
Memorandum

To: Mayor & Members of Council
From: Jon Bisher
Subject: General Information
Date: August 24, 2012

1. **CALENDAR**

2. **FINANCE & BUDGET COMMITTEE Meeting**; Monday, August 27th at 6:30 pm

- a) *Approval of Minutes* – the minutes from the July 23rd meeting are attached.
- b) *Review of Investments* (Tabled) – we have enclosed a Memorandum from Greg on Investment Balances Review/Use of Fund Reserves

3. *Meeting Cancelled* – **SAFETY AND HUMAN RESOURCES COMMITTEE**

4. *Meeting Cancelled* – **CIVIL SERVICE COMMISSION**

5. **PARKS & RECREATION BOARD Meeting** – Wednesday, August 29th at 6:30 pm

6. **AMP UPDATE**/August 17, 2012

JAB:rd
Records Retention CM-11; 2 Years

August 2012							September 2012							October 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		1	2	3	4	5	6	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27 6:30 PM Finance & Budget Committee Meeting	28	29 6:30 PM Parks & Recreation Board Mtg.	30 VACATION - Bisher	31 VACATION - Bisher	1 VACATION - Bisher
2 VACATION - Bisher	3 HOLIDAY - LABOR DAY	4 7:00 PM City COUNCIL Meeting 8:00 PM Technology & Communication Committee	5	6	7	8
9	10 11:30 AM - 1:30 pm Employee Appreciation Picnic 6:30 PM Electric Committee BOPA Meeting 7:00 PM Water/Sewer Committee Meeting 7:30 PM Municipal Properties/ED Committee Meeting	11	12	13	14	15
16	17 7:00 PM City COUNCIL Meeting 8:00 PM Parks & Rec Committee Meeting	18	19 AMP - Bisher	20 AMP - Bisher	21	22
23	24 6:30 PM Finance & Budget Committee Meeting 7:30 PM Safety & Human Resources Committee Meeting	25	26 BISHER - VACATION	27 BISHER - VACATION	28 BISHER - VACATION	29 BISHER - VACATION
30 BISHER - VACATION	1 8:00 PM Technology & Communication Committee Seasonal Cleanup - Fall	2 Seasonal Cleanup - Fall	3 Seasonal Cleanup - Fall	4 Seasonal Cleanup - Fall BISHER - Vacation	5 Seasonal Cleanup - Fall BISHER - Vacation	6 BISHER - Vacation

City of Napoleon, Ohio

FINANCE & BUDGET COMMITTEE

LOCATION: City Offices, 255 W. Riverview Avenue, Napoleon, Ohio 43545

Meeting Agenda

Monday, August 27, 2012 at 6:30 PM

- I. **Approval of Minutes** *(In the absence of any objections or corrections, the minutes shall stand approved.)*
- II. **Review of Investments** (Tabled)
- III. **Any Other Matters Currently Assigned To Committee**

Gregory J. Heath, Finance Director/Clerk

Yea-4 Nay-0	Yea- McColley, Mayor Behm, Miller, Helberg Nay-
Minutes Stand Approved	Minutes from the June 25, 2012, meeting stand approved as presented.
Review of Investments	<p>Chairman Miller said Ridley couldn't be here tonight and asked that <i>Review of Investments</i> be tabled until next month. Heath said he would like to say a couple things before tabling. He included the City's investment advisor's response regarding investing in AMP, Inc. securities. In short, she believes it can be a legal investment regarding short-term notes. We may need to slightly modify our investment policy to do this. Longer-term debt may have derivatives included in them. Our policy and the ORC prohibits investment in derivatives.</p> <p>Heath said he included a memo in the packet for the new people on Council. Whatever funds we have is the sum of all investments. He received the perception that some thought we had another \$20,000,000 sitting somewhere. That is not correct. It is all in our budget. Each fund has its own definition of what it's about. We can't arbitrarily spend funds from one fund to another. Bisher said there were several issues over the past year that we had to alter our thinking on. People put money in their checking accounts and write checks. It seems like older people want more money left in their account as a cushion. When Council says they want to do a performance audit, we write a check from unused balances and spend an account down. Heath's point is we can run an account down, but not to zero. \$20,000,000. Represents what is available in all funds.</p> <p>Mayor Behm said a lot of CD's are for 1-2 years out and we can't touch them. Heath said when rates change or get better, we will want to go longer term. Helberg said we keep money every year as a safety net. Behm asked if we need that much there in backup if we are making less than 1% interest. Bisher said the crux is the budget. It has to balance. We must spend less than the funds available. We must make the budget balance. When something changes, we have to balance it again. Funds are not left at zero so that we can balance and have a cushion. The question is whether the cushion is the right amount. Council is younger and thinks differently. We will tackle this issue with the budget. Bisher will go over this information with Ridley.</p> <p>Miller said the Committee can review what Heath wrote. It is worthy of discussing. Even if nothing changes, everyone will still understand better. Bisher said Heath's memo did a very good job of explaining.</p>
Motion To Table	Motion: Helberg Second: Mayor Behm To table <i>Review of Investments</i>
Passed Yea-4 Nay-0	Roll call vote on above motion: Yea- McColley, Mayor Behm, Miller, Helberg Nay-
Review of 2 nd Quarter Budget Adjustments	Heath reviewed and explained the 2 nd quarter budget adjustments (attached). He added some minor adjustments. \$15,000.00 was added to 1400 Law Director/ Administrative for outside contracted legal services. This includes contracting with Paul Skaff, Rob McColley and someone David Grahn hired for a class action suit about court laws. Hayberger will fire the class action lawyer and hire another lawyer

who is handling some other cities. The current lawyer is billing ridiculous amounts.

Heath said the Fire Department hit its peak and exceeded the amount budgeted for non-bargaining overtime. Workers Comp (WC) deals with the way we pay for part-time EMTs and firefighters. They are classified with WC as a separate group. If we had part-time police, they would also be a separate group. The regular WC rate is under 3% per dollar. This group is closer to 12%. We did not anticipate this reclassification in the original 2012 budget. Mayor Behm asked about overtime since firefighters were added last year. Bisher said non-bargaining employees do not receive the same benefits as bargaining. This overtime is on the management side. Without it, Tony Druhot would make less than some of the people he supervises. Chief Bennett said nine people in his department can earn overtime. The department was running \$60,000 per year in overtime before. That was cut to \$1,500 for Druhot and \$8,000 for the other 8 people. Druhot had special meetings to attend. Total overtime was cut from \$60,000 to under \$10,000. Some of this was for late runs. Druhot's overtime went from \$15,000 to \$1,500.

Heath said the \$6,000 for the recreation fund is an appropriation to purchase liquor (beer) for the golf course. Bisher said sales are not as brisk as we hoped. There aren't as many players as usual due to the heat. Sales are working out well. Chief Weitzel said the machine is there to swipe for age verification, but must be hooked up.

Heath said the next four items are to close out funds with the debt sale tomorrow. We moved moneys between water and sewer funds. He also requested a transfer of appropriations to reflect this with a net reduction of \$24. Bisher added that when Heath closes funds, they must be to the penny. Heath said we usually do this with year-end budgetary adjustments.

Motion To Recommend The Law Director Bring Legislation

Motion: Mayor Behm Second: Helberg
To recommend that the Law Director bring legislation for approval of the 2nd quarter budget adjustments

Passed
Yea-4
Nay-0

Roll call vote on above motion:
Yea- McColley, Mayor Behm, Miller, Helberg
Nay-

Motion To Adjourn

Motion: Helberg Second: Mayor Behm
To adjourn at 7:05 PM

Passed
Yea-4
Nay-0

Roll call vote on above motion:
Yea- McColley, Mayor Behm, Miller, Helberg
Nay-

Date Approved:

Glenn Miller, Chair



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

DATE: July 23, 2012

TO: Members of Finance Committee
Members of City Council
Ronald A. Behm, Mayor
Jon A. Bisher, City Manager
Trevor M. Hayberger, City Law Director

FROM: Gregory J. Heath, Finance Director/Clerk of Council *G.J.H.*

SUBJECT: Investment Balances Review – Use of Fund Reserves

Based on my understanding from the prior meeting of the Finance and Budget Committee of Council, the Committee desires to explore the potential use of Cash Reserves and returns from investments, to pay down debt or directly fund projects. To start I am reviewing the basics of Cash Basis-Fund Budgetary Accounting System and the allowable legal uses of funds.

Cash Basis - Fund Budgetary Accounting

- 1- The City uses a Cash Basis - Fund Budgetary Accounting System to record and track Revenues, Expenditures and Balances by individually defined Funds. (*Example: 100 General Fund, 220 Recreation Levy Fund, 510 Water Revenue Fund, and etc.*) This is analogous to a person whom has separate checking accounts to track specific activities; like holiday expenses in one account; and, a separate account for vacation expenses. You place money in the checking account (revenues); you purchase items from the account (expenditures); and you hopefully have remaining unspent monies (balances). The City currently has about sixty (60) separate Funds. (See Attachment A – 2012 Fund Balance Report for Month Ending June 30, 2012)
- 2- Each Fund is established pursuant to various provisions of the Ohio Revised Code (ORC), City Code (Ordinance), or by Project defined by funding sources like grant monies or debt issuance. (See Attachment B – Auditor of State Bulletin on Requests for New Funds) Each Fund becomes a self contained Budgetary Entity that Council establishes annual cash budgetary levels for Revenues (*Certificate of Estimated Resources*) and Expenditures (*Appropriation Ordinances*), with remaining Balances (*Cash Reserves*) in each Fund used to cover expenditures that exceed revenues, or that *Carry Over* from one Budget Year to the next Budget Year. (See Attachment C – 2012 (3rd) Amended Certification of the Total Amount from all Sources Available for Expenditures and Balances)

(Fund Reserves – Continued Next Page)

(Fund Reserves – Continued)

- 3- By law, resources allocated to each Fund must be spent only for the purpose the Fund was established. Resources that are not specified to a specific Fund are normally defined as general purpose revenues and are placed in the General Fund. Resources in the General Fund can be used for any proper public expenditure, and that may cross broad lines of definition. *(For example, you CAN buy an Electric Line Truck from the General Fund; however, you CAN NOT buy a Fire Truck from the 500 Electric Revenue Fund. The purpose of the established Electric Fund does not normally legally include direct expenses for Fire Services, but there is no such exclusion on the General Fund for purchasing the Electric Line Truck.)*
- 4- Unspent Cash Reserves (Fund Balances) at the end of a fiscal year are available for Appropriation in the next budget year. The use of these balances must meet the purpose for which the Fund was established. *(For example, reserves from the Sewer Fund could be used to pay down debt, or directly fund current projects, that are solely Sewer related. However, you CAN NOT use Electric Fund reserves to pay down debt, or directly fund current projects, that are solely Sewer related. This would be a violation of the purpose of the Electric Fund.)* To spend funds for a purpose other than it was defined for is a strictly regulated process and when allowed requires Court Action to do so.

