2014 Action Items

Action Initiative	Outcome Measure	December 2014 Status	Strategy	Strategic Priority	Lead
50% of the Oberlin Police Officers will maintain bicycle patrol certification and will, weather permitting, patrol neighborhoods and downtown March-November.	Bicycle patrols logged - a minimum of two shifts/month	The PD is scheduled to host a bicycle training certification course, additional OPD officers will receive training.	Bike and foot patrols downtown and in neighborhoods.	A. Keep Our City Safe	Miller
Weather permitting, at least one officer will patrol downtown and check doors once per shift; more often on busy nights downtown and each officer will conduct foot patrols in other neighborhoods once during each shift.	Foot patrols logged. Each officer will log foot patrol during their shift a minimum of one shift/week, weather permitting	The hiring of Auxiliary Officers Smith and Rivas will increase visibility of officers on foot, particularly in the downtown business district.			
Continue regular training.	department. Provide annual continuing education		Regular training for police officers and firefighters.	A. Keep Our City Safe	Miller, Kirin
Safety equipment will be monitored to ensure none exceeds recommended lifespan. Develop and update capital replacement program for major assets.	Capital asset replacement program.	PD regularly replaces vehicles. Bullet proof vests are on a regular replacement schedule. Body cameras purchased and are in use.	Regular technology upgrades and equipment replacement.	A. Keep Our City Safe	Miller, Kirin
Current OMLPS succession plan pilot will be completed during 2014.	Final report and evaluation of OMLPS succession plan pilot will be completed before the end of 2014.	The pilot succession planning process in OMLPS was successfully completed in October of 2014 with the promotions of internal staff to the positions' of Distribution Superintendent and Technical Services Superintendent. Succession planning process will be adapted to create and foster opportunities for staff development and upward mobility within other City departments.	Support staff development and succession planning to provide for future leadership.	A. Keep Our City Safe	Norenberg, Dupee, Davis
Continue to maintain State-Certified Building Department	Contract hiring of State-Certified Building Division staff continues.	The Building Division has successfully transitioned following the retirement of Ron Schnurr.	Business-friendly services (permitting, inspections, etc.)	B. Focus on Economic Development/Tourism	Boyle
Conduct permit reviews and inspections in a timely manner.	Staff undertakes permit reviews and inspections in a timely and effective manner.	Schilar.			
Evaluate a buy local initiative with Oberlin Business Partnership, local businesses, Oberlin College, etc.	Increased sales by merchants; improved promotion of local goods and services.	Will continue to work with OBP on buy local and shop small campaigns. Will continue to try to increase tourism to bring visitors to shop and eat locally.	Support local business by making local purchases when possible	B. Focus on Economic Development/Tourism	Handy
Coordinate actions with Oberlin Business Partnership, Team Lorain County, local businesses, Oberlin College, etc.	Number of vacant storefronts. Number of businesses assisted.	Will work with OBP to create training opportunities as appropriate for local small and medium sized businesses and also with the County ED Dept. and LCCC, JVS and SBDC.	Work with the Oberlin Business Partnership and business owners to retain merchants downtown and attract new businesses.	B. Focus on Economic Development/Tourism	Handy
Provide technical assistance for businesses through workshops, SCORE, etc.	Number of seminars focusing on needs of small/medium sized businesses held.	Will continue to work with Team Lorain County or business retention visits and following business attraction leads from the State of Ohio. Will also continue Industrial Park Roundtable meetings, Oberlin Business Forum meetings and Business After Hours to keep in contact with existing local businesses.			
Build relationships with lending institutions for local business loans.		Will continue to foster the relationship with ECDI, a local non-profit lending institution for start-up and existing businesses. Recently toured a kitchen incubator facility with Oberlin College staff which was funded by ECDI to see if we can do something similar in Oberlin. Will explore the Ecc Link loan program through Key Bank for homeowners who want to do energy efficiency improvements.			

