

**AMENDED AGENDA**

**REGULAR PIQUA CITY COMMISSION MEETING  
TUESDAY, JANUARY 7, 2014  
7:30 P.M. – COMMISSION CHAMBER – 2<sup>nd</sup> FLOOR  
201 WEST WATER STREET  
PIQUA, OHIO 45356**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**OATH OF OFFICE**

**MAYOR - LUCINDA L. FESS**

**OATH OF OFFICE**

**VICE MAYOR - WILLIAM D. VOGT**

**OATH OF OFFICE**

**THIRD WARD COMMISSIONER - JOSEPH H. WILSON**

**OATH OF OFFICE**

**FOURTH WARD COMMISSIONER - JULIA A. (JUDY) TERRY**

**JOINT MEETING WITH WASHINGTON TOWNSHIP TRUSTEES**

**CONSENT AGENDA**

1. **APPROVAL OF MINUTES**

Approval of the minutes from the January 15, 2013 Joint Meeting of the Washington Township Trustees and Piqua City Commission

**NEW BUSINESS**

2. **RESOLUTION NO. R-1-14**

A Resolution reappointing a member to the Board of Trustees of Forest Hill Union Cemetery

**ADJOURNMENT**

**REGULAR CITY COMMISSION MEETING**

**CONSENT AGENDA**

1. **APPROVAL OF MINUTES**

Approval of the minutes from the December 17, 2013 Regular City Commission Meeting

2. **RES. NO. R-2-14**

A Resolution reappointing Julia (Judy) Terry to the Grow Piqua Now Board

**OLD BUSINESS**

3. ORD. NO. 18-13 (3<sup>rd</sup> Reading)  
An Ordinance amending Chapter 55.31 – Storm Water Fees established of the Piqua Municipal Storm Water Management
4. ORD. NO. 20-13 (2<sup>nd</sup> Reading)  
An Ordinance repealing Schedule A of Chapter 33 of the Piqua Code and adopting a new Schedule A of Chapter 33 of the Piqua Code, relating to wages of certain Municipal Employees

**NEW BUSINESS**

5. ORD. NO. 1-14 (1<sup>st</sup> Reading)  
An Ordinance repealing existing Chapter 33 and enacting a new Chapter 33 of the Piqua Code, relating to Employee policy
6. RES. NO. R-3-14  
A Resolution authorizing the City Purchasing Analyst to advertise for bids to make certain purchases during the year 2014
7. RES. NO. R-4-14  
A Resolution retaining the services of the Auditor of State for the 2013 annual audit of the City of Piqua

**PUBLIC COMMENT**

(This is an opportunity for citizens to address the City Commission regarding issues or to provide information. Comments are requested to be limited to five (5) minutes and specific questions should be addressed to the City Manager's office.)

**CITY MANAGER'S REPORT**

**COMMISSIONERS COMMENT**

**ADJOURNMENT**

**MINUTES  
PIQUA CITY COMMISSION/WASHINGTON TOWNSHIP  
TUESDAY, JANUARY 15, 2013  
7:30 P.M.**

Piqua City Commission met at 7:30 P.M. in the Municipal Government Complex Commission Chambers located at 201 W. Water Street. Mayor Fess called the meeting to order. Also present were Commissioners Martin, Vogt, Terry, Wilson, and Washington Township Trustees McMaken, Hiegel, and Holfinger. Absent: None.

**JOINT MEETING WITH WASHINGTON TOWNSHIP TRUSTEES**

**Consent Agenda**

Approval of the minutes from the January 3, 2012 Joint Meeting of the Washington Township Trustees and Piqua City Commission.

Moved by Commissioner Martin, seconded by Commissioner Vogt to approve the minutes of the Joint Meeting of the Washington Township Trustees and the Piqua City Commission. Voice vote, Aye: Martin, Wilson, Terry, Vogt, Fess, Hiegel, McMaken, and Holfinger. Nay, None. Motion carried unanimously.

**NEW BUSINESS**

**RES. NO. R-1-13**

A Resolution reappointing a member to the Board of Trustees of Forest Hill Union Cemetery

City Manager Huff stated Resolution No. R-1-13 reappoints Harlen Smoot to the Board of Trustee of Forest Hill Union Cemetery for a three year term to expire on December 31, 2015.

Moved by Commissioner Vogt, seconded by Trustee Holfinger, that Resolution No. R-1-13 be adopted. Voice vote, Aye: Fess, Terry, Martin, Wilson, Vogt, Holfinger, McMaken, and Hiegel. Nay: None. Motion carried unanimously. Mayor Fess declared Resolution No. R-1-13 adopted.

Mayor Fess stated she has served with Mr. Smoot on the board, and he takes his position very seriously. Mayor Fess further stated she appreciates his work on the Board of Trustees of the Forest Hill Union Cemetery.

Moved by Trustee.Hiegel, seconded by Commissioner Vogt to adjourn from the Joint Meeting with the Washington Township Trustees and the Piqua City Commission. Voice vote, Aye: Vogt, Martin, Terry, Fess, Wilson, Holfinger, Hiegel, and McMaken. Nay: None. Motion carried unanimously.

\_\_\_\_\_  
LUCINDA L. FESS. MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_

REBECCA J. COOL  
CLERK OF COMMISSION

**RESOLUTION NO. R-1-14**

**A RESOLUTION REAPPOINTING A MEMBER TO  
THE BOARD OF TRUSTEES OF FOREST HILL UNION  
CEMETERY**

BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, and by the Board of Trustees of Washington Township, Miami County, Ohio, the majority of all members elected thereto concurring, that:

SEC. 1: Jim Hiegel is hereby reappointed as a member of the Board of Trustees of Forest Hill Union Cemetery for a three-year term to expire on December 31, 2016, or until his successor is confirmed and qualified;

SEC. 2: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

\_\_\_\_\_  
LUCINDA L. FESS, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
REBECCA J. COOL  
CLERK OF COMMISSION

WASHINGTON TOWNSHIP TRUSTEES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MINUTES  
PIQUA CITY COMMISSION  
Tuesday, December 17, 2013  
7:30 P.M.**

Piqua City Commission met at 7:30 P.M. in the Municipal Government Complex Commission Chambers located at 201 W. Water Street. Mayor Fess called the meeting to order. Also present were Commissioners Terry, Wilson, Vogt, and Martin.

**REGULAR CITY COMMISSION MEETING**

**EXECUTIVE SESSION**

Move to Executive Session to prepare for and review negotiations on compensation or other terms and conditions of employment for City personnel

Moved by Commissioner Vogt, seconded by Commission Wilson, to adjourn into Executive Session at 7:34 P.M. Roll call, Aye: Wilson, Terry, Vogt, Martin, and Fess. Nay: None. Motion carried unanimously.

Moved by Commissioner Martin, seconded by Commissioner Wilson, to adjourn from the Executive Session at 8:00 P.M. Voice vote, Aye: Martin, Fess, Wilson, Vogt, and Terry. Nay: None. Motion carried unanimously.

**Consent Agenda**

**Approval of Minutes**

Approval of the minutes from the December 3, 2013 Regular Piqua City Commission Meeting.

Moved by Commissioner Martin, seconded by Commissioner Vogt to approve the Consent Agenda. Voice vote, Aye: Martin, Fess, Vogt, Terry, and Wilson. Nay: None. Motion carried unanimously.

**Old Business**

**ORD. NO. 16-13 (3rd Reading)**

An Ordinance to make appropriations for the City of Piqua, Ohio for the year 2014

Finance Director/Assistant City Manager Cynthia Holtzapple stated the City is required to present and pass the 2014 Annual Budget by the end of the 2013 year. This is the third reading of Ordinance No.16-13. Commission reviewed the Department Budgets on November 14 and November 21, and no changes were made.

**Public Comment**

No one came forward to speak for or against Ordinance No. 16-13.

Moved by Commissioner Terry, seconded by Commissioner Wilson, that Ordinance No. 16-13 be adopted. Roll call, Aye: Terry, Fess, Wilson, Martin, and Vogt. Nay: None. Motion carried unanimously. Mayor Fess then declared ordinance No. 16-13 adopted.

**ORD. NO. 17-13 (3rd Reading)**

An Ordinance repealing Schedule A-1 of Chapter 33 of the Piqua Code and adopting a new Schedule A-1 of Chapter 33 of the Piqua Code, relating to wages of certain Municipal Employees

Finance Director/Assistant City Manager Cynthia Holtzapple stated this is the third reading of Ordinance No. 17-13. The State of Ohio will increase the minimum wage effective January 1, 2014 from \$7.85 per hour to \$7.95 per hour. The wages on Schedule A-1 have been changed to

reflect this increase. This is the only change that was made to Schedule A-1, said Ms. Holtzapple.

**Public Comment**

No one came forward to speak for or against Ordinance No. 17-13.

Moved by Commissioner Wilson, seconded by Commissioner Terry, that Ordinance No. 17-13 be adopted. Roll call, Aye; Vogt, Fess, Wilson, Martin, and Terry. Nay: None. Motion carried unanimously. Mayor Fess then declared Ordinance No. 17-13 adopted.

**ORD. NO. 18-13 (2nd Reading)**

An Ordinance amending Chapter 55.31-Storm Water Fees established of the Piqua Municipal Storm Water Management

Devon Alexander, Storm Water Coordinator provided a brief overview of the reason for the increase at this time. Increasing the rates was discussed at the Budget Meetings, and it was determined the rates for Storm Water Utilities would be increased in 2014 from \$5.20 to \$5.70 per ERU, in 2015 from \$5.70 to \$6.20 per ERU, and in 2016 from \$6.20 to \$6.70 per ERU. The rate increase will help cut projected deficits in the Storm Water Budget, with additional revenues of about \$71,000 per year, stated Mr. Alexander. .

**Public Comment**

No one came forward to speak for or against Ordinance No. 18-13.

Ordinance No. 18-13 was given a second reading.

**New Business**

**ORD. NO. 19-13 (1<sup>st</sup> Reading)**

An Emergency Ordinance to make Appropriations for the City of Piqua, Ohio for the year 2013.

Finance Director/Assistant City Manager Cynthia Holtzapple gave a brief overview of the fund changes to the 2013 appropriations.

Moved by Commissioner Terry, seconded by Commissioner Wilson, that the rule requiring the ordinance be read distinctly and fully on three separate days be suspended. Roll call, Aye: Wilson, Martin, Vogt, Terry, and Fess. Nay, None.

Moved by Commissioner Vogt, seconded by Commissioner Martin, that Ordinance No. 19-13 be adopted. Roll call, Aye: Martin, Wilson, Fess, Vogt, and Terry. Nay: None. Mayor Fess then declared Ordinance No. 19-13 adopted.

**ORD. NO. 20-13 (1<sup>st</sup> Reading)**

An Ordinance repealing Schedule A of Chapter 33 of the Piqua Code and adopting a new Schedule A of Chapter 33 of the Piqua Code, relating to wages of certain Municipal Employees

Finance Director/Assistant City Manager Cynthia Holtzapple explained at this time they are in negotiations with the bargaining units. The City has offered all of the unions a 2% increase for 2014. The Fire Officers and Fire Fighters have agreed to this wage increase. This Ordinance would increase the pay steps by 2% for all non-union positions which at this time represents 37 full-time employees, stated Ms. Holtzapple.

Ordinance No. 20-13 was given a first reading.

**RES. NO. R- 145-13**

A Resolution authorizing the City Manager to apply for City Membership to American Municipal Power, Inc.

Power System Director Ed Krieger explained AMP has been Piqua's power supplier since 2007 and they have been satisfied with their service. The 2014 AMP dues (Service Fee A) were increased to \$82,500 from the 2013 level of \$75,000. However changes in AMP's due structure requires AMP to pay Piqua's 2014 APPA membership fees, which exceeded \$12,134 in 2013.

The Energy Board unanimously recommended to the Piqua City Commission to continue its membership in American Municipal Power for 2014 at the November 26, 2013 meeting.

**Public Comment**

No one came forward to speak for or against Resolution No. R-145-13.

