



Minutes of the Oberlin City Council Budget Work Session
Held on November 19, 2012
9:00 A.M.

Call to Order:

A work session of the Oberlin City Council was held on November 19, 2012 at the Oberlin Fire Station Training Room. The work session was called to order by Council President Ronnie Rimbart at 9:05 a.m. for the purpose of reviewing the 2013 Oberlin City Budget.

Council Members:

Present

Absent

Charles Peterson
Bryan Burgess
Sharon Soucy
Elizabeth Meadows
Scott Broadwell
Aaron Mucciolo
Ronnie Rimbart

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Appointees:

Belinda Anderson, Clerk of Council
Eric Severs, Law Director
Eric Norenberg, City Manager
Sal Talarico, Finance Director

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Others present were staff members: Dennis Kirin, Fire Chief; Thomas Miller, Police Chief; Darlene Colaso ACM/HRA, Gary Boyle, Director of Planning and Development, Jeff Baumann, Public Works Director, and Oberlin resident David Ashenhurst.

The Oberlin City Council met in work session to discuss the 2013 budget for the following departments, divisions and commissions. (PowerPoint presentation attached)


- Fire Department
- Police Department
- Assistant City Manager/Human Resource Department
- Law Department
- City Clerk
- Planning and Development
 - Planning

- Recreation
- Economic Development
- Building Division (Code Enforcement)
- Public Works (Part 1)
 - Waste
 - Wastewater
 - Parks
 - Cemetery
 - Building & Grounds

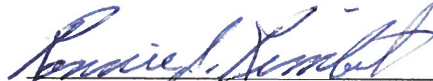
No action was taken at the meeting.

Being that there was no further information to be discussed, the meeting adjourned at 12:30 p.m.

Attest:


BELINDA B. ANDERSON, CMC
CLERK OF COUNCIL

APPROVED: 12/03/2012


RONNIE J. RIMBERT
PRESIDENT OF COUNCIL

POSTED: 12/04/2012

City of Oberlin 2013 Budget Review



2013 FISCAL YEAR BUDGET CALENDAR

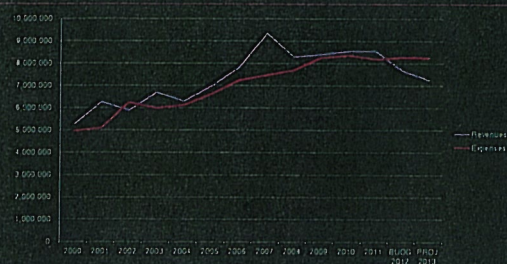
- August 15, 2012: Capital Budget Worksheets to departments
- Sept. 4: Operating Budget Worksheets sent out and Capital Budgets due
- Sept. 10: City Manager begin review of Capital Budget Requests with Department Heads
- Sept. 24: Operating Budget due
- Oct. 1: City Manager begin review of Capital/ Operating Budget Requests with Department Heads

- October 26: Finance Director compiles utility budget information, submits it to CM for distribution to PUC
- Nov. 8: PUC reviews Water, Sewer, and Electric capital and operating budgets and makes recommendations to City Council, which will include utility rate adjustments
- Nov. 9: Proposed budget, including PUC recommendations, sent to City Council and appointees
- Nov. 19 and 20: Council Budget Work Sessions
- November 19, 2012: Report by PUC Liaison re: Rates
- December 3, 2012: Public Hearing and First Reading by City Council of 2013 Fiscal Budget Appropriations
- December 17, 2012: Second Reading, Emergency Passage of 2013 Fiscal Budget Appropriations

General Fund Revenues

- Income Taxes flat based on revised 2012 projections – 2013 estimated \$3,629,000
- Interest income – down \$14,000
- Local Gov Fund – down \$94,000
- KWH Tax – estimated unchanged
- Utility Administrative charges – down \$27,000
- Prop Taxes – estimated unchanged (although revaluation will likely result in loss of approx. \$20,000)
- Income Tax Capital/Operating fund – continue to apply \$200,000 toward General Fund Operating

General Fund Revenues and Expenditures 2000 through 2013 (Budget)



Budget Review Session Format

- Key performance indicators – 2012
- Highlights of 2013 Budget
- Review of Major Budget Categories
 - Payroll/Benefits
 - Operations
 - Capital
 - Transfers/Debt
- Goals for 2013
- Budget Reductions/Unmet Needs for 2013 and beyond



Fire Department

- Key performance indicators – 2012
 - Emergency response:
 - Fire – less 6 minutes to 90% of incidents
 - EMS – less 8 minutes to 91% of incidents
- Highlights of 2013 budget
 - Maintenance of expected response capabilities
 - Replacement of capital equipment items