Provide marketing assistance to property owners.	Market available sites on website. Number of prospective businesses provided with information on available sites and buildings tracked.	Will continue to put available sites/properties on the City website and to promote those sites when prospective businesses call the City. Will continue to work with Team Lorain County on providing available property information to put in the JobsOhio data base and providing sites to JobsOhio which meet the locational criteria for business attraction leads. Will also continue to maintain City available property information on national real estate databases - CoStar and Xceligent. Property on the SW corner of 58 and 20 sold recently to Coles Energy, owner of Mickey Mart gas stations. Working with the property owner of two parcels on U.S. 20 to place signs on them that retail space and vacant land are available.	Handy
Maintain and enhance partnerships and collaboration with Team Lorain County, Team NEO, and FFEF.		Will continue to work with Team Lorain County and the County Development Department to do the marketing of sites/buildings. Will continue working with OCS and Lorain County DJFS on the summer youth employment program to create jobs for Oberlin youth and help them develop soft skills for employment. Will continue to maintain and enhance relationships with regional ED staff/organizations such as MAGNET and Team NEO.	Norenberg/ Handy
Continue to coordinate work force development / job-matching efforts with Oberlin Business Partnership, Team Lorain County, LCCC, LCJVS and Ohio Means Jobs.	Additional local residents trained and hired for local jobs	Will continue to work with the Bonner Center and Lorain County DJFS on the summer youth employment program (second year of program). Provided programs on several workforce development programs and internship programs to the industrial park roundtable members in 2014. Will continue to meet with the Oberlin Community Benefits Coalition and union representatives regarding how we can hire more local people to work on larger development projects.	Handy
Joint marketing of available sites and buildings.		Will continue to work with Team Lorain County and the County Development Department to do the marketing of sites/buildings. Will continue to list the City's available property on national real estate websites.	Handy
Micro-enterprise program developed through OCIC.	Program established	Discussions were held at OCIC meetings regarding a micro-enterprise program.	Handy
Coordinate efforts with Oberlin Project, OSU Extension Service, etc. to develop programs to encourage agriculture.	. Will continue to work with local residents who desire to start local food businesses.	Working with The Oberlin Project Food Subcommittee on creating a kitchen incubator/food hub in Oberlin. Toured Cleveland Culinary Launch and Kitchen food business incubator with Oberlin College staff. Working with Oberlin Project staff on potential changes to the Zoning Code to encourage more community gardening and urban agriculture. Support agriculture in and around Oberlin to preserve and restore an B. Focus on Economic Development/Tourism B. Focus on Economic Development/Tourism agrarian community.	Handy
Support efforts to encourage local food purchases by Oberlin College, businesses, Farmers' Market, Common Goods.	Increased percentages of food purchased locally per Oberlin Project plan.	Will continue to support the Farmers Market. Will continue working with The Oberlin Project and County ED staff on connecting local food buyers with local food suppliers.	Handy
Support agricultural tax exemptions for land in City.	Requests processed promptly.	CAUV requests were processed promptly.	Boyle/Handy
Provide planning advice on review and approval process. Coordinate timely review of plans to renovate or construct a new Inr by City departments, Design Review and Planning Commission.	Continue to work with the developer and Oberlin College to coordinate planning/ development reviews, and eventually review of building permit applications.	Conditional Planning Commission approval for the site plan was granted in early-July. Construction of the new hotel wing of the Gateway Center is currently underway. Support Oberlin College's plans to renovate/rebuild the Oberlin Inn. B. Focus on Economic Development/Tourism Support Oberlin College's plans to renovate/rebuild the Oberlin Inn. B. Focus on Economic Development/Tourism	Boyle
Secure full funding for Phase II - Site development.	December 31, 2014	Funding from both NOACA and the State secured during the winter/spring. Coordination meetings were held with both in 2014. To secure these funds, we must submit the revised Phase II site plans and cost estimate to both NOACA and the State, preferrably by the end of April 2015. Make the Underground Railroad Center/Park and Ride fully operational. B. Focus on Economic Development/Tourism operational.	Davis
Finalize site plans and be ready for bidding.	December 31, 2014		

Form special committee to evaluate and develop recommended governance structure and business model for the OURC.	Committee formed by April 30, 2014.	Committee was established in June and the first meeting was held in late-July. Subsequent meetings of the Steering Committee were held through December. At that point, a subcommittee was formed to focus on the details of the business plan and the OURCIT was asked to coordinate collaborative events with OHC, OAAGHG and Oberlin College.			
