

# 2021 Budget Narratives and Highlights

## Police Department

**Fund:** General (111)    **Activity:** Police (1101)

The Police Department is a seven day a week, twenty-four hour operation currently with an authorized strength of 25 full-time employees; 17 officers, and 6 dispatchers. We also supplement this staff with part-time employees, including 1 part-time dispatcher, 4 auxiliary officers and 3 crossing guards.

Payroll is the major operating expense in the Police Department budget. The need for an increase in staffing will be discussed. These areas will be reviewed and recommendations will be presented to the City Manager. However, small increases for all employees and step wage increases required by labor agreements are included in the account.

The Operating Budget shows an increase of \$5,000 for Phase 1 of new Safety Town buildings and an increase to \$20,000 in our computer budget for estimated IT expenses which we now manage.

The Capital Budget request for 2021 includes \$166,106 for two (2) hybrid Ford police utility patrol vehicles and one (1) hybrid Ford police utility unmarked vehicle and \$13,373 for a LaserShot simulator for training purposes.

## Fire Department

**Fund:** General (111)    **Activity:** Fire (1102)

The Fire Department consists of five full-time and 20 part-time firefighters, and one part-time assistant to provide fire suppression, first responder - emergency medical service, hazardous materials mitigation, technical rescue, fire prevention, code enforcement, and public education services to the community and portions of New Russia Township. In addition to emergency and community services, the department manages the City's emergency operations plan for disaster and homeland security response.

The department's 2021 operating budget includes an overall account fund increase including an increase in personnel wages and salaries and to continue with part-time shift coverage 24-hours per day on weekends and holidays and 20-hours per day Monday-Friday. This request will cover our safety concern of only having one firefighter on duty after normal business hours, weekends and holidays. Public relation and educational activities will be maintained.

The income tax fund capital budget request of \$1,995,594.66 includes the replacement of the Rescue Truck and Aerial Ladder Truck. The Rescue vehicle will cost \$410,000 and estimates for the aerial truck are approximately \$1.5 million. Two new LifePak 15 units (\$61,149.66) will replace the current models that are out of service life.

Increases in the General Fund expenses for 2021 are primarily for building maintenance expenses to include: replace greywater pump (\$6250); Roof Garden/landscaping (\$1250) and replace foyer floor (\$7722). Training expenses will increase to \$32,000 and include training for new hires and officer development; repair and maintenance of the Mobile Training Unit (burn trailer) (\$6,000); and recruiting and retention (\$7,780); miscellaneous building supplies and repairs make up the balance. There is also an increase in Full-Time wages as we are anticipating a retirement in September 2021. A replacement will start in July to allow for training for a smoother transition.

Operating Equipment account increased to \$57,650 to include anticipated scheduled trucked maintenance (\$16,500) and SCBA and cylinder hydro testing (\$3000) replacing EMS/Medical equipment/supplies (\$5,700); annual NFPA testing (\$3000); fuel (\$10,000) and miscellaneous equipment/repairs (\$19,450).

## **Parks Division**

**Fund: General (111) Activity: Parks (2101)**

The Buildings & Grounds, Parks and Cemetery Divisions of the Public Works Department are under the day-to-day supervision of Buildings & Grounds Superintendent Jon Simms. FT staffing includes Crew Chief Mike Ives and Service Maintenance Workers Kevin Wilczak, Derrick Yarber and Joe Brasee. Full-time staff is supplemented by 3-4 seasonal employees whose assistance during the growing season is essential in managing the numerous divisional responsibilities.

In addition to routine parks maintenance, this division provides support to the Recreation Division, community groups and residents for such events as the Fourth of July, Baseball, Softball and Soccer games and tournaments, the Basketball Tournament, the 5k run, Juneteenth, Chalk Walk, Vintage/Family Fund Day, Doggie Doo Parade and family gatherings.

## **Recreation Division**

**Fund: General (111) Activity: Recreation (2102)**

The Recreation Division is staffed by one full-time employee and 34 part-time or seasonal employees throughout the year. That staff number varies over the year based on programs being offered. The recreation programs continue to attract increasing numbers of participants. In 2021, the Division in 111.2102.54012 Computer, as the Office will have to cover computer replacement and updates. The Recreation Office would like to make the Recreation Coordinator position a full-time position, so another Recreation increase is associated with moving Recreation Coordinator position from Part-time to 111.2102.51010 Full-Time. There is a slight decrease in Fireworks 111.2102.54047 as the City did not host Fireworks in 2020 and the fireworks deposit is still on file. The Recreation Division is staffed by one full-time employee and 27 part-time or seasonal employees throughout the year. That staff number varies over the year based on programs being offered. The recreation programs continue to attract increasing numbers of participants. However, in 2020, the Division proposes increase in Safety cost for employment drug screens and the Procure Software which allows the division the opportunity to reduce paper waste and will upgrade how the division communicates with parents/ guardians of participants and additional safety procedures to improve the safety of participants in our programs. Another recreation increase is associated with moving Council's summer pool program from their budget 111.4101.54035 and into Recreation budget subsidized summer pool program 111.2102.54014. The Division budget will also see a slight increase in New Programs 111.2102.54053 as the Division looks to continue "Family Fun Nights" in 2020. There is a slight increase in Fireworks 111.2102.54047 as the cost for fireworks displays have increased.

