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# MEMORANDUM

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**TO:** Mayor & Members of Council  
**FROM:** Jon Bisher  
**SUBJECT:** General Information  
**DATE:** October 19, 2012

*I will be at the AMP/OMEA Conference from Monday, Oct. 22<sup>nd</sup> thru Thursday, Oct. 25<sup>th</sup>. I have appointed Chad as the Acting City Manager during this time.*

## CALENDAR

### **A. AGENDA – Finance & Budget Committee; Monday, October 22<sup>nd</sup> at 6:30 pm**

1. Approval of Minutes
2. Amusement License Fees on Gaming (Tabled) – enclosed is the Auditor of State’s Bulletin on “Casino Revenue”.
3. Third Quarter Budget Adjustments – the detail sheet with the proposed adjustments is attached.
4. Services for Annual Financial Report Preparation – enclosed is a copy of the *Proposal and Contract for Management Consulting Services*.

### **B. CANCELLATION – Safety and Human Resources Committee Meeting**

### **C. AGENDA – Civil Service Commission; Tuesday, October 23<sup>rd</sup> at 4:30 pm**

### **D. INFORMATIONAL ITEMS**

1. 2013 Budget Review Schedule
2. **AMP UPDATE/October 12, 2012**

JAB:rd  
Records Retention  
CM-11 - 2 Years

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

 Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>30</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
BISHER - VACATION	7:00 PM City COUNCIL Meeting AV - Dan Seasonal Cleanup - Fall	Seasonal Cleanup - Fall	Seasonal Cleanup - Fall BISHER - Vacation	Seasonal Cleanup - Fall BISHER - Vacation	Seasonal Cleanup - Fall BISHER - Vacation	BISHER - Vacation
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
BISHER - Vacation	6:30 PM Electric Committee BOPA Meeting 7:00 PM Municipal Properties/ED Committee Meeting AV - Rox BISHER - Vacation	3:30 PM Preservation Commission Meeting 5:00 PM Planning Commission Meeting BISHER - Vacation				
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
	6:00 PM City TREE Commission Meeting 7:00 PM City COUNCIL Meeting AV - Dan					
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
	6:30 PM Finance & Budget Committee Meeting AV - Shery AMP Fall Conference - Bisher	4:30 PM Civil Service Commission Mtg. AMP Fall Conference - Bisher	AMP Fall Conference - Bisher	AMP Fall Conference - Bisher		
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b>	<b>3</b>
	6:00 PM Halloween Parade 5th Monday-No Scheduled Meet		6:00 PM - 7:30 pm Trick-or-Treat		8:00 AM 2013 Budget Review	8:00 AM 2013 Budget Review

City of Napoleon, Ohio

## **FINANCE & BUDGET COMMITTEE**

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

### **Meeting Agenda**

Monday, October 22, 2012 at 6:30 PM

- I. **Approval of Minutes** *(In the absence of any objections or corrections, the minutes shall stand approved.)*
- II. **Amusement License Fees on Gaming (Tabled)**
- III. **3<sup>rd</sup> Quarter Budget Adjustments**
- IV. **Services for Annual Financial Report Preparation**
- V. **Any Other Matters Currently Assigned To Committee**

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Gregory J. Heath, Finance Director/Clerk

**City of Napoleon, Ohio**  
**FINANCE AND BUDGET COMMITTEE**

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**Meeting Minutes**

Monday, September 24, 2012 at 6:30 PM

<b>PRESENT</b>	
<b>Committee</b>	John Helberg – Acting Chair, Christopher Ridley, Mayor Ronald Behm,
<b>City Staff</b>	Dr. Jon A. Bisher, City Manager Trevor Hayberger, Law Director Gregory J. Heath, Finance Director/Clerk of Council Sheryl Rathge, Executive Assistant
<b>Others</b>	News Media, Patrick McColley
<b>Recorder</b>	Barbara Nelson
<b>ABSENT</b>	None
<b>Call To Order</b>	Acting Chairman Helberg called the meeting to order at 6:30 PM
<b>Minutes Stand Approved</b>	Minutes from the August 27, 2012, meeting stand approved as presented.
<b>Amusement License Fees On Gaming</b>	<p>Hayberger explained that the City does not currently have any regulations regarding sweepstakes and internet cafes. The State has a moratorium on these businesses until June 2013. This issue was brought to Hayberger’s attention by Police Chief Weitzel (who couldn’t attend tonight’s meeting due to a medical emergency). The Chief gathered information and sample legislation from various Ohio municipalities and it was included in the Council packet. The samples show annual licensing fees varying from \$1,000-\$5,000. We would be in the middle at \$2,500. Fees per machine vary from \$15-\$100. Staff recommends a per machine fee of \$40.</p> <p>Heath said he included an article from the Wall Street Journal that gives an idea of what we’re looking at. Since the moratorium doesn’t run out until June 2013, the Committee has time to review the issue. Zoning rules can help assure proper placement for this type of business. Some local businesses already have machines.</p> <p>Mayor Behm asked the purpose of regulating these businesses. Bisher said there will be costs involved to the City. Gambling issues cause policing issues. When these businesses were first getting started, some people came to the City and asked if we allow them. We told them we would prefer they don’t come in here. We will need regulations similar to what is in place for casinos so the burden doesn’t fall on taxpayers.</p> <p>Behm asked what other issues cities have with gambling. Hayberger said when he was in Sandusky, there were purse snatchings, assaults, and robberies that took place right outside the establishment. Police got calls from wives because their husbands were gambling away their paychecks. We aren’t saying these businesses can’t be here, but we need to have some regulations in place. The sample legislation can be changed any way Council chooses. There are many different options in there.</p> <p>McColley objected to saying no one under the age of 21 can be on the premises. Some of these machines are in truck stops where restaurants are. Hayberger said we can limit that to the area where machines are. McColley asked about the hours of 10:00 pm to 10:00 am. Hayberger said those are the most common hours. Our Codifieds dealing with amusement devices and arcades limit the hours that anyone</p>

under 18 can be there. McColley said that may be too restrictive.

Ridley said he is not in favor of bringing in gambling. He would recommend licensing and fees at a maximum amount to discourage these businesses from coming in. He asked if the City has licensing for bail bondsmen, strip clubs, etc. Bisher said we are covered for those, but these gaming businesses started populating very rapidly all over the place. The Governor put a moratorium in place. They will go to court and there will be findings as to their legality. We have to assume they meet the muster and are legal. If so, we want to put them in the right local zoning. We will have additional policing costs and want to cover those costs.

Mayor Behm said the police are already getting paid. That's what they're there for. There is no need for extra money. Bisher said this is similar to staffing for EMS. Our levels are set to handle a second and third EMS call, but not after that. From a policing standpoint, we are down to a minimum number of patrolmen. This will increase the work and we may need to add someone to the force.

Behm said some businesses may have these gaming units in already. It is none of our business what people do with their own money. Ridley said we are not saying they can't spend their own money. We are saying we don't want that type of business in Napoleon. There are significant social costs involved.

McColley said we don't want to create a nanny state. Ridley said with that reasoning, why have police? We could just give guns to homeowners to take care of themselves. Behm said regulating every device is a nanny state. The City is trying to earn money any way it can. He asked how the City regulates bingo establishments since that is also gambling. Bisher said we require bingo establishments to have their own security. Behm said if a business only has a couple of units to earn extra money, they may not need security. Size is a question. Bisher said the per unit cost of machines compensates for that.

