# Memorandum

- To: Mayor & Members of Council
- From: Monica Irelan, City Manager

Subject: General Information

**Date:** November 14, 2014

#### CALENDAR

AGENDA: City Council - Monday, November 17th @7:00 pm

#### C. APPROVAL OF MINUTES

- 1. Special Council Meeting Minutes of October 27, 2014
- 1. City Council Regular Meeting Minutes/November 3, 2014

#### G. INTRODUCTION OF NEW ORDINANCES AND RESOLUTIONS

- 1. **RESOLUTION NO. 070-14** a Resolution Authorizing the City Manager to Execute any and all Documents necessary to enter into the First Amendment to the Participating Member Schedule of the Master Service Agreement for the EcoSmart Choice Program; and Declaring an Emergency.
- 2. **RESOLUTION NO. 071-14** a Resolution Authorizing the City Manager to Execute any and all Documents Necessary to Enter into an Agreement for the Sale of Certain Real Property, as indicated in Exhibit A, to the State of Ohio; and Declaring an Emergency. *(Suspension Requested)*

#### H. SECOND READINGS OF ORDINANCES AND RESOLUTIONS - None

#### I. THIRD READINGS OF ORDINANCES AND RESOLUTIONS

- 1. **ORDINANCE NO. 061-14** an Ordinance Amending the Fixed Asset Policy of the City of Napoleon.
- 2. **RESOLUTION NO. 062-14** a Resolution Amending the Allocation of Funds as Found in Section 193.11 of the Codified Ordinances of the City of Napoleon, Ohio.
- 3. **ORDINANCE NO. 065-14** an Ordinance Amending Section 939.02 of the Codified Ordinances of the City of Napoleon to Update the Electric Rate Structure.

#### J. GOOD OF THE CITY (Discussion/Action)

- 1. Recommendation to Approve November Billing Determinants
- Approval of Specifications, Documentation and Contracts for Chemicals for the Water Treatment Plant and Wastewater Treatment Plant FY2015

   This project was part of the "blanket" Resolution authorizing items for bidding.
- 3. Acceptance of WalMart Community Grant: \$2,200
- 4. Appeal to the Decision on Billing Dispute (Refer to Water/Sewer Committee)

#### **INFORMATIONAL ITEMS**

- 1. CANCELLATIONS
  - a. Tree Commission
  - b. Parks & Recreation Committee
- 2. AGENDA Civil Service Commission; Tuesday, Nov. 18<sup>th</sup> @ 4:30 pm
- 3. AMP Update/November 14, 2014
- 4. Greg Heath Items:
  - a. Email on HB5

MI:rd Records Retention CM-11 - 2 Years

#### Monthly Calendar

#### November 1 - 30, 2014





#### Oalendar

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# City of Napoleon, Ohio **CITY COUNCIL IN JOINT SESSION WITH** FINANCE & BUDGET COMMITTEE

.

Meeting Minutes Monday, October 27, 2014 at 6:30 pm

PRESENT	
Council	John Helberg (President), Jason Maassel (President Pro-Tem), Jeff Comadoll, Jeffrey
	Marihugh, Christopher Ridley, Heather Wilson
Committee	Jason Maassel - Chair, Ron Behm, Chris Ridley, Heather Wilson
City Staff	Gregory J. Heath, Finance Director/Clerk of Council
	Monica S. Irelan, City Manager
	Trevor M. Hayberger, Law Director
	Roxanne Dietrich, Administrative Assistant
	Christine Peddicord, Assistant Finance Director
Recorder	Tammy Fein
Others	News media (6:45 pm)
ABSENT	Travis Chaoffer
Members	Travis Sheaffer
Others	
Call To Order	Chairperson Maassel called the meeting to order at 6:35 pm.
	Champerson Maasser caned the meeting to order at 0.55 pm.
<b>Approval Of Minutes</b>	Minutes from the September 22 meeting stand approved with no objections or
II	corrections.
<b>Presentation Of Third</b>	Heath distributed a memo regarding the Third Quarter Budget Adjustments; see
Quarter Budget	attached.
Adjustments	
	Heath explained the Third Quarter Budget Adjustments as listed including the
	unbudgeted payout to the Fire Chief from the General Fund.
	Heath reported that the Law Library Fund represents additional revenue received
	throughout the year through the court through fines with fifty percent (50%) going to the General Fund and fifty percent (50%) going to the Law Library Fund. Hayberger
	stated that the Law Library is located by Judge Collier's corner at the Courthouse and
	is designed for indigent clients to look up case law.
	Heath reported that the Law Enforcement Grant was received, and this is the
	additional appropriation needed for equipment, adding that the transfer was previously
	approved.
	Heath reported that the indigent encumbrances exceeded the use of the budgeted \$300.
	Heath an ented that the Comment sternel Incomments and the state of the first of th
	Heath reported that the Sewer Lateral Improvement appropriation went into effect
	July 1 and \$40,000 has been spent from the budgeted \$50,000; the average cost of the improvements has been approximately \$8,000 to \$11,000 since the sewers are deep.
	improvements has been approximately $\varphi_{0,000}$ to $\varphi_{11,000}$ since the sewers are deep.
Motion To	Motion: Ridley Second: Wilson
Recommend	To recommend Council approve the Third Quarter Budget Adjustments

Council Approve Changes Third Quarter Budget Adjustments	
Passed Yea- 4 Nay- 0	Roll call vote on above motion: Yea- Maassel, Ridley, Wilson, Behm Nay-
Council Call To Order	President Helberg called the meeting to order at 6:45 pm.
	Heath distributed a memo regarding the 2015 Estimated Revenue; see attached. Maassel reported that the Third Quarter Budget Adjustments were approved by the Finance and Budget Committee, requesting that Council approve the recommendation.
Motion To Direct The Law Director To Draft Two Pieces Of Legislation Regarding The Budget Appropriation And The Fund Balance Transfers	Motion: Marihugh Second: Maassel To direct the Law Director to draft two (2) pieces of Legislation regarding the Budget Appropriation and Fund Balance Transfers
Passed Yea- 6 Nay- 0	Roll call vote on above motion: Yea- Helberg, Marihugh, Comadoll, Wilson, Ridley, Maassel Nay-
2015 Revenue Review For 2015 Budget	<ul> <li>Heath distributed a memo regarding the 2014 Projected and 2015 Estimated Income Tax Revenue; see attached.</li> <li>Heath reported that the estimated \$3.9 million Income Tax revenue is a conservative estimate, and the \$4 million mark may be broken depending on the quarterly billing results, adding that after the October billing is finalized, Heath stated by history that he can be approximately ninety six percent (96%) accurate with the figures. Heath stated that the Income Tax revenue budget for next year will be conservatively estimated at approximately \$3.7 million, and this does not take into account the proposed House Bill 5. Heath encouraged Council to contact the representatives regarding opposition to House Bill 5, which is currently in the Senate. Heath added that although central collection has been deleted from the wording of House Bill 5 currently, Heath believes this issue will not go away until this portion of the Bill passes. Helberg asked if the collection amounts from the agreement with Cleveland are in this projection; Heath stated that the City has not received any money from this agreement yet, but has received a list of names with an expected amount of approximately \$2,000 in November, Heath stated the amnesty process along with this collection agreement are working toward increasing taxpayer base and are incremental sources of revenue.</li> <li>Heath reported that the revenue estimates including the General Fund related funds including self-contained funds with subsidies that go back into the General Fund such</li> </ul>
	as the Street Fund, Recreation Fund, Enterprise Fund, Water Fund, Sewer Fund, Page 2 of 5

2015 Revenue Review
For 2015 Budget
(Continued)

Electric Fund, and Refuse Fund; these transfers go back into the General Fund for cost centering purposes. Heath reported that the General Fund Property Tax represents the inside 10 mill tax levy with 2 mill allocated to the General Fund, adding that Council could consider an additional property tax levy for operational costs if necessary; adding that this would take a vote of the people.

Heath reported that the Fire Protection Contracts represent the Township payments pursuant to their contracts.

Heath reminded Council that the Municipal Court controls the Court fines and costs; adding that these revenues have decreased from previous years. Marihugh stated that the distance of the City from Bowling Green is the reason for the decrease; Wilson requested an explanation from the Court for the decrease. Ridley asked what other factors contribute to this; Irelan stated that she has asked Judge Rosebrook about the reasons for this decrease with no clear answer, and offered to research the question again; Council agreed that they will ask during the Budget discussions. Heath stated that the revenues do not exceed the cost of their expenditures, adding that Council does have control over setting salaries and appropriation levels.

Heath reported that the Miscellaneous Revenues are revenues that are either miscellaneously billed or are not related to a fee or fine. Marihugh believes that the permit fees cannot be raised above the competition; Heath believes that the economy has caused building to decrease all over.

Heath reported that Interest earnings are based on City Policies including only investing in safe investments versus speculative investments; adding that the maximum revenue from this Fund has been \$1.3 million in the past; the 2015 projection currently is \$88,000 total for all funds combined.

Heath reported that the External Reimbursement Revenue Account consists of the Court and Prosecutor contracts with the County which remains the same; the court staff currently receives two (2) paychecks, one (1) from the State and one (1) from the City with the County reimbursing their share to the City.

Heath reported that the shared expenses of the Administrative Departments represent the Legislative Department, the Mayor, the City Manager, the Human Resources Department, the MIS Department, the Engineering Department, one (1) Police Dispatcher, and the Buildings and Properties Department. Heath stated that previously, over twenty (20) years ago, these were directly charged to all funds, now they are reimbursed. Heath believes these reimbursement amounts are maxed out currently, which is a wash to actual expenditures, netting twenty five percent (25%) to the General Fund and seventy five percent (75%) being allocated between the Electric Fund, Water Fund, Sewer Fund, and Sanitation Fund.

Heath reported that the Transfers represent the Hotel/Motel Tax, Unclaimed Monies Fund, Income Tax Fund, Law Library Fund, Miscellaneous Excess Fund, and the Kilowatt per Hour Tax. The 2014 General Fund projection was estimated at \$5.6 million; the 2015 estimate is \$5.5 million. Heath stated this is a balanced budget, and historically tries to keep a \$1 million balance in the General Fund from one year to the next.

Heath stated that there may be some changes made to the revenue before the budget review meetings.

2015 D D '	
2015 Revenue Review For 2015 Budget (Continued)	Heath stated that the allocation of revenues among the Special Revenue Funds are determined by the tax levies; the City has levied the maximum number of tax levies allowed and the additional allocations are dictated by the Ohio Revised Code.
	Marihugh asked what part of the State Highway Fund will be decreased due to the eight (8) miles of Riverview Avenue that is to be turned over to the City; Heath is not certain if this property has been turned over to the City as of yet; Irelan believes this will be turned over to the City now that the project has been closed.
	Heath stated that he will be presenting the EMS Run Rates based on Medicare Inflationary Rates at the next Safety & Human Resources Committee meeting; Heath commended Council for keeping current on the updates regarding these rates.
	Heath stated that Assistant Finance Director Peddicord works with Parks and Recreation Director Cotter regarding the Parks & Recreation estimates, adding that the Parks & Recreation Department has a tax levy with no costs deducted from that figure.
	Heath reported that no grant is anticipated for the upcoming year for the Fire Department.
	Heath reported that the Scott Street Improvement Project Fund had funds moved in that were not spent and will be sent back to the fund of origination next year but are currently available. Marihugh asked when this will be finaled out; Hayberger believes this is mostly paid out.
	Heath stated that electric sales are dependent on cost of purchased power; base rates were not increased for the projected amount listed.
	Heath reported that the Electric Development Fund is the self-insurance fund for certain items, and reimbursables and transfers should always tie out evenly.
	Heath explained the additional funds listed in the memo with no questions from Council.
	Heath reported that an increase was estimated in the rates in the Water Fund however a conservative approach was used as Heath does not know yet where the satellite customers stand. Marihugh asked if there were concerns regarding the City having no partners in the rehabbing of the water plant; Irelan stated that she does not have that impression. Heath stated there are still contracts with the original entities. Marihugh stated the he would like to know how to collect the money that was spent on the proposed plant; Hayberger stated this would be part of the negotiations process. Marihugh asked Heath how this impacted his projected figures; Heath stated that it does not impact the projected figures because the satellite customers are still operating under contracts with an obligation to pay their allocated share. Irelan stated that the conversation with the satellite customers has deemed that every aspect of the rehabbing plan is negotiable and is still moving forward, adding that the contracts are still in effect. Heath stated that if the satellite customers are lost, this represents approximately twenty percent (20%) of revenue, however there will also be expenditure reductions to offset that amount; adding that McClure and Malinta are not billed but the master meter is; and the City does some billing for the Henry County Regional Water and Sewer.

