

**Minutes of the Oberlin City Council Budget Work Session**

Held on November 20, 2013

9:00 A.M.

Call to Order:

A work session of the Oberlin City Council was held on November 20, 2013 at the Oberlin Fire Station Training Room. The work session was called to order by Council President Ronnie Rimbart at 9:00 a.m., for the purpose of reviewing the 2013 Oberlin City Budget.

Council Members:

Present

Absent

Charles Peterson	☐	☐
Bryan Burgess	☐	☐
Sharon Soucy	☐	☐
Elizabeth Meadows (left early)	☐	☐
Scott Broadwell	☐	☐
Aaron Mucciolo	☐	☐
Ronnie Rimbart	☐	☐

Appointees:

Belinda Anderson, Clerk of Council	☐	☐
Jon Clark, Law Director	☐	☐
Eric Norenberg, City Manager	☐	☐
Sal Talarico, Finance Director	☐	☐

Others present were staff members: Dennis Kirin, Fire Chief; Thomas Miller, Police Chief; Wanda Davis ACM/HRA, Gary Boyle, Director of Planning and Development, and Jeff Baumann, Public Works Director.

The Oberlin City Council met in work session to discuss the 2014 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

- Economic Development
- Recreation
- 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 12:45 p.m.

Attest:



BELINDA B. ANDERSON, MMC
CLERK OF COUNCIL

APPROVED: 12/02/2013



RONNIE J. RIMBERT
PRESIDENT OF COUNCIL

POSTED: 12/03/2013

City of Oberlin 2014 Budget Review



2014 FISCAL YEAR BUDGET CALENDAR

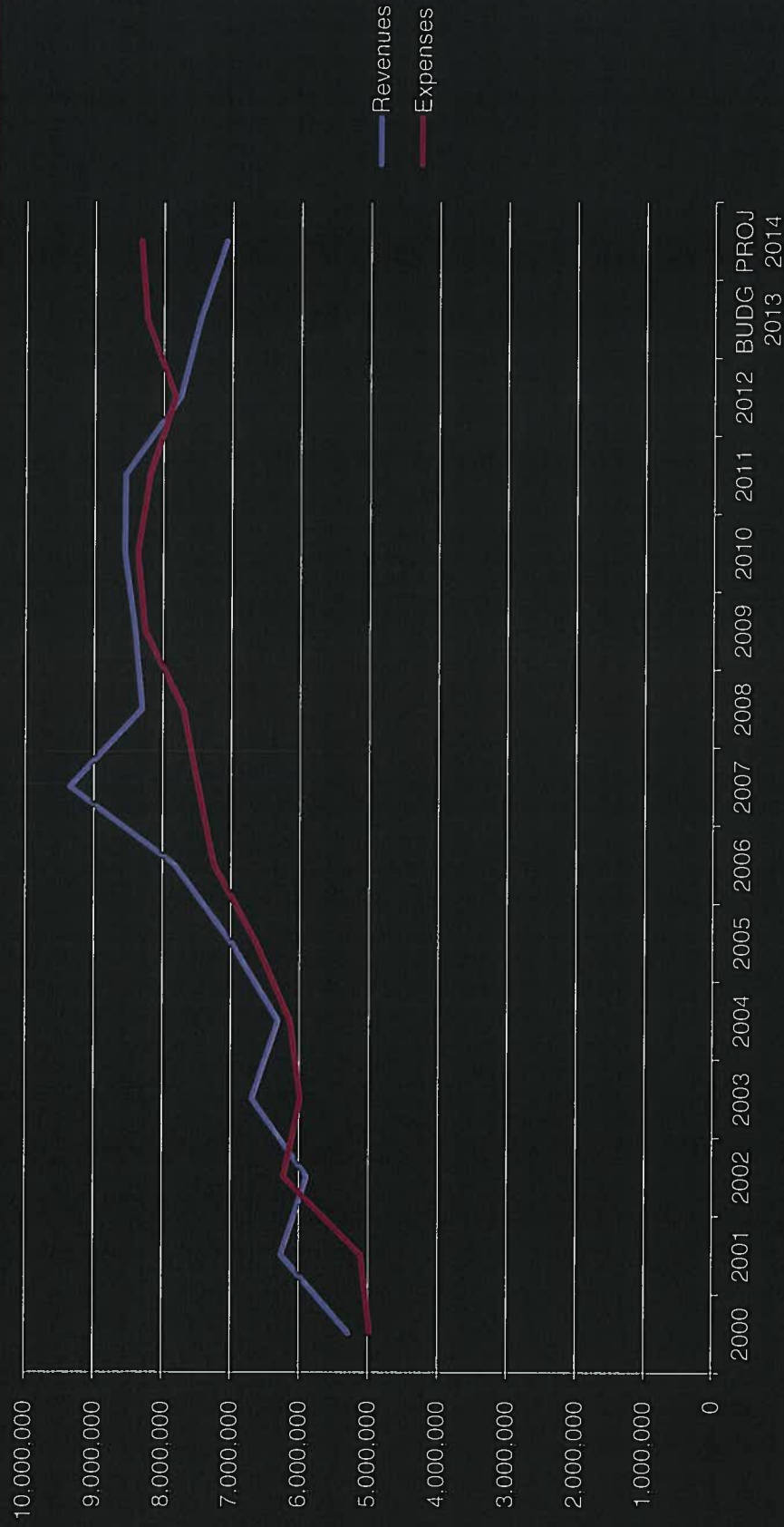
- August 16: Capital Budget Worksheets to departments
- Sept. 4: Operating Budget Worksheets sent out and Capital Budgets due
- Sept. 9: City Manager begin review of Capital Budget Requests with Department Heads
- Sept. 23: Operating Budget due
- Sept. 30: City Manager begin review of Capital/Operating Budget Requests with Department Heads

