

The Oakwood Citizen Budget Review Committee (BRC) met at 5:30 p.m. on Tuesday, December 3, 2019. The meeting took place in the city council chambers, 30 Park Avenue.

The following people attended:

Budget Review Committee

Howard Boose	Ella Himes
Steve Brooks	Megan Kavanaugh
Jim Broz	Yusaku Kawai
Fred Dudding	Mark Risley
Susie Elliott	Beth Ritzert
Ellen Fodge	Mike Ruetschle
Bill Frapwell	Leigh Turben
Michael Hayes	

Oakwood City Council

Mayor Bill Duncan
Vice Mayor Steve Byington
Councilmember Rob Stephens
Councilmember Anne Hilton

City Staff

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

Mayor Duncan opened the meeting with a welcome and self-introductions. He then asked for a motion to approve the minutes of the October 15, 2019 meeting. Motion to approve by Mark Risley; second by Fred Dudding. Upon viva voce vote, motion passed and the minutes were approved. Mayor Duncan then asked Mr. Klopsch to deliver the meeting presentation.

Mr. Klopsch began the meeting by commenting on a serious health issue recently experienced by his colleague and friend Mark Schwieterman, Kettering City Manager. He asked for thoughts and prayers. Mr. Klopsch then mentioned that City Council will respond to an accusation of racial profiling in traffic enforcement at the December 9 public meeting. He showed a map of Oakwood highlighting that nearly the entire city is zoned residential. Oakwood is essentially one big residential neighborhood, which is why traffic laws are strictly enforced. Mr. Klopsch then invited city staff and Oakwood Historical Society President Leigh Turben to discuss some events and city projects that occurred in 2019.

• 2019 HIGHLIGHTS:

- New City Website: Oakwood launched a new and improved website on Friday, June 21, 2019. The website can be accessed by visiting www.oakwoodohio.gov. The new website offers many new features including a powerful search engine available on each page, easy access to frequently asked questions, and issue reporting. The new website includes a mobile-friendly interface that adapts to all devices (phones, tablets, laptops, desktops) creating a better user experience for mobile users.

- 45th Anniversary of Smith Gardens: The Smith Gardens 45th anniversary was celebrated in 2019 and several special events were held. Smith Gardens was donated to the city of Oakwood by Oakwood residents Mr. and Mrs. Carlton W. Smith. Smith Gardens has been recognized both statewide and nationally as one of the finest public gardens in the state of Ohio. The “Friends of Smith Gardens” was established in 1981 by a group of Oakwood residents. The original capital campaign raised money to restore the garden house, to construct an addition to the building, and to rebuild the maintenance garage. The “Friends of Smith Gardens” organization continues to raise revenue for the gardens through their annual membership drive, which is the largest source of income and is extremely important to the vitality of the garden.
- Concrete and Asphalt Street Repairs: The city completed concrete roadway repairs on sections of Ridgeway Road, Park Avenue, Fairforest Circle and E. Schantz Avenue. The City also completed asphalt repaving work on several Oakwood streets, most notably Hathaway Road.
- 2nd Annual Citizen Police Academy: In September 2019, the Oakwood Public Safety Department hosted its second Citizens Police Academy (CPA). CPA’s are a unique opportunity for citizens to better understand the job of a public safety officer and also serve as a way for Safety Department personnel to hear the needs and expectations of the community. The CPA is a 10-week program that ran from September 11 through November 13. Participants met one night per week for approximately two hours. Topics covered during the academy included:
 - Patrol Operations;
 - Use of Force;
 - Evidence Collection/Processing;
 - Firearms Exposure;
 - Fire Prevention/Education;
 - Court Room Procedures/Testimony; and
 - OVI Enforcement.

The CPA is free of charge and is open to any Oakwood resident or individual working within the city of Oakwood. The next CPA will be held in the fall of 2020.