Moved by Commissioner Martin, seconded by Commissioner Vogt, that Resolution No. R-145-13 be adopted. Roll call, Aye: Wilson, Fess, Vogt, Terry, and Martin. Nay: None. Motion carried unanimously. Mayor Fess then declared Resolution No. R-145-13 adopted.

**RES. NO. R-146-13**

A Resolution retaining the services of Cooperative Response Center, Inc. to provide Professional Customer Call Answering and Dispatch Services for the Power System

Power System Director Ed Krieger explained the Power System has been utilizing the Cooperative Response Center (CRC) for after-hours call answering and dispatching, and have been totally satisfied with the level of service provided. The cost has been consistent, and texting service is now available, stated Mr. Krieger.

Commissioner Terry inquired if there is any information available on the number of telephone calls received from the Piqua residents. Mr. Krieger stated he would get the information and forward it to the Commissioners.

**Public comment**

No one came forward to speak for or against Resolution No. R-146-13.

Moved by Commissioner Wilson, seconded by Commissioner Terry, that Resolution No. R-146-13 be adopted. Roll call, Aye: Vogt, Wilson, Terry, Martin, and Fess. Nay: None. Motion carried unanimously. Mayor Fess then declared Resolution No. R-146-13 adopted.

**RES. NO. R-147-13**

A Resolution authorizing the City Purchasing Agent to purchase #2 fuel on the open and spot market

Power System Director Ed Krieger stated the City of Piqua purchases #2 fuel at various times during the year depending on how often the combustion turbine generators are operated.

**Public comment**

No one came forward to speak for or against Resolution No. R-147-13.

Moved by Commissioner Vogt, seconded by Commissioner Martin, that Resolution No. R-147-13 be adopted. Roll call, Aye: Fess, Martin, Vogt, Terry, and Wilson. Nay: None. Motion carried unanimously. Mayor Fess then declared Resolution No. R-147-13 adopted.

**RES. NO. R- 148-13**

A Resolution retaining the services of Sawvel and Associates to provide Professional Consulting Engineering Services for the Power System

Power System Director Ed Krieger stated for over twenty years, Sawvel and Associates has provided the Piqua Power System with cost-of-service and rate design, and advised the City on

electric power supply and transmission arrangements, making recommendations concerning Piqua's potential participation in AMP joint venture generating projects. I would consider the employees of Sawvel and Associates to be an extension of the Power System staff, stated Mr. Krieger.

**Public Comment**

No one came forward to speak for or against Resolution No. R-148-13.

Moved by Commissioner Terry, seconded by Commissioner Wilson, that Resolution No. R-148-13 be adopted. Roll call, Aye: Wilson, Fess, Vogt, Terry, and Martin. Nay: None. Motion carried unanimously. Mayor Fess then declared Resolution No. R-148-13 adopted.

**RES. NO. R-149-13**

A Resolution authorizing payment to the Dayton Power & Light Company to facilitate the elimination of costly and unreliable lines connecting Piqua Power System to DP & L Electric Transmission Facilities

Power System Director Ed Krieger stated the Piqua Power System has recently completed construction of a new, highly-reliable, self-healing fiber optic network communication system. The new network replaces an outdated, capacity limited, radial system built in the mid-198's. This will save the city approximately \$45,000 a year, stated Mr. Krieger.

**Public Comment**

No one came forward to speak for or against Resolution No. R-149-13.

Moved by Commissioner Wilson, seconded by Commissioner Terry, that Resolution No. R-149-13 be adopted. Roll call, Aye: Wilson, Fess, Vogt, Terry, and Martin. Nay: None. Motion carried unanimously. Mayor Fess then declared Resolution No. R-149-13 adopted.

**RES. NO. R-150-13**

A Resolution opposing the passage of House Bill 5 by the Ohio General Assembly and encouraging the adoption of the changes recommended by the Ohio Municipal League

City Manager Huff provided information regarding the reason for the letter of opposition of House Bill 5.

**Public Comment**

No one came forward to speak for or against Resolution No. R-150-13.

Moved by Commissioner Vogt, seconded by Commissioner Martin, that Resolution No. R-150-13 be adopted. Roll call, Aye: Wilson, Fess, Vogt, Terry, and Martin. Nay: None. Motion carried unanimously. Mayor Fess then declared Resolution No. R-150-13 adopted.

**RES. NO. R-151-13**

A Resolution authorizing transfers of cash from the General Fund to the other funds for the Fiscal Year 2013

Finance Director/Assistant City Manager Cynthia Holtzapple explained the reason for the legislation.

**Public comment**

No one came forward to speak for or against Resolution No. R-151-13.

Moved by Commissioner Martin, seconded by Commissioner Vogt, that Resolution No. R-151-13 be adopted. Roll call, Aye: Fess, Martin, Vogt, Terry, and Wilson. Nay: None. Motion carried unanimously. Mayor Fess then declared Resolution No. R-151-13 adopted.

**Res. No. R-152-13**

A Resolution authorizing transfers of cash from the General Fund to the other funds for the Fiscal Year 2014

Finance Director/Assistant City Manager Cynthia Holtzapple explained this is companion to Resolution No. 151-13.

**Public Comment**

No one came forward to speak for or against Resolution No. R-152-13.

Moved by Commissioner Wilson, seconded by Commissioner Terry, that Resolution No. R-152-13 be adopted. Roll call, Aye: Wilson, Fess, Vogt, Terry, and Martin. Nay: None. Motion carried unanimously. Mayor Fess then declared Resolution No. R-152-13 adopted.

**RES. NO. R-153-13**

A Resolution authorizing the City Manager to enter into a Collective Bargaining Agreement with Local Union 252, International Association of Firefighters, AFL-CIO-CLC (Firefighters)

Law Director Stacy Wall gave a brief overview of the negotiations and the changes that were agreed on with the Collective Bargaining Agreement with Union 252, International Association of Firefighters, AFL-CIO-CLC Firefighters. Ms. Wall stated they have agreed to the 2% increase in wages for the next 3 years beginning January 1, 2014 through December 31, 2016.

**Public Comment**

Bob Bloom. President of Local Union 252 came forward and thanked the City Staff, City Manager Huff, Fire Chief Mike Rindler, Finance Director Holtzapple, Law Director Wall, and Human Resource Director Elaine Barton for working with the Union on the wage increase. This was the easiest negotiations he has ever been involved in, stated Mr. Bloom.

Mayor Fess asked Mr. Bloom to pass on the Commissions appreciation to the Firefighters and Fire Officers for their cooperation in getting this completed in a timely manner.

Law Director Wall stated she concurred with Mayor Fess's comments as there was good cooperation at the table in the negotiations, and the City is very appreciative of the ability to get the contract completed.

Moved by Commissioner Terry, seconded by Commissioner Wilson, that Resolution No. R-153-13 be adopted. Roll call, Aye: Fess, Vogt, Terry, Martin. and Wilson. Nay: None. Motion carried unanimously. Mayor Fess then declared Resolution No. R-153-13 adopted.

**RES. NO. R-154-13**

A Resolution authorizing the City Manager to enter into a Collective Bargaining Agreement with Local Union 252, International Association of Firefighters, AFL-CIO-CLC (Fire Officers)

Law Director Stacy Wall gave a brief overview of the negotiations with the Collective bargaining Agreement with Union 252 International Association of Firefighters, AFL-CIO-CLC Firefighters. Ms. Wall stated they have agreed to the 2% increase in wages for 3 years beginning January 1, 2014 through December 31, 2016.

**Public Comment**

No one came forward to speak for or against Resolution No. R-154-13.

Mayor Fess stated the Commission appreciated the Firefighters and Officers working with the City on the negotiations.

Moved by Commissioner Vogt, seconded by Commissioner Martin, that Resolution No. R-154-13 be adopted. Roll call, Aye: Vogt, Terry, Martin, Wilson and Fess. Nay: None. Motion carried unanimously. Mayor Fess then declared Resolution No. R-154-13 adopted.

### **OTHER**

Monthly Reports – October 2013

Monthly Reports were accepted.

### **PUBLIC COMMENT**

No one came forward to speak at this time.

### **City Manager's Report**

City Manager Huff stated the City was nominated in three different categories for the Gov Fresh Awards and provided background on the awards and they included: City of the Year, Public Servant of the Year, and Mayor of the Year. Citizens got the chance to vote and a panel of Judges will make the appointments. Mayor Fess stated the citizens are really the ones who earned these awards and the Citizens Government Academy has played a big part in this.

City Manager Huff announced City Offices will be closed on Tuesday December 24, and Wednesday December 25 in observance of the Christmas Holiday.

City Manager Huff stated he had some sad news to report, Economic Development Director Bill Murphy has given his notice of resignation as of January 10, 2014. Mr. Murphy has taken a position in Columbus, Georgia. City Manager Huff stated personally Bill has done an outstanding job for the City of Piqua, and it has been a pleasure to work with him, as he has a tremendous attitude and has been extremely helpful to him coming in as a new manager. Mr. Murphy will surely be missed by many others as he has been promoting Piqua nationwide and worldwide.

Commissioner Wilson asked if the Commission had any authority to vote down the offer and keep Mr. Murphy here?

Mayor Fess stated we all feel sad that Bill is leaving. But he has set the City of Piqua on an Economic Development path putting a lot of bricks in place, and when the strategic plan is completed we are going to have a roadmap to follow in the future and he has been very instrumental in getting this accomplished.

Mayor Fess stated Bill is going to be the Vice President of Economic Development with the Chamber of Commerce in Columbus, Georgia, and wished him the best.

### **Commissioners Comments**

Commissioner Vogt wished Mr. Murphy the best of luck in his new position further stating he will be missed. Commissioner Vogt wished everyone Happy Holidays, further stating he wanted citizens to remember our country, as it is one of the few that we have the freedom to do that.

Commissioner Martin also congratulated Mr. Murphy stating he is sorry to see him leave. Commissioner Martin wished everyone a Merry Christmas and a Happy and Safe New Year.

Commissioner Terry wished everyone a Merry Christmas and a Happy New Year.

Commissioner Wilson wished Mr. Murphy good luck, further stating he will be missed by many.

Commissioner Wilson announced several new businesses that have opened in downtown Piqua Recently, and they include: 311 Drafthouse; Can't Stop Running; Cabinets & More; and CJ's Pizza.

Commissioner Wilson asked citizens to consider doing something to help someone in their neighborhood this holiday season, and in the future such as making a meal, shoveling snow, or running errands. Just remember to be a good neighbor, stated Commissioner Wilson.

Mayor Fess stated she attended the Open House at the Adult Care Center, and they really appreciated everyone stopping in.

Mayor Fess wished Bill Murphy the best of luck in Columbus, Georgia, stating he will be missed.

Mayor Fess wished everyone a very Merry Christmas and a Happy New Year.

Moved by Commissioner Vogt, seconded by Commissioner Martin, to adjourn from the Regular Commission Meeting at 8:50 P.M. Voice vote, Aye: Martin, Wilson, Terry, Vogt, and Fess. Nay, None.

\_\_\_\_\_  
LUCINDA L. FESS, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
REBECCA J. COOL  
CLERK OF COMMISSION

**RESOLUTION NO. R-2-14**

**A RESOLUTION REAPPOINTING JULIA (JUDY) TERRY TO  
THE GROW PIQUA NOW BOARD**

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring, that:

SEC. 1: Julia (Judy) Terry is hereby reappointed as a member of the Grow Piqua Now Board for a term of (3) years to expire on December 31, 2016, or until her successor is confirmed and qualified;

SEC. 2: This Resolution shall take effect and be in force from and the earliest period allowed by law.

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LUCINDA L. FESS, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
REBECCA J. COOL  
CLERK OF COMMISSION

**ORDINANCE NO. 18-13**

**AN ORDINANCE AMENDING CHAPTER 55.31 – STORM WATER FEES ESTABLISHED OF THE PIQUA MUNICIPAL STORM WATER MANAGEMENT.**

WHEREAS, the raising the storm water utility ERU monthly fee will allow for additional revenue to help cover deficits forecasted in the annual budget.

WHEREAS, the storm water department will be able to start preventative maintenance to the storm water infrastructure within the city.