- October 25: Finance Director compiles utility budget information, submits it to CM for distribution to PUC
- Nov. 6: PUC reviews Water, Sewer, and Electric capital and operating budgets and makes recommendations to City Council, which will include utility rate adjustments
- Nov. 8: Proposed budget, including PUC recommendations, sent to City Council and appointees
- Nov. 20 and 21: Council Budget Work Sessions
- November 18: Report by PUC Liaison re: Rates
- December 4: Public Hearing and 1st Reading by City Council of 2014 Fiscal Budget Appropriations
- December 18: 2nd Reading, Emergency Passage of 2014 Fiscal Budget Appropriations

General Fund Revenues

- Income Taxes - modest 1% increase based on 2013 projections – 2014 estimated \$3,714,000
- Interest income – down \$21,000
- Local Gov Fund – up \$4,000 (overall half the amount we once received)
- KWH Tax – estimated unchanged
- Utility Administrative charges – down \$52,000 (due lower electric rates in 2013 due to purchase of market power)
- Prop Taxes – estimated unchanged
- Income Tax Capital/Operating fund – increased the amount applied to the General Fund from \$200,000 to \$250,000

General Fund Revenues and Expenditures 2000 through 2014 (Budget)



Budget Review Session Format

- Key performance indicators – 2013
- Highlights of 2014 Budget
- Review of Major Budget Categories
 - Payroll/Benefits
 - Operations
 - Capital
 - Transfers/Debt
- Goals for 2014
- Budget Reductions/Unmet Needs for 2014 and beyond



Fire Department

- Key performance indicators – 2013
 - Emergency response:
 - Fire – less 8 minutes to 89% of incidents
 - EMS – less 10 minutes to 89% of incidents
- Highlights of 2014 budget
 - Maintenance of expected response capabilities
 - Replacement of communication equipment

Fire Department Budget

1102

	2012 Actual	2013 Adj. Budget	2014 Proposed Budget	% Change
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Payroll/Benefits	\$ 612,884	\$ 622,383	\$ 621,397	-0.16%
Operation	88,144	92,680	101,868	9.91%
Capital	0	0	0	0.00%
Transfers & Debt	2,789	4,592	14,068	206.35%
Total	\$ 703,817	\$ 719,655	\$ 737,334	2.46%

Fire Department

- Goals for 2014
 - Finalization of 5-year FD strategic plan
 - Internal training programs
- Budget Reductions/Unmet Needs
 - Firefighter staffing
 - Public education programs
 - Training and professional development



