
Memorandum

To: Mayor & Members of Council
From: Jon Bisher
Subject: General Information
Date: January 24, 2014

1. **CALENDAR**

2. **FINANCE & BUDGET COMMITTEE Meeting; Monday, January 27th @ 6:30 pm**
 - a. **Approval of Minutes from November 25, 2013**
 - b. **Reserve Fund Analysis**
 - i. Enclosed is information Greg put together on this subject.
3. **SAFETY & HUMAN RESOURCES COMMITTEE Meeting; Monday, January 27th @ 7:30 pm**
 - a. **Approval of Minutes from November 25, 2013**
 - b. **Scheduling of Meetings with Townships**
 - c. **Review of EMS Costs and Revenues**
4. **SPECIAL CITY COUNCIL Meeting; Monday, January 27th @ 8:00 pm**
 - a. **Review of Personnel Matters**
 - b. **Executive Session (as needed)**
5. **PARKS & RECREATION BOARD Meeting; Wednesday, January 29th @ 6:30 pm**
6. **MEETING CANCELED – Civil Service Commission**

INFORMATIONAL ITEMS

1. Per Council's question on paving the downtown, please see the attached.

JAB:rd
Records Retention
CM-11 - 2 Years

December 2013							January 2014							February 2014						
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	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31					29	30	31				

 Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 HOLIDAY - New Year's Day	2 BISHER - OFF	3 BISHER - OFF	4
5	6 AV - Dan	7	8	9 7:00 PM City COUNCIL Meeting	10	11
12	13 6:15 PM Volunteer Fire Fighters' Dependents Fund Board Mtg. 6:30 PM ELECTRIC Committee Board of Public Affairs AV - Rox	14	15 AMP - Bisher	16 AMP - Bisher Greg Heath - Off	17 Greg Heath - Off	18 Greg Heath - Off
19 Greg Heath - Off	20 7:00 PM City COUNCIL Meeting AV - Dan Greg Heath - Off	21	22	23	24	25
26	27 6:30 PM Finance & Budget Committee Mtg. 7:30 PM Safety & Human Resources Committee Mtg. 8:00 PM Special City Council Meeting AV - Shery	28	29 6:30 PM Parks & Rec Board Meeting	30	31	1

City of Napoleon, Ohio

FINANCE & BUDGET COMMITTEE

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

Meeting Agenda

Monday, January 27, 2014 at 6:30 PM

- I. **Approval of Minutes** *(In the absence of any objections or corrections, the minutes shall stand approved.)*

- II. **Reserve Fund Analysis**

- II. **Any Other Matters Currently Assigned To Committee**

Gregory J. Heath, Finance Director/Clerk

City of Napoleon, Ohio
Joint Special Meeting
of
Finance & Budget Committee
With
Safety & Human Resources Committee
with
Freedom, Napoleon, Harrison Townships &
Henry County South Joint Ambulance District
And
City Council

Special Meeting Minutes
Monday, November 25, 2013, at 6:30 PM

PRESENT
Committee
City Council

City Staff

Christopher Ridley – Chair, John Helberg, Jason Maassel, Mayor Ron Behm
John Helberg - President, Jeffrey Lankenau – President Pro Tem, Jason Maassel,
Patrick McColley, Christopher Ridley, Travis Sheaffer, Jon Tassler
Robert Bennett, Fire Chief
Trevor M. Hayberger, Law Director
Gregory J. Heath, Finance Director/Clerk of Council
Chad Lulfs, Public Service Director
Jeffrey Marihugh, Council Elect
Sheryl Rathge, Executive Assistant
Robert Weitzel, Police Chief
Heather Wilson, Council Elect
Tammy Fein
Chad Lulfs, Patrick McColley, Rob McColley, Chief Weitzel, Stephen Szanto

Recorder
Others

ABSENT

None

Call To Order

Chairman Ridley called the meeting to order at PM.

Approval Of Minutes

Minutes from the October 28 meeting stand approved with no objections or corrections.

**Motion To Untable
Debt Funding Limits
For Water & Sewer
Projects**

Motion: Behm Second: Helberg
To untable Debt Funding Limits For Water & Sewer Projects

Passed
Yea- 4
Nay-0

Roll call vote on above motion:
Yea- Ridley, Helberg, Maassel, Behm
Nay-

**Debt Funding Limits
For Water & Sewer
Projects**

Heath introduced Stephen Szanto, Managing Director of Sudsina & Associates Financial Advisers, to answer questions from the Committee regarding debt and credit ratings.

Behm stated that the City has been accruing additional debt over the past several years, and asked what point is the debt limit reached that would decrease the current bond rating; Szanto stated that he has worked with the City since the early 1980's, and the City is currently rated AA by Moody's and Standard & Poors in both General Obligation and the Revenue Bond portion; adding that no debt has been issued frivolously, it is all on a comprehensive plan. Szantos stated that no single factor would decrease the AA rating, it would take a number of things together including changes in balances to income tax, depletion of the General Fund, and variations to debt policy parameters. There are debt policy procedures in place and rating agencies favor seeing 15% - 20% of the balance at the end of the year to remain at an AA rating. Szanto stated that after 2007, the difference is credit rating scores are greater causing lower ratings to have increased interest rates; however the City takes steps including reviewing the Enterprise Fund debt rate structure, running the Revenue Bond issue by indenture, and the Utility debt being historically self-supporting, causing Standard & Poors to state that the City is doing well in the marketplace and although the income tax rate may appear high, it is not.

Behm asked how future EPA projects with higher costs would impact the City's credit rating or debt limit; Szanto replied that there are steps that can be taken to lessen the impact of the EPA project costs including increasing the rates over time, negotiating with the EPA on time limits, maintaining the business as it is currently run, adding Reserve Funds, and keeping balances in funds will keep the City at an AA rating. Maassel asked at what point will an increase in debt decrease the City's AA rating; Szanto replied that too much debt will increase interest rates and can put a strain on one fund over another, adding that debt funds should not be used for operating costs. Szantos gave the example if there is a 10 mill debt limit, then 8 mill is too much debt and changes must be made, but it would take a great deal of debt to decrease the rating.

Helberg added that there may not be a 'magic number' that represents the safe debt limit; Szanto added that people moving away does cause loss, however the City could annex and increase rates. Szanto stated that interest rates move, and projections and forecasts are a proactive tool rather than trying to react to deals, restating that the City can negotiate longer terms with the EPA and negotiate longer loans, even with an increased interest payment, to manage rate increases.

Behm asked, with variables including a steady tax revenue, a General Fund division of net income tax of 62/38, utility rate increases, and borrowing more money to pay for projects, how much additional debt can the City afford; Szanto stated an option to figure this out would be to do best and worst case long-term scenario forecasts, stating that nominal rate increases over time are better than an occasional larger increase.

Ridley asked if there was ever a point where credit agencies would not buy debt; Szanto replied that even BBB credit ratings can be sold, it's the price paid for the debt that is the issue. Szanto stated that tax exempt debt is the safest however supply has decreased while demand has increased.

Szanto stated in conclusion, he sees no issue with the City's current credit rating, or its ability to issue debt.

Heath stated that the EPA mandates are the issue and if the General Operating fund is used to pay for Water and Sewer mandated projects, the General Operating fund will suffer; Heath added that there is very little control over most revenue, but the City

does have control over rates. Heath suggested, if Council was interested in creating policies regarding debt funding, he would add a request to the 2014 budget for Sudsina & Associates to create the forecasting, reminding Council that if the policies are written, then they must be followed, even if they can be modified; and the rating agencies will use these policies to establish the City's credit rating.

Helberg asked Szanto if he was involved with Toledo's long term debt plan; Szanto replied he is involved with the debt plans of Lucas County, Sylvania, Sylvania Township, Fremont, and Defiance.

Ridley asked if the Committee was interested in creating a policy regarding debt limits; Maassel added there would be a cost associated with this; Helberg added that the projections are an important tool; Ridley stated that the policies could make the City aware of any potential burdens and that the rating agencies will look at these policies.

Heath asked what the development time would be; Szanto replied it would be approximately six (6) months.

Maassel asked Heath to include this in the 2014 budget; Heath stated it would be included in the budget request to Council as an additional request.

Ridley re-asked the maximum borrowing limit that will not decrease the AA rating; Szanto replied the mill per capita will be used to forecast the rating, but debt alone is not enough to impact the rating. Ridley added that the City already does forecasting through John Courtney, asking what the purpose of these forecasts would be; Szanto stated the forecasts would project the debt service and rate structure for review, and rating agencies prefer five (5) year forecasts. Heath stated that all the information is in the official statement for review, adding that the EPA mandates are not going away, and the City has control over the Enterprise Fund, not the General Fund. Heath stated he would add an Additional Request to the 2014 budget request of \$5,000 for the potential debt limit funding review.

Szanto closed by stating the City should continue to run in its current manner, writing down the procedure and having all agree, adding 'subject to annual review', and having an ending fund balance.

Recommendation To Increase Bid Requirement With Consideration To Raise To \$50,000

Hayberger stated that increasing the bid requirement from \$25,000 to \$30,000 would not be worth the cost, and the bidding requirements can be modified with certain bids.

Helberg asked if there would be issues with closing of the contracts if the bid requirement was increased; Hayberger replied the account would not have to be closed. Heath added it is the same issue with a formal contract, and a procedure could be created to resolve this issue. Hayberger added this would be the same contract with less restriction.

Lulfs added the increased benefit would be on the design side of the contract, since Lulfs sees many bids in the \$40,000 - \$50,000 range and currently Lulfs is required to used a quality based selection process for engineering services which takes approximately 1-2 weeks; Lulfs stated on the construction side of the contract the advertising requirement associated with a formal bid costs a lot of time. Heath asked Lulfs if the quality based selection process was used only with new quotes; Lulfs replied that he only gets bids from companies that he has worked with before and Lulfs knows which company is the best choice for the job. Lulfs stated that bids

would allow him to choose who he receives quotes from, so he knows all bidders would be qualified.

Helberg asked if this process would affect other departments; Heath stated that equipment would be affected, but most equipment is already purchased using the State contract.

Lulfs stated that when receiving quotes, policy could be set that at least three (3) must be received.

Heath understands the City has a working relationship with some companies but is concerned with departments following the path of least resistance, creating a less competitive environment, whereas the formal bid and the quality based selection process maintains a competitive environment; Lulfs restated that he knows which firms are better qualified for which projects.