Plan for public park/open space at the OURC site and at the Green Acres site.	OURC site anticipated to be open and accessible to the public by late Fall 2015. Site plan developed for Green Acres and for park improvements in 2014.	Planning for both projects continues.	Preserve green, open space and develop new park land that is eas accessible by all residents.	ily C. Lead with Sustainable Practices	Baumann, Boyle, Norenberg
Monitor the work of various Oberlin Project committees and ensure appropriate City staff and/or Boards and Commissions are involved and/or consulted when needed.	Three update presentations to City Council made at Regular Sessions or Work Sessions during 2014-5.	The City Manager is a member of the Oberlin Project Advisory Board. An update to City Council will be scheduled in the first quarter of 2015.	Actively participate in the Oberlin Project.	C. Lead with Sustainable Practices	Norenberg
Continue to support energy efficiency services through POWER's Energy Advocate.	Number of homes inspected and quantity of efficiency services provided to homes in Oberlin.	The second year of the program was completed at the end of 2014. POWER reported second year results of the energy efficiency and advocacy efforts to City Council. POWER applied for a new round of funding from City's Sustainable Reserve Program. In December of 2014, with the recommendation of staff, City Council approved \$35,000 in funding to POWER to continued its efficiency and advocacy efforts in 2015.	Continue/expand policies that promote and encourage implementation of energy efficiency measures and alternative/renewable/sustainable energy sources.	C. Lead with Sustainable Practices	Dupee
Continued Program Evaluation to Improve Efficiency & Expand Services	stream recycling collection. Commercial refuse and commercial corrugated cardboard will most	•	Maintain/expand recycling program.	C. Lead with Sustainable Practices	Baumann
Review State Building Code regulations related to energy-efficiency improvements. Review of Code standards with the Housing Renewal Commission and the Building Division staff. Recommend adoption of Code updates as considered appropriate.	State Building Code updates adopted by City Council.	Staff will be looking at this issue in 2015 along with the Housing Renewal Commission.	Adopt code changes to encourage more green buildings.	C. Lead with Sustainable Practices	Boyle
Evaluate and consider building energy performance reporting requirements	Ongoing consideration of possible use of performance reporting requirements by Housing Renewal Commission and staff.				
Project coordination with ODOT/Consultant.	Stage 3 and Final Plans should be submitted by ODOT's consultant prior to years' end. Construction planned for 2015.	Stage 3 plan submittal complete. Final decision on Lincoln St. R/W complete. Hire a pre-qualified acquisition consultant to secure temporary and permanent right-of-way in process. 2016 Construction.	Complete SRTS sidewalk expansion project.	C. Lead with Sustainable Practices	Baumann
Either contract out administration of sidewalk maintenance program or conduct in-house during 2014.	Notices to residents sent and work begun in a timely manner to be completed this season.	Postponed to 2015. Advance notification processes planned. All sidewalks west of property abutting Professor St. to be inspected as soon as practicable (April?). 60-day notification per ordinance to follow. Goal to award contract at August Council meeting.	Restart sidewalk maintenance and repair program	C. Lead with Sustainable Practices	Baumann
Continue to support downtown Farmers' Market on City property, community garden/food initiatives, etc. In conjunction with Oberlin Project, collect and analyze data on agriculture from Census and consider method to track local food purchases. Citizen outreach/education.	City Manager has authorized the Farmer's Market in the past and will continue to do so. Application for approval of the project is processed expeditiously by staff through the Planning Commission. Staff continues to work with the Oberlin Project and others concerning local food initiatives. Also, OSU Extension is seen as a partner in providing information, etc. Staff continues to work with the Oberlin Project and others concerning local food initiatives. Also, OSU Extension is seen as a partner in providing information, etc.	farmers' market in 2014 for a three year period. Will continue to work with the Oberlin Project staff on local food initiatives.	Support expansion of farmer's market, community gardens, local food production, and food storage.	C. Lead with Sustainable Practices	Handy