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Fire Department Budget

Fire Department
1112

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ 620,538	\$ 619,018	\$ 622,383	0.54%
Operation	100,578	97,302	92,680	-4.76%
Capital	0	0	0	0.00%
Transfers & Debt	17,712	2,780	3,092	10.88%
Total	\$ 752,028	\$ 719,100	\$ 718,155	-0.13%

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Fire Department

- Goals for 2013
 - Continued progress with FD strategic plan
 - Internal training programs
- Budget Reductions/Unmet Needs
 - Firefighter staffing
 - Public education programs
 - Training and professional development

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Police Department

- Key performance indicators – 2012
 - Employee Development**
 - Reassignment of Lieutenants
 - Lt. McCloskey's anticipated graduation from CLEE
 - Sgt. Ortiz graduation from FBINA
 - Outreach to Community**
 - Ptl. Ray Feuerstein certified as Advanced Crime Prevention Practitioner
 - Electronic fingerprinting available to citizens for civilian background checks
 - Initiated community interaction through social media

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Police Department

- Highlights of 2013 Budget
 - Capital Items
 - One Replacement Vehicle
 - Upgrade and Replace Tasers
 - Access and Lighting Control System for Dispatch
 - Website Design
 - Reduction in Operating Budget

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Police Department Budget

Police Department
1121

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ 2,111,650	\$ 2,195,901	\$ 2,163,939	-1.46%
Operation	104,825	118,750	117,550	-1.01%
Capital	0	0	0	0.00%
Transfers & Debt	140,333	125,440	125,042	-0.32%
Total	\$ 2,356,817	\$ 2,440,092	\$ 2,406,532	-1.38%

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Police Department

Goals for 2013

- As 90% of our budget is payroll related, ensure personnel are properly selected, trained, developed, motivated and supervised to deliver the best service to the community.
- Properly utilize capital asset purchases to the betterment of community services, including utilizing website for better interaction with the community and electronic fingerprinting for civilian background checks.

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Police Department

Budget Reductions/Unmet Needs

- Space needs still unaddressed
- Training restrictions
- Unfilled part-time positions

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Human Resources Dept.

Key performance indicators – 2012

- Improved training opportunities and built on employee wellness initiatives (including new EAP providing more employee services)
- Capitalized on prospective workers compensation discounts
- Promoted fiscally conservative labor negotiations as four collective bargaining agreements are renegotiated for 2013
- Assessed 7 position classifications, updated 11 job descriptions; managed recruitments for 16 positions
- Managed claims for 30 workers compensation/8 unemployment cases

Highlights of 2013 budget

- Implement comprehensive HRIS for greater department efficiency
- Focus on further targeted leadership training, improvement of safety/wellness initiatives, and foster improved employee/union relations

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Human Resources Dept. Budget

Human Resources Department

4114

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ 69,764	\$ 67,854	\$ 67,667	-0.32%
Operation	16,848	11,500	14,600	26.96%
Capital	0	0	0	0.00%
Transfers & Debt	0	0	0	0.00%
Total	\$ 86,612	\$ 69,354	\$ 72,267	4.20%

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Human Resources Department

Goals for 2013

- Complete and implement Succession Planning program
- Implement employee HR website, allowing employees greater access to HR information and to further improve employee training opportunities
- Complete Citywide position classifications/comp plan improvements
- Build on employee wellness initiatives
- Capitalize on prospective workers compensation discounts
- Facilitate higher level of employee engagement through more frequent supervisor-employee communications and employee events

Budget Reductions/Unmet Needs

- Communitywide diversity training as indicated by Strategic Plan

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Law Department

Key performance indicators – 2012

- Obtained \$40,000 through litigation to apply upon the City's costs to mitigate the Ramsey Railroad site; proceeding with litigation to obtain further monies
- Proceeding through arbitration to collect approximately \$100,000 in delay damages from the contractor regarding the Fire Station Improvement Project

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Law Department Budget

Law Department 4104

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ 248,821	\$ 237,962	\$ 247,352	3.95%
Operation	22,758	30,800	30,600	-0.65%
Capital	0	0	0	0.00%
Transfers & Debt	0	0	0	0.00%
Total	\$ 271,579	\$ 268,762	\$ 277,952	3.42%

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Law Department

- Goals for 2013
 - Furnish high quality and timely legal advice
- Budget Reductions/Unmet Needs
 - Space for Law Director and Prosecutor
 - Administrative support for Law Director

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City Clerk's Office

■ Key performance indicators – 2012

- Fulfilled State requirements to complete Sunshine Law training through the Attorney General's Office.
- Revised all Retention schedules.
- Began process for transitioning office over to Electronic Agenda Packets with purchase of IPADS.
- Compiled research materials to assist Council in its efforts to revise Council Rules and prepare for the 2013 Charter Review process.
- Attended Advanced Clerk Training at Kent State University.