Investment Balances and Crediting of Interest Earnings

- 1- The City pools all Fund Cash Reserves (Balances) together for the purpose of investing those balances over a period of time. The Consolidated Investment Portfolio reflects investments made from those Fund Cash Reserves. **(See Attachment D – Consolidated Investment Portfolio as of 06/20/2012)**

NOTE: Invested balances are from the Fund Cash Reserves (Balances), and *ARE NOT* additional funds over and above those balances. They are one and the same; the City does not have an extra \$20 Million setting idle.

- 2- Interest Earnings are credited monthly to each Fund based on the percentage of positive balance available in that Fund at the beginning of the month. The actual Interest Earned is directed either to the Fund that earned it, or to the General Fund. This direction goes back to the definition and purpose of the Fund. Interest Earned in those Funds not restricted goes into the General Fund; and Interest Earned in restricted Funds must go to the Fund with the restriction. This process is set by Ordinance No. 116-97, passed 12/29/1997 by City Council. **(See Attachment E – Interest-Monthly Allocation as of 06/30/2012)**

Use of Interest Earnings and Cash Reserves

- 1- Interest Earnings credited to each respective Fund becomes Revenue to that Fund and is available to be used in the budget through the Appropriation process. Council may deem the use of this source of revenue for a specific purpose, like for payment of debt, but it still must be certified and appropriated like any other source. It is noted Interest Earnings can vary greatly in a given year due to the changes in market as we have seen in the past three (3) or more years. Relying solely on this source to use for a specific purpose could result in inadequate resources to meet the designated purpose.

(Fund Reserves – Continued Next Page)

(Fund Reserves – Continued)

- 2- Cash Reserves remaining in each respective Fund at the end of a Fiscal Year may be certified and appropriated for any proper use of the Fund. The “*spending down*” of Cash Reserves is typically not recommended for a lot of reasons. I identify a few of the main reasons below:
 - Cash Reserves to meet Appropriation Budgeting as Practiced by the City
 - Cash Reserves to meet Future Unknown Emergency Spending Needs
 - Cash Reserves for Proper Cash Flow of Funds without Deficit Spending
 - Cash Reserves to meeting City Adopted Policies on Fund Balances
 - Demonstration of Good Management Practices as reviewed by Rating Agencies

- 3- It is noted, that Council may appropriate by Fund up to the Maximum of the Unencumbered Carry Over (*Unobligated Cash Reserves*) plus the Estimated Revenue in a given year. The City, in prior budgets, has practiced conservative estimates of Revenues plus the use of Cash Reserves to meet its projected budgets. Using this process there is rarely any net excess Cash Reserves available, and typically cuts must be made to the budgets to stay within projected resources plus balances. Deficit spending is not allowed in the State of Ohio.

- 4- However, where there are remaining unobligated balances then these Cash Reserves could be Appropriated for any proper use of the Fund; including, but not limited to, the early payment of debt where allowed, payment of current projects versus new debt, and the setting aside for future debt retirement or the so called rainy day fund.

I hope this explanation gives Council a better understanding of Funds and Cash Reserves and their allowable use in the Appropriation process. Should you have any questions regarding the information listed herein, please give me a call.

Thank you.

2012 FUND BALANCE REPORT (YEAR TO DATE) - CITY OF NAPOLEON
FOR THE MONTH ENDING June 30, 2012

④

	Beginning Year Balance	Year-to-date Actual Receipts	Year-to-date Expenditures/ Expenses	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
GENERAL FUNDS						
=====						
100 GENERAL FUND	1,118,735.23	2,800,781.50	3,035,848.03	\$ 883,668.70	\$ 757,505.33	\$ 126,163.37
147 UNCLAIMED MONIES FUND	4,155.33	620.04	0.00	4,775.37	0.00	4,775.37
170 MUNICIPAL INCOME TAX FUND	200.00	1,979,166.87	1,964,366.87	15,000.00	54,287.42	<39,287.42>
180 KWH TAX COLLECTION FUND (GF)	0.00	251,049.68	247,157.24	3,892.44	0.00	3,892.44
195 LAW LIBRARY FUND	0.00	15,692.39	15,692.39	0.00	6,153.80	<6,153.80>
SPECIAL REVENUE FUNDS						
=====						
200 STREET CONST.MAINT.&REPAIR FD	111,769.91	227,864.01	214,076.97	125,556.95	63,810.25	61,746.70
201 STATE HIGHWAY IMPROVEMENT FUND	21,946.38	16,680.37	19,616.55	19,010.20	12,583.45	6,426.75
202 MUNI.(50%)MOTOR VEH.LIC.TAS FD	31,159.19	11,795.53	0.00	42,954.72	14,925.00	28,029.72
203 MUNI.(100%)MOTOR VEH.LIC.TASFD	429,712.82	27,185.17	83,897.19	373,000.80	13,120.84	359,879.96
204 CO VEH LIC PERMISSIVE TAX FUND	39,295.95	321.08	8,742.15	30,874.88	47,489.19	<16,614.31>
210 EMS TRANSPORT SERVICE FUND	120,727.12	167,999.94	83,721.52	205,005.54	77,714.76	127,290.78
220 RECREATION FUND	107,780.44	401,091.11	397,965.07	110,906.48	145,879.47	<34,972.99>
223 SPECIAL EVENTS FUND	4,872.08	12,000.00	0.00	16,872.08	12,000.00	4,872.08
227 CEMETERY TRUST FUND	68,774.00	2,477.50	1,491.12	69,760.38	1,200.10	68,560.28
230 ECONOMIC DEV. FUND	81,027.50	776.05	14,500.00	67,303.55	14,500.00	52,803.55
231 ED DNTWN.REVITALIZATION GRT.FD	2,843.99	24,784.00	25,081.99	2,546.00	111,662.00	<109,116.00>
240 HOTEL/MOTEL TAX FUND	0.00	37,496.40	26,112.32	11,384.08	24,943.84	<13,559.76>
242 FIRE EQUIPMENT FUND	374,554.02	81,529.69	5,911.25	450,172.46	25,493.60	424,678.86
243 FIRE LOSS CLAIMS FUND	13,860.00	0.00	13,860.00	0.00	0.00	0.00
260 CDBG, CHIS & CHIP GRANTS PROG.	0.00	26,000.00	10,825.90	15,174.10	489,174.10	<474,000.00>
261 CDBG PROGRAM INCOME FUND	32,273.20	0.00	1,727.00	30,546.20	28,273.00	2,273.20
270 INDIGENT DRIV. ALCOHOL FUND	42,334.19	8,561.00	319.10	50,576.09	23,680.90	26,895.19
271 LAW ENFORCEMENT & ED. FUND	5,221.39	933.10	1,724.15	4,430.34	280.00	4,150.34
272 COURT COMPUTERIZATION FUND	34,164.77	10,212.27	9,253.30	35,123.74	3,240.05	31,883.69
273 LAW ENFORCEMENT TRUST FUND	1,676.33	18.39	0.00	1,694.72	0.00	1,694.72
274 MANDATORY DRUG FINE FUND	16,336.55	1,345.56	0.00	17,682.11	0.00	17,682.11
275 MUNICIPAL PROBATION SERV. FUND	8,580.44	7,247.88	5,846.98	9,981.34	7,856.94	2,124.40
276 LAW ENFORCEMENT OT GRANT	15,670.25	0.00	0.00	15,670.25	0.00	15,670.25
277 PROBATION OFFICER GRANT FUND	4,089.70	24,644.50	24,520.37	4,213.83	3,505.00	708.83
278 COURT SPECIAL PROJECTS FUND	201,192.70	33,831.87	12,225.00	222,799.57	52,225.00	170,574.57
279 HANDICAP PARKING FINES FUND	1,100.00	0.00	0.00	1,100.00	0.00	1,100.00
280 CERTIFIED POLICE TRAINING FUND	3,280.00	0.00	0.00	3,280.00	0.00	3,280.00
281 INDIGENT DRIVERS INTERLOCK/ALC	16,167.88	2,883.88	0.00	19,051.76	0.00	19,051.76
290 POLICE PENSION FUND	0.00	49,417.90	0.00	49,417.90	0.00	49,417.90
291 FIRE PENSION FUND	0.00	25,304.63	0.00	25,304.63	0.00	25,304.63
295 IRS 125 EMPLOYEE BENEFITS FUND	7,985.05	46,885.08	45,310.08	9,560.05	42,819.92	<33,259.87>
DEBT SERVICE FUNDS - GO						
=====						
300 GENERAL BOND RETIREMENT FUND	9,528.24	56,735.00	12,393.75	53,869.49	42,396.25	11,473.24
310 S.A. BOND RETIREMENT FUND	550,029.63	160,250.38	14,886.16	695,393.85	77,884.84	617,509.01

FUND REPORT-CONTINUED NEXT PG.