- ACORN Program: The Public Safety Department is now offering the ACORN (Assisting and Contributing to Oakwood Resident Needs) Program. There are currently about 12 citizens enrolled in the full program, with several others partially enrolled. The program is designed to assist residents in times of emergency, and provide peace of mind through proactive community outreach, implementing safety plans, and advocating for the well-being of Oakwood’s senior and at-risk population. It is free-of-charge and is intended for Oakwood residents who are 65 or older, residents living alone and/or residents with limited contact with caregivers. The goal of the program is to work in partnership with senior and at-risk citizens to better address their needs and improve their quality of life within the community.
- Russell Wealth Management Building and Element Oakwood: The Russell Wealth Management office building was completed this fall and is now open for business. The 84 condominium units at Element Oakwood are nearly completed and tenants will begin occupying the units within the next month or two.
- Fire Inspections at Oakwood Businesses: The Oakwood Safety Department instituted a program this year where all commercial properties are inspected. The purpose of the program is to assist business owners in ensuring that proper fire safety measures are in place on their properties.
- On-Line Bill Payment System: The new electronic billing and payment service released earlier this year is well received by our residents and businesses. It

offers new services such as: the ability to make one-time payments for city services or income tax; recurring payments for utility bills with a credit/debit card or electronic check; the new service provides the ability to view and make utility bill payments on-line, through an automated payment phone line; a pay by text option to receive text message notifications and conveniently pay utility bills with a text message; and includes an “at a glance” dashboard, scheduling one-time or automatic utility payments, securely storing payment information, and receiving email and text reminders. Paperless billing will continue to be available as well as the direct pay option through the city.

- Upgraded Cardboard Recycling Center: The cardboard recycling facility at the Creager Field parking lot adjacent to the Foell Public Works Center was upgraded. The improvements include placing two additional cardboard recycling containers at the site, and constructing a new access platform. The facility is available 24-7 for Oakwood residents to dispose of clean cardboard. The recycling facility has been in place for over 25 years to provide Oakwood residents with a convenient way to maximize recycling. The recent improvements represent a \$24,000 investment to continue encouraging recycling. About 70% of the project cost is covered through a grant from the Montgomery County Solid Waste District Recycling Incentive Program.
- Assessment of City Parks: City staff completed a detailed assessment of all city parks and is working on a master plan for capital improvements. Several projects will be included in the 2020 budget book, but none are scheduled to take place in 2020. Staff will complete a numbers of minor park improvements this winter.
- Water Tower Maintenance & Water Softening Plant Improvements: A contractor cleaned the 1.5 million gallon water tower. The primary cleaning operation involved a diver with vacuum submerged to the bottom of the 90 foot tower. A year or so ago, we hired a consultant to complete a thorough inspection of the tower. That inspection confirmed that the coating on the inside of the tower is still in very good condition, but that there was some sediment at the bottom that should be removed. The sediment primarily comes from the underground water main pipes. The tower was last sandblasted and painted in 1996. Mr. Klopsch presented a sample of the interior coating that was applied in 1996. The tower was built in 1954 but, with proper maintenance, should be serviceable for several more decades. The water softening filters at the three Water Softening Plants were completely rebuilt over the past month, at a cost of about \$120,000.
- Oakwood Historical Society: Oakwood Historical Society President Leigh Turben shared that she has enjoyed serving as President of the Oakwood Historical Society for the past two years. Her goals were to keep the Society relevant, integral, and solvent. She recognized the following: Oakwood’s Holiday Home Tour; Partnerships with the City, Schools, and Library; Collaborations with Dayton History; The Long-Romspert Homestead and House Museum; Speaker Series; Financial Strength; The Oakwood Scrapbook; Order in Archive; and “Homemade at the Historical Society”.
- Festival of Trees Event/Smith Gardens Fundraiser: In conjunction with celebrating the 45th anniversary of the city receiving Smith Gardens from Carlton Smith and family in 1974, it was the perfect opportunity to end the anniversary with a fundraiser for the gardens. The “Holiday Festival of Trees Auction” was held at the Oakwood Community Center on November 15. Residents, businesses and professionals participated with 34 trees donated for the silent auction. The great room was transformed into a winter wonderland with the 34 trees displayed for people to bid on. All 34 trees were purchased, with \$4,155 being raised in an hour and a half. Several hundred people came to this community event.

Hopefully this will become an annual or biennial event and a great fundraiser for the gardens.