Ridley suggested that City staff give input related to creating the policy regarding the bid requirement increase to bring back before the Committee; Heath reminded the Committee that if a policy is created it must be followed. Ridley added that the policy could state that any project over \$5,000 must require three (3) quotes; Heath stated the issue is competitiveness; the competitive environment saves the City money; Heath added he has not received any overwhelming complaints concerning one (1) company receiving all the jobs. Lulfs stated that he requires bids occasionally merely to keep the bidders honest.

Helberg restated that the issue is with the closeout procedure not limiting the amount; Lulfs replied that the quality based selection process could be used on one or two projects per year to fix this issue; however the prior Law Director did not allow this practice. Ridley added the closeout issue could be worked into the quote procedure. Maassel asked if this policy could be used only for Lulfs' department; Heath replied the policy could be restricted to projects and not equipment.

The recommendation to increase the bid requirement with consideration to raise to \$50,000 was tabled.

**2014 Budget Request
From Henry County
CIC**

Robert McColley, Henry County CIC Director, made a budget request of \$31,000, which is an increase of \$2,000 from the \$29,000 requested last year. McColley stated the reason for this request is due to the 25% increase in health care costs, not due to salary increases, also the members of the Henry County CIC are decreasing the amount of their donations significantly, stating that the member revenue is off by approximately 50%. McColley stated that this increase in the CIC's operating revenue will in turn create an increase in the City's income tax revenue.

Heath suggested McColley submit a base budget with the additional amount being listed as an Additional Request, with the Additional Request being decided after the entire budget is reviewed; this would keep the procedure how it has been followed in the past. Helberg asked if McColley could put in the budget request for \$31,000 with a note of the increase; Heath stated the procedure should be performed as done in the past.

**Motion To Accept
Henry County CIC
Budget Request To
Present to Council**

Motion: Behm Second: Helberg
To accept Henry County CIC budget request to present to Council with \$2,000 additional request

**With \$2,000
Additional Request**

Passed
Yea- 4
Nay- 0

Roll call vote on above motion:
Yea- Ridley, Helberg, Maassel, Behm
Nay-

**Review Of Estimated
Versus Actual Income
Tax Revenue**

Heath reported the income tax to the 100 General Fund was budgeted with the estimated allocation of funds maintaining the 62/38 allocation ratio; the 50/50 allocation ration would cause a decrease in the General Fund of approximately \$300,000; withholding payments will be received on October 31st, meaning the estimates are conservative but the end of October estimates are accurate with a net overall increase of 4.06%. Heath reported the projected revenue will increase by \$200,000 with an estimated total of \$3,500,000; with these projections keeping the CIP fund at approximately \$1,000,000. Heath reported the City Manager will likely modify the budget requests to ensure a balanced budget.

No action was taken regarding the review of the estimated versus actual income tax revenue.

**Any Other Matters
Currently Assigned
To The Committee**

None

Motion To Adjourn

Motion: Behm Second: Helberg
To adjourn the meeting at 8:18 pm

Passed
Yea- 4
Nay- 0

Roll call vote on above motion:
Yea- Ridley, Helberg, Maassel, Behm
Nay-

Approval Date:

Christopher Ridley, Chair



CITY OF NAPOLEON, OHIO

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DATE: January 24, 2014

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

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

SUBJECT: 2014 Reserve Funding – Annual Review

During the 2014 Budget Review process I presented a proposed procedure to identify funds to set-aside in the 101 General Fund Reserve Balance Fund and the 401 CIP Funding Reserve Fund. (*Please See Attached Memo Dated November 13, 2013.*) Utilizing this procedure the following are the Steps and process for each fund listed:

100 General Fund

Step 1 - Identify a **Minimum Fund Balance** for the **100 General Fund**. Historically, the City has tried to maintain a Minimum Fund Balance of \$1,000,000 in Actual Cash as of 12/31/20xx. I have created a Spreadsheet showing a 5 Year History of Year Ending Balances from 2009 through 2013. (*Please See Attached Spreadsheet labeled 5 YEAR FUND BALANCE HISTORY.*)

As you can see, the Unobligated Balance over that period has ranged from a High of \$1,228,738 to a low of \$1,093,950. The absolute minimum need to balance the 2014 Approved Budget is \$744,160. If Council desires to maintain the \$1,000,000 historic balance, then the following are the computations for the remaining steps:

Step 2 - To allow for budgetary variance's, Add Ten (10%) to that Balance for a **Total Net Minimum Fund Balance** to be retained in the fund -

<u>Identified Fund</u>	<u>Minimum Bal.</u>		<u>Variance\$</u>	<u>Net Min.Bal.</u>
100 General Fund	\$1,000,000	(+10%)	\$100,000 =	\$1,100,000

Step 3 - After January 1st of each Year, and upon final account rolling into the New Year, take the **Actual Unencumbered (Unobligated) Fund Balance** of each identified Fund and reduce it by the established **Minimum Fund Balance**. The **Net Difference** greater than (>) the **Total Net Minimum Fund Balance** would be moved to the established Reserve Fund -

<u>Identified Fund</u>	<u>Bal. 01/01/2014</u>	<u>Net Min.Bal.</u>	<u>Net Difference</u>
100 General Fund	\$1,060,045	\$1,100,000 =	-\$39,955

Step 4 - **ACTUAL IS LESS THAN (<) NET MINIMUM BALANCE, SO NO TRANSFER WILL BE MADE PURSUANT TO PROCEDURE FOR THE 100 GENERAL FUND!**

(Reserve Funding Procedure – Continued Next Page)

400 Capital Improvement Fund

Step 1 - Identify a **Minimum Fund Balance** for the **400 Capital Improvement Fund**. There is No Historical Balance the City has tried to maintain in this fund. If it doesn't have the cash, then projects or equipment are cut. I have created a Spreadsheet showing a 5 Year History of Year Ending Balances from 2009 through 2013. (*Please See Attached Spreadsheet labeled **5 YEAR FUND BALANCE HISTORY**.*)

As you can see, the Unobligated Balance over that period has ranged from a High of \$794,948 to a low of \$459,911. The absolute minimum need to balance the 2014 Approved Budget is \$395,940. It appears a reasonable balance could be \$400,000 based on the history. Using \$400,000 then the following are the computations for the remaining steps:

Step 2 - To allow for budgetary variance's, Add Ten (10%) to that Balance for a **Total Net Minimum Fund Balance** to be retained in the fund -

<u>Identified Fund</u>	<u>Minimum Bal.</u>	<u>Variance\$</u>	<u>Net Min.Bal.</u>
400 Capital Imp.Fund	\$ 400,000 (+10%)	\$ 40,000 =	\$ 440,000

Step 3 - After January 1st of each Year, and upon final account rolling into the New Year, take the **Actual Unencumbered (Unobligated) Fund Balance** of each identified Fund and reduce it by the established **Minimum Fund Balance**. The **Net Difference** greater than (>) the **Total Net Minimum Fund Balance** would be moved to the established Reserve Fund -

<u>Identified Fund</u>	<u>Bal. 01/01/2014</u>	<u>Net Min.Bal.</u>	<u>Net Difference</u>
400 Capital Imp.Fund	\$ 526,166	\$440,000 =	+\$86,166

Step 4 - City Council to pass adjusted Budgetary Legislation to Transfer the **Net Difference** from the Identified Fund into the Reserve Fund -

<u>Identified Fund</u>	<u>Net Difference (Rounded)</u>
400 Capital Imp.Fund	<u>\$ 86,100 Transfer to 401 CIP Reserve Fund</u>

Please let me know if you have any questions regarding the above computation and procedure.



CITY OF NAPOLEON, OHIO

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DATE: November 13, 2013

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

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

SUBJECT: 2014 Budget Review – Funding Procedure of Reserve Funds

During the 2014 Budget Review process a common theme has been brought forward by the Mayor and various Members of Council on process to identify and set-aside future funding for larger projects. Recently the City Council approved the establishment of the 101 General Fund Reserve Balance Fund. Previously, City Council approved the establishment of the 401 CIP Funding Reserve Fund. Certain other funds, including the Enterprise Funds (Electric, Water, Sewer and Sanitation) already have Depreciation and Reserve Funds for placing funds for future purchases. Many of these were a required establishment due to the issuance of Revenue Debt.

In an attempt to provide a mechanism to identify and move real monies into the 101 and 401 Funds (Or Any Fund), I propose the following procedure:

Step 1 - For each Fund, identify a **Minimum Fund Balance** using *Real Dollars*, not *Budgetary Estimates*, that should be retained in the Fund and available as of 01/01/20xx. This balance should be adequate to meet anticipated emergency needs, and adequate for the budgetary process currently followed by the City.

Example:	<u>Identified Fund</u>	<u>Minimum Bal.</u>
	100 General Fund	\$1,000,000
	400 Capital Improvement Fund	\$ 300,000

Step 2 - To allow for budgetary variance's, Add Ten (10%) to that Balance for a **Total Net Minimum Fund Balance** to be retained in the fund.

Example:	<u>Identified Fund</u>	<u>Minimum Bal.</u>	<u>Variance\$</u>	<u>Net Min.Bal.</u>
	100 General Fund	\$1,000,000 (+10%)	\$100,000 =	\$1,100,000
	400 Capital Improvement Fund	\$ 300,000 (+10%)	\$ 30,000 =	\$ 330,000

Step 3 - After January 1st of each Year, and upon final account rolling into the New Year, take the **Actual Unencumbered (Unobligated) Fund Balance** of each identified Fund and reduce it by the established **Minimum Fund Balance**. The **Net Difference** greater than (>) the **Total Net Minimum Fund Balance** would be moved to the established Reserve Fund.

Example:	<u>Identified Fund</u>	<u>Bal. 01/01/20x</u>	<u>Net Min.Bal.</u>	<u>Net Difference</u>
	100 General Fund	\$1,300,000	\$1,100,000 =	\$200,000
	400 Capital Improvement Fund	\$ 430,000	\$ 330,000 =	\$100,000

(Reserve Funding Procedure – Continued Next Page)

(Reserve Funding Procedure – Continued)

Step 4 - City Council passes adjusted Budgetary Legislation to Transfer the **Net Difference** from the Identified Fund into the Reserve Fund.

Example:	<u>Identified Fund</u>	<u>Net Difference</u>	
	100 General Fund	\$200,000	Transfer to 101 GF Reserve Fund
	400 Capital Improvement Fund	\$100,000	Transfer to 401 CIP Reserve Fund

It is noted, if the Net Difference is Less-Than or Equal (≤ 0) to zero, than **NO TRANSFERS** would be made for that year.

