City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

Agenda

Oxford City Council

Court House

TUESDAY, NOVEMBER 2, 2021

EXECUTIVE SESSION
None.

TUESDAY, NOVEMBER 2, 2021

1. Roll Call.

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda, and Consent Agenda items, will be heard under Public Comments – and (2) Comments on all Resolutions and Ordinances will be heard during Council consideration of said item. Please wait until you are recognized by the Mayor, proceed to the podium, state your name and address so that your comments may be properly recorded and limit your remarks to a period of five minutes or less.

REGULAR MEETING
7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

This facility is wheelchair accessible. If you plan to attend this meeting and you have a disability that requires special arrangements, please notify the City Manager's office 48 hours in advance so that reasonable accommodations can be made.

3. Public Participation.

   A. Proclamation – "2020 Federal Census"

   Proclamation

   B. Public Comments.

   The purpose of the Public Comments Section is for members of the Public to speak to the City Council on any subject not scheduled on the Agenda, except Consent Agenda items. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff or other members of the public and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

4. Consent Agenda.

   A. Minutes of the October 19, 2021 City Council Meeting (Mary Ann Eaton, Clerk of Council)

   Minutes

   B. Minutes of the October 21, 2021 City Council Budget Work Session. (Mary Ann Eaton, Clerk of Council)

   Minutes

   C. Report regarding the October 12, 2021 Planning Commission Meeting. (Sam Perry, Community Development Director)

   Report

   D. Report regarding the October 13, 2021 Historic and Architectural Preservation Commission Meeting. (Sam Perry, Community Development Director)

   Report

   E. Report regarding the October 14, 2021 Recreation Board Meeting. (Casey Wooddell, Parks and Recreation Director)

   Report

5. Resolutions.

   1. A Resolution to ensure safe passage of pedestrians and wheelchair users on sidewalks, walkways, and temporary pedestrian access routes during building and roadway construction. (David Prytherch, Councilor)

   Staff Report/Resolution

2. A Resolution approving the reopening of the Designated Outdoor Refreshment Area (DORA) in the City of Oxford from December 17, 2021 to January 23, 2022. (Doug Elliott, City Manager)

Staff Report/Resolution

3. A Resolution authorizing the City Manager to enter into an agreement with the Ohio Department of Natural Resources (ODNR), Division of Forestry should the City of Oxford be selected to participate in the ODNR's Urban Canopy Restoration Grant Program. (Mike Dreisbach, Service Director)

Staff Report/Resolution

4. A Resolution authorizing the City Manager to submit eligible projects to the Butler County Board of Commissioners for the 2022 Community Development Block Grant program (CDBG) year application. (Mike Dreisbach, Service Director)

Staff Report/Resolution

5. A Resolution of Council directing that one hundred thirty two thousand dollars ($132,000.00) of American Rescue Plan Act (ARPA) funds be utilized for supplementing improvements for the College@Elm project in conjunction with 2022 CDBG funds in the amount of one hundred thirteen thousand dollars ($113,000.00). (Mike Dreisbach, Service Director)

Staff Report/Resolution

6. A Resolution authorizing the City Manager to enter into a Law Enforcement Mutual Assistance Agreement with Miami University. (John Jones, Police Chief)

Staff Report/Resolution

7. A Resolution authorizing the City Manager to enter into an Information Sharing Agreement with the Miami University Police Department to enhance the ability to effectively address alleged sex offenses and offenses of violence. (John Jones, Police Chief)

Staff Report/Resolution

8. A Resolution accepting the proposed amendment and authorizing the City Manager to amend the existing agreement with Axon Enterprise, INC., to include additional add-on software licensing, data storage, user profiles and support for the Police Division. (John Jones, Police Chief)

Staff Report/Resolution

9. A Resolution approving revisions to the Employee Handbook. (Jessica Greene, Assistant City Manager)

Staff Report/Resolution

6. Ordinances.

A. First Reading.

1.An Ordinance Levying Upon The Lots And Lands Enumerated In The List Of Estimated Assessments (Exhibit A) The Amounts Set Forth On Such List And Setting Forth Terms For Payment Of Assessments. (Mike Dreisbach, Service Director)

Staff Report/Ordinance

2.An Ordinance Vacating Right-Of-Way Associated With Roberts Drive And Hoover Drive As Was Previously Dedicated By O.R. 7959 PG 1551, Replat For South Farm Section 2 & 2A. (Sam Perry, Community Development Director)

Staff Report/Ordinance

3.An Ordinance Approving The Final Subdivision Application And Plat For South Farm Section IV With Conditions. (Sam Perry, Community Development Director)

Staff Report/Ordinance

4.An Ordinance To Make Appropriations For Current Expenses And Other Expenditures Of The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2022. (Joe Newlin, Finance Director)

Staff Report/Ordinance

5.An Ordinance Outlining Budgeted Advances For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2022. (Joe Newlin, Finance Director)

Staff Report/Ordinance

6.An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2022. (Joe Newlin, Finance Director)

Staff Report/Ordinance

7.An Ordinance To Adopt Fees and Charges For The Fiscal Year 2022. (Joe Newlin, Finance Director)

Staff Report/Ordinance

8.An Ordinance Amending Ordinance No. 3600. Supplemental Budget Ordinance Number 8 To Make Supplemental Appropriations For Fiscal Year 2021. (Joe Newlin, Finance Director)

Staff Report/Ordinance

9.An Ordinance Establishing Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1, 2022 Through December 31, 2022. (Jessica Greene, Assistant City Manager)

Staff Report/Ordinance

B. Second Reading - None.

7. A. Announcements & Communications.

WED - Nov 3 Environmental Commission Meeting 7:00 p.m. Municipal Building

FRI - Nov 5 Student Community Relations Commission Meeting 3:00 p.m. LCNB

MON – Nov 8 Oxford Parking and Transportation Advisory Board Meeting 9:30 a.m.

TUES – Nov 9 Public Arts Commission of Oxford Meeting 4:30 p.m. Municipal Building

TUES - Nov 9 Planning Commission Meeting 7:00 p.m. Cancelled

WED - Nov 10 Historic and Architectural Preservation Commission Meeting 6:15 p.m.

TUES – Nov 16 City Council Meeting 7:30 p.m.

THUR- Nov 18 Climate Action Steering Committee Meeting 9:30 a.m. Municipal Building

THUR- Nov 18 Recreation Board Meeting 11:30 a.m. Municipal Building

THUR- Nov 18 Police Community Relations & Review Commission Meeting 7:00 p.m.

FRI - Nov 19 Student Community Relations Commission Meeting 3:00 p.m. LCNB

TUES – Nov 23 City Council Organizational Meeting 7:00 p.m.

THUR – Nov 25 Holiday – City Offices Closed

FRI - Nov 26 Holiday – City Offices Closed

TUES – Nov 30 Board of Zoning Appeals Meeting 6:30 p.m.

8. Adjourn.

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	David Treleaven, Environmental Specialist
DATE PREPARED:	October 22, 2021
COUNCIL MEETING DATE:	November 2, 2021
AGENDA TITLE:	November 2, 2021 ODNR Grant Authorization Resolution
BUDGETED AMOUNT:	$20,000
ACCOUNT CODE:	141.345.63151.000
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 10-29-21 MBD 10/22/21

An Urban Canopy Restoration Grant Program (Grant Program) has been announced by the Ohio Department of Natural Resources, Division of Forestry (ODNR), for the planting of community trees.

The Service Department proposes the attached Resolution authorizing the City Manager to enter into a Grant Agreement with the ODNR should the City of Oxford be selected for the Grant Program.

An authorizing Resolution by City Council is required as part of the Grant Program application.

The Grant Program requires the City of Oxford to cover the entire expense of the tree planting program. The City of Oxford's funding is intended to come from the Emerald Ash Borer Restoration account. After the successful completion of the planting program, the City of Oxford may apply for a 50% reimbursement from the ODNR.

If selected by the ODNR for the Grant Program, the City of Oxford is to have the tree plantings completed by the end of next year, December 31, 2022.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE OHIO DEPARTMENT OF NATURAL RESOURCES (ODNR), DIVISION OF FORESTRY SHOULD THE CITY OF OXFORD BE SELECTED TO PARTICIAPTE IN THE ODNR'S URBAN CANOPY RESTORATION GRANT PROGRAM.

WHEREAS, the ODNR is offering an Urban Canopy Restoration Grant Program, intended to address the critical need to restore and improve urban forests due to the catastrophic losses from the invasive Emerald Ash Borer and to reduce the impact of climate change, while building resiliency through tree planting in urban communities where trees are critical to human health; and

WHEREAS, the City of Oxford desires to participate in the ODNR Urban Restoration Grant Program.

THE COUNCIL OF THE CITY OF OXFORD, OHIO HEREBY REOLVES THAT:

SECTION 1: City Council hereby authorizes the City Manager to enter into an agreement with the ODNR should the City of Oxford be selected to participate in the Urban Canopy Restoration Grant Program.

SECTION 2: The agreement requires a 50% local match to qualify for reimbursement from the ODNR.

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: STAFF

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Doug Elliott
DATE PREPARED:	10-25-21
COUNCIL MEETING DATE:	11-02-21
AGENDA TITLE:	Winter DORA
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 10-29-21

DISCUSSION:

City Council approved an application for a Designated Outdoor Refreshment Area (DORA) by adoption of Resolution 7192 on June 16, 2020. It allows the City Manager to amend the dates and times of the DORA with consent of City Council. I recommend that City Council approve reopening the DORA from Friday, December 17, 2021 to Sunday, January 23, 2022 to provide a Winter Designated Outdoor Refreshment Area for the benefit of Oxford citizens, visitors, and uptown businesses. The City has over 20 qualified permit holders eligible to participate in the DORA.

RESOLUTION NO.

A RESOLUTION APPROVING THE REOPENING OF THE DESIGNATED OUTDOOR REFRESHMENT AREA (DORA) IN THE CITY OF OXFORD FROM DECEMBER 17, 2021 TO JANUARY 23, 2022.

WHEREAS, City Council approved an application for a Designated Outdoor Refreshment Area thereby establishing a Designated Outdoor Refreshment Area in the City of Oxford; and

WHEREAS, Resolution No. 7192 adopted by City Council on June 16, 2020 allows the City Manager to amend the dates and times of operation of the Designated Outdoor Refreshment Area with the consent of City Council; and

WHEREAS, the City Manager recommends City Council approve the reopening of the Designated Outdoor Refreshment Area from December 17, 2021 to January 23, 2022 to provide for a Winter Designated Outdoor Refreshment Area for the benefit of Oxford citizens, visitors and Uptown businesses.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and hereby approves the reopening of the Designated Outdoor Refreshment Area from December 17, 2021 to January 23, 2022 to provide for a Winter Designated Outdoor Refreshment Area for the benefit of Oxford citizens, visitors and Uptown businesses.

SECTION 2: This Resolution shall take effect at the earliest date allowed by law.

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Council
PREPARED BY:	David Prytherch
DATE PREPARED:	10/25/21
COUNCIL MEETING DATE:	11/02/21
AGENDA TITLE:	Safe Passage of pedestrians and wheelchair users
BUDGETED AMOUNT:	n/a
ACCOUNT CODE:	
RECOMMENDATION:	
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

As requested by Councilor Prytherch.

A RESOLUTION TO ENSURE SAFE PASSAGE OF PEDESTRIANS AND WHEELCHAIR USERS ON SIDEWALKS, WALKWAYS, AND TEMPORARY PEDESTRIAN ACCESS ROUTES DURING BUILDING AND ROADWAY CONSTRUCTION.

WHEREAS, the 2008 Oxford Comprehensive Plan states a transportation goal of "a quality, accessible transportation system with alternative forms of transportation for a diverse population, improved infrastructure, adequate parking, bikeways and efficient traffic management;" and

WHEREAS, in 2019 the City of Oxford adopted a Complete Streets Policy stating a vision "the surface transportation network will become better connected, safer, more attractive, and accessible for all users of the public right-of-way, regardless of their mode of transportation, age or abilities," and

WHEREAS, a substantial proportion of traffic in our community is non-motorized, contributing to the vibrance and sustainability of Oxford, particularly in key areas like Uptown; and

WHEREAS, the City recognizes that protecting pedestrians and wheelchair users in the public right-of-way through construction and work zones will prevent harm and improve their overall experience, while also promoting accessibility to community destinations; and

WHEREAS, the City also recognizes the need to protect bicyclists using the public right-of-way through work zones; and

WHEREAS, simply closing pedestrian or bicycle facilities during building construction or work zone activities – particularly lengthy projects – without safe and convenient alternatives creates inequities in our transportation system that disproportionately impact vulnerable users; and

WHEREAS, other cities, including Cleveland, Columbus, and Cincinnati have enacted ordinances and policies that require safe, temporary sidewalk, walkway, and re-routing or detour access for pedestrians and wheelchair riders during construction and maintenance work as conditions of a permit to obstruct the public right-of-way; and

WHEREAS, the City seeks to promote safe, convenient temporary pedestrian access routes as a way to increase safety and accessibility for pedestrians and wheelchair riders traveling through building operation and roadway work zones, as well as promote the continued economic and community vibrance of key corridors.

THE COUNCIL OF THE CITY OF OXFORD, OHIO HEREBY RESOLVES THAT:

SECTION 1: City Council directs staff to develop policies to ensure safe and convenient passage for pedestrians, wheelchair riders, and other non-motorized users during building construction, renovation, and demolition, as well as roadway construction, which incorporate the following standards:

1. Existing sidewalks should be preserved; if passage on the existing sidewalk is not possible, a convenient and accessible pedestrian walkway shall be provided that replicates as nearly as practicable the existing sidewalk;
2. Sidewalk closure with an alternative re-route or detour shall be a last resort; signs shall be provided to direct pedestrian traffic in accordance with the approved pedestrian maintenance plan;
3. An application for a right-of-way obstruction permit for construction, rehabilitation, and demolition projects shall include a traffic and pedestrian maintenance plan; and
4. Rules and regulations establishing the criteria for required traffic and pedestrian maintenance plans shall be promulgated based on Ohio Manual of Uniform Traffic Control Devices (OMUTCD) standards and specific criteria required by ordinance.

SECTION 2: Such policy reforms may include preparation of proposed revisions of those portions of Oxford Codified Ordinances pertaining to building and roadway construction, including but not limited to CHAPTER 1307 "Demolition of Buildings" to encompass major building construction and renovation projects; and this resolution hereby calls for such legislation; and

SECTION 3: Relevant city administrative policies and guidelines shall also be reviewed, revised, and implemented as necessary to achieve the standards articulated above; and

SECTION 3: Exemptions within such policies shall be limited only to temporary construction activities of very limited duration or where circumstances make accommodating safe passage unduly impractical.

SECTION 4: This Resolution shall take effect at the earliest date allowed by law.

_____
MAYOR

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45215

STAFF REPORT

ORIGINATING DEPARTMENT:	Parks & Recreation
PREPARED BY:	Casey Wooddell
DATE PREPARED:	October 18, 2021
COUNCIL MEETING DATE:	November 2, 2021
AGENDA TITLE:	Oxford Recreation Board – October 14, 2021
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	CDW 10/18/21 DRE 10-29-21

DISCUSSION:

Attendance: Craig Bennett, Ken Bogard, Kevin Ackley, Casey Wooddell, Deanna Barbour, Mayor Mike Smith, Jessica Greene (guest)

The Oxford Recreation Board met in the Municipal Building on Thursday, October 14 at 11:30am. Agenda for the meeting and minutes from the September meeting were approved without comment.

Ms. Jessica Greene attended the meeting to provide the board members with an update regarding the Oxford Area Trail System. Ms. Greene provided an updated at the September meeting, but there were some details at that time which were not yet known, specifically regarding the Northwest Arc segment of the trail. Ms. Greene discussed that segment, as well as minor updates regarding the other segments, along with timelines for construction and news concerning grant funding for phase IV.

Mr. Wooddell provided a report from the Parks and Recreation Department. This report included information about advertising in the Butler County Insider's Guide, Aquatic Center, pickleball and tennis courts, Oxford Night Lights this winter, bottle filler units at various parks, ADA playground improvements, and upcoming community events.

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Mr. Cole and Ms. Morrish were not present at the meeting, so updates about Talawanda Athletics was not provided.

Mr. Bennett shared information about Miami University updates, including recreation activities, student concerns, and the Miami vaccination policy.

Ms. Greene also discussed an update of the City's next steps involving the City Comprehensive Plan. Mr. Bennett is a member of the steering committee for this project, and he has been working with Ms. Greene on this project.

In Old Business, Mr. Wooddell discussed a document created by the Talawanda Recreation, Inc. (TRI) Board of Directors focused on the Needs, Wants and Likes of a potential new indoor recreation facility in Oxford. Oxford Recreation Board members were asked to review that document and provide input in September. Upcoming site visits to other area recreation facilities was also discussed.

Mr. Wooddell concluded the meeting by providing information about a collaboration coming up with Miami University and a senior design course; this class is scheduled to provide design and engineering of a new dirt bike track facility in the spring 2022 semester, and consider construction in fall 2022. Site to be determined as part of the design and engineering. Oxford Recreation Board will be asked to review and comment on this project at a future meeting.

Meeting adjourned at 12:34 pm.

Next meeting scheduled for November 18, 2021 at 11:30am in the City Building.

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	October 29, 2021
COUNCIL MEETING DATE:	November 2, 2021
AGENDA TITLE:	October 13, 2021 Historic and Architectural Preservation Commission Summary
CITY MANAGER/DEPT HEAD APPROVAL:	Sam Perry DRE 10-29-21

Old Business

Historic District Expansion / Design Guidelines

The Commission continued discussion of the delay of the Historic District Expansion study. A decision had been made the previous meeting to first update the 1994 Design Guidelines in order to better assist the property owners.

A subcommittee was formed to assist staff with developing a scope of work for the Design Guidelines. The intent was to start the project before the end of 2021 and complete in 2022. This would be the final piece of the multi-year project: Uptown Inventory, Updated Code and Design Guidelines.

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STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	October 29, 2021
COUNCIL MEETING DATE:	November 2, 2021
AGENDA TITLE:	October 12, 2021 Planning Commission Summary
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 10-29-21

Old Business

PC-2021-22, 117 Bishop Street, LOT SPLIT, Pt. of Lot #502 totaling 0.0956 acres, Scott Webb, Applicant/Agent

This case had been tabled the previous month. The additional information requested by the Commission was not submitted. The applicant and staff spoke. The Commission reconvened. Commission members discussed the decision standards and determined that both new lots would need to comply with zoning standards before the split could be approved. Therefore, the Commission unanimously denied the request.

PC-2021-24, 219 W Walnut Street, LOT CONSOLIDATION, Pt. of lot #202, 0.125 acres, Jim Clawson, Applicant, Scott Webb, Architect/Agent

This case had been tabled the previous month awaiting comments from Fire and Police Divisions. The applicant and staff spoke. The Commission reconvened. Commission members discussed the decision standards. There were merits for approving or denying the request. Merits for approving were related to increased housing density and the existing lot configuration. Merits for denying were related to stated safety concerns with alley development. The Commission voted 4-3 to approve the request.

The Budget Work Session of the Oxford City Council was called to order by Mayor, Mike Smith on Thursday, October 21, 2021 at 7:00 p.m. Council members present were, Jason Bracken, Glenn Ellerbe, Chantel Raghu, William Snavely and Edna Southard. David Prytherch arrived at 7:45 p.m.

Staff members present: Doug Elliott, City Manager; Jessica Greene, Assistant City Manager; Mike Dreisbach, Service Director; John Jones, Police Chief; Joe Newlin, Finance Director; Heidi Hill, Assistant Finance Director; Sam Perry, Community Development Director; Casey Wooddell, Parks and Recreation Director and John Detherage, Fire Chief.

APPROVAL OF AGENDA

Ms. Southard moved to approve the Agenda. Mr. Snavely seconded. The motion passed 6-0-0.

2022 BUDGET

Mr. Elliott provided a PowerPoint and presented the proposed budget for 2022 followed by Council and staff discussion.

ADJOURNMENT

Mr. Snavely moved to adjourn at 8:25 p.m. Mr. Ellerbe seconded. The motion passed 7-0-0

The October 19, 2021 Oxford City Council Meeting was called to order by Mayor, Mike Smith at 7:30 p.m. Members present were: Jason Bracken, Glenn Ellerbe, David Prytherch, Chantel Raghu, William Snavely and Edna Southard.

Staff members present were: Doug Elliott, City Manager, Jessica Greene, Assistant City Manager, John Jones, Police Chief, Joe Newlin, Finance Director, John Detherage, Fire Chief, Casey Wooddell, Parks and Recreation Director, Sam Perry Community Development Director, Chris Conard, Law Director and Mary Ann Eaton, Clerk of Council.

APPROVAL OF AGENDA

Ms. Southard moved to approve the agenda. Mr. Snavely seconded. The motion passed 7-0-0.

PUBLIC PARTICIPATION

PROCLAMATION
"GREATER OXFORD COMMUNITY FOUNDATION DAY"

Mayor Smith read the Proclamation and presented it to Ms. Betsy Hope.

Ms. Betsy Hope, Director, Oxford Community Foundation, thanked Mayor Smith and Council members for the Proclamation noting it was very much appreciated. Ms. Hope advised she did not feel the foundation would be where it was without the City's support and assistance. Ms. Hope noted she looked forward to the coming years.

Mr. Bob Carmean, Board President, thanked Council for the Proclamation noting many of them were contributors to the Oxford community Foundation and thanked them for their support as the foundation was celebrating its 25th anniversary. Mr. Carmean noted the foundation looked forward to the next 125 years.

PROCLAMATION
"OXFORD COMMUNITY ARTS CENTER DAY"

Mayor Smith read the Proclamation and presented it to Ms. Kim Peterka.

Ms. Kim Peterka, Board President, Oxford, Community Arts Center, thanked Council for the Proclamation on behalf of the board, past board members and volunteers that make the arts center possible. Ms. Peterka advised the Oxford Community Arts Center looked forward to a very strong future noting they were excited to celebrate 20 years in Oxford.

PUBLIC COMMENTS

Sam Perry, Community Development Director, introduced Laura Borso noting Ms. Borso was Oxford's new Code Enforcement Officer. Mr. Perry advised earlier this year a modification was made to the National Inspection contract and the City now had in-house code enforcement.

Mr. Perry noted Ms. Borso comes with a lot of experience and invited Ms. Borso to the podium.

Ms. Borso advised she was happy to be in Oxford noting she comes with 30-35 years of experience in code enforcement. Ms. Borso noted Oxford was tiny compared to what she is used to although she felt there was a lot to do and she looked forward to tackling those issues to make Oxford a safer and better place to live.

CONSENT AGENDA

Minutes of the October 5, 2021 City Council Meeting (Mary Ann Eaton, Clerk of Council)

Report regarding the September 28, 2021 Board of Zoning Appeals Meeting. (Sam Perry, Community Development Director)

Report regarding the October 6, 2021 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

A Resolution No. 7341 authorizing the Police Chief and the Finance Director or their designees to dispose of contraband no longer needed as evidence. (John Jones, Police Chief)

Mr. Snavely moved to approve the consent agenda. Ms. Southard seconded. The motion passed 7-0-0.