Police Department

- **Key performance indicators – 2013**
 - PREPAREDNESS TRAINING FOR ACTIVE SHOOTER**
 - SRO Neadham-Single Officer Response to Active Shooter
 - Chief Miller, Lt. McCloskey-Active Shooter Training for the Law Enforcement Executive
 - All Officers in conjunction with OCS&S trained in Emergency Response to Active Shooter on Campus
 - Future table top exercise and practical scenario training planned with Oberlin College personnel
 - Use of Laser Shot Firearms Simulator to improve skill and use of force decision making in scenario based training

NARCAN TRAINING/KITS FOR OFFICERS IN RESPONSE TO COUNTY WIDE RISE IN HEROIN OVERDOSES

Police Department

- Highlights of 2014 Budget
 - **Capital Items**
 - One Replacement Vehicle (normally would be two)
 - Purchase of Body Cameras for Officers (grant-funded)
 - **Minimal Increase (3.27%) to Operating Budget**

Police Department Budget

1101

2012 Actual 2013 Adj. Budget 2014 Proposed Budget % Change

Payroll/Benefits	\$ 2,057,497	\$ 2,163,939	\$ 2,217,572	2.48%
Operation	102,003	117,550	110,250	-6.21%
Capital	0	0	0	0.00%
Transfers & Debt	125,440	125,042	157,373	25.86%
Total	\$ 2,284,941	\$ 2,406,532	\$ 2,485,195	3.27%

Police Department

- Goals for 2014
 - Improve officer visibility through increased foot and bike patrol
 - Increase Auxiliary Unit to supplement patrol and reduce overtime
 - Explore reclassification of Records Administrator to a full time non-bargaining position
 - Acquire and implement new technologies to include video evidence storage/management and Intelligence Led Policing Software

Police Department

- Budget Reductions/Unmet Needs
 - Space needs still unaddressed
 - Unfilled part-time positions
 - Replacement Roof for Community Impact Vehicle



Human Resources Dept.

■ Key performance indicators – 2013

- Recommended training opportunities; explored improvements to employee wellness initiatives
- Capitalized on prospective workers compensation discounts
- Assessed 1 position classification, updated 4 job descriptions; managed recruitments for 5 positions
- Managed claims for 4 workers compensation/2 unemployment cases
- Processed 14 FMLA applications
- Completed 2013 EEO-4 Report and Drug-Free Safety Program Report

■ Highlights of 2014 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

Human Resources Dept. Budget

4114

2012 Actual 2013 Adj. Budget 2014 Proposed Budget % Change

Payroll/Benefits	\$ 57,119	\$ 57,667	\$ 53,086	-7.94%
Operation	9,092	21,800	13,800	-36.70%
Capital	0	0	0	0.00%
Transfers & Debt	0	0	0	0.00%
Total	\$ 66,211	\$ 79,467	\$ 66,886	-15.83%

Human Resources Department

■ Goals for 2014

- Complete and implement Succession Planning program
- Develop/implement Management/Leadership Development Program for employees promoted or hired into management/supervisory positions
- Update and add new content to the employee HR website; promote and encourage use.
- Complete Citywide position classifications/comp plan improvements
- Build on employee wellness initiatives
- Maintain workers compensation discounts and apply for prospective discounts

■ Budget Reductions/Unmet Needs

- Communitywide diversity training and help link low income residents to job opportunities as indicated by Strategic Plan



Law Department

- Key performance indicators – 2013
 - Completed successful transition of Law Director
- Highlights of 2014 budget
 - Reduced operating expenses

Law Department Budget

4104

	2012 Actual	2013 Adj. Budget	2014 Proposed Budget	% Change
Payroll/Benefits				
	\$ 248,009	\$ 247,352	\$ 223,672	-9.57%
Operation				
	22,655	30,600	26,950	-11.93%
Capital				
	0	0	0	0.00%
Transfers & Debt				
	0	0	0	0.00%
Total	\$ 270,663	\$ 277,952	\$ 250,622	-9.83%

Law Department

- Goals for 2014
 - Furnish high quality and timely legal advice
- Budget Reductions/Unmet Needs
 - Eliminating unnecessary database and subscription services in Law and Prosecutor's offices



City Clerk's Office

■ Key performance indicators – 2013

- Served as the Charter Review Committee Secretary.
- Attended Advanced Clerk Training at Kent State University and Wyoming University.
- Began process for developing a Comprehensive Records Management System. (Fiscal impacts in 2015 - 2016)

■ Highlights of 2014 budget

- Charter Changes go on the Ballot in November 2014.
- Codified Ordinance Assessment.