Heath stated that there are no big projects planned for the next year except for the Page 4 of 5

2015 Revenue Review For 2015 Budget (Continued)	water plant. Marihugh asked when the construction projects that were held off by previous Councils that was related to required sewer projects would be added to the project list; Irelan stated that the projects have all been worked on in the meantime, none were put on hold. Irelan stated that these have already been listed in the bills for Council to see and have all been approved. Irelan stated that the first three (3) years were used for the planning and testing, and the City is currently in the process of monitoring the projects. Marihugh believed there was physical construction added to this; Irelan will research this and inform Marihugh. Heath summarized that Council has been presented with the debt, the initial salary, wages and fringe benefits, and revenue; now these figures will be consolidated and the budgetary presentations will be made; the goal is to have the completed budget books to Council members by November 10 <sup>th</sup> for the budget review meetings on November 14 <sup>th</sup> and 15 <sup>th</sup> . Heath reminded Council that the Budget is projected on what the City has control over including allocation, the Electric Fund, and expenditures. Heath believes that Liberty Center just passed a credit deduction on Income Tax which is the only item that can be controlled in the General Fund; Heath cautioned Council not to wait too long to make this decision as the State may also take this control away as well. Helberg asked if any adjustments to the Fund Balances should be made; Irelan stated that her budgeting technique may be changed for next year; satring with a revenue number and expending from that figure. Irelan does not want to rely on the carryover as much as it is currently; this year's budgeting will be similar to past budgetary practices, but in future years the process will change to a revenue/expenditure format. Heath stated that the revenue conservative estimates drive the expenditure side to be used as a buffer, forcing a reduction that has kept a balance of one million dollars in the General Fund; adding that
Any Other Matters Or Items Currently Assigned To The Committee	None
Finance Motion To Adjourn	Motion:RidleySecond:WilsonTo adjourn the meeting at 7:55 pm
Passed Yea- 4 Nay- 0	Roll call vote on above motion: Yea- Maassel, Ridley, Wilson, Behm Nay-
Council Motion To Adjourn	Motion: MarihiughSecond: MaasselTo adjourn the meeting at 7:55 pm
Passed Yea- 6 Nay- 0	Roll call vote on above motion: Yea- Helberg, Marihugh, Comadoll, Wilson, Ridley, Maassel Nay-
Approved:	
Date	John Helberg, Council President

# City of Napoleon, Ohio **CITY COUNCIL** Meeting Minutes Monday, November 3, 2014 at 7:00 pm

	<u>, , , , , , , , , , , , , , , , , </u>
PRESENT	
Council	John Helberg (President), Jason Maassel (President Pro-Tem), Jeff Comadoll, Jeffrey Maribugh, Travia Shaeffer, Haathar Wilson
Moyon	Marihugh, Travis Sheaffer, Heather Wilson Ronald A. Behm
Mayor City Monogon	Monica S. Irelan
City Manager Law Director	Trevor M. Hayberger
Finance Director/Clerk	Gregory J. Heath
Recorder	Tammy Fein
City Staff	Chad Lulfs, City Engineer
City Stall	Dan Wachtman, MIS Administrator
	Patrick Lannan, Police Department
Others	News Media; Rob McColley, CIC Director; Tim Albertson, Defiance Stamping
ABSENT	reconstruction, reconcept, ere Breetor, run ruserson, Benance Stamping
Council	Chris Ridley
City Staff	
Call To Order	President Helberg called the meeting to order at 7:00 pm with the Lord's Prayer
	followed by the Pledge of Allegiance.
<b>Approval Of Minutes</b>	Minutes of the October 20 Council meeting stand approved with no objections or
	corrections.
Citizen	None
Communication	
Committee Reports	The Technology & Communication Committee did not meet on Monday, November
	3 due to lack of agenda items.
	Chairperson Maassel reported that the Finance & Budget Committee met on
	Monday, October 27 and recommended:
	1. Approval of the Third Quarter Budget Adjustments
	The Safety and Human Resources Committee did not meet on Monday, October 27
	due to lack of agenda items.
	due to fack of agenda fields.
Introduction Of	President Helberg read by title Ordinance No. 067-14, an Ordinance supplementing
Ordinance No. 067-14	the Annual Appropriation Measure (Supplement No. 4) for the year 2014; and
	declaring an Emergency (Suspension Requested)
Motion To Approve	Motion: Maassel Second: Sheaffer
First Read	To approve first read of Ordinance No. 067-14
Discussion	Heath stated that the Annual Appropriation Measure was presented to the Finance &
	Budget Committee with no changes; the Finance & Budget Committee
	recommended directing the Law Director to draft this Ordinance with a Suspension
	requested and an Emergency Clause to ensure timely posting.
Motion To Suspend	Motion: Sheaffer Second: Comadoll
The Rules	To suspend the rules requiring three readings
Council Meeting Minutes	1 of 8 11/14/2014

Passed	Roll call vote on above motion:
Yea- 6	Yea- Sheaffer, Marihugh, Comadoll, Wilson, Maassel, Helberg
Nay- 0	Nay-
Passed	Roll call vote to pass Ordinance No. 067-14 under suspension of the rules
Yea- 6	Yea- Sheaffer, Marihugh, Comadoll, Wilson, Maassel, Helberg
Nay- 0	Nay-
Introduction Of Resolution No. 068-14	President Helberg read by title Resolution No. 068-14, a Resolution authorizing the Finance Director to transfer certain fund balances from respective funds to other funds per Section 5705.14 ORC on an as needed basis in Fiscal Year 2014, listed in Exhibit "A" (Transfer 4); and declaring an Emergency ( <i>Suspension Requested</i> )
Motion To Approve	Motion: Maassel Second: Comadoll
First Read	To approve first read of Resolution No. 068-14
Discussion	Heath reported that this is the companion Ordinance to Ordinance No. 067-14, and it refers to funds received from the Law Library Fund.
Motion To Suspend	Motion: Sheaffer Second: Comadoll
The Rules	To suspend the rules requiring three readings
Passed	Roll call vote on above motion:
Yea- 6	Yea- Sheaffer, Marihugh, Comadoll, Wilson, Maassel, Helberg
Nay- 0	Nay-
Passed	Roll call vote to pass Resolution No. 068-14 under suspension of the rules
Yea- 6	Yea- Sheaffer, Marihugh, Comadoll, Wilson, Maassel, Helberg
Nay- 0	Nay-
Introduction Of Ordinance No. 069-14	President Helberg read by title Ordinance No. 069-14, an Ordinance authorizing an Economic Development Agreement between the City and Defiance Stamping Company regarding Income Tax; and declaring an Emergency (Suspension Requested)
Motion To Approve	Motion: Marihugh Second: Maassel
First Read	To approve first read of Ordinance No. 069-14
Discussion	Rob McColley, Community Improvement Corporation (CIC) Director, distributed a fact sheet regarding Defiance Stamping Company; see attached.
	McColley reported on behalf of the CIC and Defiance Stamping Company, with Tim Albertson, Chief Financial Officer of Defiance Stamping, that this agreement is similar to the Koester Corporation Income Tax Rebate Agreement. McColley stated that the scale listed provides the corresponding milestone levels for Defiance Stamping to receive the income tax rebate, and there is a cap that limits the amount of annual rebate allowed to \$23,625.
	McColley recommends Council approve this Ordinance.
	Maassel asked Albertson to explain the role that the CIC played in moving Defiance Stamping Company to Napoleon; Albertson stated that the CIC website is where the industrial building was found, Albertson received a tour of the facility and found that this was exactly what the company wanted and it will allow the company the

	opportunity to grow.
Motion To Suspend The Rules	Motion: Sheaffer Second: Marihugh To suspend the rules requiring three reads
Passed Yea- 6 Nay- 0	Roll call vote on above motion: Yea- Sheaffer, Marihugh, Comadoll, Wilson, Maassel, Helberg Nay-
Passed Yea- 6 Nay- 0	Roll call vote to pass Ordinance No. 069-14 under suspension of the rules Yea- Sheaffer, Marihugh, Comadoll, Wilson, Maassel, Helberg Nay-
Second Read Of Ordinance No. 061-14	President Helberg read by title Ordinance No. 061-14, an Ordinance amending the Fixed Asset Policy of the City of Napoleon
Motion To Approve Second Read	Motion: Maassel Second: Wilson To approve second read of Ordinance No. 061-14
Discussion	Heath reported there is no change from the First Read of the Ordinance.
Passed Yea- 6 Nay- 0	Yea- Sheaffer, Marihugh, Comadoll, Wilson, Maassel, Helberg Nay-
Second Read Of Resolution No. 062-14	President Helberg read by title Resolution No. 062-14, a Resolution amending the allocation of funds as found in Section 193.11 of the Codified Ordinances of the City of Napoleon, Ohio
Motion To Approve Second Read	Motion: Comadoll Second: Maassel To approve second read of Resolution No. 062-14
Discussion	Heath reported there is no change from the First Read of the Resolution.
Passed Yea- 6 Nay- 0	Roll call vote to approve second read of Resolution No. 062-14 Yea- Sheaffer, Marihugh, Comadoll, Wilson, Maassel, Helberg Nay-
Second Read Of Ordinance No. 065-14	President Helberg read by title Ordinance No. 065-14, an Ordinance amending Section 939.02 of the Codified Ordinances of the City of Napoleon to update the electric rate structure
Motion To Approve Second Read	Motion: Comadoll Second: Maassel To approve second read of Ordinance No. 065-14
Discussion	Heath reported there is no change since the First Read of the Ordinance.
Passed Yea- 6 Nay- 0	Roll call vote to approve second read of Ordinance No. 065-14 Yea- Sheaffer, Marihugh, Comadoll, Wilson, Maassel, Helberg Nay-
Third Reads Of Ordinances And Resolutions	There are no third reads of Ordinances and Resolutions.
	2 60

GOOD OF THE CITY <u>Discussion/Action</u> Award Of Bid: Replacement Of PD Quonset Hut Roof	<ul> <li>Weitzel distributed a memo regarding the bid opening for the Quonset Hut Roof Project; see attached.</li> <li>Irelan reported that one (1) bid was opened on Wednesday, October 29; the bid was from Richland Co. &amp; Associates, Inc. in the amount of \$36,640 which is under the estimated budget amount of \$38,000; although the bid documents lacked the Certified Corporate Resolution and the Delinquent Property Tax Affidavit, the Legal Department has made arrangements to obtain the missing documents.</li> </ul>
	Irelan recommends awarding the contract for replacement of the Police Department Quonset hut roof to Richland Co. & Associates, Inc. in the amount of \$36,640.
Motion To Award The Contract For Replacement Of PD Quonset Hut Roof To Richland Co. & Assoc., Inc. \$36,640	Motion: Maassel Second: Sheaffer To award the replacement of Police Department Quonset Hut Roof contract to Richland Co. & Associates, Inc. in the amount of \$36,640
Passed Yea- 6 Nay- 0	Roll call vote on above motion: Yea- Sheaffer, Marihugh, Comadoll, Wilson, Maassel, Helberg Nay-
Award Of Bid: Recycling Processing Contract	Lulfs distributed a memo regarding the bid opening for the 2014 Recycling Processing Contract; see attached.
	Irelan reported that one (1) bid was opened for the 2014 Recycling Processing Contract on Wednesday, October 29 from Werlor Waste Control & Recycling, Inc. in the amount of thirty seven dollars (\$37) per ton, estimated to be \$27,750.
	Irelan recommends awarding the 2014 Recycling Processing Contract to Werlor Waste Control & Recycling, Inc. in the amount of thirty seven dollars (\$37) per ton. Marihugh asked if there was a sliding scale included in the bid documents to which adjustments could be made if the price of recyclables changed; Lulfs replied yes, this was included in the bid documents. Lulfs stated that the estimated budgeted amount was approximately \$31,000 but this can be adjusted currently; no reasoning was provided as to why the local company did not bid.
Motion To Award 2014 Recycling Processing Contract To Werlor Waste Control & Recycling Inc. \$37/Ton	Motion:MarihughSecond:MaasselTo award the 2014 Recycling Process Contract to Werlor Waste Control & Recycling, Inc. in the amount of \$37 per ton
Passed Yea- 6 Nay- 0	Roll call vote on above motion: Yea- Sheaffer, Marihugh, Comadoll, Wilson, Maassel, Helberg Nay-
Acceptance Of Rotary Club Donation: \$500	Irelan reported that the Rotary Club donates money in exchange for the set up and tear down of their weekly meetings.

Motion To Accept Rotary Donation Of \$500	Motion:ComadollSecond:WilsonTo accept the Rotary Club donation of \$500
Passed Yea- 5 Nay- 0 Abstain - 1	Roll call vote on above motion: Yea- Sheaffer, Marihugh, Comadoll, Wilson, Helberg Nay- Abstain- Maassel
Appeal To Decision On Billing Dispute	Heath requested the discussion regarding the Appeal to the decision on billing dispute be referred to the Water, Sewer, Refuse, Recycling & Litter Committee.
Helberg Referred Appeal To Decision On Billing Dispute To The Water, Sewer, Refuse, Recycling & Litter Committee	Helberg referred the Appeal to the decision on billing dispute to the Water, Sewer, Refuse, Recycling & Litter Committee
Approval Of Plans, Specifications, Documentation And Contracts For Janitorial Services	Irelan reported that janitorial services were last bid in 2006 and has been reapproved on a yearly basis; this is to be bid again to allow for competition.
Motion To Approve Plans, Specifications, Documentation, And Contracts For Janitorial Services	Motion: Wilson Second: Maassel To approve the plans, specifications, documentation, and contracts for janitorial services
Passed Yea- 6 Nay- 0	Roll call vote on above motion: Yea- Sheaffer, Marihugh, Comadoll, Wilson, Maassel, Helberg Nay-
Henry County Economic Development Plan Update	<ul><li>Rob McColley, CIC Director, distributed the finalized Henry County Economic Development Plan; see attached.</li><li>Glenn Grisdale, Reveille, explained the status of the Economic Development Plan.</li></ul>
	Grisdale stated that the report includes the methodology of economic development in Henry County; the report can be used as a comprehensive plan for communities that did not have an economic development plan; the report is broken down Countywide and by local communities. Grisdale stated that he did research with the Chamber of Commerce (COC), the Community Improvement Corporation (CIC), and with Nick Rettig of Henry County Regional Water and Sewer (HCRWS) to find the priority projects; Grisdale researched past comprehensive plans with Lulfs, and the Executive Summary is built upon the six (6) goals and thirty three (33) objectives decided upon.
	Grisdale stated that the economic development environment and tools were memorialized, and the Economic Analysis is summary of supporting documents condensed to explain why quality of life is as important as jobs for economic development; adding that the City had a four percent (4%) increase in population and

Henry County Economic Development Plan Update (Continued) a six percent (6%) increase in economic activity. Grisdale stated that themes are discussed for positioning the community as neighborhood friendly for future investing including the importance of planning, zoning, nuisance abatement and inspections, and the report also documented locations of Community Reinvestment Acts (CRAs) and the current zoning locations.