RESOLUTION
TRI LEASE

Resolution No. 7342 granting Talawanda Recreation, Inc. (TRI) a five (5) year lease and authorizing the City Manager to execute the new lease. (Casey Wooddell, Parks and Recreation Director)

Mr. Wooddell advised advised an agreement has been signed for many decades between the City of Oxford and Talawanda Recreation, Inc. (TRI). Mr. Wooddell noted the TRI property and building are not owned by the City, they are owned by the TRI which is a non-profit organization that began over 50 years ago. Mr. Wooddell advised the lease payments are utilized by the TRI for maintenance, repairs and renovations of the facilities and grounds of the TRI building and property. Mr. Wooddell noted this agreement has served both the City and the TRI well for many years by providing facilities for recreational programs and office space for the Parks and Recreation staff to operate those programs as well as host community events, sports leagues, preschool classes, teen events and much more.

There were no comments from the public.

Mr. Prytherch noted this was an evolving recreational site and inquired if the lease anticipates the need for the City to expand or change facilities. Mr. Wooddell referred to the last paragraph of the lease which indicates the City and the TRI will work together to discuss future partnership and expansion of the TRI and facilities.

Mr. Snavely moved to adopt Resolution No. 7342. Mr. Ellerbe seconded. The motion passed 7-0-0.

ORDINANCES

FIRST READING – NONE.

SECOND READING

ORDINANCE
EASEMENT AGREEMENT

An Ordinance No. 3641 Authorizing The City Manager To Enter Into An Easement Agreement As Set Forth In Exhibit "A" Attached Hereto With The Talawanda City School District Board Of Education And Accepting Said Permanent And Construction Easements As Set Forth In Exhibits "B", "C", "D", and "E" Attached Hereto To Allow The Construction Of A Segment Of The Oxford Area Trail System From The Talawanda Middle School To The Oxford Community Park. (Jessica Greene, Assistant City Manager)

Ms. Greene advised there were no changes from the first reading of the proposed Ordinance and offered to answer any questions.

There were no comments from the public.

Mr. Prytherch noted his support for the trail, which would ensure the safety of students going back and forth to the middle school on foot or bicycle. Mr. Prytherch referred to the easement agreement and advised he appreciated the partnership between the City and the school district.

Mr. Snavely moved to adopt Ordinance No. 3641. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE : Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard, Mr. Bracken
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
SUPPLEMENTAL BUDGET

An Ordinance No. 3642 Amending Ordinance No. 3600. Supplemental Budget Ordinance Number 7 To Make Supplemental Appropriations For Fiscal Year 2021. (Joe Newlin, Finance Director)

Mr. Newlin advised there were no changes since the first reading of the proposed Ordinance and offered to answer any questions.

There were no comments from the public.

Mayor Smith advised Council always relied on Mr. Newlin's incredible bookkeeping efforts and the efforts of his staff.

Ms. Southard moved to adopt Ordinance No. 3642. Mr. Snavely seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard, Mr. Bracken, Mr. Ellerbe
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ANNOUNCEMENTS

Mr. Elliott reminded Council of the Work Session on Thursday to review the City Manager's proposed budget for 2022.

Mr. Elliott referred to the community solar project and advised the Option to Lease agreement has been signed by the City and by BQ Energy Development noting the project was moving forward.

Mr. Elliott advised he planned to place a Resolution on the November 2 agenda to reopen the DORA (Designated Outdoor Refreshment Area) this winter as was done last year.

Mr. Elliott noted Glenwood Energy sent a letter to the City to alert everyone the winter heating prices would likely increase since natural gas prices have increased.

Mr. Elliott advised Oxford residents will receive a letter soon from Harbor Energy regarding the City's Electric Aggregation program noting if residents want to join or remain in the program no action was necessary. Mr. Elliott advised the pricing is very competitive at 0.0471 per kWh.

Mr. Elliott advised the Railroad crossing on Spring Street and on College Avenue will close this Wednesday for repairs noting they will be closed for approximately one week.

Chief Jones noted Director Wooddell would provide information regarding the upcoming Halloween events. Chief Jones asked motorists to use caution this fall as it gets dark earlier and deer are prevalent in the area.

Mr. Wooddell advised the Oxford Community Arts Center was hosting a Halloween event tomorrow evening entitled "Howl at the Moon" at 5:00 p.m. Mr. Wooddell noted next Thursday, October 28 the Oxford Parks and Recreation Department was hosting the Uptown Trick or Treat event at 4:30 p.m. in partnership with the Lions Club noting a parade would begin at 7:00 p.m. Mr. Wooddell advised the official Trick or Treat" night in Oxford was October 31 from 5:30 to 7:30 p.m. Mr. Wooddell noted a "Trunk or Treat" event would take place on October 26 at the Oxford Bible Fellowship church.

Mr. Perry advised no public input sessions regarding the Comprehensive Plan update were scheduled at this time noting sessions were originally scheduled for this week and next week and they have been delayed for approximately a month.

Ms. Greene noted Department Heads were compiling their 3rd quarter goal tracking results and advised the information would be shared with Council soon.

Ms. Greene advised staff continues to work on the Amtrak project noting a meeting took place today with Talawanda representatives to discuss the Nelson Morrow building site.

Ms. Raghu advised she met with Matthew Dutkevicz of the Butler County Regional Transit Authority (BCRTA) about improved accessibility especially in the summer months and during off-peak hours. Ms. Raghu noted Miami has partnered with BCRTA for the bus service which is why it seems they cater more to students. Ms. Raghu suggested this might be a topic for the Oxford Parking and Transportation Advisory Board. Ms. Raghu noted the low hanging fruit at this point was trying to get more people to drive mini vans. Ms. Raghu advised the starting pay was $15 per hour plus benefits and a CDL was not necessary. Ms. Raghu noted the mini van service would be helpful for people with disabilities.

Mr. Ellerbe wished everyone a safe and Happy Halloween.

Mr. Snavely advised he attended the OKI meeting this month noting Oxford's grant application was approved for the OATS trail. Ms. Greene advised this section of the trail would connect Phases III and IV, the gap between Peffer Park and the Talawanda Middle School. Ms. Greene noted the planning would begin in 2022 and construction was several years out.

Ms. Southard advised the Kiwanis Club's annual Holiday Food Drive began October 1st and will run until November 1st noting gift cards will be distributed by the Talawanda Oxford Pantry and Social Services (TOPSS). Ms. Southard noted donations could be made to TOPSS at PO Box 391 Oxford, Ohio or by going to www.topss.org. Ms. Southard advised in 2020 gift cards were provided to 350 households for the holidays.

Ms. Southard noted she serves on the SELF (Supports to Encourage Low Income Families) Board and advised several million dollars were received that will assist with rent, mortgage and utility expenses. Ms. Southard encouraged people to get in touch with SELF or the Family Resource Center for more information.

Ms. Southard wished everyone a safe Halloween noting it was great to be a kid in Oxford because a lot was going on.

Ms. Southard referred to an article in the Learning for Justice Magazine entitled the "Curb Cut Effect" noting when curb cuts are provided as they are in Oxford it enables various types of transportation modes and provides accessibility for those who need it. Ms. Southard advised the curb cuts affect a larger population and benefits the community in many ways.

Mr. Bracken implored those who are not vaccinated to do so and asked those who are eligible to consider getting a booster. Ms. Bracken asked everyone to wear a mask in public buildings.

Mr. Prytherch referred to the Halloween and Holiday events that take place in Oxford every year and noted they seem like little things although they sometimes clench the deal for people as far as moving to or staying in Oxford.

Mr. Prytherch noted he hoped to be present for part of the budget meeting and advised we need to think about how to make sure Council's commitments are met. Mr. Prytherch noted the Climate Action Steering Committee (CASC) is in an outreach phase right now and advised the City made a commitment to neutrality although it can not be done through municipal means alone. Mr. Prytherch noted the CASC has been going to boards and commissions to discuss how to partner including organization. Mr. Prytherch advised there will be a public meeting jointly hosted by the League of Women Voters and Oxford Seniors which will be held at Oxford Seniors on November 18 from 6-8 p.m. Mr. Prytherch noted the theme will be "What Can You Do?" since the City has made a commitment to do an inventory and develop a plan to get to neutral.

Mayor Smith noted he looked forward to the Halloween festivities.

ADJOURNMENT

Mr. Snavely moved to adjourn at 8:02 p.m. Mr. Ellerbe seconded. The motion passed 7-0-0.

In the name and by the Authority of

THE STATE OF OHIO

PROCLAMATION

AS A RESULT OF the Federal Census of Two Thousand Twenty for the State of Ohio and the various political subdivisions having been officially made known to me, I, Frank LaRose, Secretary of State of the State of Ohio, complying with the provisions of Section 703.06 of the Revised Code of the State of Ohio, do hereby make proclamation that the municipality of

Oxford in
Butler County, Ohio

according to said Federal Census of Two Thousand Twenty has a population of

23,035

and shall, from and after thirty days from date of this proclamation be known as a **City** by virtue of and in accordance with said Section 703.06 of the Revised Code of the State of Ohio.

IN WITNESS HEREOF, I have hereunto set my hand and caused the Seal of the State of Ohio to be affixed. Done at the City of Columbus this 21st day of September in the year of our Lord two thousand and twenty-one, and of the Independence of the United States of America the two hundred forty-fifth and of the statehood of Ohio the two hundred eighteenth.

Frank LaRose
51st Ohio Secretary of State

AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #242981

Ohio Revised Code

Section 703.06 Proclamation of population.

Effective: October 1, 1953
Legislation: House Bill 1 - 100th General Assembly

When the result of any federal census or an enumeration as provided in sections 703.02 to 703.05, inclusive, of the Revised Code, is officially made known to the secretary of state, he forthwith shall issue a proclamation, stating the names of all municipal corporations having a population of five thousand or more, and the names of all municipal corporations having a population of less than five thousand, together with the population of all such municipal corporations. A copy of the proclamation shall forthwith be sent to the mayor of each such municipal corporation, which copy shall forthwith be transmitted to the legislative authority of such municipal corporation, read therein, and made a part of the records thereof. Thirty days after the issuance of such proclamation each municipal corporation shall be a city or village as the case may be.

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	October 22, 2021
COUNCIL MEETING DATE:	**November 2, 2021**
AGENDA TITLE:	Resolution Authorizing Staff to Submit a CDBG Application to Butler County for Improvements to Walnut St and Property Known as The College @ Elm.
BUDGETED AMOUNT:	$113,000
ACCOUNT CODE:	126.370.60018
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 10-29-21 MBI 10/25/21

Discussion:

The City expects to receive approximately $131,000 in FY2022 from Community Development Block Grant (CDBG) funds administered by the Butler County Board of Commissioners. Of this amount, ~$113,000 will be available for eligible improvements in the City of Oxford. These funds have traditionally been used for the removal of architectural barriers from street corners in the City and the installation of new handicapped accessible ramps to improve access to the City's sidewalk network. The balance of the funds (~$18,000) will be used for administration of the CDBG program. However, with the availability of American Rescue Funds to complete handicap ramp improvements throughout the City in one final project, CDBG funds could be allocated to another eligible project.

Application for these CDBG funds requires a Resolution of Council recommending the project. Staff is completing the City's application, due November 5, 2021, and is recommending CDBG funds be used for an extension of Walnut St. (to the west from the current terminus) and to help fund the construction of a new 36 vehicle parking lot to serve the College@Elm project in conjunction with Miami University. Four ADA compliant parking spaces would also be constructed. At this time, no estimates have been generated for stormwater management on the property. Once costs are known, a funding mechanism will be required from either the City or the University.

The City of Oxford and Miami University are working together to renovate the Elm Street Building and turn it into the College@Elm. The College@Elm will be a workforce development and innovation center whose goal is to help build the Oxford economy through

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

The City of Oxford
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new jobs and encouraging business start-up. The Fisher Group will be one anchor tenant and is planned to bring light industrial manufacturing and up to 50 new jobs to this facility. As the College@Elm gets established, it is anticipated that additional anchor tenants will move in as well.

Current estimates show the cost of the street extension and resurfacing at ~$70,000. The estimate for construction of the proposed parking facility is $175,000 for a total of ~$245,000. Staff is proposing the full CDBG allotment of $113,000 be used for the project, to be supplemented with American Rescue Funds for the balance of construction.

A preliminary plan showing improvements to the proposed College@Elm project is attached to this report and labeled "Exhibit A".

Once funds have been approved by the federal government (HUD), Staff will work with Miami University to advertise the project for bids (typically in fourth quarter of the year), and present a recommended contract for construction to the City Council for contract authorization.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT ELIGIBLE PROJECTS TO THE BUTLER COUNTY BOARD OF COMMISSIONERS FOR THE 2022 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) YEAR APPLICATION.

WHEREAS, the City Manager authorizes construction projects by utilizing Community Development Block Grant funds administered by the Butler County Board of Commissioners; and

WHEREAS, the City expects to receive approximately $131,000.00 from Community Development Block Grant (CDBG) funds in 2022. Of these funds, $113,000.00 will be available for eligible improvements in the City of Oxford; and

WHEREAS, the City Manager and the Service Director recommend CDBG funds in the amount of $113,000.00 be utilized for an extension and resurfacing of Walnut Street and to assist with funding the construction of a new parking lot to serve the College@Elm project in conjunction with Miami University as set forth on Exhibit "A" attached hereto. The remaining $18,000.00 will be used for the administration of the program; and

WHEREAS, current estimates show the cost of the street extension and resurfacing at $70,000.00 and $175,000.00 for construction of the proposed parking facility for a total cost of $245,000.00. Staff further recommends the project be supplemented with American Rescue Funds for the balance of construction ($132,000.00).

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: The City Manager is hereby authorized to submit the recommended project as stated above for CDBG year 2022 funds and to take all actions necessary to comply with all requirements and commitments for approval of the projects.

SECTION 2: Once funds have been approved by the federal government (HUD), staff will work with Miami University to advertise the project for bids, and present a recommended contract for construction to City Council for authorization.

SECTION 3: This resolution shall take effect at the earliest date allowed by law.

_____

MAYOR

ADOPTED:

ATTEST

_____

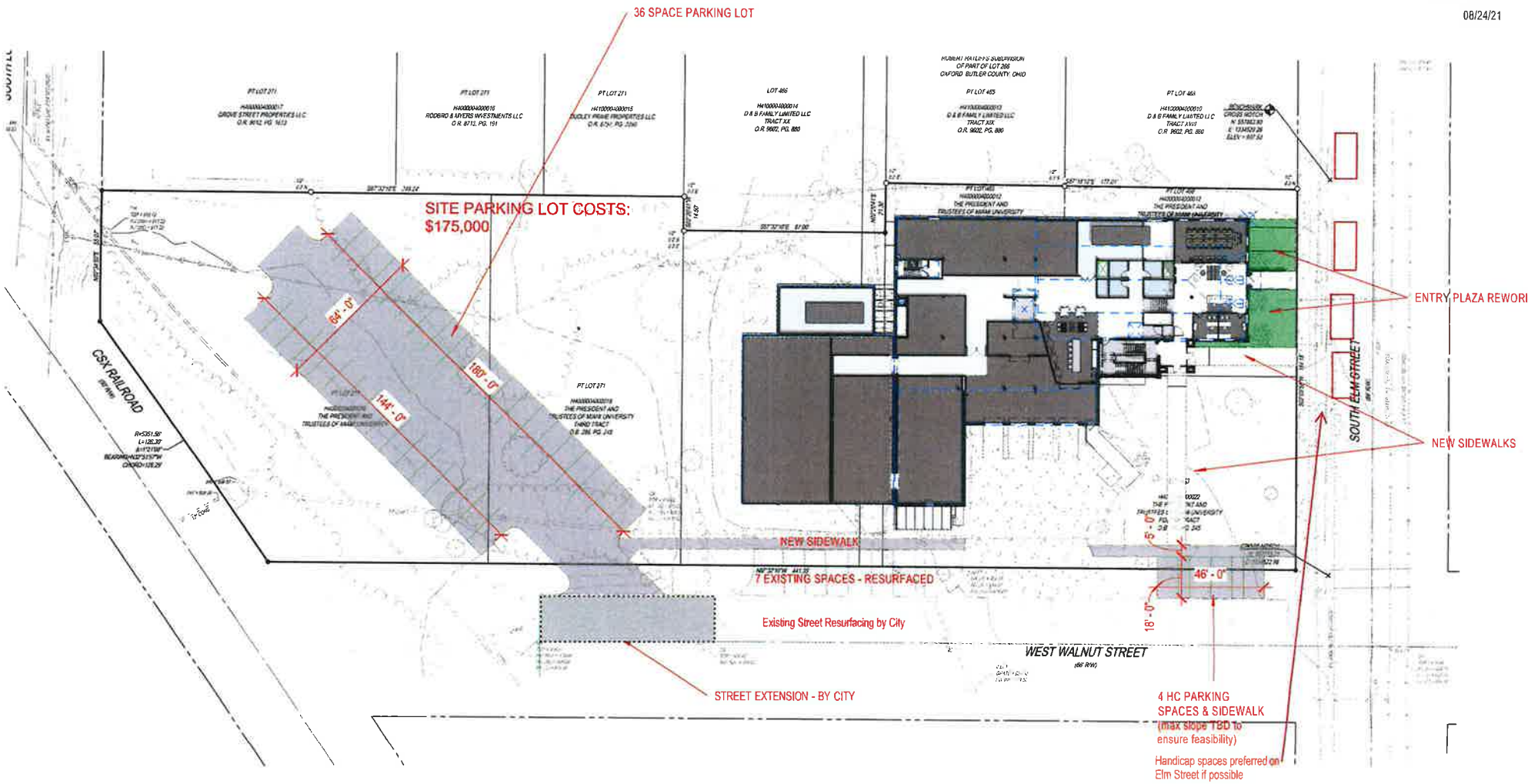
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

EXHIBIT A

SITE PLAN
08/24/21



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The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	October 22, 2021
COUNCIL MEETING DATE:	**November 2, 2021**
AGENDA TITLE:	American Rescue Plan Funds- Cooperative Project with Miami University for Improvements to the College@Elm Facility
BUDGETED AMOUNT:	$1,205,200.99
ACCOUNT CODE:	429.420.52462
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 10-29-21 MBD 10/25/21

DISCUSSION:

Also on the November 2, 2021 City Council agenda, Staff recommended Council approve a Resolution authorizing Staff to apply for Community Development Block Grant (CDBG) funds for improvements at the College@Elm project including a new 36 space parking facility, 4 ADA compliant parking spaces, and the extension and resurfacing of Walnut St. west of Elm St. Upon approval from HUD and Butler County, $113,000 will be available for this project.

The City of Oxford and Miami University are working together to renovate the Elm Street Building and turn it into the College@Elm. The College@Elm will be a workforce development and innovation center whose goal is to help build the Oxford economy through new jobs and encouraging business start-up. The Fisher Group will be one anchor tenant and is planned to bring light industrial manufacturing and up to 50 new jobs to this facility. As the College@Elm gets established, it is anticipated that additional anchor tenants will move in as well.

A preliminary plan showing improvements to the proposed College@Elm project is attached to this report and labeled "Exhibit A". The estimated cost of these improvements is $245,000. After using our allotment of $113,000 from CDBG funds, the specified College@Elm project improvements still require $132,000 in funding.

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

The City of Oxford
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Oxford, OH 45056

As the current capital improvement budget does not have an appropriation for this project, Staff recommends the City Council approve this Resolution authorizing the use of $132,000 of American Rescue Plan Act (ARPA) funds. With approval of this Resolution, the City will encumber the funds so they are available for use in conjunction with 2022 CDBG funds for the designated improvements.

RESOLUTION NO.

A RESOLUTION OF COUNCIL DIRECTING THAT ONE HUNDRED THIRTY TWO THOUSAND DOLLARS ($132,000.00) OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS BE UTILIZED FOR SUPPLEMENTING IMPROVEMENTS FOR THE COLLEGE@ELM PROJECT IN CONJUNCTION WITH 2022 CDBG FUNDS IN THE AMOUNT OF ONE HUNDRED THIRTEEN THOUSAND DOLLARS ($113,000.00).

WHEREAS, on the November 2, 2021 City Council agenda, staff recommended Council approve a Resolution authorizing staff to apply for Community Development Block Grant (CDBG) funds for improvements for the College@Elm project including a new parking facility and the extension and resurfacing of Walnut Street; and

WHEREAS, a preliminary plan showing improvements for the proposed College@Elm project is attached hereto as Exhibit "A". The estimated cost of the improvements is $245,000.00 and after utilizing the City's allotment of $113,000.00 from CDBG funds, the specified College@Elm project improvements still require $132,000.00 in funding; and

WHEREAS, the City Manager and the Service Director recommend City Council approve a Resolution authorizing the use of $132,000.00 of American Rescue Plan Act (ARPA) funds for the specified College@Elm project improvements.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and hereby directs that $132,000.00 of American Rescue Plan Act (ARPA) funds be utilized for supplementing improvements for the College@Elm project including a new parking facility and the extension and resurfacing of Walnut Street

SECTION 2: This resolution shall take effect at the earliest date allowed by law.

_____
MAYOR

ADOPTED:

ATTEST:

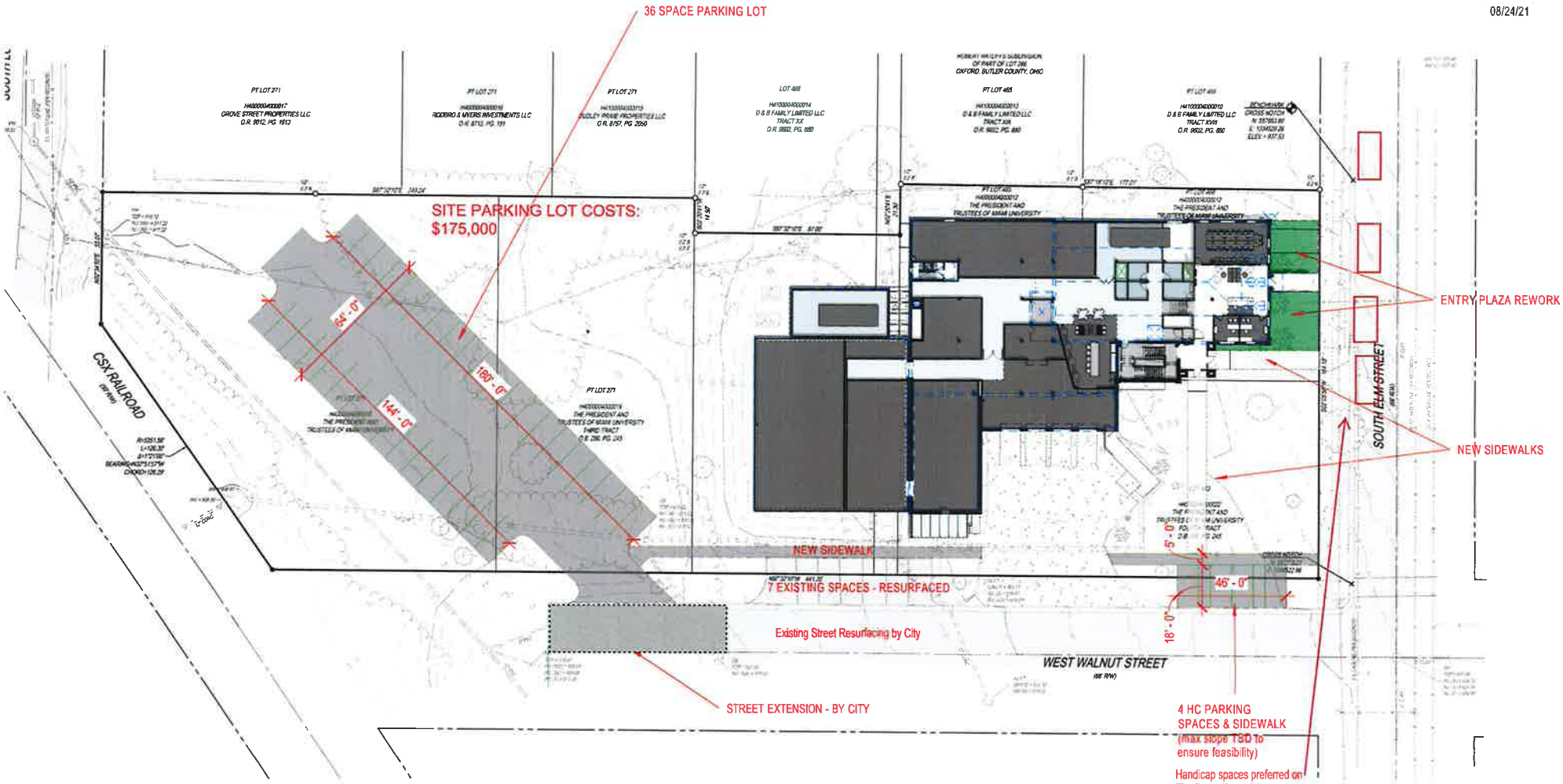
_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

EXHIBIT A

SITE PLAN
08/24/21



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1" = 40'-0"

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Police
PREPARED BY:	John A. Jones, Police Chief
DATE PREPARED:	October 26, 2021
COUNCIL MEETING DATE:	November 2, 2021
AGENDA TITLE:	Miami University Mutual Aid Agreement
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve the Resolution
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 10-29-21

DISCUSSION:

The proposed Resolution authorizes an Agreement for mutual aid between the City of Oxford and Miami University. This agreement would replace the existing Agreement, which expired on June 30, 2021.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A LAW ENFORCEMENT MUTUAL ASSISTANCE AGREEMENT WITH MIAMI UNIVERSITY.