The advantage of this procedure is you are working with Actual Fund Balances and not Estimates. In addition, it allows or directs No Transfers when the balances drop below the **Net Minimum Fund Balance**.

Please let me know if you have any questions regarding the above proposed procedure.

5 YEAR FUND BALANCE HISTORY - 100 GENERAL & 400 CIP FUNDS - REVENUES TO EXPENDITURES w/BALANCES - 20

			<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>
			BUDGETED	BUDGETED	(A + B)	BUDGETED	BUDGETED	MAJOR CNTS	(D+ E+F)	(C - G)	JNENC.CASH	(I + or - H)
FUND			ESTIMATED	TRANSFERS	TOTAL	ESTIMATED	TRANSFERS	& CAPITAL	TOTAL		BALANCE	CASH BAL.
YEAR	NO.	FUND DESCRIPTION	REVENUES	IN	RECEIPTS	EXPENSES	OUT	ITEMS	EXPENSES	REV.><EXP.	1/1/20xx	12/31/20xx
		<u>ACTUAL HISTORY:</u>						Enc-PO's				
2009	100	General Fund	4,195,410	1,329,124	5,524,534	5,175,166	214,580	43,560	5,433,306	91,228	1,093,950	1,185,178
2010	100	General Fund	3,886,646	1,733,930	5,620,576	5,457,439	167,200	64,460	5,689,099	-68,523	1,228,738	1,160,215
2011	100	General Fund	3,860,857	1,738,092	5,598,949	5,464,109	240,780	61,004	5,765,893	-166,944	1,224,675	1,057,731
2012	100	General Fund	3,686,562	2,199,695	5,886,257	5,617,725	238,300	87,341	5,943,366	-57,109	1,118,735	1,061,626
2013	100	General Fund	3,540,259	2,213,725	5,753,984	5,499,643	266,760	76,503	5,842,906	-88,922	1,148,967	1,060,045
		<u>BUDGETED:</u>										
2014	100	General Fund	3,391,080	2,059,530	5,450,610	5,367,750	236,450	590,570	6,194,770	-744,160	1,060,045	315,885
		<u>ACTUAL HISTORY:</u>						Enc-PO's				
2009	400	Capital Improvement Fund	2,164	996,438	998,602	675,400	206,040	116,866	998,306	296	677,786	678,082
2010	400	Capital Improvement Fund	19,051	1,024,561	1,043,612	894,698	421,780	72,780	1,389,258	-345,646	794,948	449,302
2011	400	Capital Improvement Fund	30,110	1,093,681	1,123,791	645,099	294,465	148,157	1,087,721	36,070	522,082	558,152
2012	400	Capital Improvement Fund	19,137	1,104,305	1,123,442	1,101,291	268,550	141,087	1,510,928	-387,486	706,310	318,824
2013	400	Capital Improvement Fund	3,250	1,113,192	1,116,442	482,645	150,340	417,202	1,050,187	66,255	459,911	526,166
		<u>BUDGETED:</u>										
2014	400	Capital Improvement Fund	34,200	1,038,730	1,072,930	0	173,700	1,295,170	1,468,870	-395,940	526,166	130,226

2014 FUND SUMMARY

FUND SUMMARY BY YEAR

2014 BUDGET

2014 FUND BALANCE SUMMARY - BUDGETED REVENUES TO EXPENDITURES w/BALANCES - 2014											
		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>
		BUDGETED	BUDGETED	(A + B)	BUDGETED	BUDGETED	MAJOR CNTS	(D+ E+F)	(C - G)	JNENC.CASH	(I + or - H)
FUND		ESTIMATED	TRANSFERS	TOTAL	ESTIMATED	TRANSFERS	& CAPITAL	TOTAL		BALANCE	CASH BAL.
NO.	FUND DESCRIPTION	REVENUES	IN	RECEIPTS	EXPENSES	OUT	ITEMS	EXPENSES	REV.>EXP.	1/1/2014	12/31/2014
100	General Fund	3,391,080	2,059,530	5,450,610	5,367,750	236,450	590,570	6,194,770	-744,160	1,060,045	315,885
101	General Fund Reserve Balance Fur	0	0	0	45,400	0	0	45,400	-45,400	45,400	0
123	Special Events Fund (223)	0	21,500	21,500	0	0	21,500	21,500	0	5,634	5,634
130	Economic Development Fund (230)	0	26,960	26,960	0	0	31,000	31,000	-4,040	4,044	4
147	Unclaimed Monies Fund	1,000	0	1,000	1,000	1,000	0	2,000	-1,000	5,483	4,483
170	Municipal Income Tax Fund	3,500,000	0	3,500,000	278,090	3,200,210	21,700	3,500,000	0	224	224
180	kWH Tax Collection (GF) Fund	0	512,400	512,400	199,150	313,250	0	512,400	0	0	0
195	Law Library Fund	25,000	0	25,000	0	12,500	12,500	25,000	0	0	0
200	Street (SCM&R) Fund	433,360	0	433,360	397,290	0	100,700	497,990	-64,630	197,382	132,752
201	State Highway Fund Imp. Fund	27,100	0	27,100	0	0	41,400	41,400	-14,300	18,955	4,655
202	Mun. (50%) MV License Tax Fund	22,110	0	22,110	0	0	35,000	35,000	-12,890	31,677	18,787
203	Mun. (100%) MV License Tax Fund	42,830	0	42,830	15,000	12,360	5,000	32,360	10,470	357,433	367,903
204	County MV License Per. Tax Fund	40,110	0	40,110	0	0	54,000	54,000	-13,890	61,015	47,125
210	EMS Transport Service Fund	361,000	0	361,000	328,500	26,000	69,300	423,800	-62,800	64,707	1,907
220	Recreation Fund	296,750	466,700	763,450	796,300	0	20,100	816,400	-52,950	178,665	125,715
227	Napoleon Cemetery Trust Fund	3,000	0	3,000	6,000	0	0	6,000	-3,000	71,837	68,837
231	ED Downtown Revitalization Fund	73,950	0	73,950	0	0	73,950	73,950	0	9,186	9,186
240	Hotel/Motel Tax Fund	76,000	0	76,000	0	38,000	38,000	76,000	0	0	0
242	Fire Equipment Fund	231,260	72,000	303,260	0	0	452,500	452,500	-149,240	517,675	368,435
243	Fire Loss Claim Fund	0	0	0	0	0	0	0	0	0	0
260	CDBG, CHIS & CHIP Grant Pgm. F	0	0	0	0	0	0	0	0	0	0
261	CDBG Program Income Fund	0	0	0	0	0	35,680	35,680	-35,680	35,685	5
270	Indigent Drivers Alcohol Treat. Fund	9,250	0	9,250	0	0	25,000	25,000	-15,750	56,765	41,015
271	Law Enforcement & Education Fund	1,810	0	1,810	3,000	0	2,700	5,700	-3,890	3,954	64
272	Court Computerization Fund	25,240	0	25,240	10,000	0	10,700	20,700	4,540	45,516	50,056
273	Law Enforcement Trust Fund	10	0	10	1,000	0	500	1,500	-1,490	1,713	223
274	Mandatory Drug Fine Fund	1,600	0	1,600	3,030	0	720	3,750	-2,150	17,756	15,606
275	Municipal Probation Service Fund	15,100	0	15,100	4,310	0	11,000	15,310	-210	23,332	23,122
276	Law Enforcement Block Grt.Fund	0	0	0	0	0	0	0	0	15,772	15,772
277	Probation Officer Grant Fund	49,290	0	49,290	49,290	0	0	49,290	0	4,250	4,250
278	Court Special Projects Fund	65,000	0	65,000	67,750	0	0	67,750	-2,750	204,342	201,592
279	Handicap Parking Fines Fund	0	0	0	0	0	1,100	1,100	-1,100	1,100	0
280	Certified Police Training Fund	0	0	0	3,000	0	0	3,000	-3,000	3,280	280
281	Indigent Drvs.Intrck.Alchl.Mon.Fund	4,500	0	4,500	0	0	2,000	2,000	2,500	28,396	30,896

2014 FUND SUMMARY

FUND SUMMARY BY YEAR

2014 BUDGET

2014 FUND BALANCE SUMMARY - BUDGETED REVENUES TO EXPENDITURES w/BALANCES - 2014											
		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>
		BUDGETED	BUDGETED	(A + B)	BUDGETED	BUDGETED	MAJOR CNTS	(D+ E+F)	(C - G)	JNENC.CASH	(I + or - H)
FUND		ESTIMATED	TRANSFERS	TOTAL	ESTIMATED	TRANSFERS	& CAPITAL	TOTAL		BALANCE	CASH BAL.
NO.	FUND DESCRIPTION	REVENUES	IN	RECEIPTS	EXPENSES	OUT	ITEMS	EXPENSES	REV.>EXP.	1/1/2014	12/31/2014
290	Police Pension Fund	86,530	0	86,530	86,530	0	0	86,530	0	0	0
291	Fire Pension Fund	43,270	0	43,270	43,260	0	0	43,260	10	0	10
295	IRS 125 Employee Benefits Fund	58,550	1,800	60,350	56,350	0	7,530	63,880	-3,530	10,287	6,757
300	General Bond Retirement Fund	0	52,700	52,700	68,930	0	2,000	70,930	-18,230	27,768	9,538
310	S.A. Bond Retirement Fund	50,390	12,360	62,750	64,530	0	0	64,530	-1,780	572,222	570,442
400	Capital Improvement Fund	34,200	1,038,730	1,072,930	0	173,700	1,295,170	1,468,870	-395,940	526,166	130,226
401	CIP Funding Reserve Fund	0	75,000	75,000	0	0	0	0	75,000	186,250	261,250
438	Scott St. Imp. Project Fund	480,000	0	480,000	0	0	517,300	517,300	-37,300	37,590	290
500	Electric Operating Revenue Fund	15,374,440	0	15,374,440	14,521,770	812,400	1,168,200	16,502,370	-1,127,930	2,729,108	1,601,178
501	Electric Utility Reserve Fund	2,200	0	2,200	0	0	0	0	2,200	494,921	497,121
502	Electric Uty. Replacement & Imp. F	2,030	0	2,030	0	0	0	0	2,030	456,210	458,240
503	Electric Development Fund	19,500	300,000	319,500	0	0	213,890	213,890	105,610	4,222,406	4,328,016
510	Water Revenue Fund	2,825,960	0	2,825,960	2,165,620	603,030	267,140	3,035,790	-209,830	589,776	379,946
511	Water Depreciation Reserve Fund	720	318,640	319,360	0	0	167,000	167,000	152,360	94,073	246,433
512	Water Debt Reserve Fund	1,770	207,320	209,090	207,300	0	0	207,300	1,790	218,993	220,783
513	Water OWDA Debt Retirement Fd.	3,010	64,130	67,140	64,130	0	250	64,380	2,760	18,101	20,861
514	Water Tower Painting & Imp. Fund	0	0	0	0	0	0	0	0	0	0
519	Water Plant Ren.&Imp.Prj.Fund	2,510,080	12,940	2,523,020	2,512,940	0	95,580	2,608,520	-85,500	198,099	112,599
520	Sewer (WWT) Revenue Fund	3,235,480	0	3,235,480	2,026,520	1,663,170	259,200	3,948,890	-713,410	2,070,704	1,357,294
521	Sewer (WWT) Rep& Imp. Fund	331,930	1,205,000	1,536,930	0	0	1,955,000	1,955,000	-418,070	1,369,839	951,769
522	Sewer (WWT) Uty. Reserve Fund	2,730	364,390	367,120	455,040	0	0	455,040	-87,920	387,620	299,700
523	OWDA S.A. Debt Ret. Sewer Fund	16,880	93,780	110,660	107,990	0	700	108,690	1,970	53,550	55,520
560	Sanitation (Refuse) Revenue Fund	799,190	0	799,190	531,040	40,000	261,370	832,410	-33,220	524,350	491,130
561	Sanitation (Refuse) Dep. Res. Fund	1,090	40,000	41,090	0	0	18,000	18,000	23,090	73,597	96,687
580	Meter Dep. (Electric & Water) Fund	15,000	0	15,000	30,000	0	0	30,000	-15,000	412,221	397,221
600	Central Rotary Charges Fund	128,460	186,190	314,650	321,240	0	7,900	329,140	-14,490	28,162	13,672
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	TOTALS	34,719,760	7,132,070	41,851,830	30,839,050	7,132,070	7,892,850	45,863,970	-4,012,140	18,373,236	14,361,096
		=====	=====	=====	=====	=====	=====	=====	=====	=====	=====