WHEREAS, the additional funding will relieve the need to secure funding sources from other areas for storm water capital projects.

NOW, THEREFORE, BE IT ORDAINED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring, that:

SECTION 1: That the City of Piqua hereby amends Chapter 55.31 of the Piqua Municipal Storm Water Code as set forth below: (deleted language is indicated by strikethrough and proposed language is underlined)

**§55.31 FEES ESTABLISHED.**

(A) Subject to the provisions of this chapter, each and every owner and/or operator of residentially developed property and non-residential developed property shall have imposed upon them a storm water user fee. The storm water user fee shall be a monthly service charge and shall be determined by the provisions of this chapter and the applicable equivalent residential unit (ERU) and ERU rate established hereunder, which provisions may be amended from time to time in accordance with the provisions of this chapter or by resolution of the Commission. The established rate shall be contained within the Storm water Management User Fee Policy. Effective with the initiation of the Storm water Utility, one (1) ERU is equivalent to ~~\$5.20~~ Effective January 1, 2014 the Storm Water Utility rate of (1) ERU is equivalent to \$5.70 or up to 5,400 square feet. Effective January, 1 2015, the effective Storm water Utility rate will be, one (1) ERU is equivalent to ~~\$5.70~~ \$6.20 or up to 5,400 square feet for the year 2015. Effective January, 1 2016, the effective Storm water Utility rate will be, one (1) ERU is equivalent to ~~\$6.20~~ \$6.70 or up to 5,400 square feet for the year 2016, and will remain at those rates till further review.

**1<sup>st</sup> Reading 12-3-13**  
**2<sup>nd</sup> Reading 12-17-13**

\_\_\_\_\_  
LUCINDA L. FESS, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
REBECCA J. COOL  
CLERK OF COMMISSION



# Commission Agenda Staff Report

Item #2

<b>MEETING DATE</b>	December 3, 2013 December 17, 2013 January 7, 2014		
<b>REPORT TITLE</b> (Should match resolution/ordinance title)	A Ordinance to raise the Storm Water utility rate for 2014, 2015, 2016		
<b>SUBMITTED BY</b>	Name & Title: Devon Alexander, Storm Water Coordinator		
	Department: Storm Water		
<b>AGENDA CLASSIFICATION</b>	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution <input type="checkbox"/> Regular
<b>APPROVALS/REVIEWS</b>	<input checked="" type="checkbox"/> City Manager		<input checked="" type="checkbox"/> Asst. City Manager/Finance
	<input type="checkbox"/> Asst. City Manager/Development		<input checked="" type="checkbox"/> Law Director
	<input type="checkbox"/> Department Director;		<input type="checkbox"/> Other:
<b>BACKGROUND</b> (Includes description, background, and justification)	Per the request of the City of Piqua Commission, we would like to raise the 2014 Storm Water utility rate from \$5.20 to \$5.70 (\$0.50) per ERU, raise the 2015 Storm Water utility rate from \$5.70 to \$6.20 (\$0.50) per ERU, and raise the 2016 Storm Water utility rate from \$6.20 to \$6.70 (\$0.50) per ERU. The rate increase will help cut projected deficits in the Storm Water Budget. The additional revenue would bring in about \$71,000 per year.		
<b>BUDGETING AND FINANCIAL IMPACT</b> (Includes project costs and funding sources)	Budgeted \$:		
	Expenditure \$:		
	Source of Funds:		
	<b>Narrative:</b>		
<b>OPTIONS</b> (Include Deny /Approval Option)	1.	Approve the Ordinance for the rate increase	
	2.	Recommend other sources to raise storm water revenue	
	3.	Reject the Ordinance for the rate increase	
	4.		
<b>PROJECT TIMELINE</b>	New rates would go into effect the first billing cycle of January 2014.		
<b>STAFF RECOMMENDATION</b>	Storm Water Coordinator Devon Alexander recommends that the Ordinance to increase the Storm Water rates be approved.		
<b>ATTACHMENTS</b>			

**ORDINANCE NO. 20-13**

**AN ORDINANCE REPEALING SCHEDULE A OF  
CHAPTER 33 OF THE PIQUA CODE AND ADOPTING  
A NEW SCHEDULE A OF CHAPTER 33 OF THE PIQUA  
CODE, RELATING TO WAGES OF CERTAIN MUNICIPAL  
EMPLOYEES**

BE IT ORDAINED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring, that:

SEC. 1: Schedule A of Chapter 33 of the Piqua Code, as adopted by Ordinance No. 25-12, is hereby repealed; and

SEC. 2: Schedule A of Chapter 33 of the Piqua Code (appended hereto as Exhibit "D") is hereby adopted;

SEC. 3: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

**1<sup>st</sup> Reading 12-17-2013**

\_\_\_\_\_  
LUCINDA L. FESS, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
REBECCA J. COOL  
CLERK OF COMMISSION



# Commission Agenda Staff Report

<b>MEETING DATE</b>	December 17, 2013 January 7, 2014		
<b>REPORT TITLE</b> (Should match resolution/ordinance title)	ORDINANCE NO. 20-13 AN ORDINANCE REPEALING SCHEDULE A OF CHAPTER 33 OF THE PIQUA CODE AND ADOPTING A NEW SCHEDULE A OF CHAPTER 33 OF THE PIQUA CODE, RELATING TO WAGES OF CERTAIN MUNICIPAL EMPLOYEES		
<b>SUBMITTED BY</b>	Name & Title: Elaine G. Barton		
	Department: Human Resources		
<b>AGENDA CLASSIFICATION</b>	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution <input type="checkbox"/> Regular
<b>APPROVALS/REVIEWS</b>	<input checked="" type="checkbox"/> City Manager		<input type="checkbox"/> Asst. City Manager/Finance
	<input type="checkbox"/> Asst. City Manager/Development		<input type="checkbox"/> Law Director
	<input checked="" type="checkbox"/> Department Director;		<input type="checkbox"/> Other:
<b>BACKGROUND</b> (Includes description, background, and justification)	At this time, we are in negotiations with the bargaining units. We have offered all of the unions a 2% increase for 2014. The Fire Officers and Firefighters have agreed to this wage increase. This Ordinance would increase the pay steps by 2% for all non-union positions which at this time represents 37 full-time employees.		
<b>BUDGETING AND FINANCIAL IMPACT</b> (Includes project costs and funding sources)	Budgeted \$:	Appropriated within the 2013 budget	
	Expenditure \$:		
	Source of Funds:	Various funds	
	<b>Narrative:</b>		
<b>OPTIONS</b> (Include Deny /Approval Option)	1.	Adopt Ordinance No. 20-13	
	2.	Reject Ordinance No. 20-13	
	3.	Provide staff with alternate recommendation	
	4.		
<b>PROJECT TIMELINE</b>	January 1, 2014		
<b>STAFF RECOMMENDATION</b>	Adopt Ordinance No. 20-13 to increase the pay steps of non-union positions as proposed to all bargaining unit members.		
<b>ATTACHMENTS</b>	Schedule A		

Class Code	EFFECTIVE January 1, 2014 CLASSIFICATION/TITLE	PAY RANGE	SCHEDULE A			"Exhibit D"		
			STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
<b>Non-exempt positions: (hourly rate)</b>								
105	Custodian	21	13.9124	14.6082	15.3379	16.1055	16.9107	17.7565
108	Administrative Secretary	29	16.8314	17.6729	18.5566	19.4842	20.4582	21.4814
109	Human Resources Assistant	29	16.8314	17.6729	18.5566	19.4842	20.4582	21.4814
110	Executive Secretary	36	18.8154	19.7557	20.7441	21.7806	22.8702	24.0136
112	Administrative Coordinator	36	18.8154	19.7557	20.7441	21.7806	22.8702	24.0136
113	Contract & Administrative Specialist	29	16.8314	17.6729	18.5566	19.4842	20.4582	21.4814
<b>Exempt positions: (weekly salary)</b>								
150	Acct. & Income Tax Mgr.	52	1112.46	1168.06	1226.49	1287.81	1352.22	1419.82
153	Utility Billing Office Manager	50	1059.02	1111.97	1167.56	1225.96	1287.23	1351.59
155	Dir.of Finance & Inc. Tax. Admin.	67	1534.67	1611.44	1691.99	1776.57	1865.44	1958.71
157	Purchasing Analyst II	46	960.56	1008.59	1059.02	1111.97	1167.57	1225.96
158	Purchasing Analyst I	43	826.08	867.39	910.76	956.29	1004.11	1054.32
160	Law Director	67	1534.67	1611.44	1691.99	1776.57	1865.44	1958.71
165	Human Resources Director	58	1265.01	1328.27	1394.67	1464.39	1537.63	1614.49
171	Community Development Director	52	1112.46	1168.06	1226.49	1287.81	1352.22	1419.82
170	Development Program Manager	51	1085.17	1139.42	1196.40	1256.22	1319.05	1384.98
180	Economic Development Director	58	1265.01	1328.27	1394.67	1464.39	1537.63	1614.49
206	Engineering Technician IV	45	937.42	984.28	1033.48	1085.16	1139.41	1196.39
207	City Engineer	58	1265.01	1328.27	1394.67	1464.39	1537.63	1614.49
208	City Planner	51	1085.17	1139.42	1196.40	1256.22	1319.05	1384.98
209	Public Works Director	58	1265.01	1328.27	1394.67	1464.39	1537.63	1614.49
307	Director of Information Tech.	62	1377.86	1446.77	1519.12	1595.08	1674.79	1758.53
403	Golf Professional *	36	752.62	790.22	829.77	871.22	914.81	960.54
402	Recreation Coordinator	43	826.08	867.39	910.76	956.29	1004.11	1054.32
404	Park/Recreation Manager	45	937.42	984.28	1033.48	1085.16	1139.41	1196.39
405	Park/Recreation Superintendent	51	1085.17	1139.42	1196.40	1256.22	1319.05	1384.98
501	Health & Sanitation Director	58	1265.01	1328.27	1394.67	1464.39	1537.63	1614.49
504	Sanitarian II	44	914.84	960.59	1008.62	1059.04	1111.99	1167.59
507	Sanitarian	43	826.08	867.39	910.76	956.29	1004.11	1054.32
510	Code Enforcement Officer	43	826.08	867.39	910.76	956.29	1004.11	1054.32
610	Police Chief	67	1863.61	1882.27	1901.09	1920.09	1939.29	1958.71
660	Fire Chief	67	1863.61	1882.27	1901.09	1920.09	1939.29	1958.71
705	Assistant Street Superintendent	46	960.56	1008.59	1059.02	1111.97	1167.57	1225.96
706	Street Superintendent	51	1085.17	1139.42	1196.40	1256.22	1319.05	1384.98
810	Water Distribution Supervisor	44	914.84	960.59	1008.62	1059.04	1111.99	1167.59
820	Water System Superintendent	51	1085.17	1139.42	1196.40	1256.22	1319.05	1384.98
830	Storm Water Coordinator	46	960.56	1008.59	1059.02	1111.97	1167.57	1225.96
845	Wastewater System Superintendent	51	1085.17	1139.42	1196.40	1256.22	1319.05	1384.98
846	Underground Utilities Superintendent	51	1085.17	1139.42	1196.40	1256.22	1319.05	1384.98
848	Utilities Director	58	1265.01	1328.27	1394.67	1464.39	1537.63	1614.49
874	Power Plant Assistant Manager	52	1112.46	1168.06	1226.49	1287.81	1352.22	1419.82
881	Associate Engineer	52	1112.46	1168.06	1226.49	1287.81	1352.22	1419.82
890	Power Distribution Manager	57	1256.21	1319.04	1384.97	1454.23	1526.95	1603.30
892	Electrical Engineer	62	1377.86	1446.77	1519.12	1595.08	1674.79	1758.53
893	Asst. Power System Director	65	1526.95	1603.30	1683.44	1767.62	1855.99	1948.80
894	Power System Director	70	1674.76	1758.50	1846.43	1938.77	2035.69	2137.49
895	Assistant City Manager	67	1534.67	1611.44	1691.99	1776.57	1865.44	1958.71
896	Asst. City Manager/Development	67	1534.67	1611.44	1691.99	1776.57	1865.44	1958.71
897	Asst. City Manager/Administration	70	1674.76	1758.50	1846.43	1938.77	2035.69	2137.49

\* Plus 50% of net margin on all sales of golf accessories & mdse.