■ Highlights of 2013 budget

- Fill Assistant City Clerk vacancy.
- Hire additional staff to assist with Charter Review Committee.

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City Clerk's Office Budget

City Clerk's Office 4105

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ 97,202	\$ 97,139	\$ 107,984	11.16%
Operation	31,035	29,300	29,400	0.34%
Capital	0	0	0	0.00%
Transfers & Debt	0	0	0	0.00%
Total	\$ 128,237	\$ 126,439	\$ 137,384	8.66%

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City Clerk's Office

■ Goals for 2013

- Website overhaul. (Combine Council/Clerk, DPR, Proclamation)
- Continue pursuit of Master Municipal Clerk's Designation.
- Office and staff will help to support Charter Review Committee as needed.
- Focus on records management training for key personnel.
- Assist Council in the recruitment process to fill Law Director position.
- Manage recruitment of Part – Time Clerk's Assistant and support staff.

■ Budget Reductions/Unmet Needs

- Space needs for records storage.
- Microfilm Scanning.

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Planning Department Planning Division

■ Key performance indicators – 2012

- Policy and Zoning Code Updates/Reviews.
- Current development applications processed.
- Grant Administration – CHIP, DTR, etc.

■ Highlights of 2013 budget

- Continue Review of Planning & Zoning Code to Identify Possible Updates.
- Implementation of Downtown Development Plan.
- Implementation of Downtown Revitalization Grant.

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Planning Department Budget Planning Division

Planning and Development Department Planning Division

3102

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ 174,488	\$ 176,076	\$ 178,799	0.41%
Operation	18,013	12,450	12,450	0.00%
Capital	0	0	0	0.00%
Transfers & Debt	0	0	0	0.00%
Total	\$ 190,501	\$ 188,526	\$ 189,249	0.38%

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Planning Department Planning Division

■ Goals for 2013

- Continue implementation of Comp. Plan.
- Update Planning and Zoning documents.
- Continue timely review of development applications.

■ Budget Reductions/Unmet Needs

- Lack of staffing to undertake special studies and assist with grants.
- Reductions in training possibilities.

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Planning Department Economic Development Division

■ Key performance indicators – 2012

- Business outreach.
- Business retention/recruitment efforts.
- Implement CHIP Program.

■ Highlights of 2013 budget

- Continue business promotion and distribution of e-newsletters.
- Continue to develop and implement economic development programs.
- Loan/Grant administration.
- Implementation of City Housing Improvement Program.

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Planning Department Economic Development Division

Planning and Development Department Economic Development Division

3103

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ -	\$ -	\$ -	0.00%
Operation	4,024	6,375	6,365	-0.16%
Capital	0	0	0	0.00%
Transfers & Debt	0	0	0	0.00%
Total	\$ 4,024	\$ 6,375	\$ 6,365	-0.16%

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Planning Department Economic Development Division

■ Goals for 2013

- Business retention/attraction.
- Networking with Industrial Park Businesses.
- Networking with Downtown Businesses.
- Explore "green" business opportunities in conjunction with the Oberlin Project.
- Downtown Revitalization Grant FY 2011 implementation.
- Implementation of City Housing Program.

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Planning Department Recreation Division

■ Key performance indicators – 2012

- Increased program participation.
- Operation of concession stand at Rec. Complex.
- Coordination of use of Parks.

■ Highlights of 2013 budget

- Reduction of some present program activities.
- Reduction of expenditures for youth/adult programs.
- Develop elements of a Recreation Master Plan.

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Planning Department Budget Recreation Division

Planning and Development Department Recreation Division 2012

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ 317,528	\$ 321,580	\$ 314,349	-2.25%
Operation	75,331	89,227	71,460	-19.91%
Capital	0	0	0	0.00%
Transfers & Debt	0	0	0	0.00%
Total	\$ 392,859	\$ 410,807	\$ 385,809	-6.08%

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Planning Department Recreation Division

- Goals for 2013
 - Continue to provide a wide range of recreational activities to all age groups as funding allows.
 - Continue to coordinate park use with Public Works.
 - Continue to monitor community recreation needs.
- Budget Reductions/Unmet Needs
 - Lack of City-owned Recreation Center.
 - Fireworks, Subsidized Summer Swim Program, Midnight Bike Ride.
 - Operation of Concession Stand.

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Planning Department Building Division

- Key performance indicators – 2012
 - Residential/Commercial Building Code Administration
 - Nuisance abatement activities.
 - Review of City Codes for updates.
- Highlights of 2013 budget
 - Continue State-Certified contract staffing.
 - Implement Ohio Building Code, Residential Code and International Property Maintenance Code.
 - Nuisance abatement mitigation.

