



Minutes of the Oberlin City Council Budget Work Session
Held on November 20, 2012
4:00 P.M.

Call to Order:

A work session of the Oberlin City Council was held on November 20, 2012 at the Oberlin Fire Station Training Room. The work session was called to order by Council President Ronnie Rimbart at 4:02 p.m. for the purpose of reviewing the 2013 Oberlin City Budget.

Council Members:

	Present	Absent
Charles Peterson	<input type="checkbox"/>	<input type="checkbox"/>
Bryan Burgess	<input type="checkbox"/>	<input type="checkbox"/>
Sharon Soucy	<input type="checkbox"/>	<input type="checkbox"/>
Elizabeth Meadows	<input type="checkbox"/>	<input type="checkbox"/>
Scott Broadwell	<input type="checkbox"/>	<input type="checkbox"/>
Aaron Mucciolo	<input type="checkbox"/>	<input type="checkbox"/>
Ronnie Rimbart	<input type="checkbox"/>	<input type="checkbox"/>

Appointees:

Eric Norenberg, City Manager	<input type="checkbox"/>	<input type="checkbox"/>
Sal Talarico, Finance Director	<input type="checkbox"/>	<input type="checkbox"/>

Others present were Oberlin resident David Ashenurst, Oberlin Municipal Court Judge Tom Januzzi, and City staff members Steve Dupee, OMLPS and Jeff Baumann, Public Works Director.

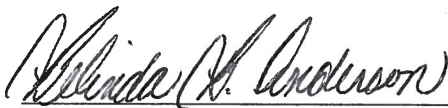
The Oberlin City Council met in work session to discuss the 2013 budget for the following departments, divisions and commissions. (PowerPoint presentation attached)

- Electric Department
- Public Works (Part 2)
 - Divisions
 - Administration
 - Engineering
 - General Plant
- Municipal Court
- Public Works (Part 3)
 - Central Garage
 - Refuse Collection

- Recycling
- Streets
- State
- Highway
- City Council
- City Commissions
- Finance Department
 - Debt
 - Bed Tax
- Discussion and wrap-up
 - Discussion ensued regarding how Council would like to proceed regarding the loss of revenue from the State of Ohio. It was noted that a work session should be scheduled at the February 6, 2013. No action was taken at this meeting.

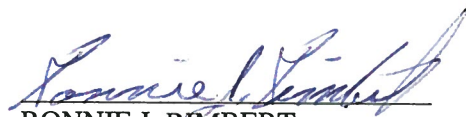
Being that there was no further information to be discussed, the meeting adjourned at 8:31 p.m.

Attest:



BELINDA B. ANDERSON, CMC
CLERK OF COUNCIL

APPROVED: 12/03/2012



RONNIE J. RIMBERT
PRESIDENT OF COUNCIL

POSTED: 12/04/2012



Electric Department

- Key performance indicators – 2012
 - Safety Performance – Zero Loss Time Accidents
 - ASAI of 99.9% (Reliability Factor)
 - Financial Stability (Outstanding Credit Rating)
 - Efficiency Smart Target – 164% of 3 year target goal.
 - Generation Operations – 5 CP and 1 CP
- Highlights of 2013 budget
 - Maintains 2012 salary expense levels
 - Installed Capacity/Transmission Value - \$974,000
 - Unbudgeted Capital Expense – RICE Rule

Electric Department Budget

Electric Department

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ 1,663,251	\$ 1,699,334	\$ 1,691,941	-0.26%
Operation	7,560,020	7,640,476	7,473,622	-2.18%
Capital	0	0	0	0.00%
Transfers & Debt	1,170,444	1,226,232	1,204,993	-1.73%
Total	\$ 10,393,715	\$ 10,566,042	\$ 10,370,556	-1.02%

Electric Department

- Goals for 2013
 - Succession Plan – Technical Services and Distribution Divisions
 - Waste Management Commercial Operation Delay – Market Power Procurement
 - Energy Developments Inc. Interconnection Switch Station Improvements – Three breaker ring bus
 - NESHAP RICE Compliance Plan – Power Plant
 - Cost of Service Study – Implementation Phase
 - Efficiency Smart Program – Contract Renewal
 - Climate Action Plan Annual Update



Public Works Department Admin./General Plant/Engineering


- Key performance indicators – 2012
 - Extensive project planning, coordination and delivery supplements local funding
 - Elm, Vine, Robin Park/Parkwood, Pavement Maintenance
 - Park St. Bridge and Oberlin Rd. Bridge
 - Gasholder Building Phase I Exterior Restoration
 - ODOT coordination (SR58 south, SR58/SR511, SRTS)
 - South Main Water, Elm SAS, Lincoln STS
- Highlights of 2013 budget
 - 2013 Capital Projects