Grisdale stated that the Market Analysis pulled demand information from the consumer survey and was crossed with supply information, adding that there was \$233 million in consumer expenditures and \$290 million in supplier expenditures, which included the surplus of fuel sales. Grisdale stated there is a gap in car dealerships and drug/healthcare and beauty items, along with a \$3.6 million gap in liquor/beer sales, and a \$3.3 million gap in restaurants, which he believes to be a vital need in this community.

Grisdale stated that the 2008 Economic Development Plan was researched for the priority projects to find the continued relevance, which was crossed with the information received from the surveys, and this information is listed in the report beginning on page sixty six (66); Grisdale suggested reviewing this information annually.

Grisdale stated that the Recommendations section of the plan has nine (9) categories that are countywide; Grisdale suggested adopting mechanisms to minimize property blight. Grisdale stated that some advantages to be used as marketing tools are the amount of sidewalks within the City and the local schools having new facilities, and due diligence must be used in other areas to target areas such as promoting Liberty Center, riverfront properties and making use out of the old school.

Grisdale stated that the Implementation section of the report breaks down the economic development plan by objective with potential participants and a timeframe, adding that the report can be used to track progress, and the document can be changed as progressions are made and the maps can be easily updated.

Helberg stated that economic development in the past has focused on bringing business into the City; currently however businesses have gone to other cities due to lack of employees, and this report shows that the City must work on drawing in qualified workers first. Irelan stated that collaboration is important; the new generation of economic development will focus on bringing other people to the table to work on a grassroots plan by utilizing strengths and building a foundation. Irelan believes Code enforcement is important and this has been increased in the Historic District. Irelan stated that the City was selected in October to be part of the Building Doctor program seminar to instruct cities how to detect issues early, such as moldings, before it becomes a code enforcement violation to help businesses stay strong.

Helberg believes the Building Department has done well to minimize the blight and nuisances which is related to other recommendations presented by the report. Grisdale stated that now is the time to work on the code enforcement issues.

Helberg referred Henry County Economic Development Plan to the Municipal Property, Land Use & Economic Development Committee.

Behm believes that this issue must be discussed to make improvements to benefit the area and increase the population, and to make plans to work with local businesses and community groups, and bring the ideas together to establish the conversation.

Helberg Referred Henry County Economic Development Plan Update To Municipal Properties, Land Use & Economic

Development Committee	Behm suggested looking at areas to improve including Scott Street, reminding Council that the 2006 Council asked to ban portable signs on Scott Street which caused shop owners to come to Council to complain; the signs were deemed not to be a nuisance. Behm believes that economic development should consider other communities which are clear and planned while the City is staying stagnate, and must make the area more appealing; business owners must want to invest in their properties. Behm appreciates the work that was put into this report. Behm believes that the CIC is doing their part to attract businesses but lack community planning, and the City must have this as a goal. Irelan stated that the collaboration and community development have a place for the CIC to be involved. Grisdale suggested starting with the priority projects and working on plans from the recommendations that are listed. McColley stated that the City is free to use this report as they wish; as it is encouraging communities to take their own economic development into their own hands.
Good Of The City	
(Cont.) Irelan	None
Hayberger	None
Comadoll	Comadoll observed a barrel at the corner of West Main Street and asked for this to
	be taken care of before winter; Lulfs stated this is under contract and will be taken care of.
Marihugh	None
Sheaffer	Sheaffer attended the AMP Conference; adding that the four (4) communities up for reelection were reelected, adding that the City of Napoleon held its seat.
Behm	Behm presented a flag that was given to the City by Congressman Latta; the flag was flown over the Capitol on October 15 in honor of the City's 180 <sup>th</sup> birthday celebration; Council discussed where to display the flag.
Helberg	None
Maassel	None
Wilson	Wilson thanked Clayton O'Brien for presenting the Feel the Heat Program.
	Wilson thanked all departments involved in the Trick or Treat night.
Heath	Heath reminded Council to vote tomorrow.
4	Heath will be bringing up the \$2.5 million debt issue to roll at a future meeting.
Approval Of Bills	Bills and financial reports stand approved as presented with no objections.
Motion To Adjourn	Motion: Marihugh Second: Comadoll To adjourn the meeting.
Passed Yea – 6	Roll call vote on above motion: Yea- Sheaffer, Marihugh, Comadoll, Wilson, Maassel, Helberg
Council Mooting Minutes	7 of 8 11/14/2014

Nay- 0	Nay-
Adjournment	Meeting adjourned at 8:08 pm.
Approved:	John A. Helberg, Council President
	Ronald A. Behm, Mayor
	Gregory J. Heath, Finance Director/Clerk of Council

#### **RESOLUTION NO. 070-14**

#### A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO ENTER INTO THE FIRST AMENDMENT TO THE PARTICIPATING MEMBER SCHEDULE OF THE MASTER SERVICE AGREEMENT FOR THE ECOSMART CHOICE PROGRAM; AND DECLARING AN EMERGENCY

**WHEREAS,** the City of Napoleon has previously entered into an agreement for the EcoSmart Choice Program;

**WHEREAS,** the City of Napoleon Electric Committee met at a regular meeting and recommended the City enter into 1<sup>st</sup> Amendment to the Participating Member Schedule of the Master Service Agreement for the EcoSmart Choice Program;

**WHEREAS,** the City of Napoleon now desires to enter into the 1<sup>st</sup> Amendment to the Participating Member Schedule of the Master Service Agreement for the EcoSmart Choice Program; **Now therefore**,

#### **BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, the City Manager is directed to execute all documents necessary to enter into the 1<sup>st</sup> Amendment to the Participating Member Schedule of the Master Service Agreement for the EcoSmart Choice Program.

Section 2. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 3. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 4. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the earliest possible time because the current agreement ends December 31<sup>st</sup>, 2014 which would affect the public peace, health or safety accessible to our citizens; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed: \_\_\_\_\_

John A. Helberg, Council President

Approved: \_\_\_\_\_

Ronald A. Behm, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 070-14 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

#### **RESOLUTION NO. 071-14**

#### A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO ENTER INTO AN AGREEMENT FOR THE SALE OF CERTAIN REAL PROPERTY, AS INDICATED IN EXHIBIT A, TO THE STATE OF OHIO; AND DECLARING AN EMERGENCY

WHEREAS, the State of Ohio desires to acquire a certain parcel or parcels of land for highway purposes on and over certain lands owned by the City of Napoleon, and more particularly described as follows:

#### PARCEL(S): 016-SH1, SH2, T

#### HEN 110-0.66, PID92833

#### SEE EXHIBIT A WHICH IS ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF

**WHEREAS,** the State of Ohio has offered the sum of \$400.00 for the purchase of said certain parcel or parcels of land;

WHEREAS, the City of Napoleon now desires the City Manager to enter into an agreement with the State of Ohio for the sale of said described land; Now therefore,

#### **BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, the City Manager, Monica Irelan, is directed to execute all documents necessary to enter into an agreement for the sale of land as described above to the State of Ohio. Furthermore, Monica Irelan shall be, and hereby is, the duly authorized, empowered and acting agent of the City of Napoleon for the purpose of executing and delivering to the State of Ohio all necessary instruments to effect a good and sufficient conveyance of said certain parcel or parcels of land from the City of Napoleon to the State of Ohio, for the above mentioned consideration.

Section 2. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 3. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 4. That, this Resolution is declared to be an emergency measure necessary for the immediate preservation of the public peace, health or safety of the City and its inhabitants, and for the further reason that this legislation must be in effect at the

Sale of Land to the State of Ohio 071

earliest possible time because the clearance date for the State of Ohio is December 5<sup>th</sup>, 2014 which would affect the public peace, health or safety accessible to our citizens; therefore, provided it receives the required number of votes for passage as emergency legislation, it shall be in full force and effect immediately upon its passage; otherwise, it shall be in full force and effect at the earliest time permitted by law.

Passed:	
	John A. Helberg, Council President
Approved:	
	Ronald A. Behm, Mayor
VOTE ON PASSAGE Yea Nay	Abstain
Attest:	

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 071-14 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings. Additionally, I certify that on November 17<sup>th</sup>, 2014 there was held a meeting of the Council for the City of Napoleon, at which a quorum was present; that this is a true and correct copy of a resolution adopted at said meeting, and that this resolution is in full force and effect and has not been revoked. In witness whereof, I subscribe my signature this \_\_\_\_\_ of November, 2014.

Gregory J. Heath, Clerk/Finance Director

#### **ORDINANCE NO. 061-14**

# AN ORDINANCE AMENDING THE FIXED ASSET POLICY OF THE CITY OF NAPOLEON

**WHEREAS**, the members of the Finance and Budget Committee met at a regular meeting and reviewed the Fixed Asset Policy and suggested changes presented by staff and recommended that the City should adopt the amended Fixed Asset Policy; and,

**WHEREAS,** this matter was previously brought before City Council at which time they directed the City Law Director return with an Ordinance to reflect the amendments; and,

**WHEREAS**, City Council acknowledges that from time to time it must review the various codes and policies of the City of Napoleon; and,

**WHEREAS**, City Council now desires to amend the Fixed Asset Policy of the City of Napoleon; Now Therefore,

#### **BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPOLEON,** OHIO:

Section 1. That, the City of Napoleon does hereby amend the Fixed Asset Policy, as set forth in "Exhibit A" which is attached and incorporated herein.

Section 2. That, the City of Napoleon, once this Ordinance is effective does hereby make it retroactive to January 1, 2104.

Section 3. That, it is found and determined that all formal action of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 21.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon, Ohio.

Section 4. That, unless otherwise stated, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 5. That, this Ordinance shall be in full force and effect at the earliest time permitted by law.

Passed: \_\_\_\_\_

John A. Helberg, Council President

Approved: \_\_\_\_\_

Ronald A. Behm, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

*I*, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 061-14 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_, & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

# City of Napoleon

# **Fixed Asset Policy**

Exhibit "A"



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#### Policy 0.0 Preface:

This document established by the Finance Department, approved by the Appointing Authority of the City of Napoleon, Ohio, in conjunction with the Revised Code of the State of Ohio as amended (hereinafter referred to as ORC), will govern the fixed asset activity of the City of Napoleon, Ohio (hereinafter referred to as CITY).

#### Policy 1.0 Policy:

It is the policy of the CITY to maintain a system of Fixed Assets which will provide a complete and accurate account of CITY owned assets of substantial value.

#### Policy 2.0 Scope:

The purpose of this policy is to formalize the procedures and approvals needed to authorize transactions with respect to fixed assets, (hereinafter referred to as FA), and to maintain a record of the CITY's fixed assets. The fixed asset accounting system facilitates overall control and custody of the CITY's property, which permits the assignment of direct responsibility for custody and proper use of specific fixed assets to individual public officials. Those items to which the governmental unit has title and meets the definitions below will be entered into the accounting records and transactions therein will be governed by the procedures in this manual.

#### 2.1 Characteristics of Fixed Assets:

Fixed assets are specific items of property that:

- 1. Are tangible in nature;
- 2. Have a life longer than five (5) years;
- 3. Are not repair parts or supply items; and
- 4. Have a significant value.

With respect to the CITY, any fixed asset with a capitalization threshold greater than **\$1,000** *\$7,500* is considered to have significant value, otherwise known as the significant value test.

#### Policy 3.0 Categorizations of Fixed Assets:

#### <u>3.1 Land</u>:

Land includes all land parcels acquired for building sites, recreation, etc.

#### 3.2 Buildings:

Buildings include all buildings (or structures that serve as buildings, such as permanently established trailers). Permanently attached fixtures installed during construction are considered part of the building. The subsequent addition of equipment

Fixed Asset Policy 09/25/2014

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will be recorded as Machinery and Equipment. Major improvements, such as additions to buildings, are capitalized. The differentiation between additions, improvements, replacements, and repairs to fixed assets and the methods to record each are discussed in further detail in Section 13 of this policy.

Note: Labor costs are also added into the original cost.

#### 3.3 Improvements other than Buildings:

Improvements other than buildings include improvements such as park facilities, parking lots, water lines, sewers and electric facilities.

### 3.4 Machinery and Mobile Equipment:

Machinery and mobile equipment includes all motor vehicles, trailers, and construction and maintenance equipment.

### 3.5 Office & Electronic Equipment and Fixtures:

Office & electronic equipment and fixtures. **include all office equipment where the unit cost exceeds \$500, and have a five (5) year life.** 

### 3.6 Construction Work in Progress:

Construction work in progress includes all partially completed projects except roads and bridges. Buildings of various types will be the main component in this area. Upon completion, these assets are transferred to one of the other fixed asset classifications.

# 3.7 Exceptions:

Certain items possessed by Enterprise Fund departments, such as repair parts and supply items are not included in the definition of a fixed asset and are not subject to the these procedures (ie. transformers, fire hydrants). In addition, public domain or 'infrastructure' fixed assets, articles that are normally stationary and usually have longer useful lives than most fixed assets, are not currently included in the definition of fixed assets of the CITY's policy. However, infrastructure assets such as roads, bridges, curbs, gutters, streets, sidewalks, drainage and lighting systems, and similar structures will be included as fixed assets when the CITY is required to report them (in periods beginning after June 15, 2002), per Governmental Accounting Standards Board (GASB) Statement 34. Infrastructure fixed assets are discussed in further detail in Section 14 of this Policy.

#### Policy 4.0 Accounting for Fixed Assets:

The appropriate accounting treatment for the acquisition of a fixed asset is governed by the fund type from which the fixed asset was purchased and the ultimate use of the asset.

