies Outside 10 M Limitation	County Auditor's	
			Inside 10 M Limit	Outside 10 M Limit
\$172,645,510				
1. General Fund	\$ 2.0		345,290	
4. Road and Bridge Fund				
5. Cemetery Fund				
9. Police District Fund	\$ 0.6		103,580	
10. Fire District Fund	\$ 0.3		51,790	
11. Road District Fund				
12. Park Levy Fund		1.9		291,920
14. Miscellaneous Funds				
15. General Bond Retirement Fund				
20. Special Levy Funds				
21. Capital Equipment Fund				
28. Ambulance and Emergency Medical Services Fund				

SCHEDULE B
LEVIES OUTSIDE 10 MILL. LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Max. Rate Authorized to be Levied	County Auditor's Est. of Yield of Levy (Carry to Schedule A, Collumn II)	
GENERAL FUND:			
Current Expense Levy authorized by voters on 20			
not to exceed 5 years.			
SPECIAL LEVY FUNDS:			
Levy authorized by voters on 20 19	1.9	291,920	
not to exceed 5 years 20 years			
Levy authorized by voters on 20			
not to exceed 5 years			
Levy authorized by voters on 20 ____			
not to exceed ____ years			
Levy authorized by voters on 20 ____			
not to exceed ____ years			
Levy authorized by voters on 20 ____			
not to exceed ____ years			
Levy authorized by voters on 20 ____			
not to exceed ____ years			

City of Napoleon, Ohio

SAFETY AND HUMAN RESOURCES COMMITTEE

SPECIAL MEETING AGENDA

Monday, June 27, 2022 at 7:00 pm

Location ~ Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

- 1) **Approval of Minutes: May 23, 2022** (In the absence of any objections or corrections, the Minutes shall stand approved)
- 2) **Fire Department Part-Time Pay Scale**
- 3) **Municipal Court Bailiff/ Probation Officer Position**
- 4) **Adjournment.**



Marrison Hull ~ Clerk

SAFETY AND HUMAN RESOURCES COMMITTEE

SPECIAL MEETING MINUTES

Monday, May 23, 2022 at 7:00 pm

PRESENT

Committee Members Daniel Baer-Chair, Molly Knepley, Dr. Dave Cordes

City Staff

Joel Mazur – City Manager

Clayton O'Brien – Fire Chief

Chad E. Lulfs – Director of Public Works

Jeff Rathge – Operations Superintendent

Lanie Lambert – Director of Human Resources

Others

NW Signal

Recorder

Roxanne Dietrich

ABSENT

CALL TO ORDER

Chairman Baer called the Safety and Human Resources Committee meeting to order at 7:00 pm.

APPROVAL OF MINUTES

Hearing no objections or corrections, the minutes from the April 25, 2022 Safety and Human Resources Committee meeting were approved as presented.

DISCUSSION ON ASSISTANT OPERATIONS SUPERINTENDENT POSITION

Mazur stated we have been informed that Mr. Jeff Rathge is planning to retire at the end of May, 2023. Rathge said it will be the first of June. Mazur continued Rathge's last day in the office will be sometime in April so, we have less than a year that Jeff will be with us. Rathge has been here a long time and has done a lot for the Operations Department and the city. Rathge knows a lot and has been able to adapt to everything that has been thrown at him. There is a lot of institutional knowledge, and we believe that it would be best to have the replacement for him working side-by-side starting the third quarter of this year to help train that person for around six or seven months. Some of the essential job duties include coordinating spring and fall cleanup, hydrant flushing, snow removal, refuse and recycling routes, mosquito control plan, potholes, sign replacement/installation, helping put the boat docks in, etc. there are a lot of little odds 'n ends that operations covers from the garage mechanic, facility maintenance, garbage collection, water distribution, sewer collection, streets, and EPA reporting. Rathge is the Operator of Record with the EPA for our Water Distribution/Sewer Collection system. There is the backflow prevention program, yard waste site, underground storage tanks, Rathge helps Parks with roadside mowing. There are a lot of different funds that come in to play too. It is hard to say if we have someone internally that could take it on. Could it happen? Maybe. We want to make sure that we have the right person for this job because it is a unique specialized, jack-of-all trades type of management position. We need someone that is dedicated. Human Resources' recommendation is to hire a temporary Assistant Operations Superintendent. We are looking at hiring someone at the beginning of October 2022. Estimates for this position would be \$30/hour and that would be about \$16,000 for the remainder of 2022 and \$21,000 for part of 2023 where they would still be working with Rathge. That is a total of \$37,000 plus there will be benefits for that time-period that will be around \$12,000. The salary for this position is 0% out of the General Fund and is split amongst different funds (water, sewer, garbage, SCM&R state street fund). A rough estimate from October 2022 through May 2023 is \$50,000. It is the opinion of Human Resources and we concur, that this is in the best interests of the city to have that hands-on training for whoever is selected to be with Rathge to learn and understand what it really takes to run that department. Procedure wise, this would require legislation and a budget adjustment in the second quarter. We anticipate three readings for the legislation with the third read the first meeting of August and then we can start advertising the second week of August internally and externally and hopefully