McColley said he would rather have less regulation of a business. Behm said people have to write the name and address of anyone that wins. Hayberger said this is for tax purposes. Any win over \$600 is taxed. All of this is subject to change. The intent is to add logical sense to the Code. There are stickers on amusement devices. Behm asked if rides must be licensed. Hayberger said it is in Section 711 of the Code. Ridley said gambling costs people billions of dollars in lost funds, bankruptcies and there is a cost on communities that house them. He can find those numbers. He believes the City should set a high price so we are not losing money if gambling comes in. It preys upon people that can't say no. It is different than bingo.

Behm said there were many problems with prohibition. Ridley said we don't want to encourage gambling. He might agree with not regulating at the Federal or State level, but his personal feeling is that Napoleon and northwest Ohio aren't areas that want this in their neighborhoods. McColley said these machines would be good at a truck stop. Some storefronts downtown are empty and these businesses could help fill them. Hayberger said these businesses will have black opaque windows.

Heath said the purpose of zoning is to make sure these businesses don't go into neighborhoods. The other issue is that if no action is taken, we are guaranteed to get them in any way they come in and it may be too late to control them. Hayberger said

if we have to rely on the State to enforce laws, it will be useless.

Helberg said he would like to see the agreement between the casino in Toledo and the City. This could open our eyes to things we need to address. He believes part of the money is contributed to a nonprofit fund for rehabilitation help for gamblers. Bisher said if these businesses are found to be legal, we can't tell them they can't be here. If it is legal in Ohio, they can come here and will come here in droves if we have no legislation to regulate it and other municipalities do. Helberg said he believes the Toledo casino pays taxes before any deductions are taken. Hayberger said the State wields more power than we do.

Mayor Behm said we shouldn't tax them more than any other business. He is in favor of zoning requirements, but we don't want to overregulate. He doesn't like gambling and doesn't want his money being used to solve other people's problems. If people want to blow their paycheck, it's their problem. Hayberger said there are many repeat people in the courts with these problems. Heath said another issue is that winnings and losses affect earnings to the business and require taxation.

Bisher said the Committee will be busy for the next couple of months with the 2013 budget. Committee members can think about this issue. Staff needs to know Council's intention. Hayberger said this is not a quick fix for the Law Department. Heath said one or two businesses here are not registered and have not followed the Attorney General's mandate.

Helberg suggested tabling this item and if staff doesn't have information to present, we can cancel the meeting. He would like Hayberger to get a copy of the casino agreement. Ridley said we are not saying people can't gamble, just not here. Local governments can do this and not violate libertarian values. McColley said he would agree with some regulations, but not over-regulation.

Helberg said he would like more information on zoning. Bisher said we probably won't have that until after the first of the year due to working on the budget. Behm said he has a problem with the license fees, hours of operation, having to present a photo ID and record personal information for any winnings under \$600. McColley said he doesn't like not allowing anyone under age 21 on the premises when it could be a truck stop. Hayberger said the definition of "premises" can be fixed. Ridley said he would like higher fees.

**Motion To Table**

Motion: Behm                      Second: Ridley  
To table *Amusement License Fees On Gaming*

**Passed**  
**Yea-3**  
**Nay-0**

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

Mayor Behm asked when to give staff direction on capping expenses, etc. for the 2013 budget. Helberg recommended doing this under *Good of the City* at Council.

**Motion To Adjourn**

Motion: Ridley                      Second: Behm  
To adjourn at 7:15 pm

**Passed**  
**Yea-3**  
**Nay-0**

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

**Date Approved:**

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John Helberg, Acting Chair

DRAFT



# Dave Yost • Auditor of State

Bulletin 2012-008

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## Auditor of State Bulletin

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**Date Issued:** October 19, 2012

**TO:** City Auditors and Finance Directors  
County Auditors and Fiscal Officers  
School District Treasurers  
Community School Fiscal Officers  
Independent Public Accountants

**FROM:** Dave Yost, Ohio Auditor of State

**SUBJECT:** Casino Revenue

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In 2009, the voters approved operating four casino facilities in Ohio, including one within each of the cities of Cincinnati, Cleveland and Toledo and one within Franklin County.<sup>1</sup> A thirty-three percent tax will be levied and collected by the State of Ohio on all gross casino revenue received by each casino operator of these four casino facilities. The casino operators will file a return and make payment daily to the tax commissioner. These monies are deposited into the casino tax revenue fund.

The proceeds of the tax on gross casino revenue will be distributed as follows:

1. Fifty-one percent to the gross casino revenue county fund to be distributed among all eighty-eight counties in proportion to such counties' respective populations at the time of such distribution. If a county's most populated city, as of the 2000 United States census bureau census, had a population greater than 80,000, then fifty percent of that county's distribution will go to said city;
2. Thirty-four percent to the gross casino revenue county student fund to be distributed among all public school districts, to be used to support primary and secondary education;
3. Five percent to the gross casino revenue host city fund for the benefit of the cities in which casino facilities are located;

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<sup>1</sup> Section 6 of Article XV, Ohio Constitution

4. Three percent to the Ohio state racing commission fund to support horse racing in this state at which the pari-mutuel system of wagering is conducted;
5. Two percent to the Ohio law enforcement training fund to support law enforcement functions in the state;
6. Two percent to the problem casino gambling and addictions fund to support efforts to alleviate problem gambling and substance abuse and related research in the state;
7. Three percent to the casino control commission fund to support the operations of the Ohio casino control commission and to defray the cost of administering the tax levied under section 5753.02 of the Revised Code.

Payments to the counties and cities will be made by the end of the month following the end of each calendar quarter.

Payments to the school districts will be made by the last day of January and by the last day of August of each year, beginning in 2013.

These payments will be made to the local governments by the department of taxation.

The casino money received by local governments is an allocation of the gross casino tax levied by the State of Ohio, and will be classified as intergovernmental revenue. Counties and cities should set up a separate revenue line item within the intergovernmental category. School districts should use receipt code 3190, "Other Unrestricted Grants-in-aid." There are no restrictions on the use of casino money; therefore, it should be receipted into the general fund.

Casino money is a state-levied shared tax and for GAAP reporting purposes, is accounted for like voluntary or government-mandated nonexchange transactions. Since no time requirements are specified, the applicable period is therefore the State of Ohio's fiscal year (July through June). At December 31, a county or city would record a receivable for the following January and April distributions. The entire amount will be recorded as revenue on the accrual basis; however, some or all of this amount may be recorded as deferred revenue under the modified accrual basis, depending on when the resources are received. Since school districts operate on the same fiscal year as the state, the full amount will be received by the end of the fiscal year.

Addition information related to the gross casino revenue tax can be found on the Department of Taxation's web site:  
[http://tax.ohio.gov/divisions/gross\\_casino\\_revenue/index.stm](http://tax.ohio.gov/divisions/gross_casino_revenue/index.stm).

If you have any questions regarding the information in this Bulletin, please contact the Local Government Services staff of the State Auditor's Office at (800) 345-2519.



