



October 1, 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!

### **Oberlin Fire Department**

- Firefighters Complete Advanced Training: Ten Oberlin firefighters have successfully completed an 84-hour advanced firefighter course for certification as Firefighter I. This level of certification is described as an "intermediate level" by the State Department of Public Safety firefighter curriculum. The course was conducted at Oberlin Fire Station as part of the department's regular annual training, allowing these personnel to finish their studies without undue travel or extra work time. The training was conducted by several OFD staff who are State-certified fire instructors. This combination of extra local effort and coordination meant these employees completed the certification with no additional cost to the City. When you see the following employees next, please share your congratulations:

Firefighter/EMT Duane Anderson  
Firefighter Tom Boden  
Firefighter/EMT Kristin Braziunas  
Firefighter/EMT Eric Deyarmin  
Firefighter/EMT Robert Dillon  
Firefighter/EMT Marvin Jackson  
Firefighter/EMT Emily Jindra  
Firefighter/EMT Ben Ryba  
Firefighter/EMT Mark Shuck  
Firefighter/EMT Joseph Smith

### **City Manager's Office**

- City Council Budget Work Sessions to be scheduled: Once again, it is time to plan for the annual City Council review of the Oberlin department budgets.

This year it is planned that Department presentations will again focus on:

- Key Performance Indicators for the current budget year
- Budget Highlights of the upcoming 2011 budget

- A review of proposed changes from the 2010 budget in key budget categories (personnel/benefits, operations, capital equipment, and capital improvements)
- Goals for 2011; and
- A review of unmet needs

Due to the timing of the budget process and the Thanksgiving Holiday, we would like to offer the recommendation that we use the two-night format (as we did last year) and conduct the budget review meetings on Monday and Tuesday, November 22 and 23. (As a few Councilmembers plan to attend the National League of Cities conference the following week, we do not recommend delaying).

It is requested that we start as early in the late afternoon/evening as possible. In the past, these review sessions have started at 6 p.m. and ended after 9 p.m. Starting an hour or two earlier would less adversely impact staff who start work again the next day at 8:30. Staff can again provide a light supper.

It is requested we discuss this during the City Manager's Report at the October 4 City Council meeting, please, so the City Council can establish the two-night schedule and staff can move forward with getting the dates on everyone's calendar.

- Many Oberlin Projects Nominated for Lorain County Beautiful Awards: This year it appears that a record number of programs and capital improvement projects in Oberlin have been nominated for [Lorain County Beautiful awards](#). I believe it is important to support the developers, property owners, non-profit organizations, etc. that are responsible for these many projects by attending the awards ceremony on **October 26** (5:30 p.m. at LCCC Spitzer Conference Center). I will be making arrangements for a table of eight and encourage you to join Council President Sloane and myself at the event.
- Friend of Oberlin to Receive Distinguished Service Award from ICMA: The International City/County Management Association will hold its annual conference later this month in San Jose, CA. One of the highlights of the conference each year is the awards ceremony. This year, Sylvester Murray will receive the Distinguished Service Award from the Association (see [award program](#)). Sy's long career in local government service included service as City Manager of both San Diego and Cincinnati, and as Ann Arbor City Administrator. He assisted the City of Oberlin with several senior management recruitments during his years teaching at Cleveland State University.