## **Cemetery Division**

**Fund: General (111) Activity: Cemetery (2103)**

The Buildings & Grounds, Parks and Cemetery Divisions of the Public Works Department are under the day-to-day supervision of Buildings & Grounds Superintendent Jon Simms. Cemetery staffing is jointly shared with Parks (see 2101, above) and Buildings & Grounds (see 4107, below). In addition to cemetery maintenance, the Division assists as required at burial services. Cemetery records are maintained by Public Works Administrative Assistant, Sheri Runals at City Hall as part of her duties. The facilities at the Cemetery serve as the primary storage, maintenance and workshop areas for the Division. Public service functions and the B&G Superintendent's Office will move to the newly renovated Zavodsky House towards the end of 2020.

# Economic Development Department

**Fund: General (111) Activity: Economic Development (3101)**

All line items in the Economic Development Division General Fund budget were zeroed out in 2019 as economic development activities are handled by the City Manager’s Office and the Planning Department General Fund budget. However, in 2021 funds have been budgeted in the Economic Development Temporary Contractuals (\$130,000) and Advertising (\$15,000) accounts for the expanded Oberlin Connector transit service pilot program which will begin January 4, 2021 and run for the entire year. Having the funds in the Economic Development budget will facilitate expense monitoring for the new transit service and paying invoices by the Department of Planning and Development.

## Planning Department

**Fund: General (111) Activity: Planning (3102)**

The proposed operating budget for the Planning Department will increase in 2021 due to an increase in the planning study line item to account for contract services related to the development of a new Comprehensive Plan (\$80,000). No other major changes are proposed in the Planning Department budget except increases/decreases in payroll expenses.

## Code Administration

**Fund: General (111) Activity: Code Enforcement (3103)**

The City operates a State-certified commercial and residential building department that offers local building services to residents, institutions, and commercial and industrial property owners in Oberlin. In 2021, the Building Office will continue to provide these services through a contract service provider who supplies building official, building inspection and plan review services for the City. Code enforcement of nuisance, zoning and property maintenance violations will be handled by the Code Administrator. The monies in the Temporary Contractuals line item will be used in 2021 for the building services contract (Safebuilt), the nuisance mowing contract, demolitions, and miscellaneous code enforcement nuisance abatements. The only increase proposed in this budget beside payroll increases is a small increase in the training budget to provide for some additional training for the Code Administrator in lead-based paint inspection practices.

## City Council

**Fund: General (111) Activity: Council (4101)**

The total budget for Community Agencies is \$175,000, Council ultimately awarded \$169,720 in contracts for 2020. Once the budget is approved, a committee of Council will present a recommendation for specific agency funding. The dues account includes those for National League of Cities, Ohio Municipal League, Oberlin Chamber, and others. Contractual items in the past have included contracts for the City Council retreat, strategic planning, economic development issues, outside legal services, and others. The reimbursement account covers the revenue sharing agreement with Pittsfield Township where the City will share 2.375 of the inside mills and 18% of the income tax withholdings from businesses in the district and the Business Incentive Program that rewards businesses for expanding or moving to Oberlin by offering a rebate of non-tax revenues calculated based on new income taxes generated.

The annual cost for the *Oberlin Connector* para-transit service, including the Paradox prize have been moved to department 3101 (Economic Development) for 2021.

## City Manager

**Fund: General (111) Activity: City Manager (4102)**

The City Manager's budget contains the personnel costs of the City Manager and the Administrative Coordinator of Communications and Human Resources, as well as costs associated with the employee recognition program. The 2021 budget includes an increase in the Temporary Contractuals line item. This increase is to account for any costs associated with the City's communications efforts, including additional print media, a social media management platform, social media advertisements ("boosts"), and community survey platforms.

The 2021 budget also includes an increase in the Office Supplies and Copier/Computer line items. This is to account for anticipated costs related to the recent office reorganization, including the purchase of office furniture, and the organizational change that each department manages its own computer maintenance expenses.

The primary function of the City Manager is to manage personnel and activity of the departments under the supervision of the City Manager. Further, the City Manager is the direct lead in the mission referred to as the Five Point Strategy. The Five Point Strategy involves focused leadership in the areas of City Services, Environmental Sustainability, Social Equity, Community Development and Neighborhood Outreach. The City Manager coordinates this effort through communication with City Council, Committees and Staff.