Dave Yost  
Ohio Auditor of State

**2012 APPROPRIATION BUDGET - SUPPLEMENTAL BUDGET  
BUDGET SUMMARY BY FUND, DEPARTMENT AND CATEGORY**

<u>ORDINANCE No.</u> , <u>Passed</u>	2012 - 3RD QT BUDGET ADJUSTMENTS ==			2012
2nd Quarter Appropriation Budget Adjustments	PERSONAL			FUND
CATEGORY ->	SERVICES	OTHER	TOTAL	TOTAL
<b>100 GENERAL FUND</b>				
1700 Engineering/City Engineer	\$0	\$500	\$500	
2200 Fire/Safety Services	\$0	\$2,000	\$2,000	
4700 Cemetery/Operations	\$0	\$500	\$500	
<b>Total - 100 General Fund</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>
- 100-1700 - Appropriate Additional for Gasoline & Diesel -> +\$500				
Accounts - 100.1700.54230 Supplies-Gasoline/Diesel Fuel	\$0	\$500		
- 100-2200 - Appropriate Additional for Gasoline & Diesel -> +\$2,000				
Accounts - 100.2200.54230 Supplies-Gasoline/Diesel Fuel	\$0	\$2,000		
- 100-4700 - Appropriate Additional for Gasoline & Diesel -> +\$500				
Accounts - 100.4700.54230 Supplies-Gasoline/Diesel Fuel	\$0	\$500		
<b>200 STREET CONSTRUCTION, MAINTENANCE &amp; REP</b>				
5100 Service/Streets Maintenance and Properties	\$1,500	\$0	\$1,500	
5120 Service/Storm Drainage	\$1,000	\$0	\$1,000	
<b>Total - 200 Recreation Fund</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$2,500</b>	<b>\$2,500</b>
- 200-5100 - Appropriate Additional for Hospitalization Insurance -> +\$1,500				
Accounts - 200.5100.51710 Hospitalization Insurance	\$0	\$1,500		
- 200-5120 - Appropriate Additional for Salary-AFSCME -> +\$1,000				
Accounts - 200.5120.51200 Salary-AFSCME	\$0	\$1,000		
<b>220 RECREATION FUND</b>				
4200 Recreation/Golf Operating	\$0	\$1,000	\$1,000	\$1,000
- 220-4200 - Appropriate Additional for Gasoline & Diesel -> +\$1,000				
Accounts - 220.4200.54230 Supplies-Gasoline/Diesel Fuel	\$0	\$1,000		
<b>* GRAND TOTAL - ALL FUNDS</b>	<b>\$2,500</b>	<b>\$4,000</b>	<b>\$6,500</b>	<b>\$6,500</b>



Item IV

# CITY OF NAPOLEON, OHIO

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

DATE: October 12, 2012

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

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

SUBJECT: Contract for Preparation of Annual Financial Report (GAAP and CAFR)

Attached for your review and approval is a Proposal and Contract for Management Consulting Services for the preparation of the Annual Financial Report in the Generally Accepted Accounting Principles (GAAP) format; and, for the preparation of the Comprehensive Annual Financial Report (CAFR). The contract is with Schonhardt & Associates out of Hilliard, Ohio, and covers the City of Napoleon's (City) Fiscal Reporting Years of 2012, 2013 and 2014.

The City has contracted for these services with Schonhardt & Associates since 1996, and has received the Certificate of Achievement for Excellence in Financial Reporting every year thereafter from the Government Finance Officers Association of the United States and Canada. The CAFR is a governmental industry standard of reporting and meets the GAAP reporting requirements of the State of Ohio and other agencies. It also meets the requirements listed in the City's Trust Agreements on its various Revenue Debt issues.

The proposed contract is \$19,000 for each of the three (3) fiscal years to be reported on (2012, 2013 and 2014). This dollar amount is the same (no increase) as listed for the prior contract covering fiscal years 2009, 2010 and 2011. Mr. Matt Perry, an associate from Schonhardt & Associates, will be here to answer any questions you may have regarding the proposal or contract.

I am requesting the Finance and Budget Committee recommend to City Council the continuation of this contract for the next three (3) years.

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

Attachments



5307 Franklin Street  
Hilliard, Ohio 43026-1409  
**Donald J. Schonhardt & Associates, Inc.**  
(614) 876-2020  
(614) 876-2050 fax  
www.djschonhardt.com

October 3, 2012

Mr. Gregory J. Heath  
Director of Finance  
City of Napoleon  
255 West Riverview Avenue  
Napoleon, Ohio 43545

Dear Mr. Heath:

Thank you for the opportunity to submit our proposal to provide assistance in the preparation of the City's 2012-2014 Comprehensive Annual Financial Report. We have tailored our proposal to be responsive to your unique needs while incorporating a proven approach developed by our firm. The proposal includes a cost saving option that will hold the City's cost at the same level for a period of three years. We are confident that you will agree that such cost containment measures provide both current and long-term benefits to the City.

I have enclosed two (2) copies of our standard contract for consulting services. Please review the materials that accompany this correspondence and call me if you have any questions regarding any of the items. After the contract has been signed, please return one (1) copy to our office for our files.

Upon notification that the work has been approved, we will schedule work to begin in late fall. I am looking forward to hearing from you in the near future.

Sincerely,

Roy O. Porter  
Executive Vice President

ROP:tle  
Enclosure

SCHONHARDT  
& ASSOCIATES

*Proposal to the  
City of Napoleon, Ohio*

*for  
CONSULTING SERVICES  
FOR  
THE PREPARATION OF  
ANNUAL FINANCIAL REPORT*

Prepared by  
Donald J. Schonhardt & Associates, Inc.  
5307 Franklin Street  
Hilliard, Ohio 43026-1409  
(614) 876-2020

October 3, 2012

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## EXECUTIVE SUMMARY

### Overview

The City of Napoleon, Ohio (City) has completed the preparation of their 2011 Comprehensive Annual Financial Report (CAFR) with the assistance of our firm. Mr. Gregory J. Heath, Director of Finance, is currently in the process of planning for the preparation of the City's 2012 CAFR. He has requested that we prepare a proposal to provide technical accounting and management oversight assistance in the preparation of a 2012 CAFR. As an integral part of the preparation process, we will utilize **CAFR-Unlimited™** software.

The preparation of a GASB 34 compliant report involves extensive management planning and control to insure that all of the necessary tasks are accomplished in a timely and efficient manner. In addition to the routine responsibilities that often impact the availability of staff resources to assign to a major project, implementation of new Governmental Accounting Standards Board (GASB) pronouncements have made it increasingly more difficult to insure that all of the necessary reporting requirements have been met.

Since our primary service to the public sector is the preparation of GAAP basis financial reports, we have made a commitment to continuing education for all of our staff members. We participate in Government Finance Officers Association (GFOA) and Association of Government Accountants (AGA) sponsored seminars to ensure that our staff is knowledgeable about all current and proposed governmental financial reporting requirements. We will continue to work to ensure that our clients are made aware of these changes and how the changes will impact current and future financial reports. Finally, since we work with over eighty (80) different public sector entities to prepare GAAP basis financial reports, our staff is exposed to a variety of methods which may be used by City staff to improve the efficiency of the report preparation process. We have not wavered from our commitment to provide the highest quality public sector financial and accounting services at a reasonable cost.