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Planning Dept. Budget Building Division

Planning and Development Department Building Division 2012

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ 56,820	\$ 58,588	\$ 58,388	-0.34%
Operation	133,410	143,700	142,400	-0.90%
Capital	0	0	0	0.00%
Transfers & Debt	0	0	0	0.00%
Total	\$ 190,230	\$ 202,288	\$ 200,788	-0.74%

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Planning Department Building Division

- Goals for 2013
 - Implementation of 2012 International Property Maintenance Code, and administration of OBC and RCO.
 - Work with Housing Renewal Commission on Code updates.
 - Work with Law Dept. during building condemnation process.
 - Continue nuisance abatement efforts with Police Department.
- Budget Reductions/Unmet Needs
 - Consolidated office space for Building Division staff.

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Public Works Department Water Division

- Key performance indicators – 2012
 - Division re-organization completed July, 2012
 - Improved TTHM compliance
 - Oberlin Rd. and S. Main St., Phase III water main construction
 - 90%+ radio read meter conversion; revenues up +/- 7%
- Highlights of 2013 budget
 - Re-organization results in ~9% decrease in wages & benefits
 - Proposed 1% rate increase (3% rate increase projected)
 - Prioritized West Lorain water main replacements in advance of ODOT re-surfacing project in 2014

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Public Works Dept. Budget Water Division

Public Works Water Division

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ 821,533	\$ 906,210	\$ 825,235	-8.94%
Operation	307,536	310,300	322,304	3.87%
Capital	0	12,000	12,000	0.00%
Transfers & Debt	685,336	608,756	687,845	12.99%
Total	\$ 1,814,404	\$ 1,837,266	\$ 1,847,384	0.55%

Public Works Department Water Division

Goals for 2013

- Ongoing evaluation to improve performance, efficiency and customer service
- Update WaterCad Model to evaluate West Lorain water main replacement priorities and to inform future project planning
- West Lorain water main replacement(s)
- Complete radio read meter conversion

Budget Reductions/Unmet Needs

- South tower, south loop, secondary transmission main to WTP



Public Works Department Water Environment Protection Facility

Key performance indicators – 2012

- Headworks Improvements underway
- Waste Heat Recovery Feasibility Study in process
- Elm St. SAS main complete; South Professor and Morgan SAS main replacement currently out to bid.

Highlights of 2013 budget

- Emergency Generator and Sand Filter design
- Proposed 0% rate increase (2% rate increase projected)
- \$769,339 investment in SAS mains on North and South Main, South Professor and West College.

Public Works Dept. Budget Water Environment Protection Facility

Public Works Water Environment Protection Facility

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ 577,036	\$ 680,640	\$ 669,000	-1.71%
Operation	299,393	321,008	319,532	-0.44%
Capital	0.153	12,000	15,000	25.00%
Transfers & Debt	528,982	538,695	540,665	2.04%
Total	\$ 1,414,563	\$ 1,553,242	\$ 1,553,198	-0.00%

Public Works Department Water Environment Protection Facility

Goals for 2013

- Work with OMLPS on Emergency Generator design
- Contract for Sand Filter design services
- Successful resolution of NPDES permit issues
- Successful, timely completion of SAS main replacements

Budget Reductions/Unmet Needs

- Improved Solids Handling
- Comprehensive I & I diagnosis and elimination



Public Works Department Parks/Cemetery/Buildings & Grounds

Key performance indicators – 2012

- Implementation of Parks and Recreation Strategic Plan
- Rec Complex playground equipment installation in process
- Ongoing maintenance of all parks and facilities
- Close coordination with the Recreation Division

Highlights of 2013 budget

- Continue energy efficiency improvements
- Improve MLK path and sandstone plaza
- Drainage improvements at Westwood Cemetery

Public Works Dept. Budget Parks/Cemetery/Buildings & Grounds

Parks/Cemetery/Buildings and Grounds
7181 2104 4109

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ 392,654	\$ 357,408	\$ 365,586	2.29%
Operation	\$ 80,429	104,000	103,875	-0.69%
Capital	0	0	0	0.00%
Transfers & Debt	25,343	26,804	28,001	7.69%
Total	\$ 498,426	\$ 488,212	\$ 498,422	1.05%

Public Works Department Parks/Cemetery/Buildings & Grounds

Goals for 2013

- Development and implementation of Best Management Practices at Westwood Cemetery including recommendation(s) for adaptive re-use of the Zavodsky House
- Plan future uses of Waterworks Building and Green Acres
- Successfully provide all O&M and services at reduced staff level

Budget Reductions/Unmet Needs

- (1) FT staff reduction (retirement); supplemented w/ PT staff
- Inability to resolve spatial constraints of various Departments
- Ice Skating facility