**ORDINANCE NO. 1-14**

**AN ORDINANCE REPEALING EXISTING CHAPTER 33  
AND ENACTING A NEW CHAPTER 33 OF THE PIQUA CODE,  
RELATING TO EMPLOYEE POLICY**

BE IT ORDAINED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring, that:

SECTION 1: Existing Chapter 33 of the Piqua Code is hereby repealed;

SECTION 2: Chapter 33 of the Piqua Code (appended hereto as Attachment "A") is hereby enacted;

SECTION 3: This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

\_\_\_\_\_  
LUCINDA L. FESS, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
REBECCA J. COOL  
CLERK OF COMMISSION



# Commission Agenda Staff Report

<b>MEETING DATE</b>	January 7, 2014		
<b>REPORT TITLE</b> (Should match resolution/ordinance title)	ORDINANCE NO. 1 – 14 AN ORDINANCE REPEALING EXISTING CHAPTER 33 AND ENACTING A NEW CHAPTER 33 OF THE PIQUA CODE, RELATING TO EMPLOYEE POLICY		
<b>SUBMITTED BY</b>	Name & Title: Elaine Barton, Human Resources Director		
	Department: Human Resources		
<b>AGENDA CLASSIFICATION</b>	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution <input type="checkbox"/> Regular
<b>APPROVALS/REVIEWS</b>	<input checked="" type="checkbox"/> City Manager		<input type="checkbox"/> Asst. City Manager/Finance
	<input type="checkbox"/> Asst. City Manager/Development		<input type="checkbox"/> Law Director
	<input checked="" type="checkbox"/> Department Director;		<input type="checkbox"/> Other:
<b>BACKGROUND</b> (Includes description, background, and justification)			
<b>BUDGETING AND FINANCIAL IMPACT</b> (Includes project costs and funding sources)	Budgeted \$:	Group insurance appropriated in the 2014 budget	
	Expenditure \$:		
	Source of Funds:	Various funds	
	<b>Narrative:</b>		
<b>OPTIONS</b> (Include Deny /Approval Option)	1.	Adopt Ordinance No. 1-14	
	2.	Reject Ordinance No. 1-14 and provide staff with an alternative	
	3.		
	4.		
<b>PROJECT TIMELINE</b>	January 1, 2014		
<b>STAFF RECOMMENDATION</b>	Staff recommends the changes to Chapter 33 revising the date of the health insurance coverage to reflect the current benefit year, updating the life insurance amount paid for by the City to cover the employee's base salary, and changing the date to receive personal time from May 1 <sup>st</sup> to January 1 <sup>st</sup> as has been proposed in the union agreements and agreed to in the Fire contracts.		
<b>ATTACHMENTS</b>	Chapter 33		

## CHAPTER 33: EMPLOYMENT POLICY

### Section

33.01	Classifications and compensation	33.10	Pay equalization of all employees
33.02	Employment conditions	33.11	Job posting
33.03	Holidays and Personal Days	33.12	Weekly pay
33.04	Vacations	33.13	Jury duty
33.05	Sick leave	33.14	Personnel regulations
33.06	Leave of absence	33.15	Police and fire supervisors
33.07	Funeral leave	33.16	Applicability
33.08	Insurance	33.17	Wage schedules adopted
33.09	Compensable injury pay		

### § 33.01 CLASSIFICATIONS AND COMPENSATION.

The classifications and compensation of city employees shall be as set forth in the schedules attached and incorporated herein by reference.

(‘97 Code, § 31.01) (Ord. 13-01, passed 8-6-01)

### § 33.02 EMPLOYMENT CONDITIONS.

The following provisions shall apply to all Schedule A and A-1 employees except those covered under §33.15 of this chapter:

(A) *Merit increases and performance ratings.*

(1) Each of the pay ranges in Schedule A shall be divided into six steps, A through F. The minimum time in grade for each step before the employee is eligible for a merit increase is as follows.

- A - one year
- B - one year
- C - one year
- D - one year
- E - one year
- F - Top Step

(2) Each employee's performance will be rated by the employee's supervisor before the anniversary date the employee is eligible, by time in classification, for consideration for a merit increase. An employee must receive a performance rating of satisfactory or better to receive a merit increase. An employee denied a merit increase due to a less than satisfactory rating may request a reevaluation after 90 days from the denial of the merit increase.

(3) Performance ratings will also be considered as a factor in advancing probationary employees to regular status and for promoting or transferring employees into new classifications.

(4) Employees at the top step of their pay range will have their performance rated by their supervisor annually. An employee who receives two consecutive ratings of less than satisfactory may be demoted or discharged. Performance ratings, when completed, will be discussed with the employee. The employee is required to sign the performance rating as evidence of the fact that it has been reviewed. A copy will be given to the employee.

(B) *Overtime pay.* Non-exempt employees shall receive one and one-half their regular rate for all hours worked over 40 per week.

(1) The city may in its discretion grant compensatory time to non-exempt employees in place of cash overtime compensation, at the rate of one and one-half hours compensatory time for each hour of overtime worked, provided that the employee agrees in writing, before the performance of the overtime work, to compensatory time in place of cash overtime, and provided further that all FLSA compensatory time requirements are satisfied. No non-exempt employee may accumulate more than 240 hours of compensatory time.

(2) Exempt employees are exempt from overtime payment. However, such employees may receive compensatory time on an hour for hour basis for hours worked in excess of 45 hours per week, upon the approval of the supervisor, department head or City Manager. No exempt employee may accumulate more than 240 hours of compensatory time. Any compensatory time not used before separation from employment shall be forfeited.

(C) *Call-in pay.* Non-exempt employees required to report to work at a time outside the employee's normal work day will receive a minimum of two hours pay at one and one-half the employee's regular rate of pay. If the call-in requires more than two hours of work, then the employee will be paid for the hours actually worked at one and one-half the employee's regular rate of pay.

(‘97 Code, § 31.02)

(D) *Probationary employees.*

(1) New, rehired or promoted full-time employees will serve a one-year probationary period of close supervision and evaluation in order to assess their ability and adaptation. Probationary employment may be terminated at the will and discretion of the city without advance notice.

(2) The city may extend an employee's probationary period for a specified additional period when the city determines that an extension is necessary to thoroughly evaluate the employee's ability to perform the full scope of assigned duties in an effective and safe manner. In these cases, the employee will be advised in writing of the extended duration of the probationary period before the conclusion of the initial probationary period.

(E) *At-will employment.*

(1) Completion of a probationary period or conferral of regular employee status shall not change an employee's status as an employee-at-will, or in any way restrict the city's right to terminate such employee or change the terms and conditions of employment. Nothing contained in this or other city policies or other material provided to employees in connection with their employment shall require the city to have just cause to terminate that employee, or otherwise restrict the city's right to terminate an employee at any time for any lawful reason.

(2) An employee's at-will status shall not be modified by any statements made by any person or by any writing available to employees or applicants in connection with their employment. No document, whether singly or combined, shall create an express or implied contract concerning any terms or conditions of employment.

(Ord. 55-97, passed 10-20-97; Am. Ord. 57-91, passed 11-4-91; Am. Ord. 18-95, passed 5-15-95; Am. Ord. 13-01, passed 8-6-01; Am. Ord. 3-04, passed 1-20-04; Ord. 21-09 passed 12-21-09)

### **§ 33.03 HOLIDAYS AND PERSONAL DAYS.**

The following provisions shall apply to all Schedule A employees except those covered under §33.15 of this chapter.

(A) The following days are recognized as holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, the day before Christmas and Christmas Day.

(B) If a holiday falls on a Saturday, the preceding Friday will be observed as a holiday. If a holiday falls on a Sunday, the following Monday will be observed as a holiday. For employees who work other than a normal schedule, their first day off shall be their Saturday and their second day off shall be their Sunday.

(C) In order for an employee to receive pay for the holiday, the employee must work the employee's scheduled shift before and after the holiday. Employees on vacation, approved sick leave, or a leave of absence with pay (including paid funeral leave) shall be considered as working their regular scheduled day for purposes of this section.

(D) Eligible employees who are not scheduled to work on a designated holiday shall be paid holiday pay in an amount equal to eight hours work at their regular rate of pay. Eligible employees who work on a designated holiday shall be paid their holiday pay, plus one and one-half their regular rate of pay for all hours actually worked.

(E) Employees shall be credited with five personal leave days effective on ~~May 1~~ **January 1** of each year. Employees with less than one year's service with the city

on ~~May 1~~ **January 1** shall receive a pro-rated amount of personal leave. Personal leave days may be taken only on a day mutually agreeable to the employee and the employee's supervisor. Personal leave days not taken by the following ~~May 1~~ **December 31** will be forfeited.

('97 Code, § 31.03) (Am. Ord. 16-90, passed 4-16-90; Am. Ord. 43-00, passed 12-18-00; Am. Ord. 13-01, passed 8-6-01)

### **§ 33.04 VACATIONS.**

The following provisions shall apply to all Schedule A employees except those covered under §33.15 of this chapter.

(A) For the purposes of this section, "service" shall mean service by a full-time employee of the city or any other political subdivision of the state.

(B) (1) Each regular full-time employee will receive two weeks vacation with full pay per one full year of service with the city, three weeks annual vacation with full pay after eight years of continuous service, four weeks annual vacation with full pay after 15 years of continuous service, and five weeks annual vacation with full pay after 25 years of continuous service. Employees hired after January 1, 2010 will receive two weeks vacation with full pay per one full year of service with the city, and three weeks annual vacation with full pay after eight years of continuous service and beyond. Vacation credit will be granted on a monthly basis as follows:

(a) An employee entitled to two weeks shall be credited with 6.667 hours for each full month worked.

(b) An employee entitled to three weeks shall be credited with 10 hours for each full month worked.

(c) An employee entitled to four weeks shall be credited with 13.334 hours for each full month worked.

(d) An employee entitled to five weeks shall be credited with 16.3334 hours for each full month worked.

(2) Vacations must be scheduled with the employee's supervisor. The vacation period for each employee will begin on the first anniversary date of employment. In the case of retirement, resignation, dismissal, disability or death, an employee will be paid for all accumulated vacation credits.

(C) (1) Vacation credits must be used during the anniversary year that immediately follows the anniversary year during which the vacation credits were earned. Credits not used within that time will be forfeited. The City Manager may, in special and meritorious cases, permit an employee to accumulate and carry over vacation leave for an additional time period as determined by the City Manager in his sole discretion. Vacation taken in any one continuous period shall not exceed six weeks.

(2) An employee may convert up to three weeks per calendar year to cash on an hour-for-hour basis if the employee notifies the city at least two weeks before the employee wishes the payment **but no later than November 15th**. An employee hired after January 1, 2010 will not be permitted to convert vacation to cash.

(‘97 Code, § 31.04) (Am. Ord. 53-87, passed 10-5-87; Am. Ord. 57-91, passed 11-4-91; Am. Ord. 35-94, passed 7-18-94; Am. Ord. 13-01, passed 8-6-01; Am. Ord. 21-09, passed 12-21-09)

### **§ 33.05 SICK LEAVE.**

The following provisions shall apply to all Schedule A and A-1 employees except those covered under §33.15 of this chapter.

(A) For the purposes of this section, "accumulated sick leave" may include up to 120 days of sick leave accumulated by a city employee during prior service with another political subdivision of the state.

(B) Regular full-time employees shall earn and accumulate sick leave credits on the basis of one and one-quarter days for each completed month of service. Regular part-time employees shall earn and accumulate sick leave credits on a pro rata basis. Credit shall be accumulated by an employee on extended sick leave only if there is an intention to and a reasonable expectation of a return to work. Subject to the limitations set forth below, unused sick leave shall be cumulative beyond the year in which it was earned.