We believe that Donald J. Schonhardt & Associates, Inc. (DJS&A), is in a unique position to meet the City's request for assistance because of our hands-on experience in public sector finance; our on-going assistance to other public sector entities that are required to meet the provisions of GASB 34 and our prior assistance to the City in the preparation of GASB 34 CAFRs. The individuals who will assist the City have in excess of seventy (70) years of public sector finance and accounting experience and continue to work with over eighty (80) public sector entities (municipalities, counties, villages, townships, special districts and school districts) throughout the State of Ohio to prepare GASB 34 compliant and GAAP basis annual financial reports.

We recognize the significance of our continued association with the City of Napoleon and are prepared to commit the necessary resources to assure the highest level of service.

## Timing

The City will be required to submit their 2012 Basic Financial Statements to the Auditor of State by May 30, 2013 to meet statutory requirements. We are prepared to begin work on the project immediately upon receipt of a signed contract authorizing the scope of work defined by this proposal and anticipate completion of the basic financial statements by the filing deadline.

*Audit Considerations:* To meet the program deadline for a Certificate of Achievement for Excellence in Financial Reporting, the City must submit a 2012 CAFR to the GFOA no later than June 30, 2013. DJS&A intends to provide the auditors with a preliminary trial balance by April 15, 2013 to allow sufficient time for completion of the audit by May 30, 2013. Please note that DJS&A is not responsible for the timing of the audit and makes no commitments regarding the outcome of the audit. **If the audit is not completed by May 30, 2013, DJS&A cannot guarantee completion of the 2012 CAFR by June 30, 2013.**

This proposal includes DJS&A time to review proposed audit adjustments and make mutually agreed upon material audit adjustments (if any), but **does not** include time to cover continual meetings with the auditors throughout the audit process or time to make immaterial, nonsubstantive changes to the narrative or format of the report. We have also included additional time necessary to put the basic financial statements into a PDF file format so that our clients may comply with the State Auditor's electronic filing requirement.

Upon execution of a contract, DJS&A will provide a schedule to the City consisting of target dates and milestones for certain activities throughout the project. Adherence to dates published in the above referenced schedule is imperative to insure the timely completion of the CAFR.

## Engagement Approach

Donald J. Schonhardt & Associates, Inc., will be responsible for providing on-going management and technical accounting assistance on a regular basis throughout the report preparation process. Such assistance will include but is not limited to the following:

- Regular discussions with City staff to review completed documentation, discuss data collection and recording criteria and examine the status of the report preparation process.
- Answer questions as they arise and discuss the rationale for specific data collection activities and how they can be accomplished most efficiently.
- Review and comment on the information developed for the conversion and review the applicability of the data in the presentation of the GAAP basis financials.

## Professional Fees

It is our policy to estimate fees at an amount which is highly competitive, but which will enable us to provide responsive service of the highest quality. We base our fees on the time spent by personnel assigned to an engagement at hourly rates which are commensurate with the training and experience of those assigned to the project. We know that our hourly rates are extremely competitive and substantially less than those charged by other accounting and consulting firms that may not possess the actual hands-on experience of our staff. Management oversight and technical assistance will be billed at an hourly rate of \$110.00 per hour (including expenses) for work performed **plus** travel time and mileage at the rate of \$0.50 per mile.

**Professional Fees** (Continued)

In order to contain costs and pass the savings on to our clients, we are prepared to offer the same level of services identified in this proposal for preparation of a 2013 and 2014 CAFR at the same annual fee quoted for the 2012 CAFR preparation. We will freeze this rate and annual contract amount with the signing of a multi-year contract not to exceed three (3) consecutive report years. This fixed rate is contingent upon the City's agreement that the scope of work will remain the same for this and the subsequent years and that no significant change in accounting policies and/or procedures is anticipated which will potentially alter the required level of service. We are confident that you will agree that such cost containment measures provide both current and long-term benefits to the City.

The multi-year contract option is included on the contract document and requires an appropriate approval signature on the line provided which will designate the term of the contract. We hope that you are able to take advantage of this opportunity so that we may continue to provide you with the highest quality of service at the best possible price.

Our fee to provide management and technical oversight in the report preparation, as outlined in the Summary of Work to be Performed (**excluding an allowance for mileage reimbursement**) will be:

<u>Report Year</u>	<u>Report Fee</u>
2012	\$19,000
2013	19,000
2014	19,000

The amount that will be billed to the City of Napoleon for the project is as noted in the table above (**excluding an allowance for mileage reimbursement**). The hourly rate quoted above will not increase during the term of the contract. The proposal is a maximum not to exceed bid for the scope of services defined by this proposal, the City will not pay more than the amount noted above provided the scope of services does not change.

**Billing**

Our practice is to bill in monthly installments covering the period worked on the engagement. Billings are due and payable upon receipt.

## SUMMARY OF WORK TO BE PERFORMED

The objective of this engagement is to provide management, technical and accounting assistance, to the City in the preparation of their 2012 CAFR. It is anticipated that the engagement will be completed by June 30, 2013. The engagement consists of the following:

Management overview, technical assistance, documentation, **limited data collection\***, review and analysis of reversing and adjusting entries and preparation of one copy of the original CAFR which is suitable for preparing additional copies as required by the City.

An outline is provided below which indicates the major components of the project. The outline is not intended as a comprehensive work plan, but rather an overview of the services to be provided.

Management overview, technical and accounting assistance and limited data collection activities.

- Assess current records related to the CAFR and identify alternative approaches for record keeping and suggest formats for future data collection which will improve the efficiency of data collection.
- Organize and document in journal form all reversing entries.
- Post reversing entries to **CAFR-Unlimited™**.
- Identify major subsidiary detail required to assemble accrual oriented statements (i.e. payables, receivables, capital asset detail, vacation/sick leave balances, etc.)
- Identify source of information and appropriate collection criteria for detailed information identified in the above task.
- Modify software applications to incorporate new funds and/or fund reclassifications that have occurred during the last fiscal period.
- Provide for centralized collection, organization and summarization of detail required for accrual adjustments.
- Utilize existing software models to input the data collected for aggregation and presentation.
- Download ending cash balance, receipt and disbursement figures from ASCI II file or Microsoft Excel<sup>®</sup> file into **CAFR-Unlimited™**.

\* This proposal provides a maximum of **five (5) hours of data collection activity** by our staff. Data collection activities include accumulation of raw data required for all adjusting and reversing journal entries (payables, receivables, prepaids, capital assets, supplies inventory, long-term debt, etc.) and information necessary for the preparation of the notes including long-term debt, investments, compensated absences, pensions, agency fund schedules and taxes.

**SUMMARY OF WORK TO BE PERFORMED**  
(Continued)

- Execute various tasks required for accumulation of detailed financial information to be used in the preparation of the CAFR.
- Continuously monitor adherence to task assignments and adjust resources where necessary to satisfy deadlines.
- Obtain original and final budget amounts for major funds.
- Post adjusting accounting entries to **CAFR-Unlimited™** to develop the trial balance.
- Identify and eliminate appropriate interfund activity.
- Make final determination of major funds.
- Identify program revenues.
- Collect information to categorize net assets.
- Prepare reconciliation between government-wide financial statements and fund based financial statements.
- Prepare statement formats for all required financial information including all basic financial statements, notes to the basic financial statements and appropriate financial schedules.
- Provide draft copy of financial section of the CAFR along with supporting workpapers to the City's auditors.
- Make mutually agreed upon changes/corrections to the financial section as a result of the audit.
- Assist in the preparation of the statistical section of the CAFR by advising staff on data required and preparing final print routines for inclusion in the CAFR.
- Assist in the preparation of the introductory section of the CAFR by advising staff of specific requirements for the introductory section. Due to the unique nature of the introductory section, the City is responsible for preparing a draft of the transmittal letter to be included in the 2012 report. We have budgeted a maximum of ten (10) hours to review and edit the transmittal letter for final presentation.
- Assist in the preparation of Management's Discussion and Analysis (MD&A).
- Prepare in final form all print routines required for presentation in the CAFR and analyze same using review criteria established for GFOA reviewers.
- Finalize statement preparation formats for the CAFR and prepare one (1) final printed version of the report suitable for making copies as required by the City.
- Provide the CAFR to the City as a PDF file for submission to the Auditor of State to meet electronic filing report requirements.