2012 FUND BALANCE REPORT (YEAR TO DATE) - CITY OF NAPOLEON
FOR THE MONTH ENDING June 30, 2012

(A)

FUND REPORT - CONTINUED	Beginning Year Balance	Year-to-date Actual Receipts	Year-to-date Expenditures/ Expenses	Unexpended Balance	Outstanding Encumbrances	Unencumbered Balance
CAPITAL PROJECT FUNDS						
400 CAPITAL IMPROVEMENT FUND	\$ 706,309.46	\$ 594,960.64	\$ 517,343.51	\$ 783,926.59	\$ 510,409.96	\$ 273,516.63
401 CIP FUNDING RESERVE FUND	86,250.00	50,000.00	0.00	136,250.00	0.00	136,250.00
435 CLAIRMONT AVE. IMP. PROJECT FD	4.30	340,190.00	299,828.80	40,365.50	0.00	40,365.50
438 SCOTT STREET IMP PROJECT FUND	20,284.40	832,750.00	17,002.32	836,032.08	3,808.08	832,224.00
439 HALEY AVE I&I REDUC. PROJ FUND	4.74	983,290.00	920,171.19	63,123.55	0.00	63,123.55
440 STEVENSON ST.IMP.PROJECT FUND	15,448.06	0.00	7,321.73	8,126.33	0.00	8,126.33
ENTERPRISE FUNDS						
500 ELECTRIC UTILITY REVENUE FUND	1,788,664.13	7,799,157.69	7,852,985.96	1,734,835.86	6,130,382.29	<4,395,546.43>
501 ELECTRIC UTILITY RESERVE FUND	484,699.55	4,838.64	0.00	489,538.19	0.00	489,538.19
502 ELEC.UTY.REPLCMNT.& IMP.FUND	415,108.50	36,140.45	0.00	451,248.95	0.00	451,248.95
503 ELECTRIC DEVELOPMENT FUND	3,622,018.03	687,112.13	150,906.10	4,158,224.06	75,147.11	4,083,076.95
510 WATER REVENUE FUND	345,441.92	1,348,167.28	1,479,624.61	213,984.59	443,523.49	<229,538.90>
511 WATER DEPRECIATION RES. FUND	200,184.31	4,680.50	1,865.37	202,999.44	27,289.51	175,709.93
512 WATER DEBT RESERVE FUND	115,463.46	214,007.02	36,460.63	293,009.85	176,463.37	116,546.48
513 WATER OWDA BOND RETIREMENT FD.	11,945.12	65,164.20	20,338.60	56,770.72	43,512.99	13,257.73
514 WATER TOWER PAINTING &MNT.FUND	70,228.86	701.90	0.00	70,930.76	0.00	70,930.76
519 WATER PLANT IMPROV & RENO FUND	0.00	0.00	0.00	0.00	2,000.00	<2,000.00>
520 SEWER UTILITY REVENUE FUND	3,164,741.94	1,771,660.77	3,307,241.88	1,629,160.83	495,329.62	1,133,831.21
521 SEWER UTY. REPLCMNT.&IMP. FUND	1,068,207.72	687,324.63	98,949.69	1,656,582.66	239,679.76	1,416,902.90
522 SEWER DEBT RESERVE FUND	820,627.78	518,523.93	14,342.16	1,324,809.55	495,981.84	828,827.71
523 OWDA SA DEBT RETIREMENT FUND	40,565.51	346,612.10	0.00	387,177.61	498,742.12	<111,564.51>
530 WWT EQ BASIN PROJECT FUND	0.00	0.00	0.00	0.00	0.00	0.00
560 SANITATION (REFUSE)REVENUE FD	441,881.19	429,896.17	540,579.39	331,197.97	133,664.02	197,533.95
561 SANIT.(REFUSE) DEPREC.RES.FUND	94,597.63	200,722.94	36,543.80	258,776.77	171,152.89	87,623.88
580 METER DEP.(ELECT & WATER) FUND	360,587.84	28,765.62	8,777.22	380,576.24	70.00	380,506.24
INTERNAL SERVICE FUNDS						
600 CENTRAL GARAGE ROTARY FUND	15,635.21	175,576.88	126,210.02	65,002.07	101,347.47	<36,345.40>
>>> GRAND TOTAL-ALL FUNDS >>>>	17,369,943.94	23,633,826.26	21,733,565.43	19,270,204.77	11,703,109.57	7,567,095.20



JIM PETRO
AUDITOR OF STATE

STATE OF OHIO

Date: April 6, 1999

Bulletin 99-006

AUDITOR OF STATE BULLETIN

TO: FISCAL OFFICER OF ALL SUBDIVISIONS
ALL INDEPENDENT PUBLIC ACCOUNTANTS

SUBJECT: REQUESTS FOR NEW FUNDS

The Auditor of State receives numerous requests to establish new funds under the provisions of Ohio Rev. Code §5705.12 which states:

In addition to the funds provided for by sections 5705.09, 5705.121, 5705.13, and 5705.131 of the Revised Code, the taxing authority of a subdivision may establish, with the approval of and in the manner prescribed by the auditor of state, such other funds as are desirable, and may provide by ordinance or resolution that money derived from specified sources other than the general property tax shall be paid directly into such funds. The auditor of state shall consult with the tax commissioner before approving such funds.

The purpose of this Bulletin is to identify when a request under this code section is required and when a local government may create a new fund without the Auditor of State's approval.

When Requests are Unnecessary

Approval to establish a new fund is unnecessary when the creation of the desired fund is already authorized or required by statute. Whenever the creation of a fund is authorized or required by statute, either specifically by name, or in general, a separate letter requesting permission to establish the fund is not required.

Examples of specific statutory requirements are found in Ohio Rev. Code §3313.81, which requires that school districts establish food service funds, and in Ohio Rev. Code §5747.50, which requires that each county establish an undivided local government fund. Similar statutory provisions requiring the creation of a specific fund are scattered throughout the Revised Code.

General statutory requirements for the creation of funds are found in Ohio Rev. Code §5705.09. This code section states:

Each subdivision shall establish the following funds:

- (A) General fund;



JIM PETRO
AUDITOR OF STATE
STATE OF OHIO

Date: April 6, 1999
Bulletin 99-006

AUDITOR OF STATE BULLETIN

(B) Sinking fund whenever the subdivision has outstanding bonds other than serial bonds;

(C) Bond retirement fund, for the retirement of serial bonds, notes, or certificates of indebtedness;

(D) A special fund for each special levy;

(E) A special bond fund for each bond issue;

(F) A special fund for each class of revenues derived from a source other than the general property tax, which the law requires to be used for a particular purpose;

(G) A special fund for each public utility operated by a subdivision;

(H) A trust fund for any amount received by a subdivision in trust.

Based on this statute, it is unnecessary to continue to request permission from the Auditor of State to establish a new fund when the purpose of the fund will be to record and expend the proceeds of debt, to account for a new grant whose use is restricted to a particular purpose or to account for money received in trust.

When Requests are Necessary

It is necessary to continue to submit requests to the Auditor of State when the creation of the fund is not specifically authorized by statute or when the purpose of the fund is not identified in Ohio Rev. Code §5705.09 (A) - (H). Situations in which it would be appropriate to continue to submit requests include: 1) when management wishes to create a new fund in order to capture additional financial information about a specific source of revenue or a specific activity; 2) when the fund will be used to account for restricted gifts or bequests that will not be held in trust; and 3) when management wants to impose internal restrictions on the use of otherwise unrestricted resources

Management often asks to create a new fund to determine how much revenue a specific source generates or how money from a specific source is being spent. In circumstances where the desired financial information can be obtained by creating additional accounts within an existing fund, the creation of a separate fund is generally considered unnecessary. An exception to this policy is made for requests for the creation of proprietary funds.



JIM PETRO
AUDITOR OF STATE
STATE OF OHIO

Date: April 6, 1999
Bulletin 99-006

AUDITOR OF STATE BULLETIN

Proprietary funds are intended to account for activities that are similar to businesses. The activity is at least partially financed by charges for services or goods. Rates are usually set by the legislative authority, and the desire is to maintain accounting records which can demonstrate the extent that charges cover the costs of providing the goods or services. This is accomplished by tracking all revenues and the related expenses of an activity within a single fund. Requests for the creation of a proprietary fund are usually granted.

Sending a request to establish a new fund is still appropriate when the fund will be used to account for restricted gifts or bequests not held in trust. The creation of a trust fund is not necessary to account for restricted gifts or donations; this money may be accounted for in a special revenue fund or, if restricted to the acquisition of fixed assets, in a capital projects fund. A trust fund is recommended only when there is a formal trust agreement with the donor. Requests to account for restricted gifts and donations are routinely granted based on the need to demonstrate compliance with donor restrictions.

Letters frequently request permission for a new fund based on management's wish to place internal restrictions on the use of otherwise unrestricted resources. These types of requests are generally not approved. It is the policy of the Auditor of State to refuse requests when approval would result in giving readers of financial statements the false impression that the use of the resources in the fund is restricted. The General Assembly has begun authorizing the creation of funds using unrestricted resources in certain specific circumstances. For example, H.B. 426 allows subdivisions to create funds for the payment of compensated absences and for the acquisition of fixed assets. The Auditor of State does not feel it is appropriate to extend this ability into areas where the legislature has not acted.

When responding to requests to establish new funds, the Auditor of State applies two basic guidelines. Separate funds are justified 1) when they will provide management with additional relevant financial information which is not obtainable using the current fund structure; and 2) when necessary to demonstrate compliance with legal or contractual restrictions.

When the purpose of a fund created under the provisions of Ohio Rev. Code §5705.12 has been fulfilled, the unexpended balance may be transferred to the general fund or to the bond retirement fund, but only after the payment of all obligations incurred and payable from the fund. (See Ohio Rev. Code §5705.14) Management may not simply modify or alter the purpose of the fund; that, in effect, creates a new fund and would require a second approval from the Auditor of State.

2012 (3rd) AMENDED CERTIFICATION OF THE TOTAL AMOUNT FROM ALL SOUCES AVAILABLE FOR EXPENDITURES, AND BALANCES

From the City of Napoleon in Henry County, Ohio, for Fiscal Year Ending December 31, 2012
 3rd THIRD - Official Amended Certificate of Estimated Resources in 2012.