There are three (3) categories of funds employed in governmental accounting which are further classified into eight (8) fund types.

#### 4.1 Governmental Funds:

Often called 'Source and Disposition Funds', Governmental Funds are those funds through which most governmental functions are typically financed. A government's expendable financial resources and related liabilities, except those accounted for in Proprietary Funds, are accounted for through Governmental Funds. The four (4) Governmental Fund types are: General, Special Revenue, Capital Projects, and Debt Service.

### 4.2 Proprietary Funds:

Sometimes called 'Commercial – Type Funds', Proprietary Funds are used to account for a government's ongoing organizations or activities that are similar to those found in the private sector. All assets, liabilities, equities, revenues, expenses and transfers relating to the government's business activities are accounted for through Proprietary Funds. Proprietary Funds are two (2) types: Enterprise and Internal Service Funds.

1. Enterprise Funds account for operations that are financed and operated in a manner similar to private business enterprises. An Enterprise Fund is where the intent is that the costs of providing goods or services to the general public on a continuing basis be financed through user charges (utilities).

2. Internal Service Funds account for the financing of good or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost reimbursement basis.

# 4.3 Fiduciary Funds:

Fiduciary Funds are of two (2) types: Trust Funds and Agency Funds. They are used to account for assets held by a governmental unit in a trustee capacity and/or as an agent for individuals, private organizations, other governmental units or other funds.

#### Policy 5.0 Fixed Asset Categories:

Fixed assets may be classified in three (3) categories: General Fixed Assets, Fund Fixed Assets, and Infrastructure, depending on whether the asset is associated with a Governmental or Proprietary Fund type operation.

#### 5.1 General Fixed Assets:

Fixed assets associated with governmental functions are known as General Fixed Assets. General Fixed Assets are not included in the balance sheets of Governmental Funds, but rather are reported at historical cost in a separate, self-balancing account group called the General Fixed Assets Account Group. The cost of General Fixed Assets are summarized in the General Fixed Assets Account Group by categories such as Land, Buildings, Improvements (other than Buildings), Furniture and Fixtures, Machinery and Equipment, and Construction in Progress. The source of the money used to acquire General Assets is recorded in an account known as 'Investment in General Fixed Assets'. Sources may include individual funds, federal or state grants, taxes, debt proceeds, etc. Source disclosure for General Fixed Assets is only required if a Comprehensive Annual Financial Report (CAFR) is prepared. If the governmental entity is unable to identify sources from subsequent years, source disclosure in the CAFR may begin with the year for which the statements are prepared.

#### 5.2 Fund Fixed Assets:

Fixed assets utilized in Proprietary (Enterprise and Internal Service) Fund activities or in Trust Funds are accounted for in the appropriate fund, and are referred to as Fund Fixed Assets.

Enterprise Fund fixed assets are capitalized (recorded) in the fund because the fixed assets are used in the production of the goods or services provided and sold. In order to determine profit or loss, the expense of using these assets (Depreciation) must be included as an operation cost.

Internal Service Fund fixed assets are recorded in the fund accounts for similar reasons. These assets are also directly related to fund operations, as is the case with Enterprise Fund fixed assets. Depreciation must be recorded to determine fund expenses, charges to departments, and changes in fund equity.

The identification of the source of fixed assets associated with an Enterprise or Internal Service Fund is required in order for the entity to be able to properly prepare financial statements in accordance with Generally Accepted Accounting Principles (GAAP). Sources may include federal grants, special assessments, property taxes, contributions from other funds or developers, and purchase or construction by the Enterprise or Internal Service Fund itself.

Fixed assets associated with Trust Funds are also accounted for in those funds. This requirement assists in assuring compliance with the terms of the trust instrument, provides a deterrent to mismanagement of trust assets, and facilitates accounting for depreciation where the trust principal must be maintained intact.

#### 5.3 Infrastructure:

According to the GASB Statement 34, Paragraphs 143 and 148, prospective reporting of general infrastructure assets in the statement of net assets is required for governments with total annual revenues between \$10 million and \$100 million, which includes the CITY, for periods beginning after June 15, 2002.

Those fixed assets belonging to an Enterprise, Internal Service or Trust Fund must be recorded and reported within the fund.

#### Policy 6.0 Responsibility For A Fixed Asset:

The department responsible for a fixed asset is normally the department that is using or last used the asset. The Finance Director or his/her designee must approve deviations from this general rule.

#### Policy 7.0 Location Of A Fixed Asset:

The location of a fixed asset is the physical location of the asset as broken down and number coded.

#### Policy 8.0 Fixed Asset Acquisition:

Means of acquiring fixed assets include, but are not limited to, purchase, donation, eminent domain, and trade. The department acquiring the fixed asset should complete a 'Fixed Asset Acquisition Record' (hereinafter referred to as FAAR) for all fixed assets.

See <u>Appendix A</u> for a sample FAAR and instructions on completing it. A complete list of code numbers to be used is provided on the reverse side of the FAAR. This Appendix may be updated as needed, as the FAAR and/or code numbers may change.

#### 8.1 Acquisition Through Purchase:

The CITY's normal purchasing procedure shall be followed when purchasing a fixed asset.

#### 8.2 Acquisition By Donation Or Eminent Domain:

If the asset is donated in lieu of CITY fees, received as a donation, or acquired through eminent domain, the cost assigned to the asset is the market value of the asset at the time of acquisition. The market value is obtained by an appraisal of the asset.

#### 8.3 Acquisition By Trade Of Fixed Assets:

Transactions may or may not involve cash. If one (1) fixed asset is acquired through the trade of a non cash item, the cost of the acquired asset is the market value of the asset at the time it is received. The market value is obtained by an appraisal of the asset.

### 8.4.1 Recording The Fixed Asset Accepted:

To comply with the requirements of this policy, it is the responsibility of the Department Heads to report any of the above types of acquisitions to the Finance Department.

### 8.4.2 Responsibility Of The Finance Department:

It is the responsibility of the Finance Department to record in the CITY's accounting records all fixed assets acquired as described above. The asset data shall be obtained from the FAAR submitted by the Department Head. The Finance Department shall assign a tag number and sign the FAAR and return the designated copy to the Department Head as a notice of responsibility for the fixed asset.

#### 8.5 Leases:

It is the responsibility of the Finance Department to analyze and prepare a FAAR for all leases that should be capitalized under GAAP. A copy of the FAAR shall be sent to the department responsible for the lease. This is to inform the Department Head that the item has been included in the CITY's fixed asset records and should be treated as any other fixed asset in regards to the recording of transactions or changing in the use or location of the asset.

# 8.6 Monitoring Compliance:

It is the responsibility of the Finance Department to examine invoices of all fixed asset purchases to ensure that a FAAR is properly prepared by the department receiving the assets.

#### Policy 9.0 Fixed Assets Transfers:

Department Heads are responsible for all fixed assets in their department's possession, as listed in the Finance Department's records. Transfers of fixed assets among departments within the CITY must be reported using a Fixed Asset Transfer Record (hereinafter referred to as FATR). If a fixed asset is transferred to another department and not reported to the Finance Director, the head of the department that transferred the fixed asset will be held responsible for the item until such time the transfer is recorded properly.

See <u>Appendix B</u> for a sample FATR and instructions on completing it. A complete list of code numbers to be used is provided on the reverse side of the FATR. This Appendix may be updated as needed, as the FATR and/or the code numbers may change.

#### 9.1 Recording The Fixed Asset Transfer:

The department with current possession who shall forfeit responsibility of the fixed asset is hereinafter referred to as the Giving Department. The department who shall accept responsibility of the asset is hereinafter referred to as the Receiving Department. To comply with the requirements of this policy, it is the responsibility of the head of the Giving Department to identify any fixed asset transfer to the Finance Department.

#### 9.2 Responsibility Of The Giving Department:

It is the responsibility of the Giving Department Head to provide the Finance Department, via FATR, the transfer of fixed assets. The top portion of the FATR shall be completed and signed. Both copies of the FATR shall be submitted to the Receiving Department Head.

#### **<u>9.3 Responsibility Of The Receiving Department:</u>**

The head of the department receiving the fixed asset should complete and sign the specified portion of the FATR acknowledging receipt of the asset and acceptance of the responsibility for it. Both copies should then be forwarded to the Finance Department.

# 9.4 Responsibility Of The Finance Department:

It is the responsibility of the Finance Department to record in the CITY's accounting records all fixed assets transferred internally between departments. The transfer data shall be obtained from the FATR submitted to them from the Receiving Department. The Finance Director shall initial and date the FATR and return one (1) completed copy to the Giving Department for release of responsibility and one (1) copy to the Receiving Department for acceptance of responsibility.

#### Policy 10.0 Fixed Asset Disposal:

All disposals of fixed assets must be made according to the procedures stipulated in this policy. The department with current possession initiating disposal of the fixed asset is hereinafter referred to as the Disposing Department. Before a department may dispose of a fixed asset, approval must be obtained via the Fixed Asset Disposal Record (hereinafter referred to as the FADR). After a FADR has received final approval, all copies should be sent to the Department Head disposing of the fixed asset.

See <u>Appendix C</u> for a sample FADR and instructions on completing it. A complete list of code numbers to be used is provided on the reverse side of the FADR. This appendix may be updated as needed, as the FADR and/or code numbers may change.

#### 10.1 Methods Of Disposal:

Means of disposing fixed assets include, but are not limited to, sale, auction, or scrap. If a method arises that is not discussed below, Council has the ultimate decision to approve the proposed disposal.

#### 10.1.1 Sale:

If the Disposing Department wishes to dispose of a fixed asset with a value as approved by Ordinance by direct sale to a specific entity, the sale must be approved by both the City Manager and Council. When the value of the asset is less than the Ordinance value, the sale needs only to be approved by the City Manager.

#### **10.1.2 Auction**:

If the Disposing Department wishes to dispose of fixed asset without having a buyer prearranged, the item shall be put up for sale at the CITY's annual auction. Disposing of a fixed asset through auction, regardless of the value amount, does not require approval from Council, just approval from the City Manager (however, Council is notified of the items for sale on the auction block at the time of the auction).

#### <u>10.1.3 Scrap</u>

Department Heads that wish to dispose of a fixed asset that hold no value need only to obtain approval from the City Manager.

#### **10.2 Recording The Fixed Asset Disposal: 10.2.1 Responsibility Of The Disposing Department:**

It is the responsibility of the Disposing Department Head to provide to the City Manager, via the FADR, the request to dispose of a fixed asset. The appropriate portion of the FADR shall be completed and signed. All copies shall be forwarded to the City Manager.

#### 10.2.2 Responsibility Of The City Manager:

The City Manager shall review the FADR to determine if the fixed asset can be used by any other CITY department and should not be disposed of. (Copies of summaries of the FADR may need to be circulated to the various CITY departments for review.) If the City Manager can arrange among departments to transfer a fixed asset, the FADR should not be processed any further, and the procedure for fixed asset transfers (Section 9.0 of this policy) should be followed, including the completion of the FATR. If the fixed asset cannot be used economically by another department and if the proposed disposal method (sale, auction, scrap, etc.) appears reasonable, the City Manager shall complete and sign the appropriate portion of the FADR. After completion of the FADR, both copies shall be forwarded to Council if required according to Section 10.1 in this policy. If the conditions of the fixed asset do not require being approved by Council, one (1) copy of the approved FADR shall be forwarded to the Finance Department to be recorded, and one (1) copy shall be returned to the Disposing Department to proceed with disposal.

#### 10.2.3 Responsibility Of Council:

Council is to approve any direct sale disposal of a fixed asset valued more than what is allowed by Ordinance. After the disposal has been approved, the FADR shall be returned to the Disposing Department until physical disposal has been completed.

#### **10.3 Disposal Of The Fixed Asset:**

The Disposing Department, after approval by the City Manager and Council (as required) via the FADR shall physically dispose of the fixed asset in accordance with the method adopted (ie. sale, auction, scrap, etc.) on the approved FADR.

#### **10.4 Final Section Of The Disposal Request:**

The Disposing Department Head should complete the final section of the FADR, remove the tag from the asset, and return the tag along with the appropriate copy of the complete disposal form to the Finance Department after making the physical disposal. The duplicate copy of the FADR is to be retained by the Disposing Department.

#### 10.5 Responsibility Of The Finance Department:

It is the responsibility of the Finance Department to update the fixed asset records with the information form the approved FADR.

#### 10.6 Disposal Of A Portion Of A Fixed Asset:

A partial disposal should be noted on the description line of the FADR. It should contain clear documentation of the portion being disposed of and that which remains. The original fixed asset tag is to remain on the portion of the asset still in use. All other

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procedures for the disposal of a fixed asset (as written above in Section 10 of this policy) apply.

### **10.7 Collecting Sale Proceeds:**

Upon notification of the actual disposal from the department that disposed of the item, the Finance Department should prepare and send an invoice to the entity purchasing the asset (if necessary). The Finance Department shall follow up on all approved FADRs to ensure that all disposals are made and that all sale proceeds are received by the CITY.

### Policy 11.0 Tagging The Fixed Assets:

### 11.1 Responsibility For Tagging The Fixed Assets:

All fixed assets that are required to be tagged shall be tagged by the Finance Department upon completion of the FAAR. Tags should not be removed when fixed assets are transferred between CITY departments.

#### 11.2 Fixed Assets That Should Be Tagged:

All fixed assets should be tagged <u>except</u> the following:

- 1. Land and land improvements;
- 2. Buildings; and

3. Any asset in which the tag would stand a very good chance of being defaced, destroyed, or lost by the normal use of the asset. (In these instances, a tag number will still be assigned but not applied to the asset.)