## City Finance Director

**Fund: General (111) Activity: Finance Office (4103)**

The City Finance Office budget provides mainly for personnel costs to continue to comply with the state and national reporting requirements, budgeting, investments, income tax, accounts payable, payroll, fixed assets, health and liability insurances, worker's compensation, various human resource type functions, utility billing and collections, debt and lease issuances, and the City's telephone system, among others. The budget reflects the need to continue to allow for some training. We plan to continue to promote the email billing and auto payment so that customers have the opportunity to go paperless related to their city utility bill. We will implement upgraded software applications, after they are fully vetted, and continue to assist departments wanting to accept credit card payments. We will continue to work with OMLPS to implement year 3 of the revised rate ordinance and the Public Works division to continue to refine the Storm Water Utility budget as we wrap up the second year of billing and operations for storm water.

## City Law Director

**Fund: General (111) Activity: Law Director (4104)**

The 2021 City Law Director wage budget includes a 2.5% salary increase ceiling for the Law Director, Prosecutor/Assistant Law Director and Administrative Assistant. The 2021 budget also includes a modest increase in Training and Dues to reflect actual expenses for 2020. It is anticipated that budget levels will be sufficient to cover department expenses for 2021. No capital projects have been budgeted for 2021.

## City Clerk

**Fund:** General (111)      **Activity:** Clerk of Council (4105)

The Clerk of Council serves at the pleasure of City Council, keeps its records, makes annual reports on Council Proceedings and performs such other duties as are required by ordinance or resolution. The only items changed in the Clerk of Council's budget for 2021 are related to anticipated payroll increases and rising health insurance costs. All other items in the budget remain primarily the same as 2020.

## Public Works

**Fund:** General (111)      **Activity:** Public Works (4106)

This division, consisting of the Director, Jeff Baumann and Administrative Coordinator, Sheri Runals provides overall administration, supervision and direction to the Public Works Department. Administrative and clerical support is provided to the various divisions, including project administration, record-keeping, grant writing and administration, personnel, budgeting, and customer service. Public Works has been re-assigned responsibility for managing the City's IT functions.

## Buildings & Grounds

**Fund:** General (111)      **Activity:** Buildings & Grounds (4107)

The Buildings & Grounds, Parks and Cemetery Divisions of the Public Works Department are under the day-to-day supervision of B&G Superintendent Jon Simms. B&G staffing is jointly shared with Parks and Cemetery (see 2101 and 2103, above). This Division was reorganized in 2009 with the addition of the Superintendent's position and by moving the costs associated with leaf and brush collection services out of the General Fund and into the Recycling/Solid Waste Enterprise Fund.

B&G staff perform a variety of building maintenance and repair functions. Staff supervises various B&G support contracts such as our HVAC preventative maintenance program as well as capital improvements at municipal facilities. Staff also assists other Departments with various housekeeping functions from moving and setting up furniture to records storage and disposal.

## Municipal Court

**Fund:** General (111)      **Activity:** Municipal Court (4108)

### New Position – Health and Safety Assistant

The court has created the position of Health and Safety Assistant. This position is created as a result of the worldwide pandemic [COVID-19]. The purpose of the position is to foster and maintain a clean and healthy environment for staff and other users of the court and the general public.

Job duties include

- Screen persons prior to entering the court facility by taking temperatures and inquiries regarding the health of persons seeking to gain access to the court facility
- Keeping a record of persons seeking access to and gaining access to the court facility
- Operating a hand held thermometer to test persons seeking to gain access to the court facility
- Communicating with security and other staff members to permit or deny access to individuals seeking to gain access to the court facility

- Performing general and specific cleaning and sanitizing of the court facility as may be directed by the judge and other staff members
- Wearing appropriate PPE in performing the duties outlined herein
- Performing such other duties as may be assigned due to the absence of other staff members

The position is a full time 35 hour per week position and the beginning hourly rate is \$15.00 per hour. The result of adding the position is that the budget for wages has increased over and above anticipated raises for existing staff. The position is anticipated to be indefinite as long as the need exists based on the status of the pandemic and other health and safety concerns for the users of the court facility continue.

#### **Contractual Services – Video Arraignments at Lorain County Jail**

The court has reinstated video hearings for selected cases mainly for health and safety reasons. The Sheriff has requested compensation for services provided by the Sheriff with regard to video hearings. The sum of \$1,500.00 has been added to the Contractual Services line item. The amount is subject to negotiation but should not exceed this amount for calendar year 2021.

## **Commissions**

**Fund: General (111) Activity: Commissions (4109)**

No funds are budgeted for Boards and Commissions for 2021. If proposed training, outreach, etc. is identified as needed by any particular Board, Committee or Commission, respective departments will see if those costs can be absorbed or not at the time of the request.

## **Debt and Transfers**

**Fund: General (111) Activity: Debt and Transfers (4110)**

The City's non-enterprise debt is funded through the Income Tax Capital Improvement fund.