Public Works Dept. Budget Administration/General Plant/Engineering

*Public Works
Administration/General Plant/Engineering
410K, 411L, 412*

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ 299,195	\$ 309,631	\$ 309,036	0.00%
Operation	302,842	413,944	407,814	-1.48%
Capital	0	0	0	0.00%
Transfers & Debt	312,441	225,000	245,000	8.89%
Total	\$ 914,478	\$ 948,575	\$ 962,450	1.46%

- ### Public Works Department Administration/General Plant/Engineering
- **Goals for 2013**
 - Complete capital projects on-time, within budget
 - Ongoing Safe Routes To School Implementation
 - Work with Lorain County to pursue storm water utility
 - Complete sign inventory: mapping – parking recommendations
 - **Budget Reductions/Unmet Needs**
 - Information Technology/Web Support Position
 - SWMP Implementation
 - Sidewalk replacement program implementation

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- ### Municipal Court
- **Key performance indicators – 2013**
 - Continue to monitor Civil Court filings
 - Continue to monitor high maintenance criminal & traffic case filings
 - Monitor impact of elimination of 3rd probation officer and referral of delinquent payments to collection agency
 - Public Outreach – education on the least understood branch of government
 - Compliance with Supreme Court Rules of Superintendence

- ### Municipal Court
- **Highlights of 2013 budget**
 - Elimination of 3rd probation officer
 - Referral of delinquent payers to collection agency
 - Freeze wages of all court staff (and Judge)
 - 10-14% decrease in budget from 2013
 - Continue to operate without a Magistrate
 - Restructured position of Court Security Officer

Municipal Court Budget


*Municipal Court
410A*

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ 720,408	\$ 704,636	\$ 718,173	1.92%
Operation	61,962	87,200	85,700	-1.72%
Capital	0	0	0	0.00%
Transfers & Debt	2,050	10,603	10,618	0.14%
Total	\$ 784,420	\$ 802,438	\$ 814,491	1.50%

- ### Municipal Court
- **Goals for 2013**
 - Operate CCD effectively with one less probation officer
 - Reduce staff time speaking with delinquent payers
 - Increase timely collection of fine and costs
 - Implement or include funding for COOP in 2013 budget

Municipal Court

- Budget Reductions/Unmet Needs
 - Space requirements for Community Control Dep't
 - Space requirements for confidential attorney-client meetings
 - Court Magistrate & space requirements for Magistrate
 - Expanded hours to accommodate increase in civil filings and increase in high maintenance filings
 - One less probation officer
 - Provide funding for Sheriff's deputy to assist with video hearings



Public Works Department Central Garage

- Key performance indicators – 2012
 - Ongoing PM and repair of the City's rolling stock, specially, large and small equipment
- Highlights of 2013 budget
 - Tracking of maintenance/repair costs and fuel usage allows accurate budgeting for this internal service fund
 - Increased cost of fuel drives >6% increase


Public Works Dept. Budget Central Garage

*Public Works
Central Garage
2011-2013*

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ 145,000	\$ 145,907	\$ 148,742	0.57%
Operation	289,513	274,620	300,100	0.28%
Capital	0	0	0	0.00%
Transfers & Debt	3,000	3,000	3,000	0.00%
Total	\$ 437,522	\$ 423,527	\$ 449,842	0.21%

Public Works Department Central Garage

- Goals for 2013
 - Continue aggressive preventative maintenance program to minimize emergency repairs and down-time for the City's fleet
 - Provide statistical feedback on fuel consumption to affected Departments/Divisions
 - Continue to explore collaborative opportunities with the School District and with New Russia Township
- Budget Reductions/Unmet Needs
 - Central Garage, GMD and Public Works staff are appreciative of the investment that the community has made in our state of the art facilities!



Public Works Department Refuse/Recycling

- Key performance indicators – 2012
 - Hired Lori Sprosty to fill the vacant Recycling Coordinator position; regular staff meetings with Refuse/Recycling crew to improve customer service and reduce costs
 - Recycling revenues include re-instatement of LCSWMD Community Grant (\$14,169.04 in 2012)
- Highlights of 2013 budget
 - Revenue and expense trends – no proposed rate increase
 - Residential refuse and recycling truck replacements


Public Works Dept. Budget Refuse/Recycling

*Public Works
Refuse/Recycling
2011-2013*

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ 357,651	\$ 351,018	\$ 352,847	0.52%
Operation	229,036	236,826	238,307	0.63%
Capital	5,087	7,500	7,500	0.00%
Transfers & Debt	428,337	547,035	546,652	-0.07%
Total	\$ 1,021,011	\$ 1,142,379	\$ 1,145,305	0.26%

Public Works Department Refuse/Recycling

- Goals for 2013
 - Continued focus on service and on maximizing revenues and minimizing expenses to maintain both customer satisfaction and fund solvency
 - Equipment selection and procurement
 - Analyze refuse disposal and recycling collection trends to target Recycling Coordinator efforts
- Budget Reductions/Unmet Needs
 - Class II Compost Facility