# **11.3 Placement Of The Tag**:

There are no good and fast rules regarding tag placement. Normally, the tag should be placed where it can be easily seen. The location should be as uniform and accessible as possible. Suggestions that may be of assistance follow:

1. <u>Machinery</u>: the tag should be attached in a prominent, eye-level position on the front of the machine, yet where it will be least likely to be defaced in the course of normal operation of the machine.

2. <u>Desks, Tables, Benches, Chairs</u>: there is no one good place. Wherever they are placed, it should be uniform. If the tag is placed on the front end of a desk, it may be obscured when two (2) units are placed together. Consideration should be given in placing tags so when a number is to be checked, it will not disrupt operations by requiring a worker to move. Positions such as inside desk drawers (locked drawers present additional problems) and inside legs of desks should be avoided if at all possible. If the legs are removable, then apply the tag to the front rail of the desk or table.

3. <u>Files, Cabinets, etc.</u>: the best location appears to be on the front upper left-hand corner. Here it will not interfere with locks or normal operations. Again, uniformity will facilitate periodic number checks.

4. <u>Vehicles, Racks, etc.</u>: Care should be exercised that tags are not positioned where they may easily be removed or defaced by bumping, wearing, or hard blows. Again, try for uniformity. For example, the upper left-hand corner at eye level for racks is a good location. The inside door frame on the driver's side is a good location for placing tags on vehicles.

# 11.4 Accounting For Issued And Unissued Tags:

It is the responsibility of the Finance Department to maintain proper physical control over unissued tags. It is also the responsibility of the Finance Department to account for all issued and unissued tags as follows:

1. A record of all tag numbers available should be maintained by the Finance Department; and

2. Tag numbers of disposed assets should not be reused.

### Policy 12.0 Accounting For Depreciation:

Other than land, the usefulness of most assets decline over time. To account for this, some method of write-down or write-off of cost must occur. Depreciation is the term most often used to indicate that tangible assets have declined in service potential.

Depreciation is not a matter of valuation but a means of cost allocation. Assets are not depreciated on the basis of a decline in their fair market value, but on the basis of systematic charges of cost to income.

# 12.1 Deprecation Of Proprietary Fixed Assets:

The method of calculating deprecation practiced by the CITY is called Straight Line. The depreciation expense is the same for each year of the asset's estimated useful life.

The following is an example of how to calculate and journalize depreciation using the Straight Line method:

An entity purchased a truck to be used in the sewer operation which is accounted for as a Proprietary Fund. The cost of the truck was \$10,000, its estimated useful life is four (4) years and its salvage value is estimated at \$1,000. The depreciation expense is calculated in the following manner:

<u>Cost – Salvage Value</u> = <u>\$10,000 - </u>\$<del>1,000</del>100 = \$<del>2,250</del> \$2475 Estimated Useful Life 4

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The truck was purchased on January 1, 1999. On December 31, 1999, the following entry would be necessary:

Depreciation Expense \$2,250 \$2,475

Accumulated Depreciation \$<del>2,250</del> \$2,475

The net book value (NBV) of an asset is the original cost minus accumulated depreciation. At December 31, 1999, the truck's book value is \$7,750-\$7,525.

# 12.2 Depreciation Of General Fixed Assets:

When general fixed assets are depreciated, no depreciation expense is reported. Rather, a reduction in the Investment In General Fixed Assets account is recorded. Using the truck purchased in the preceding example, the entry would be:

# Investment in GFA \$<del>2,250</del> \$2,475

# Accumulated Depreciation \$2,250-\$2,475

Reporting depreciation for general fixed assets is not required but is permitted. Depreciation of fixed assets must be recorded to determine total expenses, net income, and changes in fund equity of Proprietary and nonexpendable Trust Funds. The amount of accumulated depreciation plus the amount of depreciation experienced for the current period must be maintained for reporting purposes.

# Policy 13.0 Additions, Improvements/Replacements, And Repairs: <u>13.1 Additions</u>:

Any additions to assets are capitalized because a new asset has been created that increases the ability to provide service.

Sometimes it is difficult to differentiate improvements and replacements from normal repairs. If the expenditure increases the future service potential of the asset, it should be capitalized. If the expenditure maintains the existing level of service, it should be expensed/expended as a normal repair.

# 13.2 Improvements And Replacements:

Improvements and replacements are substitution of one asset for another. However, an improvement is the substitution of a better asset for the one currently used. A replacement is the substitution of a similar asset for the one being used.

To capitalize an expenditure as an improvement or replacement, record the new asset being acquired and remove the old asset from the fixed asset records. If the book
value or original cost of the old asset is not known, the cost of the new asset may either be debited to the accumulated depreciation account of the old asset (if deprecation is being recorded) or charged directly to the asset account.

#### 13.3 Repairs:

Ordinary repairs are expenditures made to maintain assets in operating condition; they are charged to an expense or program/function expenditure account in the period in which they are incurred on the basis that it is the only period benefited. Replacement of minor parts, lubricating and adjusting of equipment, repainting, and cleanings are examples of the type of maintenance charges that occur regularly and are treated as ordinary operating expenses. It is often difficult to distinguish a repair from an improvement or replacement. The major consideration is whether the expenditure increases the future service potential. If a major repair, such as an overhaul occurs, several periods will benefit and the cost should be handled as an addition, improvement, or replacement, depending on the type of repair made.

#### Policy 14.0 Annual Review Of Fixed Assets:

A review of all fixed assets must be performed annually to assure that all fixed assets are still in use. Department Heads are responsible for ensuring that all reviews are completed in a timely and efficient manner.

**Finance Department – Internal Policy** 

Gregory J. Heath, Finance Director/Clerk Appointing Authority

#### Section 15.0 Glossary:

**Accumulated Depreciation:** The total amount of the asset that has been allocated as depreciation.

**Comprehensive Annual Financial Report (CAFR):** Packet of yearly financial statements and information for the City of Napoleon, Ohio. It includes five (5) combined statements for each individual fund and account group prepared by the Finance Department in conformity with GAAP. Also included are supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

**Capitalized:** To include a purchase, improvement, repair, etc. as an asset.

**Capitalization Threshold:** With respect to the CITY, having an original cost greater than one thousand dollars (\$1,000.00) SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$7,500.00), otherwise known as significant value.

**City Council:** Legislative body of the City of Napoleon comprised of seven (7) members elected by voters; referred to as Council in this document.

**Department:** A division of the CITY, each concerning a specific aspect of the entire system; examples are Law, Finance, Engineering, Income Tax, Police, Fire, Water Distribution, Electric Distribution, and Sewer Treatment Departments.

**Department Head:** Person in charge of and responsible for all of their respective departments' activities, including purchasing, trading, and disposing of fixed assets.

**Depreciation:** A method used to allocate the cost of an asset over the asset's useful life and to match the expense of the use in the same period the asset was used.

**Eminent Domain:** The power of the CITY over property within the CITY to appropriate all or any part thereof to a necessary public use with reasonable payment to the owner being made.

**Fixed Asset:** A tangible object with a useful life of more than five (5) years and having a significant value that will provide a future economic benefit to the CITY.

#### Section 15.0 Glossary (Continued):

**Generally Accepted Accounting Principles (GAAP):** Set of rules and regulations entities must follow in accounting for financial activities and when preparing financial statements.

**Governmental Accounting Standards Board (GASB):** Committee that develops the standards for state and local government accounting and financial reporting; Statement 34 presents new requirements for state and local governments to make annual reports more comprehensive and easier to understand.

**Infrastructure:** Public domain assets that are immobile and of value only to the CITY, such as streets, sidewalks, curbs, gutters, bridges, and drainage and lighting systems.

**Market Value:** The worth of the asset at that period of time set by the economy.

**Net Book Value (NBV):** Equals the original cost of an asset minus the accumulated depreciation of the asset at that point in time.

**Original Cost:** The amount the CITY paid for the asset at purchase, including tax, delivery, and other miscellaneous expenses.

**Salvage Value:** The worth of the asset at the end of its useful life. *THE CURRENT SALVAGE VALUE SET BY THE CITY IS 1% (ONE PERCENT).* 

**Tangible:** Having a physical presence; able to be touched.

**Test of Full Disclosure:** Auditing check assuring that all information presented in the CAFR is complete, including complete fixed asset information.

#### **Code Listing**

Location Codes 01 Finance Dept. 02 Administration 03 Engineering Dept. 04 Municipal Court 05 Fire Dept. 06 Police Dept. 07 Water Trt. Plant 08 Wastewater Office 09 Wastewater Lab **10 Wastewater Digesters** 11 Wastewater Pump Bldg. 12 Wastewater Grounds 13 MSB Offices 14 MSB Garage Area 15 MSB Vehicle Storage Area 16 MSB Outside Storage 17 Powerplant Bldg. 18 Glenwood Substation **19** Industrial Substation 20 Southside Substation 21 Parks & Rec. Storage 22 Golf Course 23 Swimming Pool 24 Glenwood Park 25 Swearingen Park 26 Meyerholtz Park 27 Ritter Park 28 Wayne Park 29 Oakwood Park 30 Oberhaus Park 31 Riverdowns Park 32 Cemetery Office - Forest Hill 33 Southside Lift Station 34 Riverview Lift Station 35 Holiday Inn Lift Station 36 Williams Lift Station 37 VanHyning Lift Station 38 Palmer Ditch Lift Station 39 Scott St. Lift Station 40 Land Parcels 99 Throughout City

**Department Codes** 1200 Mayor 1300 City Manager 1400 Law Director 1500 Finance 1510 Income Tax 1520 Utility Billing 1700 Engineering 1800 Municipal Court 1900 General Government 2100 Police 2200 Fire **3100** Building Inspection 4100 Parks & Recreation 4200 Golf Course 4300 Swimming Pool 4700 Cemetery 5100 Street CM&R 5130 Maintenance Dept. 5200 Garage 6110 Electric Distribution 6200 Water Treatment Plant 6210 Water Distribution 6300 Sewer Treatment Plant 6400 Sanitation

#### Category Codes

100 Land 225 Building **300** Improvements **310** Improvements 330 Infrastructure 350 Infrastructure 405 Office M&E - 5 yr. 410 Office M&E - 10 yr. 415 Office M&E - 15 yr. 505 General M&E – 5 yr. 510 General M&E - 10 yr. 515 General M&E - 15 yr. 520 General M&E - 20 yr. 525 General M&E - 25 yr. 610 Furniture – 10 yr. 615 Furniture – 15 yr. 620 Furniture – 20 yr. 705 Vehicle - 5 yr. 710 Vehicle - 10 yr. 720 Vehicle - 20 yr. 900 Construction In Progress Activity Codes 100 General Fixed Asset Group 500 Proprietary Fixed Asset 900 Items less than \$1,000 (Control)

#### Fund Codes

001 General Fund 002 Special Revenue Funds 004 Capital Projects Funds 005 Enterprise Funds 006 Internal Service Funds 007 Trust Funds – Expendable 008 Trust Funds – Nonexpendable 009 Pension Trust & Agency

#### Acquisition Codes

- D Donation
- G Grants
- P Purchased
- T Transfer

#### Valuation Codes

A Actual CostAPP Appraised CostEST Estimated Cost

#### <u>Appendix A</u>

#### Fixed Asset Acquisition Record (FAAR):

#### To be completed by the Acquiring Department:

The Acquiring Department shall initiate the recording process by completing as many of the following fields found on the FAAR as possible:

Serial Number:	Enter the serial number of the fixed asset, if applicable.
Vendor Name:	Enter the name of the entity from which the asset was acquired.
Description:	Enter a brief, concise description of the fixed asset.
Misc. User:	Enter the primary individual or department who will be using the fixed asset.
Misc. User:	Enter any additional users of the fixed asset.
PO Number:	Enter the purchase order number of the fixed asset.

### The following seven (7) fields require code numbers; please refer to the reverse side of the FAAR for the code listings.

	- <b>0</b> -	
	Location:	Enter the location code where the fixed asset will be in use.
	Department:	Enter the department code for the department accepting responsibility for the fixed asset.
	Category:	Enter the category code that describes the asset. For definitions of categories, see Sections 3.0 through 3.7.
	A ativity.	Enter codes for General, Proprietary, or items less than \$1,000 \$7,500 AND
~	Activity:	Enter codes for General, Proprietary, or items $\frac{1000}{1000}$ $\frac{1000}{1000}$ $\frac{1000}{1000}$ $\frac{1000}{1000}$
GREA	ATER.	
	Fund:	Enter code for fund type: General, Special Revenue, Capital Projects, Debt Service,
		Enterprise
		Internal Service, Trust Funds, Agency Funds.
	Acq Code:	(Acquisition Code) Enter the code for the method that the fixed asset was obtained.
	Value Code:	Enter whether the fixed asset cost is an <i>appraisal</i> an <i>estimation</i> , or the <i>actual value</i> of
		the asset.
	Ins Value:	The value the insurance company places on a fixed asset, if known.
	Quantity:	Enter the number of units purchased, if applicable.
	Cost:	Enter purchase price per unit.
	Total Cost:	Enter the total price for all units purchased; (quantity * cost)
	Acq Date:	(Acquisition Date) Enter the date the asset is acquired (actual or estimated) and becomes available for use.

The Acquiring Department Head shall sign, date, and forward the completed FAAR to the Finance Department.

#### To be completed by the Finance Department:

The following fields will automatically be calculated by the computer, and therefore will not need to have anything entered:

Life (months), Dep. (months), Salvage Value, Dep. Y-T-D, and Accum. Dep.

The Finance Director shall indicate the tag number assigned to the new asset, then sign and date the FAAR. The designated copy shall be returned to the Acquiring Department for acceptance of responsibility.

