

2022 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 2 part-time dispatchers, 4 auxiliary officers and 2 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 in our investigation materials account budget for evidence room storage and processing. The uniform account was increased by \$5,000 for uniforms for new part-time officers. The Police Capital account was increased to \$47,000; \$40,000 for painting, flooring and cabinetry in the Police Department and \$7,000 for office furniture for the Detective Bureau.

The Capital Budget request for 2022 includes \$48,176 for one (1) hybrid Ford police utility unmarked vehicle.

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 Administrative 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 2022 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 covers our safety concern of only having one firefighter on duty after normal business hours, weekends and holidays. The FD's overtime expenses have increased to cover current trends. Public relation and educational activities will be maintained.

We are requesting funding from the Income Tax fund of \$62,000 to purchase battery operated extrication tools and \$35,245 to update our AV equipment in our training room. OFD will also be applying for a regional grant through Assistance to Firefighters Grant (AFG) program for communications equipment totaling \$123,310.62 in which the AFG will fund \$110,796 towards that project.

The General Tax fund capital budget request of \$84,843 will be used to purchase equipment for the Rescue Truck and Aerial Ladder Truck which should be delivered in July 2022. Increases in the General Fund expenses for 2022 are primarily for building maintenance expenses and increased costs from our various vendors.

Future funding request will be for adding a fourth full-time driver/operator. This position is necessary for consistency in ongoing operations and reliability of covering shifts whenever one of the three full-time members is on vacation. Currently vacant shifts are covered by our part-time members when they are available.

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 Jason Keltner. FT staffing includes Crew Chief Mike Ives and Service Maintenance Workers Kevin Wilezak, Derrick Yarber, Joe Brasee and Clarence Palos. At the end of 2021, we have added an additional FT employee to ensure adequate staffing through pending transitions and to keep up with the evolving workload. 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, repair and improvement 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. This Division is also responsible for the City's urban forest including planting, pruning and removal of curb lawn trees.

Recreation Division

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

The Recreation Office is staffed by two full-time employee and 29 part-time/seasonal employees and those staffing number varies over the year based on programs being offered. In 2022 the Recreation budget has a slight increase in 111.2102.54053 New Programs, as the Recreation Office looks to improve upon "Family Fun Nights". There an increase in 111.2102.54028 Music/Entertainment, as vendors cost for services has increased. Line item 111.2102.54047 Fireworks cost has a slight increase, as the cost for Fireworks displays have increased. Finally, Line 111.2102.54035 Temporary Contractual has a significant increase.

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 Jason Keltner. 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.

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 were budgeted in the Economic Development Temporary Contractuals (\$130,000) and Advertising (\$15,000) accounts for the expanded Oberlin Connector transit service pilot program which I began January 4, 2021 and ran for the entire year. The 2022 budget provides for continuing that Connector transit service with \$125,000 budgeted in Temporary Contractuals and \$15,000 for Advertising.

Planning Department

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

The proposed operating budget for the Planning Department will only increase slightly by 2.74% in 2022 due to slight increases in payroll expenses, newspaper advertising for public hearings, telephone and copier 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 2022, the Building Office will continue to provide these services primarily 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 2022 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 for raises and benefit expense increases is an increase in the payroll for the Code Administrator of \$6,555.66 to account for potential new duties of the Code Administrator to do some building official and inspection duties for residential projects. If this occurs, the Temporary Contractual line item will be reduced to account for a reduced contract with Safebuilt.

City Council

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

The main change in the 2022 budget is that community organization contract funding has been transitioned to the appropriate departments to evaluate the need, cost and deliverables for any proposed service contracts. 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 will continue to be budgeted in department 3101 (Economic Development), and since the Paradox prize was a one-year award to help finance increased levels of transit service, the 2022 budget includes a \$100,000 budget in the ARPA fund for 2022 transit service expenses.

City Manager

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

The City Manager's budget contains the personnel costs of the City Manager and the Communications Manager. The 2022 budget includes an increase in the Employee Development line item and a substantial increase in the Temporary Contractuals line item. Funds in the Employee Development line item account for costs associated with employee service awards and employee appreciation events. The increase in funding is to accommodate additional direct employee engagement initiatives in an effort to build employee morale across the organization.