FUND TYPE/CLASSIFICATION	Cash Balance as of December 31, 2011	Encumbrances "Original" as of December 31, 2011	Advances Not Repaid	Carryover Balance Available for Appropriation	Total Amount From All Sources Available For Expenditures	Total Amount Available Plus Balances for 2012
GOVERNMENTAL FUND TYPES						
General Funds						
100 General Fund	1,118,735.23	61,003.68	0.00	1,057,731.55	5,599,520.00	6,657,251.55
147 Unclaimed Monies Fund	4,155.33	0.00	0.00	4,155.33	1,000.00	5,155.33
170 Municipal Income Tax Fund	200.00	0.00	0.00	200.00	3,300,000.00	3,300,200.00
180 kWh Tax Collection (GF) Fund	0.00	0.00	0.00	0.00	513,600.00	513,600.00
195 Law Library Agency Fund	0.00	0.00	0.00	0.00	28,000.00	28,000.00
Sub-Total - GENERAL FUNDS	1,123,090.56	61,003.68	0.00	1,062,086.88	9,442,120.00	10,504,206.88
Special Revenue Funds						
200 Street Construction, Maintenance & Repair Fund	111,769.91	14,414.21	0.00	97,355.70	626,940.00	724,295.70
201 State Highway Fund Improvement Fund	21,946.38	0.00	0.00	21,946.38	32,190.00	54,136.38
202 Municipal (50%) Motor Vehicle License Tax Fund	31,159.19	0.00	0.00	31,159.19	22,330.00	53,489.19
203 Municipal (100%) Motor Vehicle License Tax Fund	429,712.82	72,658.03	0.00	357,054.79	46,090.00	403,144.79
204 County Motor Vehicle License Perm. Tax Fund	39,295.95	14,624.03	0.00	24,671.92	45,000.00	69,671.92
210 EMS Transport Service Fund	120,727.12	20,101.80	0.00	100,625.32	254,500.00	355,125.32
220 Recreation Fund	107,780.44	6,056.87	0.00	101,723.57	833,730.00	935,453.57
223 Special Events Fund	4,872.08	0.00	0.00	4,872.08	12,000.00	16,872.08
227 Napoleon Cemetery Trust Fund	68,774.00	0.00	0.00	68,774.00	2,500.00	71,274.00
230 Economic Development Fund	81,027.50	0.00	0.00	81,027.50	900.00	81,927.50
231 ED Downtown Revitalization Grant Fund	2,843.99	2,843.99	0.00	0.00	475,000.00	475,000.00
240 Hotel/Motel Tax Fund	0.00	0.00	0.00	0.00	76,000.00	76,000.00
242 Fire Equipment Fund	374,554.02	0.00	0.00	374,554.02	317,920.00	692,474.02
243 Refund-Fire Loss Claim Fund	13,860.00	0.00	0.00	13,860.00	0.00	13,860.00
260 CDBG, CHIS & CHIP Grant Fund	0.00	0.00	0.00	0.00	500,000.00	500,000.00
261 CDBG Program Income Fund	32,273.20	0.00	0.00	32,273.20	23,000.00	55,273.20
270 Indigent Drivers Alcohol Treatment Fund	42,334.19	0.00	0.00	42,334.19	7,360.00	49,694.19
271 Law Enforcement & Education Fund	5,221.39	320.00	0.00	4,901.39	1,960.00	6,861.39
272 Court Computerization Fund	34,164.77	6,800.00	0.00	27,364.77	18,290.00	45,654.77
273 Law Enforcement Trust Fund	1,676.33	0.00	0.00	1,676.33	220.00	1,896.33
274 Mandatory Drug Fine Fund	16,336.55	0.00	0.00	16,336.55	1,140.00	17,476.55
275 Municipal Probation Service Fund	8,580.44	0.00	0.00	8,580.44	13,070.00	21,650.44
276 Law Enforcement OT Grant Fund	15,670.25	0.00	0.00	15,670.25	0.00	15,670.25
277 Probation Officer Grant Fund	4,089.70	0.00	0.00	4,089.70	49,290.00	53,379.70
278 Court Special Projects Improvement Fund	201,192.70	0.00	0.00	201,192.70	65,000.00	266,192.70
279 Handicap Parking Fines Fund	1,100.00	0.00	0.00	1,100.00	0.00	1,100.00
280 Certified Police Training Fund	3,280.00	0.00	0.00	3,280.00	0.00	3,280.00
281 Indigent Drivers Interlock Alcohol Monitoring Fund	16,167.88	0.00	0.00	16,167.88	4,000.00	20,167.88
290 Police Pension Fund	0.00	0.00	0.00	0.00	85,990.00	85,990.00
291 Fire Pension Fund	0.00	0.00	0.00	0.00	42,990.00	42,990.00
295 IRS 125 Employee Benefits Plan Fund	7,985.05	0.00	0.00	7,985.05	109,880.00	117,865.05
Sub-Total - SPECIAL REVENUE FUNDS	1,798,395.85	137,818.93	0.00	1,660,576.92	3,667,290.00	5,327,866.92

U

1

2012 (3rd) AMENDED CERTIFICATION OF THE TOTAL AMOUNT FROM ALL SOURCES AVAILABLE FOR EXPENDITURES, AND BALANCES							
From the City of Napoleon in Henry County, Ohio, for Fiscal Year Ending December 31, 2012							
3rd THIRD - Official Amended Certificate of Estimated Resources in 2012.							
<u>FUND TYPE/CLASSIFICATION</u>	Cash Balance as of December 31, 2011	Encumbrances "Original" as of December 31, 2011	Advances Not Repaid	Carryover Balance Available for Appropriation	Total Amount From All Sources Available For Expenditures	Total Amount Available Plus Balances for 2012	
Debt Service Funds							
300 General Bond Retirement Fund	9,528.24	0.00	0.00	9,528.24	54,800.00	64,328.24	
310 S.A. Bond Retirement Fund	550,029.63	0.00	0.00	550,029.63	109,900.00	659,929.63	
Sub-Total - DEBT SERVICE FUNDS	559,557.87	0.00	0.00	559,557.87	164,700.00	724,257.87	
Capital Projects Funds							
400 Capital Improvement Fund	706,309.46	148,157.13	0.00	558,152.33	1,062,750.00	1,620,902.33	
401 CIP Funding Reserve Fund	86,250.00	0.00	0.00	86,250.00	50,000.00	136,250.00	
435 Clairmont Avenue Reconstruction Project Fund	4.30	0.00	0.00	4.30	595,590.00	595,594.30	
438 Scott Street Improvement Project Fund	20,284.40	20,034.40	0.00	250.00	3,832,750.00	3,833,000.00	
439 Haley Avenue Interceptor 1 & 1 Rdctn. Project Fund	4.74	0.00	0.00	4.74	1,827,890.00	1,827,894.74	
440 Stevenson Street Improvement Project Fund	15,448.06	10,998.70	0.00	4,449.36	0.00	4,449.36	
Sub-Total - CAPITAL PROJECT FUNDS	828,300.96	179,190.23	0.00	649,110.73	7,368,980.00	8,018,090.73	
PROPRIETARY FUND TYPE							
Enterprise Funds							
500 Electric Utility Revenue Fund	1,781,178.38	15,102.62	0.00	1,766,075.76	15,175,000.00	16,941,075.76	
501 Electric Utility Reserve Fund	484,699.55	0.00	0.00	484,699.55	4,580.00	489,279.55	
502 Electric Replacement & Improvement Fund	415,108.50	0.00	0.00	415,108.50	35,620.00	450,728.50	
503 Electric Development Fund	3,622,018.03	96,508.20	0.00	3,525,509.83	681,770.00	4,207,279.83	
510 Water Revenue Fund	353,181.92	23,425.15	0.00	329,756.77	2,606,130.00	2,935,886.77	
511 Water Depreciation Reserve Fund	200,184.31	27,289.51	0.00	172,894.80	35,560.00	208,454.80	
512 Water Debt Reserve Fund	115,463.46	0.00	0.00	115,463.46	213,450.00	328,913.46	
513 Water OWDA Bond Retirement Fund	11,945.12	0.00	0.00	11,945.12	66,840.00	78,785.12	
514 Water Tower Painting & Maintenance Fund (New)	70,228.86	0.00	0.00	70,228.86	600.00	70,828.86	
519 Water Plant Renovation & Improvement Prj.Fund	0.00	0.00	0.00	0.00	1,800,000.00	1,800,000.00	
520 Sewer Utility (WWT) Revenue Fund	3,164,773.29	49,281.40	0.00	3,115,491.89	3,035,460.00	6,150,951.89	
521 Sewer (WWT) Replacement & Improvmt. Fund	1,068,207.72	21,314.20	0.00	1,046,893.52	686,790.00	1,733,683.52	
522 Sewer (WWT) Utility Reserve Fund	820,627.78	0.00	0.00	820,627.78	511,880.00	1,332,507.78	
523 OWDA SA Debt Retirement Fund	40,565.51	0.00	0.00	40,565.51	494,280.00	534,845.51	
560 Sanitation (Refuse) Revenue Fund	441,895.59	2,845.80	0.00	439,049.79	799,910.00	1,238,959.79	
561 Sanitation (Refuse) Depreciation Reserve Fund	94,597.63	59,043.69	0.00	35,553.94	201,070.00	236,623.94	
580 Meter Deposit (Electric & Water) Fund	360,287.84	0.00	0.00	360,287.84	10,000.00	370,287.84	
Sub-Total - ENTERPRISE FUNDS	13,044,963.49	294,810.57	0.00	12,750,152.92	26,358,940.00	39,109,092.92	
Internal Service Funds							
600 Central Garage Rotary Fund	15,635.21	0.00	0.00	15,635.21	302,050.00	317,685.21	
Sub-Total - INTERNAL SERVICE FUNDS	15,635.21	0.00	0.00	15,635.21	302,050.00	317,685.21	
TOTAL - ALL FUNDS	17,369,943.94	672,823.41	0.00	16,697,120.53	47,304,080.00	64,001,200.53	

SIGNED: _____ Date: 04/03/2012
 Fiscal Officer: Gregory J. Heath, Finance Director/Clerk of Council
 APPROVED BY: County Budget Commission
 County Auditor: _____
 County Treasurer: _____
 County Prosecuting Attorney: _____