## **General Plant**

**Fund: General (111) Activity: General Plant (4111)**

This budget accounts for many of the shared municipal services including natural gas, telephones, postage, copier leases, cleaning, property and liability insurances, the Gasholder Building Access Lease Agreement as well as technical support services for our computer network and PC's.

## **Engineer**

**Fund: General (111) Activity: Engineer (4112)**

This division of the Public Works Department consists of City Engineer Randall Roberts, Storm Water Coordinator, Jennifer Reeves and Engineering Technician, Jordan Irvin. Randall's wages are budgeted 40% to the General Fund and 20% each to the Water, Wastewater and Storm Water Enterprise Funds. Jordan's wages are budgeted 70% to the General Fund and 10% each to the Water, Wastewater and Storm Water Enterprise Funds. Jennifer is paid wholly from the Storm Water Enterprise Fund.

The Engineering Division prepares plans, specifications and estimates for street, sidewalk, waterline, storm and sanitary sewer construction projects and building improvements. Engineering is primarily responsible for delivery of the City's capital construction projects, from bidding through construction to project close-out. The City Engineer also reviews all private sector development plans. Engineering provides mapping, GIS, graphic, and related services to the entire city. The Storm Water Coordinator is charged with managing compliance with the City's MS4 NPDES permit. Engineering staff moved from the 2<sup>nd</sup> floor of Old City Hall to City Hall in October, 2020.

## **Travel and Tourism**

**Fund:**            **General (111)**    **Activity:**            **Travel & Tourism (4113) Ord.'s 87-80, 99-29, 00-01**

The source of revenue for this program is a 3% tax, otherwise known as the hotel/motel tax, imposed on all rents paid by transient guests. In the past the City has contracted with the Chamber of Commerce (DBA: Oberlin Business Partnership) and paid some of these funds to the Oberlin Chamber of Commerce to promote travel and tourism to the City of Oberlin, any excess helps support the City's economic development and tourism efforts.

## **Human Resources Department**

**Fund:**            **General (111)**    **Activity:**            **Human Resources (4114)**

The Human Resources Department provides personnel management and employment services to the City of Oberlin. The Department provides a full-range of human resources and risk management services, including policy coordination and development, recruitment and selection, classification and compensation, benefits administration, employee safety services, labor relations, employee relations and employee development and training. The HR Department manages the systems that support a highly productive, innovative, caring, diverse and public service-oriented workforce.

The budget includes salary and benefits adjustment to bring the HR Administrator to full time status and payment made to the City's Labor Consultant. The 2021 budget for this department includes funding for wellness initiatives, employee development and training, contracts with EAP and CompManagement, background checks for new hires as well as Civil Service exams for the Fire Department and Police Department.

## **Street M&R Transfer**

**Fund:**            **General (111)**    **Activity:**            **Street M & R Transfer (6110)**

This activity depicts the transfers that are needed to balance the Street Maintenance and State Highway Funds.

## **City Income Tax Capital Improvement**

**Fund:**            **City Income Tax Capital Improvement (112)**

This fund provides for the City's various annual capital improvements and associated debt. The details of which are detailed in the capital section of the budget document and the various departmental narratives.

## Streets M & R

**Fund:** Streets (113)    **Activity:** General Maintenance (5101)    **Ord.'s 1636, 89-33**

Within the Public Works Department, General Maintenance Division Superintendent Dawn Ferro manages this fund. The GMD is responsible for street maintenance and repair including pavement, curbs, street signs and pavement markings, snow removal and salt spreading and the acquisition, maintenance and repair of the necessary related equipment. O & M costs related to the City's storm sewer system were previously paid from Fund 113. With the creation of the City's storm water utility in 2018, these costs are now paid from Fund 709 – Storm Water.

## State Highway

**Fund:** State Highway (114)    **Activity:** General Maintenance (5101)    **Ord.'s 1636, 89-33**

Ohio Law requires that a separate fund be maintained for street maintenance and repair for all state highways within the City. GMD Superintendent Dawn Ferro manages this fund in conjunction with Fund 113.

## Cable Deposit Fund

**Fund:** 115    **Ord. 1718**

Current fund cash balance is \$14,116.36; insufficient documentation has been found to determine the purpose of this fund.

## Cable Program Fund

**Fund:** 116    **Ord. 1718**

From Ordinance 1718 AC CMS - the Grantee shall pay to the City an amount equal to two percent (2%) of the gross revenues per annum, as part of its five percent (5%) franchise fee, to be deposited in the Cable Communications Programming Fund. This fund shall be used for the encouragement, development, and production of access programming in the Oberlin Community, and shall be administered by the City or its designated agent. The Grantee would be the holder of the franchise agreement to provide cable service in Oberlin, currently Cable Co-op and very small amounts from others that have installed within the City.

## Cable Complete/Performance Fund

**Fund:** 117    **Ord. 87-61, 1718**

Instead of requiring Cable Co-op to post Completion and Performance bonds the City allowed the posting of \$10,000 for each. Currently the fund cash balance is \$10,000, indicating that the completion portion of the cash bond was returned and the performance portion is still on deposit with the City.



