

Oakwood, Ohio
May 24, 2018

The Oakwood Citizen Budget Review Committee (BRC) met at 5:30 p.m. on Thursday, May 24, 2018. The meeting took place in the city council chambers, 30 Park Avenue.

The following people attended:

Budget Review Committee

Howard Boose	Pete Luther
Steve Brooks	William Meyer
James Broz	Skip Ordeman
Nick Endsley	Bill Rieger
Bill Frapwell	Mark Risley
John Gray	Heidi Steinbrink
Michael Hayes	Leigh Turben
Yusaku Kawai	Michael Vanderburgh
Jill Kollars	Sarah Waechter

Oakwood City Council

Mayor Bill Duncan
Vice Mayor Steve Byington
Councilmember Anne Hilton

City Staff

City Manager Norbert Klopsch
Leisure Services Director Carol Collins
Finance Director Cindy Stafford
Law Director Rob Jacques
Personnel and Properties Director Jennifer Wilder

Mayor Duncan opened the meeting with a welcome and introduction of the two new BRC members, Sarah Waechter (Precinct A) and Jill Kollars (Precinct F). Mayor Duncan then asked all persons present to make a self-introduction.

Mayor Duncan confirmed that all BRC members received the minutes of the November 28, 2017 meeting. There being no requested edits, Mayor Duncan asked for a motion to approve the minutes as written. Motion by Leigh Turben; second by Mark Risley. Upon viva voce vote, motion passed and the minutes were approved.

Mayor Duncan asked City Manager Norbert Klopsch to deliver the meeting presentation. Mr. Klopsch began by introducing Jennifer Wilder as the city's Director of Personnel and Properties. Mrs. Wilder joined staff on February 12, replacing former Assistant City Manager Jay Weiskircher. She came to the city with about 18 years of local government experience, 14 of those years with the city of Centerville. She holds an undergraduate degree from Miami University and a graduate degree from Wright State.

Mr. Klopsch commented on the utility trench incident that occurred on Northview Road back in March. A city public works employee was injured in the incident but the injury was not serious and the employee is back to full duty. The Ohio Bureau of Workers' Compensation (BWC) conducted an investigation of the incident and met with city staff earlier this afternoon to review the findings. The lead investigator reported that there will not be any fines imposed on the city. The trench depth was measured at 5 ½ feet. Since it was deeper than 5 feet, trench shoring

equipment should have been used to protect the employees. The public works foreman had directed the two employees on the job to use the shoring, but they did not do so, in haste to compete the work. The inspector found that the Oakwood Public Work Department has a good safety program and is one of the best (if not the best) organizations she has investigated in her 25 years with the BWC. Her findings recommend that the city take steps to reinforce to all employees the dangers of working in trenches and the conditions under which trench shoring equipment is required.

Mr. Klopsch then delivered the following finance presentation:

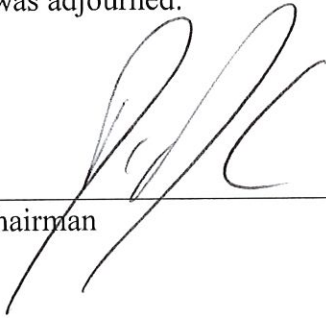
- 2017 Financial Audit: The audit of the 2017 city finances was recently completed by Plattenburg & Associates. No items were noted and an unqualified “Clean” opinion is forthcoming.
- Annual Spending: 2017 total spending for General City Services was about \$11.4 million, about \$200,000 more than 2016. A review of city spending over the past ten years shows tight cost controls.
- 2018 Financials - Through April: Receipts through April are at 42% of budget and expenses are at 29%. These percentages will come closer together after major capital projects are completed.
- Monthly Finance Reports: City Council receives a detailed financial report each month and these reports are posted to the city website. The reports are organized into the following sections and include revenues, expenses and financial balances in each of the city funds and accounts.
 - General City Services
 - Refuse
 - Water
 - Sanitary Sewer
 - Stormwater
- Construction Projects/Capital Equipment:
 - The Public Safety Department purchased two new SUV vehicles. One SUV is for the crew supervisor and the other is for street patrol.
 - The Public Works Department purchased a used street sweeper from a small city in Texas and is rebuilding the 2002 model year sweeper that was programmed for replacement. It will cost about \$10,000 to rebuild the old unit, which involves replacing the two largest components, the sweeper/conveyor system and the debris hopper. The 2018 budget included \$250,000 to purchase a brand new street sweeper. It is anticipated that this purchase can now be deferred for 3-5 years.
 - The Leisure Services Department just finished rebuilding the driveway at Smith Gardens. The old driveway was asphalt and the new driveway is built with brick pavers. The work was done in-house, saving significant labor costs.
 - Vectren recently started work on their 2018 gas line replacement project. This is the continuation of a 10+ year project to replace all of the gas pipe infrastructure in Oakwood. Work is currently underway on E. Peach Orchard Avenue and will soon start on East Drive. In addition to distribution and service lines, the East Drive work will also involve replacement of a 16 inch diameter natural gas transmission line. That work will take about three months to complete. Vectren will do some significant roadway pavement restoration on East Drive at the conclusion of the project.