#### City of Napoleon

#### Fixed Asset Acquisition Record

To be completed	by the Acquiring Depar	tment:		
Department			Department Head	
Serial Number		Vendor Name		
Description				
Jescription				
	L		DO	Neurikau
Misc User		Misc User PO Number		
Refer to reverse	side of form for Code L	istings)		
Location Code	Department Code	Category Code	Activity Cod	e
Fund Code	Acq Code	Value Code		
ns Value	Quantity	Cost/Unit	Total Cost	Acq Date
Please include any	additional information reg	garding the fixed asset a	cquisition.	
	Department H	lead Signature		Date

#### To be completed by the Finance Department:

The fixed asset records of the City of Napoleon have been updated to include the aforementioned acquisition.

Tag Number Assigned	Finance Director Signature	Date
		Page <b>20</b> of <b>25</b>

#### <u>Appendix B</u>

#### Fixed Asset Transfer Record (FATR):

The Giving Department shall initiate the FATR process. The Giving Department Head shall complete the designated portion, sign, and forward both copies to the Receiving Department. The Receiving Department Head shall complete the specified portion, sign, and forward both copies to the Finance Department. The Finance Department shall enter the new information into the computer records. After completed, the Finance Director shall initial and date the FATR. One (1) copy of the completed FATR shall be returned to the Giving Department acknowledging release of responsibility and one (1) to the Receiving Department acknowledging acceptance of responsibility.

#### To be completed by the Giving Department:

Tag Number:	Every asset should have a tag affixed on it; if not, contact the	
	Finance Department	
Serial Number:	Fill in the asset's serial number to verify correct asset	
Description:	Fill in a description of the asset to verify correct asset	
Department Head shall sign, date, and forward to the Receiving Department.		

#### To be completed by the Receiving Department:

New Dept.:	Enter new department code
New Category:	If needed enter new category code
New Activity:	If needed enter new activity code
New Fund:	If needed enter new fund type code
Date Changed:	Enter date of transfer

Department Head shall sign, date, and forward to the Finance Department.

#### To be completed by the Finance Department:

Tag Number:Once the tag number is entered into the computer, the<br/>computer will bring up the following information pertaining to<br/>that asset:

Serial Number, Vendor Name, Description, Misc. User, Misc. User, PO Number, Location Code, Department Code, Category Code, Activity Code, Fund Code, Acq. Code, Value Code, Ins. Value, Repl. Cost, Repl. Date, Quantity, Cost, Total Cost, and Acq. Date

Finance Director shall sign, date, and return each copy to the designated departments.

#### City of Napoleon Fixed Asset Transfer Record

#### To be completed by the Giving Department:

Tag Number

Serial Number

Description

Giving Department Head Signature	Date	

Giving Department Head Signature

To be completed by the Receiving Department:

(Refer to reverse side of form for Code Listings)

New Department Code	New Cat	egory Code	New Activity Code	ŝ	New Fund Code
	1				
	J				
Date Changed					
	ſ	Receiving Depa	artment Head Signa	ture	Date

#### To be completed by the Finance Department:

The fixed asset records of the City of Napoleon have been updated to include the aforementioned transfer.

Finance Director Signature

Date

#### <u>Appendix C</u>

#### Fixed Asset Disposal Record (FADR):

The disposing department shall initiate the FADR process. The FADR must get final approval before the disposing department shall physically dispose of the asset. Council and the City Manager must approve any disposal of a fixed asset with a cost more than **\$1,000.00***\$7,500*. Any disposal of a fixed asset costing **\$1,000.00***\$7,500* or less must only get approval by the City Manager.

#### To be completed by the Disposing Department:

$\mathbf{\Gamma}^{(1)} = \{\mathbf{r}_{1}, \mathbf{r}_{2}, \mathbf{r}_{3}, $
Fill in the number from the tag affixed on the asset assigned by
the Finance Department at the time of acquisition; if there is no
tag, contact the Finance Department for the assigned tag
number.
Fill in the asset's serial number to verify correct asset
Fill in a description of the asset to verify correct asset; if only
disposing of a portion of the asset, describe what portion is
being disposed of and what portion is to remain in use
Indicate proposed method of disposal; examples of methods
are sale, donation, or scrap, among others
If proposed method of disposal is by sale, enter amount quoted
by entity that is purchasing the asset
rtment Head is to sign, date, and forward to the City Manager.

#### To be completed by the City Manager:

Transferable:	Check yes or no; if yes, fill in the department being transferred
	to and return to disposing department to begin FATR transfer
	process
Disposal Decision:	Check approve or disapprove; if disapprove, indicate reason
	for disapproval and return to disposing department

The City Manager is to sign, date, and forward to Council (if over \$1,000.00\$7,500) for additional approval, or return to disposing department for physical disposal (if \$1,000.00 \$7,500 or less)

#### To be completed by Disposing Department:

Disposal Date:	Indicate date the fixed asset or portion thereof was physically
	disposed of by method approved on FADR
Final Disposal Amount:	If disposal by sale, enter amount received (or will receive)
from sale of the fixed asset	

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The Disposing Department is to remove tag from asset (or portion) that was disposed of and return to the Finance Department, along with the signed and dated approved FADR

#### To be completed by the Finance Department:

Tag Number:Once the tag number is input into the computer, the computer<br/>will bring up all of the information pertaining to that asset<br/>The additional information regarding the disposal, per the FADR, shall be entered by<br/>the Finance Department. The following entry is not found on the FADR and must be<br/>determined and entered by the Finance Department:

<u>Dep Adjustment</u>:

Gain/Loss: Indicate whether a gain or loss was incurred (ie, the asset was sold for less or more than the market value)

The Finance Director shall initial, date, and return the designated copy of the FADR to the Disposing Department acknowledging release of responsibility. The Finance Director shall retain the copy specified for the Finance Department for records.

#### City of Napoleon Fixed Asset Disposal Record

To be completed by the Di	sposing Department:	
Tag Number	Serial Number	
Description		
Proposed Disposal Method		Sales Price Quotation
Dis	sposing Department Signature	Date
To be completed by the Ci	ty Manager:	
Transferable: YES or NO	If YES, enter transfer Receiving I	Department
Disposal Decision: YES or N	0 If NO, please give reason	
City	Manager Signature	Date
To be completed by the Di	sposing Department at the time of phy	vsical disposal:
Disposal Date	Final Disposal Amount	
<b>To be completed by the Fi</b> The fixed asset records of th	nance Department: e City of Napoleon have been updated to	include the aforementioned disposal.
Г		

Finance Director Signature

Date

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#### **RESOLUTION NO. 062-14**

#### A RESOLUTION AMENDING THE ALLOCATION OF FUNDS AS FOUND IN SECTION 193.11 OF THE CODIFIED ORDINANCES OF THE CITY OF NAPOLEON, OHIO

#### **BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NAPOLEON, OHIO:**

Section 1. That, Section 193.11 of the Codified Ordinances of Napoleon, Ohio, shall be amended and enacted as follows:

#### "193.11 ALLOCATION OF FUNDS.

(a) Effective January 1, 2015, the funds collected under the provisions of this chapter shall be deposited in the "General Fund equivalent" of the City for municipal income taxes and shall be disbursed in the following order:

(1) Such part thereof as shall be necessary to defray all costs of collecting this tax and all costs of administering and enforcing the provisions of this chapter and the rules and regulations adopted by Council in connection therewith.

(2) Not more than 62% of the net available tax receipts received annually may be used to defray operating expenses of the City.

(3) At least 38% of the net available tax receipts received annually shall be set aside and used for capital improvements including, but not limited to, development and construction of storm sewers and street improvements; for public buildings, parks, and playgrounds; and for equipment necessary for the Police, Fire, Street, Traffic, and Safety Departments.

(b) Effective January 1, 2016 and thereafter, the funds collected under the provisions of this chapter shall be deposited in the "General Fund equivalent" of the City for municipal income taxes and shall be disbursed in the following order:

(1) Such part thereof as shall be necessary to defray all costs of collecting this tax and all costs of administering and enforcing the provisions of this chapter and the rules and regulations adopted by Council in connection therewith.

(2) Not more than 50% of the net available tax receipts received annually may be used to defray operating expenses of the City.

(3) At least 50% of the net available tax receipts received annually shall be set aside and used for capital improvements including, but not limited to, development and construction of storm sewers and street improvements; for public buildings, parks, and playgrounds; and for equipment necessary for the Police, Fire, Street, Traffic, and Safety Departments."

Section 2. That, Section 193.11 of the codified Ordinances of Napoleon, Ohio, as existed prior to the enactment of this Resolution, is repealed effective December 31, 2014 at 11:59 PM.

Section 3. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Resolution were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 4. That, if any other prior Ordinance or Resolution is found to be in conflict with this Resolution, then the provisions of this Resolution shall prevail. Further, if any portion of this Resolution is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Resolution or any part thereof.

Section 5. That, this Resolution shall take effect at the earliest time permitted by law.

Passed: \_\_\_\_\_

Approved: \_\_\_\_\_

Ronald A. Behm, Mayor

John A. Helberg, Council President

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain Attest:

Gregory J. Heath, Clerk/Finance Director

*I*, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Resolution No. 062 -14 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_; & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

#### **ORDINANCE NO. 065-14**

#### AN ORDINANCE AMENDING SECTION 939.02 OF THE CODIFIED ORDINANCE OF THE CITY OF NAPOLEON TO UPDATE THE ELECTRIC RATE STRUCTURE;

**WHEREAS**, the Board of Public Affairs and the Electric Committee meet in a regular meeting and reviewed an update for the electric rate structure and determined that the consultant, John Courtney's, recommendation to update the electric rate structure was appropriate; Now Therefore,

#### **BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NAPOLEON,** OHIO:

Section 1. That, Section 939.02 of the Codified Ordinances of the City of Napoleon, Ohio, shall be amended and enacted as stated in Exhibit A which is attached and incorporated herein.

Section 2. That, Section 939.02 of the Codified Ordinances of Napoleon, Ohio, as existed prior to the enactment of this Ordinance is repealed.

Section 3. That, it is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code and the Codified Ordinances of Napoleon Ohio.

Section 4. That, if any other prior Ordinance or Resolution is found to be in conflict with this Ordinance, then the provisions of this Ordinance shall prevail. Further, if any portion of this Ordinance is found to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or any part thereof.

Section 5. That, this legislation shall be in full force and effect at the earliest time permitted by law.

Passed: \_\_\_\_\_

John A. Helberg, Council President

Approved: \_\_\_\_\_

Ronald R. Behm, Mayor

VOTE ON PASSAGE \_\_\_\_\_ Yea \_\_\_\_ Nay \_\_\_\_ Abstain

Attest:

Gregory J. Heath, Clerk/Finance Director

I, Gregory J. Heath, Clerk/Finance Director of the City of Napoleon, do hereby certify that the foregoing Ordinance No. 065-14 was duly published in the Northwest Signal, a newspaper of general circulation in said City, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_, & I further certify the compliance with rules established in Chapter 103 of the Codified Ordinances Of Napoleon Ohio and the laws of the State of Ohio pertaining to Public Meetings.

Gregory J. Heath, Clerk/Finance Director

### Memorandum

- To: Tree Commission, Council, Mayor, City Manager, City Law Director, City Finance Director, Department Supervisors
- From: Gregory J. Heath, Finance Director/Clerk of Council
- **Date:** 11/14/2014
- Re: Tree Commission Meeting Cancellation

The regular meeting of the Tree Commission, which was scheduled for Monday,

November 17 at 6:00 PM, has been canceled due to lack of agenda items.

### Memorandum

To:	Parks & Recreation Committee, Council, Mayor, City Manager,
	City Law Director, City Finance Director, Department Supervisors,
	Media
From:	Gregory J. Heath, Finance Director/Clerk of Council
Date:	11/14/2014
Re:	Parks & Recreation Committee Meeting Cancellation

The regular Parks & Recreation Committee meeting scheduled for Monday, November 17 at 6:15pm has been CANCELED due to lack of agenda items. City of Napoleon, Ohio

### CIVIL SERVICE COMMISSION

LOCATION: City Hall, 255 West Riverview Avenue, Napoleon, OH 43545

### Special Meeting Agenda

Tuesday, November 18, 2014 at 4:30 PM

- I. Approval of Minutes from September 19, 2013 (In the absence of any objections or corrections, the minutes shall stand approved.)
- II. Filling Position of Fire Chief
- III. Any Other Matters or Items to come before the Commission
- IV. Adjournment

Gregory J. Heath, Finance Director/Clerk of Council

#### City of Napoleon, Ohio CIVIL SERVICE COMMISSION

### Meeting Minutes

#### Monday, September 16, 2013 at 12:00 Noon

PRESENT Members	David Meekison – Chair, Ellsworth Mitchell		
Finance Director	Gregory Heath		
HR Director	Morgan McCoy		
Police Chief	Robert Weitzel		
Recorder	Barbara Nelson		
ABSENT	Mike Flory		
Call To Order	Chairman Meekison called the meeting to order at 12:00 noon.		
Approval of Minutes	The minutes of the Tuesday, August 27, 2013 minutes stand approved with no objections or corrections.		
Review Of Applicant Qualifications For Police Lt. Exam	Meekison said the Civil Service Commission (CSC) approved five individuals to take the Police Lt. test. Jon Bisher called him regarding applicants Greg Smith and Brad Strickland. These two individuals timely submitted their applications, but somehow the applications became lost or misplaced in the system. Chief Weitzel checked into this after the last CSC meeting. The applications came in between the first re-do and the hiring of a Human Resources person. There was no one to hand them to. Weitzel talked to both applicants and was assured that they timely submitted their application. Weitzel said Tammy Fein, Receptionist, told him she remembers taking the applications and they were received on time. Heath said he didn't get an affidavit from Ms. Fein, but will do that if Meekison wants it. Meekison said under the circumstances of the City Manager's investigation and Weitzel's confirmation, he does not believe that is necessary. Mitchell agreed. Morgan McCoy, Human Resources Director, noted that both applicants met the minimum requirements for Police Lt. testing.		
Motion To Add Greg Smith & Brad Strickland To The List	Motion:MeekisonSecond:MitchellThat Greg Smith and Brad Strickland be added to the five applicants who have already been approved to take the examination this Thursday, Sept. 19 at 6:00 pm for Police Lt.		
Passed	Roll call on above motion.		
Yea-2	Yea – Meekison, Mitchell		
Nay-0	Nay –		
Motion To Adjourn	Motion:MeekisonSecond: MitchellThat the Civil Service Commission meeting be adjourned at 12:04 pm		
Passed	Roll call on the above motion:		
Yea – 2	Yea – Meekison, Mitchell		
Nay –0	Nay -		
Approval Date:	Devid Mashing Chain		
	David Meekison, Chair		



November 14, 2014

#### FirstEnergy makes quick move to increase transmission costs with rate formula change

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

As part of its large transmission investment plan, FirstEnergy (FE) filed on Oct. 31, 2014, to change its formula rate to be a forward-looking calculation that would start on Jan. 1, 2015. The new formula would estimate the upcoming year's revenue requirement with a true-up to follow after the end of the year and be included in the following year's rate calculation.