2013 FUND SUMMARY

FUND SUMMARY BY YEAR

2014 BUDGET

2013 - FUND BALANCE SUMMARY - ACTUAL REVENUES TO EXPENDITURES w/BALANCES - 2013											
		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>
			ACTUAL	(A + B)	ACTUAL	TRANSFERS	PR.YR.-C.O.	(D+ E+F)	(C - G)	CASH	(I + or - H)
FUND		ACTUAL	TRANSFERS	TOTAL	ACTUAL	TRANSFERS	& OPEN PO'S	TOTAL CO +		BALANCE	UNENC.BAL.
NO.	FUND DESCRIPTION	REVENUES	IN	RECEIPTS	EXPENSES	OUT	12/31/2013	EXPENSES	REV.>EXP.	1/1/2013	12/31/2013
100	General Fund	3,540,259	2,213,725	5,753,984	5,499,643	266,760	76,503	5,842,906	-88,922	1,148,967	1,060,045
101	General Fund Reserve Balance Fur	0	45,400	45,400	0	0	0	0	45,400	0	45,400
123	Special Events Fund (223)	0	11,500	11,500	11,369	0	0	11,369	131	5,503	5,634
130	Economic Development Fund (230)	0	0	0	49,000	0	0	49,000	-49,000	53,044	4,044
147	Unclaimed Monies Fund	882	0	882	25	1,030	0	1,055	-173	5,656	5,483
170	Municipal Income Tax Fund	3,768,212	0	3,768,212	324,718	3,432,070	11,400	3,768,188	24	200	224
180	kWH Tax Collection (GF) Fund	0	524,529	524,529	183,952	340,577	0	524,529	0	0	0
195	Law Library Fund	24,418	0	24,418	12,209	12,209	0	24,418	0	0	0
200	Street (SCM&R) Fund	431,739	0	431,739	388,464	0	4,757	393,221	38,518	158,864	197,382
201	State Highway Fund Imp. Fund	31,623	0	31,623	34,633	0	0	34,633	-3,010	21,965	18,955
202	Mun. (50%) MV License Tax Fund	22,716	0	22,716	23,945	0	0	23,945	-1,229	32,906	31,677
203	Mun. (100%) MV License Tax Fund	47,771	0	47,771	67,340	12,360	0	79,700	-31,929	389,362	357,433
204	County MV License Per. Tax Fund	48,184	0	48,184	12,651	0	6,919	19,570	28,614	32,401	61,015
210	EMS Transport Service Fund	390,122	0	390,122	405,023	26,000	4,132	435,155	-45,033	109,740	64,707
220	Recreation Fund	302,086	533,177	835,263	749,150	0	625	749,775	85,488	93,177	178,665
227	Napoleon Cemetery Trust Fund	4,743	0	4,743	3,810	0	0	3,810	933	70,904	71,837
231	ED Downtown Revitalization Fund	177,679	0	177,679	166,131	0	7,362	173,493	4,186	5,000	9,186
240	Hotel/Motel Tax Fund	87,298	0	87,298	43,649	43,649	0	87,298	0	0	0
242	Fire Equipment Fund	21,310	72,000	93,310	13,848	0	0	13,848	79,462	438,213	517,675
243	Fire Loss Claim Fund	0	0	0	0	0	0	0	0	0	0
260	CDBG, CHIS & CHIP Grant Pgm. F	359,697	0	359,697	360,977	0	0	360,977	-1,280	1,280	0
261	CDBG Program Income Fund	1	0	1	4,910	0	0	4,910	-4,909	40,594	35,685
270	Indigent Drivers Alcohol Treat. Fund	8,051	0	8,051	5,861	0	0	5,861	2,190	54,575	56,765
271	Law Enforcement & Education Fund	1,278	0	1,278	1,700	0	0	1,700	-422	4,376	3,954
272	Court Computerization Fund	37,823	0	37,823	10,000	0	19,000	29,000	8,823	36,693	45,516
273	Law Enforcement Trust Fund	12	0	12	0	0	0	0	12	1,701	1,713
274	Mandatory Drug Fine Fund	1,934	0	1,934	1,461	0	0	1,461	473	17,283	17,756
275	Municipal Probation Service Fund	20,224	0	20,224	9,377	0	0	9,377	10,847	12,485	23,332
276	Law Enforcement Block Grt.Fund	4,479	600	5,079	4,977	0	0	4,977	102	15,670	15,772
277	Probation Officer Grant Fund	49,289	0	49,289	49,129	0	0	49,129	160	4,090	4,250
278	Court Special Projects Fund	75,033	0	75,033	68,650	0	0	68,650	6,383	197,959	204,342
279	Handicap Parking Fines Fund	0	0	0	0	0	0	0	0	1,100	1,100
280	Certified Police Training Fund	0	0	0	0	0	0	0	0	3,280	3,280
281	Indigent Drvs.Intrck.Alchl.Mon.Fund	6,702	0	6,702	0	0	0	0	6,702	21,694	28,396

2013 FUND SUMMARY

FUND SUMMARY BY YEAR

2014 BUDGET

2013 - FUND BALANCE SUMMARY - ACTUAL REVENUES TO EXPENDITURES w/BALANCES - 2013											
		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>
			ACTUAL	(A + B)	ACTUAL	ACTUAL	PR.YR.-C.O.	(D+ E+F)	(C - G)	CASH	(I + or - H)
FUND		ACTUAL	TRANSFERS	TOTAL	ACTUAL	TRANSFERS	& OPEN PO'S	TOTAL CO +		BALANCE	UNENC.BAL.
NO.	FUND DESCRIPTION	REVENUES	IN	RECEIPTS	EXPENSES	OUT	12/31/2013	EXPENSES	REV.><EXP.	1/1/2013	12/31/2013
290	Police Pension Fund	87,284	0	87,284	87,284	0	0	87,284	0	0	0
291	Fire Pension Fund	45,571	0	45,571	45,571	0	0	45,571	0	0	0
295	IRS 125 Employee Benefits Fund	82,248	1,800	84,048	82,997	0	0	82,997	1,051	9,236	10,287
300	General Bond Retirement Fund	18,225	53,740	71,965	66,412	0	0	66,412	5,553	22,215	27,768
310	S.A. Bond Retirement Fund	67,136	12,360	79,496	80,355	0	0	80,355	-859	573,081	572,222
400	Capital Improvement Fund	3,250	1,113,192	1,116,442	482,645	150,340	417,202	1,050,187	66,255	459,911	526,166
401	CIP Funding Reserve Fund	0	50,000	50,000	0	0	0	0	50,000	136,250	186,250
438	Scott St. Imp. Project Fund	2,359,472	35,970	2,395,442	3,222,858	0	0	3,222,858	-827,416	865,006	37,590
500	Electric Operating Revenue Fund	15,923,050	0	15,923,050	14,384,504	1,090,528	93,453	15,568,485	354,565	2,374,543	2,729,108
501	Electric Utility Reserve Fund	3,563	0	3,563	0	0	0	0	3,563	491,358	494,921
502	Electric Uty. Replacement & Imp. F	3,284	0	3,284	0	0	0	0	3,284	452,926	456,210
503	Electric Development Fund	29,141	566,000	595,141	146,816	0	141,088	287,904	307,237	3,915,169	4,222,406
510	Water Revenue Fund	3,191,915	73,000	3,264,915	2,347,596	680,800	26,118	3,054,514	210,401	379,375	589,776
511	Water Depreciation Reserve Fund	973	272,000	272,973	359,190	0	0	359,190	-86,217	180,290	94,073
512	Water Debt Reserve Fund	1,401	312,690	314,091	212,706	0	0	212,706	101,385	117,608	218,993
513	Water OWDA Debt Retirement Fd.	2,949	63,880	66,829	64,113	0	0	64,113	2,716	15,385	18,101
514	Water Tower Painting & Imp. Fund	798	0	798	0	73,000	0	73,000	-72,202	72,202	0
519	Water Plant Ren.&Imp.Prj.Fund	2,518,186	32,230	2,550,416	2,207,415	0	1,935,157	4,142,572	-1,592,156	1,790,255	198,099
520	Sewer (WWT) Revenue Fund	3,382,020	0	3,382,020	2,170,358	1,207,730	146,783	3,524,871	-142,851	2,213,555	2,070,704
521	Sewer (WWT) Rep& Imp. Fund	509,695	1,078,000	1,587,695	1,386,763	0	46,613	1,433,376	154,319	1,215,520	1,369,839
522	Sewer (WWT) Uty. Reserve Fund	5,651	0	5,651	470,905	0	0	470,905	-465,254	852,874	387,620
523	OWDA S.A. Debt Ret. Sewer Fund	27,187	93,760	120,947	108,627	0	0	108,627	12,320	41,230	53,550
560	Sanitation (Refuse) Revenue Fund	872,582	0	872,582	635,546	150,000	1,160	786,706	85,876	438,474	524,350
561	Sanitation (Refuse) Dep. Res. Fund	712	150,000	150,712	175,650	0	9,843	185,493	-34,781	108,378	73,597
580	Meter Dep. (Electric & Water) Fund	50,453	0	50,453	21,820	0	2,040	23,860	26,593	385,628	412,221
600	Central Rotary Charges Fund	156,005	177,500	333,505	305,620	0	0	305,620	27,885	277	28,162
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	TOTALS	38,806,316	7,487,053	46,293,369	37,572,353	7,487,053	2,950,155	48,009,561	-1,716,192	20,089,428	18,373,236
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City of Napoleon, Ohio