Continue collaboration with LCT, Lorain County Commissioners, the Oberlin Project and others supporting improved funding for transit in Lorain County to link Oberlin with other destinations.	•	Initial conversations were held during the Spring Semester to coordinate plans with Oberlin College Student Senate to expand Saturday Shopping Shuttle and market to residents as well as students.	Work with County and regional partners to restore transportation links to other areas of Lorain County and Northeast Ohio, including airports.	s C. Lead with Sustainable Practices	Norenberg
See above section "Make the Underground Railroad Center/Park and Ride fully operational."		The plans to finalize site planning are underway and, contingent upon fundraising, the park-and-ride feature is the next phase to be realized.	Make Park and Ride portion of the Underground Railroad Center fully operational to encourage and facilitate bicycle travel on the Don J. Pease Memorial Bike Path/North Coast Inland Trail.	C. Lead with Sustainable Practices	Davis
Explore options for additional service on boards and commissions, as well as examine opportunities for input via special public meetings and via surveys.	Annually review number and variety of methods for citizen engagement.	Staff is working to draft a guide/handbook for residents serving on City Boards/ Commissions. This should help new members feel more at ease and settle in quickly.	Actively Engage Residents in planning & decision making.	D. Partner with Residents, Businesses, Anchor Institutions and Other Gov'ts	City Council, Norenberg, Anderson
Continue efforts to streamline and improve processes with a goal of maintaining quality service while reducing cost through collaboration and efficiency.	•	Clean Energy Coalition presented findings to City Council in the summer. Close out of the grant continues.	Increase Government Efficiency and City Financial Stability.	D. Partner with Residents, Businesses, Anchor Institutions and Other Gov'ts	Norenberg
Engage the community and anchor institutions about the value of City services and the importance of adequate financial resources to fund those services.	Secure passage of Issue 22 with broad based community support.	Complete.	Strengthen bonds with anchor institutions to help ensure the City's long-term financial viability and stability.	D. Partner with Residents, Businesses, Anchor Institutions and Other Gov'ts	City Council, Norenberg, Talarico
Complete phase I and begin phase II with Council's support.	New Storm Water Chapter in the codified ordinances. Planning complete for storm water utility.	Phase 1 results presented to PUC and City Council in October, 2014. Phase 2 contract recommended by PUC and under consideration by City Council. Entered into Co-Permittee MOU with Lorain County Storm Water District to partne on permit compliance. On-going work with KS Associates and others to address Reserve Ave. issues.	Fully implement the storm water management plan; development and implement a storm water utility.	E. Make Infrastructure Upgrades & Building Improvements	Baumann
WEPF improvements and collection system improvement project scoping, design, bidding, award, construction and contract management.	Complete Phase I feasibility study design for Emergency Back-up Generator; complete Phase II, bidding and contract award. Complete Tertiary Filter Design, OEPA PTI, bidding, contract award and commencement of construction.	Phase II Design on hold. Tertiary Filter Project	Continue to make sanitary sewer upgrades and the necessary improvements to the Water Environment Protection Facility to maintain compliance with NPDES permit limits and to protect water quality in Plum Creek and the Black River watershed.	E. Make Infrastructure Upgrades & Building Improvements	Baumann
Distribution system improvement design, bidding, award, construction and contract management; select equipment purchases for WTP.	Complete Phase I West Lorain Water Line replacement from Main St. to Hollywood. Lime Sludge Lagoon Engineering for NPDES permit compliance.	West Lorain Water Main installation complete with minimal disruption to OC, the hospital and other key customers. Lime Sludge Lagoon Engineering in process. Lime Sludge Field Application Equipment currently out to bid.	Continue to make water distribution system upgrades and the necessary improvements to the Water Treatment Plant to comply with Safe Drinking Water Act requirements.	E. Make Infrastructure Upgrades & Building Improvements	Baumann
Continue to maintain and update the Department's 5-Year Capital Plan. Update Pavement Ratings.	Continue to evaluate relative priority of select improvements.	On-going.	Continue to plan for utility and infrastructure improvements throughout the community.	E. Make Infrastructure Upgrades & Building Improvements	Baumann