If FE's proposal is accepted, the network transmission rate for all FE customers would increase from \$1.60/kW-mo to \$3.09/kW-mo beginning on Jan. 1, 2015. The result to AMP members in the FE area would be an increase of approximately \$10 million in additional transmission costs in 2015. This would raise overall power rates to an average member by close to \$2.50/MWh.

SUMMATION OF PROPOSED FE CHANGE				
ORIGINAL RATES				
Period	Numerator of Formula	Denominator of Formula	Estimated Rate	
Jan-May 2015	Based on 2013 actual costs	Based on 2013 1CP (13,141 MW)	\$1.60/kW-mo	
Jun-Dec 2015	Based on 2014 actual costs	Based on 2014 1CP (12,362 MW)	\$2.30/kW-mo	
New Rates				
Period	Numerator of Formula	Denominator of Formula	Estimated Rate	
Jan-May 2015	Based on 2015 projected costs	Based on 2014 1CP (12,362 MW)	\$3.09/kW-mo	
Jun-Dec 2015	Based on 2015 projected costs	Based on 2014 1CP (12,362 MW)	\$3.09/kW-mo	

AMP is working with its legal and consulting teams to challenge this change and its immediate implementation. Protests of the rate change are due on Nov. 21, 2014. AMP will provide additional information as the case progresses. Please do not hesitate to contact me with questions regarding this matter at 614.540.0921 or mmigliore@amppartners.org.

#### USEPA, Corps release proposed rule to amend 'waters of the U.S.' definition

By Cody Dill, EI – manager of environmental affairs

On April 21, the U.S. Environmental Protection Agency (USEPA) and the U.S. Army Corps of Engineers (Corps) jointly released a new proposed rule - Definition of Waters of the U.S. Under the Clean Water Act - that would amend the definition of "waters of the U.S."

The American Public Power Association (APPA), along with a number of other major business groups, has provided comment on the proposed rule, raising a variety of concerns. Business and utility groups are concerned that the rule fails to meet the agencies' stated goal of providing greater clarity, see WATERS Page 2

#### Grassroots legislative alert calls for members' help

*By Julia Blankenship – director of energy policy & sustainability* 

AMP is issuing a grassroots alert and distributed templates for comment letters earlier this week for members to send to the U.S. Environmental Protection Agency (USEPA) in support of AMP's comments in response to the agency's proposed rule to require greenhouse gas (GHG) reductions under Section 111(d) of the Clean Air Act. The letters are customizable based on members' portfolio projects, and there is also a letter template for members who do not participate in AMP generation projects.

AMP will be filing extensive comments on this proposed rule, but members' voices are needed to ensure the USEPA knows of local-level concerns and possible implications of its actions.

The USEPA's proposed rule would require existing power plants nationwide to achieve an average of 30 percent reductions in CO2 by 2030. Each individual state's contribution to the national reduction target varies with the intensity of fossil-fueled generation in that state.

AMP and the American Public Power Association note that these proposed regulations to limit greenhouse gas (GHG) emissions from existing sources are wide-ranging, with assumptions and state-by-state reduction requirements based on four building blocks: (1) coal unit heatrate improvements; (2) natural gas dispatch prioritization; (3) renewable investments; and (4) demand-side energy efficiency improvements. The proposed rule is precedent-setting in its structure due to the inclusion of building blocks that fall outside the traditional boundaries of electric generating units (EGU). As such, the rule will have far-reaching impacts on electric utility

continued on Page 2

#### WATERS continued from Page 1

certainty, or predictability – and, in fact, would accomplish the opposite.

In addition, the proposed regulation broadens the scope of CWA jurisdiction beyond statutory limits established by Congress and the constitutional limits recognized by the Supreme Court. As proposed, the amended definition could trigger additional permitting processes associated with very minor sources of water, with subsequent resource and financial burdens. We have been working through the APPA environmental group to review and monitor the rule and support APPA's comments.

# Gas markets look to end of first cold wave for relief in prices

#### By Mike Migliore

Although most of the Eastern U.S. is shivering from the January-like temperatures, gas marketers are already looking ahead to the end of November when the weather forecast calls for a return to normal conditions. After briefly hitting \$4.50/MMBtu at the start of the week, gas prices took a big tumble on Wednesday and Thursday back to the prices seen at the beginning of the month. Gas storage levels continued to erase this year's deficit with another above-normal weekly injection report.

December natural gas prices finished yesterday down \$0.42/MMBtu from last week ending at \$3.98 MMBtu. The drop in gas prices also pulled power prices lower as 2015 on-peak electric rates ended the week down \$2.64/MWh with AD Hub 2015 5x16 power now priced at \$46.80/MWh.

#### **AFEC weekly update**

By Ryan Thompson – power supply planning engineer

As temperatures swung from a high in the upper 60s earlier in the week to a high in the lower 30s later in the week, AFEC generation remained steady.

Every day except Sunday AFEC saw the plant at base maximum levels during most of the on-peak hours. Duct burners were not used during the week. AFEC remained online during the overnight hours during the week. The plant was at near a 70 percent load factor every day except for Sunday (57 percent) ending the week with a 67 percent load factor (based on a 675 MW).

OCTOBER OPERATIONS STATISTICS				
	October 2014	October 2013		
JV6 Wind Output	23%	19%		
Belleville Output	77%	59%		
Fremont Energy Center Output	30%	28%		
Blue Creek Wind Output	30%	29%		
Napoleon Solar Output	13%	16%		
Prairie State Output68%46%				
Avg. A/D Hub On-Peak Rate	\$42/MWh	\$38/MWh		
*Fremont capacity factor based on 675 MW rating *Solar capacity factor based on 3.54 MW rating *PS capacity factor based on 1.582 MW rating				

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

Week end	ling Nov. 14			
MON \$41.10	TUE \$39.89	WED \$41.95	THU \$48.63	FRI \$45.39
Week end	ing Nov. 7			
MON <b>\$50.38</b>	TUE \$39.92	WED \$43.26	THU <b>\$46.35</b>	FRI <b>\$48.09</b>
AEP/Dayton 2015 5x16 price as of Nov. 14 — \$46.80				

AEP/Dayton 2015 5x16 price as of Nov. 7 — \$49.44

#### Grassroots alert calls for help

continued from Page 1

resource planning, reliability and costs – all of which ultimately impact residential, commercial and industrial customers.

Comments on this priority issue for public power must be filed with the USEPA by Dec. 1, 2014. We would like to thank our member communities in advance for taking action as part of this grassroots effort.

Please contact me with questions or for more information at <u>iblankenship@amppartners.org</u> or 614.540.0840.

# SpareConnect program aims to help utilities in an emergency

By Michelle Palmer, PE – assistant vice president of technical services

AMP member communities may be able to benefit from a new program, SpareConnect. The system is designed for all electric utilities in North America to share information regarding spare equipment during emergency situations. SpareConnect is open to all types of electric utilities, including municipals, cooperative and investor-owned.

Listings are specifically focused on spare equipment for transmission and generation step-up (GSU) transformers and associated equipment such as fans, bushings, etc. The network system allows a community to post a request for the needed equipment, and all users can tailor their profiles so they receive requests from utilities with similar types of equipment to their own. SpareConnect is not a central database of spare equipment – it is designed to help make connections between utilities.

For AMP members with transmission or generation transformers, this system might be beneficial in an emergency or other non-routine failure.

The program is not tied to a vendor or associated with a particular utility. Launched in September 2014, SpareConnect was developed by the Edison Electric Institute, the nationwide trade association for investor. owned utilities

For questions or more information on the SpareConnect network, please contact Puesh Kumar, with the American Public Power Association, at <u>pkumar@publicpower.org</u> or <u>spareconnect@publicpower.org</u>.

www.amppartners.org

# AMP meeting brings safety message to eastern Ohio

By Kyle Weygandt, LSP-MSA – director of member safety

There's still time to register for AMP's fourth regional safety meeting of 2014 on Nov. 19 at the St. Clairsville Electric Department, 129 Reservoir Road.

Sponsored by St. Clairsville, the meeting will feature presentations on electrical grounding, and the Occupational Safety and Health Administration's latest fall protection and climbing gear requirements. A manufacturer's representative will be on hand to discuss climbing equipment.

The meeting will begin at 9 a.m. with lunch at 11:30 a.m. and conclusion at 2:30 p.m. For more information or to register, please contact me at <u>kweygandt@amppartners.org</u> or 330.323.1269.

# NHA will accept scholarship applications Jan. 2 to Feb. 16

Provided by the National Hydropower Association

The National Hydropower Association (NHA) will accept applications for the 2015 Past Presidents' Legacy Scholarship from Jan. 2 to Feb. 16. The \$2,500 scholarship goes to students who dem-



onstrate the academic skills and commitment to help create the next generation of the hydropower industry.

The scholarship will be given to current college students who will be college juniors or seniors beginning fall 2015, or graduate students with a minimum cumulative 3.0 grade point average on a 4.0 scale (or equivalent), who are enrolled in a full-time undergraduate or graduate course of study at an accredited four-year college or university. Students with an equivalent GPA at an accredited vocational technical school or program are also eligible.

Applicants must be pursuing a program of study that is related to the hydropower industry: engineering, sciences (biology, fisheries and hydrology), communications, or environmental studies. All applicants must be U.S. citizens or legal residents.

The NHA created the Past Presidents' Legacy Scholarship in 2008 to encourage students to consider becoming part of the U.S. hydropower industry. The 2015 scholarship(s) will be presented in April at the NHA Annual Conference in Washington, D.C.

For more information or to apply, please visit <u>http://www.hydro.org/about-nha/awards/past-presidents%e2%80%99-legacy-scholarship/</u>.

#### 2014 AMP/OMEA Conference presentations available online

Several presentations from the 2014 AMP/ OMEA Conference are now available on the Member Extranet section of the <u>AMP website</u>.

#### Senate begins debate on Municipal Income Tax Bill

By Michael Beirne – assistant vice president of government affairs & publications

The Ohio Senate Ways and Means Committee began debate Nov. 13 on House Bill 5, legislation to modify the municipal income tax. The opportunity for municipal officials to testify against the bill is scheduled for Tuesday, Nov. 18, beginning at 3:30 p.m. The Senate is planning to vote on the bill shortly after the Thanksgiving holiday. The Ohio Municipal League (OML) is leading the effort against the legislation and we encourage you to work with them if you plan to testify or contact your lawmakers to express concerns about the bill.

Please contact Kent Scarrett at the OML at <u>kscarrett@omlohio.org</u> or 614.221.4349 if you have any questions or need additional information about the legislation.

#### AMP website has a new look

By Bethany Kiser – manager of electronic publications/website specialist

Visitors of the newly redesigned <u>AMP website</u> will find improved functionality, an enhanced visual experience,

and use of some of the latest trends in web design.

In addition to having a new look, the site is built to be responsive,

enabling web page content and images to scale and change layout based on the device upon which it is viewed. This makes the website easier to navigate on mobile devices such as smartphones and tablets.

According to a recent report by comScore, 2014 is the first year in which mobile browsing surpassed that of desktop. Statistics of AMP website visitors also support this finding. In 2010, mobile visitors to the AMP site totaled 571 compared to nearly 9,000 in 2013 which represented approximately 13 percent of the total website traffic. From January through September of this year, mobile visitors represent 20 percent of the total traffic and are expected to reach 25 percent by the end of the year. Due to the site's new responsive design, it will accommodate the steady growth of mobile browsing in the future.

For more information about the new website or assistance with logins to the password-protected Member Extranet section of the site, please contact me at <u>bkiser@amppartners.org</u> or 614.540.0945.

### **Classifieds**

# Surveying technician position open in Bowling Green

The City of Bowling Green Engineering Division is seeking candidates for Surveying Technician (BGEO Contract Pay Grade 6: \$19.89/hr - \$25.40/hr).

This hourly, non-exempt, full-time position is responsible for effectively compiling, analyzing and comprehending civil engineering information to digitally collect survey data for various projects within the city using GPS and/or Robotic Total Station.

Must have a working knowledge of AutoCAD drafting techniques (be familiar with ESRI software), and have a general understanding of database design. Duties also include field collection of utility assets, assisting others with GIS map creation, digitizing existing plans and shape file creation. Must have a minimum of a two-year college certificate in Survey Technology, Engineering Technology, or similar related field; with one to three years of relevant experience; and must have a current Ohio Driver's License.