WHEREAS, the City Manager and the Police Chief recommend the City enter into a Law Enforcement Mutual Assistance Agreement with Miami University to enhance the safety and security of persons and property throughout the City.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Police Chief and hereby authorizes the City Manager to enter into a Law Enforcement Mutual Assistance Agreement with Miami University as set forth on Exhibit "A" attached hereto on behalf of the City for a period of three (3) years with the right to cancel the Agreement upon a sixty (60) day written notice of intent to terminate.

SECTION 2: The City Manager and the Chief of Police are further authorized to present to Miami University, the signed Law Enforcement Mutual Assistance Agreement for approval by the University.

SECTION 3: This resolution shall take effect at the earliest date allowed by law.

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

CITY OF OXFORD AND MIAMI UNIVERSITY
LAW ENFORCEMENT MUTUAL ASSISTANCE AGREEMENT

WHEREAS, the City of Oxford, Ohio maintains a police department pursuant to Sections 3 and 7 of Article XVIII of the Ohio Constitution and Miami University maintains a police department pursuant to Ohio Revised Code 3345.04; and

WHEREAS, the City of Oxford and Miami University are both parties to the Butler County Intra-County Mutual Police Aid Agreement; and

WHEREAS, the City of Oxford and Miami University are authorized by Ohio Revised Code §3345.041 to enter into a Law Enforcement Mutual Assistance Agreement authorizing Miami University to perform police functions on behalf of the City of Oxford and, authorizing the city of Oxford to perform police functions on behalf of Miami University; and

WHEREAS, the City of Oxford and Miami University have previously entered into law Enforcement Mutual Assistance Agreements; and

WHEREAS, the current Law Enforcement Mutual Assistance Agreement between Miami University and the City of Oxford is scheduled to terminate on June 30, 2015; and

WHEREAS, the City of Oxford and Miami University now desire to enter into a new law Enforcement Mutual Assistance Agreement;

NOW THEREFORE, in consideration of the mutual promises and undertakings set forth below, the City of Oxford and Miami University (hereinafter referred to individually as "Party" and collectively as "Parties") agree as follows:

1. Effective Date and Scope of Agreement

A. This Agreement is effective on the 1st day of July, ~~2015~~ 2021 and supersedes and replaces the Law Enforcement Mutual Assistance Agreement effective July 1, ~~2012~~2024.

B. This Agreement supplements the Butler County Intra-County Mutual Police Aid Agreement, attached hereto as Exhibit A and incorporated herein, to which both City of Oxford and Miami University are signatories. This Agreement further defines the terms and conditions pursuant to which the Parties shall provide mutual law enforcement assistance to each other. All terms and conditions of the Butler County Intra-County Mutual Police Aid Agreement are applicable to this Agreement.

2. Definitions

For the purposes of the Agreement, the following terms shall have the following meanings.

A. Law Enforcement Authority is defined as either the police department (including its sworn officers) of Miami University (herein "Miami University Police Department" or "MUPD") or the police department (including its sworn officers) of the City of Oxford (herein "Oxford Police

Department" or "OPD").

B. Concurrent Law Enforcement Authority is defined as the geographical area where both Law Enforcement Authority have the legal right and obligation under this Agreement to provide law enforcement services pursuant to this Mutual Assistance Agreement.

C. Law Enforcement Services is defined as the performance of any police function, the exercise of any police power or the rendering of any police services.

3. Concurrent Law Enforcement Authority

Pursuant to this Agreement, MUPD and OPD shall have concurrent law enforcement authority over the entire rights of way of the following blocks and/or streets, including the intersection at either end of the specified right-of-way and all intersections contained within the described rights-of-way:

A. The "Square Mile", defined as the area bordered by Chestnut Street, Locust Street, Sycamore Street and Patterson Avenue;

B. State Route 73 from Patterson Avenue to the City of Oxford limits;

C. Bonham Road from Sycamore Street and Tallawanda Street to the Miami University property limit; and

D. Streets north of Sycamore Street and east of State Route 732, namely North Poplar, North Campus, North University, Homestead Avenue and Bouden Lane.

Each Law Enforcement Authority is authorized by this Agreement to perform any law enforcement services in any area of concurrent law enforcement authority. Whenever a traffic accident occurs in any of the areas described in this section, the law enforcement authority with the first officer on the scene shall assume responsibility. MUPD ~~may~~ may issue citations under the Oxford City Code for all parking and moving violations that occur in the areas described in this section.

Implicit in this section is the mutual understanding that OPD retains primary responsibility for enforcement on City of Oxford streets and MUPD retains primary responsibility for enforcement on Miami University streets and property.

~~During each year of this Agreement, a mutual aid workgroup comprised of two (2) members from each department shall meet semi-annually (June and December) to review the enforcement practices on the streets enumerated in this section. The workgroup findings for the preceding year will be compiled into a report that shall be submitted to the Chiefs of Police of MUPD and OPD no later than January 14th of each year. The Chiefs of Police will submit a detailed summary report to the Vice President for Finance and Business Services at Miami University and the City Manager of Oxford.~~

OPD acknowledges the University has certain obligations to issue Crime Alerts to provide a timely warning for crimes required to be reported under the Clery Act (including criminal homicide, sex offenses-forcible and non-forcible, robbery, aggravated assault, burglary, and motor vehicle theft) that occur on campus, on the public property surrounding campus, and on property owned or controlled by registered student organizations (e.g., fraternities). OPD further acknowledges that the University has an additional obligation to issue an emergency notification in those

situations that pose an immediate threat to the health or safety of students or employees on campus or for the closing of the entire Oxford campus (i.e., severe weather, chemical spills, fires, and crimes). In those instances in which a Clery Act reportable crime or other event posing a significant risk of harm to the Oxford campus has been reported to OPD, OPD agrees to use its best efforts to immediately notify MUPD so that MUPD may activate its timely warning or emergency notification system as appropriate.

4. Additional Law Enforcement Assistance

A. Major Events

Command level personnel (as designated by their respective Chief of Police) shall regularly coordinate planning for significant community or university events (i.e., concerts, athletic events, parades, etc.). Command level personnel are empowered to request the law enforcement assistance of the other department. When a request for law enforcement assistance is made, each Chief of Police shall be notified as soon as practicable. MUPD will coordinate traffic control with Oxford Police and will assist in the off-campus control of traffic related to significant campus events.

B. Maintenance of Law and Order

Whenever either the OPD or MUPD determines that it does not have sufficient law enforcement resources to meet a particular situation or set of circumstances effectively and expeditiously, the senior officer of the police department on duty and in charge of the police department is authorized to request law enforcement assistance from the other police department. This authorization includes responding to a significant crime which includes homicide, aggravated assault, rape, robbery, burglary, breaking and entering, and civil disorder (riot, attempted riot, and disruptive crowds).

C. Major Case Investigation

Members of the CI (Criminal Investigation) Units from MUPD and OPD interact on a regular basis and are expected to share equipment and investigative expertise. Command level personnel are empowered to request the law enforcement assistance of the other police department's CI Unit. When a request for temporary law enforcement investigative assistance is made, each Chief of Police shall be notified as soon as practicable. Extended joint investigations must be approved by the chiefs of each law enforcement authority prior to the start of the investigation.

D. Witness to Offense/Traffic Violation or Accident

1. An officer witnessing potentially life-threatening, substantial property damage, traffic violations or criminal violations outside the officer's area of concurrent law enforcement authority but within the other agency's jurisdiction is empowered to stop the violator and take enforcement action. As soon as practicable, the agency with primary jurisdiction will be notified and provided with the nature of the incident, location and the unit number(s) of the officer(s) managing the enforcement action. The responsible department will respond in one of the following manners:

    a. Relinquish authority over the incident to the witnessing officer, or

b. Dispatch an officer or officers to the scene who will take charge of the incident.

2. In the event that police personnel and equipment are involved in providing assistance under this Agreement, and such responding personnel and equipment are required by their own department, each party to this Agreement reserves the right to withdraw such personnel and equipment for such purposes.

3. In any situation in which assistance is provided pursuant to a request for mutual aid, the officer in charge of the Requesting Department shall have full charge of and authority over any assisting equipment and personnel responding to such call. No oath of office need be administered to police officers of the Responding Department when the performance of such officers' duties is pursuant to this Agreement. No charge shall be made for services rendered pursuant to the terms of this Agreement, it being understood that the mutual promises contained herein serve as adequate consideration.

4. All personnel of the Responding Department, while providing assistance or utilizing concurrent law enforcement authority as specified in this Agreement, shall at all times be acting within the scope of their employment by the Responding Department, and will not be considered employees of the Requesting Department. Each Party to this Agreement will continue to be responsible for all forms of compensation and benefits related to the employment as well as equipment, uniforms and other tangible articles, which it would otherwise pay or furnish while any of its officers is (are) providing assistance under this Agreement. Under no circumstances will either party be required to assume any of such employment-related obligations or expenses by virtue of having made one or more request for, or received, assistance under this Agreement.

5. Warrants, Subpoenas, and Other Legal Process

   The service of warrants, subpoenas and other legal process shall be coordinated by a command staff member or bureau from MUPD and OPD as designated by the respective Chief of Police. Generally, MUPD will provide service on-campus and OPD will provide service off-campus; however, this is a unified effort and the MUPD/OPD commanders will work together to ensure the prompt, efficient service of all legal documents. The serving department will maintain the appropriate control documentation. As part of the semi-annual evaluation process (see No. 3), the mutual aid workgroup will evaluate the effectiveness of this process. ~~Their findings shall be included in the annual report to the Vice President for Finance and Business Services at Miami University and the City Manager of Oxford.~~

5. Liability Between the Parties

Neither the City of Oxford nor Miami University shall be obligated to reimburse the other for loss or damage to equipment while law enforcement officers are engaged in activity in accordance with this Agreement, nor shall there be any reimbursement, indemnity award, or premium contributions assessed against the other for workers compensation benefits arising by reason of injury or death to an employee of either while engaged in rendering services under this Agreement. Each party shall be responsible for any claim or cause of action made against the party of its law enforcement officers arising out of the performance of duties under this Agreement and neither party shall be required to indemnify, defend, or hold harmless the other for any such claim or cause of action.

6. Duration of Agreement

A. This Agreement shall expire on June 30, 2024~~18~~.

B. The Oxford City Manager and the Vice President for Finance and Business Services at Miami University may enter into such additional Memoranda of Understanding, setting forth additional procedures, not inconsistent with the terms hereof, for implementing this Agreement. The parties agree to be bound by the terms of any such memoranda as fully as if it were part of this Agreement.

C. This Agreement may be terminated by either party with a 60-day written notification of intent to terminate.

Miami University	**The City of Oxford**
David K. Creamer Senior Vice President for Finance and Business Services	Doug Elliott City Manager
~~John McCandless~~Stephen VanWinkle Chief of Police Miami University Police	John A. Jones ~~Acting~~ Chief of Police Oxford Police Department

G.O. 2.1 – APPENDIX "A"

BUTLER COUNTY
INTRACOUNTY MUTUAL POLICE AID AGREEMENT

WHEREAS, certain political subdivisions, elected officials and local governmental units within Butler County, Ohio, desire to mutually obtain and provide additional police protection and related support in times of emergency; and

WHEREAS, said political subdivisions and local governmental units wish to contract with each other to provide for mutual assistance and interchange, and use of their police personnel and equipment in times of emergency within the territories of the parties hereto; and

WHEREAS, Sections 311.07, 311.29, 505.43, 505.431, 737.04 and 737.041 of the Ohio Revised Code specifically authorize political subdivisions and local governmental units to enter into mutual police aid agreements;

NOW, THEREFORE, BE IT RESOLVED by and among the parties hereto that any number of political subdivisions, elected officials and governmental units within Butler County, Ohio, including police districts, may become parties to this Agreement by appropriate authorization and execution of a copy hereof by the elected official, or by the respective legislative bodies of said political subdivisions and governmental units, and by depositing a copy with the Butler County Emergency Management Agency, 315 High Street, Hamilton, Ohio. The Butler County Emergency Management Agency shall immediately send to each new party to this Agreement a copy of each signed Agreement and a list indicating the names of the political subdivisions and governmental units which have executed the Agreement, and shall send annually thereafter to each party a current list of parties to this Agreement. The Butler County Emergency Management Agency shall also annually provide the Prosecuting Attorney of Butler County with a current list of all parties to this Agreement.

The parties hereto mutually agree as follows:

1. All parties agree that all calls for assistance pursuant to this Agreement shall be upon the direction of the senior on-duty officer in charge of the law enforcement agency requesting assistance to the senior on-duty officer(s) in charge of the law enforcement agency(s) from which assistance is requested. Such senior on-duty officer shall perform any duties imposed by law upon the Mayor of any municipality, or the President of any Board of Township Trustees, in regards to responding to a request for assistance under the terms of this Agreement.

2. When the senior on-duty officer in charge of any law enforcement agency which is a party to this Agreement calls for assistance, he/she shall state the specific equipment and manpower needed, and shall give explicit directions as to the location where assistance is required.

3. Each party to this Agreement will respond with such police equipment and manpower as is requested by the senior on-duty officer in charge of the law enforcement agency of any other party to this Agreement. However, such response will only be to the extent that, in the judgment of the senior on-duty officer in charge of the law enforcement agency receiving the request, such request would not impede the proper protection of the receiving agency=s own territory. In the event that

the senior on-duty officer in charge of the law enforcement agency which receives the request determines that all of the equipment and manpower as requested cannot be provided consistent with the proper protection of his/her own territory, said party shall provide as much equipment and manpower as deemed advisable under the circumstances.

4. In any situation in which additional assistance is called pursuant to the terms of this Agreement, the senior on-duty officer in charge of the requesting department shall have full charge and authority over any responding agency equipment and personnel. No Oath of Office need be administered to responding police officers by the authorities of the requesting jurisdiction when the performance of the officers= duties within such other jurisdiction are pursuant to this Agreement. Such officers shall have the same powers of enforcement and arrest as if acting within their own jurisdictions.

5. The senior on-duty officer in charge of the requesting department shall determine the radio frequency upon which mutual assistance radio communications will be transmitted. Radio communications will be transmitted in clear speech rather than varying departmental radio codes.

6. Notwithstanding the requirement for the approval of the senior on-duty officer as contained herein, the provisions of this Agreement shall also apply to an officer who responds, in accordance with the operating procedures of his/her employing law enforcement agency, to an emergency call for assistance from another officer, outside of the responding officer=s jurisdiction.

7. Notwithstanding the provisions of Section 311.07 of the Ohio Revised Code, no charges shall be made to any party hereto for services rendered pursuant to the terms of this Agreement, it being understood that the mutual promises contained herein serve as adequate consideration.

8. In no case shall the party herein called upon, or rendering such service, be liable in damages to any other party hereto, or contractual obliges, for failure to answer any police call for assistance, for lack of speed in answering such call, for any inadequacy of equipment or negligent operation of equipment, or for any cause whatsoever growing out of use of such police equipment and personnel. Neither shall the party which issued such call be liable in any manner for damages, loss of equipment or personnel, or personal injuries suffered by the party answering such call. Each party shall assume the cost of damage or loss of equipment or apparatus that it may incur while in the other party=s municipality or territory, or while responding to a call pursuant to the terms of this Agreement.

9. Chapter 2744 of the Ohio Revised Code, so far as it is applicable to the operation of law enforcement agencies, applies to the contracting political subdivisions and government units hereunder and to their law enforcement agency members when such members are rendering service outside of their own political subdivision or governmental unit pursuant to this Agreement.

10. Law enforcement agency members acting outside of the political subdivision or governmental unit in which they are employed may participate, if the rules of the Board of Trustees of the policemen=s pension or indemnity fund provide therefore, in any pension or indemnity fund established by their employer to the same extent as while acting within the employing political subdivision or governmental unit. They are entitled to all rights and benefits of Chapter 4123 of the Ohio Revised Code to the same extent as while performing service within their own political subdivision or governmental unit, provided that such members are acting upon authorization of a

duly-designated officer or employee of the employing subdivision.

11. This Agreement reflects the most comprehensive countywide system of mutual police aid permitted by Ohio law. It shall be reviewed annually by the Director of the Butler County Emergency Management Agency who may propose revisions to the Agreement. Any party to the Agreement may also, from time to time, propose revisions to the Agreement. All parties hereto, and the Butler County Chiefs Association, shall be notified of any proposed revision(s) to the Agreement. Revisions must be ratified by all parties to the Agreement, either by the implementation of a new Agreement or by the signing of an addendum to the current Agreement.

12. This Agreement shall remain in effect indefinitely with respect to each party hereto. Any party may withdraw from the Agreement upon the giving of at least three months written notice of its intention to withdraw to each current party as well as to the Butler County Emergency Management Agency and the Butler County Prosecuting Attorney.

13. This Agreement shall become operative as to the undersigned party when deposited with the Butler County Emergency Management Agency.

14. This Agreement may be executed in multiple counterparts.

IN WITNESS THEREOF, _____, as _____**/OR**
Name of Signer — Title of Elected Official

on behalf of _____, pursuant to Resolution No. _____,
Name of Political Subdivision or Governmental Unit

adopted on _____ by the legislative body of said political subdivision or governmental unit,

has executed this Agreement on _____.

_____
Name

_____
Title

_____
Contracting Entity

Received By:

_____
Dir., Butler County Emergency Management Agency — Date

_____
Prosecuting Attorney of Butler County — Date

Approved as to Form:

_____
Prosecuting Attorney OR Director of Law

Date: _____

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Police
PREPARED BY:	John A. Jones, Police Chief
DATE PREPARED:	October 26, 2021
COUNCIL MEETING DATE:	November 2, 2021
AGENDA TITLE:	Miami University Information Sharing Agreement
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve the Resolution
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 10-29-21

DISCUSSION:

The proposed Resolution authorizes the City Manager to sign an Information Sharing Agreement between the City of Oxford and Miami University to enhance the ability to address alleged sex offenses and offenses of violence. The existing agreement was signed in 2013. This agreement has been updated with some minor changes.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INFORMATION SHARING AGREEMENT WITH THE MIAMI UNIVERSITY POLICE DEPARTMENT TO ENHANCE THE ABILITY TO EFFECTIVELY ADDRESS ALLEGED SEX OFFENSES AND OFFENSES OF VIOLENCE.

WHEREAS, the purpose of the Information Sharing Agreement ("Agreement") attached hereto as Exhibit "A" is to expand upon and enhance the Mutual Aid Agreement with the Miami University Police Department.

WHEREAS, this Agreement will enhance each party's ability to effectively address alleged sex offenses and offenses of violence.

WHEREAS, exchanging information related to an alleged crime will allow the parties to collaborate and pool resources and effectively decrease the time needed to investigate an alleged offense before police action is taken or not taken.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council having reviewed the Agreement hereby authorizes the City Manager to enter into the Agreement with the Miami University Police Department.

SECTION 2: This resolution shall take effect at the earliest date allowed by law.

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHEAL SMITH

PREPARED BY: LAW(STAFF)

EXHIBIT 'A'

INFORMATION SHARING AGREEMENT

This Information Sharing Agreement is entered into this _____day of _____ between Miami University (the University) and the City of Oxford Police Department. The purpose of this Agreement is to implement certain provisions of the Mutual Aid Agreement between the Miami University Police Department (MUPD) and Oxford Police Department (OPD) and to enhance the parties' ability to effectively address alleged offenses of violence and sex offenses. This includes sharing information about University students and employees who are the victim of, a witness to, or an alleged perpetrator of an offense of violence or sex offense. The term "offense of violence" includes those felony offenses enumerated in Ohio Revised Code, Section 2901.01 (A) (9) and the term "sex offense" includes those offenses described in Ohio Revised Code, Section 2907.02 through 2907.09.

The parties agree as follows:

1. The information and records shared under this Agreement may, when appropriate, include any information or records permitted to be released under any exception to the privacy protections of the Family Educational Rights and Privacy Act (FERPA), including the Health and Safety Emergency exception and/or records/information otherwise protected by the Confidential Law Enforcement Investigatory Records (CLEIRS) exception to the Ohio Public Records Act. It should be noted that FERPA applies only to records created by the University and to information derived from tangible records. FERPA does not protect the confidentiality of information in general and, therefore, does not apply to the disclosure of information derived from a source other than an education record, even if education records exist which contain that information. As a general rule, information that is obtained through personal knowledge or observation and not from an education record is not protected from disclosure under FERPA. Thus, a verbal report of an offense of violence or sexual assault can and must be reported to the appropriate law enforcement authorities. The parties agree to keep all information confidential unless the release is authorized by the party disclosing the information or is otherwise required by law.
2. MUPD and OPD will exchange, in as timely a manner as is practicable, police investigatory information and copies of police reports reporting any alleged offense of violence or sex offense - including non-public information (e.g., the name of uncharged suspects).
3. In those instances in which a Clery Act reportable crime or other event posing a significant risk of harm to the Oxford campus has been reported to OPD, OPD agrees to use its best efforts to immediately notify MUPD, so that MUPD may activate its timely warning or emergency notification system as appropriate.
4. Miami will include, and OPD will provide, a representative for the University's monthly meetings of those persons with primary responsibility for addressing student sexual assault under Title IX.
5. In those instances when a student is an alleged perpetrator of a crime of violence or sex offense, as those terms are defined by FERPA and the Clery Act, the University will provide to OPD the name of the student found responsible for violating the University's Code of Student Conduct; the Code of Student Conduct violation (e.g., Section 103), and the final results of the disciplinary proceedings.