City of *NAPOLEON*, Ohio

Fire - Rescue Department

265 W. Riverview • P.O. Box 151
Napoleon, Ohio 43545-0151
Phone: (419) 592-0441 • Fax: (419) 592-5195

Web Page: www.napoleonfire.com

Fire Chief
Clayton O'Brien

Assistant Fire Chief
Joel Frey

Captain
David Bowen

Captain
Tyler Reiser

Captain
Jonah Stiriz

Lieutenant
John Pugsley

Lieutenant
Cuyler Kepling

Lieutenant
Trevor Ashbaugh


Website
www.napoleonfire.com

 *Facebook*
City of Napoleon Fire and
Rescue

 *Twitter*
[@napoleonfire](https://twitter.com/napoleonfire)

 *Instagram*
[Napoleonfiredepartment](https://www.instagram.com/napoleonfiredepartment)

Memorandum

To: Joel Mazur, City Manager 
From: Clayton O'Brien, Fire Chief
cc: Kevin Garringer, Finance Director

Date: 5/26/2022
Subject: Part-time pay scale

Throughout the last year the fire department has struggled to fill part-time shifts. As you know the part-time shifts are a critical part to our response for the citizens we protect. The fire department is approved to cover (1) 24 – hour part-time shift and (1) 12-hour part-time shift totaling (36) hours per day of part-time coverage.

Over the last year we have seen a decrease in our part-time staff due to a couple reasons. One reason is part-time members have been hired to replace full-time members when our full-time members have left for other departments. The other reason is they have left for higher paying part-time jobs.

Our department is setup for our part-time to advance to full-time so hiring our part-time members to replace our full-time members is a good thing. However, we cannot recruit part-time personnel to fill the open spots at our current rates of pay.

Currently our FF 1 / EMT employees make an average of \$14.80 per hour. With this pay rate it is extremely hard to recruit already trained personnel. The combination of other higher paying departments and \$4.50 a gallon of gas has brought me to the solution of adjusting our pay range and rates.

Currently Ordinance No. 053-21 pay rate range is \$9.17- \$13.98 for Probationary and \$13.13 - \$18.22 for All Fire / Rescue personnel. I am requesting this range to be set at \$15.00 - \$26.00. Making this change will allow me to make the adjustments in pay rates for my current employees as well as recruit new part-time personnel to help fill the average fifty (50) open shifts per month.

Allowing this change will not put our 2022 budget in the red. I am estimating that at end of 2022 our part-time salary budget will have a remaining balance of \$81,000. This is largely due the many shifts that go unfilled.

I am requesting to discuss this matter with Safety and Human Resources Committee at their June 27th meeting.

Appendix A

If the requested pay range is approved the following pay rates for the remainder of 2022 and the 2023 calendar will be as follows.