U

2012 (3rd) AMENDED CERTIFICATION OF THE TOTAL						
From the City of Napoleon in Henry County, Ohio, for						
3rd THIRD - Official Amended Certificate of Estimate						
==== VERIFICATION TOTALS & BALANCE AVAILABLE ====						
FUND TYPE/CLASSIFICATION	2012 ORIGINAL	SUPPLMNTL.#1	SUPPLMNTL.#2	SUB-TOTAL	VERIFICATION	
	APPROPRIATION	APPROPRIATION	APPROPRIATION		ORG. + SUPP.	TOTALS
GOVERNMENTAL FUND TYPES	Ord. 089-11	Ord. 019-12	Ord. 027-12			
General Funds						
100 General Fund	6,392,180.00	-2,630.00	8,090.00	6,397,640.00		259,611.55
147 Unclaimed Monies Fund	2,000.00	0.00	0.00	2,000.00		3,155.33
170 Municipal Income Tax Fund	3,300,000.00	0.00	0.00	3,300,000.00		200.00
180 kWh Tax Collection (GF) Fund	513,600.00	0.00	0.00	513,600.00		0.00
195 Law Library Agency Fund	28,000.00	0.00	0.00	28,000.00		0.00
Sub-Total - GENERAL FUNDS	10,235,780.00	-2,630.00	8,090.00	10,241,240.00		262,966.88
Special Revenue Funds						
200 Street Construction, Maintenance & Repair Fund	669,890.00	-131,860.00	2,330.00	540,360.00		183,935.70
201 State Highway Fund Improvement Fund	41,400.00	0.00	0.00	41,400.00		12,736.38
202 Municipal (50%) Motor Vehicle License Tax Fund	30,000.00	0.00	0.00	30,000.00		23,489.19
203 Municipal (100%) Motor Vehicle License Tax Fund	101,360.00	0.00	0.00	101,360.00		301,784.79
204 County Motor Vehicle License Perm. Tax Fund	61,000.00	0.00	0.00	61,000.00		8,671.92
210 EMS Transport Service Fund	324,750.00	0.00	0.00	324,750.00		30,375.32
220 Recreation Fund	903,690.00	0.00	1,000.00	904,690.00		30,763.57
223 Special Events Fund	12,000.00	0.00	0.00	12,000.00		4,872.08
227 Napoleon Cemetery Trust Fund	6,000.00	0.00	0.00	6,000.00		65,274.00
230 Economic Development Fund	29,000.00	0.00	0.00	29,000.00		52,927.50
231 ED Downtown Revitalization Grant Fund	400,000.00	75,000.00	0.00	475,000.00		0.00
240 Hotel/Motel Tax Fund	76,000.00	0.00	0.00	76,000.00		0.00
242 Fire Equipment Fund	276,000.00	6,000.00	0.00	282,000.00		410,474.02
243 Refund-Fire Loss Claim Fund	13,860.00	0.00	0.00	13,860.00		0.00
260 CDBG, CHIS & CHIP Grant Fund	500,000.00	0.00	0.00	500,000.00		0.00
261 CDBG Program Income Fund	55,000.00	0.00	0.00	55,000.00		273.20
270 Indigent Drivers Alcohol Treatment Fund	25,000.00	0.00	0.00	25,000.00		24,694.19
271 Law Enforcement & Education Fund	6,000.00	0.00	0.00	6,000.00		861.39
272 Court Computerization Fund	32,750.00	0.00	0.00	32,750.00		12,904.77
273 Law Enforcement Trust Fund	1,500.00	0.00	0.00	1,500.00		396.33
274 Mandatory Drug Fine Fund	5,000.00	0.00	0.00	5,000.00		12,476.55
275 Municipal Probation Service Fund	16,210.00	0.00	0.00	16,210.00		5,440.44
276 Law Enforcement OT Grant Fund	0.00	0.00	0.00	0.00		15,670.25
277 Probation Officer Grant Fund	49,290.00	0.00	0.00	49,290.00		4,089.70
278 Court Special Projects Improvement Fund	64,450.00	0.00	0.00	64,450.00		201,742.70
279 Handicap Parking Fines Fund	1,100.00	0.00	0.00	1,100.00		0.00
280 Certified Police Training Fund	3,000.00	0.00	0.00	3,000.00		280.00
281 Indigent Drivers Interlock Alcohol Monitoring Fund	2,000.00	0.00	0.00	2,000.00		18,167.88
290 Police Pension Fund	91,200.00	-5,210.00	0.00	85,990.00		0.00
291 Fire Pension Fund	45,600.00	-2,610.00	0.00	42,990.00		0.00
295 IRS 125 Employee Benefits Plan Fund	108,080.00	0.00	0.00	108,080.00		9,785.05
Sub-Total - SPECIAL REVENUE FUNDS	3,951,130.00	-58,680.00	3,330.00	3,895,780.00		1,432,086.92

①

2012 (3rd) AMENDED CERTIFICATION OF THE TOTAL						
From the City of Napoleon in Henry County, Ohio, for						
3rd THIRD - Official Amended Certificate of Estimate						
==== VERIFICATION TOTALS & BALANCE AVAILABLE ====						
FUND TYPE/CLASSIFICATION	2012 ORIGINAL	SUPPLMNTL.#1	SUPPLMNTL.#2	SUB-TOTAL	VERIFICATION	
	APPROPRIATION	APPROPRIATION	APPROPRIATION		ORG. + SUPP.	TOTALS
	Ord. 089-11	Ord. 019-12	Ord. 027-12			
Debt Service Funds						
300 General Bond Retirement Fund	54,800.00	0.00	1,940.00	56,740.00		7,588.24
310 S.A. Bond Retirement Fund	96,560.00	0.00	0.00	96,560.00		563,369.63
Sub-Total - DEBT SERVICE FUNDS	151,360.00	0.00	1,940.00	153,300.00		570,957.87
Capital Projects Funds						
400 Capital Improvement Fund	1,545,270.00	0.00	7,660.00	1,552,930.00		67,972.33
401 CIP Funding Reserve Fund	0.00	0.00	0.00	0.00		136,250.00
435 Clairmont Avenue Reconstruction Project Fund	299,920.00	0.00	295,670.00	595,590.00		4.30
438 Scott Street Improvement Project Fund	3,832,750.00	0.00	0.00	3,832,750.00		250.00
439 Haley Avenue Interceptor I & I Rdctn. Project Fund	917,710.00	0.00	910,180.00	1,827,890.00		4.74
440 Stevenson Street Improvement Project Fund	0.00	0.00	0.00	0.00		4,449.36
Sub-Total - CAPITAL PROJECT FUNDS	6,595,650.00	0.00	1,213,510.00	7,809,160.00		208,930.73
PROPRIETARY FUND TYPE						
Enterprise Funds						
500 Electric Utility Revenue Fund	15,687,560.00	0.00	7,220.00	15,694,780.00		1,246,295.76
501 Electric Utility Reserve Fund	0.00	0.00	0.00	0.00		489,279.55
502 Electric Replacement & improvement Fund	0.00	0.00	0.00	0.00		450,728.50
503 Electric Development Fund	351,500.00	0.00	0.00	351,500.00		3,855,779.83
510 Water Revenue Fund	2,674,270.00	43,320.00	92,370.00	2,809,960.00		125,926.77
511 Water Depreciation Reserve Fund	32,900.00	0.00	0.00	32,900.00		175,554.80
512 Water Debt Reserve Fund	212,930.00	0.00	0.00	212,930.00		115,983.46
513 Water OWDA Bond Retirement Fund	63,900.00	0.00	0.00	63,900.00		14,885.12
514 Water Tower Painting & Maintenance Fund (New)	60,910.00	0.00	0.00	60,910.00		9,918.86
519 Water Plant Renovation & Improvement Prj.Fund	1,750,000.00	0.00	50,000.00	1,800,000.00		0.00
520 Sewer Utility (WWT) Revenue Fund	4,583,240.00	-8,710.00	135,450.00	4,709,980.00		1,440,971.89
521 Sewer (WWT) Replacement & Improvmt. Fund	635,000.00	0.00	0.00	635,000.00		1,098,683.52
522 Sewer (WWT) Utility Reserve Fund	510,340.00	0.00	0.00	510,340.00		822,167.78
523 OWDA SA Debt Retirement Fund	498,980.00	0.00	0.00	498,980.00		35,865.51
560 Sanitation (Refuse) Revenue Fund	969,080.00	-8,700.00	2,530.00	962,910.00		276,049.79
561 Sanitation (Refuse) Depreciation Reserve Fund	197,500.00	0.00	0.00	197,500.00		39,123.94
580 Meter Deposit (Electric & Water) Fund	40,000.00	0.00	0.00	40,000.00		330,287.84
Sub-Total - ENTERPRISE FUNDS	28,268,110.00	25,910.00	287,570.00	28,581,590.00		10,527,502.92
Internal Service Funds						
600 Central Garage Rotary Fund	316,720.00	0.00	0.00	316,720.00		965.21
Sub-Total - INTERNAL SERVICE FUNDS	316,720.00	0.00	0.00	316,720.00		965.21
TOTAL - ALL FUNDS	49,518,750.00	-35,400.00	1,514,440.00	50,997,790.00		13,003,410.53

SIGNED:

04/03/2012

Fiscal Officer

Date

Gregory J. Heath, Finance Director/Clerk of Council

D

This report prepared for: GREG HEATH

PRODUCTIVE
 Capital Management, Inc.