The increase in the Temporary Contractuals line item is to account for community organization funding, community development endeavors, and the continuation and advancement of the City's communications efforts. Community

organization funding was previously included in the City Council’s budget, but will now be divided between the City Manager’s Office budget and the Recreation Office budget based upon which office manages the respective organization’s contract. This change is being made to facilitate more efficient administration of the funding. Proposed community development endeavors funded through the Temporary Contractuals line item include expenses related to Comprehensive Plan outreach, outreach related to City-owned properties, and activities focused on the 4-Point Main Street approach, including the development of a downtown stakeholders working group, economic development promotions plan, downtown maintenance, etc. Expenditures in the Temporary Contractuals line item related to the City’s communication efforts include communication subscription costs, continuation of the News & Updates mailers, and other promotional materials related to City programs, services and events.

The primary function of the City Manager is to manage personnel and the 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 Public Works and OMLPS to implement any revised rate schedules. Included in the budget is a modest increase in part-time wage to allow for additional cross-training.

City Law Director

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

The 2022 City Law Director wage budget includes a 2.5% salary increase ceiling for the Law Director, Prosecutor/Assistant Law Director and Administrative Assistant. A modest increase to cover anticipated overtime incurred by the Administrative Assistant is also included. It is anticipated that budget levels will be sufficient to cover department expenses for 2022. No capital projects have been budgeted for 2022.

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 2022 are related to anticipated payroll increases and rising health insurance costs. All other items in the budget remain primarily the same as 2021.

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.

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 Jason Kelter. B&G staffing is jointly shared with Parks and Cemetery (see 2101 and 2103, above).

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)**

No significant changes

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. Engineering staff review all private sector development plans and review/approve Excavation Permit applications. 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.

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 reflects adjustment of payments to the City's Labor Consultant. The 2022 budget for this department includes funding for wellness initiatives, employee development and training, contracts with EAP and CompManagement, NEOGOV, background checks for new hires, citywide administration of the drug free workplace program as well as Civil Service exams for the Fire Department and Police Department.

Information Technology Department

Fund: General (111) **Activity:** Information Technology (4115)

In 2021, City Council authorized the creation of a new FT position, Information Technology Manager, reporting directly to the City Manager. Staff has recognized the necessity of filling the structural and knowledge gap in our ability to analyze, plan and manage our IT systems which is and will be necessary to transition from a 'reactive' to a 'proactive' approach to the hardware/software systems that allow us to communicate both internally and externally through multiple platforms. We welcomed our first IT Manager, Mike Wargo, in October, 2021. The IT budget includes funding for the position, for City-wide network systems improvements, the continuation of our managed service contract and various smaller support/service contracts.

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 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. Annual 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.

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 continue to fund projects that support the implementation of the Climate Action Plan which was updated in 2019 although at a smaller scale. Funds will be budgeted to support likely SRF fund requests from the community as well as from city departments although it has been requested that departments plan in advance if they will be seeking SRF monies for projects in the coming year. The Managed Residential Landscapes working group anticipates a funding need for speakers, promotion and educational materials in the

coming year which is included in this budget. A collaborative tree planting effort among OMLPS, Public Works and the Office of Sustainability will continue next year and is included here. Sustainability Intern Justin Lee and the Coordinator continue to develop a sustainable business program which we plan to begin implementation of next year. Funds to support downtown businesses in the bulk purchasing of compostable take out containers and/or reusable containers is included. The Office has been allocated Federal Work study funding to support three Sustainability Interns throughout the school year of which the City pays 25% of wages, 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, national and potentially international conferences relevant to her work in order to be up to date in a rapidly changing field. Our primary technical assistance partner, ICLEI, is hosting an international conference next spring which it hosts every three years. It is budgeted for the Sustainability Coordinator to attend.

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 small remaining fund balance 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 2022 Enterprise Fund budget reflects an increase of 2.92% over authorized 2021 funding levels 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 2022 Wastewater Budget reflects an increase of 2.008% or about \$19,000 more than the authorized 2021 budget. OWDA loan 1807 from 1991 was re-paid in full in 2016 and this Enterprise Fund is debt-free. The proposed budget drives a 2% rate increase.

Refuse

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

Revenues to this enterprise fund come from refuse rates charged to residential and commercial customers and from a 3.0 mill property tax levy, which has been renewed or replaced every 5 years since 1981, most recently in May of 2021. 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 is proposed to increase from \$10.00 to \$12.50 in 2022. Commercial rates are proposed to increase by 5% in accordance with our 5-Year Planning Budget. Staff continues to evaluate the financial impacts of the numerous changes implemented near the end of 2020 to reduce operating expenses.

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, and a portion of the City's communication 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 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 generating in the PJM regional transmission area earns capacity credits from PJM.

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 systems 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 utility's 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.