SAFETY & HUMAN RESOURCES COMMITTEE

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

Meeting Agenda

Monday, January 27, 2014 at 7:30 PM

- I. Approval of Minutes: November 25, 2013 *(In the absence of any objections or corrections, the minutes shall stand approved.)*
- II. Scheduling of Meetings with Townships
- III. Review of EMS Costs and Revenues
- IV. Any Other Matters Currently Assigned To Committee

Gregory J. Heath, Clerk/Finance Director

City of Napoleon, Ohio
 Joint Special Meeting
 of
Safety & Human Resources Committee
 with
 Freedom, Napoleon, Harrison Townships &
 Henry County South Joint Ambulance District
 And
City Council and Finance and Budget Committee
Special Meeting Minutes
Monday, November 25, 2013, at 6:30 PM

<p>PRESENT</p> <p>Committee</p> <p>City Council</p> <p>Finance & Budget Committee</p> <p>City Staff</p> <p>Recorder</p> <p>Others</p>	<p>Jon Tassler – Chair, John Helberg</p> <p>John Helberg - President, Jeffrey Lankenau – President Pro Tem, Jason Maassel, Patrick McColley, Christopher Ridley, Travis Sheaffer (Arrived at 7:46 PM), Jon Tassler</p> <p>Christopher Ridley – Chair, John Helberg, Jason Maassel, Mayor Ron Behm</p> <p>Robert Bennett, Fire Chief</p> <p>Jon Bisher, City Manager</p> <p>Trevor M. Hayberger, Law Director</p> <p>Gregory J. Heath, Finance Director/Clerk of Council</p> <p>Chad Lulfs, Public Service Director</p> <p>Sheryl Rathge, Executive Assistant</p> <p>Robert Weitzel, Police Chief</p> <p>Heather Wilson, Council Elect</p> <p>Tammy Fein</p> <p>Media, Scott Buddelmeyer, Henry County South Joint Ambulance District</p>
<p>ABSENT</p> <p>Members</p>	<p>Travis Sheaffer</p>
<p>Call To Order</p>	<p>Chairman Tassler called Safety/HR to order at 6:30 PM.</p> <p>President Helberg called City Council to order at 6:30 PM.</p> <p>Chairman Ridley called the Finance & Budget Committee to order at 6:30 PM.</p> <p>Chairman Tassler called the Safety/HR Committee to order at 6:30 PM.</p>
<p>Approval of Minutes</p>	<p>Minutes from the October 28, November 9, and November 18 Finance and Budget Committee meetings were approved with no objections or corrections.</p> <p>Minutes from the February 25 meeting of the Safety & HR Committee were approved with no objections or corrections.</p>
<p>Review Of EMS Transport Service Rates</p>	<p>Heath stated that a copy of the 2013 Approved Fire/Safety Services Budget, the projected budget, and a copy of the Fire/Safety Services Proposed 2014 Budget Summary was mailed to the Townships as projections for review; see attached; adding that these are not actuals due to the actual contracts being adjusted in April. Bisher added that Hayberger will draft Legislation for the Townships regarding the rate increases.</p> <p>Chief Bennett handed out a chart from Med3000 recommending the approval of a 1.0% rate increase based on the Medicare rate increase; see attached. Bennett stated the proposed annual increases used by the City generally match the increases from</p>

Med3000. Bisher stated the increases are generally modest due to doing them annually. Heath stated there is a certain maximum reimbursement; Medicaid and Medicare do not reimburse the rates that are listed on the Med3000 chart, instead a percentage of these rates are reimbursed. Bennett stated that the average reimbursement rate within City limits is approximately \$350 and the in Township limits is approximately \$400, with the latter being higher due to a larger number of self-pay runs outside the City limits which pay a higher percentage; Bennett stated that EMS runs total approximately \$360,000 for the year.

**Safety & HR
Motion To
Recommend
Council To Direct
Legislation To Raise
EMS Transport
Service Rates And
Prepare 2014
Contracts and
Resolutions For The
Townships**

Motion: Helberg Second: Tassler
To direct the Law Director to draft legislation to raise EMS transport services rates and to prepare 2014 contracts and resolutions for the Townships and the South District.

Discussion

Scott Buddlemeyer, Trustee from the Henry County South Joint Ambulance District, agreed that 1% is a reasonable amount for an increase, and even if Council hadn't agreed to raise the rates, the Ambulance District still would, meaning in a lot of cases the private pay companies would not generate as much revenue since the Medicare allowable is not being charged; Buddlemeyer recommends the 1% increase.

**Passed
Yea- 2
Nay- 0**

Roll call vote on motion:
Yea – Helberg, Tassler
Nay -

**Council Motion To
Direct Legislation
To Raise EMS
Transport Service
Rates And Prepare
2014 Contracts and
Resolutions For The
Townships**

Motion: Lankenau Second: Tassler
To direct the Law Director to draft legislation to raise EMS transport services rates and to prepare 2014 contracts and resolutions for the Townships and the South District.

**Passed
Yea- 6
Nay- 0**

Roll call vote on motion:
Yea – Maassel, Tassler, Helberg, McColley, Lankenau, Ridley
Nay -

**Speed Study On
Riverview Avenue**

Lulfs handed out a memo regarding ODOT stating that due to a change in the statute, the speed limit on Riverview Avenue does not have to be changed, and Lulfs' office is currently in the process of completing the journalizing of the existing speed limits on Riverview Avenue; see attached.

No action was taken.

**Council Motion To
Journalize Existing
Speed Limits On
Riverview Avenue**

Motion: Maassel Second: Lankenau
To journalize the existing speed limits on Riverview Avenue

Passed
Yea- 6
Nay- 0

Roll call vote on above motion:
Yea- Maassel, Tassler, Helberg, McColley, Lankenau, Ridley
Nay-

Safety/HR Motion
To Adjourn

Motion: Helberg Second: Tassler
To adjourn Safety/HR Committee at 6:53 PM

Passed
Yea- 2
Nay- 0

Roll call vote on above motion:
Yea- Helberg, Tassler
Nay-

Approved:

John Tassler, Chair

DRAFT

City of Napoleon, Ohio

CITY COUNCIL

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

Special Meeting Agenda

Monday, January 27, 2014 at 8:00 PM

- I. Review of Personnel Matters
- II. Executive Session (As Needed)
- III. Adjournment

Gregory J. Heath, Finance Director/Clerk of Council

City of Napoleon, Ohio

PARKS & RECREATION BOARD

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

Meeting Agenda

Wednesday, January 29, 2014 at 6:30 PM

1. Call to Order
2. Organization of Board Members
3. Approval of Minutes
4. Discussion/Action: Youth Volleyball 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 (P&R) BOARD

Special Meeting Minutes
Wednesday, December 18, 2013 at 6:30 PM

<p>PRESENT</p> <p>Parks & Recreation (P&R) Board</p> <p>City Staff</p> <p>Recorder</p> <p>Others</p> <p>ABSENT</p> <p>Call To Order</p> <p>Approval Of Minutes</p> <p>2014 Budget Discussion</p>	<p>Matt Hardy – Chair, Mike Saneholtz, Peg Funchion, Aaron Schnitkey, Joe Bialorucki, Chad Richardson</p> <p>Tony Cotter, Parks & Recreation Director</p> <p>Tammy Fein</p> <p>Dave Prigge</p> <p>Chairman Hardy called the meeting to order at 6:29 pm.</p> <p>Minutes of the October 30 meeting stand approved with no objections or corrections.</p> <p>Cotter handed out the Recreation Fund Balance Summary for the Budget Years 2013-2014; see attached.</p> <p>Cotter stated there were no changes in the Operations Fund, and Council was pleased to see no General Fund subsidy for 2014; Cotter relayed that Council appreciated this Board’s efforts and work relating to the budget.</p> <p>Cotter stated the only Capital issue was regarding \$25,000 for playground equipment, and handed out the Capital Improvements Program Approved Projects/Equipment 2014 memo; see attached. Cotter stated that Council decided not to fund the playground equipment at Glenwood Park but instead will move the \$25,000 into a Capital Improvement Reserve Fund to be used for swimming pool renovations; Cotter did not know if this would be an annual deposit.</p> <p>Cotter had a previous quote regarding swimming pool renovations for approximately \$200,000 - \$300,000 which included sandblasting and a new PVC shell; the most recent quote is for approximately \$150,000 which is just for the PVC shell with no sandblasting required; this new procedure would fill the hairline cracks and create seamless wells, but would not repair any gutter leaks.</p> <p>Saneholtz asked if anyone had inquired about the playground equipment currently at the schools that will be relocating; Cotter stated he made sure that City Manager Bisher was aware that the Parks and Recreation Board was interested in purchasing this equipment and asked Bisher to talk with the schools regarding this. Cotter suggested if the playground equipment at Glenwood Park is not replaced, then the existing equipment should be removed as well and landscaping work should be done.</p> <p>Cotter stated the Revenue figures are the same, but the Income Tax receipts may surpass the \$500,000 mark for the first time.</p> <p>Cotter stated the Personnel figures may increase by approximately 1.5% with the passing of the ASCME contract and the cost of health insurance for fulltime employees has increased 25% which added an additional \$15,000 to the budget.</p>
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**Discussion And/Or
Action On Parks And
Recreation Service
Award**

Cotter stated that the Parks and Recreation Service Award is usually given to Committees; Cotter suggested the Award go to the Friends of Golf this year, however other names were suggested, including:

United Way;
Noah Buckenberg;
Scott Weisner;
Mark Sonnenberg;
Jay Finn; and
John Paxton.