Project design, bidding, award, construction and contract management.	Coordinate SR58/SR511 Intersection Improvements; ODOT's resurfacing of SR58 & SR511 and Pyle S. Amherst Rd. Bridge Replacement. South Professor Phase II and North Prospect re-build.	Hardscape punch list items to complete in spring, 2015; otherwise substantially complete. ODOT resurfacing of 58/511 includes new curb bumpouts at Hall Auditorium and over 60 new ADA accessible ramps at intersections. Set up and used e-mail contact lists to keep stakeholders and emergency services advised of project status and lane retrictions. Pyle S. Amherst Bridge completed. Westwood Cemetery Paving and Drainage. Preliminary design for 2015 projects underway.	Continue pavement maintenance program and prioritized repaving and/or reconstruction of City streets.	E. Make Infrastructure Upgrades & Building Improvements	Baumann
Finalize projects utilizing DTR funding.	Streetscape improvements complete. Improved pedestrian and bicycle access.	Sidewalk contractor went bankrupt. Preliminary settlement with bonding company on additional work to secure the site. Bid to replace with brick pavers awarded to Don Mould's. Construction in April. CBD refuse/recycling stations on order; April delivery. On-street bicycle parking facilities in process for spring install.	Work with downtown stakeholders to provide parking for visitors/patrons.	E. Make Infrastructure Upgrades & Building Improvements	Baumann, Boyle

Coordinate Review of parking with Oberlin Business Partnership, Oberlin College, merchants, etc.	Improved way-finding, signage, etc. to provide direction to parking areas.			
Continued evaluation of spatial needs/options. Continued energy-efficiency improvements.	Recommend future re-use of Morgan St. Waterworks and the Zavodsky House. Select lighting upgrades.	Continued work with architect and insurance company on scope of improvements covered by insurance. Should re-bid, Spring, 2015.	Expand and/or upgrade City facilities to address space needs and efficiency.	E. Make Infrastructure Upgrades & Building Improvements Baumann
Coordinate building improvements through the Downtown Revitalization Grant, other City programs.	Number of building exterior or interior improvements completed.	Completed DTR grant program this year. 14 buildings rehabbed; 20 projects completed; total investment in downtown building improvements was \$392,609.88. Will continue to promote the façade loan program with new changes made to the program guidelines. C. Handy attended Good Morning Oberlin breakfast recently to explain the program to downtown businesses/owners.	Support rehabilitation of downtown buildings.	E. Make Infrastructure Upgrades & Building Improvements Boyle
Coordinate residential rehabs with City CHIP grant and other programs	Number of residences receiving improvements.	Applied jointly for CHIP funding this year with Lorain County and Sheffield Lake. Application was funded - \$350,000 awarded for City of Oberlin housing rehabs. County is administering the program for the City. Applications have been accepted from homeowners and rehab work is underway. Exploring idea of an RLF program or grant/rebate program for energy efficiency improvements for Oberlin homeowners.		E. Make Infrastructure Upgrades & Building Improvements Boyle
Ongoing dialogue with neighborhoods, churches, etc.	Improved community relationships and understanding.	Will continue to work with community organizations as appropriate to assist them with their work to improve the community. Will work with the Oberlin URS to help them with their ADA improvement and community kitchen projects. Will continue to work with The Oberlin Project ED Subcommittee to improve neighborhoods and economic development opportunities for residents.		F. Create One Oberlin that is a Model for Social Justice and Handy Race Relations
Analyze current diversity training needs and formulate a plan of action to ensure all employees receive training.	All new hires trained within 30 days of hire.	Researching comprehensive workplace diversity and inclusion programs/policies/training in order to create a diversity plan/program with emphasis on ongoing diversity training opportunities and the benefits of a diverse and inclusive workforce.	Strengthen diversity training within City government.	F. Create One Oberlin that is a Model for Social Justice and Davis Race Relations
Encourage County Workforce Development to provide increased outreach to Oberlin. Coordinate with Industrial Park businesses on job availability, etc.	New employment training and job opportunities.	Will continue to work with Ohio Means Jobs Lorain County, LCCC, and LCJVS to inform residents about job training programs and employment opportunities, especially the new TechNET program. Working with Oberlin Community Services, LCCC, and Oberlin College on the Women in Sustainable Employment (WISE) project to help single mothers gain access to training and better paying jobs. Working with Ian Yarber, Wanda Davis, OCS, the Bonner Center and Ohio Means Jobs Lorain County on further developing the summer youth employment program in Oberlin (second year). Recently made a presentation on SYEP to all of the Oberlin junior class. Working on getting employers on board for SYEP for this summer and getting more youth interested in the program. Will continue to get speakers on workforce development issues/programs in front of industria park roundtable members. Will continue to foster the relationships with Lorain County Ohio Means Jobs, LCCC Workforce Innovation Network and the MAGNET workforce development office.		F. Create One Oberlin that is a Model for Social Justice and Handy Race Relations