CITY OF NAPOLEON
 Consolidated Investment Portfolio
 As of: 06/20/2012 Trade Date

CASH ACCOUNTS¹

PAR	TYPE	COUPON	MATURITY DATE	SETTLE DATE	ORIGINAL		NOTE/CALL FEATURE	SAFEKEEPING	CUSIP	DAYS TO MATURITY
					PRINCIPAL ²	PURCHASE YLD				
4,596	STAR DFC	0.070%	6/21/12	6/20/12	4,596.00	0.070%				1
2,656,398	SWEEP	0.180%	6/21/12	6/20/12	2,656,398.00	0.180%	F&M BANK			1

SECURITIES

PAR	TYPE	COUPON	MATURITY DATE	SETTLE DATE	ORIGINAL		NOTE/CALL FEATURE	SAFEKEEPING	CUSIP	DAYS TO MATURITY
					PRINCIPAL ²	PURCHASE YLD				
1,000,000	CD	1.450%	07/23/12	07/23/10	1,000,000.00	1.470%	Qty. Int. Cbk.	-Herry Co		33
500,000	CDARS	0.350%	08/23/12	08/23/11	500,000.00	0.350%		-NB		64
1,000,000	CD	0.850%	12/22/12	12/22/10	1,000,000.00	0.950%		F&M		185
245,000	CD	0.600%	03/09/13	03/09/12	245,000.00	0.600%		Waterford		262
1,000,000	CD	1.010%	03/23/13	03/23/11	1,000,000.00	1.010%	Quarterly Int.	F&M		282
1,000,000	CDARS	0.500%	04/23/13	04/23/12	1,000,000.00	0.500%		Waterford		308
769,000	FHLE	0.200%	04/30/13	04/05/12	769,591.75	0.250%		PNC	31337EXG5	314
1,000,000	CD	0.780%	05/20/13	05/20/11	1,000,000.00	0.780%		-Herry Co		334
1,000,000	CD	0.240%	05/21/13	05/21/12	1,000,000.00	0.240%	Qty Int	F&M		335
1,000,000	CD	0.440%	06/22/13	12/22/11	1,000,000.00	0.440%	Monthly Int.	F&M		367
1,500,000	T NOTE	1.000%	07/15/13	02/17/11	1,496,718.75	1.092%		PNC	912828NN6	390
1,000,000	CD	0.710%	08/19/13	08/19/11	1,000,000.00	0.710%		F&M		425
1,500,000	CDARS	1.970%	08/22/13	08/28/10	1,500,000.00	1.970%	Interest Paid Annually	-NB		428
1,000,000	CDARS	0.750%	09/23/13	09/23/11	1,000,000.00	0.750%	Int. Qty. Or. Co. Yr.	Tristate		463
1,000,000	CDARS	0.500%	09/23/13	09/23/11	1,000,000.00	0.500%	Int. at Yr. End & Mat	-NB		463
1,000,000	FFCB	0.350%	04/23/14	04/23/12	1,000,000.00	0.350%	4/23/13 continuous	PNC	3133EALX4	672
1,500,000	CDARS	0.750%	05/22/14	05/24/12	1,500,000.00	0.750%	Qty Int	Tristate		701
1,000,000	FFCB	0.370%	06/11/14	06/11/12	999,500.00	0.355%	6/11/13 continuous	PNC	3133EATX8	721

TOTALS	ORIGINAL			
	PAR	PRINCIPAL	WTD MATURITY	WTD YIELD
CASH ACCOUNTS¹	\$ 2,660,994	\$ 2,660,994.00	1	0.18%
SECURITIES	18,110,000	\$ 18,028,810.52	400	0.80%
TOTAL	\$ 20,870,994	\$ 20,689,804.52	348	0.72%

¹ Balances for Cash accounts are based on information provided by the client and may not reflect true balances as of the date of this report.
² Does not include accrued interest, if any, paid at time of purchase

E

2012 - FISCAL POSTING YEAR ->		===== JUNE =====			
FUND NO.	INTEREST ALLOCATION - BY FUND Ordinance 116-97, Passed 12/29/97 FUND DESCRIPTION	BOOK BALANCE BY FUND 1ST OF MONTH	PERCENT (%) OF FUND BALANCE "+" GREATER > "0"	TOTAL INTEREST RECEIVED IN MONTH	TOTAL YTD INTEREST RECEIVED 2012
	INTEREST EARNED FOR MONTH LISTED ->			\$42,043.71	\$189,354.03
=====					
FUNDS ALLOCATING INTEREST TO - 100 GENERAL FUND:					
100	General Fund	\$1,166,077.90	6.0210%	\$2,531.45	\$10,941.90
147	Unclaimed Monies Fund	\$4,775.37	0.0247%	\$10.38	\$42.98
170	Municipal Income Tax Fund	\$15,000.00	0.0775%	\$32.58	\$234.83
180	KWH Tax Collection Fund	\$2,377.00	0.0123%	\$5.17	\$130.32
195	Law Library Fund	\$0.00	0.0000%	\$0.00	\$0.00
210	EMS Transport Service Fund	\$210,955.96	1.0893%	\$457.98	\$1,792.60
223	Special Events Fund	\$4,872.08	0.0252%	\$10.60	\$48.54
227	Napoleon Cemetery Trust Fund	\$69,853.88	0.3607%	\$151.65	\$694.68
240	Hotel/Motel (Lodge) Tax Fund	\$6,681.61	0.0345%	\$14.51	\$108.84
243	Fire Loss Claims Fund	\$0.00	0.0000%	\$0.00	\$29.06
261	CDBG Program Income Fund	\$30,546.20	0.1577%	\$66.30	\$304.39
277	Probation Officer Grant Fund	\$7,624.10	0.0394%	\$16.57	\$60.98
278	Court Special Projects Fund	\$217,667.47	1.1239%	\$472.53	\$2,160.07
279	Handicap Parking Fines Fund	\$1,100.00	0.0057%	\$2.40	\$10.99
280	Certified Police Training Fund	\$3,280.00	0.0169%	\$7.11	\$32.60
281	Indigent Drivers Interlock/Alcohol Rehab. Fund	\$18,660.06	0.0964%	\$40.53	\$176.88
290	Police Pension Fund	\$49,417.90	0.2552%	\$107.30	\$406.48
291	Fire Pension Fund	\$24,769.08	0.1279%	\$53.77	\$203.75
300	General Bond Retirement Fund	-\$930.51	0.0000%	\$0.00	\$88.16
400	Capital Improvement Fund	\$1,063,555.87	5.4917%	\$2,308.91	\$9,363.17
401	Capital Improvement Funding Reserve Fund	\$86,250.00	0.4454%	\$187.26	\$658.28
435	Clairmont Avenue Improvement Project Fund	\$35,345.50	0.1825%	\$76.73	\$92.18
438	Scott Street Improvement Project Fund	\$3,282.08	0.0169%	\$7.11	\$90.58
439	Haley Ave I & I Reduction Project Fund	\$50,513.55	0.2608%	\$109.65	\$131.72
440	Stevenson Street Improvement Project Fund	\$8,126.33	0.0420%	\$17.66	\$137.84
500	Electric Revenue Fund	\$2,398,557.54	12.3849%	\$5,207.07	\$24,020.33
580	Meter Deposit Fund	\$379,606.07	1.9601%	\$824.10	\$3,731.94
600	Central Garage Rotary Fund	-\$45,773.61	0.0000%	\$0.00	\$4.21
	Sub Total - Funds - Interest to 100 General Fd.	\$5,812,191.43	30.2526%	\$12,719.32	\$55,898.30
=====					
ALLOCATING INTEREST DIRECTLY TO FUNDS AS LISTED:					
200	Street (SCM&R) Fund	\$139,036.95	0.7179%	\$301.83	\$1,270.74
201	State Highway Fund	\$35,575.64	0.1837%	\$77.23	\$304.74
202	Municipal (50%) MV License Tax Fund	\$41,000.71	0.2117%	\$89.01	\$370.50
203	Municipal (100%) MV License Tax Fund	\$443,503.35	2.2900%	\$962.80	\$4,330.98
204	County MV License Tax Permissive Tax Fund	\$30,807.99	0.1591%	\$66.89	\$316.34
220	Recreation Fund	\$140,994.29	0.7280%	\$306.08	\$1,335.96
230	Economic Development Fund	\$67,157.74	0.3466%	\$145.81	\$770.67
242	Fire Equipment Fund	\$377,353.24	1.9485%	\$819.22	\$3,702.42
270	Indigent Drivers Alcohol Treatment Fund	\$47,021.46	0.2428%	\$102.08	\$446.11
271	Law Enforcement & Education Fund	\$4,249.13	0.0219%	\$9.21	\$48.54
272	Court Computerization Fund	\$34,351.65	0.1774%	\$74.59	\$326.69
273	Law Enforcement Trust Fund	\$1,691.06	0.0087%	\$3.66	\$16.71
274	Mandatory Drug Fine Fund	\$17,419.81	0.0899%	\$37.80	\$170.34
275	Municipal Probation Service Fund	\$9,334.33	0.0482%	\$20.27	\$89.20
310	SA Bond Retirement Fund	\$687,716.25	3.5510%	\$1,492.97	\$6,732.59
501	Electric Depreciation and Reserve Fund	\$488,477.76	2.5222%	\$1,060.43	\$4,836.23
502	Electric Replacement & Improvement Fund	\$418,340.76	2.1601%	\$908.19	\$4,141.89
503	Electric Development Fund	\$3,503,840.14	18.0920%	\$7,606.55	\$35,610.74
510	Water Revenue Fund	\$445,833.78	2.3021%	\$967.89	\$4,734.99
511	Water Depreciation and Reserve Fund	\$202,559.70	1.0459%	\$439.74	\$2,019.30
512	Water Debt Reserve Fund	\$79,906.38	0.4126%	\$173.47	\$1,072.94
513	Water OWDA Bond Retirement Fund	\$13,430.18	0.0693%	\$29.14	\$131.52
514	Water Tower Painting & Maintenance Fund	\$70,777.09	0.3655%	\$153.67	\$700.79
519	Water Plant Improvement & Renovation Fund	\$0.00	0.0000%	\$0.00	\$0.00
520	Sewer (WWT) Revenue Fund	\$3,743,142.15	19.3277%	\$8,126.08	\$35,214.60
521	Sewer (WWT) Depreciation and Reserve Fund	\$1,005,985.32	5.1944%	\$2,183.92	\$10,335.32
522	Sewer (WWT) Debt Reserve Fund	\$827,016.32	4.2703%	\$1,795.39	\$8,188.08
523	OWDA SA Debt Retirement Fund	\$48,003.38	0.2479%	\$104.23	\$468.08
530	WWT EQ Basin Project Fund	\$0.00	0.0000%	\$0.00	\$0.00
560	Sanitation (Refuse) Revenue Fund	\$524,690.78	2.7092%	\$1,139.05	\$5,038.34
561	Sanitation (Refuse) Depreciation and Reserve Fund	\$58,649.58	0.3026%	\$127.19	\$730.38
	Sub Total - Funds - Interest Credited to Listed Funds	\$13,507,866.92	69.7474%	\$29,324.39	\$133,455.73
=====					
NET TOTAL - ALL INCLUDED FUNDS		\$19,320,058.35	100.0000%	\$42,043.71	\$189,354.03
=====					
	FUND BALANCE > "0"	\$19,366,762.47			
	FUND BALANCE < "0"	-\$46,704.12			