- The Leisure Services Department rebuilt the wooden decorative components on the historic entrance pillars at Volusia Avenue and Oakwood Avenue. This was done with in-house labor.
 - The city completed a traffic speed count on Shroyer Road back in February. The data was compared to data from the February 2016 count completed as part of the Shroyer Road Safety Study. The data shows that the average and 85th percentile speeds on Shroyer Road dropped between 4 and 11 mph. This is a direct result of the “*Road Diet*” lane reconfiguration. It is anticipated that this significant speed reduction will yield a decrease in vehicle accidents, which was a primary goal of the project. The city has received many compliments on the roadway change.
 - The Shafor Park Tennis Court project is underway. It is expected to be completed in late July or early August, just in time for the fall Oakwood High School tennis season.
 - The Oakwood Environmental Committee completed a beautiful landscape project in the center median of Far Hills Avenue near Telford Avenue. The committee does this each year as a volunteer effort.
 - The city just completed the annual Emerald Ash Borer tree treatment, at a cost of about \$30,000.
 - The city will soon begin work on the 2018 asphalt roadway resurfacing project; the 2018 sidewalk, curb and driveway repairs; and the 2018 roadway re-striping.
- Municipal Income Tax: In 2017, the municipal income tax represented about 56% of the total revenue for General City Services. 2018 collections through April were about 6% below same time last year. In large part, this is the result of Dayton raising their tax rate to 2.5%, the same as Oakwood’s rate. For the 2017 tax year, 100% of the local tax paid by Oakwood residents working in Dayton was remitted to Dayton. Oakwood 2018 budgeted tax receipts are about \$120,000 less than 2017 actual receipts.
 - 3.75 Mill Property Tax: About 8.5% of the total city property tax is received by the city, and about 68.5% is received by the Oakwood Schools. The city’s 3.75 mill property tax expires this year. Below are details:
 - The tax issue was first approved in May 2013.
 - It has a five year term and started generating revenue in 2014.
 - The current effective mills is 3.32.
 - The tax issue raises about \$1,050,000 annually.
 - The tax on a \$200,000 value home is about \$203 annually.

City Council will place the issue on the November 2018 ballot for a renewal only, meaning it would, if approved by the voters, continue to generate the same annual revenue, and would represent no increase in property taxes.
 - Other:
 - The city recently received about \$27,000 in contraband funds from cash seized at the 2016 Acorn Drive drug bust. By law, this money must be deposited into the Law Enforcement Fund. About \$20,000 of this money will be used to purchase a replacement vehicle for the Oakwood Detective. The current detective vehicle is nearing the end of its useful life.
 - Chief Alan Hill is establishing a Citizens Police Academy. The purpose is to provide Oakwood residents with an opportunity to learn about how the safety department operates in delivering police, fire and EMS services. There will be no charge to residents interested in attending the program and there will be little cost involved in establishing and operating it. The first program is planned for September 2018.

- In 2017, the city completed the first year of operating the Hollinger Tennis Facility as a city-owned property maintained by the Virginia Hollinger Tennis Club. The city received all membership and donation revenues and distributed those revenues to the tennis club on a monthly basis. The city did not subsidize the operation with any tax dollars.
- The last edition of the Oakwood Register included an article about an incident where a public works employee dumped the contents of a recycling can into the landfill hopper of the refuse scooter. The employee believed that the can included some non-recyclable materials. The employee was reminded that he is not to dump recyclables in this fashion, but should notify the refuse foreman, who will then make contact with the property owner. The city operates a comprehensive and voluntary recycling program and is one of the top three communities in Montgomery County in terms of quantities recycled. Unfortunately, the cost for disposing of co-mingled recyclables has increased over the past few years from \$8/ton to \$15/ton and now \$20/ton.
- The 2018 capital budget is expected to be fairly modest, with no major new construction projects anticipated. It will include money for annual street repairs and resurfacing, and for some replacement vehicles and capital equipment, but no special projects.

There being no other business, at 6:30 p.m. Mayor Duncan and Mr. Klopsch thanked the committee members for their service and the meeting was adjourned.



Chairman