Interested persons must complete an application packet that is available in the Personnel Department of the City of Bowling Green, 304 N. Church St., Bowling Green, Ohio 43402-2399. Office hours are 8 a.m. to 4:30 p.m. weekdays. (Résumés alone are unacceptable.) Copies of the job description will be provided. Contact information for the Personnel Department: <u>BGPersonnel@bgohio.org</u>; 419.354.6200.

Access the online application at: <u>http://www.bgohio.</u> <u>org/departments/personnel-department/employment-opportunities</u>. Deadline is Nov. 17, 2014. AA/EEO.

#### Ellwood City seeks Electric Department superintendent

The Borough of Ellwood City is accepting resumes for a fulltime Electric Department Superintendent. The superintendent is responsible for planning and maintaining a \$6 million budget (Enterprise Fund). Planning, developing and instituting all maintenance and upgrading of the borough's electric grid. The borough maintains a 4KV system with one substation and two regulating stations. The borough maintains and upgrades as needed over 700 transformers. The Electric Department has five fulltime employees.

Candidates should have a minimum of a high school diploma, advanced technical training in electrical theory and practice. Several years of experience in municipal electric operations and distribution systems is preferred. In addition, the candidate shall be familiar with computer software and responsible for the administration of the utility collection department and the billing and maintenance of approximately \$15 million of local and enterprise revenue.

Salary is DOQ with benefits. A complete copy of the job description is available upon request. Submit cover letter, three professional references by Nov. 21, 2014, to the Borough of Ellwood City, care of Bob Villella, Borough Manager, 525 Lawrence Ave., Ellwood City, PA 16117. EOE

#### **Columbus seeks Division of Power administrator candidates**

The City of Columbus Department of Public Utilities is seeking qualified candidates for an Administrator for the Division of Power. Under administrative direction, this position is responsible for planning, coordinating and directing the operations of the Division of Power.

Applicants must possess a bachelor's degree and five years of management experience to include policy formulation and implementation, management of a budget in excess of one million dollars, and direction of a large staff (20 employees or more) through subordinate supervisors. Substitutions: A master's degree in business administration, public administration, or closely related field may be substituted for one year of the required experience.

Salary \$91,416 - \$152,339. Interested applicants must send resumes Nov. 17 through Nov. 28, 2014 to: Krista McGee, Department of Public Utilities, 910 Dublin Road– Room 4150, Columbus, OH 43215, or fax them to 614.645.0500, or email to <u>DPURecruitment@Columbus.gov</u>. Telephone: 614.645.5883. EOE

# AMP is accepting applications for treasury professional

American Municipal Power, Inc. (AMP) is seeking applicants for the following position. For a complete job description, please visit the "careers" section of the <u>AMP</u> <u>website</u> or email to Teri Tucker at <u>ttucker@amppartners.org</u>.

**Treasury Professional:** This position provides a high level of subject matter expertise and internal consultation on the best practices to obtain, evaluate, interpret, record and analyze financial data utilized in the preparation of financial statements. A bachelor's degree is required and candidates must have a minimum of three years of relevant experience. Certified Treasury Professional (CTP) or equivalent professional accreditation, and proficiency with Treasury Workstation and Oracle Cash Management applications are preferred.

#### Danville Utilities Department in need of director candidates

The City of Danville Utilities Department is seeking candidates for Director of Power & Light. For more information and to apply online, please visit <u>www.danvilleva.gov</u>. Equal Opportunity Employer.

The director of power and light manages the overall operations of the city's electric system that serves a 500-square mile service territory covering all of Danville and portions of a tri-county area. Education and experience combined to be equivalent to a bachelor's degree in electrical engineering or business administration and seven to nine years in energy utilities with considerable management experience. Possession of or ability to obtain certification as a Professional Engineer in the Commonwealth of Virginia is desirable. Salary range: \$79,356 - \$95,227.

#### Fw: Fwd: We need your help getting the word OUT!

From: "Gregory J Heath" < gheath@napoleonohio.com>

To: "Roxanne Dietrich" <rdietrich@napoleonohio.com>

Attachments: MuniFinancesOpEd.docx (19.3 kB); Opinionstatecutshurtingcommunities.docx (14.1 kB);

-----Original Message-----From: "Michelle Jordan" <datataxgroup@gmail.com> To: "undisclosed-recipients:" Date: 11/12/2014 03:35 PM Subject: Fwd: We need your help getting the word OUT!

Dear DATA members:

Please share this with your administration.

Thank you!

Michelle

----- Forwarded message ------

From: Kent Scarrett <<u>kscarrett@omlohio.org</u>>

Date: Wed, Nov 12, 2014 at 1:18 PM

Subject: We need your help getting the word OUT!

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#### Good Afternoon

Attached to my email are two documents that we want to get out to you and both have to do with getting our message out, with a greater presence in Ohio newspapers.

The first document is one we would like all of our members to seriously consider sending to your local newspaper, from you, as an Op Ed or as an opinion piece. The report or analysis relates to the financial conditions municipalities face and offers a counter perspective and one rooted in actual facts to what is being pushed by the Buckeye Institute and the proponents of HB5.

The second document is an OpEd that ran last week in the Cincinnati Enquirer from Ken Born, President of the Hamilton Co. Municipal League and councilman in Madeira. The article is excellent, spot on and hits all the major points. You may use it as a reference but either way, newspapers want to engage on this topic and this would be a perfect and important opportunity to educate the members of your community and those that surround you about what is at stake with the deliberations currently underway at the Statehouse.

Please consider seriously getting this material to your local media before the clock runs out on us and the chance to be heard on a wider platform is compromised.

Thank you all

Kent

Kent M. Scarrett Director of Communications/Lobbyist



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There is an unfortunate need to correct the record regarding the state of municipal finances in Ohio due to heated rhetoric and shallow research put out in other reports—particularly the Buckeye Institute's reports on local government finance and the corresponding op-eds. For reasons outlined below and detailed in our report: "Revenue Sharing Reform: Getting the Facts Right," one cannot simply generalize about the condition of municipalities. Local communities have reduced spending, employment, and services while the state government increases its size, refusing to share in the austerity.

#### **Ohio's Local Tax Environment**

Ohio's overall local government tax environment is good, but can be improved upon. The Tax Foundation (a non-profit, non-partisan think tank that is generally considered a conservative policy advocate) ranked Ohio in the following way: 1) 19th overall in combined local-state sales tax rates in 2014; 2) 18th overall in state-local tax burden as a share of state income in 2011 (last available); 3) 30th overall in state-local tax burden in 2011 (last available). Ohio's "Total State-Local Tax Burden" was listed \$3,687, well below the national average of \$4,217.

#### **Revenue Sharing in Ohio**

Most policy makers will agree that local governments should have the tools needed to serve the unique needs of their local communities. What is right for Columbus may not be right for Cambridge. Traditionally, "revenue sharing" has been an important tool for local governments in Ohio. Undermining revenue sharing undermines any commitment to local government flexibility and control that is needed to attract businesses and residents to Ohio.

People in Ohio were impressed that the state government was able to close an \$8 billion budget deficit during 2010 while cutting taxes. However, the bulk of the tax cuts were not state revenue sources, but rather local government revenue sources—while the bulk of spending cuts were distributions to local governments. We think the state should share in austerity rather than casting the burden to subordinate governments.

The people of this state have paid a price because of these actions. In response to local government fiscal difficulties, from 2010-2013, over 110 municipalities have increased their municipal income tax (the vast majority through a referendum vote by the citizens of the locality), local governments have reduced local employment by 20,000 employees, and reduced protective service employment by over 3,000 service-members. This occurred while Ohio's population has increased by about 35,000 since 2010.

Meanwhile, the state is not making the sacrifices the local communities are. During this period, stategovernment employment has increased by 7,000 employees. The budget of every statewide officeholder has increased since 2010, including the budgets of the Ohio House of Representatives and Senate. Ohio's all-funds budget has increased from \$55.6 billion to \$61.6 billion.

Meanwhile, Local Government Fund disbursements during this period shrunk from \$673 million to \$376 million. Disbursements to municipalities shrunk from \$51 million to \$28 million. This was on top of afore-mentioned taxes that the state cut which were revenue sources for local governments.

In arguing that municipal budgets are flush with money, the Buckeye Institute pointed out that "aggregate municipal income tax revenue rose by \$230 million in 2012 . . . only a handful of local governments implemented new taxes or raised rates"

Much of the increase came from one city alone. The afore-mentioned Columbus tax increase applied to nearly a million people, constituting an incredibly large amount of the increase in aggregated revenue in recent years. After the new rate went into effect, Columbus' revenue increased from \$516 million in 2009 to \$748 million in 2013. Meanwhile the economy and population of the region grew dramatically as well.

On the other side of the issue, Cambridge Ohio is in a less prosperous of the state. The city faces the challenges and benefit arising from being located at the cross-roads of State Route 70 and 77. This city was set to have drastic fiscal problems due to local emergencies and population decrease. The citizens voted to raise their income tax in 2010 from 1.5% to 2%. Revenue increased from \$4.3 million in 2009 to \$7.3 million in 2013.

It would be silly to look at these two cities –one in a growing metropolitan region and one in an Appalachian region—and proclaim their overall wealth is evidenced by the fact that the two cities experienced "aggregate revenue increases of \$235 million from 2009 to 2013"—but this is essentially what some critics have done.

Most budgets increase somewhat due to inflation. Hundreds of municipal budgets have not increased or have decreased, especially when inflation is taken into account. Meanwhile, most budgets increase over time, including that of the state and federal government, businesses and families. To say that budget increases have been extraordinary or that municipalities are no longer in need of reasonable revenue sharing is an oversimplification and analytical misrepresentations.

Secondly, the afore mentioned "policy report" also mentioned that one sign that municipalities don't need revenue sharing is because "nearly 90% of municipalities . . . have a surplus in unassigned General Revenue reserve funds . . . greater than the 5% reserve fund that the state [of Ohio] must maintain in its 'rainy day' fund." These funds are required for the city to maintain a good bond rating (we elaborate on this further in our policy report).

Lastly, a few policy makers have made the point that the Local Government Fund (LGF) distributions represent a relatively small share of municipal budgets. Minimizing the importance of this revenue by focusing on the percentage of overall spending it represents is like reducing a person's paycheck and saying, "well I only cut your pay by 3%, so don't be upset." I doubt many people would be happy with a 2-5% decrease in their pay and most would say that it would seriously hurt them. But this is what many policy makers are saying about municipal budgets, while forgetting that real people are affected by these cuts—businesses and citizens count on municipal services to build and maintain the infrastructure needed to grow Ohio's economy.

LGF distributions can be tracked at the Ohio Department of Tax's website. One can see the importance by simply scanning through it. A distribution of \$50,000 may seem small, but in a community of 10,000 people, one more police cruiser, new fire hoses, or new medical equipment can make a very big difference. The City of Cleveland gets a little over \$215,000 per month in distributions. That is enough to put several cops or firefighters on the street or provide much needed equipment.

Our analysis goes into much more depth in our policy report, available at: www.omlohio.org.

# **Opinion: State cuts are hurting Ohio communities**

Kenneth Born 11:28 p.m. EST November 8, 2014

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## Kenneth Born, a Madeira councilman, is president of the Hamilton County Municipal League.

Over the past two years there has not been a more highly discussed topic among members of the Hamilton County Municipal League than the effect of budgetary cuts by lawmakers in Columbus.

Most recently our focus has been on the proposed House Bill 5. Under the guise of simplification and uniformity for the Ohio tax code, this bill has been passed by the House and is now fully expected to be debated and voted on in the Senate in the coming lame duck session.

We support many of the bill's proposed changes, including streamlining government and helping private enterprises streamline their operations, driving efficiencies through the entire tax collection process. However, there are seven key provisions in the House version we oppose. These will result in further significant revenue loss to our member cities and villages. One estimate places the net revenue loss for local governments at millions of dollars annually.

Any additional revenue loss will add significant pressure to already stretched local government budgets. Reducing or eliminating the personal property tax, estate tax, local government fund and joint economic development zones have hurt the ability of cities and villages to provide basic services like police, fire, infrastructure and parks to the residents of our communities.

My community of Madeira saw a 12 percent reduction in revenue from the cut in the local government fund and the loss of the estate tax alone. Local governments like Madeira simply cannot provide the same level of services with double-digit reductions in revenue. These cuts are the prime driver why so many communities across Ohio are starting to place operating levies on the ballot – it is a matter of survival for many communities.

While cities, villages and townships have been struggling with the imposed cuts, the state of Ohio has actually increased its own spending to unprecedented levels. The state's current budget represents a \$4.5 billion increase in the general revenue fund over the previous budget. Simultaneously, the state has grown the "rainy day" fund to at least \$1.5 billion. The state has increased its annual budget and improved its overall financial picture at least partially on the backs of our local governments.

We recognize the state of Ohio was facing difficult financial challenges and tough decisions had to be made for the good of Ohio. However, by all accounts the state is on much better financial footing today than a few years ago.

We ask our elected state officials to recognize the value and contribution that local governments play in the overall success of the state of Ohio by specifically:

• Limit financial harm to our communities. Bills like HB5 need to be designed to truly bring improvements and efficiencies to our state, but not at the continued expense of local governments' budgets.

• **Restore the local government fund.** Now that the state's rainy day fund has been replenished, state lawmakers should increase, or restore, the local government funds. Without strong local governments our businesses and residents will begin to suffer the effects of cuts across all of our basic services.

Rather than starving our cities, towns and villages and imposing more and more state control, Ohio's policymakers should keep tax dollars in our communities closer to their source. Local governments will always be more responsive to the taxpayer and better positioned to efficiently address the day-to-day challenges facing the citizens of our communities because we are that much closer to the citizens who hold us accountable on a daily basis.