(C) In addition to absences covered by the federal Family Medical Leave Act, sick leave may be used for absences due to injury, exposure to a contagious disease and illness in the employee's immediate family. **IMMEDIATE FAMILY** means spouse, parent (natural, step or in-law), children or other relative living in the employee's household. Sick leave will not be granted while an employee is on vacation unless proof of illness or injury is submitted.

(D) An employee with six or more years of service with the city may convert up to a maximum of five days in excess of 60 days accumulated sick leave for the purposes of vacation in any year. This conversion will be on the basis of one day of vacation for each one day of sick leave, without regard to when the sick leave was accumulated or credited. The employee may, at his or her option, have the same sick days converted instead into cash on the same one-for-one conversion basis ~~during December of each year.~~ **by request prior to November 15<sup>th</sup>**. An employee hired after January 1, 2010 will not be permitted to convert sick leave to vacation.

(E) For employees hired prior to January 1, 2001, accumulated sick leave up to 120 days will be payable upon permanent layoff or termination of employment other than retirement and death benefits (except discharge for theft or felony) on the following formula:

(1) Less than 8 years service: no conversion.

(2) 8 years to 15 years of service: eight (8) hours pay for each three days of accumulated sick leave.

(3) 16 years to 25 years service: eight (8) hours pay for each two days of accumulated sick leave.

(4) Over 25 years of service: eight (8) hours pay for each day of accumulated sick leave.

(F) For employees hired before January 1, 2001, conversion of unused sick leave credited to employees who receive retirement or death benefits shall be on the basis of one day for each one day accumulated up to a maximum of 1440 hours.

(G) For employees hired after December 31, 2000, accumulated sick leave up to 480 hours will be payable upon permanent layoff or termination of employment other than retirement and death benefits (except discharge for theft or felony) on the following formula:

(1) Less than 8 years service: no conversion.

(2) 8 years to 15 years of service: eight (8) hours pay for each three days of accumulated sick leave.

(3) 16 years to 25 years service: eight (8) hours pay for each two days of accumulated sick leave.

(4) Over 25 years of service: eight (8) hours pay for each day of accumulated sick leave.

(H) For employees hired after December 31, 2000, conversion of unused sick leave credited to employees who receive retirement or death benefits shall be on the basis of one day for each one day accumulated up to a maximum of 720 hours.

(I) For employees hired after January 1, 2010, conversion of unused sick leave credited to employees who receive retirement or death benefits (only) shall be on the basis of one day for each one day accumulated up to a maximum of 480 hours.

('97 Code, § 31.05) (Ord. 53-87, passed 10-5-87; Am. Ord. 57-91, passed 11-4-91; Am. Ord. 35-94, passed 7-18-94; Am. Ord. 33-00, passed 10-2-00; Am. Ord. 13-01, passed 8-6-01; Am. Ord. 21-09, passed 12-21-09)

## § 33.06 LEAVE OF ABSENCE.

The following provisions shall apply to all Schedule A employees except those covered under §33.15 of this chapter.

(A) Temporary leaves of absence with or without pay, for training purposes or for any other objective related to the employee's work, may be granted and renewed by the City Manager for such periods as the City Manager may consider justifiable within the limitations of the budget.

(B) Leaves of absence without pay may be granted by the City Manager, for periods of time not to exceed one year, for any other reason that the City Manager may consider to be to the benefit of the city, including, but not limited to, leaves of absence by reason of military duties, and by reason of illness or disability not caused by or induced by the actual performance of official duties, in cases where the employee has exhausted accumulated sick leave benefits. Employees returning from military service will be placed in their former classification or one of equal pay range. Seniority will accrue when the employee is on active duty; however, vacation and sick leave do not accumulate for periods beyond six months.

(C) Any leave of absence so granted may be extended or renewed for additional periods of time not to exceed one year for each extension.

(D) If deemed necessary, the City Manager may require any employee who requests or is granted a leave of absence to submit to a medical examination, by an examiner selected by the city, to determine the medical need for the leave or the ability of the employee to perform the essential functions of the employee's position upon the termination of a leave of absence. A copy of the medical report will be furnished to the employee upon request by the employee.

('97 Code, § 31.06) (Ord. 13-01, passed 8-6-01)

## § 33.07 FUNERAL LEAVE.

The following provisions shall apply to all Schedule A and A-1 employees except those covered under §33.15 of this chapter.

(A) A regular full-time employee shall be paid for eight hours at the employee's regular rate of pay due to absence caused by death in an employee's immediate family. A maximum of three days shall be allowed under this section. **IMMEDIATE FAMILY** means spouse, parent (natural, step or in-law), child, grandparent, grandchild, brother or sister (natural, step, or in-law). Other relatives living in the same household as the employee shall be considered as immediate family. One day

may be granted for attendance at a funeral of the following relatives: aunt, uncle, niece, or nephew .

(B) A regular part-time employee will be granted one day to attend the funeral of an immediate family member.

(C) Proof of death and of relationship of the deceased to the employee may be required before payment of funeral leave.

(‘97 Code, § 31.08) (Ord. 13-01, passed 8-6-01; Am. Ord. 3-04, passed 1-20-04; Am. Ord. 21-09, passed 12-21-09)

## **§ 33.08 INSURANCE.**

The following provisions shall apply to all Schedule A employees except those covered under [§33.15](#) of this chapter.

The city will provide health insurance benefits including dependent coverage. The benefits will include a high deductible health plan (HDHP) and, at the employee’s option, either a health savings account (HSA) or a health reimbursement account (HRA). The HDHP will have “network” deductibles of \$2,000 for individual coverage and \$4,000 for family coverage.

(B) Employee HSA accounts will be funded by the City in the amount of \$1,500 for individual coverage and \$3,000 for family coverage for the 2013 **4** plan year, by funding 1/12<sup>th</sup> of the annual total to be deposited the 1<sup>st</sup> of each month. Employee HRA accounts will be funded by the City in the amount of \$1,500 for individual coverage and \$3,000 for family coverage for the 2013 **4** plan year, by funding the entire amount each year in January.

An employee may be reimbursed up to a maximum of \$400 if on a family plan and \$200 for a single plan each calendar year. The employee and not the family member must participate in the activities below to be eligible for the reimbursement.

Such reimbursement shall be based on participation in self-selected programs ~~established by UnitedHealthcare for eligibility for the Bend the Trend Program, or similar program~~ by **identified by** the health insurance carrier **as a wellness initiative**.

Upon completion of an eligible program, the employee shall submit the required form and information to the Human Resources Director who will submit the request for reimbursement. All reimbursement checks will go to the employee’s HSA (or HRA) account and not directly to the employee.

<b>Eligible Activity</b>	<b>Amount Reimbursed</b>	<b>Special Conditions</b>
Biometric Screening Event	\$200	Eligible for reimbursement once each calendar year.
Health Risk Assessment	\$50	Eligible for reimbursement once each calendar year.
Wellness Coaching	\$50	Wellness Coaching is as indicated by the Health Risk Assessment. Eligible for reimbursement once each calendar year.
Registering on Anthem website- <u>health insurance website</u>	\$50	Eligible for reimbursement once each calendar year.
Flu Shot	\$50	Must be received at the City. Eligible for reimbursement once each calendar year.
Exercise	\$50	90 minutes of physical activity per week for each 8 week period completed. Forms must be completed and turned in to Human Resources. The forms are available at HR
BP of less than 130/80 Cholesterol of less than 200 mg BMI of less than 25	\$100	To qualify for reimbursement, the employee must meet two of the three categories.
Prescription Medications	\$100	Employee must switch from brand medication to generic. Must begin <b>only</b> in January and continue for the calendar year. Eligible for each prescription changed.
Prescription Medications	\$50	Employee must switch from brand medication to generic. Must be for a consecutive six month period. Eligible for each prescription changed.
Annual Basic Physical	\$50	Eligible for reimbursement once each calendar year.
Cessation Program	\$100	Employee must complete a program

		as approved by the HR department and successfully have stopped smoking for a consecutive 6 month period. Employee will be subject to random testing to verify continued success. Eligible for reimbursement only one time during employee's tenure.
--	--	---

(C) The City shall select the carrier for the HDHP annually after consulting with the Insurance Committee. The City will make every effort to maintain comparable coverage.

(D) Cost Sharing. For the 2013 ~~4~~ plan year, an employee will contribute 15% of the City's total cost of purchasing the employee's HDHP and funding the employee's HSA or HRA, by bi-weekly payroll deduction.

(E) Option Out. Eligible employees who decline the city offered health insurance benefits, will be entitled to receive a one-time payment per health insurance year (2013 ~~4~~) of \$2,000 for those eligible for family coverage and \$1,000 for individual coverage.

(F) The city shall provide and pay the necessary premium for group life insurance in an amount equal to two times (not to exceed \$180,000) base salary **(as of January 1<sup>st</sup>)** for the following classifications: City Manager, Assistant City Manager, Finance Director, City Engineer, Utilities Director, Public Works Director, Power System Director, Human Resources Director, Health and Sanitation Director, Information Technology Director, Law Director, Economic Development Director, Police Chief and Fire Chief, **\$75,000 for exempt Manager/Supervisor positions**, and \$50,000 for all other employees.

('97 Code, § 31.09) (Am. Ord. 16-90, passed 4-16-90; Am. Ord. 13-01, passed 8-6-01; Am. Ord. 3-04, passed 1-20-04; Am. Ord. 9-04, passed 5-20-04; Am. Ord. 29-08, passed 12-15-08; Am. Ord. 21-09, passed 12-21-09; Am. Ord. 2-11, passed 4-5-11; Am. Ord. 15-11, passed 12-20-11; Am. Ord. 5-12, passed 2-21-12; Am Ord. 27-12, passed 12-18-12 )

### **§ 33.09 COMPENSABLE INJURY PAY.**

The following provisions shall apply to all Schedule A employees except those covered under §33.15 of this chapter.

(A) *Definitions.*

**COMPENSABLE INJURY.** An injury to a city employee which occurs during the course of his or her employment and while the employee is performing assigned tasks, and which requires the employee to be absent from work, or which renders him or her unable to perform his or her normal duties, and which is determined to be compensable under workers' compensation regulations.

**INJURY PAY.** The pay provided under this section.

**SICK LEAVE.** Shall be the same as provided in §33.05.

**WORKERS' COMPENSATION REGULATIONS.** The statutes of the state concerning workers' compensation, and the rules and regulations of the Bureau of Workers' Compensation and of the Industrial Commission of Ohio presently or hereafter in force.

(B) If an employee suffers a compensable injury during the course of employment with the city and while performing an assigned task, the city will pay the difference between the employee's normal weekly wage and the weekly amount of compensation paid by the state Industrial Commission, for a period of time from one week after the date of injury up to six months after that date. The city may, at its discretion, elect to pay the injured employee the employee's full weekly rate of pay, to take the place of the employee's receipt of temporary total disability payments.

(C) Accrued sick leave may be used for the first week of a compensable injury.

(D) The city may provide and require an employee to perform other duties, within the limitations of the injury, in place of injury pay.

('97 Code, § 31.10) (Ord. 13-01, passed 8-6-01)

### **§ 33.10 PAY EQUALIZATION OF ALL EMPLOYEES.**

(A) All employees of the city who are not otherwise subject to Chapter 36 of this code shall have deducted from their salaries, wages, commission or other personal service compensation the applicable percentage of income tax as provided in Chapter 36, which sum shall be deposited in the income tax fund.

(B) The administrator of Chapter 36 of this code is authorized and directed, subject to the approval of the Board of Review, to adopt, promulgate, and enforce rules, regulations and agreements to the end that a nonresident employee of the city shall be obligated to pay the equivalent of only one municipal income tax.

('97 Code, § 31.11) (Ord. 13-01, passed 8-6-01)

### **§ 33.11 JOB POSTING.**

Except as otherwise provided for those positions listed in Schedules B, C, D and E, job vacancies shall be posted for a minimum of three working days. When an examination is to be given, reasonable notice of the time and place of the examination shall be given.