6. In the event there is a concern that some information/record regarding sexual assault may not be shared under the terms of this Agreement because of FERPA constraints, the Office of General Counsel will be consulted.
7. OPD will provide resource packets to victims of sexual assault, dating/domestic violence, and stalking, during their initial contact. MUPD will compile the packets and provide them to OPD annually, or as needed.
8. Nothing in this Agreement, express or implied, is intended to or shall confer upon any other person any right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

Miami University

By: Date:
Title: David Creamer, Vice President for Finance
and Business Services

By: Date:
Title: Chief of Police

By: Date:
Title: Title IX Coordinator

By: Date:
Title: Director, Office of Community Standards

Oxford Police Department

By: Date:
Title: Chief of Police

By: Date:
Title: City Manager

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Division of Police
PREPARED BY:	Lt. Geoffrey W. Robinson
DATE PREPARED:	26 OCT 2021
COUNCIL MEETING DATE:	02 NOV 2021
AGENDA TITLE:	Authorization to enter an amended contract with AXON Enterprise, INC. for additional add-on software licensing, data storage, user profiles and support for the police division.
BUDGETED AMOUNT:	$40,000 – Year 1
ACCOUNT CODE:	110.110.52340
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 10-29-21

DISCUSSION:

In May 2021, Oxford City Council authorized the Division of Police to enter a contract with Axon Enterprise, INC to purchase Body Worn Cameras (BWCs), associated equipment, data storage and support. That contract is a five-year contract that renews annually for $26,708.44. The division implemented the updated camera program in August 2021 and has been fine-tuning the different features of the Axon product line.

Since the updated program was implemented, we have learned of several new product add-ons that will improve efficiency and effectiveness of the Division's Body Worn Camera Program. These add-on's include, Axon Performance (automated auditing tool to measure policy compliance), Pro licensing (Full feature licenses for supervisors and records personnel) and Axon Auto-Tagging (automated data

City of Oxford OHIO
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reconciliation with BCSO's dispatch computer). These add-ons will increase efficiency in the Division by automating data entry tasks currently handled by each individual officer and/or supervisors. Additionally we have discovered through the data migration process from VieVu we will need more data storage to comply with our data retention categories. An additional 2.4 TB of storage is part of this contract add-on.

The Division budget for Body Worn Cameras is $40,000 for 2021 and is expected to remain that amount in 2022. Our current contract with Axon is $26,708.44 per year. The additional cost for the above mentioned software add-ons is $8,291.56 per year, bringing the total yearly contracted cost with Axon Enterprises, INC. to $35,000.00.

The yearly cost for these services is $35,000.00 per year or $175,000.00 over the 5-year life of the amended contract.

RESOLUTION NO.

A RESOLUTION ACCEPTING THE PROPOSED AMENDMENT AND AUTHORIZING THE CITY MANAGER TO AMEND THE EXISTING AGREEMENT WITH AXON ENTERPRISE, INC., TO INCLUDE ADDITONAL ADD-ON SOFTWARE LICENSING, DATA STORAGE, USER PROFILES AND SUPPORT FOR THE POLICE DIVISION.

WHEREAS, City Council authorized the City Manager on May 18, 2021 to enter into an agreement with Axon Enterprise, Inc. for the purchase of (28) Body Worn Camera's and associated docking equipment, data storage, software licensing and support for the police division; and

WHEREAS, the division implemented the updated camera program in August 2021; and

WHEREAS, since the updated program was implemented the Division of Police has learned of several new product add-ons that will improve efficiency and effectiveness of the Division's Body Worn Camera Program; and

WHERAS, the City Manager and the Police Chief recommend amending the existing agreement with Axon Enterprise, INC., to include additional add-on software licensing, data storage, user profiles and support.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation to amend the existing agreement with Axon Enterprise, INC. to include additional add-on software licensing, data storage, user profiles and support.

SECTION 2: Council further authorizes the City Manager to enter into an amended agreement with Axon Enterprise, INC. to include additional add-on software licensing, data storage, user profiles and support. At a cost not to exceed 35,000.00 per year.

SECTION 3: This resolution shall take effect at the earliest time allowed by law.

_____

MAYOR

ADOPTED:

ATTEST:

_____

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY:

PREPARED BY: LAW (STAFF)

Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-334619-44449.719RE

Issued: 09/10/2021
Quote Expiration: 10/31/2021
EST Contract Start Date: 11/01/2021
Account Number: 106557
Payment Terms: N30
Delivery Method: Fedex - Ground

SHIP TO	BILL TO
Delivery;Invoice;Other-101 E High St 101 E High St Oxford, OH 45056-1991 USA	Oxford Police Dept. - OH 101 E High St Oxford, OH 45056-1991 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Raleigh Edwards Phone: Email: redwards@axon.com Fax:	Phone: (513) 524-5258 Email: grobinson@cityofoxford.org Fax: (513) 524-9111

Program Length	60 Months
TOTAL COST	$150,000.00
ESTIMATED TOTAL W/ TAX	$150,000.00

Bundle Savings	$31,685.20
Additional Savings	$33,412.00
TOTAL SAVINGS	$65,097.20

PAYMENT PLAN: Nov 2021

PLAN NAME	INVOICE DATE	AMOUNT DUE
Year 1	Nov, 2021	$10,000.00
	Payment Total	**$10,000.00**

PAYMENT PLAN: Nov 2022

PLAN NAME	INVOICE DATE	AMOUNT DUE
Year 2	Nov, 2022	$35,000.00
	Payment Total	**$35,000.00**

PAYMENT PLAN: Nov 2023		
PLAN NAME	**INVOICE DATE**	**AMOUNT DUE**
Year 3	Nov, 2023	$35,000.00
	Payment Total	**$35,000.00**

PAYMENT PLAN: Nov 2024		
PLAN NAME	**INVOICE DATE**	**AMOUNT DUE**
Year 4	Nov, 2024	$35,000.00
	Payment Total	**$35,000.00**

PAYMENT PLAN: Nov 2025		
PLAN NAME	**INVOICE DATE**	**AMOUNT DUE**
Year 5	Nov, 2025	$35,000.00
	Payment Total	**$35,000.00**

Quote Details

Bundle Summary		
Item	**Description**	**QTY**
BasicLicense	Basic License Bundle	20
ProLicense	Pro License Bundle	12
BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	4
BWCamTAP	Body Worn Camera TAP Bundle	30

Individual Items USD							
Category	**Item**	**Description**	**QTY**	**List Unit Price**	**Discount**	**Net Unit Price**	**Total(USD)**
Other	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	800	$24.00	44.21%	$13.39	$10,712.00
Other	73739	PERFORMANCE LICENSE	30	$540.00	0.00%	$540.00	$16,200.00
Other	73682	AUTO TAGGING LICENSE	30	$540.00	0.00%	$540.00	$16,200.00
Other	79999	AUTO TAGGING / PERFORMANCE IMPLEMENTATION SERVICE	1	$2,000.00	0.26%	$1,994.79	$1,994.79

Other	12338	AXON AIR EVIDENCE.COM LICENSE	1	$6,000.00	70.00%	$1,800.00	$1,800.00
Other	85144	AXON STARTER	1	$2,750.00	0.00%	$2,750.00	$2,750.00
Other	85759	AUTO-TRANSCRIBE 1000 A LA CARTE MINUTES	10	$1,750.20	100.00%	$0.00	$0.00

Bundle: Basic License Bundle Quantity: 20 Start: 11/1/2021 End: 10/31/2026 Total: 18000 USD

Category	Item	Description	QTY	List Unit Price	Discount	Net Unit Price	Total(USD)
E.com License	73840	EVIDENCE.COM BASIC LICENSE	20	$876.62	2.60%	$876.62	$17,532.47
A La Carte Storage	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	20	$23.38	2.60%	$23.38	$467.53

Bundle: Pro License Bundle Quantity: 12 Start: 11/1/2021 End: 10/31/2026 Total: 24863.21 USD

Category	Item	Description	QTY	List Unit Price	Discount	Net Unit Price	Total(USD)
E.com License	73746	PROFESSIONAL EVIDENCE.COM LICENSE (Formerly SKU 73746)	12	$2,270.15	14.44%	$2,002.08	$24,025.00
A La Carte Storage	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	36	$23.28	2.99%	$23.28	$838.21

Bundle: Body Worn Camera Multi-Bay Dock TAP Bundle Quantity: 4 Start: 11/1/2021 End: 10/31/2026 Total: 7080 USD

Category	Item	Description	QTY	List Unit Price	Discount	Net Unit Price	Total(USD)
Dock Warranty	80465	EXT WARRANTY, MULTI-BAY DOCK (TAP)	4	$489.62	61.14%	$489.62	$1,958.46
Multi-Bay Dock Refresh 1	73689	MULTI-BAY BWC DOCK 1ST REFRESH	4	$625.62	61.14%	$625.62	$2,502.48
Multi-Bay Dock Refresh 2	73688	MULTI-BAY BWC DOCK 2ND REFRESH	4	$654.76	61.14%	$654.76	$2,619.06

Bundle: Body Worn Camera TAP Bundle Quantity: 30 Start: 11/1/2021 End: 10/31/2026 Total: 50400 USD

Category	Item	Description	QTY	List Unit Price	Discount	Net Unit Price	Total(USD)
Camera Warranty	80464	EXT WARRANTY, CAMERA (TAP)	30	$507.03	27.59%	$507.03	$15,210.98
Camera Refresh 1 with Spares	73309	AXON CAMERA REFRESH ONE	31	$546.71	27.59%	$546.71	$16,948.16
Camera Refresh 2 with Spares	73310	AXON CAMERA REFRESH TWO	31	$572.06	27.59%	$572.06	$17,733.83
Spare Camera Warranty	80464	EXT WARRANTY, CAMERA (TAP)	1	$507.03	27.59%	$507.03	$507.03

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Exceptions to Standard Terms and Conditions

Agency has existing contract #42021 (originated via **Q-266471**) and is terminating that contract upon the new license start date (11/1/2021) of this quote.

The parties agree that Axon is granting a refund of $3,216.00 to refund paid, but undelivered services. This discount is based on a ship date range of 10/1/2021-10/15/2021, resulting in a 11/1/2021 license start date. Any change in this date and resulting license start date will result in modification of this discount value which may result in additional fees due to or from Axon.

Signature

Date Signed

9/10/2021

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Human Resources
PREPARED BY:	Jessica Greene
DATE PREPARED:	October 25, 2021
COUNCIL MEETING DATE:	November 2, 2021
AGENDA TITLE:	2021 Employee Handbook
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 10-29-21

DISCUSSION:

Every two years, the Human Resources Department reviews the employee handbook to propose new recommendations, address questions or discrepancies that have arisen, and propose adjustments. The last review was conducted in 2019. This 2021 revision includes the following substantive changes:

Throughout document: Change Human Resources Director to Human Resources Department.

Pg. 2: Amend roles for the Assistant City Manager to include human resources, economic development, and communications.

Pg. 3. Delete Economic Development as its own department

Pg. 11 Removed payroll deduction descriptions. These change from time to time and need to be adaptable. We have a list of payroll codes now described on our pay stubs, it is not needed in the handbook.

Pg. 11 A. We do not believe a credit union listing is necessary in the handbook.

Pg. 12 D. Clerical correction. We offer Flex Savings Accounts. We do not offer Health Savings Accounts- which require high deducible healthcare plans.

Pg. 13 3.09 Workers Compensation. This last paragraph is outdated and does not reflect current workers compensation rules and procedures. It needs to be removed.

Pg. 14 3.12 Personal Leave. Increase from 5 to 6 days of leave. This is in response to the new federal holiday, Juneteenth. It allows staff to have a day off but allows city operations to continue. Changed

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from 15 minutes notice to 30 minutes notice to align with the sick leave contact time frame. It also states contact instead of voicemail to allow for calls, emails, texts.

Pg. 15. 3.13 Vacation. Allows for vacation accrual to begin immediately upon hire, but not to be used without City Manager approval in the first year. In the past, staff was given a lump sum at the end of their first year but this caused many clerical headaches if advances were given based on individual circumstances.

Pg. 17-18. 3.15 Leaves of Absence

Sick Leave:

Amended from call to contact to allow for other forms of communication.

Requires a doctor's note after 2 full days absent. This was previously a very unclear standard with the statement *may* require a doctor's note. By providing telehealth options, we feel that after 2 full days absent, a doctor's note should be able to be obtained. However, to address sick leave that is suspected to be being abused (frequently Fridays and Mondays for example) we have added in the statement that if suspected sick leave abuse is occurring a supervisor *may* request documentation of illness with less than 2 days leave.

Donation of sick leave: removed pregnancy because of new proposed parental leave policy. Added clarification that if an employee donates sick leave, they cannot get it back.

Pg. 18 C. Changed Funeral Leave to Bereavement Leave.

Pg. 18 D. Addition of a Parental Leave Policy that allows for 8 weeks of paid leave that does not require the City employee to use their other accrued leave (vacation, comp, sick). After 8 weeks, they may take off another 4 weeks using their accrued leave. This runs concurrently with FMLA leave.

Pg. 29. 4.01 Disciplinary Action. Added 17 Failure to follow established rules and/or policies established by the City (for example the Covid policy)

Pg. 35 6.12 C. Use of City Vehicles. Changed check drivers' license from every 2 to 3 years. The reason for this recommendation is that driver's abstracts are compiled in 3-year cycles by the BMV.

Pg. 40. 8.00 11. Records. Added clarification about what is needed for eligibility for medical coverage.

RESOLUTION NO.

A RESOLUTION APPROVING REVISIONS TO THE EMPLOYEE HANDBOOK.

WHEREAS, the City Manager and the Assistant City Manager recommend the Employee Handbook be revised and said revisions be accepted and adopted by Council as submitted in Attachment 'A' attached hereto and incorporated herein by reference.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council, in accordance with Article V, Section 5.04 of the Charter of the City of Oxford, Ohio, hereby accepts the recommendation of the City Manager and the Assistant City Manager and approves the revisions to the Employee Handbook attached hereto and incorporated herein by reference as Attachment 'A'.

SECTION 2: This resolution shall take effect at the earliest date allowed by law.

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHEAL SMITH

PREPARED BY: LAW (STAFF)

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

The City of Oxford
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Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	October 22, 2021
COUNCIL MEETING DATE:	**November 2, 2021**
AGENDA TITLE:	Ordinance Authorizing Curb, Gutter, & Sidewalk Special Assessments
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 10-29-21 MBD 10/25/21

Discussion:

Through a series of Resolutions, the City has caused the repair of deficient curb, gutter, and sidewalk on parcels identified in the attached Exhibit "A" including:

Feb 2021	*Resolution No. 7262 – Declaring the necessity to make improvements*
April 2021	*Resolution No. 7279 – Authorizing a contract to perform the improvements*
Sept. 2021	*Resolution No. 7336 – Determination of the total cost of assessment by lot*

The proposed assessment costs were advertised as required by Ohio Revised Code; no objections were received from parcel owners as detailed in Exhibit "A". Upon passage of this Ordinance, an owner may pay cash for the assessment within 30 days. Otherwise, the amount will be levied to the owner's property tax bill and must be paid in five (5) annual installments with City assessed interest on deferred payments at a rate of 5% (this percentage rate has been in place for several years; the City Council may change this rate if they desire to do so).

Staff recommends City Council approve this assessment Ordinance, and authorize the City Manager, or his designee, to take all steps necessary to cause the amounts listed in Exhibit "A" to be levied upon the lots and lands enumerated in the listing.

ORDINANCE NO.

AN ORDINANCE LEVYING UPON THE LOTS AND LANDS ENUMERATED IN THE LIST OF ESTIMATED ASSESSMENTS (EXHIBIT A) THE AMOUNTS SET FORTH ON SUCH LIST AND SETTING FORTH TERMS FOR PAYMENT OF ASSESSMENTS.

WHEREAS, in accordance with Section 729.07of the Ohio Revised Code, Council filed a list of estimated assessments (Exhibit A) with the Clerk of City Council and ordered it open for public inspection; and

WHEREAS, pursuant to Ohio Revised Code Section 729.08, Council published a notice in the *Journal News*, on Sundays beginning Sunday, September 12, 2021 and ending Sunday, September 26, 2021 stating that the list of estimated assessments (Exhibit A) was on file with the Clerk of City Council and was available for public inspection; and

WHEREAS, the Clerk of City Council has received no written objections to the assessments.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

SECTION 1: Property owners shall be assessed the actual cost over five years as set forth on Exhibit "A" attached hereto.

SECTION 2: Property owners may pay the assessment in five (5) annual installments with interest on deferred payments at 5%. Conversely, property owners may pay the assessment in cash within 30 days after passage of this Ordinance.

SECTION 3: This ordinance shall take effect at the earliest time allowed by law.

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

Exhibit "A"

Curb, Gutter, Sidewalk, for 2021 Resurfacing
Assessment Property List of Final Costs

Address	Direction	Street Name	Property Owner	Parcel #	Mailing Address	Final Quantities: Lineal Ft Curb	Square Feet Sidewalk	Square Feet Sidewalk thru driveway	Square Ft Drive Apron	Square Ft Apron Remove Only	Permit Fees	Final Cost
706		Melissa	Barbara W Reed	H4100121000014	Barbara W Reed 706 Melissa Dr. Oxford, OH 45056	34	0	0	0	0	$ 153.00	$ 1,674.50
610		Melissa	Matthew Joseph & Hannah Elizabeth Morgan	H4100121000011	Matthew & Hannah Morgan 610 Melissa Dr. Oxford, OH 45056	42	0	0	0	0	$ 159.40	$ 2,038.90
542		Melissa	Jeffrey D Douglass	H4100118000040	Jeffrey D Douglass 542 Melissa Dr. Oxford, OH 45056	33	0	0	76	0	$ 153.00	$ 3,016.75
549		Melissa	Langford C Hargraves	H4100118000011	Langford C Hargraves 549 Melissa Dr. Oxford, OH 45056	10	0	0	0	0	$ 153.00	$ 600.50
725		Melissa	Mark G & Verna Schofield	H4100121000029	Mark G Schofield 725 Melissa Dr. Oxford, OH 45056	63	30	25	0	0	$ 228.80	$ 3,753.10
727		Melinda	Joshua & Laura Birkenhauer	H4100121000055	Josh & Laura Birkenhauer 727 Melinda Dr. Oxford, OH 45056	80	0	0	52	0	$ 281.00	$ 4,810.00
615		Melinda	Matthew S & Analicia J Wagers	H4100121000062	Mathew S & Analicia J Wagers 615 Melinda Dr Oxford, OH 45056	59	0	0	39	0	$ 213.80	$ 3,565.80
712		Melinda	William G Stover TR	H4100121000043	William G Stover 712 Melinda Dr. Oxford, OH 45056	28	0	0	0	0	$ 153.00	$ 1,406.00
818		Melinda	Judith A & Michael A Theodore	H4100121000024	Judith A & Michael A Theodore 2201 Maximilian Dr. Springhill, FL 34609	134	25	0	0	0	$ 453.80	$ 4,724.05
100	W	High	Michael Simonds A TR of the Michael Simonds Rev Trust	H4100004000143	George & Michael Simonds 6340 Brown Rd Oxford, OH 45056	22	225	0	0	0	$ 153.00	$ 3,601.25
	N	Beech	GTE North INC	H4100008000233	Frontier Communications Tax Department 401 Merritt 7 Norwalk, CT 06851	10	105	0	0	0	$ 153.00	$ 1,750.25
210	N	Beech	MPR II LLC	H4100008000226	MPR II LLC Attn: Adele Z Daake 26 Portland PL Saint Louis, MO 63108	0	300	0	0	0	$ 25.00	$ 3,310.00
214	N	Beech	Gold Dust Properties LLC	H4000008000225	Gold Dust Properties LLC 5899 Gold Dust Dr. Cincinnati, OH 45347	9	0	0	0	0	$ 153.00	$ 555.75
211	N	Beech	T H INC	H4100007000015	T H INC PO Box 357 Oxford, OH 45056	15	0	0	0	0	$ 153.00	$ 824.25
308	N	Beech	College Street Properties INC	H4000008000215	College Street Properties INC 316 S College Ave Oxford, OH 45056	35	100	0	0	0	$ 153.00	$ 2,814.25
105	W	Sycamore	Oxford Miami Properties LLC	H4100008000251	Oxford Miami Properties LLC 5235 Mission Oaks Blvd Ste 315 Camarillo, CA 93012	62	125	0	0	0	$ 223.40	$ 4,366.65
321	N	Beech	College Street Properties INC	H4100007000003	College Street Properties INC 316 S. College Ave Oxford, OH 45056	29	0	0	119	0	$ 153.00	$ 3,622.50
317	N	Beech	Rangali Capital LLC & Tenet MSG I LLC	H4000007000004	Rangali Capital LLC & Tenet MSG I LLC PO Box 91 West Chester, OH 45071	48	203	0	84	0	$ 178.60	$ 6,082.45
311	N	Beech	Mark Schlichter	H4100007000005	Mark Schlichter 7900 Brookville Rd Oxford, OH 45056	20	25	0	0	0	$ 153.00	$ 1,321.75
309	N	Beech	Phinn Properties LP	H4100007000006	Phinn Properties LP 309 N. Beech St. Oxford, OH 45056	50	0	0	112	0	$ 185.00	$ 4,466.50
307	N	Beech	Kaufman Miller Rentals LLC	H4000007000007	Kaufman Miller Rentals LLC 4721 Riggs Rd Oxford, OH 45056	60	0	0	0	0	$ 217.00	$ 2,902.00
32	W	Vine	10K Properties LLC	H4100007000008	10K Properties LLC Joseph McCullough 101 Commerce Blvd Loveland, OH 45140	40	75	25	100	0	$ 153.00	$ 4,420.50
307		Brookview	Christopher Curtis & Lisa A Hendricks	H4100105000010	Christopher Curtis & Lisa Hendrix 307 Brookview Ct Oxford, OH 45056	39	0	0	70	0	$ 153.00	$ 3,175.75
311		Brookview	Myo T San & Ei P Lwin	H4100105000011	Myo T San & Ei P Lwin 617 Windingbrook Dr. Oxford, OH 45056	30	0	0	0	0	$ 153.00	$ 1,495.50
317		Brookview	James & Shelby Ouderkirk	H4100105000012	James & Shelby Ouderkirk 3483 Sherbrooke Dr. Cincinnati, OH 45241	30	0	0	96	0	$ 153.00	$ 3,247.50
518		Brookview	Calista Enterprises LLC	H4100122000053	Calista Enterprises LLC 116 E. High St Oxford, OH 45056	30	0	0	0	0	$ 153.00	$ 1,495.50
600		Brookview	Beulah Mae Terry	H4100122000067	Beulah Mae Terry 600 Brookview Ct Oxford, OH 45056	79	100	0	0	0	$ 277.80	$ 4,908.05
604		Brookview	Garry & Sandra D Lawson	H4100122000068	Garry & Sandra D Lawson 604 Brookview Ct Oxford, OH 45056	70	100	0	72	0	$ 249.00	$ 5,790.50
629		Brookview	Bethel A M E Church of Oxford	H4100122000075	Bethel A M E Church PO Box 494 Oxford, OH 45056	20	0	0	0	0	$ 153.00	$ 1,048.00
617		Brookview	Steven R Frey	H4100122000078	Steven R Frey C/O Nilah J Frey & John R Layman SR 617 Brookview Ct Oxford, OH 45056	27	75	0	0	0	$ 153.00	$ 2,182.50
650		McGuffey	JY Homes LLC	H4000122000106	JY Homes LLC Ying Han 650 McGuffey Ave Unit 4 Oxford, OH 45056	33	125	0	0	0	$ 153.00	$ 2,998.50
627		Brill	Juanita Franklin	H4000122000113	Juanita Franklin 627 Brill Dr. Oxford, OH 45056	70	75	50	55	0	$ 249.00	$ 5,964.00
615		Brill	David J & Susan M Stiles	H4100122000117	David J & Susan M Stiles 7548 Whitehall Circle West West Chester, OH 45069	46	0	0	0	0	$ 172.20	$ 2,230.70
611		Brill	Perkins Realty LLC	H4100122000118	Perkins Realty LLC 10 Patrick Dr. Oxford, OH 45056	60	75	50	62	0	$ 217.00	$ 5,064.75

Complaint Properties

Address	Direction	Street Name	Property Owner	Parcel #	Mailing Address	Lineal Ft Curb	Square Feet Sidewalk	Square Feet Sidewalk thru driveway	Square Ft Drive Apron	Square Ft Apron Remove Only	Permit Fees	Final Cost
321	N	Elm	Quin or Erika Fulton (Also sent to resident: Merle Arnold)	H4100008000133	Quinn J & Erika L Fulton 212 Beechpoint Dr. Oxford, OH 45056	31	55	0	0	0	$ 153.00	$ 2,142.50
216	W	Church	Natrey LLC	H4000008000103	Natrey LLC PO Box 91 West Chester, OH 45071	0	200	0	0	0	$ 25.00	$ 2,215.00

Ord 2

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Zachary Moore
DATE PREPARED:	October 1, 2021
COUNCIL MEETING DATE:	November 2, 2021
AGENDA TITLE:	**PC-2021-30, 1601 Hoover, FINAL SUBDIVISION,** South Farm Section IV, **South Farm Development LLC, Applicant**
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 10-29-21

Proposal Summary:

The developer for the second phase of South Farm has submitted an application for a Final Subdivision in order to record a final record plat which will create 25 new single-family residential lots on a 6.8-acre site. While this will be the second phase for South Farm, the actual plat itself is titled "South Farm Section IV" due to the sequencing of plat recordings on file with the County Recorder.