## Library Fund

**Fund:** 118 & 120

**Ord. 89-75 AC CMS**  
**Res. 89-13 CMS**

Fund 118 is for the library property tax bond levy the bond is paid off. Fund 120 currently accounts for the two library operating levies.

## Central Garage

**Fund:** Central Garage (201)      **Activity:** Central Garage (7101)

This operation is overseen by General Maintenance Division Superintendent Dawn Ferro and is staffed by a Chief Mechanic Jake Simms and one Mechanic, Ben Haury who provide maintenance and repair services for vehicles and equipment for all other city operations. Central Garage is an Internal Service Fund with costs paid through assessments to the other departments and divisions using the services. All fuel charges are processed through the Central Garage account. Costs are allocated to other Departments/Divisions based on their average 5-year use of Central Garage maintenance and repair services and their proportional fuel/oil usage over the previous 12 months.

## Office Inventory and General Plant Supplies

**Fund:** 202 and 205

**Ord. 93-79 & Ord. 95-37**

Funds used to purchase inventory and supplies and later charged back to the respective departments based on usage. No longer in use, office supply vendors deliver items on a regular schedule eliminating the need to maintain large inventories of supplies.

## Recycling

**Fund:** County Recycling (301)      **Activity:** Recycling (6102)

Daily operations are supervised by General Maintenance Superintendent, Dawn Ferro. GMD staff equivalent to 2.5 FTE employees are budgeted for recycling collection as well as funding for PT Recycling Coordinator, Lori Sprosty. Recycling staff work interchangeably with Refuse staff (see Fund 703). The costs associated with leaf, brush and yard waste collection (composting) are also borne within the Recycling Fund.

Since the mid-1990's, operations have been funded in part through a grant from the Lorain County Solid Waste Management District and by a transfer from the Solid Waste Enterprise Fund. The District re-instituted its community recycling grant funding late in 2012. Available grant monies for 2021 have not yet been announced.

## Various State and Federal Grants

**Fund:** 302, 304, 305, 306, 307, 308, 310, 311, 312, 313, 314 and 404

**Ord. 02-123 (310, 311, 312,  
313, 314)**

To separately account for grants as necessary.

## **CDBG Business Revolving Loan Fund**

**Fund: 303**

This fund is used to loan and/or grant federal funds to businesses in Oberlin. The Oberlin Community Improvement Corporation makes loan/grant recommendations to City Council. It is recommended that the balance in this fund, just over \$81,000, is budgeted to be available for new loans for businesses who need assistance with expansion or retention projects, or one time infrastructure projects tied to job creation.

### **Fire Training**

**Fund: 309**

**Ord. 96-41 AC CMS**

This fund is used to track fire training grants, and associated expenses, from the state of Ohio.

### **Main Street Grant**

**Fund: 315**

**Ord. 02-123**

2001 was the first year for this grant, which was remitted to the Chamber of Commerce to improve the City's main street areas. The grant has since been eliminated.

### **Downtown Revitalization Grant**

**Fund: 316**

FY 2010 DTR funds have been awarded and drawn down from the State of Ohio Development Services Agency. The City has not received a DTR grant for some time.

### **Oberlin Youth Council**

**Fund: 401**

A group of young people and advisers formed the Oberlin Youth Council under the purview of the Recreation Commission, circa mid-1990's. This council held fundraisers; these funds were deposited by the City into this fund. The youth council would then develop programs to expend the funds. The council was disbanded at some point and some funds remained. The remaining funds were used towards the reduced/free summer pool pass program.

### **Unemployment Compensation Fund**

**Fund: 403**

Established to pay for unemployment compensation as necessary.

## **Law Enforcement Trust**

**Fund: 405**

**Ord. 92-49**

This fund was created pursuant to ORC Section 2933.43. Proceeds from the sale of contraband and unclaimed or forfeited property not retained for law enforcement purposes fund this. The monies are designated to be used for protracted or complex investigations or prosecutions, provide reasonable technical training or expertise, provide matching funds to obtain federal law enforcement grants, and for such other law enforcement purposes that the City Manager or the Chief of Police determine to be appropriate. The monies are specifically not intended to be used to meet the operating costs of the City that are unrelated to law enforcement.

## **Martin Luther King Fund**

**Fund: 406**

This fund is to accept donations for the MLK Park on Pleasant and Vine.

## **Cemetery Tree Trust**

**Fund: 407**

This fund is to accept donations for Cemetery Trees.

## **Vee Long Nursery Trust**

**Fund: 408**

**Ord. 1727**

The City accepted \$15,000 in 1983 from the family of James F. Long, and others, for the purpose of establishing and maintaining a municipal nursery in Westwood Cemetery in memory of Vee Long.