CONTRACT  
for  
MANAGEMENT CONSULTING SERVICES

This Contract is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Donald J. Schonhardt & Associates, Inc., 5307 Franklin Street, Hilliard, Ohio 43026-1409, hereinafter referred to as the "Consultant" and the City of Napoleon, Ohio, 255 West Riverview Avenue, PO Box 151, Napoleon, Ohio 43545, hereinafter referred to as the "City".

Whereas, the Consultant provides assistance to local governments in the development of improved accounting and financial management information systems; and

Whereas, the City desires to retain the Consultant to provide assistance in the preparation of the 2012 GAAP basis Comprehensive Annual Financial Report (CAFR) and during the audit of the same; and

Whereas, the City has reviewed the services to be provided by the Consultant and has authorized the services identified in the proposal to the City of Napoleon dated October 3, 2012, which is attached hereto as Appendix I and is hereby made a part of this Contract, as if fully rewritten herein; and

Now, Therefore, in consideration of the mutual covenants and obligations contained herein, the parties hereto agree as follows:

**Scope of Services** (Section I)

The Consultant shall provide accounting and financial management consulting services to the City in accordance with the Proposal to the City developed by the Consultant and dated October 3, 2012, a copy of which is attached hereto as Appendix I and incorporated by reference into this Contract as if fully rewritten herein.

The City acknowledges through acceptance of this section that the contract shall cover a multi-year term as specified by the number of years designated below. Each CAFR prepared under the terms of a multi-year contract will be prepared according to the scope of services outlined in this contract at the hourly rates and maximum contract amounts specified in Appendix I.

# of years	signature	Title
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**Term of Agreement** (Section II)

The term of this Contract shall begin upon the signing of the contract document by authorized agents of the parties to the Contract and shall remain in force until the work identified in Appendix I is completed by the Consultant or the Contract is canceled by either party according to the terms of Section IV of this Contract titled "Termination". Contract amounts shall be subject to annual approval and/or appropriations by City Council. Non-appropriated amounts shall be cause for termination.

**Compensation** (Section III)

Fee: City agrees to pay to the Consultant an hourly rate (including travel time) plus mileage for management consulting services. The total amount billed for management consulting under the defined scope of services shall not to exceed the amounts specified in Appendix I for each report year as designated in Section I (excluding an allowance for mileage reimbursement).

**Termination** (Section IV)

The Client shall furnish the Consultant with written notice of the Consultant's alleged breach of this Agreement. The Consultant shall have thirty (30) days after the Consultant's receipt of such notice to cure such breach and, if timely cured, this Agreement shall not terminate but continue in full force and effect. If the Consultant fails to cure such alleged breach, the Client may terminate this Agreement by furnishing to the Consultant written intent to terminate and the Consultant shall have no further right to cure. Termination under this provision shall not relieve the Client any payment obligations under this Agreement. Payment in full of all outstanding invoices for work rendered by Donald J. Schonhardt & Associates, Inc., shall be made on or prior to the termination date.

**General Provisions** (Section V)

This Contract shall be governed by the laws of the State of Ohio.

This Contract contains the complete and exclusive statement of the agreement between the parties and supersedes all prior discussions, proposals, oral or written, and all other communications between the parties relating to the subject matter of this Contract.

No amendment to this Contract shall be effective unless it is in writing and signed by duly authorized representatives of both parties.

All notices hereunder shall be in writing and shall be deemed to have been given when mailed by certified mail, return receipt requested to the address of the parties first written above or by delivering in person to either party.

This Contract may be executed in one (1) or more copies, each of which shall be deemed an original.

Each party has the power and authority to enter into and perform this Contract and the person signing this Contract on behalf of each party has been properly authorized and empowered to enter into this Contract. Each party further acknowledges that it has read this Contract, understands it and agrees to be bound by it.

If any provision of this Contract is determined to be invalid or unenforceable, the remaining provisions of this Contract shall not be affected thereby and shall continue to be binding upon the parties and shall be enforceable as though the invalid or unenforceable provisions were not contained herein.

**General Provisions (Section V) (Continued)**

No term or provision shall be deemed waived and no breach excused unless such waiver or consent shall be in writing and signed by the party claiming to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether expressed or implied, shall not constitute a consent to or waiver of or excuse for any other different or subsequent breach.

In witness whereof, the parties hereto have executed this Contract on the date and place first indicated above.

Approved As to Form:  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

City of Napoleon, Ohio  
255 West Riverview Avenue, PO Box 151  
Napoleon, Ohio 45371

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

P.O. # \_\_\_\_\_

Donald J. Schonhardt & Associates, Inc.  
5307 Franklin Street  
Hilliard, Ohio 43026-1409

By: Roy O. Porter  
Roy O. Porter  
Executive Vice President  
Date: 10/2/12

**Please return this copy  
of the signed contract.  
Thank you.**

# Memorandum

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

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

**Date:** 10/15/2012

**Re:** Safety and Human Resources Committee Meeting Cancellation

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The Safety and Human Resources Committee meeting scheduled for Monday,  
October 22 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

### **Meeting Agenda**

Tuesday, October 23, 2012 at 4:30 PM

1. Approval of Minutes from September 25, 2012 (In the absence of any objections or corrections, the minutes shall stand approved.)
2. Testing Date for Firefighter/EMT and Police Patrol Officer Positions
3. Approval of Forms to be used for Police and Fire Recruitment
4. Approval of Police and Fire Recruitment Advertising and Dates
5. Approval of Tests for Police and Fire Recruitment
6. Determination of Credits to be given for Police and Fire Exams
7. Determination of how Credits are to be Applied for Police and Fire Exams
8. Any Other Matters to Come Before the Commission

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Gregory J. Heath, Finance Director/Clerk of Council

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

**Meeting Minutes**

Tuesday, September 25, 2012 at 4:30 PM

**PRESENT**

**Members  
City Staff**

David Meekison - Chair, Ellsworth Mitchell  
Robert Bennett, Fire Chief  
Gregory J. Heath, Finance Director  
Gloria Mikolajczak, Human Resources Director

**Recorder**

Barbara Nelson

**ABSENT**

Dr. David Cordes

**Call To Order**

Meekison called the meeting to order at 4:38 PM.

**Approval Of Minutes**

Minutes of the January 24, 2012, meeting stand approved with no objections.

**Current Eligible List  
Firefighter/Paramedic**

Chief Bennett said we were given notice of the departure of one firefighter/paramedic effective October 1. He asked Mikolajczak to look at the eligible list and determine if any candidates were available. Two are available, but there is only one who can be hired into an active role at this time. Bennett would like to hold a test to deepen the list. Meekison asked Bennett when he wants to conduct the exam. Bennett said that is up to the Civil Service Commission (CSC) to determine. It will take at least 90 days lead time. Mikolajczak said testing in winter is difficult. Bennett said we can wait until spring.