- Rotary Hazardous Waste Collection: Residents can request a free pick up through the Oakwood Rotary Club. The Rotary Club offers a program every three months where volunteer Rotarians travel the community to collect and dispose of hazardous waste. The schedule is routinely advertised in the Oakwood Register newspaper and is posted on the city website. While the service is free, the Oakwood Rotary Club accepts donations to be used for club service projects and grants.
 - Oakwood Farmers' Market: The market had another successful year. It remains a wonderful event for our community and is organized and operated without any taxpayer funding provided by the city.
- 2019 FINANCIALS THROUGH NOVEMBER: Mr. Klopsch shared that at the end of 2019, the city will have continued to provide comprehensive services and, based on current projections, will have:
 - \$323,030 more in General City Services funds.
 - \$82,285 more in Refuse funds.
 - \$61,380 less in Water funds.
 - \$351,181 more in Sanitary Sewer funds.
 - \$39,431 more in Stormwater funds.

General City Services Fund receipts through November are at 99% of budget, while disbursements are at 82% of budget. Refuse Fund receipts through November are at 91% of budget and disbursements are at 80% of budget. Water Utility Fund receipts through November are at 98% of budget and disbursements are at 69% of budget. Invoicing of nearly \$200,000 for capital projects is expected soon which will raise disbursements closer to budget. Sanitary Sewer Utility Fund receipts through November are at 96% of budget and disbursements are at 66% of budget. A large invoice for wastewater treatment is expected soon which will raise disbursements closer to budget. Stormwater Utility Fund receipts through November are at 93% of budget and disbursements are at 67% of budget.

- INCOME TAXES AND PROPERTY TAXES: The Municipal Income Tax typically grows each year, helping to offset annual cost increases. The 10% credit reduction was estimated to recover about \$600,000 of lost receipts for the year. Through 11 months, it has recovered about \$538,000. The city is budgeting 2020 gross income tax receipts at \$8.35 million.

The city is budgeting 2020 property tax receipts at \$2.63 million. Of the total property tax bill that Oakwood residents pay, only about 8.5% is received by the city to pay for city services. Staff remains hopeful that both voted property tax issues can simply be renewed at the end of the current terms, November 2021 for the 2.72 mill issue, and November 2023 for the 3.75 mill issue.

- 2.72 Mill Property Tax:
 - The tax issue was first approved in November 1991.
 - It has a five year term and started generating revenue in 1992.
 - The current effective mills is 1.40.
 - The tax issue raises about \$460,000 annually.
 - The tax on a \$200,000 value home is about \$97 annually.
 - The next renewal is November 2021.

- 3.75 Mill Property Tax:
 - 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 3.33.
 - The tax issue raises about \$1,060,000 annually.
 - The tax on a \$200,000 value home is about \$203 annually.
 - The next renewal is November 2023.

The 2019 Residential Real Estate Tax breakdown consists of 68.4% to Oakwood Schools; 1.7% to Montgomery County; 0.3% to Developmental Disabilities; 2.0% to Five River MetroParks; 13.7% to Human Services; 4.0% to Sinclair; 8.5% to the city of Oakwood; and 1.4% to Wright Library.

- 2020 GOALS & OBJECTIVES: The following goals and objectives will be included in the 2020 budget book:
 - Element Oakwood and KHN Building.
 - Review and Update Property Maintenance Code.
 - Review and Update Fire Tactics Manual.
 - Deploy new Extrication Tool.
 - Cross Train Finance Department Employees.
 - Codification Review and Update.
 - Court Electronic Case Management.
 - OCC Online Registration System.
 - Multi-year Plan for Rebuilding Traffic Signal System.
 - Plan for addressing Far Hills, Dellwood, Forrer and Devereux Storm Sewer Improvements.
- 2020 BUDGET OVERVIEW: The 2020 proposed budget does not include income tax increases, property tax increases, or increases to refuse, water or sanitary sewer rates. The goal is to avoid property tax increases over the next few years, with just a renewal of the 2.72 mill issue in 2021, and possibly just a renewal of the 3.75 mill issue in 2023. Mr. Klopsch reported plans to increase the monthly stormwater fee by \$3. Below, in millions, are 2020 budgeted revenue and expense figures:

	<u>Revenue</u>	<u>Expense</u>
➤ General City Services:	\$13.64	\$13.41
➤ Refuse Operations:	\$1.35	\$1.66
➤ Water Utility:	\$1.17	\$1.17
➤ Sanitary Sewer Utility:	\$1.80	\$1.87
➤ Stormwater Utility:	\$0.47	\$0.53

Mr. Klopsch then reviewed details of the line item budgets for General City Services, Refuse Operations, Water Utility, Sanitary Sewer Utility and Stormwater Utility. At the end of 2020, the city will have continued to provide comprehensive services and will, based on the proposed budget, have:

- \$233,910 more in General City Services funds.
- \$304,776 less in Refuse funds.
- \$1,812 more in Water funds.
- \$66,490 less in Sanitary Sewer funds.
- \$62,709 less in Stormwater funds.