## **Julia Severence, Charles M. Hall and Gager-Wilmot Endowments**

**Funds: 409, 410 and 416**

These funds were set up by cemetery lot owners to maintain gravesites. Principal stays within the funds and interest is used in the General Fund for Cemetery maintenance, etc.

## **TIF Fund**

**Fund: 411**

**Ord. 05-90**

To account for the revenue and expenses related to the East College St. Tax Increment Financing (TIF) improvement.

## **Police Pension Levy**

**Fund: 412**

**Res. 01-04**

Proceeds from the charter millage dedicated towards police pension fund requirements.

## **Fire Pension Levy**

**Fund: 413**

**Res. 99-21**

Proceeds from the charter millage dedicated towards fire pension fund requirements.

## **Streets Deposits**

**Fund: 414**

Excavation permit deposits. Once the streetscape is returned to acceptable condition the deposit is returned.

## **Indigent Alcohol Treatment**

**Fund: 415**

The entire amount of the Indigent Alcohol Fund is budgeted to be used in the upcoming year. It is not possible to estimate how much of the fund will be used in the coming year. This is dependent on unknown factors. We cannot anticipate how many defendants will be in need of services that qualify for use of funds for this account.

## **Sustainability**

**Fund: 417**

The Office of Sustainability will fund projects that support the implementation of the Climate Action Plan which was updated in 2019. The Oberlin City Schools will be submitting a proposal for multiple sustainability projects for the new K-5 school being built. Oberlin College, Kendal at Oberlin and the New Agrarian Center may submit a proposal in this budget year. Funds will be budgeted to support likely SRF fund requests from the community as well as from city departments. OPD will ask for support to purchase either electric or hybrid vehicles, Public Works will submit a request for a variety of projects related to making city buildings more green and improving city pathways and the Fire Department will submit a proposal to support the maintenance of the green features of the fire station. It is likely that the office will hire a student intern in the summer for a project based assignment and this has been budgeted. The Sustainability Coordinator would like to attend regional and national conferences relevant to her work in order to be up to date in a rapidly changing field.

## **War Memorial**

**Fund: 418**

**Ord. 95-105 AC CMS**

The American Legion and other donations to maintain the memorial at Wright Park at Main and Vine.

## **Vacation/Sick Leave**

**Fund: 420**

**Ord. 98-58 AC CMS**

This fund is used to pay for vacation and sick leave payouts at retirement. Using this fund for these unexpected and sizable payouts helps maintain the integrity of the operating funds throughout the year. This fund is supported through transfers from the General fund, municipal court, electric, water, wastewater and refuse funds.

## **After School Program**

**Fund:** 421

**Ord. 98-3 AC CMS**

Created in 1998 to account for the after school recreation program. The source of revenue is payment received from program participants. The fund is no longer in use and only residual funds remain.

## **Indigent Drivers Interlock Monitor Fund**

**Fund:** 422

The entire amount of the Indigent Driver's Interlock Monitor Fund is budgeted in the upcoming year. It is not possible to estimate how much of the fund will be used in the coming year. This is dependent on unknown factors. We cannot anticipate how many defendants will be in need of services that qualify for use of funds for this account.

## **Various Debt Funds**

**Fund:** 501, 502 and 503

These funds are used as required to make debt payments for the City's non-enterprise funds once they are transferred from the funding department or fund.

## **Open Space**

**Fund:** 601

This fund was established to support a now-rescinded Planning and Zoning Code requirement that Developers who could not comply with the City's Open Space set-aside would pay into the Open Space Fund to be used by the City to obtain other open space.

## **Spring St. Park Improvement**

**Fund:** 605

Originally grant proceeds and acquired donations to improve and/or expand Spring St. Park.

## **Unclaimed Funds**

**Fund:** 606

Unclaimed funds.

## **Fire Station Improvement**

**Fund:** 613

This fund accounted for the fire station improvements completed in 2011.

## **Subdivision Inspection**

**Fund: 614**

This fund allows for the deposit of Developers' funds, which are subsequently used to pay for required inspection and testing services related to the construction of new public improvements in accordance with the provisions of the Planning and Zoning Code.

## **Sidewalk Improvement**

**Fund: 621**

Created in 1997 to account for the City's sidewalk replacement program in accordance with section 905 of the Codified Ordinances.

## **Wastewater Treatment Income Tax Fund**

**Fund: 622** **Ord. 98-65; Ord. 98-93; Ord. 10-84**

This is funded by the ten-year 0.2% additional income tax effective January 1, 1999 through December 31, 2008 to pay for improvements and debt retirement for the Waste Water Treatment Plant. The debt has been fully repaid and the remaining fund balance has been substantially used for the replacement of the Ultraviolet Disinfection System. There is a remaining fund balance of \$41,181.43 which can only be used for further improvements at the WEPF.