Heath said since both police and fire eligible lists expire May 14, 2013, we may want to do police testing at the same time as fire and establish a new list for both. Bennett said we would like to have eligible lists in our hands by mid-May. They would be good for a full two years.

**Testing For Fire & Police**

Meekison suggested test dates of Saturday, May 4 or Saturday, May 11, 2013. Mitchell would like to test both groups at the same time. He suggested sticking with what was done on the last testing since it appeared to work very well. Bennett said we have to pick a test, advertise and have Mikolajczak review applications. Heath said Mikolajczak is retiring at the end of November. Bennett said before there was a Human Resources person, the CSC went through applications and decided who qualified and who didn't.

Meekison said based on the number of people tested last time, we would need to set up tables on the first floor of the fire station rather than the second floor. Bennett said the CSC makes the rules on who is eligible to take the test. Heath said the CSC predetermines the number of people they will test and approves the final eligible list. We typically send advertisements to professional publications after the first of the year. Mikolajczak said the more procedures you follow, the better. The tests we've used before cost about \$15 each.

Meekison would like CSC members to meet with Mikolajczak at her convenience within a month before she leaves to get more information from her and the list she works from when hiring. Mikolajczak said the information is on her computer. She will go over it with the CSC. She asks the Police and Fire Chiefs to answer any difficult questions. Heath noted that this would have to be a public meeting since a majority of CSC members would be present. Jon Bisher, City Manager, may also want to be present. Mikolajczak will check

with Roxanne Dietrich on Bisher's schedule. Heath said the CSC can ask Mikolajczak to tweak the application and job descriptions before she leaves and decide how to advertise the positions. Once they are advertised, it's a matter of evaluating applications.

Bennett said no action is needed on the eligible lists. We will let them expire unless these people choose to re-test. Mikolajczak said it is too early to advertise now, but she will provide a list of places where she has advertised in the past.

**Motion To Establish A Testing Date On May 4, 2013**

Motion: Meekison                      Second: Mitchell  
To establish a testing date for both Patrolman positions and Firefighter/Paramedic positions for mental and physical exams to be held on Saturday, May 4, 2013

**Passed**  
**Yea- 2**  
**Nay- 0**

Roll call vote on above motion:  
Yea – Meekison, Mitchell  
Nay-

**Motion That Mikolajczak Provide Information RE: Testing Materials, Advertising, Etc. From Last Year's Test**

Motion: Meekison                      Second: Mitchell  
That Gloria Mikolajczak provide the CSC members with her advertising information from last year and information regarding testing materials she used at last year's test so that the CSC will have appropriate examples of how to proceed with advertising, testing and other items that Mikolajczak did in preparation for last year's testing

**Passed**  
**Yea- 2**  
**Nay- 0**

Roll call vote on above motion:  
Yea – Meekison, Mitchell  
Nay-

**Motion To Set May 11, 2013 As The Testing Date If May 4, 2013 Is Not Available**

Motion: Meekison                      Second: Mitchell  
In the event that the facilities at the Napoleon High School track are unavailable on Saturday, May 4, 2013, that the CSC hold the physical testing and mental testing on Saturday, May 11, 2013

**Passed**  
**Yea- 2**  
**Nay- 0**

Roll call vote on above motion:  
Yea – Meekison, Mitchell  
Nay-

**Any Other Matters**

Heath said if we test on May 4, 2013 and certify the lists that day, there will be two lists, one expiring on May 14, 2013. We may want to eliminate the other list later. Chief Bennett suggested delaying certifying the lists until May 14.

**Motion To Adjourn**

Motion: Mitchell                      Second: Meekison  
To adjourn the meeting at 5:07 PM

**Passed**  
**Yea- 2**  
**Nay- 0**

Roll call vote on above motion:  
Yea – Meekison, Mitchell  
Nay-

**Date Signed:** \_\_\_\_\_

\_\_\_\_\_  
David Meekison, Chair



# City of *NAPOLEON*, Ohio

DEPARTMENT OF MANAGEMENT

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## Memorandum

*To:* Mayor and Members of Council  
*From:* Jon A. Bisher, City Manager  
*cc:* Department Heads, Judge Rosebrook  
*Date:* October 17, 2012  
*Subject:* 2013 Budget Review

The dates of Friday, November 2<sup>nd</sup> and Saturday, November 3<sup>rd</sup> have been set for the budget review with the Finance and Budget Committee and City Council. The tentative schedule with the departments is as follows:

### **Friday, November 2<sup>nd</sup>**

8:30 am Public Works & Engineering / Chad  
11:00 am Municipal Court / Judge Rosebrook  
11:30 am Law Department / Trevor  
12:00 pm Human Resources / Gloria  
12:30 pm Building & Zoning / Tom  
1:00 pm WWTP / Matt  
1:30 pm Parks & Recreation & Cemeteries / Tony  
2:00 pm WTP / Scott

### **Saturday, November 3<sup>rd</sup>**

8:15 am Fire / Chief Bennett  
9:00 am Police / Chief Weitzel  
9:30 am Electric / Dennie Clapp

JAB:rd



# Update

A weekly newsletter presented by AMP President/CEO Marc Gerken

October 12, 2012



Mike Jackson, Efficiency Smart account manager-northeast region, conducts a demonstration during Cuyahoga Falls' Energy Expo in honor of 2012 Public Power Week.

## Energy expo kicks off 2012 Public Power Week activities in City of Cuyahoga Falls

Provided by Cuyahoga Falls

Cuyahoga Falls recently held an energy expo to celebrate 2012 Public Power Week.

Activities included an energy fair, featuring energy efficiency displays and electrical demonstrations. Free refreshments and residential energy conservation kits were distributed.

Also offered were free informational kits with energy-efficient light bulbs and raffle drawings for a high-efficiency stainless steel refrigerator and gift baskets filled with energy-efficient products, all courtesy of Efficiency Smart™.

Also, as part of the celebration, the Efficiency Smart Bill Pay Giveaway took place in the Cuyahoga Falls Utility Billing Office.

## Discounted conference registration deadline approaches, exhibit space still available

By Karen Ritchey – manager of communication programs

If you would like to receive the discounted registration rate for this year's AMP/OMEA Conference, please register by Oct. 16. Attendees registering for conference on Oct. 17 or later will be charged the "at-the-door" rate. Please refer to the conference registration brochure for rates.

Exhibit space is still available for Municipal Electric Partners (MEP). MEPs can sign up for exhibit space when registering online. Please click [here](#) to register for the AMP/OMEA Conference or exhibit space.

see CONFERENCE Page 2

## McAlister joins AMP's legal department

By Krista Selvage – manager of publications

Lisa McAlister is the newest member of the AMP staff. She started Monday in the legal department as deputy general counsel FERC/RTO affairs.



McAlister will assist John Bentine, AMP's senior vice president and general counsel, with a wide variety of legal matters for AMP and its affiliates to facilitate internal and external strategies with respect to regulatory initiatives at the Federal Energy Regulatory Commission, PJM and MISO.

She previously served as of counsel at Bricker & Eckler, and represented the Ohio Manufacturers' Association and the OMA Energy Group. Prior to that, she was a senior attorney at McNees Wallace & Nurick, representing industrial customers on energy issues.