('97 Code, § 31.12) (Ord. 13-01, passed 8-6-01)

### **§ 33.12 BI-WEEKLY PAY.**

The Director of Finance is authorized and directed to pay on a bi-weekly basis all full-time employees and part-time employees every other Friday for wages and salaries earned for the previous bi-week ending at midnight on the Sunday before pay day. ~~Police Department employees shall be paid every Friday for wages and salaries earned the previous week ending at midnight on the Saturday before pay day. The City may switch from paying employees on a weekly basis to paying employees once every two weeks, provided that the City gives employees at least 8 weeks notice before putting such a change into effect.~~

('97 Code, § 31.13) (Ord. 13-01, passed 8-6-01; Am. Ord. 3-04, passed 1-20-04)

### **§ 33.13 JURY DUTY.**

Schedule A employees, except those covered under §33.15 of this chapter, required to serve on a jury before a court empowered by law to require that service shall be excused from duty for the time required for that service, and shall be paid the difference between jury pay and regular hourly rate of pay. Employees must present proof of the amount of jury pay received before pay for the hours absent is granted, and must report for duty whenever released from jury service.

('97 Code, § 31.14) (Ord. 13-01, passed 8-6-01)

### **§ 33.14 PERSONNEL REGULATIONS.**

(A) The City Manager is authorized and directed to formulate, establish and promulgate such personnel regulations and procedures as the City Manager deems appropriate in the exercise of sound discretion to control the detailed terms and conditions of employment of employees in the classified and unclassified services of the city.

(B) The policies and procedures established pursuant to division (A) shall not be inconsistent with the terms and conditions of employment of those employees established by the Charter and ordinances of the city or other applicable law.

('97 Code, § 31.15) (Ord. 13-01, passed 8-6-01)

### **§ 33.15 POLICE AND FIRE SUPERVISORS.**

(A) The Chief of Police, ~~Deputy Police Chiefs, and Police Lieutenants~~ **is a** supervisory and management employees covered by Schedule A. ~~Police Lieutenants shall have the benefits provided by the Police Lieutenants "Letter of Understanding" as approved by the City Manager. Deputy Police Chiefs and the Chief of Police shall have the benefits provided by the Deputy Police Chiefs "Letter of Understanding" as approved by the City Manager.~~ Deputy Police Chiefs and the Chief of Police shall not be paid overtime **except as approved in a memorandum of understanding or collective bargaining agreement.**

(B) The Fire Chief is a supervisory and management employee covered by Schedule A, Assistant Fire Chiefs and the Fire Chief shall not be paid overtime except as approved in a memorandum of understanding or collective bargaining agreement.

(C) Due to the unique operations of the Police and Fire Departments, the Chief of Police and Fire Chief, with the prior approval of the City Manager, are authorized and directed to formulate and adopt such personnel regulations and procedures as each Chief deems appropriate in the exercise of sound discretion to control the detailed term's and conditions of employment of employees in the Police and Fire Departments. The policies and procedures adopted pursuant to this section shall not be inconsistent with the terms and conditions of employment of such employees established by the Charter, the ordinances of the city, applicable collective bargaining agreements and other applicable law.

('97 Code, § 31.16) (Am. Ord. 16-90, passed 4-16-90; Am. Ord. 13-01, passed 8-6-01; Am. Ord. 3-04, passed 1-20-04, Am. Ord. 6-09, passed 6-15-09)

### **§ 33.16 APPLICABILITY.**

The provisions of this chapter shall be applicable to all employees of the city except as otherwise specified herein or in any collective bargaining contract authorized by the city.

('97 Code, § 31.17) (Ord. 34-86, passed 7-21-86; Am. Ord. 20-97, passed 2-17-97; Am. Ord. 21-97, passed 3-3-97; Am. Ord. 22-97, passed 3-3-97; Am. Ord. 13-01, passed 8-6-01)

### **§ 33.17 WAGE SCHEDULES ADOPTED.**

(A) The wages schedules listed in division (B) of this section are hereby adopted by reference and shall be treated as if set forth in full herein. Such wage schedules shall be maintained in the office of the City Manager. The City Commission may amend any schedule by adoption of an appropriate ordinance or resolution. Such

ordinances or resolutions and schedules shall not be codified herein, but the City Manager, or his or her designee, shall cause the appropriate change to be made to the applicable schedule so that each schedule shall remain current. Current copies of all wage schedules shall be available for public inspection.

(B) The wage schedules of the city include the following:

Schedule A: All full-time management employees and any other full-time employees not specifically covered by any other schedule

Schedule A-1: All part-time, temporary, and seasonal employees

Schedule B: All full-time employees represented by AFSCME Local No. 984 (Blue Collar)

Schedule C: All full-time firefighters/paramedics, Fire Captains, Assistant Fire Chiefs, (except Most Senior Assistant Fire Chief).

Schedule D: All full-time sworn Police Officers represented by the Fraternal Order of Police, Ohio Labor Council, Inc.

Schedule E: All full-time employees represented by AFSCME Local No. 984 (Clerical -Technical)

**Schedule F: All full-time civilian employees represented by the Fraternal Order of Police, Ohio Labor Council, Inc.**

**Schedule G: All full-time sworn Deputy Police Chiefs and Lieutenants represented by Ohio Patrolmen's Benevolent Association**

('97 Code, Appendix: Standard Pay Range) (Ord. 21-96, passed 4-15-96; Am. Ord. 39-96, passed 8-19-96; Am. Ord. 47-96, passed 10-7-96; Am. Ord. 21-97, passed 3-3-97; Am. Ord. 22-97, passed 3-3-97; Am. Ord. 62-97, passed 12-1-97; Am. Ord. 2-98, passed 1-5-98; Am. Ord. 598, passed 2-2-98; Am. Ord. 11-98, passed 3-2-98; Am. Ord. 6-99, passed 2-15-99; Am. Ord. 1499, passed 4-19-99; Am. Ord. 26-99, passed 8-16-99; Am. Ord. 32-99, passed 10-4-99; Am. Ord. 6-00, passed 1-17-00; Am. Ord. 9-00, passed 2-7-00; Am. Ord. 15-00, passed 4-17-00; Am. Ord. 17-00, passed 5-1-00; Am. Ord. 29-00, passed 8-7-00; Am. Ord. 36-00, passed 11-20-00; Am. Ord. 13-01, passed 8-6-01; Am. Ord. 26-02, passed 10-21-02; Am. Ord. 4-03, passed 2-18-03; Am. Ord. 12-03, passed 6-2-03; Am. Ord. 3-04, passed 1-20-04)

**RESOLUTION NO. R-3-14**

**A RESOLUTION AUTHORIZING THE CITY  
PURCHASING ANALYST TO ADVERTISE  
FOR BIDS TO MAKE CERTAIN PURCHASES  
DURING THE 2014 YEAR**

WHEREAS, the present operations of the City require the purchase of various items and materials during the 2014 year as listed in Exhibit "A" appended hereto; and

WHEREAS, Section 34.19 of the Piqua Code or as the City Ordinance may require the advertisement for sealed, written bids be published at least twice in the Piqua Daily Call;

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring, that:

SEC. 1: The City Purchasing Analyst is authorized to cause the publication of advertisement for bids on said items and materials listed in Exhibit "A", the exact specifications of which are on file and available from the office of the City Purchasing Analyst;

SEC. 2: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

\_\_\_\_\_  
LUCINDA L. FESS, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
REBECCA J. COOL  
CLERK OF COMMISSION



# Commission Agenda Staff Report

<b>MEETING DATE</b>	January 7, 2014		
<b>REPORT TITLE</b> (Should match resolution/ordinance title)	<b>A RESOLUTION AUTHORIZING THE CITY PURCHASING ANALYST TO ADVERTISE FOR BIDS TO MAKE CERTAIN PURCHASES DURING THE 2014 YEAR</b>		
<b>SUBMITTED BY</b>	Name & Title: Beverly M. Yount, CPPB, Purchasing Analyst Department: Purchasing & Finance		
<b>AGENDA CLASSIFICATION</b>	<input type="checkbox"/> Consent	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Regular
<b>APPROVALS/REVIEWS</b>	<input checked="" type="checkbox"/> City Manager		<input checked="" type="checkbox"/> Asst. City Manager/Finance
	<input type="checkbox"/> Asst. City Manager/Development		<input type="checkbox"/> Law Director
	<input checked="" type="checkbox"/> Department Director;		<input type="checkbox"/> Other:
<b>BACKGROUND</b> (Includes description, background, and justification)	We are required to advertise for bids for any capital or operational purchases the City makes that are over \$25,000 in a newspaper of local circulation. Therefore, we use the Piqua Daily Call for this purpose. Exhibit "A" is a list of items that are compiled from the 2014 Budget Book. At the first Commission meeting each year, we ask for Commission approval for the Purchasing Analyst to be authorized to fulfill this commitment.		
<b>BUDGETING AND FINANCIAL IMPACT</b> (Includes project costs and funding sources)	Budgeted \$:	Each Department budgets their own advertising dollars	
	Expenditure \$:	Varies depending on bids actually done throughout the year	
	Source of Funds:	Department budget/City funds	
	<b>Narrative:</b>	The cost of the advertising is an estimate until we know how long the ad will be, which days it will run and which projects will move forward.	
<b>OPTIONS</b> (Include Deny /Approval Option)	1.	Give approval to run advertising for city departments as needed	
	2.	Do not approve and cause the departments to be in violation of the city charter.	
<b>PROJECT TIMELINE</b>	Pass the first commission meeting of the year to allow the Purchasing Analyst to fill departmental needs throughout the year.		
<b>STAFF RECOMMENDATION</b>	I recommend passage of this Resolution. We have always obtained commission approval for this bid advertising authorization each year.		
<b>ATTACHMENTS</b>	Exhibit "A" shows a listing of the anticipated bid items for 2014.		

**EXHIBIT "A"**  
**2014 Commodity/Bid Items**

<b>Department</b>	<b>Description</b>	<b>Bid</b>
Various	Refuse Disposal	Piqua
	Excess Utility Insurance	Piqua
	Uniforms	Piqua
Economic Development	Environmental Assessments – any Phase	Piqua
	Demolition of Houses	Piqua/State
Health	Demolition of houses, etc.	Piqua
	Home repairs	Piqua
Information Technology	Income Tax Information System Replacement Project	State/Piqua
Parks	Lawn Treatment	Piqua
	Tree Removal	Piqua
	Trucks	State/Piqua
	Mowers	State/Piqua
	Utility Vehicle	State/Piqua
Street	Road salt	SWOP4G
	Resurfacing/Asphalt	Piqua
	Asphalt Recyclers	State/Piqua
	Trucks	State/Piqua
	Rental of Tub Grinder and Screener	State/Piqua
	Mowers	State/Piqua
Street Income Tax	Street Resurfacing	Piqua
	Asphalt & Stone	Piqua
	Safe Routes to Schools ROW	Piqua
	Commercial St. Corridor Bike Route	Piqua
	US 36 Beautification Design	Piqua
	N. Main St. Resurfacing & Streetscape	Piqua
	County Rd 25A – Phase III	Piqua
College St Corridor Traffic Signal Construction	Piqua	
Fire	Building Generator	State/Piqua
	Life Pac Defibrillators (2)	State/Piqua
	Stryker Cots	State/Piqua
Police	Cruiser Replacements and related upfitting	State/Piqua
	Fingerprint Machine	State/Piqua

Power	Fiber Optic Infrastructure Poles, Transformers & Conduit #8 Gas Turbine Building Bucket Truck Transformer storage area	Piqua State/Piqua State/Piqua State/Piqua Piqua
Water	Water Treatment Chemicals Ferric Sulfate, Lime, Potassium Permanganate Lime Residual Removal Trucks Boat ramp and parking area in Swift Run Water Distribution System Improvements Insertion Valves	Piqua/SWOP4G State/Piqua Piqua State/Piqua Piqua Piqua Piqua/State
Wastewater	Miami River Siphon WWTP Improvement Detailed Design Truck Lift Station Evaluation Engineering	State/Piqua State/Piqua State/Piqua Piqua
Sanitation	Packer Truck Pick-up Truck	State/Piqua State/Piqua
Stormwater	Master Plan Phase 2 – Shawnee Catch basin repair & replacements	State/Piqua State/Piqua
Golf	Chemicals Maintenance Equipment	Piqua State/Piqua

\*\*Any other items that may arise as needed throughout the year.