City Clerk's Office Budget

4105

	2012 Actual	2013 Adj. Budget	2014 Proposed Budget	% Change
Payroll/Benefits				
	\$ 97,431	\$ 107,984	\$ 114,969	6.47%
Operation				
	20,843	29,400	45,400	54.42%
Capital				
	0	0	0	0.00%
Transfers & Debt				
	0	0	0	0.00%
Total	\$ 118,273	\$ 137,384	\$ 160,369	16.73%

City Clerk's Office

■ Goals for 2014

- Create new web pages for Domestic Partnership Registry and Proclamations.
- Achieve Master Municipal Clerk's Designation.
- November Ballot - Charter Amendments.
- Focus on records management training for key personnel.

■ Budget Reductions/Unmet Needs

- Space needs for records storage.
- Software to help mitigate Electronic Records Storage and management of City Records. (2015 -2016)



Planning Department

Planning Division

- Key performance indicators – 2013
 - Policy and Zoning Code Updates/Reviews.
 - Current development applications processed.
 - Grant Administration – CHIP, DTR, etc.
- Highlights of 2014 budget
 - Continue Review of Planning & Zoning Code to Identify Possible Updates.
 - Implementation of Downtown Development Plan.
 - Implementation of Downtown Revitalization Grant.

Planning Department Budget Planning Division

3102

2012 Actual 2013 Adj. Budget 2014 Proposed Budget % Change

Payroll/Benefits	\$ 172,085	\$ 176,799	\$ 183,072	3.55%
Operation	11,010	13,000	12,400	-4.62%
Capital	0	0	0	0.00%
Transfers & Debt	0	0	0	0.00%
Total	\$ 183,095	\$ 189,799	\$ 195,472	2.99%

Planning Department

Planning Division

- Goals for 2014
 - 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.



Planning Department Economic Development Division

- Key performance indicators – 2013
 - Business outreach.
 - Business retention/recruitment efforts.
 - Implement CHIP Program.
- Highlights of 2014 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.

Planning Department Economic Development Division

3101

2012 Actual 2013 Adj. Budget 2014 Proposed Budget % Change

Payroll/Benefits	\$ -	\$ -	\$ -	0.00%
Operation	1,487	6,365	7,240	13.75%
Capital	0	0	0	0.00%
Transfers & Debt	0	0	0	0.00%
Total	\$ 1,487	\$ 6,365	\$ 7,240	13.75%

Planning Department

Economic Development Division

- Goals for 2014
 - 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.



Planning Department

Recreation Division

- Key performance indicators – 2013
 - Increased program participation.
 - Operation of concession stand at Rec. Complex.
 - Coordination of use of Parks.
- Highlights of 2014 budget
 - Maintain intergenerational programming.
 - Reduction of some present program activities.
 - Reduction of expenditures for youth/adult programs.

Planning Department Budget

Recreation Division

2102

2012 Actual 2013 Adj. Budget 2014 Proposed Budget % Change

Payroll/Benefits	\$ 320,742	\$ 314,837	\$ 189,211	-39.90%
Operation	88,133	80,960	62,250	-23.11%
Capital	0	0	0	0.00%
Transfers & Debt	0	0	0	0.00%
Total	\$ 408,875	\$ 395,797	\$ 251,461	-36.47%

Planning Department

Recreation Division

- Goals for 2014
 - 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
 - Fireworks and Midnight Bike Ride.



Planning Department

Building Division

- Key performance indicators – 2013
 - Residential/Commercial Building Code Administration
 - Nuisance abatement activities.
 - Review of City Codes for updates.
- Highlights of 2014 budget
 - Continue State-Certified contract staffing.
 - Implement Ohio Building Code, Residential Code and International Property Maintenance Code.
 - Nuisance abatement mitigation.

Planning Dept. Budget

Building Division

3103

2012 Actual 2013 Adj. Budget 2014 Proposed Budget % Change

Payroll/Benefits					
	\$ 58,101	\$ 58,388	\$ 60,078		2.89%
Operation	99,206	141,850	139,750		-1.48%
Capital	0	0	0		0.00%
Transfers & Debt	0	0	0		0.00%
Total	\$ 157,307	\$ 200,238	\$ 199,828		-0.20%

Planning Department

Building Division

■ Goals for 2014

- Implementation of 2013 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.