## **Gasholder Renovation**

**Fund: 624** **Ord. 05-40**

To pay for the costs associated with the renovation/reconstruction of the City's Gasholder property and to track contributions from various sources including, but not limited to, Northeast Ohio Area-wide Coordinating Agency (NOACA), the Ohio Facilities Construction Commission, the Ohio Department of Transportation (ODOT), and donors. All grant funds have been received and expended, all other improvements, until new grant sources are identified, will be paid from the Income Tax Capital Improvement fund or General fund, as determined by City Council.

## **Recreation Complex**

**Fund: 626** **Ord. 00-21**

Beginning in year 2000, and continuing through 2004, the City designated revenues from the Municipal Income Tax Levy (0.20% portion) for the purpose of constructing a recreation complex, and associated costs. The remaining funds will be used for recreational improvements.

## **Park Donations**

**Fund: 627** **Ord. 00-41 AC CMS**

Created in 2000 to account for donations and expenditures for upgrading Depot Park.

## State OBBS

**Fund: 628**

Required by State law to account for Ohio Building Boards Standards fees collected by the City for the State. These fees are required to be remitted to the State monthly.

## Construction Escrows

**Fund: 630**

To reserve City contract funds until such time that the respective projects are complete and accepted by the City.

## OPWC Grants

**Fund: 650 & 651**

**Ord. 02-123  
Amended by Ord. 05-41**

To account for revenue and expenses related to projects funded in whole, or partly, by Ohio Public Works Commission grants and/or loans.

## Water Plant

**Fund: Water Fund (701) Activity: Water Department (8101)**

This division is under the direction of Superintendent Bill Albrecht and Assistant Superintendent Jon Love. (4) FT employees are responsible for the maintenance and operation of the City's Water Treatment Plant.

## Water Distribution

**Fund: Water Fund (701) Activity: Distribution (8102)**

This division is under the direction of Superintendent Bill Albrecht and Assistant Superintendent Jon Love. (4) FT employees are responsible for the maintenance and repair of the City's Water Distribution System. Duties include water main repair, water lateral installation and service, water metering, hydrant maintenance, water tower maintenance and backflow prevention.

## Water Administration

**Fund: Water (701) Activity: Administration (8103)**

This budget reflects transfers to the Capital Reserve Fund for needed improvements and debt service on existing debt. In total, the 2021 Enterprise Fund budget reflects an increase of 2.11% over authorized 2020 funding levels. The 2021 capital reserve transfer of \$181,800 is commensurate with 5-year funding projections and drives the proposed annual rate increase of 3.5%.

## Wastewater Plant

**Fund:** Waste Water (702)    **Activity:** Plant Operation (8101)

This division is under the direction of Superintendent Steve Hoffert and is responsible for the maintenance and operation of the City's Water Environment Protection Facility. Staffing consists of a Chief Operator, three Plant Operators and a Laboratory Technician.

## Wastewater Collection

**Fund:** Waste Water (702)    **Activity:** Wastewater Collection (8102)

General Maintenance Division Superintendent Dawn Ferro directs this activity. The City's Collection Operators perform the work with supplemental help as required by other GMD personnel. Responsibilities revolve around the diagnosis, repair and maintenance of the City's sanitary sewer system including sewer televising, jetting/cleaning of sewer mains, responding to sewer complaints, repair of broken or deteriorated sewer mains and sewer laterals in the right-of-way, and the maintenance and repair of eight sanitary sewer lift stations.

## Wastewater Administration

**Fund:** Waste Water (702)    **Activity:** Debt & Other (8103)

This fund provides for the repayment of debt incurred during improvements to the WEPF and the Sanitary Sewer Collection System as well as various transfer line items. The proposed 2021 Wastewater Budget reflects an increase of 2.18% or about \$33,000 more than the authorized 2020 budget. OWDA loan 1807 from 1991 was re-paid in full in 2016 and this Enterprise Fund is debt-free. The proposed \$216,200 transfer to the Reserve Fund is commensurate with 5-year funding projections. The proposed budget drives a 2% rate increase. This will be the first increase since a 1% increase in 2017.

## Refuse

**Fund:** Refuse (703)    **Activity:** General Maintenance (8104)

This enterprise fund is paid for by refuse rates charged to residents and businesses and further capitalized by property taxes. The property tax portion comes from a 3.0 mill levy, which has been renewed or replaced every 5 years since 1981, most recently in March, 2016. The Enterprise Fund continues to repay internal debt for replacement of its trucks following the 2014 fire rather than transferring funds to the Capital Reserve Fund Budget 807. To maintain fund solvency, the monthly residential refuse rate was increased from \$7.50 to \$10.00 in 2020. Numerous changes will be implemented near the end of 2020 to reduce operating expenses including in the Recycling Program which is funded primarily by transfers from Fund 703. Consideration of future commercial rate increases is anticipated.

This operation is under the supervision of the General Maintenance Division Superintendent Dawn Ferro and is staffed by 3 FTE employees who work interchangeably with the recycling operation to provide commercial and residential refuse and recycling collection services.