The Oxford Subdivision Regulations specify that Council has the authority to approve such applications without a recommendation from the Planning Commission. A Final Subdivision application was previously submitted and approved by City Council on May 5, 2020, with an expiration date of May 5, 2021 per the Code. Due to difficulties experienced resulting from the pandemic, the developer was not able to post bonds, begin building the infrastructure, and record the plat in time for the May 5, 2021 deadline. The developer is now looking to get things moving again by re-applying for Final Subdivision consideration.

Background:

The South Farm Section IV project has thus far garnered the following approvals:

- Preliminary Subdivision – approved by Council on 9/17/2019, set to expire 9/17/2022
- Preliminary Planned Development (PD) – approved by Council on 9/17/2019
- Construction Drawings – reviewed and approved administratively by staff as of 7/30/2020
- **Final Subdivision – approved by Council on 5/5/2020, expired 5/5/2021**
- Final Planned Development (PD) – approved by Council on 5/5/2020, set to expire 5/5/2025

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

Discussion and Recommendation:

The record plat is the legal instrument to be recorded with the Butler County Recorder which will officially subdivide new lot boundaries and establish necessary easements for access, drainage, and utilities.

The submitted record plat is essentially the same as the one previously approved in May 2020. In keeping with Section 203 of the Oxford Subdivision Regulations, staff recommends the subject application be **approved** subject to the following conditions:

1. The Final Subdivision shall be valid for 1 year from the City Council ordinance date. All recordings shall be completed and construction of the infrastructure improvements started within this 1 year time period.
2. As necessary, the applicant shall update and/or re-file Construction Drawings along with any necessary cost estimates for approval by applicable City departments.
3. The applicant shall file with the City a suitable form of financial security in order to guarantee construction of the improvements. The Record Plat shall not be released to the subdivider for recording until such financial security is accepted by the City.

ORDINANCE NO.

AN ORDINANCE VACATING RIGHT-OF-WAY ASSOCIATED WITH ROBERTS DRIVE AND HOOVER DRIVE AS WAS PREVIOUSLY DEDICATED BY O.R. 7959 PG 1551, REPLAT FOR SOUTH FARM SECTION 2 & 2A.

WHEREAS, right-of-way was previously dedicated by means of recording O.R. 7959 Pg. 1551, Replat for South Farm Section 2 & 2A on November 9, 2007; and

WHEREAS, said described right-of-way is presently unimproved; and

WHEREAS, Lots 3696-3708 as depicted on O.R. 7959 Pg. 1551 are all presently under the same ownership, with said owner's interest being the development of South Farm Section IV; and

WHEREAS, a Final Subdivision application for South Farm Section IV was submitted to the City on March 20, 2020 for consideration which includes a relocation of Hoover Drive; and

WHEREAS, the Final Subdivision application approval for South Farm Section IV expired on May 5, 2021 and a new Final Subdivision application was submitted on September 27, 2021.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, THAT:

SECTION 1: Council finds this right-of-way vacation is necessary in order to accommodate the re-dedication of right-of-way associated with Roberts Drive and Hoover Drive in South Farm Section IV.

SECTION 2: Council hereby orders that the right-of-way as described and depicted on the document attached hereto as Exhibit "A" be vacated.

SECTION 3: This Ordinance shall take effect at the earliest time allowed by law.

_____
MAYOR

ADOPTED:

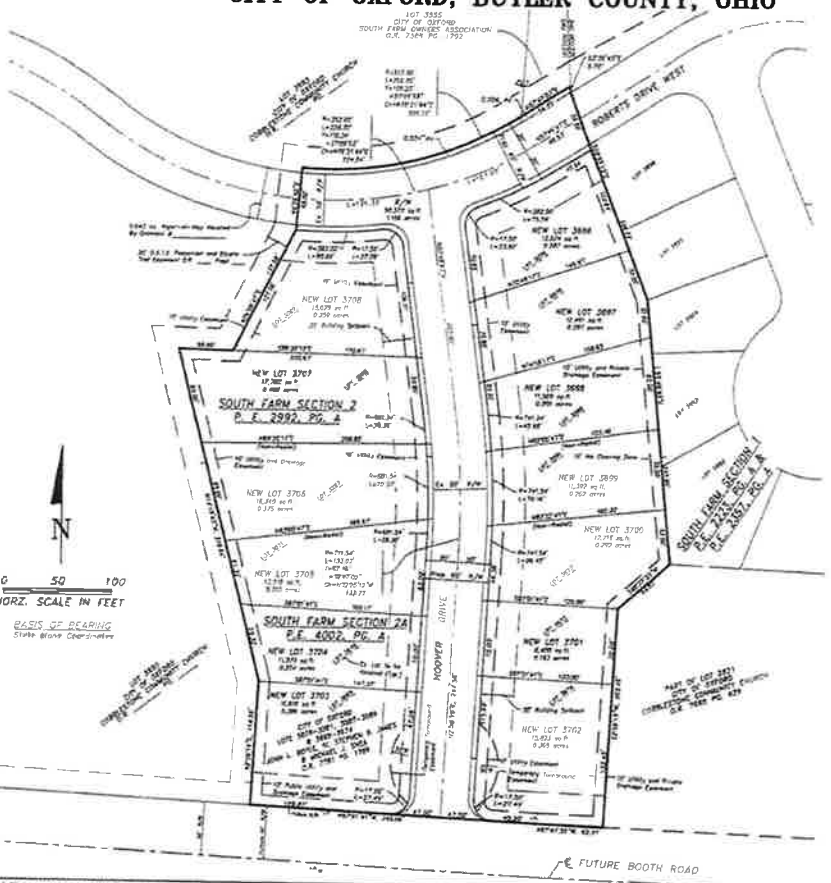
ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW(STAFF)

LOTS 3078–3081, 3087–3089, 3555, 3669–3674 AND 3695
SECTION 34, TOWN 5, RANGE 1
CITY OF OXFORD, BUTLER COUNTY, OHIO



Prior References

South Farm Subdivision-Section 1	P.E.	7349, Page A
	R	P.E. 3987, Page A
South Farm Subdivision-Section 2	P.E.	3992, Page A
South Farm Subdivision-Section 2A	P.E.	4002, Page A

LEGEND

B	I.P. or P.K. Set
P	Property Line
R/W	Right-Of-Way

=7959=1551

APPROVED AND ACCEPTED BY THE CITY OF OXFORD COUNCIL BY ORDINANCE PASSED AT THE MEETING OF October 16, 2007

ORDINANCE # 2979

CITY OF OXFORD — DATE 10-29-07
WATER — DATE 10-29-07
DIRECTOR — DATE 10/31/07
CHAIRMAN OF THE PLANNING COMMISSION — DATE 10/30/07
CITY ENGINEER — DATE 10-30-07

ENTERED FOR TRANSFER November 8, A.D. 20 07
TRANSFERRED November 9, A.D. 20 07
AUDITOR BUTLER CO., OHIO — By KayBriggs
RECORDER — By NStamper

FILED FOR RECORD November 9 2007 AT 3:36 pm
RECORDED November 9, A.D. 20 07
PLAT ENVELOPE 7959 PAGES 1551
Larry H. Clerk
RECORDER BUTLER COUNTY, OHIO — By Ashley Rich

FILE #5390 — FEE $86.40

OWNER / DEVELOPER

THREE RIVERS DEVELOPMENT
3225 INDIAN CREEK ROAD
OXFORD, OHIO 45056
(513) 260-2234

I HEREBY CERTIFY THAT THE PLAT SHOWN HEREON IS A TRUE AND CORRECT FIELD SURVEY TO THE ACCURACY REQUIRED BY THE BUTLER COUNTY ENGINEER. THIS SURVEY SUBJECT TO LEGAL EASEMENTS AND RESTRICTIONS AS SHOWN.

MICHAEL A. NOWAK
REGISTRATION NO. 8101
DATE

NEXUS ENGINEERING

FINAL PLAT FOR SOUTH FARM-SECTION 2 & 2A
SECTION 34, TOWN 5, RANGE 1
CITY OF OXFORD, BUTLER COUNTY, OHIO

DESIGNED CAB
DRAWN CAB
CHECKED MAN
DATE AUGUST 30, 2007

1

EXHIBIT "A"

ord 3

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Zachary Moore
DATE PREPARED:	October 1, 2021
COUNCIL MEETING DATE:	November 2, 2021
AGENDA TITLE:	**PC-2021-30, 1601 Hoover, FINAL SUBDIVISION,** South Farm Section IV, **South Farm Development LLC, Applicant**
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 10-29-21

Proposal Summary:

The developer for the second phase of South Farm has submitted an application for a Final Subdivision in order to record a final record plat which will create 25 new single-family residential lots on a 6.8-acre site. While this will be the second phase for South Farm, the actual plat itself is titled "South Farm Section IV" due to the sequencing of plat recordings on file with the County Recorder.

The Oxford Subdivision Regulations specify that Council has the authority to approve such applications without a recommendation from the Planning Commission. A Final Subdivision application was previously submitted and approved by City Council on May 5, 2020, with an expiration date of May 5, 2021 per the Code. Due to difficulties experienced resulting from the pandemic, the developer was not able to post bonds, begin building the infrastructure, and record the plat in time for the May 5, 2021 deadline. The developer is now looking to get things moving again by re-applying for Final Subdivision consideration.

Background:

The South Farm Section IV project has thus far garnered the following approvals:

- Preliminary Subdivision – approved by Council on 9/17/2019, set to expire 9/17/2022
- Preliminary Planned Development (PD) – approved by Council on 9/17/2019
- Construction Drawings – reviewed and approved administratively by staff as of 7/30/2020
- **Final Subdivision – approved by Council on 5/5/2020, expired 5/5/2021**
- Final Planned Development (PD) – approved by Council on 5/5/2020, set to expire 5/5/2025

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

Discussion and Recommendation:

The record plat is the legal instrument to be recorded with the Butler County Recorder which will officially subdivide new lot boundaries and establish necessary easements for access, drainage, and utilities.

The submitted record plat is essentially the same as the one previously approved in May 2020. In keeping with Section 203 of the Oxford Subdivision Regulations, staff recommends the subject application be **approved** subject to the following conditions:

1. The Final Subdivision shall be valid for 1 year from the City Council ordinance date. All recordings shall be completed and construction of the infrastructure improvements started within this 1 year time period.
2. As necessary, the applicant shall update and/or re-file Construction Drawings along with any necessary cost estimates for approval by applicable City departments.
3. The applicant shall file with the City a suitable form of financial security in order to guarantee construction of the improvements. The Record Plat shall not be released to the subdivider for recording until such financial security is accepted by the City.

ORDINANCE NO.

AN ORDINANCE APPROVING THE FINAL SUBDIVISION APPLICATION AND PLAT FOR SOUTH FARM SECTION IV WITH CONDITIONS.

WHEREAS, in accordance with Oxford Codified Ordinance Section 1101.203, the City of Oxford's Community Development Department received the Final Subdivision Application and Final Plat for South Farm Section IV (Exhibit "A") on March 20, 2020 consisting of 6.8133 acres; and

WHEREAS, the Final Subdivision application was approved by City Council on May 5, 2020, with an expiration date of May 5, 2021 per Oxford Codified Ordinance Section 1101.203(E) and

WHEREAS, a new Final Subdivision application was submitted to the Community Development Department on September 27, 2021; and

WHEREAS, the Community Development Director has reviewed the Final Plat, the approved Preliminary Plat and the preliminary approval Ordinance No. 3535 adopted September 17, 2019; and

WHEREAS, the Community Development Director finds that the Final Plat meets the requirements of Oxford Codified Ordinance Section 1101.203 and further finds the Final Plat substantially corresponds to the approved Preliminary Plat; and

WHEREAS, the City Manager and the Community Development Director recommend Council approve the Final Subdivision Application and Plat attached hereto as Exhibit "A" for South Farm Section IV with the following conditions:

1. The Final Subdivision approval shall be valid for one year from the City Council ordinance date. All recordings shall be completed and construction of the infrastructure improvements started within this one year time time period.
2. As necessary, the applicant shall update and/or re-file construction drawings along with any necessary cost estimates for approval by applicable City departments.
3. The applicant shall file with the City a suitable form of financial security in order to guarantee the construction of the improvements. The record Plat shall not be released to the subdivider for recording until such financial security is accepted by the City.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Community Development Director and further approves the Final Subdivision application and plat for South Farm Section IV consisting of 6.8133 acres with the conditions set forth above.

SECTION 2: This Ordinance shall take effect at the earliest time allowed by law.

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

Internal Use Only:	
Case No.	
Date Filed	

Final Subdivision Application

Applicant Information

Attach a Letter of Agency if the Applicant is not the property owner.

Name *	South Farm Development LLC
Mailing Address *	3225 Indian Creek Road
City, State & Zip Code *	Oxford, Ohio 45056
Telephone Number(s) *	513-260-2234
Email Address	msfarm3225@yahoo.com

Engineer/Surveyor Information

Name *	Bayer Becker
Mailing Address *	110 South College Avenue
City, State & Zip Code *	Oxford, Ohio 45040
Telephone Number(s) *	513-336-6600
Email Address	johnbayer@bayerbecker.com

Location and Lot Information

Name of Subdivision *	South Farm Section 4		
Location of Property *	West end of Roberts Drive		
Legal Description *	H4100-132-000-014, H4100-137-000-049		
Date of Planning Commission Preliminary Approval *	9/17/2019	Zoning District *	R-1B PUD
Number of Lots *	28	Total Area *	6.813 Acres

Requirements and Documentation

Plat

Fifteen (15) copies of the plat on bond. Drawing size must be at least 18x24" and should never exceed 24x36." The plat must be prepared in accordance with Chapter 1101, Subdivision Regulations and Chapters 1121-1137, Zoning Code of the City of Oxford[1]. Scale should not exceed 1" = 100.' Plats containing less than three lots are exempted from the provisions of this section. The following information must appear on the plat:

A. Boundary lines of the area being subdivided with accurate distances and bearings. Each section which is presented for final plat approval must have all of the required improvements extended to the property lines where necessary in order that future final plat sections may connect with them to maintain the continuity of the approved preliminary plan.
B. A statement dedicating all proposed streets and alleys with their widths and names.

C. The accurate outline of any portions of the property to be dedicated or granted for public use.
D. The lines of adjoining streets and alleys with their widths and names.
E. All lot lines together with an identification system for all lots and blocks. Lot numbers shall be secured from the County Auditor.
F. The locations of all building lines and easements provided for public use, services or utilities.
G. All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements and any other areas for public or private use. Linear dimensions are to be given to the nearest one hundredth of a foot.
H. The radii, arcs, lengths, points of tangency and central angles for all curvilinear streets and the radii and lengths for rounded corners.
I. The location of all survey monuments and benchmarks together with their descriptions. There shall be a minimum of four permanent markers in each subdivision section located at or near the outer corner.
J. The name of the subdivision, the scale of the plat, points of the compass and name of owner or owners and subdivider if other than the owner and name of the surveyor and engineer preparing the plat.
K. The certificate of the surveyor attesting to the accuracy of the survey and to the correct locations of all monuments shown.
L. Any private restrictions and trusteeships and their duration. Should these restrictions or trusteeships be of such length as to make their lettering on the plat impracticable, thus necessitating the preparation of a separate instrument, reference to such instrument shall be made on the plat.
M. Acknowledgement by the owner or owners of the plat restrictions.
N. One tracing cloth or comparable material of the approved final plat, for the City records.
O. The names and record owners of all adjoining subdivisions and the names of recorded owners of adjoining parcels of unsubdivided land.
P. A receipt showing that all legally due taxes have been paid.
Q. North arrow, scale and date.
R. The location of all present property lines, streets, alleys, rights-of-way, buildings, easements, lakes, watercourses, and drainage ways.
S. Any existing water mains, culverts, water or sewer lines, easements, buildings and streets, within the tract or immediately adjacent thereto.
T. Size of the tract in acres and lots in square feet and the boundary lines along with the linear measurement thereof.
U. The proposed location and width of streets, alleys lots and easements.
V. The seal, registry number and signature of the public surveyor who prepared the plat.
W. Any portion of the floodplain as delineated by the Butler County Flood Insurance Rate Maps (FIRM), effective December 17, 2010, must be clearly illustrated and labeled on the plat.

Surrounding Property Owners

On a separate sheet, provide the parcel numbers, names, and mailing addresses of all property owners within 200 feet of all boundaries of the property in question. The Butler County Auditor Real Estate Search[2] is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number.

Fees & Receipt

The required fee for final plan is $570.00 plus $10.00 per lot, plus $10.00 postage charge.

Sign and Date

Applicant Signature *

Date *

9/27/21

Submit Application, Plans and Documentation, and Fees

We will not accept incomplete applications and/or plans and documentation.

Send or drop off this application with required copies of the plat containing all required information as attachments and a check for fees and postage charge made payable to **City of Oxford**, to Community Development Director, 15 South College Avenue, Oxford, OH 45056.

Direct questions to the Community Development Department at (513) 524-5204. The application will be placed on the next possible agenda.

Notes

- You must adhere to notification and publication requirements.
- Submit materials 14 days prior to the Planning Commission meeting on which the action is requested.
- City Staff will place a public hearing sign on the subject property. **The Applicant is responsible for removing the signage at the completion of the hearing(s).**
- Per Planning and Zoning Code 1101.203(H)[1], after final recording at the Butler County Recorder's Office, the applicant shall furnish a proof of such recording for filing to the Community Development Department prior to the issuance of any construction permits for site preparation.

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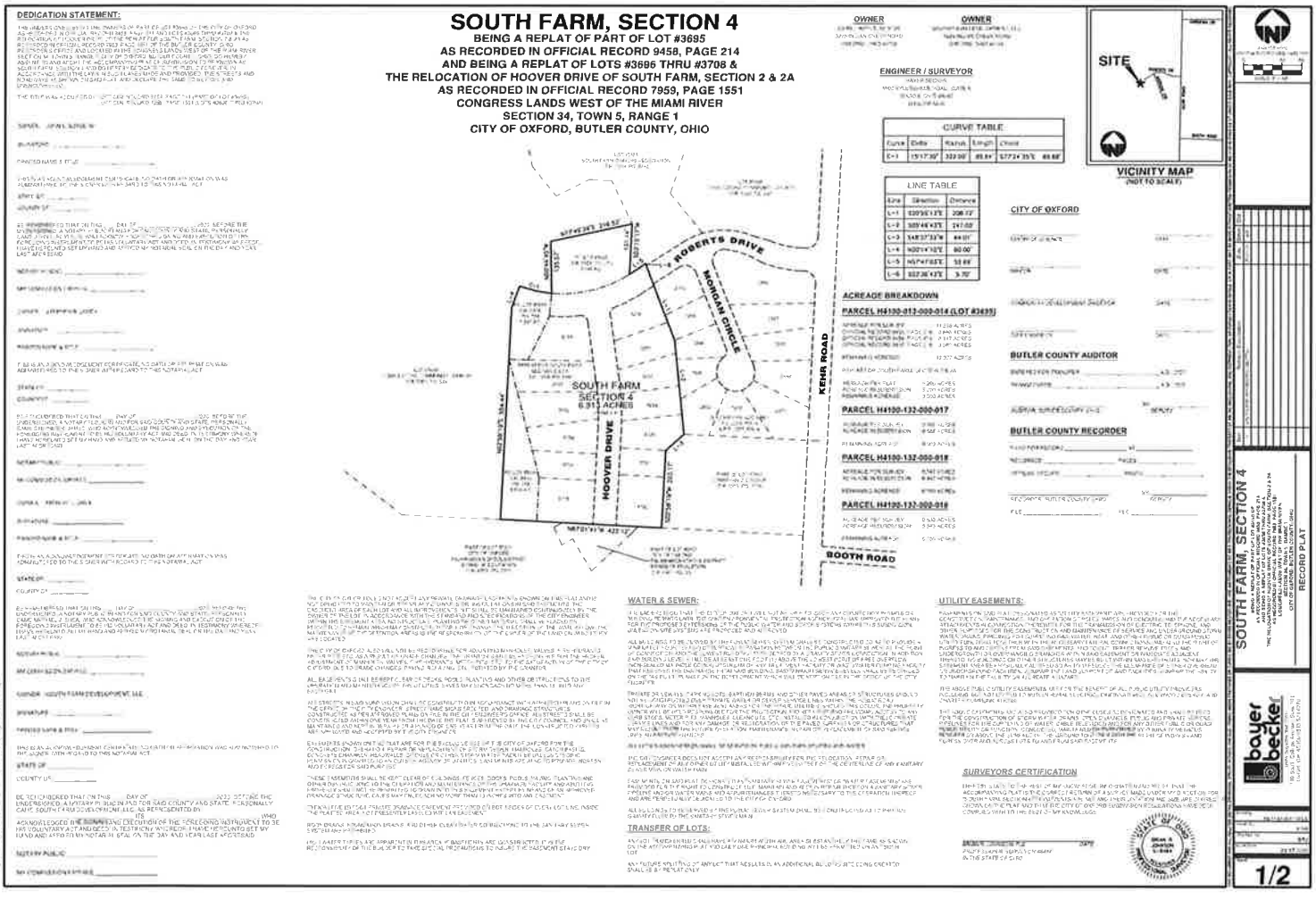
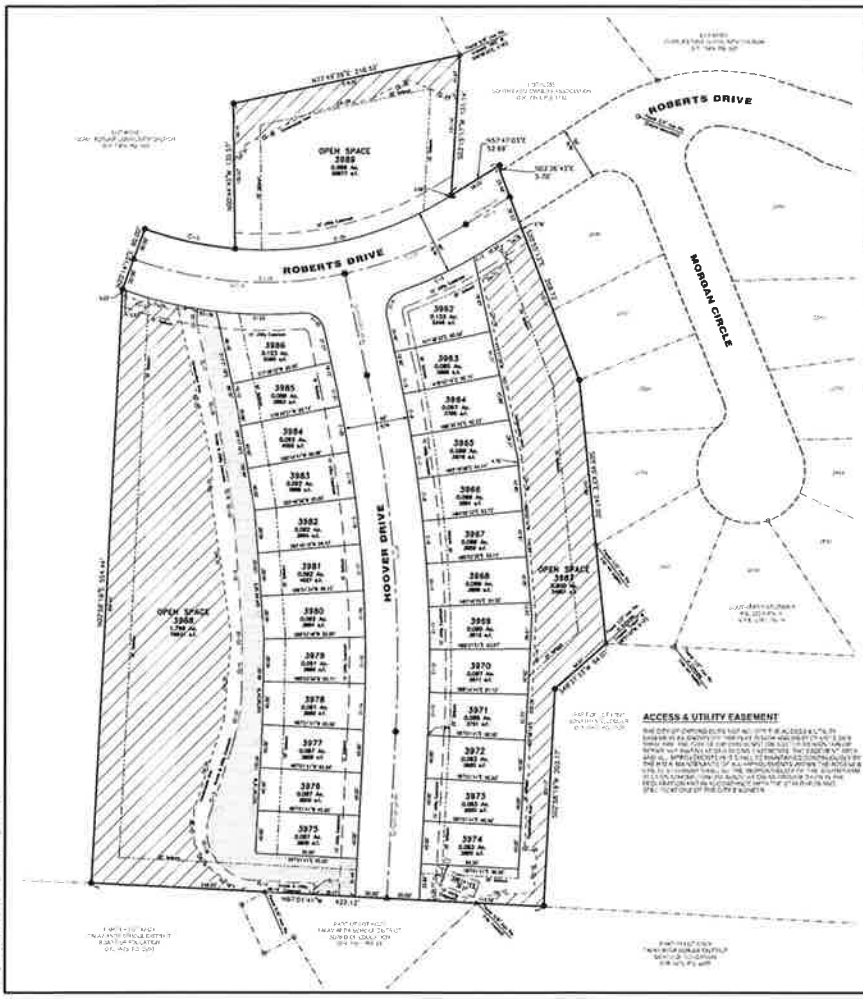
[1] City of Oxford Codified Ordinances: http://www.cityofoxford.org/fees-ordinances-and-charter
[2] Butler County Auditor Real Estate Search: http://www.butlercountyauditor.org/