No certifications (in training)	\$15.00
Fire only certification	\$17.00
EMS only Certification	\$17.00
FF 1 / EMT Basic	\$21.00
FF 1 / Advanced EMT	\$22.00
FF 1 / Paramedic	\$24.00
FF 2 / EMT	\$22.00
FF 2 / Advanced EMT	\$23.00
FF 2 / Paramedic	\$25.00
Part-time Lieutenant	+1.00

Appendix B

Budget impact

2022

Salary-FIREMAN-PART-TIME – 100.2200.51410 budget amount = \$277,000

This account currently (5/26/22) has an unencumbered amount of \$209,000

Assuming the range was approved the soonest the pay rates could be updated and started would be 10/01/2022.

We are currently spending an average of \$13,000 per month from this account. We will spend an estimated \$52,000 between now and the start of the new pay rates.

$\$209,000 - \$52,000 = \$157,000$ estimated amount on 10/1/2022

There are 92 days between 10/1/22 and 12/31/2022.

$92 \text{ days} \times 36 \text{ hours per day} = 3,312 \text{ hours}$

With an average of \$23.00 paid per hour $3,312 \times \$23.00 = \$76,000$

$\$157,000 - \$76,000 = \$81,000$ (left in 2022)

2023

$365 \text{ days per year} @ 36 \text{ hours per day} = 13,140 \text{ total hours}$

$13,140 \times \$23.00 = \$302,000$

\$302,000 assumes all hours every day is filled at the full 36 hours.

(\$25,000)

*Note numbers used are estimated and rounded for estimates

DEPUTY BAILIFF/PROBATION OFFICER

DEPARTMENT: Municipal Court
REPORTS TO: Judge
FLSA STATUS: Hourly (Non-Exempt)
CIVIL SERVICE: Un-Classified (Non-Competitive)
UNION: Non-Bargaining
APPROVED BY: Judge Elizabeth Schuller
LAST UPDATED: May 23, 2022

SUMMARY

Works under the direction of the Court Bailiff and the Probation Officer to perform the duties for the Napoleon Municipal Court. This position will work part-time as a Deputy Bailiff and part-time as a Probation Officer to be considered a full-time employee.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned not specifically listed here:

Deputy Bailiff:

- Assists in maintaining order, security, and cleanliness in the Court.
- Assists with the security of any prisoners that are being held on the premises under the direction of the Court Bailiff.
- Handles the transport of any Correction Center of Northwest Ohio (CCNO) trustees working at the Municipal Court from the Sheriff's office to the court and their return. Acts as a Transport Officer for CCNO trustees when required.
- Assists in administering oaths to witnesses and jurors when required and receives verdicts in the same manner and form and to the extent as the Clerk or Deputy Clerks of the Court.
- Assists in executing warrants, writs, and other process as directed by any proper and lawful authority.
- Assists in the approval of all undertaking and bonds given in actions of replevin and all redelivery bonds in attachment.
- Assists with the Community Service Program by coordinating other locations where offenders could provide community service and work with the Clerk's office in tracking the hours served.
- Assists in sending referrals to alcohol/drug and domestic violence agencies.
- Serves as the Court Bailiff when required due to the absence of the regular full-time Court Bailiff.
- Performs other duties as directed by the Judge.

Probation Officer:

- Supervise the rehabilitation of all persons placed on REPORTING probation by the Judge.
- Generate individualized case plans via utilization of the Ohio Risk Assessment Systems in conjunction with outside treatment agencies.

- Make referrals/recommendations as necessary and assists offenders and/or families in locating requested and/or mandatory services.
- Record all contacts with the probationer, counseling agencies and others, whether regularly scheduled appointments in the office, personal visits to the home or phone calls to or from.
- Monitor incoming progress memos to determine which the Judge needs to see, such as non-compliant persons, potential closure on compliant persons, etc., and which the Judge does not need to see, such as those with positive comments but not yet completed.
- Facilitate the implementation of court ordered rehabilitation programs, in-patient treatment programs, and electronic home monitoring.
- Arrange for diagnostic psychological/psychiatric assessments as ordered by the Judge to determine capability to stand trial.
- Research, investigate, and preparation of probation violation reports.
- Prepare court ordered pre/post sentence investigations when ordered by the Judge.
- Conduct periodic screening for drug and alcohol use by offenders.
- Participate in court hearings involving violations and other hearings as required.