## **Municipal Light and Power Administration**

**Fund:** Electrical (704)      **Activity:** Administration (8103)

This account covers the utility's Administrative division costs, the Energy Services division and a portion of the City's economic development efforts. Expenses also include the electric department's administrative cost transfer to the City's general fund, central garage expenses and transfers to the utility's capital fund (801) for planned and future capital projects and unexpected capital expenses.

## **Municipal Light and Power Plant Maintenance**

**Fund:** Electrical (704)      **Activity:** Plant Maintenance (8105)

This account provides for the cost of purchasing wholesale power supply for the utility and the operation and maintenance of the OMLPS power plant. The utility's wholesale power supply is derived from a number of diverse renewable and carbon-free resources. The largest amount of power supply comes from three landfill gas to electricity projects in Ohio which include two Waste Management landfill gas projects in Mahoning County and Geneva and the Erie County landfill gas project. Hydro resources include the Cannelton, Smithland, Willow Island, Meldahl, Greenup and Bellville hydro plants along the Ohio River and a small amount of hydro power from the New York Power Authority. Wind power is provided by the Bowling Green Wind farm and the Blue Creek Wind farm located in western Ohio. Solar power is provided from the OSSO solar project at Oberlin College. Remaining power is a mixed market-based power supply which includes renewable and carbon-free nuclear energy.

The OMLPS power plant is now a peaking resource managed by a superintendent and operated and maintained by four operator/mechanics to meet critical peaks to reduce OMLPS wholesale power supply costs. Generating during these peaking hours for the First Energy (ATSI) territory reduces Oberlin's transmission costs and in the PJM regional transmission area earns capacity credits from PJM. The power plant combined with the EDI landfill gas generation plant and the OSSO solar project generated successfully during these peaks in 2020 and will reduce the utility's overall wholesale power supply costs by \$2,600,000 for 2021. Wholesale power supply costs are projected to decrease from \$74 a MWh to \$70 a MWh in 2021.

## **Municipal Light and Power Distribution Maintenance**

**Fund:** Electrical (704)      **Activity:** Distribution Maintenance (8106)

This account is for the operation, maintenance and upgrade of the utility's distribution system. This includes the poles, conductors, transformers and equipment used in the overhead system and conductors, conduit, transformers and equipment for the underground system. This department includes a superintendent and six linemen who oversee the utility's entire 69,000 volt transmission and 12,470 volt distribution systems providing a reliable and safe electric power infrastructure to OMLPS customers. This department also maintains the street lighting and traffic lighting fixtures in Oberlin.

## **Municipal Light and Power Technical Services**

**Fund:** Electrical (704)      **Activity:** Technical Services (8107)

This account is for the operation, maintenance and upgrades of the utilities substations, SCADA (Supervisory Control and Data Acquisition) system, metering, meter reading, fiber optics, traffic lighting controls and electrical equipment in the power plant. The technical services superintendent and three utility electricians oversee a wide range of technical responsibilities to ensure Oberlin's power system provides safe, reliable and steady power to customers in Oberlin.

## Utility Deposits

**Fund:** 705

To reserve utility customer deposits until such time they terminate service and have no outstanding utility account balance.

## Utility Caring

**Fund:** 706

**Res. 826 CMS**  
**Ord. 05-63 AC CMS**

Donations, and round-up program, from utility customers to temporarily assist other customers in financial hardship.

## Storm Water Utility

**Fund:** Storm Water Fund (709)      **Activity:** Collection/Operation (8501)      **Ord. 18-30**

With the adoption of Ordinance 18-30 AC CMS, City Council formally created Storm Water Utility Fund 709 and its Replacement/Reserve Fund 809. Compliance activities of the City's MS4 NPDES Permit are managed by the Storm Water Coordinator Jennifer Reeves, under the supervision of the City Engineer and coordinated with the General Maintenance Division, the Public Works Director, the Finance Department, other Departments/Divisions, other agencies and the public. GMD personnel manage the daily operation, maintenance and repair of the City's storm sewers.

## Electric, Water, Wastewater, Refuse and Storm Water Reserve Funds

**Fund:** 801, 802, 803, 807, and 809

Enterprise fund reserves. Used mainly to help stabilize rates/charges and pay for large capital items or improvements.

## Equipment Replacement Reserve

**Fund:** 804

Reserves from non-enterprise departments for equipment and vehicle replacement.

## Oberlin Municipal Court Improvement

**Fund:** 805

This fund is used for both immediate and long term improvements. It may be necessary to use the funds for improvements.

## **Court Computer Fund**

**Fund: 806**

This fund is used to purchase hardware and software for the court. The entire amount is budgeted for the upcoming year. Normal replacement of computers and monitors is anticipated.

## **Clerk of Court Computer Fund**

**Fund: 808**

The Computer fund is used to purchase hardware and software for the court and the Clerk of Court's office. The entire amount is budgeted for the upcoming year.