Below is a comparison of 2020 proposed capital expenses vs. 2019:

	<u>2019</u>	<u>2020</u>
➤ General City Services:	\$1,461,100	\$1,343,100
➤ Refuse Operations:	\$220,000	\$320,000
➤ Water Utility:	\$290,000	\$30,000
➤ Sanitary Sewer Utility:	\$50,000	\$380,000
➤ Stormwater Utility:	\$0	\$160,000

For General City Services, the 2020 beginning balance is estimated to be \$9,666,524 for General Operations. The 2020 budgeted revenue is \$13,641,843 versus \$13,009,892 in 2019. The 2020 budgeted expenditures for General City Services are \$13,407,933, compared to \$13,906,058 in 2019.

For Refuse Operations, the 2020 beginning balance is estimated to be \$616,985. Refuse rates were last raised in January 2019 when they were increased from \$27 to \$30 per month. The 2020 revenues are budgeted at \$1,350,600, and the 2019 budgeted revenue was \$1,375,400. The 2020 budgeted expenses are \$1,655,376, and the 2019 budgeted expenditures were \$1,532,666. The City enhanced the Creager Field Recycling Facility by providing four containers for cardboard dumping, and making the facility more accessible and convenient. When completed, Oakwood will pay \$7,532 and the Montgomery County Solid Waste District grant will cover the remaining cost of \$16,720. The 2020 budget includes \$320,000 for capital expenses. This includes \$300,000 for a new refuse packer truck.

For the Water Utility, the 2020 beginning balance is estimated to be \$1,135,981. Water rates were last increased in January 2017 and Oakwood currently has the 7th lowest water rates of 66 Miami Valley jurisdictions. The 2020 budgeted revenue for the Water Utility is \$1,173,500, while the 2019 budgeted revenue was \$1,172,800. The 2020 budgeted expenditures are \$1,171,688, while the 2019 budgeted expenditures were \$1,409,302. There is \$30,000 included for capital expenses in 2020.

For the Sanitary Sewer Utility, the 2020 beginning balance is estimated to be \$1,411,502. Sewer rates were last raised in January 2018. Oakwood currently has the 46th lowest sewer rates of 63 Miami Valley jurisdictions. The 2020 budgeted revenue for the Sanitary Sewer Utility is \$1,799,700, while the 2019 budgeted revenue was \$1,798,900. The 2020 budgeted expenditures are \$1,866,190, while the 2019 budgeted expenditures were \$1,588,850. The 2020 budget includes \$380,000 for capital expenses. This includes \$330,000 for a new sewer vacuum truck.

For the Stormwater Utility, the 2020 beginning balance is estimated to be \$309,605 with an estimated end of 2020 balance of only \$108,461. The 2020 budget includes \$160,000 for capital expenditures. The 2020 budgeted revenue for the Stormwater Utility is \$467,335, while the 2019 budgeted revenue was \$328,900. The 2020 budgeted expenditures are \$530,044, while 2019 budgeted expenditures were \$362,641. Mr. Klopsch proposed to raise the monthly stormwater fee by \$3. This increase will generate about \$138,000 in additional revenue that is needed to pay for a storm sewer improvement on Ridgewood Avenue, and to begin building up some funds to address major stormwater improvements on Far Hills, Devereux, Dellwood and Forrer.

Committee chair Dave Dickerson asked for a motion to recommend approval of the 2020 budget. Motion by Fred Dudding; second by Mark Risley. Upon a viva voce vote, motion passed.

There being no other business, at 6:45 p.m. Mayor Duncan and Mr. Klopsch thanked the committee members for their service and the meeting was adjourned.



Chairman

10/20/20