Continue to coordinate with City schools, Oberlin College, LCMP, Baseball-Softball Federation, Oberlin Youth Soccer, etc. to provide a wide range of intergenerational recreational opportunities.	Listing of available recreational activities and outreach to the public to inform of opportunities.	Program information posted on City's website, Facebook page & other forms of electronic communications, flyer sent home with school children. Information released to local newspaper along with posting on local cable station and in public library.	Continue and expand partnerships with regional and community organizations to provide a variety of recreational opportunities for youth and older adults.	G. Expand Recreational Programs Yarber

Identify potential partners with Recreation Commission.	Identify potential recreation programs and facility	Rec. Division & Commission continue to dialog	Evaluate partnerships to provide facilities for indoor recreational	G. Expand Recreational Programs	Yarber, Norenberg
	requirements. Negotiate the use of indoor	about potential partnerships with other	programming.		
	facilities with potential partners. Identify budget	organizations. The ongoing use of school district			
	requirements for programs/facility rent.	facilities as rec. venues for various activities			
		continues to be the most cost effective facilities to			
		use at this point in time compared to Splash			
		Zone.			

2015 Action Items

Action Initiative			Strategy	Strategic Priority	Lead
Periodically attend OACM meetings, Chief and/or SRO to meet with Clergy periodically, encourage Clergy to participate in Citizen Police Academy.		Both Chief Miller & Lt. McCloskey met with Oberlin Area Cooperating Ministries and discussed current issues including upcoming Citizen Police Academy. OACM agreed to help recruit for the upcoming class.	Form partnerships with clergy and other non-profits in Oberlin and Lorain County to enhanced communication, aid at-risk youth and strengthen the social safety net.	A. Keep Our City Safe	Miller
Research external communication media. Evaluate best media for various circumstances.		PD launched a new website which is regularly updated by the AC. PD continues to utilize Facebook to publicize upcoming events or crime notifications. All reports are online for media review.	Maximize effectiveness through regular internal and external communications with stakeholders.	A. Keep Our City Safe	Miller, Kirin
Meetings will be held with each department manager to evaluate vacancies likely to occur in the next five years. Leadership and management training will be expanded as necessary.	Succession plans developed by January 1, 2016.		Support staff development and succession planning to provide for future leadership.	A. Keep Our City Safe	Norenberg, Davis
Participate in planning meetings and evaluate, in conjunction with the Finance Director, Law Director and other Department Heads requests and/or proposals regarding the replacement hotel.			Support other investment in expanded hotel accommodations and conferencing facilities.	B. Focus on Economic Development/Tourism	Norenberg
Evaluate likely future routes.	Recommend necessary funding in conjunction with select paving projects.	South Professor Paving Improvements will add sharrows south of bike path. Project includes off-road multi-use trail extension from Rec Complex to Splashzone. Cost share with MetroParks.	Expand bike lanes throughout the city.	C. Lead with Sustainable Practices	Baumann, Boyle
Work w/ DTR to evaluate location(s) and aesthetics.	Recommend location(s)/structure(s).	On-street bike parking in CBD, vetted with multiple stakeholders through Oberlin Main St. Spring, 2015 installation planned.	Support development of bike storage in downtown and other destinations.	C. Lead with Sustainable Practices	Baumann, Boyle
Analyze fiscal viability of and administrative capacity for community-wide diversity training.	-	Researching community-wide diversity and inclusion programs/policies that are inclusive of, but not limited to the following: ongoing community wide diversity training opportunities; promotion of diversity and inclusion in the community at large (suppliers, contractors; local businesses, etc.).	Offer diversity training for residents.	F. Create One Oberlin that is a Model for Social Justice a Race Relations	nd Davis