EXHIBIT 'A'


SOUTH FARM, SECTION 4
BEING A REPLAT OF PART OF LOT #3695
AS RECORDED IN OFFICIAL RECORD 9458, PAGE 214
AND BEING A REPLAT OF LOTS #3696 THRU #3708 &
THE RELOCATION OF HOOVER DRIVE OF SOUTH FARM, SECTION 2 & 2A
AS RECORDED IN OFFICIAL RECORD 7959, PAGE 1551
CONGRESS LANDS WEST OF THE MIAMI RIVER
SECTION 34, TOWN 5, RANGE 1
CITY OF OXFORD, BUTLER COUNTY, OHIO
DEDICATION STATEMENT:
OWNER
OWNER
ENGINEER / SURVEYOR
SITE
VICINITY MAP
(NOT TO SCALE)
CURVE TABLE
LINE TABLE
ROBERTS DRIVE
MORGAN CIRCLE
KEHR ROAD
HOOVER DRIVE
BOOTH ROAD
SOUTH FARM
SECTION 4
6.315 ACRES
ACREAGE BREAKDOWN
PARCEL H4100-013-000-014 (LOT #3695)
PARCEL H4100-132-000-017
PARCEL H4100-132-000-018
PARCEL H4100-132-000-019
CITY OF OXFORD
BUTLER COUNTY AUDITOR
BUTLER COUNTY RECORDER
WATER & SEWER:
TRANSFER OF LOTS:
UTILITY EASEMENTS:
SURVEYORS CERTIFICATION
SOUTH FARM, SECTION 4
RECORD PLAT
bayer becker
1/2



CURVE TABLE				
Curve	Delta	Radius	Length	Chord
C-1	13°17'20"	333.00'	85.54'	S72°24'25"E

CURVE TABLE				
Curve	Delta	Radius	Length	Chord
C-2	4°26'37"	950.00'	73.68'	N85°31'03"E
C-3	4°26'37"	950.00'	73.68'	N85°31'03"E
C-4	4°26'37"	950.00'	73.68'	N85°31'03"E
C-5	4°26'37"	950.00'	73.68'	N85°31'03"E
C-6	4°26'37"	950.00'	73.68'	N85°31'03"E
C-7	4°26'37"	950.00'	73.68'	N85°31'03"E
C-8	4°26'37"	950.00'	73.68'	N85°31'03"E
C-9	4°26'37"	950.00'	73.68'	N85°31'03"E
C-10	4°26'37"	950.00'	73.68'	N85°31'03"E
C-11	4°26'37"	950.00'	73.68'	N85°31'03"E

CURVE TABLE				
Curve	Delta	Radius	Length	Chord
C-12	2°07'12"	1,050.00'	38.84'	N85°57'57"E
C-13	2°07'12"	1,050.00'	38.84'	N85°57'57"E
C-14	2°07'12"	1,050.00'	38.84'	N85°57'57"E
C-15	2°07'12"	1,050.00'	38.84'	N85°57'57"E
C-16	2°07'12"	1,050.00'	38.84'	N85°57'57"E
C-17	2°07'12"	1,050.00'	38.84'	N85°57'57"E
C-18	2°07'12"	1,050.00'	38.84'	N85°57'57"E
C-19	1°52'48"	1,050.00'	34.46'	N85°49'30"E
C-20	0°51'42"	950.00'	14.29'	N85°57'57"E
C-21	4°26'37"	950.00'	73.68'	N85°31'03"E
C-22	4°26'37"	950.00'	73.68'	N85°31'03"E
C-23	2°07'12"	1,050.00'	38.84'	N85°57'57"E

CENTERLINE CURVE TABLE				
Curve	Delta	Radius	Length	Chord
CC-26	33°37'07"	333.00'	195.46'	S89°46'08"W
CC-27	19°51'13"	333.00'	115.41'	N87°41'04"E
CC-28	13°46'34"	333.00'	80.13'	N68°03'34"E
CC-29	13°46'34"	1,050.00'	252.44'	N68°03'34"E

EASEMENT CURVE TABLE				
Curve	Delta	Radius	Length	Chord
EC-30	1°05'09"	44.00'	50.00'	N29°41'16"E
EC-31	17°54'37"	179.00'	55.95'	N85°56'50"E
EC-32	3°07'48"	150.00'	16.41'	N01°41'18"E
EC-33	9°35'47"	150.00'	16.05'	N07°57'36"E
EC-34	2°37'52"	150.00'	6.88'	N13°35'31"E
EC-35	26°53'24"	15.00'	10.05'	N00°41'31"E
EC-36	8°37'49"	300.00'	47.08'	N05°54'43"E
EC-37	8°58'37"	300.00'	34.76'	N14°54'49"E

EASEMENT LINE TABLE		
Line	Direction	Distance
EL-1	N87°46'43"E	10.00'
EL-2	N87°46'43"E	10.00'
EL-3	N87°46'43"E	49.80'
EL-4	N87°46'43"E	39.80'
EL-5	N87°46'43"E	106.78'
EL-6	N87°46'43"E	39.80'
EL-7	N87°46'43"E	79.80'
EL-8	N87°46'43"E	1.00'

CONSERVATION AREA LINE TABLE		
Line	Direction	Distance
CA-9	S01°13'56"W	24.37'
CA-10	S21°05'02"E	11.26'
CA-11	S27°40'52"E	31.28'
CA-12	S13°26'43"E	139.07'
CA-13	S05°05'39"E	109.78'
CA-14	S01°41'18"W	112.43'
CA-15	S11°46'33"E	11.10'
CA-16	N01°41'31"E	10.00'
CA-17	N88°33'07"W	106.78'
CA-18	N01°41'31"E	20.78'
CA-19	N03°58'48"E	26.27'
CA-20	N01°41'31"E	51.80'
CA-21	N17°58'41"E	36.77'
CA-22	N05°57'39"E	77.66'
CA-23	N08°13'57"W	134.50'
CA-24	N04°47'34"E	40.70'
CA-25	N13°33'39"E	143.46'
CA-26	N08°38'39"E	49.13'
CA-27	N01°41'31"E	30.60'
CA-28	N11°54'49"E	17.00'
CA-29	N14°32'37"E	67.67'
CA-30	N19°00'37"E	16.00'

TOTAL ACREAGE

TOTAL LOTS	2.218 ACRES
TOTAL OPEN SPACE	3.731 ACRES
TOTAL RIGHT-OF-WAY	2.203 ACRES
TOTAL ACREAGE	8.152 ACRES

CENTERLINE LENGTH

ROBERTS DRIVE	858.25'
HOOVER DRIVE	367.99'

CONSERVATION AREA

THE CONSERVATION AREA AS SHOWN HEREON LIES WITHIN LOTS 3967, 3968 AND 3969 AND IS TO REMAIN UNDISTURBED IN ITS NATURAL STATE. THE PURPOSE OF THIS CONSERVATION AREA IS TO PRESERVE AND MAINTAIN THE NATURAL FEATURES, INCLUDING BUT NOT LIMITED TO, TOPOGRAPHY, VEGETATION, AND WATER RESOURCES. USE AND MAINTENANCE OF THE CONSERVATION AREA IS TO BE GOVERNED BY THE FOLLOWING RESTRICTIONS AND RESERVATIONS:

1. NO GRADING, CLEARING, EXCAVATION, OR UTILITY CONSTRUCTION SHALL OCCUR, EXCEPT AS MAY BE REQUIRED BY ONE (1) LANDSCAPE SWALE, DRAINAGE SWALE, PAVED PATHWAY, PATIO, AND/OR DECK PER LOT AND ALL PUBLIC UTILITIES, WATER SYSTEM WELLS, AND OTHER STRUCTURES ON APPROVED CONSTRUCTION PLANS.
2. PLANTING OF TREES AND SHRUBS TO PROTECT AND/OR ENHANCE THE NATURAL CHARACTER OF THE AREA IS ALLOWED WITH THE TOTAL REMOVAL OF EXISTING VEGETATION NOT EXCEEDING 30%.
3. ERADICATION OF INVASIVE SPECIES OF PLANT VEGETATION, INCLUDING BUT NOT LIMITED TO, POISON IVY, POISON OAK, AND POISON SUMAC IS ALLOWED.
4. WILDLIFE MUST REMAIN ALWAYS UNDISTURBED AND ON OTHER COMPARABLE VEGETATION SHALL BE PLANTED TO REPLACE ANY VEGETATION REMOVED.
5. REMOVAL OF DEAD OR FALLEN TREES IS ALLOWED, AS LONG AS THEY DO NOT CREATE A HAZARD TO PEOPLE OR ANY STRUCTURES OR UTILITIES. DETERMINATION OF HAZARD SHALL BE MADE BY A CERTIFIED ARBORIST OR OTHER QUALIFIED PROFESSIONAL AS APPROVED BY THE CITY OF ENGLEWOOD OR ITS DESIGNEE.
6. NEW PLANTINGS AND REMOVAL OF DEAD TREES MAY BE DONE WITHOUT PRIOR APPROVAL, BUT SHALL NOT BE ALLOWED WITHIN THE CONSERVATION AREA.

ACCESS & UTILITY EASEMENT

THE CITY OF ENGLEWOOD, ITS AGENTS, EMPLOYEES, AND OTHER PERSONS OR ENTITIES AUTHORIZED BY THE CITY OF ENGLEWOOD, SHALL HAVE THE RIGHT OF ACCESS OVER AND ACROSS THE PRIVATE ACCESS AND UTILITY EASEMENTS AS SHOWN HEREON FOR THE PURPOSE OF PERFORMING EMERGENCY AND MAINTENANCE WORK ON THE PUBLIC UTILITIES AND APPURTENANCES LOCATED THEREIN. THE RESPONSIBILITY FOR THE MAINTENANCE OF ALL IMPROVEMENTS WITHIN THE ACCESS AND UTILITY EASEMENTS SHALL BE THE RESPONSIBILITY OF THE HOMEOWNERS ASSOCIATION OF SOUTH FARM SUBDIVISION. THE CITY OF ENGLEWOOD SHALL NOT BE RESPONSIBLE FOR THE REPAIR OR REPLACEMENT OF ANY PRIVATE IMPROVEMENTS WITHIN THE ACCESS AND UTILITY EASEMENTS EXCEPT FOR THE REPAIR OR REPLACEMENT OF PUBLIC UTILITIES DAMAGED BY THE CITY OF ENGLEWOOD OR ITS AGENTS.

Lot Table		
Lot #	Acres	S.F.
3962	0.1xx	5,xxx
3963	0.1xx	5,xxx
3964	0.1xx	5,xxx
3965	0.1xx	5,xxx
3966	0.1xx	5,xxx
3967	0.1xx	5,xxx
3968	0.1xx	5,xxx
3969	0.1xx	5,xxx
3970	0.1xx	5,xxx
3971	0.1xx	5,xxx
3972	0.1xx	5,xxx
3973	0.1xx	5,xxx
3974	0.1xx	5,xxx

Lot Table		
Lot #	Acres	S.F.
3975	0.1xx	5,xxx
3976	0.1xx	5,xxx
3977	0.1xx	5,xxx
3978	0.1xx	5,xxx
3979	0.1xx	5,xxx
3980	0.1xx	5,xxx
3981	0.1xx	5,xxx
3982	0.1xx	5,xxx
3983	0.1xx	5,xxx
3984	0.1xx	5,xxx
3985	0.1xx	5,xxx
3986	0.1xx	5,xxx

LEGEND

- Set 1/2" Iron Pin
- Set 1/2" Iron Pin (Stamped with Illegible or Illegible)
- Found 3/4" Iron Pin (Stamped with Illegible)
- Found Concrete Monument
- Set 3/4" Diameter x 24" Long Iron Pin Capped "Bayer Becker"
- Section Line
- Conservation Area

BENCHMARK
FOUND CITY MONUMENT AT THE INTERSECTION OF ROBERTS DRIVE AND MORGAN CIRCLE
ELEVATION = 5910.10

BUILDING SETBACK DATA

FRONT	20'
SIDE	5'
REAR	15'

REAR LOADED LOTS (3962 - 3974)

FRONT	15'
SIDE	5'
REAR	15'

SIDE AND REAR SETBACKS ARE TO BE MEASURED TO UNLESS OTHERWISE SHOWN ON PLAT.

SURVEY NOTES:

1. BASIS OF BEARINGS: CITY GIS RECORD NAD 1983 HARN
2. ALL DISTANCES SHOWN ARE IN GROUND DISTANCES UNLESS OTHERWISE SHOWN.
3. NO MONUMENTATION SHALL BE SET OTHER THAN AS SHOWN HEREON.
4. ALL LOTS AND TRACTS SHALL HAVE DRIVEWAY ACCESS TO INTERIOR PRIVATE STREETS ONLY. NO LOTS SHALL HAVE DIRECT DRIVEWAY ACCESS TO HOOVER VALLEY DRIVE.

REFERENCES

SOUTH FARM, SECTION 4
RECORD PLAT

bayer becker

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City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Joe Newlin
DATE PREPARED:	10/25/2021
COUNCIL MEETING DATE:	11/2/2021
AGENDA TITLE:	2022 Annual Budget Ordinance
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRF 10-29-21 10/26/21

DISCUSSION:

Description of 2022 Budget

The current piece of legislation is a reflection of the information presented to Council at its October 15th work session.

Highlights:

Total Appropriations with transfers and advances $49,761,177, $8,088,138 or 19.4% increase over $41,673,309 in 2021

Total Appropriations without transfers and advances $39,136,475, $5,362,483 or 15.9% increase over $33,773,992 in 2022. $3,483,669 or 65% of the increase is attributed to Capital Improvements. The main drivers of this increase are two phases of OAT being constructed in 2022 as well as the engineering and design of Water Softening Project.

3% COLA for all non-contractual fulltime employees, contracted employees received their respective increases, no increases for full-time Firefighter/Paramedics due to the fact they are unionizing and will then receive their contractual increases

Property Tax Receipts in General Fund budgeted at $1,400,000 a 16.7% increase over 2021 Budget

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Income Tax Receipts in General Fund budgeted at $8,673,150 a 0.5% increase over 2021 Budget

Hotel Tax Receipts in General Fund budgeted at $220,000 a 62.5% increase over 2021 Budget

13.51% increase Workers Compensation payment for Fire & EMS Fund

4.91% increase Workers Compensation payment for all other Funds

2021	2022	Delta	Inc./(Dec)	
7,684,526	8,060,584	376,058	4.89%	General Fund
69.38%	71.30%	Salary & Benefits as a % of Operating Expenses		
1,834,804	1,903,027	68,223	3.72%	Fire EMS Fund
78.08%	77.86%	Salary & Benefits as a % of Operating Expenses		
794,827	822,880	28,053	3.53%	Street Fund
79.14%	77.15%	Salary & Benefits as a % of Operating Expenses		
455,868	468,311	12,443	2.73%	Parking Fund
80.64%	72.51%	Salary & Benefits as a % of Operating Expenses		
1,463,210	1,510,625	38,415	2.63%	Water Fund
67.23%	67.12%	Salary & Benefits as a % of Operating Expenses		
1,738,662	1,801,180	62,518	3.60%	Wastewater Fund
66.36%	66.45%	Salary & Benefits as a % of Operating Expenses		
227,466	233,233	5,767	2.54%	Refuse Fund
12.58%	12.60%	Salary & Benefits as a % of Operating Expenses		
14,199,363	14,790,840	591,477	4.17%	Total
65.74%	66.44%	Salary & Benefits as a % of Operating Expenses		

Full-Time Social Worker - $83K Salary & Benefits - Law Enforcement

Full-Time Code Enforcement Officer - $92K Salary & Benefits – Inspections, Revenue Off-Set $200,000 X 90% = $180,000

Part-Time Communication Specialist - $22K Salary & Benefits - HR - Communications - Assistant City Manager

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Part-Time Custodian, 100% - $38K Salary & Benefits - Municipal Building, Expenditure Off-Set $24K - $12K from Law Enforcement & Municipal Building Contracted Services

$83K + $92K + $22K + $38K = $235K which is = 62.5% of the $376K increase in the General Fund's increase in Salary & Benefits for 2022

Revenue Off-Set of the Full-Time Code Enforcement Officer and expenditure off-set from Law Enforcement & Municipal Building Contracted Services $204K covers 86.8% of the $235K increase in Salary & Benefits in 2022 or 54.3% of the $376K total increase

Total Capital Equipment purchases in 2022 - $920,213

Total Capital Improvement spending in 2022 - $10,659,359

ORDINANCE NO.

AN ORDINANCE TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2022.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2022 and monies will be available for appropriation in those funds.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

SECTION 1: To provide for the current expenses and expenditures of the City of Oxford during the fiscal year ending December 31, 2022, the following sums be and they are hereby set aside and appropriated as follows:

GENERAL FUND 110

SECURITY OF PERSONS & PROPERTY	
Personnel Services	4,973,470
Other Services & Charges	1,055,506
Total Appropriations	6,028,976
PUBLIC HEALTH AND WELFARE	
Other Services & Charges	166,774
Total Appropriations	166,774
LEISURE TIME ACTIVITIES	
Personnel Services	1,312,587
Other Services & Charges	550,041
Total Appropriations	1,862,628
COMMUNITY ENVIRONMENT	
Personnel Services	674,572
Other Services & Charges	318,688
Total Appropriations	993,260
GENERAL GOVERNMENT	
Personnel Services	1,119,955
Other Services & Charges	1,132,815
Total Appropriations	2,252,770
TRANSFERS TO OTHER FUNDS	
Other Services & Charges	1,393,477
Total Appropriations	1,393,477
ADVANCES TO OTHER FUNDS	
Other Services & Charges	3,527,837
Total Appropriations	3,527,837
TOTAL GENERAL FUND APPROPRIATIONS	16,225,722

SPECIAL REVENUE FUNDS

STREET FUND 122	
Personnel Services	822,880
Other Services & Charges	538,767
Total Appropriations	1,361,647
STATE HIGHWAY IMPROVEMENT FUND 123	
Other Services & Charges	20,200
Total Appropriations	20,200
COMMUNITY DEVELOPMENT BLOCK GRANT FUND 126	
Other Services & Charges	112,778
Total Appropriations	112,778
COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND 128	
Other Services & Charges	160,000
Total Appropriations	160,000
PARKING FUND 130	
Personnel Services	468,311
Other Services & Charges	177,582
Transfer to Other Funds	75,485
Total Appropriations	721,378
AFFORDABLE HOUSING TRUST FUND 212	
Other Services & Charges	20,000
Total Appropriations	20,000
LAW ENFORCEMENT TRUST FUND 410	
Other Services & Charges	21,300
Total Appropriations	21,300
ENFORCEMENT & EDUCATION FUND 412	
Other Services & Charges	16,000
Total Appropriations	16,000
FIRE/EMS FUND 418	
Personnel Services	1,903,027
Other Services & Charges	658,615
Total Appropriations	2,561,642
OVI TASK FORCE FUND 419	
Personnel Services	59,355
Other Services & Charges	165,645
Advance to Other Funds	225,000
Total Appropriations	450,000

SOUTHPOINTE TIF DISTRICT 1 FUND 420	
Transfers to Other Funds	268,230
Total Appropriations	268,230
SOUTHPOINTE TIF DISTRICT 2 FUND 421	
Transfers to Other Funds	6,815
Total Appropriations	6,815
SOUTHPOINTE TIF DISTRICT 3 FUND 422	
Transfers to Other Funds	10,227
Total Appropriations	10,227
SOUTHPOINTE TIF DISTRICT 4 FUND 423	
Transfers to Other Funds	10,203
Total Appropriations	10,203
SOUTHPOINTE TIF DISTRICT 5 FUND 424	
Transfers to Other Funds	10,150
Total Appropriations	10,150
OXFORD AREA TRAIL PROPERTY TAX FUND 425	
Other Services & Charges	15,000
Transfers to Other Funds	1,035,000
Total Appropriations	1,050,000
CORONAVIRUS LOCAL FISCAL RECOVERY FUND 429	
Other Services & Charges	1,210,399
Total Appropriations	1,210,399
TOTAL SPECIAL REVENUE FUNDS APPROPRIATIONS	8,010,969
DEBT SERVICE FUNDS	
AQUATIC CENTER IMPROVEMENT DEBT SERVICE FUND 150	
Other Services & Charges	305,250
Total Appropriations	305,250
SOUTHPOINTE TIF IMPROVEMENT DEBT SERVICE FUND 151	
Other Services & Charges	305,625
Total Appropriations	305,625
TOTAL DEBT SERVICE FUND APPROPRIATIONS	610,875
CAPITAL IMPROVEMENT FUNDS	
CAPITAL EQUIPMENT FUND 140	
Other Services & Charges	313,975
Total Appropriations	313,975

CAPITAL IMPROVEMENT FUND 141	
Other Services & Charges	725,000
Advance to Other Funds	276,500
Total Appropriations	1,001,500
PARKING IMPROVEMENT FUND 142	
Other Services & Charges	100,000
Total Appropriations	100,000
OAT CAPITAL IMPROVEMENT FUND 144	
Personnel Services	31,936
Other Services & Charges	5,500,000
Advance to Other Funds	2,871,337
Total Appropriations	8,403,273
AQUATIC CENTER CAPITAL IMPROVEMENT FUND 145	
Other Services & Charges	11,059
Total Appropriations	11,059
SPECIAL ASSESSMENT FUND 417	
Other Services & Charges	150,000
Advance to Other Funds	150,000
Total Appropriations	300,000
TOTAL CAPITAL IMPROVEMENT FUND APPROPRIATIONS	10,129,807
ENTERPRISE FUNDS	
WATER (OPERATING) FUND 321	
Personal Services	1,501,625
Other Services & Charges	735,760
Transfers to Other Funds	465,342
Total Appropriations	2,702,727
WATER IMPROVEMENT FUND 322	
Other Services & Charges	2,864,400
Total Appropriations	2,864,400
WATER CAPITAL EQUIPMENT FUND 320	
Other Services & Charges	64,460
Total Appropriations	64,460
WASTEWATER (OPERATING) FUND 331	
Personal Services	1,801,180
Other Services & Charges	909,584
Transfers to Other Funds	260,248
Total Appropriations	2,971,012

WASTEWATER IMPROVEMENT FUND 332	
Other Services & Charges	1,199,400
Total Appropriations	1,199,400
WASTEWATER CAPITAL EQUIPMENT FUND 330	
Other Services & Charges	114,278
Total Appropriations	114,278
STORM WATER FUND 351	
Other Services & Charges	30,000
Total Appropriations	30,000
SOLID WASTE (OPERATING) FUND 341	
Personal Services	233,233
Other Services & Charges	1,698,022
Transfer to Other Funds	33,851
Total Appropriations	1,965,106
LANDFILL POST-CLOSURE INVESTMENT FUND 353	
Other Services & Charges	1,200
Total Appropriations	1,200
TOTAL ENTERPRISE FUNDS APPROPRIATIONS	11,912,583
INTERNAL SERVICE FUNDS	
EMPLOYEE BENEFITS FUND 230	
Other Services & Charges	2,365,792
Advance to Other Funds	5,000
Total Appropriations	2,370,792
INTERNAL SERVICE FUND 370	
Other Services & Charges	273,529
Total Appropriations	273,529
TOTAL INTERNAL SERVICE FUNDS APPROPRIATIONS	2,644,321
FIDUCIARY FUNDS	
HOTEL & CONVENTION TAX FUND 120	
Other Services & Charges	220,000
TOTAL APPROPRIATIONS	220,000
BOARD OF BUILDING STANDARDS FUND 414	
Other Services & Charges	6,900
Total Appropriations	6,900
TOTAL FIDUCIARY FUNDS APPROPRIATIONS	226,900

TOTAL 2022 BUDGET APPROPRIATIONS 49,761,177

SECTION 2: The Finance Director is here by authorized to draw warrants upon the Treasury from the amounts appropriated in this ordinance whenever claims are made, with the approval of the City Manager, where appropriate, and are legally contracted for in accordance with the law.