McAlister holds a bachelor's degree from Elon University and law degree from Ohio State University.

She is a soccer player and coach, and lives in Worthington with husband, James; and children, Siena, 6, and Charlie, 4.

Please join us in welcoming Lisa.

## Ohio governor issues Public Power Week proclamation

Ohio Gov. John Kasich recognized annual Public Power Week in Ohio by issuing a proclamation naming 2012 Public Power Week Oct. 7-13. Visit [www.amppartners.org](http://www.amppartners.org) to view the document.

CONFERENCE continued from Page 1

The InterContinental Hotel is sold out of overnight rooms during the AMP/OMEA Conference. Rooms are currently available at the Cleveland Clinic Guesthouse Hotel, 9601 Euclid Ave., Cleveland, OH 44106, 888.905.8515. Rates vary. The Cleveland Clinic Guesthouse Hotel is about one block away from the InterContinental. A free shuttle travels from the Guesthouse Hotel to the InterContinental Hotel every 15 minutes between 5 a.m. and midnight. Please click on this [link](#) to reserve an overnight room at the Guesthouse Hotel.

Please contact me at [kritchey@amppartners.org](mailto:kritchey@amppartners.org) or 614.540.0933 if you have any questions.

## Federal legislative and regulatory update sessions at AMP/OMEA annual conference

By Jolene Thompson – senior vice president/OMEA executive director

There will be three sessions at our upcoming annual meeting dedicated to the latest updates on what's happening (and not happening) on Capitol Hill and with federal agencies. One session will repeat the afternoon of Oct. 23 – FERC/RTO Regulatory Issues Update – to allow conference attendees more opportunities to cover breakout sessions. We're pleased that APPA senior vice president of policy analysis and general counsel Sue Kelly will offer updates on FERC, PJM and MISO issues.

The morning of Oct. 24, OMEA federal legislative counsel Marty Kanner will offer an update on federal legislative issues of interest, including tax-exempt financing, energy, cybersecurity and environmental issues pending in Congress and Roger Martella, partner in the environmental practice group at Sidley Austin LLP, will offer an update on USEPA issues.

These sessions are all CLE eligible for law directors and all AMP members are encouraged to attend as the policy changes in these important areas have major impacts on municipal electric system operations.

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

#### Week ending Oct. 12

MON	TUE	WED	THU	FRI
\$35.25	\$40.00	\$35.00	\$34.75	\$34.50

#### Week ending Oct. 5

MON	TUE	WED	THU	FRI
\$34.75	\$36.25	\$46.25	\$40.25	\$33.25

AEP/Dayton 2012 5x16 price as of Oct. 12 — \$42.00

AEP/Dayton 2012 5x16 price as of Oct. 5 — \$41.07



Photo courtesy of Bryan Municipal Utilities  
Bryan Municipal Utilities Director Steve Casebere explains the operations of Bryan's new solar field to visitors attending the facility open house during Public Power Week celebrations.

## Bryan Municipal Utilities celebrates Public Power Week with open house at new solar field

Provided by City of Bryan

To celebrate Public Power Week, Bryan Municipal Utilities hosted an open house at its new Bryan Solar Field on Oct. 9.

BMU broke ground for the \$7.42 million solar array in early December 2011. By mid-January 2012, all 23,530 solar modules were in place, and by the first week of February, the 2-MW solar plant was fully operational. Power production has exceeded projections and to date, the facility has produced 2.45 GWh.

BMU kicked off Public Power Week with an employee appreciation cookout at the solar field. The grill stayed hot the rest of the day as visitors were treated to hot dogs, cider and cookies. BMU staff also set up an Energy Bike for children and a poster session on energy efficiency. The BMU video department produced and presented a video documentary on the solar project construction.

With the addition of solar power to Bryan Municipal Utilities' portfolio, more than 17 percent of the city's power comes from renewable energy sources.

Bryan Municipal Utilities began 120 years ago with the establishment of the Bryan waterworks in 1892 and electric service in 1896. Today Bryan Municipal Utilities has 47 employees and serves approximately 5,000 residential customers and 750 commercial and industrial customers.

For more information, visit [www.cityofbryan.net](http://www.cityofbryan.net).

## Save the Date

### 2013 Legislative Rally

MARCH 11-13 ■ GRAND HYATT WASHINGTON ■ WASHINGTON, D.C.



#### 2013 Legislative Rally: March 11-13 Grand Hyatt Washington, Washington, D.C.

- Pre-Rally seminars
- Briefings on key messages, and the most effective ways to influence decision-makers and deliver results
- Tools that will enable advocating public power's priority issues
- Legislative & Resolutions Committee meeting
- Opportunities to network with colleagues

Visit [www.PublicPower.org/LegislativeRally](http://www.PublicPower.org/LegislativeRally)

**AMP/OMEA will send out information regarding group activities after the first of the year.**



## Trippe to speak at APPA workshop

By Jim Hoops – assistant vice president of finance

The American Public Power Association's 2013 Joint Action Workshop will be held in Florida Jan. 6-8.

Bob Trippe, AMP's chief financial officer, will speak Jan. 7 during the session "Helping Your Members Perform at the Highest Level," which will present case studies from joint action agencies that are measuring the performance of their member utilities in a variety of ways.

## Retired public power leaders share expertise through temporary job placements

By Susan Ryba – marketing consultant with Hometown Connections

Like most of his public power colleagues, Tim Werdmann wears many hats for the City of Hamilton, Ohio. He began his career with the city as an attorney in the law department, handling labor relations and union contract negotiations. Today, Werdmann is the director of utility operations and deputy city manager, responsible for power supply management, electric field services, hydroelectric generation, fossil fuel generation, and transmission and distribution.

He is also responsible for the city's natural gas, water, and sanitary systems. When promoted to his current positions, Werdmann was familiar with utility operations but the retirement of key personnel left the city facing a sudden "brain drain" or loss of organizational memory, particularly as it relates to power supply and utility generation. Therefore, the City of Hamilton brought in retired public power veteran John Twitty on a temporary basis, to advise and mentor Werdmann through the Strategic Power Placements (SPP) service.

Developed by utility recruiting firm Mycoff, Fry & Prouse and Hometown Connections, the SPP service matches retired personnel with utilities to fill critical gaps in technical and management skills on an interim basis. As retirement rates and hiring freezes impact utility operations, SPP finds retired personnel to fill in temporarily.

Serving approximately 30,000 customers, the City of Hamilton manages an integrated generation, transmission and distribution system. In addition to operating coal, natural gas and hydroelectric energy plants, the city is adding generation capacity, transitioning to a new regional transmission operator for its wholesale services, building new substations, and retrofitting existing substations with next generation SCADA and intelligent relays.

John Twitty retired recently as the general manager of City Utilities in Springfield, Mo., and is currently the executive director of the Transmission Access Policy Study Group.

"In addition to the advice and counsel that John provides to me personally, the City of Hamilton has asked John to embark on a fact finding mission, pulling together an analysis of what our utility is doing well, as well as areas we may need to improve as we address new challenges related to our complex operational environment," Werdmann said.

"We have also asked John to address our critical need to create a succession plan, to ensure the city can attract and retain employees with the requisite skillsets far into the future."