**Motion To Award The
Parks And Recreation
Service Award To
Friends Of Golf**

Motion: Saneholtz Second: Bialorucki
To award the Parks and Recreation Service Award to Friends of Golf

Passed
Yea- 6
Nay- 0

Roll call vote on above motion:
Yea- Richardson, Bialorucki, Hardy, Saneholtz, Funchion, Schnitkey
Nay -

Miscellaneous

Richardson

None

Schnitkey

None

Bialorucki

None

Hardy

Hardy stated he received a phone call from Councilman Maassel to thank the Board for their efforts regarding the budget.

Hardy added that he had spoken with Mayor Behm after the last appointment to the Board, suggesting to Behm that the Board would like to offer names for appointment when the need arises; Hardy stated that Behm agreed. There is an opening on the Board that will be commencing January 1, 2014 and Hardy asked the Board to think of suggestions to offer to Behm.

Funchion

Funchion stated the Christmas decorations look nice. Cotter stated these were put up by one (1) fulltime and one (1) parttime worker due to budget cuts, and added that the Electric Department was incorrectly given credit for hanging the decorations on a Monday morning radio program.

Saneholtz

Saneholtz stated that the Parks Department did a good job clearing the sidewalks during the recent snowstorm. Cotter stated that the Parks crew pushes the snow off the sidewalks during Level 2 Snow Emergencies and one worker did most of the work due to budget cuts.

Cotter

Cotter stated the Winter Recreation Programs have begun with the Kitty Cats being the second week in; the Wild Kittens program had a total of sixteen (16) participants and was canceled, however, one parent, Steve Reager, has volunteered to work with girls on Tuesday nights to keep them interested in playing basketball. Cotter stated the decrease in participants may be due to a sixth grade traveling team in Perrysburg as well as the Parochial schools having fifth and sixth grade teams as well. Cotter stated the Wild Kittens program has averaged approximately

four (4) teams and the Parks and Recreation Department will continue to make this program available.

Cotter stated that the Little Cats registration ends December 19, 2013 and Joe Good has become involved with the program.

Cotter met with representatives from the Western Region Girl Scout Association regarding a project of a dog park; Cotter made it clear that the last proposal for this was a bust and in order for the discussions to progress, the Girl Scouts must be prepared with a plan. Cotter added that a plan was discussed and grant money will be available for the project from the Girl Scout Association.

Cotter met with Dan Wachtman, City MIS Director, regarding the suggestion of a Facebook page for the Parks and Recreation Department that was discussed at the last Board meeting; Cotter stated this was met with some resistance but the suggestion may go to the Technology Committee for approval.

Cotter reminded the Board that a fulltime position will be advertised in February 2014 and filled in March 2014; this is a Union position and will be posted accordingly.

**Any Other Items To
Come Before The Board**

None

Motion To Adjourn

Motion: Saneholtz Second: Funchion
To adjourn the meeting at 7:07 pm.

Passed
Yea- 6
Nay- 0

Roll call vote on above motion:
Yea – Richardson, Bialorucki, Hardy, Saneholtz, Funchion, Schnitkey
Nay -

Date Approved

Matt Hardy, Chair

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: 1/22/2014

Re: Civil Service Commission Meeting Cancellation

The regular Civil Service Commission meeting, scheduled for Tuesday, January 28 at 4:30 PM, has been CANCELED due to lack of agenda items.

Fwd: Urban Paving Program

From: "Dr. Jon A. Bisher" <jbisher@napoleonohio.com>
To: "Roxanne Dietrich" <rdietrich@napoleonohio.com>

01/24/14 01:43 PM

Sent from Bisher's iPhone

Begin forwarded message:

From: "Bdeiri, Imad" <Imad.Bdeiri@dot.state.oh.us>
Date: January 24, 2014 at 10:33:34 EST
To: Chad Lulfs <clulfs@napoleonohio.com>
Cc: "Dr. Jon A. Bisher" <jbisher@napoleonohio.com>
Subject: RE: Urban Paving Program

Chad,

I suggest that you apply for Small City Program funding to fund the resurfacing of SR-108 in Napoleon.

Funds provided by the Small City Program allow you fix drainage structures and perform pavement repairs deeper than 3" using federal funds instead of 100% local funds.

If your project does not get selected for funding, then I will make the funds thru the Urban Paving Program available for the project.

The application for the Small City Program are due 3/1/14.

Please check the below link.

<http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms/Pages/SmallCity.aspx>

Thanks,

Imad Bdeiri

From: Chad Lulfs [<mailto:clulfs@napoleonohio.com>]
Sent: Thursday, January 23, 2014 2:07 PM
To: Bdeiri, Imad
Cc: Dr. Jon A. Bisher
Subject: Urban Paving Program

Mr. Bdeiri,

The City of Napoleon requests to have S.R. 108 inside the City of Napoleon's Corporation Limits programmed into the Urban Paving Program. It is our understanding that this funding is an 80%/20% split for the top 3" of pavement. Any repairs deeper than 3" would be the City's financial responsibility. Also, any

drainage structures that would need to be reconstructed would also be the City's financial responsibility.

Our primary areas of concern (in order) are:

- Perry Street in the Downtown area
- Scott Street under US 6/24
- Perry Street from the south Corp. Limits to S.R. 110

Please consider the City of Napoleon for this program. If you have any questions or require additional information, please contact me at your convenience.

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

City of Napoleon
255 W. Riverview Avenue
P.O. Box 151
Napoleon, OH 43545
Phone: 419-592-4010
Fax: 419-599-8393



Update

A weekly newsletter presented by AMP President/CEO Marc Gerken

January 24, 2014

A year in preview: Achieving goals in 2014

By Marc Gerken – president/CEO

Following up last week's review of AMP's 2013 accomplishments in *Update*, I am now going to look ahead to 2014 and highlight areas that will require our increasing focus and anticipated milestones that will reflect marked progress toward our goals.



Peaking Needs

All our work in 2013 to address our peaking needs will start bearing fruit in 2014. We are well positioned with our peaking studies, and by the end of the first quarter we will have determined what type of natural gas technologies AMP will be using and the sites on which our facilities will be located.

On the solar side, our goal this year is to have a minimum of 25 megawatts of solar installed behind the meters of our members. We do have the siting studies completed, and over the first quarter we will be working through the type of financing that will be used for these projects.

Hydro Projects

AMP will continue to move the construction schedule forward and maintain the budgets on the four hydro projects for the betterment of the participating members. As I noted in my review of 2013 last week, our biggest push will continue to be on commissioning Meldahl and Cannelton, because of the extensive amount of coordinated work required.

See Page 6
for latest
hydro updates

Obviously, weather and deliveries from equipment manufacturers are among the many factors capable of affecting construction and commissioning, but AMP has been exploring all avenues with the powerhouse contractors to advance the schedules. We also have developed work-around options to be prepared to head off potential schedule interruptions should delivery of some of our critical pieces of equipment be delayed.

Not far into 2014, we expect to have most of the concrete poured on all of the projects. Getting these projects to the point where they are watertight and watered-up is an important step in reducing the risk of flooding on the Ohio River.

Prairie State Energy Campus

AMP will continue to work diligently with the other Prairie State Generating Co. (PSGC) owners to improve reliability and get the generating facility to where its availability is the best in the industry. That is the owners' goal, and we are confident the plant will reach that, but the technology challenges cannot be solved overnight – as much as all of the owners would like

see 2014 Page 2

Survey to help AMP better serve members

By Marc Gerken

In an effort to further the value chain of AMP services, we are conducting a survey of the elected officials responsible for oversight of AMP member electric systems.

Survey results will be used to determine how to best communicate with this important group of decision makers. Answers from this survey will assist AMP in creating targeted electric industry communication materials regarding environmental regulations, power supply, risk management, and generation asset management, while utilizing media technology that best fits the needs of these individuals.

AMP staff worked with the Hometown Connections survey provider SDS Research on the question content and survey structure to gather as much information as possible. AMP staff also shared the draft with a test group of member community officials to solicit their input as part of the preparation process. A copy of the survey was sent to AMP principal contacts this week.

In two weeks, AMP, OMEA, PMEA or MSCPA will send an email to each municipality's clerk, who will be asked to distribute the link to the online survey for elected officials with instructions on completing the survey. The survey will be confidential with no identifiers other than the community's population size. AMP will share the aggregated results once the survey has been completed.

Please contact AMP Director of Marketing/Member Relations Harry Phillips at hphillips@amppartners.org or 614.540.0846 with questions or for more information.

to see that happen. As I mentioned previously, a number of PSEC's complicated systems require significant adjustments and tuning that remain to be completed. PSGC owners and staff expect the scheduled spring outage to be a big step forward in helping get many of the combustion issues solved.

AMP Fremont Energy Center

The AMP Fremont Energy Center (AFEC) has just been a real asset and a workhorse for its 87 AMP members and other participants and we certainly do not expect that to change.



An adequate supply of water, which is currently supplied to AFEC by the City of Fremont, is a vital part of that and in 2014 we will be addressing our water security. We want to ensure that drought and other water-related issues will not affect AFEC's ability to produce the megawatt-hours needed during the hot summer months.

Richard H. Gorsuch Generating Station

Until we had the Gorsuch landfill closure and decommissioning completed and an air permit for material handling in hand, we weren't able to focus our efforts on seeking out revenue opportunities.

Now we are exploring options for bringing a third party onsite to operate a material handling operation that will provide revenue to participating members. There are many opportunities, including serving the fracking industry, and we are assessing all of them.

Transmission Ownership

Because AMP and its members are transmission dependent, we will continue looking at options for controlling rising transmission costs. Obviously, we're trying to build more peaking generation behind the meter, which will help AMP members on transmission side savings. In addition, AMP is taking a strategic look at potential partnerships with transmission owners to own a portion of transmission facilities.

At Prairie State, the PSGC owners are also exploring ownership options to try to reduce or eliminate unanticipated transmission congestion costs.

Efficiency Smart

Following the goal-surpassing performance of the Ef-



iciency Smart program's first three-year contract, I am optimistic that we will see that level of performance continue over the second three years that began Jan. 1.