Public Works Department

Water Division

- Key performance indicators – 2013
 - (2) Distribution Operators hired
 - Mulberry to Reamer water main construction allows for abandonment of +/- 900' of historic 6" West Tower water main
 - WaterCad Model Update in process
 - Transition to punch list phase of radio read meter conversion
- Highlights of 2014 budget
 - Proposed 2% rate increase (3% increase previously projected)
 - 2013/2014 capital funding combined for planned West Lorain water main replacement in early 2014

Public Works Dept. Budget

Water Division

701

	2012 Actual	2013 Adj. Budget	2014 Proposed Budget	% Change
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Payroll/Benefits	\$ 777,872	\$ 825,235	\$ 909,226	10.18%
Operation	264,037	322,304	354,117	9.87%
Capital	291	12,000	12,000	0.00%
Transfers & Debt	604,825	815,995	680,942	-16.55%
Total	\$ 1,647,024	\$ 1,975,534	\$ 1,956,285	-0.97%

Public Works Department

Water Division

■ Goals for 2014

- Completed WaterCad Model Update leads to improved project planning/prioritization
- Timely completion of West Lorain water main replacements
- Continued improvement in Water Distribution operations including hydrant replacement, valve exercising and flushing programs as well as ongoing evaluation to improve performance, efficiency and customer service

■ Budget Reductions/Unmet Needs

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



Public Works Department

Water Environment Protection Facility

■ Key performance indicators – 2013

- Headworks Improvements complete; improved influent screening implemented
- Engineering contracts for Tertiary Filter Design and Emergency Generator Replacement have been executed
- Constructed over \$1.2M in SAS improvements on Morgan, S. Professor, N. Main, S. Main and W. College in less than 1 year.

■ Highlights of 2014 budget

- Emergency Generator and Tertiary Filter Replacement
- Proposed 1% rate increase; first increase since 2011

Public Works Dept. Budget

Water Environment Protection Facility

702

	2012 Actual	2013 Adj. Budget	2014 Proposed Budget	% Change
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Payroll/Benefits				
	\$ 611,284	\$ 669,000	\$ 738,279	10.36%
Operation				
	206,226	319,532	309,030	-3.29%
Capital				
	13,910	15,000	15,000	0.00%
Transfers & Debt				
	1,438,695	550,853	508,495	-7.69%
Total	\$ 2,270,116	\$ 1,554,386	\$ 1,570,804	1.06%

Public Works Department

Water Environment Protection Facility

■ Goals for 2014

- Continued coordination with OMLPS through Emergency Generator design, construction and initiation of operations
- Continued work with PDG on Tertiary Filter design; budget for purchase and construction
- New NPDES permit application pending. Unresolved issues related to current permit will be eliminated with Tertiary Filter replacement project

■ Budget Reductions/Unmet Needs

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



Public Works Department Parks/Cemetery/Buildings & Grounds

■ Key performance indicators – 2013

- Rec Complex playground installed. New shelter constructed in Park St. Park; pathway and lighting improvements in MLK Park
- Ongoing maintenance of all parks and facilities with (2) FT staff and (8) seasonal employees working limited hours
- Close coordination with the Recreation Division to serve the community's needs.

■ Highlights of 2014 budget

- Ongoing evaluation of preferred staffing options
- Drainage and paving improvements at Westwood Cemetery budgeted in 2013 combined into a single 2014 project

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

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2012 Actual 2013 Adj. Budget 2014 Proposed Budget % Change

Payroll/Benefits	\$ 343,871	\$ 365,099	\$ 341,293	-6.52%
Operation	80,933	103,875	113,010	8.79%
Capital	0	0	0	0.00%
Transfers & Debt	26,894	28,961	29,315	1.22%
Total	\$ 451,699	\$ 497,935	\$ 483,618	-2.88%

Public Works Department Parks/Cemetery/Buildings & Grounds

■ Goals for 2014

- 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

■ Budget Reductions/Unmet Needs

- Staffing constraints
- Inability to resolve spatial requirements of various Departments
- Ice Skating facility