SECTION 3: This Ordinance shall take effect at the earliest time allowed by law.

_____

MAYOR

ADOPTED: _____

ATTEST:

_____

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: STAFF

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Joe Newlin
DATE PREPARED:	10/25/2021
COUNCIL MEETING DATE:	11/2/2021
AGENDA TITLE:	Budgeted Advances 2022 Ordinance
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 10-29-21 10/26/21

DISCUSSION:

Description of Budgeted Advances for the 2022 Budget

Advance from GENERAL FUND 110
Advance to CAPITAL IMPROVEMENT FUND 141

- Main Street Brick Repairs

Funds to be reimbursed from Ohio Public Works Commission 276,500.00

This repayment to General Fund will be made when funds received or end of year.

Advance from GENERAL FUND 110
Advance to OXFORD AREA TRAIL CAPITAL IMPROVEMENT FUND 144

- OAT - Peffer Park to Talawanda High School Phase III, West Side Connector Phase IV

Funds to be reimbursed from OKI and OAT Property Taxes 2,871,337.00

This repayment to General Fund will be made when funds received or end of year.

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15 S. College Ave.
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Advance from GENERAL FUND 110
Advance to EMPLOYEE BENEFIT FUND 230

- Make whole account balance due to early use of plan which is repaid by the employees evenly throughout the year.

Funds to be reimbursed from employees' contribution for flexible spending program 5,000.00

This repayment to General Fund will be made by year end.

Advance from GENERAL FUND 110
Advance to SPECIAL ASSESSMENT FUND 417

- Sidewalk, curb & gutter repairs associated with repaving program

Funds to be reimbursed from the special assessments 150,000.00

This repayment to General Fund will be made by year end.

Advance from GENERAL FUND 110
Advance to OVI TASK FORCE FUND 419

- Federal funds received pursuant to the OVI Task Force Grant for OVI Task Force activities

Funds to be reimbursed from Ohio Department of Public Safety 225,000.00

This repayment to General Fund will be made by year end.

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED ADVANCES FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2022.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2022 and monies will be available for appropriation in those funds.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

SECTION 1: The following advances are to be executed for the City of Oxford during the fiscal year ending December 31, 2022, as follows:

Advance from:

General Fund 110	276,500.00
Capital Improvement Fund 141	276,500.00
General Fund 110	2,871,337.00
Oxford Area Trail Capital Improvement Fund 144	2,871,337.00
General Fund 110	5,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	150,000.00
Special Assessment Fund 417	150,000.00
General Fund 110	225,000.00
OVI Task Force Fund 419	225,000.00

Advance to:

Capital Improvement Fund 141	276,500.00
General Fund 110	276,500.00
Oxford Area Trail Capital Improvement Fund 144	2,871,337.00
General Fund 110	2,871,337.00
Employee Benefit Fund 230	5,000.00
General Fund 110	5,000.00
Special Assessment Fund 417	150,000.00
General Fund 110	150,000.00
OVI Task Force Fund 419	225,000.00
General Fund 110	225,000.00

SECTION 2: This Ordinance shall take effect at the earliest time allowed by law.

_____

MAYOR

ADOPTED: _____

ATTEST:

_____

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: STAFF

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Joe Newlin
DATE PREPARED:	10/25/2021
COUNCIL MEETING DATE:	11/2/2021
AGENDA TITLE:	2022 ANNUAL TRANSFER ORDINANCE
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 10-29-21 10/29/21

DISCUSSION:

Description of Budgeted Transfers for the 2022 Budget

Transfer from GENERAL FUND 110
Transfer to STREET FUND 122 511,960.00

Annual General Fund Financial Support (quarterly)

Transfer from GENERAL FUND 110
Transfer to CAPITAL EQUIPMENT FUND 140 294,465.00

Annual General Fund Financial Support (quarterly)

Transfer from GENERAL FUND 110
Transfer to CAPITAL IMPROVEMENT FUND 141 211,802.00

Annual General Fund Financial Support (quarterly)

Transfer from GENERAL FUND 110
Transfer to AQUATIC CENTER DEBT SERVICE FUND 150 305,250.00

Annual General Fund Debt Service Payment (bi-annual to match debt payment)

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Transfer from GENERAL FUND 110 Transfer to SPECIAL ASSESSMENT FUND 417	50,000.00
General Fund Financial Support (1st quarter)	
Transfer from GENERAL FUND 110 Transfer to FIRE/EMS FUND 418	20,000.00
Annual General Fund Financial Support (quarterly)	
Transfer from PARKING FUND 130 Transfer to GENERAL FUND 110	35,351.00
Annual Parking Fund Payment for Service department support (quarterly)	
Transfer from PARKING FUND 130 Transfer to STREET FUND 122	30,134.00
Annual Parking Fund Financial Support for work performed (quarterly)	
Transfer from PARKING FUND 130 Transfer to PARKING IMPROVEMENT FUND 142	10,000.00
Annual Parking Fund Financial Support (1st quarter)	
Transfer from SOUTHPOINTE TIF DISTRICT 1 FUND 420 Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	268,230.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 2 FUND 421 Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	6,815.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 3 FUND 422 Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	10,227.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	

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Transfer from SOUTHPOINTE TIF DISTRICT 4 FUND 423	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	10,203.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 5 FUND 424	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	10,150.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from OXFORD AREA TRAIL PROPERTY TAX FUND 425	
Transfer to OXFORD AREA TRAIL CAP. IMPROVEMENT FUND 144	1,035,000.00
Annual Property Tax Transfer (bi-annual to match receipt of property taxes)	
Transfer from WATER FUND 321	
Transfer to GENERAL FUND 110	43,851.00
Annual Water Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)	
Transfer from WATER FUND 321	
Transfer to WATER CAPITAL EQUIPMENT FUND 320	64,460.00
Annual Water Fund Financial Support (1st quarter)	
Transfer from WATER FUND 321	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	357,031.00
Annual Water Fund Financial Support (1st quarter)	
Transfer from WASTEWATER FUND 331	
Transfer to GENERAL FUND 110	43,851.00
Annual Wastewater Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)	
Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL EQUIPMENT FUND 330	12,600.00
Annual Wastewater Fund Financial Support (1st quarter)	

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Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL IMPROVEMENT FUND 332	203,797.00

Annual Wastewater Fund Financial Support (1st quarter)

Transfer from REFUSE FUND 341	
Transfer to GENERAL FUND 110	33,851.00

Annual Refuse Fund Financial Support – Muni-Building Expenses (quarterly)

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED TRANSFERS FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2022.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2022 and monies will be available for appropriation in those funds.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

SECTION 1: The following transfers are to be executed for the City of Oxford during the fiscal year ending December 31, 2022, as follows:

Transfer from:

General Fund 110	511,960.00
General Fund 110	294,465.00
General Fund 110	211,802.00
General Fund 110	305,250.00
General Fund 110	50,000.00
General Fund 110	20,000.00
Parking Fund 130	35,351.00
Parking Fund 130	30,134.00
Parking Fund 130	10,000.00
Southpointe TIF District 1 Fund 420	268,230.00
Southpointe TIF District 2 Fund 421	6,815.00
Southpointe TIF District 3 Fund 422	10,227.00
Southpointe TIF District 4 Fund 423	10,203.00
Southpointe TIF District 5 Fund 424	10,150.00
Oxford Area Trail Property Tax Fund 425	1,035,000.00
Water Fund 321	43,851.00
Water Fund 321	64,460.00
Water Fund 321	357,031.00
Wastewater Fund 331	43,851.00
Wastewater Fund 331	12,600.00
Wastewater Fund 331	203,797.00
Refuse Fund 341	33,851.00

Transfer to:

Street Fund 122	511,960.00
Capital Equipment Fund 140	294,465.00
Capital Improvement Fund 141	211,802.00
Aquatic Center Debt Service Fund 150	305,250.00
Special Assessment Fund 417	50,000.00
Fire/EMS Fund 418	20,000.00
General Fund 110	35,351.00
Street Fund 122	30,134.00
Parking Improvement Fund 142	10,000.00
Southpointe TIF Debt Service Fund 151	268,230.00
Southpointe TIF Debt Service Fund 151	6,815.00

Southpointe TIF Debt Service Fund 151	10,227.00
Southpointe TIF Debt Service Fund 151	10,203.00
Southpointe TIF Debt Service Fund 151	10,150.00
Oxford Area Trail Capital Improvement Fund 144	1,035,000.00
General Fund 110	43,851.00
Water Capital Equipment Fund 320	64,460.00
Water Capital Improvement Fund 322	357,031.00
General Fund 110	43,851.00
Wastewater Capital Equipment Fund 330	12,600.00
Wastewater Capital Improvement Fund 332	203,797.00
General Fund 110	33,851.00

SECTION 2: This Ordinance shall take effect at the earliest time allowed by law.

_____

MAYOR

ADOPTED: _____

ATTEST:

_____

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: STAFF

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Joe Newlin
DATE PREPARED:	10/26/2021
COUNCIL MEETING DATE:	11/02/2021
AGENDA TITLE:	2022 Fee Ordinance
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 10-29-21 10/24/21

DISCUSSION:

Additions, changes, or deletions in the ordinance are shown as follows:

- Additions are in bold
- Deletions are in strikeout type
- Fees not changed are in normal type

Any questions regarding fee changes should be directed to the respective department head.

ORDINANCE NO.

AN ORDINANCE TO ADOPT FEES AND CHARGES FOR THE FISCAL YEAR 2022.

WHEREAS, the City Manager and the Finance Director recommend City Council adopt fees for 2022, as itemized below.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Finance Director and authorizes the adoption of the fees as contained herein. Additionally, the Council authorizes the City Manager to implement changes to existing fees or add new fees as deemed appropriate.

A. RECREATION DEPARTMENT (Residents living or working in the City of Oxford)

		$ Amount Residents		$ Amount Non-residents	
1) YEARLY MEMBERSHIP FEES - TRI COMMUNITY CENTER (INCLUDES OPEN GYM AND WEIGHT ROOMS - for eligible ages)					
Child	(Ages 0-9)	FREE		FREE	
Youth	(Ages 10-17)	~~6.00~~	**7.00**	~~7.00~~	**8.00**
Adult	(Ages 18+)	~~12.00~~	**14.00**	~~14.00~~	**16.00**
2) PRESCHOOL (per month)					
Mon-Fri	All Day	~~599.00~~	**620.00**	~~659.00~~	**682.00**
Mon-Fri	Half Day	~~330.00~~	**340.00**	~~363.00~~	**374.00**
~~Mon/Wed/Fri~~	~~All Day~~	~~380.00~~		~~418.00~~	
~~Mon/Wed/Fri~~	~~Half Day~~	~~200.00~~		~~220.00~~	
~~Tues/Thur~~	~~All Day~~	~~570.00~~		~~297.00~~	
~~Tues/Thur~~	~~Half Day~~	~~140.00~~		~~154.00~~	
3) SUMMER CAMP PROGRAM					
~~Daily~~		~~32.00~~		~~36.00~~	
~~each additional child in family~~		~~28.00~~		~~31.00~~	
Weekly		~~120.00~~	**125.00**	~~132.00~~	**138.00**
each additional child in family		~~100.00~~	**105.00**	~~110.00~~	**116.00**
Half-day:					
Pre-school camps		70.00		77.00	
4) YOUTH SPORTS LEAGUES					
Basketball					
Instructional League, Grade K		~~60.00~~	**65.00**	~~66.00~~	**72.00**
Competitive League, Grade 1-2		~~75.00~~	**85.00**	~~83.00~~	**94.00**
Competitive League, Grade 3-12		~~90.00~~	**95.00**	~~99.00~~	**105.00**
Flag Football League		~~70.00~~	**80.00**	~~77.00~~	**88.00**
5) ADULT SPORTS LEAGUES					
Adult softball		425.00			
Adult kickball		200.00			
6) RESERVATION FEES					
Oxford Aquatic Center					
Reservation, per hour (competition pool only)		150.00		165.00	
Reservation, per hour (activity pool only)		~~200.00~~	**210.00**	~~220.00~~	**231.00**
Reservation, per hour (both pools)		~~220.00~~	**225.00**	~~242.00~~	**248.00**

Athletic Fields					
Per game, per field	30.00			33.00	
Per day, per field	140.00			160.00	
Per game, per field (preps)	35.00			39.00	
Per hour, per field (lights)	30.00			33.00	
Community Park Gazebo Reservation					
Up to 2 hours	30.00			33.00	
Up to 4 hours	50.00			55.00	
~~Over 4 hours~~ **Up to 6 hours**	65.00			72.00	
Up to 8 hours	**75.00**			**83.00**	
Park Shelter Reservation					
Up to 2 hours	25.00			28.00	
Up to 4 hours	40.00			44.00	
~~Over 4 hours~~ **Up to 6 hours**	~~50.00~~		**55.00**	~~55.00~~	**61.00**
Up to 8 hours	**65.00**			**72.00**	
Electric Tap Fee (Large machines such as ice machine, inflatables, etc.)	50.00	per day			
7) AQUATIC CENTER					
Season pool passes					
Adult (18-59)	100.00			110.00	
Senior (60+)	80.00			88.00	
Youth (2-17)	80.00			88.00	
Child under 2	FREE			FREE	
Household (4 or less)	210.00			231.00	
General admission					
Adult (18-59)	8.00				
Senior (60+)	~~6.00~~		**7.00**		
Youth (2-17)	~~5.00~~		**6.00**		
Child under 2	FREE				
Swimming lessons					
Parent/child	~~40.00~~		**44.00**	~~44.00~~	**48.00**
Preschool & Level I	~~45.00~~		**50.00**	~~50.00~~	**55.00**
Skill Level II thru V	~~50.00~~		**55.00**	~~55.00~~	**61.00**
8) SENIOR CITIZEN CENTER RENTAL					
Includes kitchen & great room (minimum 2 hour rental)	60.00	per hour		66.00	per hour

Special events and specialty class fees are established to cover the direct cost of each class/activity offered.

B. COMMUNITY DEVELOPMENT DEPARTMENT

1) ADMINISTRATIVE ZONING REVIEW

Administrative Zoning Review Item		
Building Accessory, Minor Improvement, including Shed, Fence, and Temporary Tent - Residential	50.00	
Building Accessory, Minor Improvement, including Shed, Fence, and Temporary Tent - Commercial	100.00	
One or Two-Family Residential, New home or unit addition	100.00	
One or Two-Family Residential, Existing	50.00	
Three-Family or more Residential	50.00	per unit
Commercial (existing and new)	200.00	per unit
Revision after the 2nd submittal	100.00	

Sidewalk Use Permit	50.00	
Signs	25.00	plus $1 per sq. ft. per side, per sign
Sign Face Change	25.00	per face
Zoning verification letter	50.00	
Site work permit or Construction Drawings	200.00	plus $10.00 per acre
Demolition	50.00	
Zoning approval extension	50.00	

2) BOARD OR COMMISSION REVIEW

a) Planning Commission

Planning Commission Item		
Conditional Use Permit	500.00	plus 10.00 postage
Annexation 100% owner petition	400.00	plus 1.00 per acre
Conceptual Review	No fee	
Subdivision Development, Preliminary	570.00	plus 10.00 per lot, plus 10.00 postage
Subdivision Development, Final	570.00	plus 10.00 per lot, plus 10.00 postage
Planned Development, Preliminary	570.00	plus 100.00 per acre, plus 10.00 postage
Planned Development, Final	570.00	plus 100.00 per acre, plus 10.00 postage
Minor Amendment to Conditional Use Permit or Planned Development	150.00	
Lot Consolidation	50.00	
Lot Split	50.00	
Zoning Code Amendment	250.00	plus 10.00 postage, per topic
Zoning Map Amendment	250.00	plus 10.00 postage
Significant changes to original application	Determined by the Community Development Director at a cost not to exceed original application	
Revision beyond the 2nd submittal, requiring zoning or engineering review.	100.00	per review

b) Historic & Architectural Preservation Commission

HAPC Item		
Certificate of Appropriateness	50.00	
Pre-application	No fee	
Certificate of Appropriateness for demolition of Historic Structure	250.00	
Demolition permit historic district	10% demolition cost per HAPC code	

c) Board of Zoning Appeals

BZA Item		
Variance Petition	300.00	plus 100.00 for each additional variance request up to 1,000.00, plus 10.00 postage
Appeal of Administrator's Decision	50.00	
Appeal of HAPC Decision	200.00	

3) DOCUMENTS, MAPS, & OTHER MATERIALS	At Media or Copy Cost Otherwise Noted	
4) PLANNING AND DATA SERVICES	45.00	per hour

C) INSPECTIONS (Building Official)

1) One, Two, and Three-Family Dwellings and Accessory Buildings (OBOA - Residential Code of Ohio - Ohio Building Officials Association)

Residential Building Item		
Building - 1Fam/2Fam/3Fam - New / Add / Alt / Remodel	100.00	/ 0.30 per sq ft
Mechanical (HVAC) - New / Add / Remodel	80.00	/ 0.04 per sq ft
Electrical - New / Add / Remodel	80.00	/ 0.04 per sq ft
Second and subsequent plan review (1/4 hr increments)	60.00	per hour
Minor Alteration (per each type of permit, Bldg, Elect, HVAC)	75.00	
Accessory structures: Awnings, Decks, Sheds (Accessory building <200 sq ft do not require building review)	80.00	plus 0.15 per sq ft
Furnace or A/C Replacement	80.00	per unit
Heat Pump	80.00	
Gas Piping	75.00	
Geothermal trench/pressure test	75.00	per inspection
Electrical Service Upgrade / New / Reconnect	70.00	
Electric for Swimming Pool (In ground/above ground bonding/wiring)	90.00	
Demolition	75.00	per structure
Industrialized Unit - Foundation Only (Does not include elec. Service, decks, porches, garages or other add.)	125.00	
Roof Replacement or Structural Change	50.00	
Partial permits (where granted)	50.00	
Temporary Certificate of Occupancy (30 days)	150.00	
Certificate of Occupancy	50.00	
Occupying without a Certificate of Occupancy	250.00	
Permit extension if approved	100.00	
Copy Plans and Re-stamp	50.00	plus copy cost - estimate provided
Re-Inspection (Charge for the third and subsequent inspection)	75.00	
Non-Permit Inspection Request	75.00	
Out of Normal Hours Inspection	125.00	per hour/3 hr min
Swimming Pool deeper than 24"	90.00	
Solar Array	80.00	plus 5.00/panel
Temporary Supply	70.00	
Temporary Tent 400-699 sq. ft. with sides	75.00	plus 0.10 per sq. ft.
Temporary Tent 700 sq. ft. or more with or without sides	75.00	plus 0.10 per sq. ft.
Fence over 6 feet tall	40.00	
Work Without Permit	Doubled permit fee	
Change of Building Plans (after approval)	50.00	plus 60.00 per hour (1/4 hr increments)
Residential Code of Ohio Surcharge	Applicants covered by this Code will be assessed an additional 1% surcharge fee as mandated by Ohio Administrative Code Section 4101:8-1-03	

2) Commercial Buildings (Ohio Building Code) Commercial and residential

Commercial Building Item		
Building (Except Multi-Family)	200.00	plus 0.15 per sq ft
Building (Multi-Family)	200.00	plus 0.20 per sq ft
Mechanical	200.00	plus 0.05 per sq ft
Electrical	200.00	plus 0.05 per sq ft
Minor Alteration (Per each type of Permit: Building, Electric, HVAC, etc.)	100.00	
Fire Suppression Systems (all suppressed areas)	250.00	plus 0.065 per sq ft
Kitchen Exhaust Hood	250.00	
Hood Suppression System	250.00	plus 50.00 each addl unit
Underground Fire Line	250.00	plus 0.065 per linear ft

Fire Alarm System	250.00	plus 6.50 per device
Plan Review (1/4 hr increments)	80.00	per hour
Revision to approved plans	100.00	plus plan review
Demolition	100.00	per structure
Roof Replacements	250.00	
Storage Rack Systems	250.00	plus 0.015 per sq ft
Furnace or A/C Replacement	150.00	plus 50.00 per each addl unit
Geothermal Trench/Pressure Test	100.00	per inspection
Solar Arrays	200.00	plus 5.00 per panel
Industrialized Unit	200.00	plus 0.015 per sq ft
Partial Permit (where granted)	100.00	
Temporary Certificate of Occupancy (30 days)	350.00	
Certificate of Use and Occupancy (not associated with building permit)	250.00	
Certificate of Occupancy with a permit	100.00	
Re-Inspection (Charge for the third and subsequent inspection	100.00	per inspection
Non-Permit Inspection Request	150.00	
Out of Normal Hours Inspection	125.00	per hour/ 3 hour min
Permit extension, if approved	100.00	
Temporary-Supply	80.00	
Change of Building Plans (after approval)	50.00	plus 100.00 per hour
Fuel Storage Tank	75.00	per tank
Temporary structures, including tents	75.00	plus 0.10 per sq. ft.
Awnings	75.00	
Signs	125.00	without electric
	150.00	with electric
Fence over 6 feet tall	50.00	
Work without a permit	Doubled Permit Fee	
Gas Piping	75.00	
OBC Surcharge	Applications covered by the OBC will be assessed an additional 3% surcharge fee as mandated by Ohio Administrative Code Section 4101:2-1-50(b)	