**RESOLUTION NO. R-4-14**

**A RESOLUTION RETAINING THE SERVICES OF THE AUDITOR  
OF STATE FOR THE 2013 ANNUAL AUDIT OF THE  
CITY OF PIQUA**

WHEREAS, pursuant to Section 117.11 of the Revised Code, the City of Piqua is required to have an annual audit for the fiscal period January 1, 2013 through December 31, 2013; and

WHEREAS, the Auditor of State will provide audit services for this period as outlined in the letter of arrangement (Exhibit A).

NOW, THEREFORE, BE IT RESOLVED by the Commission of the City of Piqua, Miami County, Ohio, the majority of all members elected thereto concurring, that:

SEC. 1: The Auditor of State is hereby retained by the City of Piqua to complete the annual audit for the period January 1, 2013 through December 31, 2013.

SEC. 2: For such audit services, the Auditor of State shall be paid an amount not to exceed \$40,918;

SEC. 3: The Finance Director certifies funds are available and is hereby authorized to draw her warrant on the appropriate accounts of the city treasury in payment for said services rendered;

SEC. 4: It is found and determined that all formal actions of this Commission concerning and relating to the adoption of this resolution were adopted in an open meeting of this Commission, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements;

SEC. 5: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

\_\_\_\_\_  
LUCINDA L. FESS, MAYOR

PASSED: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
REBECCA J. COOL  
CLERK OF COMMISSION



# Commission Agenda Staff Report

<b>MEETING DATE</b>	December 31, 2013		
<b>REPORT TITLE</b> (Should match resolution/ordinance title)	A resolution retaining the services of the Auditor of State for the 2013 annual audit of the City of Piqua		
<b>SUBMITTED BY</b>	Name & Title: Cynthia A. Holtzapple, Assistant City Manager		
	Department: Finance		
<b>AGENDA CLASSIFICATION</b>	<input type="checkbox"/> Consent	<input type="checkbox"/> Ordinance	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Regular
<b>APPROVALS/REVIEWS</b>	<input checked="" type="checkbox"/> City Manager		<input checked="" type="checkbox"/> Asst. City Manager/Finance
	<input type="checkbox"/> Asst. City Manager/Development		<input type="checkbox"/> Law Director
	<input type="checkbox"/> Department Director;		<input type="checkbox"/> Other:
<b>BACKGROUND</b> (Includes description, background, and justification)	<p>Annually the City of Piqua undergoes an audit of our financial statements. Prior to this year, an Independent Certified Accounting firm has completed our audits. For the fiscal period of January 1, 2013 through December 31, 2013 the Auditor of State has decided to do the audit themselves.</p> <p>The summary of services they will provide is outlined in the attached letter of arrangement. The audit will start shortly and be completed on or before June 30, 2014 at a cost not to exceed \$40,918.</p>		
<b>BUDGETING AND FINANCIAL IMPACT</b> (Includes project costs and funding sources)	Budgeted \$:	\$40,918	
	Expenditure \$:	\$40,918	
	Source of Funds:	Various Funds	
	<b>Narrative:</b>	The 2014 Budget includes funds for our annual audit.	
<b>OPTIONS</b> (Include Deny /Approval Option)	1.	Approve Resolution No. R-4-14 authorizing the City of Piqua to retain services of the Auditor of State to provide auditing services for the 2013 audit.	
	2.	Do not approve Resolution No. R-4-14 and provide staff with further direction.	
<b>PROJECT TIMELINE</b>	The 2013 audit will begin in early January and continue thru early June.		
<b>STAFF RECOMMENDATION</b>	Approve Resolution No. R-4-14 authorizing the City of Piqua to retain the services of the Auditor of State to provide audit services for the year 2013.		
<b>ATTACHMENTS</b>	Exhibit A		



# Dave Yost • Auditor of State

December 18, 2013

Cynthia A. Holtzapple, Director of Finance & Assistant City Manager  
City of Piqua  
Miami County  
201 West Water Street  
Piqua, Ohio 45356

This letter of arrangement between the City of Piqua (the City) and the Auditor of State describes the objective and scope of the services we will provide, the City's required involvement and assistance in support of our services, the related fee arrangements, and other terms and conditions designed to ensure that our professional services satisfy the City's audit requirements.

## Summary of Services

We will audit the City's basic financial statements as of and for the year ended December 31, 2013. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. The objective of an audit is to express our opinion concerning whether the basic financial statements present fairly, in all material respects, the City's financial position, changes in financial position, and cash flows (where applicable), in conformity with U.S. generally accepted accounting principles.

We expect to deliver our report on or about June 30, 2014.

We will audit to form an opinion on the basic financial statements. We will also opine on whether supplementary information is fairly presented, in all material respects, in relation to the basic financial statements taken as a whole.

We will apply certain limited procedures to required supplementary information. However, we will not opine or provide any assurance on this information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any other assurance.

We also will read the other information included in the introductory and statistical sections of the Comprehensive Annual Financial Report (CAFR) and consider whether this information, including the manner of its presentation, is materially consistent with information appearing in the financial section. However, we will not express an opinion or any other assurance on the introductory or statistical sections of the CAFR.

## Engagement Team

The engagement will be led by:

- \* Michael Botkin, Chief Auditor, who will be responsible for assuring the overall quality, value, and timeliness of our services to you;
- \* Scott Bowser, Senior Audit Manager, who will be responsible for managing the delivery of our services to you; and

- \* Donna Billerman, Audit Manager, who will be responsible for on-site administration of our services to you.

### **The Auditing Process**

#### Our Responsibilities:

The *Summary of Services* above describes our responsibilities for the City's basic statements and other financial information.

We will conduct our audit in accordance with U.S. generally accepted auditing standards (GAAS) and the Comptroller General of the United States' standards for financial audits included in *Government Auditing Standards*, and the Single Audit Act Amendments of 1996, and the provisions of Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards require that we plan and perform the audit to reasonably assure that the financial statements are free of material misstatement.

Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatement may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

We may limit certain procedures to selective testing of data. Therefore we might not detect material error and fraud if it exists. It is not cost-efficient to design procedures to detect immaterial error or immaterial fraud. Also, because of the characteristics of fraud, including attempts at concealment through collusion and forgery, a properly designed and executed audit may not detect a material fraud.

We will communicate all instances where we believe fraud *may* exist to you. These would include instances where we:

- Have persuasive evidence that fraud occurred.
- Determined fraud risks exist and were unable to obtain convincing evidence to determine that fraud was unlikely.

Similarly, illegal acts may have occurred. However, our audit provides no assurance that illegal acts generally will be detected and only reasonable assurance that we will detect illegal acts directly and materially affecting the determination of financial statement amounts. We will inform you regarding material error or illegal acts that come to our attention.

If we find indications of abuse, we will expand our tests to determine its financial statement effect. *Government Auditing Standards* defines *abuse* as behavior which while not necessarily a legal violation, is behavior a prudent person would deem improper or deficient. Because this determination is subjective, *Government Auditing Standards* does not expect auditors to provide reasonable assurance of detecting abuse.

If for any reason we are unable to complete the audit or are unable to form an opinion, we may disclaim an opinion on your financial statements. In this unlikely event, we will communicate the reason for disclaiming an opinion to you, and to those charged with governance, in writing.

#### Your Responsibilities and Identification of the Applicable Reporting Framework:

We will audit assuming that management and those charged with governance acknowledge and understand they are responsible for:

1. Preparing the financial statements and other financial information, including related disclosures

and selecting and applying accounting principles in accordance with accounting principles generally accepted in the United States of America.

2. Providing us with:
  - a. Access to all information of which management is aware that is relevant to preparing and fairly presenting the financial statements such as records, documentation, and other matters;
  - b. Additional information that we may request from management for the audit; and
  - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
3. Inform us of events occurring or facts discovered subsequent to the date of the financial statements, of which management may become aware, that may affect the financial statements.
4. Preparing supplementary information (including the Federal Awards Expenditure Schedule) in accordance with the applicable criteria.
  - a. Include our report on the supplementary information in any document that includes the supplementary information and that indicates that the auditor has reported on this supplementary information.
  - b. Present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the entity of the supplementary information and the auditor's report thereon.
5. Reporting fraud and illegal acts of which you are aware to us.
6. Making available to the auditor draft financial statements and any accompanying other information in time to allow the auditor to complete the audit in accordance with the proposed timeline.
7. Reviewing drafts of the audited financial statements, footnotes, any supplemental information, auditor's reports and any findings; and informing us of any edits you believe may be necessary.
8. Designing and implementing programs and controls to prevent and detect fraud.

***You should not rely on our audit as your primary means of detecting fraud.***

#### **Compliance with Laws and Regulations**

##### **Our Responsibilities**

As part of reasonably assuring whether the financial statements are free of material misstatement, we will test the City's compliance with certain provisions of laws, regulations, contracts, and grants if noncompliance might reasonably directly and materially affect the financial statements. However, except for major federal financial assistance programs, our objective is not to opine on overall compliance with these provisions.

*Your Responsibilities:*

Management and those charged with governance are responsible for:

1. Being knowledgeable of, and complying with, laws, regulations, contracts, and grants applicable to the City.
2. Identifying for us other financial audits, attestation engagements, performance audits, internal audits, reports from regulators or other studies related to the Organization (if any), and the corrective actions taken to address these audits' significant findings and recommendations.
3. Tracking the status of prior audit findings.
4. Taking timely and appropriate steps to remedy fraud, illegal acts, violations of provisions of laws, regulations, contracts or grant agreements, or abuse we may report.
5. Providing your views and planned corrective action on audit findings we may report.

**Internal Control**

*Our Responsibilities:*

As a part of our audit, we will obtain an understanding of your City and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify significant deficiencies.

In assessing risk, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of opining on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

*Your Responsibilities:*

Design, implement and maintain internal control relevant to compliance and the preparing and fairly presenting financial statements that are free from material misstatement, whether due to fraud or error. Appropriate supervisory reviews are necessary to reasonably assure that adopted policies and prescribed procedures are followed.

*Your Responsibility for Service Organizations:*

Service organizations are entities to which you have outsourced accounting functions. Service organizations process transactions reflected in your City's financial statements, and therefore fall within the scope of our audit. While service organizations are responsible for establishing and maintaining their internal control, you are responsible for being aware of the service organizations your City uses, and for establishing controls to monitor the service organization's performance. Because the complexity of service organization transaction processing can vary considerably, your monitoring activities can vary accordingly.

When transaction processing is complex and the volume of transactions is relatively high, obtaining and reviewing a service organization auditor's *Independent Service Auditor's Report on Management's Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls Report (Type 2 Service Organization Control Report (SOC 1))* may be the most effective method of meeting your responsibility to monitor a service organization, and may also be the

only efficient means by which we can obtain sufficient evidence regarding their internal controls. AT Section 801, *Reporting on Controls at a Service Organization* (SSAE No. 16) discusses the aforementioned report. (In some circumstances, we can accept a suitably-designed agreed-upon procedures report (AUP) in lieu of a SSAE No. 16.) Our staff can discuss SSAE No. 16 and possible monitoring controls you might use with you.

***You are responsible for informing our staff of the service organizations your City uses, and for monitoring these service organizations' performance.***

Service organizations of which we are aware are:

- HRA\_Chard Snyder, which processes your City's employee health benefits administration transactions.
- Med 3000, which processes your City's emergency medical billings
- Miami County, which assesses, bills, collects and remits your City's property taxes

Please confirm to us that, to the best of your knowledge, the above listing is complete.

