



February 19, 2010

TO: Council President
City Councilmembers
Council Appointees

FROM: Eric Norenberg

SUBJECT: City Manager's Update

Following are updates on various topics for your information. Please let me know if you have any questions. Thank you!

City Council

- Retreat Reminder: Please remember our retreat begins Friday evening, February 26 at 5:30 p.m. with a light dinner. Also, please continue passing the DVD around so all Councilmembers have a chance to view it before the retreat. There should be a checklist in the inside cover of the case so you know who still needs to see the DVD.

Oberlin Police Department

- Victor Ortiz Promoted to Sergeant: Earlier this week, Vic Ortiz was promoted to the vacant Sergeant position. Sgt. Ortiz has served the department 14 years and has been the department's investigator for approximately the past 10 years. Vic has served as a Field Training Officer, is the Department representative on the Lorain County SWAT Team and U.S. Marshall's Fugitive Task Force, and also has been utilized as an instructor at the Lorain County Community College Police Academy. Vic serves on the Department Drug Unit and is a State Certified Weapons Instructor for the Department. Patrol Officers will have the opportunity to be considered for the move into the investigator assignment.

City Manager's Office

- Oberlin Transportation Survey Extended: Due to the limited response thus far and the desire to have the opportunity to complete the survey by telephone be more widely publicized, the transportation survey deadline will be extended until February 23.
- Cost Saving Measures Being Implemented: As 2010's budget is less than last year, staff has been working to identify opportunities to enhance revenue or save money. Some of these efforts are more visible than others:
 - An Abitibi recycling dumpster was delivered recently near the Library. This dumpster will be the collection point for non-shredded papers, magazines, etc. from City offices downtown. This change will save money in two ways. First, there will be a reduction of newspapers, etc. going through the normal recycling

program, thus saving the drop off fees and, second, the office papers that do not have to be shredded can go into the Abitibi dumpster, saving the cost previously paid for hauling and shredding.

- An assessment of the City's cellular telephone bills yielded the opportunity to adjust several of the accounts to lower rate plans. These changes will result in savings of approximately \$1,800 per year.
- Recently, more items that are "for your information" have been sent via e-mail to save paper and the time involved in assembling the weekly packet. For the most part, these are items that were e-mailed to the City Manager's Office by the originator and are easily forwarded. Other items that arrived in hard copy form have been duplicated and put in the packet. In the future, these hard copy items could be scanned and e-mailed as well. If the City Council has any feedback about this change in communication, I would appreciate the feedback.

In addition, staff are reviewing various fees and charges. In the coming weeks, City Council will see recommendations for fee adjustments in several areas.

- City Manager to Attend OCMA Conference in Columbus: The annual Ohio City/County Management Association Conference will be held February 23-25. Highlights of this year's conference include a session titled "Zoning Code Responses to Green Initiatives", an interactive discussion with Peter Block, and a special course entitled "Leadership, Management, and the Key Role of Performance Measurement." I will also meet with the rest of the planning committee for the 2010 Ohio Town-Gown Conference. While I am away, Darlene Colaso will be acting City Manager and available for assistance.