Public Works Department Streets/State Highway

- Key performance indicators – 2012
 - Ongoing coordination with Engineering and Administration in capital project planning and delivery
 - Storm and Sanitary Sewer operations, investigation, maintenance & repair
 - All street, street marking and street sign maintenance & repair
- Highlights of 2013 budget
 - Capital projects; Pick-up Truck Replacement


Public Works Dept. Budget Streets/State Highway

*Public Works
Streets/State Highway
11/3/12*

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ 338,274	\$ 365,482	\$ 367,200	0.49%
Operation	83,481	102,250	98,485	-3.68%
Capital	0	0	0	0.00%
Transfers & Debt	100,552	114,758	117,953	2.78%
Total	\$ 531,307	\$ 582,490	\$ 583,719	0.21%

Public Works Department Streets/State Highway

- Goals for 2013
 - Continued staff development at all levels
 - Continued SWMP implementation
 - Improved I&I investigation
- Budget Reductions/Unmet Needs
 - GMD continues to maintain operations with (2) unfunded open Service Maintenance Worker positions



City Council

- Key performance indicators – 2012
 - Represent the interests of the residents of Oberlin
 - Continue to provide funding for community organizations
- Highlights of 2013 budget
 - Full-year funding for the Oberlin Connector is tentatively budgeted
 - Several donors have pledged to off-set cost


City Council Budget

*City Council
4/1/12*

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ 58,298	\$ 58,254	\$ 57,985	-0.46%
Operation	250,088	318,100	322,700	1.45%
Capital	0	0	0	0.00%
Transfers & Debt	0	0	0	0.00%
Total	\$ 317,386	\$ 376,354	\$ 380,685	1.15%

City Council

- **Goals for 2013**
 - Continue to represent the interests of the residents of Oberlin
 - Continue to provide policy direction, assistance and guidance to council appointees
 - Complete recruitment for Law Director
- **Budget Reductions/Unmet Needs**
 - Less funding available for Community Organizations




City Boards & Commissions

- 2013 budget requests:
 - \$0
- **Highlights of 2013 budget**
 - As in 2012, it is recommended that no funds be budgeted for individual boards/ commissions

Boards & Commissions Budget

Boards and Commissions
4109

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ -	\$ -	\$ -	0.00%
Operation	0	0	0	0.00%
Capital	0	0	0	0.00%
Transfers & Debt	0	0	0	0.00%
Total	\$ -	\$ -	\$ -	0.00%



City Manager's Office

- **Key performance indicators – 2012**
 - Phase 1 of Underground RR Center/Park & Ride completed
 - Initiatives to improve community and employee relations begun/expanded this year.
 - A year of planning and exploring collaboration
- **Highlights of 2013 budget**
 - Main line items <=/> 2012 request
 - Recognition and support of staff is still needed, so employee recognition remains funded

City Manager's Office Budget

City Manager's Office
4112

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ 255,366	\$ 237,100	\$ 235,566	-0.63%
Operation	83,542	87,380	87,576	0.22%
Capital	0	0	0	0.00%
Transfers & Debt	0	0	0	0.00%
Total	\$ 338,908	\$ 324,480	\$ 323,142	-0.40%


City Manager's Office

- **Goals for 2013**
 - Continue implementation of action plans for the Oberlin Strategic Plan for consideration
 - Continue Improving City-Community Relations & Town-Gown Relations
 - Sustain Employee Recognition & Relations in tight times
 - Continue to Improve HR practices
 - Finalize plans for Phase 2 Underground Railroad Project

City Manager's Office

Budget Reductions/Unmet Needs

- Full-time Admin. Coordinator position vacated to be refilled with 15 hour/week part-time staff
- Travel and training reduced
- Addressing space needs in key areas
- Information Technology Needs / Web & Social Media Support



Finance Department

Key performance indicators – 2012

- Assist the city in maintaining financial stability
- Provide service to nearly 3000 utility customers
- Address thousands of phone calls annually
- Provide service to nearly 230 employees
- Provide fiscal and insurance functions

Highlights of 2013 budget

- Sustaining budget in order to provide key services
- Continue to encourage usage of automatic bill payments and email bills
- Upgrade billing and financial software, as needed

Finance Department Budget

Finance Department
4103

	2011 Actual	2012 Adj. Budget	2013 Proposed Budget	% Change
Payroll/Benefits	\$ 414,766	\$ 436,802	\$ 444,819	1.84%
Operation	132,181	144,800	142,500	-1.59%
Capital	0	0	0	0.00%
Transfers & Debt	2,000	2,000	2,000	0.00%
Total	\$ 548,947	\$ 583,602	\$ 589,319	0.98%

Finance Department

Goals for 2013

- Continue to assist in maintaining fiscal stability
- Continue to provide excellent service to our external and internal customers
- Address various new requirements
- Upgrade billing and financial software as needed

Budget Reductions/Unmet Needs

- Reduced funding for the regular PT position, funding to create a position of Asst Finance Director, in general employee resources throughout the city continue to stretch due to overall reductions in revenue/employees and continued participation in various initiatives
- Provide additional space for existing employees