We have had a good start with a successful subscription rollout for members to participate in program years four through six, and I think that momentum will continue in 2014 – especially after the successes of both the program overall and the individual communities earn the attention they deserve.

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

Week ending Jan. 24

MON	TUE	WED	THU	FRI
\$38.58	\$97.80	\$126.75	\$290.90	\$139.42

Week ending Jan. 17

MON	TUE	WED	THU	FRI
\$35.97	\$35.12	\$38.20	\$37.36	\$43.14

AEP/Dayton 2015 5x16 price as of Jan. 24 — \$41.88

AEP/Dayton 2015 5x16 price as of Jan. 17 — \$41.28

Gallam joins AMP staff

By Bobby Little – senior vice president & chief risk officer

Beth Gallam became the newest addition to the AMP staff as administrative assistant for risk management. She had served as a temporary employee since October 2013, but started Jan. 20 in a full-time capacity.



Beth Gallam

Prior to AMP, Gallam was an assistant at Elford, Inc., supporting more than 20 project managers on a variety of construction projects; and an executive team leader at Target, directing operations, guest services and logistics.

She holds a bachelor's degree from the University of Cincinnati and a deaf studies certificate from Columbus State Community College.

Please join me in welcoming Beth.

Smart Grid

AMP will also be conducting a survey of AMP members' customers (residential, commercial and industrial) to get feedback on smart grid and energy efficiency.

Because smart grid solutions are expensive, highly technical and complex, AMP is exploring the possibility of developing a shared smart grid solution to offer its members. Smart grid offers extensive benefits in customer service, revenue protection, metering operations, outage management and more, and we believe that providing it as a shared service would be highly beneficial for members who want to realize the full value of this solution but may not have the resources to implement, manage and maintain it.

Human Resources

We have a number of human resources initiatives we are moving forward on that are a reflection of the growth in staff AMP has had to support our expanding portfolio of generation assets and to provide an increasing number of services to members. Those efforts include updating and expanding our employee handbooks and continuing

see 2014 Page 3



2014 continued from Page 2

work on succession planning, which is critical to maintaining performance continuity in key leadership roles as we advance toward achieving our strategic objectives.

Information Technology

In 2014, AMP will continue to make notable progress in our efforts to upgrade our information technologies. That includes finalizing the business process review and implementing the approved changes to further automate financial reporting and accounting.

On the generation side, we will be implementing a fully integrated (with the financial system) Enterprise Asset Management system to manage the new hydro facilities and all other AMP generating facilities. We will also be implementing an Enterprise Data Warehouse for generation operation data, which will allow AMP staff and members to have real-time access to data and dashboards as related to generating facilities. Also planned is replacement of all field communication devices at the distributed generation sites. This will ensure accurate data collection and more reliable remote start/stop.

Risk

With a full staff in place in AMP's Middle Office – the independent oversight, compliance, control and monitoring office – I believe we are going to see great strides made in 2014 toward implementing and managing an Enterprise Risk Management Program for AMP. That critical effort will take time to fully accomplish because of the extensive scope of that project.

Legislative and Regulatory

Expect to see more on our efforts in the state and national legislative and regulatory arenas as we continue our work to protect the interests of AMP, its members and public power overall. The list of issues is far longer, but a key challenge, regarding tax-exempt financing, is still lurking in Congress.

On the environmental front, the Obama administration is seeking to implement the Greenhouse Gas (GHG) New Source Performance Standards (NSPS) for new fossil fuel generating units, as well as to issue the first draft of GHG NSPS standards for existing generating units. We are evaluating how both will affect AMP's future and existing generation.

Benefits of Service Fee Modifications

A member vote at the general membership meeting held during the 2013 AMP/OMEA Conference will have a positive impact on both AMP and its members beginning in 2014. Members approved a resolution to modify service fees to accommodate a new retained earnings policy and to pay for American Public Power Association (APPA) memberships for all AMP members.

Establishing this retained earnings policy will improve AMP's non-project General Fund liquidity, which will make AMP look more favorable to rating agencies, and will also help AMP to meet cash requirements for any unexpected expenditures.

AMP seeks members for smart grid survey

By Alice Wolfe – assistant vice president power supply planning & alternative generation

In order to gauge customer satisfaction and better understand customer interest in smart grid, AMP's Board of Trustees approved retaining SDS Research to conduct a customer survey. SDS is an American Public Power Association/Hometown Connections partner, and has extensive experience in performing surveys for public power.

The proposed questionnaire was sent to principal contacts earlier this week. AMP is seeking approval from member utilities who wish to participate in this survey.

A total of 3,000 residential and 1,200 of commercial and industrial customers will be contacted by phone. These values will be split across AMP members based on the utility's number of meters. Customers will be asked about their perceptions of the utility in addition to their opinions on smart grid benefits.

In addition to receiving the final report as provided to AMP, each participating utility will receive all verbatim responses given by only their customers, and will be able to compare their results to industry standard values.

For questions or more information, please contact me at awolfe@amppartners.org or 614.540.6389 or AMP Director of Marketing/Member Relations Harry Phillips at hphillips@amppartners.org or 614.540.0846.

AMP covering members' APPA dues benefits those members who weren't APPA members previously and eliminates the need for members to pay separately. In addition to the convenience and an overall cost savings to AMP and its members, there is a tremendous value for all AMP members to be APPA members.

Strategic Plan

The AMP Board of Trustees will be working on developing a very important strategic plan this year that will look at the 10-year period beginning in 2015. I believe this is one of the biggest challenges this Board is going to have in 2014 as it considers, among many other things, the implications of AMP transitioning to more of an operating company and what critically valuable services the membership needs going forward. This is a significant undertaking.

Public Power Certification Courses

This year, newly elected (or appointed) and experienced utility policy makers in AMP member communities will begin participating in AMP's new public power

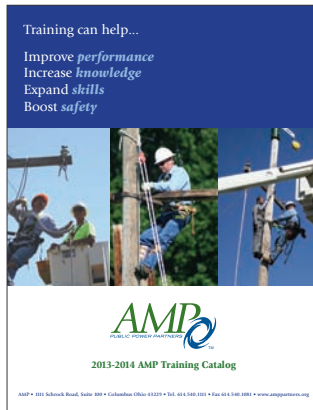
see 2014 Page 4

certification webinars. The free six-webinar series to be offered twice during the year is designed to cover both the technical and regulatory aspects of the industry, as well as to provide an overview of public power and AMP. Participants completing all the sessions will receive an AMP Public Power Governance Certificate and recognition in AMP publications and at the AMP/OMEA Conference.

We operate in a highly complex and highly regulated industry, and I would encourage all members of governing boards to take advantage of these programs to be better equipped to fulfill their responsibilities. Please visit the Member Extranet for more information or contact Kent Carson at kcarson@amppartners.org.

Expanded Technical Training

AMP members will continue to benefit in 2014 from AMP's expanded slate of 2013-2014 training offerings designed to help provide additional technically oriented, hands-on training. For example, two APPA courses hosted by AMP – APPA Maintenance of High-Voltage Electrical Distribution and APPA Overhead Distribution Systems, are closing out January, with a Regulator, Recloser, Capacitor Safety Course following in February. To check out the complete 2014 schedule, visit the [Member Extranet](#) or contact Jennifer Flockerzie at jflockerzie@amppartners.org.



Visits with Members

I've made a commitment with the members of AMP's Executive Management Team that we are going to try to visit each of our members in 2014. We are seeking to sit down with the administration and at least one elected official so they can tell us what they need from AMP, what we are doing well and where we can improve. Because AMP is a partner-driven organization, we want to make sure, with the amount of change we have undergone in recent years, that every member is being heard and that we have a complete understanding of their specific needs.

We look forward to visiting your community.

Calendar

Jan. 27—APPA Maintenance of High-Voltage Electrical Distribution

AMP Headquarters, Columbus

Jan. 28-30—APPA Overhead Distribution Systems

AMP Headquarters, Columbus

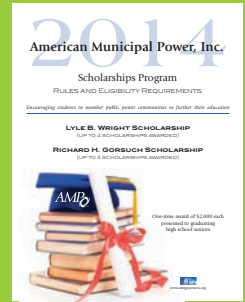
Feb. 13—AMP finance & accounting subcommittee meeting

Coldwater, Michigan

AMP accepts scholarship nominations until Jan. 31

By Karen Ritchey – manager of communication programs

As a reminder, AMP scholarship nominations are due by Jan. 31. Member communities are encouraged to participate in the program by nominating one graduating high school senior for the Richard H. Gorsuch



Scholarship and/or the Lyle B. Wright Scholarship.

Up to four Gorsuch and four Wright scholarships will be awarded. Winners will be determined by the AMP Board of Trustees and announced in May.

Scholarship packets and nomination forms are available on the Member Extranet section of the [AMP website](#). Please note that each member can only nominate one student per community for each scholarship.

Since the program began in 1988, AMP has provided \$240,000 in scholarships to graduating high school seniors.

Please contact me with questions or for more information at 614.540.0933 or kritchey@amppartners.org.

Trends in sustainability

By Julia Blankenship – director of energy policy & sustainability

Corporate actions and public attitudes toward climate change are not necessarily on the same track, according to two surveys conducted in December 2013. For example, one survey found that a number of large U.S. companies representing a range of economic sectors are now including a price for carbon in their future budgets and business decisions, ranging from \$6 to \$60 per metric ton of CO₂ equivalent (CO₂e).

These companies, ranging from energy giants like BP to retail leaders like Wal-Mart, anticipate that future government regulations to limit CO₂ and other greenhouse gases (GHGs) are inevitable, and that prudent planning now will reduce future risks. On the other hand, a separate poll of 801 U.S. adults found that support for government regulations to limit climate change has fallen in recent years, with 21 percent saying that the government should “stay out of the way entirely,” versus 11 percent in 2006.

Despite this seemingly anti-government position, the same poll found that 75 percent of those surveyed believe that the U.S. should take steps soon to prepare for global warming, even if other nations do less. Such inconsistencies are not uncommon with climate change polling, pollsters reported.

Pennsylvania hosts first Finance & Accounting Subcommittee of 2014

By Maggie Ndovi-Gibbs – financial analyst

The first Finance & Accounting Subcommittee meeting for 2014 took place Jan. 23 at Embassy Suites Philadelphia-Airport in Pennsylvania. Sixteen participants from two member communities were in attendance.