QUALIFICATIONS

- Must be 21 years of age or older.
- Must be Ohio Risk Assessment Systems certified or willing to obtain certification within twelve (12) months of employment.
- Have a thorough knowledge of the Court procedures; tact in dealing with litigants and the general public.

EDUCATION and/or EXPERIENCE

- Associate degree or higher in Criminal Justice or related field or three (3) years of experience in the criminal justice system.
- Working knowledge of the criminal justice system.

CERTIFICATES AND LICENSING

- Must possess a valid State of Ohio driver's license.
- Must be certified to carry a firearm and the ability to be bonded.
- Firearms qualification within twelve (12) months of employment and maintain recertification yearly.
- Complete 12 probation courses with the Supreme Court within twelve (12) months of employment.

PHYSICAL DEMANDS

- Must be able to physically control disorderly persons

WORK ENVIRONMENT

- Generally, work is performed inside the court; however, duties will require travel from time to time.

THE CITY OF NAPOLEON, OHIO
SELECTION, HIRING, AND DOCUMENTATION MANUAL

FORM 1.05(B)
INTERNAL JOB POSTING/EMPLOYEE BID NOTICE

Date of Posting May 26, 2022

Vacant Job Title Probation Officer/Bailiff Full-Time

Regular

Part-Time

Job Location Municipal Court Permanent

Part-Time

Temporary

Compensation \$15.50 - \$18.50 Per hour

Nature of Job:

See attached job description.

Qualifications:

See attached job description.

APPLICATION METHOD AND DEADLINE: All employees interested in this position may pick up an employment bid form at Administration Building between 7:30 a.m. and 4:00 p.m., Monday through Friday, beginning May 26, 20 22. A properly completed bid form must be submitted at the same address by 4:00 p.m., June 20, 20 22 to be considered.

THE CITY OF NAPOLEON, OHIO
IS AN EQUAL OPPORTUNITY EMPLOYER

**Probation Officer/Bailiff
Napoleon Municipal Court**

The Napoleon Municipal Court is currently accepting applications for the position of Probation Officer/Deputy Bailiff. This position is responsible to supervise the rehabilitation of all persons placed on reporting probation and assist in maintaining order and security in the Court. Candidates must have an associate degree in Criminal Justice or at least three years of related experience. Applicant must possess and maintain a valid State of Ohio Driver's license and be certified to carry a firearm within twelve months and maintain recertification yearly. This a full-time position with a pay rate of \$15.50 - \$18.50 per hour based on experience. Successful applicant may be required to submit to a drug screen and background check. Applications may be obtained from the City of Napoleon's Administration Building, 255 W. Riverview Ave., Napoleon, Ohio or at **www.napoleonohio.com**. A completed application must be returned by 4:00 p.m. on June 20, 2022, to be considered.

The City of Napoleon is an **Equal Opportunity Employer**.



City of Napoleon, Ohio

255 West Riverview Avenue, P.O. Box 151

Napoleon, OH 43545

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

www.napoleonohio.com

Memorandum

To: Civil Service Commission
cc: Mayor and City Council, City Manager, City Finance Director, Law Director, Department Supervisors, News Media
From: Marrisa Hull, Clerk
Date: June 24, 2022
Subject: Civil Service Commission – Cancellation

Due to lack of agenda items, the regularly scheduled meeting of the **CIVIL SERVICE COMMISSION** for Tuesday, June 28, 2022 at 4:30 pm has been *cancelled*.



City of Napoleon, Ohio

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Napoleon, OH 43545
Telephone: (419) 592-4010 Fax: (419) 599-8393
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Memorandum

To: Parks and Recreation Board
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: MARRISA HULL, Clerk
Date: June 24, 2022
Subject: Parks and Recreation Board Cancellation

The **PARKS AND RECREATION BOARD** scheduled for Wednesday, June 29, 2022 has been CANCELED due to lack of agenda items.