Twitty will perform a strengths, weaknesses, opportunities, and threats (SWOT) analysis, preparing a written report for the city manager and city council.

*This article appears in the November-December 2012 issue of Public Power magazine*



Roy Dolezal, AMP director of safety, teaches St. Clairsville children about electrical safety during an event Oct. 7 held to celebrate 2012 Public Power Week.

## Natural gas prices continue to rise

By Craig Kleinhenz – manager of power supply planning

Natural gas storage levels came in lower than expected this week, which caused an increase in both power and natural gas prices.

November natural gas prices closed up \$0.19/MMBtu from last week to end at \$3.60/MMBtu. This is a three-week gain of \$0.61/MMBtu.

Power prices followed suit as 2013 on-peak electric prices at AD Hub finished yesterday up \$0.93/MWh from last week, closing at \$42.00/MWh.

## AFEC weekly update

By Craig Kleinhenz

The plant returned to normal operations this week as the Monday through Thursday load factor averaged 84 percent. For the seven-day week, the load factor was slightly lower (65 percent) due to a brief maintenance outage that occurred last weekend.

The higher production through the weekdays was due to the cooler weather we have been experiencing during the overnight hours. This led to the plant never seeing minimum levels through the whole week. On the other side, mild day time temperatures caused the duct burners to only run around 50 hours this week.

For the week on-peak 7x16 prices were \$7.50/MWh higher than AFEC dispatch costs.

## Weygandt will keynote Safety Day

By Michelle Palmer – assistant vice president of technical services

Kyle Weygandt, AMP's OSHA Compliance Coordinator, will deliver the keynote address at the 10th Annual Safety Day, the Mid-America 2013 OSHA Conference, on Jan. 17 at Wright Patterson Air Force Base in Fairborn, Ohio.

Weygandt's address, "Emotional Intelligence is Safety," will explore the idea of preventing accidents by managing emotion.

Safety Day is designed to meet the safety and health interests of those in both construction and general industry focusing on best practices and the principles of OSHA's Voluntary Protection Program. The conference will provide the latest safety and health information through presentations, displays and workshops.

Visit [www.midamericaosha.org](http://www.midamericaosha.org) or call 866.444.4412 for more information or to register.

## Engineering technician needed in Bowling Green, Ohio

Engineering Technician, City of Bowling Green, Ohio – Engineering Division (Grade 6 BGEO Union Contract: \$19.31/hr - \$24.66/hr)

Hourly, non-exempt position responsible for compiling, analyzing, and comprehending civil engineering information to create construction drawings. Prepares construction plans for new or replacement projects for various City departments/divisions using the current version of AutoCAD. Assists others with researching utility locations from record drawings and responds to other various inquiries.

GIS experience is preferred. Candidate must have a minimum of a two-year college certificate in Engineering Technology or similar field; a minimum of five years relevant experience preferred; and a valid Ohio Driver's License. Excellent fringe benefits. A copy of the job description will be provided to applicants. Interested persons must complete the application that is available online [here](#).

It is also available in the City's Personnel Department. Resumes may be included, but will not substitute for a completed application. Applications must be completed and returned to the Personnel Department, City of Bowling Green, 304 N. Church St, Bowling Green, Ohio 43402. Telephone: 419.354.6200; email: [BGPersonnel@bgohio.org](mailto:BGPersonnel@bgohio.org) Office hours: M-F 8 a.m. to 4:30 p.m. Deadline for making application is 4:30 p.m. Oct. 26. AA/EEO

## City of Bowling Green seeks assistant electric superintendent

Full-time, salaried (exempt) position is responsible for oversight of the daily activities of the City's Electric Division. Incumbent functions as electric superintendent in his/her absence.

Directs and coordinates work activities of personnel; determines and assigns work projects; plans and designs new overhead and underground distribution; develops street lighting and security lighting; conducts field checks to ensure program completion and compliance to standards; approves expenditures and payroll; establishes policies; prepares budget; communicates with contractors, engineers and customers; writes specifications for materials and equipment; addresses customer complaints; maintains tool inventory; and performs other related duties as assigned.

Ability to use spreadsheet, database, word processing and selected job-specific software; must have knowledge of theory, principles and practices of electrical engineering; must have knowledge of electrical industrial standards and know how to apply them; must have knowledge of codes, regulations and standards governing electrical systems and their construction, and must have knowledge of safety practices and procedures; and must maintain a valid Ohio Driver's License and have the ability to drive.

Work is performed both indoors and outdoors and is subject to pressure from deadlines. Two-year college certificate or equivalent; five to seven years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job. A job description will be provided to applicants. Excellent fringe benefits.

Application materials are available online at [www.bgohio.org](http://www.bgohio.org). Application materials are also available in the Personnel Department of the City of Bowling Green, 304 N. Church St., Bowling

Green, OH 43402-2399. Resumes may be included, but will not substitute for a completed application. Only completed application forms will be accepted.

Deadline for making application is 4:30 p.m. Oct. 26. Telephone: 419.354.6200 web: [www.bgohio.org](http://www.bgohio.org) email: [BGPersonnel@bgohio.org](mailto:BGPersonnel@bgohio.org) AA/EEO

## Village of Woodville has immediate openings

The Village of Woodville has immediate openings for Class II Water Supply Operator and Class I Wastewater Operator.

Applicant must have a valid EPA Operator Certification, experience preferred. A Class B CDL is required or be willing to obtain one. Applicant should be highly motivated and have good mechanical ability.

Applications for these positions may be obtained online at [www.villageofwoodville.com](http://www.villageofwoodville.com) or at the Municipal Building, 530 Lime Street, Woodville, Ohio between 9 a.m. – 4 p.m. Applications along with a resume must be returned by 4 p.m. Nov. 15. Questions may be directed to 419.849.3031 or [utilities@villageofwoodville.com](mailto:utilities@villageofwoodville.com).

## Used single-phase hook switches are for sale

Bowling Green Municipal Utilities has 25 to 30 Memco single-phase hook switches for sale at \$100 apiece. Some of the switches are only 12-15 years old and all are in good working condition. They were replaced with gang-operated switches.

The specs are:

Catalog#	69STV12P3
Nominal	69Kv
Continuous	1300A
Impulse	350Kv
Momentary	61Ka
Color	Grey

Buyer is responsible for shipping. Contact Tim Snyder at 419.354.6290 (W) or 419.409.6326 (C).

## Painesville seeks city manager

City Manager: competitive, DOQ, excellent benefits. The County Seat of Lake County, a full service city located east of Cleveland on the Grand River seeks a professional manager with vision and excellent leadership skills.

Current manager retiring after 15 years of service, two managers in last 40 years. Council-Manager form since 1919; seven council members elected to four-year terms select the Council President. Painesville values its small town character and historic downtown, provides high quality water, sewer and electric service, superior police and fire service and a growing park and recreation system; a pro-business community that actively engages in economic development. Total budget of more than \$81 million, 259 FT employees.

Graduate degree in public administration, planning or related field, 10 years government experience with five years in management position, experience in electric utility desired. Demonstrated experience in economic development and redevelopment, with vision and respect for traditional community. Record of excellent communication skills at City Hall and in the community. Strong budget and financial skills.

Interested applicants should visit [www.painesville.com](http://www.painesville.com). Electronic submittals only to [cmrecruitment@painesville.com](mailto:cmrecruitment@painesville.com) by Oct. 19. EOE