(E)

2012 - FISCAL POSTING YEAR -->		===== JUNE =====			
FUND NO.	INTEREST ALLOCATION - BY FUND Ordinance 116-97, Passed 12/29/97 FUND DESCRIPTION INTEREST EARNED FOR MONTH LISTED -->	BOOK BALANCE BY FUND 1ST OF MONTH	PERCENT (%) OF FUND BALANCE "+" GREATER > "0"	TOTAL INTEREST RECEIVED IN MONTH \$42,043.71	TOTAL YTD INTEREST RECEIVED 2012 \$189,354.03
FUNDS EXCLUDED FROM INTEREST ALLOCATION:					
231	CDBG ED Downtown Revitalization Grant Fund	\$5,000.00			
260	CDBG Chis & Chip Grants Program Fund	\$4,799.60			
276	Law Enforcement OT Grant Fund	\$15,670.25			
295	IRS 125 Employee Benefits Fund	\$7,814.05			
NET TOTAL - ALL EXCLUDED FUNDS		\$33,283.90			
GRAND TOTAL - ALL FUNDS		\$19,353,342.25			
<i>Verification Total - Fund Balance-></i>		<i>\$19,353,342.25</i>		<i>\$42,043.71</i>	
<i>Difference -></i>		<i>\$0.00</i>		<i>\$0.00</i>	

Memorandum

To: Safety and Human Resources Committee, Township Trustees, Council,
Mayor, City Manager, City Law Director, City Finance Director, Department
Supervisors

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

Date: 8/21/2012

Re: Safety and Human Resources Committee Meeting Cancellation

The Safety and Human Resources Committee meeting scheduled for Monday,
August 27 has been CANCELED due to lack of agenda items.

Memorandum

To: Civil Service Commission, Council, Mayor, City Manager, City Law Director,
City Finance Director, Department Supervisors, Media

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

Date: 8/16/2012

Re: Civil Service Commission Meeting Cancellation

The Civil Service Commission meeting scheduled for Tuesday, August 28 has been CANCELED due to lack of agenda items.

City of Napoleon, Ohio

PARKS & RECREATION BOARD

LOCATION: City Hall Offices, 255 West Riverview Avenue, Napoleon, Ohio

Meeting Agenda

Wednesday, August 29, 2012 at 6:30 PM

1. Call to Order
2. Approval of Minutes
3. Discussion and/or Action on Dog Park Proposal
4. Discussion on Capital Improvement Program
5. Miscellaneous
6. Any other Items to Come Before the Board

Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio
PARKS AND RECREATION BOARD

Meeting Minutes
Wednesday, May 30, 2012 at 6:30 PM

PRESENT	
Members	Matt Hardy – Chair, Mike Saneholtz, David Prigge, Peg Funchion, Russell Shaeffer, Chad Richardson, Shawn Thompson
City Staff	Tony Cotter, Parks & Recreation Director
Recorder	Barbara Nelson
Others	None
ABSENT	
Members	None
Call To Order	Chairman Hardy called the meeting to order at 6:30 PM
Approval Of Minutes	Minutes of the April 25, 2012 meeting stand approved with no objections.
4th Of July Celebration Activities	Cotter presented the tentative list of activities for the 4th of July celebration. He noted that the time for the 3 on 3 is 1:00 pm on Sunday, not 9:00 am. It will run from 1:00-9:00 pm. The list is not much different than past years. The Legion will do a chicken BarBQ and help with kids games. The pool will open at 10:00 am. The fireworks contract is signed. The rain date is Thursday, July 5. We couldn't change it to Friday because we'd have to pay extra for hauling the fireworks back and forth. They can't be left unguarded. Cotter would prefer to start the Senior Little League game earlier because it runs late and traffic builds up by the time it ends. Hardy will see about moving this game up to 5:00 PM.
Motion To Accept 4th Of July Activities	Motion: Funchion Second: Saneholtz To accept the 4 th of July activities as presented.
Passed	Roll call vote on above motion:
Yea - 7	Yea-Prigge, Funchion, Shaeffer, Richardson, Thompson, Hardy, Saneholtz
Nay- 0	Nay-
Miscellaneous	
Thompson	Thompson – no items
Prigge	Prigge – no items
Richardson	Richardson – no items
Shaeffer	Shaeffer asked about tennis. Cotter said Shaeffer helped us secure a replacement for the coach who moved. Steve Oberlin from Defiance College and a college player will do a similar program to what we had. It will be Tuesday and Thursday mornings to mid-afternoon for ages 6 to 18, starting Tuesday, June 12. Shaeffer asked about the Lions and Rotary Club donating money. Cotter said representatives from Lions and Rotary Club came to a meeting this year to find out if we were on board with them doing a playground project at Oberhaus Park. Some

clubs like to do the project themselves. If so, they purchase materials. We do an agreement with them regarding liability. They donate the equipment when the project is complete.

Hardy

Hardy said there is no high school baseball coach now and no one to request the subsidy. We made a motion earlier this year to cut all subsidies in half and can proceed on that basis. Cotter said Brian Westhoven called him today and told him the situation. No one could come tonight's meeting because there is no coach. Westhoven and baseball backers are trying to be sure the team keeps running. Hardy said if there is no objection, the \$500 subsidy (cut from \$1,000) will go to this team.

Funchion

Funchion – no items

Saneholtz

Saneholtz said the new signs that United Way donated are up. He asked if City staff did this. Cotter said Tom Mack, United Way Director, stopped in late last week and said volunteers from Campbells were ready to roll. The signs were all installed next to the path at Oakwood where we wanted them. Shaeffer asked if there is any more to do on this project. Cotter said he thought we were doing concrete work, but this didn't occur. He will find out where they're at. Shaeffer said the signs are there, but the rest of it is missing. Cotter said more should happen. They are hoping for donations from local contractors.

Saneholtz asked what happened to the chip and seal for Oakwood Park. Cotter said they decided to put down a fog coat for dust control. Hardy said this seems like a waste of \$6,000. It is not as dusty at the park, but he would have liked to see the money go toward something more permanent. Cotter said the money did not come out of our budget. Some people were disappointed in how things transpired with the parking lot project. Engineering knew we were counting on it, so they did a quick fix. It was going to be \$20,000 for chip and seal. The road will be done later. It doesn't look pretty, but keeps the dust down.

Saneholtz mentioned reading an article where Dr. Fogle said the school board could build a new soccer field in time and give the City the old one. Cotter said the last time he talked with the schools, they talked more about the 4-5 soccer fields at CD Brillhart. Funchion said it looks like a soccer stadium will be way in the future.

Cotter

Cotter said the liquor license for the golf course was held up in Columbus at the Liquor Commission. We received a letter saying they were not setting a hearing date for it. Cotter was told they had almost 1,000 requests to hear and didn't know when the hearing would be. We made some contacts and got a call from the Attorney General's office last week saying the hearing will be June 5. Cotter and the Law Director will go. We hope to have the license in place by the middle of June. Everything is ready to go otherwise. A legal notice in the Northwest Signal said to call Cotter if someone has a D-1 liquor license to sell. This is due to the ORC requirement that we make a reasonable effort to secure a license by ourselves.

The golf course irrigation system went out for bid. All bids were too high due to the prevailing wage requirement and Council rejected them. We will buy most of the main components on the State bid list. Staff will do the installation with some consulting work. This will save \$2,000-\$3,000. We will pay prevailing wage.

We have to find a better long-term solution for the water intake at the golf course. We made inquiries to Wauseon re: tapping into the raw water line for our water source. We are still negotiating and planning this. If it happens, we can get the pump station out of the creek and solve many problems.

Funchion asked about the yellow tape on the north side of the pond at the course. Cotter said this was done for geese control, but it didn't work because the geese had already nested there.

The golf course is in good shape and play is up. We are doing promos.

The pool will open Friday. There was an electrical issue with the pump motor. It was rebuilt incorrectly 2 years ago. The City Manager agreed to take money from the capital improvement fund to purchase a new motor for \$3,000. It would have cost \$2,500 to rebuild the old one. The motor circulates the water and is required by the Health Department for people to be allowed in the pool. We thought about opening last weekend but didn't, due to the pump problem.

The Aquatic Club announced swim lessons will start next Monday. Arts & Crafts starts June 11. The new playground at Ritter Park will be built July 11. We hired a consultant for \$800 who will show our crew how to put it in. There was a pre-construction meeting a few weeks ago about the Oakwood parking lot. They will mill the entry drive in the big parking lot in mid-July and repave shortly after that. All boat docks are in except for one that was damaged. It will be repaired.

Motion To Adjourn

Motion: Funchion Second: Richardson
To adjourn the meeting at 7:07 PM

Passed
Yea - 7
Nay - 0

Roll call vote on above motion.
Yea – Prigge, Funchion, Shaeffer, Richardson, Thompson, Hardy, Saneholtz
Nay -

Date Approved

Matt Hardy, Chair

Cannelton Turbine Runner PCS testing will help commissioning run smoothly

By Phil Meier – assistant vice president for hydroelectric development



Crew members, along with MWH staff, perform assembled runner tests on the Cannelton Unit 1 Turbine Runner in York, Pennsylvania, to examine the movement of the blades.

The Cannelton Unit 1 Turbine Runner, manufactured by Voith Hydro in York, Pennsylvania, has been undergoing assembled runner tests, which check the movement of the blades and pressurized seals for the runner hub.

The reference diameter of the runner is 7.7 meters – or 25.26 feet.

Staff members from AMP and the City of Hamilton were present for the first week of testing of the Plant Control Switchboard (PCS). Those on hand included myself; George Connolly, hydroelectric plant trainer at Belleville; Matt McDaniel, plant operator II at Cannelton; Tom Leibham, site representative for Hamilton; and Tony Pochard, acting director of electric at the Hamilton Department of Electric.

The testing of the PCS will continue for another six

weeks. The purpose of the testing is to work out any wiring and connection issues within the cabinets to verify the controls are operational.

Startup and shutdown sequences for the plant are part of the advanced testing, which is expected to alleviate delays in the Cannelton Site commissioning.