Of the service organizations above, those for which we believe the complexity of processing and volume of transactions warrant a SSAE No. 16 (or AUP) report are:

- HRA\_Chard Snyder, which processes your City's employee health benefits administration transactions.
- Med 3000, which processes your City's emergency medical billings
- Miami County, which assesses, bills, collects and remits your City's property taxes

Without an acceptable SSAE No. 16 or AUP report for the above-listed organizations, generally accepted auditing standards may require us to qualify our opinion on your City's financial statements due to an insufficiency of audit evidence regarding service organization transactions included in your City's financial statements. You are responsible for communicating the need for a SSAE No. 16 or AUP report to these service organizations, and also for communicating the deadline for which we need the report to meet your reporting deadline. We will require the reports by approximately May 15, 2014 to meet your reporting deadline of June 30, 2014.

Because the Auditor of State performs the audit engagement for Miami County, you need not contact us regarding your deadline. However, you should read the most recent Miami County report on as part of your monitoring activities.

#### **Additional Responsibilities and Reporting Under Circular A-133**

##### *Our Responsibilities:*

As OMB Circular A-133 requires, we will consider and test the City's internal control policies and procedures used in administering the federal award programs we determine to be major programs, using criteria from A-133. Based on this consideration and these tests, we will assess risk and determine the nature, timing, and extent of tests of compliance with requirements that, if not complied with, could materially affect a major federal financial assistance program's compliance.

In accordance with A-133, we will prepare the following report:

*Independent Auditor's Report on Compliance With Requirements Applicable To Each Major Federal Program and on Internal Control Over Compliance in Accordance With OMB Circular A-133*

Our report on compliance will include our opinion on compliance with major federal financial assistance programs and also describe instances of noncompliance with Federal requirements we detect that require reporting per Circular A-133. This report will also describe any significant deficiencies and/or material weaknesses we identify relating to controls used to administer Federal award programs. However, this report will not opine on internal control used to administer Federal award programs.

We are also responsible for completing certain parts of OMB Form SF-SAC (the Data Collection Form).

Your Responsibilities:

You are responsible for identifying laws and regulations relating to Federal award programs, and for complying with them. You are responsible for compiling the Federal Awards Expenditure Schedule and accompanying notes. You are also responsible for establishing and maintaining internal control sufficient to reasonably assure compliance with laws and regulations relating to Federal award programs and controls related to preparing the Federal Awards Expenditure Schedule.

You are responsible for following up and taking corrective action on audit findings. You are also responsible for informing us of significant subrecipient relationships and vendor relationships, when a vendor is responsible for complying with Federal program requirements.

You are responsible for completing your City's Data Collection Form and assuring the reporting package (including the Data Collection Form) is filed in accordance with the revised electronic submission requirements effective for audit periods ending in 2008.

**Representations from Management**

Your Responsibilities

Upon concluding our engagement, management and, when appropriate, those charged with governance will provide to us written representations about the audit that, among other things, will confirm, to the best of their knowledge and belief:

- Management's responsibility for preparing the financial statements in conformity with generally accepted accounting principles, and the Federal Awards Expenditure Schedule in conformity with the applicable accounting basis;
- The availability of original financial records and related data, the completeness and availability of all minutes of the legislative or other bodies and committee meetings;
- Management's responsibility for the entity's compliance with laws and regulations;
- The identification and disclosure to the auditor of all laws, regulations, and provisions of contracts and grant agreements directly and materially affecting the determination of financial statement amounts and;
- The absence of fraud involving management or employees with significant roles in internal control.

Additionally, we will request representations, as applicable, regarding:

- The inclusion of all component units, and the disclosure of all joint ventures and other related organizations;
- The proper classification of funds, net position and fund balances;
- The proper approval of reserves of fund equity;

- Compliance with laws, regulations, and provisions of contracts and grant agreements, including budget laws or ordinances; compliance with any tax or debt limits, and any debt covenants;
- Representations relative to GASB-required supplementary information;
- The identification of all federal assistance programs, and compliance with grant requirements.
- Events occurring subsequent to the fiscal year end requiring adjustment to or disclosure in the financial statements or Federal Awards Expenditure Schedule.

Management is responsible for adjusting the financial statements to correct misstatements we may detect during our audit and for affirming to us in the representation letter that the effects of any uncorrected misstatements we aggregate during our engagement and pertaining to the latest period the statements present are immaterial, both individually and in the aggregate, to the opinion units. (*Financial statements* include the related footnotes and required and other supplemental information).

### **Communication**

#### *Our Responsibilities*

As part of this engagement the Auditor of State will communicate certain additional matters (if applicable) to the appropriate members of management and to those charged with governance. These matters include:

- The initial selection of and changes in significant accounting policies and their application;
- The process management uses to formulate particularly sensitive accounting estimates and the basis for their conclusions regarding the reasonableness of those estimates;
- Audit adjustments, whether posted or waived;
- Any disagreements with management, whether or not satisfactorily resolved, about matters that individually or in the aggregate could be significant to the financial statements or our opinion;
- Our views about matters that were the subject of management's consultation with other accountants about auditing and accounting matters;
- Major issues that were discussed with management related to retaining our services, including, among other matters, any discussions regarding the application of accounting principles and auditing standards; and
- Serious difficulties we encountered in dealing with management during the audit.

We will present those charged with governance our Summary of Unadjusted Differences (if any) at the conclusion of our audit.

### **Terms and Conditions Supporting Fee**

As a result of our planning process, the City and the Auditor of State have agreed to an approach designed to meet the City's objectives for an agreed-upon fee, subject to the following conditions.

#### *Our Responsibilities:*

In providing our services, we will consult with the City regarding matters of accounting, financial reporting or other significant business issues. Accordingly, our fee includes estimated time necessary for this consultation. However, should a matter require research, consultation or audit work beyond this estimate, the Auditor of State and the City will agree to an appropriate revision in services and fee. These revisions will also be set forth in the form of the attached *Amendment to Letter of Arrangement*.

#### *Your Responsibilities:*

The City will provide in a timely manner all financial records and related information to us, an initial list of which has been furnished to you, including timely communication of all significant accounting and

financial reporting matters, as well as working space and clerical assistance as mutually agreed upon and as is normal and reasonable in the circumstances. When and if for any reason the City is unable to provide these schedules, information and assistance, the Auditor of State and the City will mutually revise the fee to reflect additional services, if any, we require to achieve these objectives. These revisions will be set forth in the form of the attached *Amendment to Letter of Arrangement*.

**Confidential Information:**

You should make every attempt to minimize or eliminate the transmission of personal information to the Auditor of State (AOS). All documents you provide to the AOS in connection with our services including financial records and reports, payroll records, employee rosters, health and medical records, tax records, etc. should be redacted of any personal information. Personal information includes social security numbers, date of birth, drivers' license numbers or financial institution account numbers associated with an individual. The public office should redact all personal information from electronic records before they are transmitted to the AOS. This information should be fully blacked out in all paper documents prior to sending to the AOS. If personal information cannot be redacted from any records or documents; the public office must identify these records to the AOS.

If redacting this personal information compromises the audit or the ability to prepare financial statements, the public office and the AOS will consider these exceptions on a case-by-case basis. Additionally, if redacting this information creates a hardship on the public office in terms of resources, recordkeeping or other issues, the public office and the AOS may collaborate on alternative methods of providing the public office's data to the AOS without compromising the personal information of individuals served by the public office. The AOS is willing to work with the public office and it is our intent to greatly reduce the amount of personal information submitted to the AOS for audit or financial statement preparation purposes. It is important that the public office review internal policies to find ways to eliminate as much personal information from financial records as possible by substituting non-personal information (i.e., change social security numbers to employee identification numbers).

**Fee**

Except for any changes in fees and expenses which may result from the circumstances described above, we expect our fees and expenses for our audit services will not exceed \$40,918.

Pursuant to Ohio Rev. Code Section 117.13, you may charge all of this audit's cost to the general fund or you may allocate the cost among the general fund and other eligible funds in accordance with Auditor of State Bulletin 2009-011.

**Reporting**

We will issue a written report upon completing our audit of your financial statements. We will address our report to those charged with governance. We cannot assure you that we will issue an unmodified opinion. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter paragraph(s), or withdraw from the engagement.

Upon completing our audit, we will also issue a written report in accordance with *Government Auditing Standards* on internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters.

**Access to Our Reports and Working Papers**

AU-C 905—*Alert That Restricts the Use of the Auditor's Written Communication* requires our reports to disclose the following:

*Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by Government Auditing Standards:*

This report describes only the scope of our tests of internal control over financial reporting and on compliance and other matters and the results of these tests, and does not opine on the effectiveness of the City's internal control over financial reporting or on compliance or other matters. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the entity's internal control over financial reporting and compliance. Accordingly, this report is not suitable for any other purpose.

*Independent Auditor's Report on Compliance With Requirements Applicable To Each Major Federal Program and on Internal Control Over Compliance in Accordance With OMB Circular A-133:*

This report describes the scope of our tests of compliance and internal control over compliance and the results of these tests. While this report does opine on the City's compliance with *OMB Circular A-133* requirements, it does not provide a legal determination on the City's compliance with these requirements or an opinion on the effectiveness of internal control over compliance. Accordingly, this report is not suitable for any other purpose.

AU-C 905 requires us to include this restrictive language in our reports due to concerns that other readers may not fully understand the purpose of the report, the nature of the procedures applied in its preparation, the basis or assumptions used in its preparation, the extent to which the procedures performed are generally known or understood, and the potential for the report to be misunderstood, when taken out of the context for which it was intended.

However, under Revised Code Section 117.26, an audit report becomes a public record under Section 149.43, Revised Code, when we file copies of the report with the public officers enumerated in the Revised Code. When we file the reports, our working papers become available to the public upon request, subject to information protected for criminal investigations, by attorney-client privilege or by local, state or federal law. AU-C 905 does not affect public access to our reports or working papers.

Under generally accepted auditing standards, we must retain working papers for five years after the release date of our opinion.

**Peer Review Report**

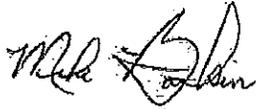
As required by *Government Auditing Standards*, we have attached a copy of our most recent external quality control review report (Peer Review). The report was unqualified.

Please sign and return this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities. If you have any questions, please call Scott Bowser, Senior Audit Manager at 1 800 443-9274.

City of Piqua  
Miami County  
December 18, 2013  
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Very truly yours,

Dave Yost  
Auditor of State of Ohio

A handwritten signature in black ink, appearing to read "Mike Botkin". The signature is stylized and cursive.

Michael Botkin, Chief Auditor

Attachment

cc: City Commissioners  
Mayor  
City Manager

\_\_\_\_\_  
ACCEPTED BY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

**A-133 REPORTING PACKAGE**

A-133 Ref.	Item	Responsibility	
		Auditee	Auditor
.300(d); .310(a)	Financial Statements	✓	
.505(a)	Report (opinion) on financial statements		✓
.300 (d); .310 (b)	Schedule of Federal Awards <b>[Receipts and]</b> Expenditures	✓	
.505 (a)	Report ("in-relation-to" opinion) on Schedule of Federal Awards <b>[Receipts and]</b> Expenditures		✓
.505 (b) .505(c)	Report on Compliance and Internal Controls - Financial Statements		✓
505 (b) .505(c)	Report on Compliance and Internal Controls - (Major) Federal Awards		✓
.505 (d)	Schedule of Findings and Questioned Costs <sup>1</sup>		✓
.300 (f); .315 (a), (b)	Schedule of Prior Audit Findings	✓	
.320 (b)	Data Collection Form <sup>2</sup>	✓	✓
.300(f); .315 (c)	Corrective Action Plan	✓	

<sup>1</sup> Required in all cases

<sup>2</sup> For audit periods ending in and subsequent to 2008, you may only submit the reporting package and Data Collection Form electronically. You will not resubmit the reporting package to the Federal Clearinghouse or your cognizant or oversight agency as in the past. The reporting package will be uploaded and submitted along with the Data Collection Form. The Federal Audit Clearinghouse will distribute the required reporting packages to the Federal agencies per Section \_\_\_\_, 320(d) of the Circular, if the audit requires distribution to a Federal-funding agency. Complete the auditee certification process and submit the single audit reporting package and the Data Collection Form electronically to the Federal Audit Clearinghouse within the earlier of 30 days after receipt of our reports or nine months after the end of the audit period, unless the cognizant or oversight agency for audit agrees to a longer period in advance.