Dawn Lund, vice president of Utility Financial Solutions, started the day off with a discussion on cost of service challenges and solutions. Lund was followed by Jeff Klein, with Kensington Capital Advisors and AMP's derivative adviser, who covered investment of bond proceeds. Specifically, Klein covered what the decision process is that AMP must go through when investing bond proceeds and how to maximize the return while still being aware of the arbitrage limitations on earnings.

Following lunch, AMP's Financial Adviser Ted Sobel, with Ramirez & Co., spoke on how to make the best decisions in managing debt in a rising interest rate environment. Tom Sillasen, AMP's director of energy accounting and reporting, finished out the day with concepts behind AMP power invoices.

The next Finance & Accounting Subcommittee meeting will be held Feb. 13 in Coldwater, Michigan. All interested parties from municipalities are invited. Meeting presentations are pointed to finance staff, municipal management, support staff and elected officials.

Please RSVP to either Joe Regan at jregan2@amppartners.org or 614.540.6913 or Chris Deeter at cdeeter@amppartners.org or 614.540.0848.

Short-term energy prices soar after continued cold weather

By Mike Migliore – assistant vice president of power supply planning & transmission

The gas market has finally begun seeing the effect of the constant much-below normal temperatures. Although Thursday's report showed gas withdrawal from storage less than average for last week, future forecasts predict record withdrawals for the next two weeks. This will take the amount of gas in storage further below last year and the five-year average. These predictions have caused a big jump in prices for the rest of the winter.

February natural gas prices closed yesterday at \$4.73/MMBtu, which is up 35 cents from last week and 67 cents from two weeks ago. Friday morning trading has seen February gas prices at \$4.95/MMBtu. This recent cold has not had a big effect on future prices though. The 2015 on-peak electric prices settled \$0.60/MWh higher for the week with AD Hub closing at \$41.88/MWh. February 2014 power prices saw a \$10/MWh increase since last week.



Tom Sillasen discusses concepts behind AMP power invoices at the first Finance & Accounting Subcommittee meeting of 2014.

AFEC weekly update

By Mike Migliore

High flows from the Fremont and Davis-Besse area of FirstEnergy (FE) to the eastern part of FE led to line overloads on the FE system, causing PJM to dispatch Fremont offline throughout the week. On Jan. 17, the plant was scheduled offline due to lower market prices. The plant was then scheduled online and operated at full baseload during the on-peak hours Jan. 18. On Jan. 19, PJM scheduled the plant to be offline, but Fremont remained at minimum load in order to be available for the upcoming cold week. PJM then scheduled the plant offline on Jan. 20 and the plant shut down upon request from PJM.

On Jan. 21, Fremont was scheduled at full load with ducts for the entire 16-hour on-peak period, but was then dispatched by PJM down to minimum load during the day in order to limit the loadings on FE's Lakeview-Greenfield line. Jan. 22 and 23 saw a similar situation with the plant scheduled at full load with ducts in the day ahead and then being asked to operate at as low as possible level in the real time.

On Friday, Jan. 24, despite continued frigid temperatures, the plant was scheduled offline by PJM in order to avoid overloading the Lakeview-Greenfield line. Flows from West to East across FE have increased above normal with the continued forced outage of FE's Beaver Valley nuclear plant in Western Pennsylvania. The plant ended the Friday through Thursday period with actual generation at a 26 percent load factor (based on 675 MW).

Update Classifieds

City of Westerville accepts meter technician applications

The City of Westerville seeks a Meter Technician – Electric Division. This is technical and manual work in testing, repairing, maintaining, installing, connecting and disconnecting commercial and residential electric meters. Work involves ensuring meter hookups are performed properly, in compliance with safety standards, maintaining testing records and dealing effectively with the public.

Candidates must have an associate's degree in electrical or electronics engineering technology; or high school diploma or G.E.D. with four years of journey man-level meter technician experience: working with an electrical utility performing duties that include testing, calibration, and installation of electric revenue meters and metering equipment.

For full details about this position, please visit www.westerville.org and complete an online application. Only applications completed on our website will be accepted and reviewed. Deadline to apply is Feb. 16. EOE/ADA

see CLASSIFIEDS Page 7

Hydro work progresses despite cold weather this past month

By Phil Meier – vice president of hydroelectric development & operations

Cannelton

At Cannelton, much of the work has moved indoors. This included the installation of station drainage pumps and submersible pumps. Work also continues on the lighting that will be inside the bulb with the installation of the 6.9 kV bus, and grounding and conduits. The conductor for the transmission line has been strung to the first takeoff structure from the plant. The powerhouse is now watertight. The dewatering pumps have been turned off but the water has not significantly increased.

It is anticipated that Walsh Construction may have to pump water in to equalize the water pressure on both sides of the cofferdam prior to beginning the cofferdam removal. Staff and crews are actively working with Walsh in an attempt to have at least one turbine spinning by early fall.

Right: A copy of the latest aerial is shown



Willow Island

At Willow Island, Ruhlin Construction continued concrete placement, placing 653 cubic yards this week and totaling 55,085 cubic yards placed to date. This amounts to approximately 73 percent of the concrete needed. Ruhlin had to cancel outside work for two days, which impacted the concrete placements.

The weather also slowed hardfill placements. Ruhlin has placed more than the 20,000 yards of the 60,000 needed. Ruhlin's subcontractor, ICS, has continued installation of piping systems and pre-assembly of the bulb turbine shafts.

Left: A picture looking upstream of the site is shown



Meldahl

At Meldahl, Alberici Baker (AB) has reached approximately 96 percent completion of the concrete needed (107,390 of the 111,370 cubic yards). Production work was somewhat limited by the cold temperatures. AB's subcontractors, Glenwood Electric and IHP, continued with bulb nose piping, setting the Unit 1 lower discharge ring, and the Unit 2 runner hub pre-assembly and shaft pre-assembly.

AB also continued with the setting of emergency closure gates and bulkhead gates. Glenwood installed the power feed cables to the reserve auxiliary transformer, tested the station service substation, installed the non-segregated bus duct and power cables to the unwatering pumps.

Right: A recent picture is shown



Smithland

At Smithland, CJ Mahan construction has continued placement of concrete totaling 61,797 cubic yards (65 percent) and has just started hardfill placement for closure structures placing just over 1,600 yards for about 1 percent complete.

Mahan's subcontractors have also continued work. This included Collier Electric doing the grounding installation and conduit installation, Harmon Steel continuing to install reinforcing steel, and National Steel Erectors continuing to erect the turbine generator equipment. Oregon Iron Works delivered gate equipment and CJ Mahan unloaded.

Left: A picture of the site is shown

Apprentice lineworkers needed in the Village of Monroeville

The Village of Monroeville is accepting applications for an apprentice lineworker position in its electrical distribution and maintenance department. This position requires a CDL or the ability to obtain one, and certification of CPR and bucket truck rescue training.

Qualifications include the completion of secondary education and/or trade school and the technical knowledge of electrical distribution and its varied components. Entry level wage is \$11.55/hour, and includes an excellent benefit package.

Application forms may be personally obtained from and submitted to the Administrative Offices, 2 S. Main St., Monroeville, along with three professional references. The Village of Monroeville is an Equal Opportunity Employer.

City of Columbus seeks engineering associate

The Division of Power, City of Columbus is accepting resumes for an Engineering Associate III position. Salary: \$45,739.20 - \$68,640. To qualify, candidates must have completed the twelfth grade/GED, have five years of experience performing paraprofessional engineering work (Substitution: college education in engineering or a related curriculum may be substituted for up to four years of the experience on a year-for-year basis), and have a valid motor vehicle operator's license.

This position will be responsible for performing electrical engineering work associated with design and construction of the street light project.

Please send resumes by close of business on Feb. 4 to: Lindsay Robinson, Department of Public Utilities, 910 Dublin Road, Columbus, Ohio 43215. Email: DPURecruitment@columbus.gov Phone: 614.645.5802 Fax: 614.645.0500. Pre-employment medical/drug screen and background investigation required if selected. EOE

Village of Oak Harbor seeks wastewater operator

The Village of Oak Harbor is accepting applications for the position of Wastewater Operator.

This is a fulltime position working under the general supervision of the superintendent of the Wastewater Plant. Pay rate DOQ and OEPA licensure, \$15 to \$23.99 hourly, plus benefits.

Minimum qualifications: graduation from high school education or GED equivalent, two years of experience in wastewater treatment and/or collection system, or combination of education and experience and a valid State of Ohio Driver's License. OEPA Wastewater Treatment Operator Class I preferred, but not required.

Applications and position descriptions are available at the village administrator's office located at 146 N. Church

St., Oak Harbor, Ohio 43449. The application is available on the village's website at www.oakharbor.oh.us (Government Tab). For a full position description, questions or position details, may be directed to the village administrator at 419.898.5561, rpauley@oakharbor.oh.us, 8 a.m. to 4:30 p.m. weekdays. Deadline to apply is Jan. 31 or until position is filled. The Village of Oak Harbor is an Equal Opportunity Employer.

Electrical lineman candidates needed in Newton Falls

The City of Newton Falls is accepting applications for a qualified Electrical Lineman. Candidates must have a valid Journeyman card from an accredited union or comparable lineman training, valid State of Ohio commercial Driver's License and five years experience in the electrical trade.

Resumes will be accepted until Jan. 31 at 2 p.m. in the City Manager's Office, 19 N. Canal St., Newton Falls, Ohio 44444 or by email to cityclerk@ci.newtonfalls.oh.us.

AMP seeks part-time member marketing consultant

Part-time member marketing consultant provides the following essential functions, both internally and externally: assists the director of marketing/member relations in the administration and marketing of services, programs and projects to member management and elected officials; assists with membership development in accordance with Strategic Growth Marketing Plans; performs regular visits to member communities; may attend industry related forums and industry panels; and attend and make presentations at member council/board meetings on an as needed basis.

A minimum of a four-year business or engineering-related degree is desired. Candidates must have five or more years of experience in the electric utility industry, including supervisory responsibilities. Three or more years of experience in day-to-day marketing and public relations is preferred.

Please visit www.amppartners.org or email to jpawlak@amppartners.org for a complete job listing.

Schuylkill Haven in need of journeyman electric lineworker

The Borough of Schuylkill Haven is accepting applications for a journeyman electric lineman position.

A complete job description and job application can be obtained by contacting the borough office at 570.385.2841 or by logging on to the Borough's website www.schuylkillhaven.org.

Please submit a completed job application, resume, certifications and three references to: Scott J. Graver, Borough Administrator, Schuylkill Haven Borough Office, 12 W. Main St., Schuylkill Haven, PA 17972.