The runner will be disassembled after testing in York is completed and shipped to the Cannelton Site, where it will eventually transform water power into rotational force that drives the generator.

Cannelton's anticipated commercial operation date is summer 2014.

Located in Kentucky, the Cannelton Project will divert water from the existing Army Corps of Engineers Cannelton Locks and Dam through bulb turbines to generate an average gross annual output of about 459 million kilowatt-hours (kWh).



Staff members from AMP and Hamilton were on hand for the first week of testing of the Plant Control Switchboard (PCS). Testing will continue for another six weeks to verify controls are working properly.

JV6 interest rate remains less than 1 percent

By Nicole Ridley – financial analyst

Every six months, principal and interest is paid down on the \$9.8 million private placement taken out by Ohio Municipal Energy Generating Agency Joint Venture 6 (OMEGA JV6).

Participants of the OMEGA JV6 project received good news Aug. 15 when the interest rate was reset on Adjustable Rate Revenue Bonds to 0.32 percent effective for the period of Aug. 15, 2012, to Feb. 14, 2013.

This is the eighth consecutive rate reset below 1 percent. This compares to 0.30 percent one year ago and 0.43 percent two years ago.

The interest rate is calculated by taking the Six-Month Municipal Market Data high grade index rate (the MMD Index) plus 15 basis points. The loan agreement requires a payment of \$500,000 semi-annually for principal and interest. If the interest rate is low, this means more of the \$500,000 can be used to pay down principal.

Although the stated length of the agreement is 15 years, the length will ultimately be determined by interest rate fluctuations over the course of the agreement. With the low rates AMP has received in the past, AMP is anticipating paying off the loan by 2015.

This is approximately four years earlier than originally financed. After the latest principal payment is made, \$2,464,000 will remain on the loan.

Participants in the OMEGA JV6 wind-power generation project include: Bowling Green, Wadsworth, Montpelier, Elmore, Napoleon, Cuyahoga Falls, Edgerton, Monroeville, Pioneer and Oberlin.

Public Power Week celebrates community-owned electric utilities

By Krista Selvage – manager of publications

AMP's Board of Trustees adopted a resolution for Public Power Week earlier this week during their regular August meeting.

The Board's resolution states, "Be it resolved, that the week of Oct. 7-13, 2012, be designated Public Power Week, in order to honor Ohio, Pennsylvania, Michigan, Virginia, Kentucky, West Virginia and Delaware's municipal electric utilities, their employees, and the consumer-owners who work together to provide the best possible electric service."

Since its creation in 1986 by the American Public Power Association and its members, Public Power Week is always the first full week in October. This year marks the 26th anniversary of the country-wide program, celebrating the importance of public power to local citizens and other public constituencies, including state and national officials.

Public Power Week provides an opportunity to communicate the advantages of community-owned electric utilities.

In previous years, AMP member communities have celebrated Public Power Week through open houses, coloring/poster contests and presentations with local schools, luncheons, speakers, and distributing compact fluorescent light bulbs.

We'd like to hear what you are doing this year in your community for Public Power Week. Please send information, including photos, to Karen Ritchey at either 1111 Schrock Road, Suite 100, Columbus, OH 43229 or kritchey@amppartners.org.

For more information on Public Power Week, visit www.publicpower.org.

2012 AMP/OMEA Conference registration now available online

By Karen Ritchey – manager of communication programs

The 2012 AMP/OMEA Conference registration brochure and a [link](#) to register online are located on the home page of the AMP website.

Hard copies of the brochure were mailed this week. Credit cards will be accepted for conference fees. New this year when registering online, there is a link to view your detailed conference registration record from a mobile device. Just open your conference confirmation email from a mobile device and click to view your detailed record.

On the detailed record there is a link to the mobile event guide. This guide features details of your event schedule, an interactive map including nearby restaurants and an option to update your conference information.

Also new this year is an opportunity for AMP members who pay a full conference registration to receive a free conference registration for one of their local elected officials. This applies only to local elected officials attending the AMP/OMEA Conference for the first time.

This year's conference will be held Oct. 22-25 at the InterContinental Hotel Cleveland, 9801 Carnegie Ave. in Cleveland. To make a hotel reservation, please click [here](#).

If you have any questions, please contact me at kritchey@amppartners.org or 614.540.0933.

On Peak (16 hour) prices into AEP/Dayton Hub

Week ending Aug. 17

MON	TUE	WED	THU	FRI
\$33.00	\$32.25	\$32.75	\$33.50	\$29.50

Week ending Aug. 10

MON	TUE	WED	THU	FRI
\$41.00	\$37.50	\$41.00	\$30.75	\$30.25

AEP/Dayton 2012 5x16 price as of Aug. 17 — \$39.28

AEP/Dayton 2012 5x16 price as of Aug. 10 — \$40.60

Safety Subcommittee Meeting to be held Sept. 5 and 6

By Roy Dolezal – safety supervisor

AMP's Safety Subcommittee Meeting will take place from 12:30 to 4 p.m. Sept. 5 and 8:30 to 11 a.m. Sept. 6 at AMP headquarters in Columbus.

Jeff Blackburn, Tyler Cain and Dean Berry, representatives for A&A Safety, will speak on work zone protection options Sept. 5. New equipment and "doing more with less" will be topics of discussion.

Bob Rumbaugh, AMP's energy services consultant, and I will speak on the APPA 15th Edition Safety Manual Sept. 6. We will review changes and additions in the manual, and discuss its use.

Anyone who wishes to attend is welcome. For more information, please contact me at rdolezal@amppartners.org or 614.540.1016.

Calendar

Aug. 22—AMP Organization and Project Update Dinner

Crowne Plaza Hotel, Columbus

Sept. 5—Safety subcommittee meeting

AMP Headquarters, Columbus

Sept. 6—AMP finance and accounting subcommittee meeting

Fort Piqua Plaza Banquet Center, Piqua

Oct. 7-13—Public Power Week activities in member communities

Oct. 22-25—AMP/OMEA Conference

InterContinental Hotel, Cleveland

Nov. 29—AMP finance and accounting subcommittee meeting

AMP Headquarters, Columbus



News or Ads?

Call Krista Selvage at 614.540.6407 or email to kbselvage@amppartners.org if you would like to pass along news or ads.

AFEC weekly update

By Craig Kleinhenz – manager of power supply planning

With the onset of cooler weather AFEC saw slightly lower production last week than the record production amounts seen in July.

The capacity factor for the week averaged 73 percent with last weekend seeing a 67 percent capacity factor (the plant saw high enough prices to stay online but not high enough for duct burners).

After the weekend, production returned to normal high levels with the plant seeing an average load factor of 77 percent. On-Peak market prices did drop some with temperatures but remained below AFEC dispatch cost (\$9 below for base and \$3 below for duct).

Markets cool with temperatures

By Craig Kleinhenz

Major summer heat has seemed to disappear off of the long-term weather forecasts. These milder temperatures are resulting in decreasing usage of natural gas and therefore more natural gas being injected into storage.

This has caused both natural gas and power prices to see a decrease this week. September natural gas prices closed down this week to finish trading down \$0.23 / MMBtu to end at \$2.72 / MMBtu. 2013 on-peak electric prices at AD Hub followed natural gas lower finishing Aug. 16 down \$1.32 / MWh from last week closing yesterday at \$39.28 / MWh.

Update Classifieds

St. Marys seeks director of public service and safety

The City of St. Marys, a city of 8,332 residents in west central Ohio with an annual budget of \$45 million, invites applicants to apply for the position of director of public service and safety.

Successful applicant will be appointed by and serve at the pleasure of the mayor and will plan, direct, and manage administrative, public safety, public works, and public utility services; prepare and monitor city's budget and expenditures; develop and enforce policies and procedures; and administer five labor agreements.

Must possess a degree from an accredited college or university in a field closely related to the position. Degree in mechanical, civil, or electrical engineering preferred with five years' experience and licensed as a Registered Professional Engineer. Must become a city resident within six months.

Salary commensurate with experience. Interested applicants can request an employment application by contacting Sue Backs at the City of St. Marys at 419.394.3303 ext. 3105 or at sbacks@cityofstmarys.net. A properly completed application and resume must be submitted by Sept. 7, 2012 to be considered. EOE For more information on the City of St. Marys, visit us at www.cityofstmarys.net

Painesville looks to fill electric distribution positions

The City of Painesville, Ohio, a public power community located 30 miles east of Cleveland, has two openings for an electric distribution worker I (first class lineman).

This position requires considerable knowledge of advanced electrical work in installation, maintenance and repair of distribution lines and related components of the municipal electrical distribution system.

High school diploma or GED supplemented by training courses covering electricity, meters, oil circuit breakers, transformers and related equipment is required. Valid commercial driver's license required.

Submit application or resume to HR Dept., City of Painesville, 7 Richmond St., PO Box 601 Painesville, OH 44077-0601 or via email to hr@painesville.com. EOE Position is open until filled.

Assistant city manager of utilities needed in Danville

The City of Danville (45,000) seeks an energetic, proactive, creative leader to manage Danville Utilities, a municipal provider of electric, gas, water, wastewater, and telecommunications services in a 500-square mile territory.

Appointed by and reporting directly to the City Manager, the Assistant City Manager of Utilities is responsible for leading a progressive organization that delivers exceptional customer service, operates effectively and efficiently, maintains a world class workforce, contributes to developing Danville's new economy, and meets environmental and community responsibilities.

Danville Utilities serves 42,000 electric meters, 16,000 gas meters, and 18,000 water meters. Its open access fiber optic telecommunications system serves 200 municipal, school, and business locations. Fiber-to-the-neighborhood deployments are now under way. The Utilities Department employs 174 and operates on a \$166 million annual budget. A City Council-appointed Utility Commission provides policy oversight.

Position requires a bachelor's degree in engineering, public administration, business, or related field; masters degree in public or business administration is preferred. Extensive experience in utilities, public works, or local government management is required.

Salary range: \$90,429 to \$120,000, DOQ, plus generous fringe benefits package. Visit our website to apply online www.danville-va.gov Attach cover letter, detailed resume, credentials, and salary history. Position will remain open until filled. City Residency is required. All submissions are confidential. For additional information on Danville Utilities, please visit www.danvilleutilities.com. Equal Opportunity Employer.