3) Rental Permits

a) Initial Establishment, Annual Renewal & Ownership Transfer		
One-Family Structure	55.00	
Two-Family Structure	90.00	
Three-Family Structure	120.00	
Four-Family Structure	140.00	
Five or More Unit Structure	30.00	per unit
Fraternity or Sorority House	330.00	
Condominium	55.00	
Lodging House	110.00	
b) Late Renewal		
After 30 days expired	10.00	
After 60 days expired	20.00	
After 90 days expired	30.00	
c) Re-inspection	75.00	
d) Board of Appeals		
Application	150.00	

D) POLICE DEPARTMENT

Events requiring Officers for Crowd or Traffic Control:		
One Officer	50.00	per hour
Each additional Officer	50.00	per hour
Police Supervisor (Required for each 4 Police Officers)	60.00	per hour
Police Command Officer (Required for two squads of five Officers)	70.00	per hour
Per arrestee processed and transported to Butler County Jail by Oxford Police Department on City of Oxford criminal charges	200.00	
Subsequent per diem for inmates incarcerated in Butler County Jail on City of Oxford criminal charges	100.00	
Fingerprinting	15.00	
Records Checks	15.00	
False Alarm Fees		
Residential, Commercial & Industrial 1 to 2 Annually	No charge	
Residential 3 or more	50.00	per occurrence
Commercial/Industrial 3 to 4 Annually	50.00	per occurrence
5 to 6 Annually	100.00	per occurrence
7 to 8 Annually	200.00	per occurrence
9 or more	400.00	per occurrence
Accident, crime, other reports	0.10	per page
Purchase Meter time		
~~Fee for Special Event/Construction at Smartmeter~~	~~15.00~~	~~per meter per day~~
~~Fee for Special Event/Construction at meters~~	~~10.00~~	~~per meter per day~~
Special Event/Construction - four hours or less	**6.00**	**per meter per day**
Special Event/Construction - more than four hours	**12.00**	**per meter per day**
Signs: "No Parking by Order of the Oxford P.D."	1.00	per sign
Other fees		
Impound/Immobilization Fees	125.00	
Each subsequent day or any part thereof	15.00	
Each subsequent day or any part thereof for vehicles covered or stored within a building	20.00	
Towing Charges	125.00	plus charges for services requiring specialized equipment or extra personnel
Administrative Citation Hearing Fee	20.00	per appeal (lost appeal only)
Administrative Citation Collection Fee	30%	of unpaid fine
Animal Boarding		
1st day or any part thereof	21.50	
Each subsequent day or any part thereof	13.50	
Shared Active Transportation Permit Fees		
Annual Permit Fee	500.00	
Annual Public Infrastructure and Property Maintenance Fee per approved small vehicle	40.00	
Small Vehicle Impound Fee	50.00	

Parking			
~~Short Term Meters~~	~~0.25~~	~~per 30 minutes~~	
~~High Density Parking Areas~~	~~0.50~~	~~per hour~~	
~~South Campus Avenue~~	~~0.50~~	~~per hour~~	
~~Side street 2 hour meters~~	~~0.25~~	~~per hour~~	
~~Side Street 10 hour meters~~	~~0.25~~	~~per hour~~	
~~Parking garage meters~~	~~0.50~~	~~per hour~~	
~~Smart Meter/pay station rate~~	~~up to 1.00~~	~~per hour~~	
Smartmeters and Multi-space meters			
South Campus Avenue	**1.00**	**per hour**	
High Street, Park Place	**1.00**	**per hour**	
Parking garage/Lot 52	**1.00**	**per hour**	
Main Street	**1.00**	**per hour**	
Beech St. & Poplar Street	**1.00**	**per hour**	
Walnut Street & Church Street	**0.25**	**per hour**	
Electric Vehicle Charging Station (includes cost of parking and electric)	**2.50**	**per hour for 4 hours**	
	4.50	**per hour after first 4 hours**	
Parking Garage lease			
Summer lease only (June 1- August 14)	150.00		
School year (August 15-May 31)	~~1,100.00~~	**1,150.00**	
Annual (August 15 - August 14)	~~1,200.00~~	**1,250.00**	
Per Semester (August 15-December 31) January 1-May 31)	~~600.00~~	**625.00**	
Parking garage replacement/lost card	25.00		
Residential Permitted Parking	15.00	annually	
Parking Collection Fees			
Retrieval of vehicle record	2.00	per look up	
Citations collection fee	30%	of unpaid fine	

E) FIRE/EMS DEPARTMENT

EMS Runs			
BLS-E	~~650.00~~	670.00	per run
ALS-1 E	~~970.00~~	1,000.00	per run
ALS-2 E	~~1200.00~~	1,240.00	per run
EMS Mileage Rate	~~18.75~~	19.50	per loaded mile
Non-Emergency Transport			
BLS	~~650.00~~	670.00	per run
ALS	~~970.00~~	1,000.00	per run
Mileage	~~18.75~~	19.50	per loaded mile
Critical Care Interhospital Transport	**3,000.00**		
Mileage	**19.50**		
Court ordered restitution for transport refusal	350.00		
Fire Watch	~~35.00~~	**50.00**	per hour per person (2 hour min.)
EMS Stand-By	~~35.00~~	**50.00**	per hour per person (2 hour min.)
Fire and or EMS Coverage for Miami Events	~~45.00~~	**50.00**	per hour per person (2 hour min.)
CPR/AED/First Aid Training	20.00	each participant	
Civil Citation Hearing Fee	Actual cost of Hearing Officer (lost appeal only, does not apply on first offense)		
Failure to show for scheduled inspection	75.00		
Building Plans Review	~~100.00~~	**125.00**	

Fire Review	**125.00**	
Fire Suppression Plans Review	~~100.00~~	**125.00**
Underground Fire Line/Fire Dept. Connection	75.00	
Fire Alarm Plan Review	100.00	
Kitchen Hood	100.00	
Kitchen Hood Suppression System	100.00	
Revision/Change to Approved Plans	~~100.00~~	**125.00**
Tent Plan Review/Inspection	150.00	
Demolition	50.00	Residential
	100.00	Commercial

F) SERVICE DEPARTMENT

1) Water Service

Temporary meter deposit (hydrant connection)		
5/8 inch	520.00	
2 inch	1,665.00	
Daily set up and removal of device	106.00	
Cost of water by volume (temporary meter)	3.50	per 100 cubic feet
Temporary Water Service for new construction through an approved meter pit device prior to meter installation:		
5/8 x 3/4 inch	68.00	
1 inch	175.00	
1 1/2 inch	353.00	
2 inch	570.00	
3 inch	1,140.00	
4 inch	1,770.00	
6 inch	3,550.00	
Bulk Water Service	3.50	per 100 cubic feet
Requires new account fee for service. Sanitary fees in effect for water entering sanitary system. Service available under the authority of the Service Director or his/her designee.		
Account Initiation Fee	50.00	(50% Water, 50% Sewer)

Water rates

Volume charge	2.50	per 100 cubic feet
Base monthly charge Meter size (inch):		
3/4	9.20	
1	15.25	
1 1/2	30.55	
2	48.85	
3	91.65	
4	152.75	
6	305.50	
Outside city limits	35.00%	added to amounts above
Late fee	10.00%	
Green Card distribution	5.00	
Gold Card distribution	5.00	
(If card leaves office, charge would be in additional to turn on fee if service is terminated.)		
Reconnection fee when payment is received before 3:00 PM	10.00	
After 3:00 PM and for weekends/holidays	50.00	
Irrigation Meter	At cost to City	
Irrigation Meter repair	5.00	plus costs
"No show" on scheduled appointment	25.00	

Tap in fees

Based on tap size (inch):		
1	2,650.00	
2	3,020.00	
4	3,710.00	
6	4,590.00	
8	6,925.00	
10	9,550.00	
12	10,950.00	
Outside city limits	35%	added to amounts above

Separate meter pits	Time and materials	
Meter vault and Lid (based on meter size)	535.80	each additional (max of 4 pits
5/8 & 3/4 Inch - one included in tap fee		per residential tap)

3" and greater installed by the contractor at developer's expense

Water Meter including RF remote sending unit (inch):

5/8 & 3/4	325.00
Ally Remote Meter & Valve assembly	616.00
1	400.00
1 1/2	1,680.00
2	1,905.00
3	2,450.00
4	4,080.00
>4	Cost to City plus 10% administrative fee

Water Capacity benefit charges

Meter size (inch):	
5/8 & 3/4	1,680.00
1	4,350.00
1 1/2	8,760.00
2	14,200.00
3	28,250.00
4	44,050.00
6	88,330.00
8	141,270.00
10	203,400.00

Fifty percent of the required capacity benefit charge will become due for all lots platted at time of recording. The remaining fees will become due with application for a building permit.

Interest rate on past due capacity benefit permits unpaid after 30 days		Highest rate allowable by law	
New construction inspection		50.00	initial inspection
		50.00	re-inspection of failed work
New water main Chlorination/Disinfection Inspection		150.00	
New water main valve operation/and line flushing		150.00	
New water main Hydrostatic testing		100.00	per test
New water main bacteria sampling/testing		150.00	per event (includes laboratory fees)
Water main installation inspection/outside normal working hours		City cost for inspection expense	
Fire Hydrant flow testing		100.00	per hydrant test
Backflow Prevention Permit		25.00	
Damage to City facilities		Repair cost plus 40%	
Participation in City Lead/Copper Sampling Program	**30.00**	~~25.00~~	credit to participant utility account

2) Sanitary Sewer service

Sewer rates

Volume charge per 100 cubic feet	4.00	
Base monthly fee	3.90	
Surcharges for High Strength Waste		
Excess suspended solids	1.0-2.0 X Allowable Strength - 0.25 x Base Rate 2.1-3.0 X Allowable Strength - 0.50 x Base Rate 3.1-4.0 X Allowable Strength - 1.00 x Base Rate Over 4.01 X Allowable Strength - 2.00 x Base Rate	
Excess biochemical oxygen demand	1.0-2.0 X Allowable Strength - 0.25 x Base Rate 2.1-3.0 X Allowable Strength - 0.50 x Base Rate 3.1-4.0 X Allowable Strength - 1.00 x Base Rate Over 4.01 X Allowable Strength - 2.00 x Base Rate	
Excess oil and grease	1.25 / lb. > 50 mg/l	
Commercial preparer or server of food	0.10	per 100 cubic feet
Sewage sampling fee	100.00	
Late fee	10%	

Sewer Capacity benefit charges

Meter size (inch):	
5/8 & 3/4	1,680.00
1	4,350.00
1 1/2	8,760.00
2	14,200.00
3	28,250.00
4	44,050.00
6	88,330.00
8	141,270.00
10	203,400.00

Fifty percent of the required capacity benefit charge will become due for all lots platted at time of recording. The remaining fees will become due with application for a building permit.

Interest rate on past due capacity benefit permits unpaid after 30 days	Highest rate allowable by law

New construction sanitary inspection

Lateral repair inspection	50.00	initial inspection
reinspection of failed work	50.00	
inspection of existing sanitary lateral repairs	50.00	
Sanitary sewer cleaning (jet truck)	295.00	per hour (1 hour min.)
Sanitary sewer main video inspection	295.00	per hour (1 hour min.)
Sanitary lateral video inspection	295.00	per hour (1 hour min.)
Sanitary sewer manhole inspection (vacuum method)	50.00	per manhole
Staff monitoring of private contractor video inspection	25.00	per hour (2 hour min.)
Sanitary sewer low pressure air test (per city specs)	25.00	per test section
Sanitary sewer main construction (inspection beyond normal working hours - overtime expense)	Cost to City	
Sanitary sewer Lift Station District Surcharge	Charge 50% surcharge to volume fee	
Locating service for private sanitary lateral	295.00	per hour (1 hour min.)
Non-compliance causing blockage or damage to City facilities	Response or repair cost plus 40%	
Special wastewater discharge application (tank pumping, groundwater, etc.)	25.00	
Special wastewater contaminated discharge treatment	0.10	per gallon
Acceptable analytical data required for special waste		
Damage to City facilities	Repair costs plus 40%	

3) Refuse service

Service Type	Monthly Charge
Hand Service refuse	32.95
Hand Service recycling	15.00

Move in/out solid waste removal fee for all dwelling units with Rental permits within the Mile Square "Plus" area, as designated by Section 931.02 of the Oxford Codified Ordinance, excluding multiple dwelling units utilizing commercial dumpsters. ~~4.50~~ **4.65**

	Rumpke	Admin	Total
Refuse			
Residential (Single family or multi-unit dwellings with four or less units)	12.95	2.72	15.67
Rental for Waste wheeler	3.00	-	3.00
Residential rates include 4.00 Recycle fee			
Commercial			
2 Cubic Yard dumpster			
1x/week	37.27	7.86	45.13
2x/week	59.02	12.47	71.49
3x/week	88.39	18.64	107.03
4x/week	114.50	24.18	138.68
5x/week	142.78	30.16	172.94
6x/week	171.06	36.15	207.21
Requested extra pick up (outside of normal schedule)	27.19	5.73	32.92
Rental fee	14.00	-	14.00
3 Cubic Yard dumpster			
1x/week	48.20	10.12	58.32
2x/week	85.18	18.00	103.18
3x/week	123.26	25.97	149.23
4x/week	161.32	34.01	195.33
5x/week	198.31	41.79	240.10
6x/week	236.39	49.96	286.35
Requested extra pick up (outside of normal schedule)	28.25	5.94	34.19
Rental fee	17.00	-	17.00
4 Cubic Yard dumpster			
1x/week	62.41	13.16	75.57
2x/week	110.26	23.28	133.54
3x/week	158.12	33.40	191.52
4x/week	207.07	43.63	250.70
5x/week	254.93	53.80	308.73
6x/week	301.71	63.67	365.38
Requested extra pick up (outside of normal schedule)	32.64	6.86	39.50
Rental fee	20.00	-	20.00
6 Cubic Yard dumpster			
1x/week	92.92	19.59	112.51
2x/week	160.36	33.70	194.06
3x/week	227.80	47.96	275.76
4x/week	282.19	59.53	341.72
5x/week	367.04	77.18	444.22
6x/week	436.65	91.84	528.49
Requested extra pick up (outside of normal schedule)	35.64	7.52	43.16
Rental fee	23.00	-	23.00

8 Cubic Yard dumpster			
1x/week	122.35	25.83	148.18
2x/week	211.55	44.58	256.13
3x/week	299.66	63.02	362.68
4x/week	388.85	81.97	470.82
5x/week	476.95	100.13	577.08
6x/week	566.14	119.02	685.16
Requested extra pick up (outside of normal schedule)	38.08	8.02	46.10
Rental fee	26.00	-	26.00

Waste wheeler	Rumpke	Admin	Total
1x/week	15.25	3.21	18.46
2x/week	26.10	5.49	31.59
3x/week	36.99	7.77	44.76
4x/week	47.86	10.05	57.91
5x/week	58.74	12.38	71.12
6x/week	69.62	14.68	84.30
Requested extra pick up (outside of normal schedule)	10.88	2.27	13.15
Rental fee	9.00	-	9.00

Recycling

2 Cubic Yard dumpster			
1x/week	25.54	-	25.54
2x/week	43.12	-	43.12
3x/week	58.49	-	58.49
4x/week	76.06	-	76.06
5x/week	91.45	-	91.45
Requested extra pick up (outside of normal schedule)	27.46	-	27.46
Rental fee	14.00	-	14.00
3 Cubic Yard dumpster			
1x/week	35.72	-	35.72
2x/week	59.89	-	59.89
3x/week	84.05	-	84.05
4x/week	110.42	-	110.42
5x/week	134.59	-	134.59
Requested extra pick up (outside of normal schedule)	28.53	-	28.53
Rental fee	17.00	-	17.00
4 Cubic Yard dumpster			
1x/week	45.90	-	45.90
2x/week	78.86	-	78.86
3x/week	111.81	-	111.81
4x/week	144.77	-	144.77
5x/week	177.71	-	177.71
Requested extra pick up (outside of normal schedule)	32.96	-	32.96
Rental fee	20.00	-	20.00

6 Cubic Yard dumpster			
1x/week	67.06	-	67.06
2x/week	114.30	-	114.30
3x/week	162.63	-	162.63
4x/week	212.06	-	212.06
5x/week	262.59	-	262.59
Requested extra pick up (outside of normal schedule)	35.96	-	35.96
Rental fee	23.00	-	23.00
8 Cubic Yard dumpster			
1x/week	82.75	-	82.75
2x/week	148.65	-	148.65
3x/week	214.56	-	214.56
4x/week	280.46	-	280.46
5x/week	346.37	-	346.37
Requested extra pick up (outside of normal schedule)	38.45	-	38.45
Rental fee	26.00	-	26.00

Waste wheeler	Rumpke	Admin	Total
1x/week	4.25	-	4.25
2x/week	10.87	-	10.87
3x/week	17.49	-	17.49
4x/week	24.12	-	24.12
5x/week	30.73	-	30.73
Requested extra pick up (outside of normal schedule)	11.05	-	11.05
Rental fee	9.00		9.00

Late fee	10%	
One time additional pickup permit stickers	15.00	per sticker
Compactor tickets	45.00	per 1 cubic yard

4) Video service provider fee 5% of annual gross revenue

5) Miscellaneous

DVD Copies	5.00	
Tree Plantings required by Codified Ordinance Chapter 1148	458.00	per tree

G) ENGINEERING DIVISION

1) Design manual fees:

Water and sanitary sewer improvement specifications	30.00	
Storm water management design	25.00	
Digital city standard drawings	15.00	per compact disc

2) Map Order

Media:	Bond	8 1/2 x 11	B/W	4.00
	Bond	8 1/2 x 11	Color	4.00
	Bond	11 x 17	B/W	4.00
	Bond	11 x 17	Color	4.50
	Bond	24 x 36	B/W	10.00
	Bond	24 x 36	Color	11.00
	Bond	36 x 48	B/W	18.00
	Bond	36 x 48	Color	20.00

Base and Zoning maps:		
Lots	5.00	plus media cost
Oxford Historic District	1.00	plus media cost
Corporation limits	Free	
Water lines	5.00	plus media cost
Sewer lines	5.00	plus media cost
Storm sewer lines	5.00	plus media cost
Zoning	5.00	plus media cost
Proposed development	5.00	plus media cost
Additional use permits	5.00	plus media cost
P.U.D.'s	5.00	plus media cost
Special use permits	5.00	plus media cost
Street index	1.00	plus media cost
Digital base map section	15.00	plus media cost
3) Plans and Specifications Sales	20.00-500.00	dependent on size of project
4) Document handling/forwarding fee to regulating agencies	25.00	
5) Engineering plan review for revisions after 2nd submittal	100.00	per submission

H) STREET DIVISION

Street cut surface repair - April through November:		
Up to 40 sq. ft. (or 40 linear ft of curb totaling less than 40 sq. ft.)	128.00	
More than 40 sq. ft.	128.00	plus 3.20 per additional sq. ft.
December through March:	add 50% to above costs	
Brick Street Repair	30.00	per sq. ft.
Sidewalk Curb Gutter Permit	25.00	
Work without a permit in ROW (Starting construction or work without permit)	Greater of $200.00 or twice the cost of permit	
Street Tree Permits	No charge	
Removal of hazardous trees from private property	At cost to city plus 5% Administrative fee	
Street Spills	Cost of time and materials for cleanup plus 10% administrative fee	
Right-of-way Requests		
Personnel (misc. tasks	25.00	per hour
Event Electrician	100.00	plus necessary materials at cost
Road Closures/Detours	135.00	
Event Trash cans	5.00	
Street Signs	Cost of labor/materials used plus 10% administrative fee	
Woodside Cemetery		
Gravesite plots	100.00	
Opening and closing of gravesite	250.00	
Additional charge after 3:30 weekdays and on weekends	100.00	
Street Banner Installation and removal	100.00	Single banner
Damage to City Facilities	Cost to City plus 40%	

I) FINANCE DEPARTMENT

Miscellaneous copies	0.10	per page per copy
Final Annual Budget Document		
Paper	At cost to City	
Electronic	5.00	per DVD/CD
Any other method	At cost to City	
Comprehensive Annual Financial Report		
Paper	At cost to City	
Electronic	5.00	per DVD/CD
Any other method	At cost to City	
Hotel tax rates:		
Hotel tax	3%	
Convention tax	3%	
Motor Vehicle license tax	5.00	per motor vehicle
Motor Coach or Bus	25.00	each per year
Taxicab Company License	25.00	per year
Taxicab per Operator License	25.00	per year
Taxicab per Vehicle License	25.00	per year
Vendor License	50.00	per Calendar month or
	300.00	per Calendar year
NSF check Fee	At cost to City	
Dog License	0.75	per Tag (City share), plus amount charged by Butler County

SECTION 2: This ordinance repeals ordinance adopted by the City of Oxford, but does not repeal the enabling language of the legislation by which these fees were previously adopted, which language shall otherwise remain in full force and effect.

SECTION 3: This ordinance shall take effect at the earliest time allowed by law.

_____

MAYOR

ADOPTED:

ATTEST:

_____

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY : LAW (STAFF)

City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Joe Newlin
DATE PREPARED:	10/27/2021
COUNCIL MEETING DATE:	11/2/2021
AGENDA TITLE:	Supplemental Budget Ordinance
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 10-29-21 10/27/21

DISCUSSION:

Issue 1
To make adjustment to appropriations for Income Tax refunds from unencumbered balance

Action Needed:

Revenue Side

Expense Side

General Fund (110)	88,500.00
Net Effect on Fund Balance/(s) Increase/(Decrease)	(88,500.00)
Total Net Effect on Fund Balance/(s) Increase/(Decrease)	(88,500.00)
Breakdown by Fund	
General Fund (110)	(88,500.00)

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO.3600. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 8 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2021.

WHEREAS, additional appropriations are needed for the current fiscal year and monies are available for appropriation in those funds, and changes to estimated revenues.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

SECTION 1: Additional appropriations are needed for the current fiscal year and monies are available for appropriation in those funds, and changes to estimated revenues;

SECTION 2: The following increase/(decrease) in appropriations from unencumbered balances be made:

General Fund (110) 88,500.00

SECTION 4: In all other respects, Ordinance No. 3600 shall remain in full force and effect.

SECTION 5: This ordinance shall take effect immediately upon its adoption.

_____
MAYOR

ADOPTED: _____

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Human Resources
PREPARED BY:	Jessica Greene
DATE PREPARED:	October 25, 2021
COUNCIL MEETING DATE:	November 2, 2021
AGENDA TITLE:	2022 Salary Ordinance
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 10-29-21

DISCUSSION:

Changes are indicated by yellow highlight and/or strikeout and have been approved by the City Manager.

Section 1. Full-Time Staff

- Office of City Manager
  - Add the IT/GIS role to the City Manager Department. This replaces the Technical Assistant Position that was in the Community Development Department.
- Community Development Department
  - Add Code Enforcement Officer. This is replacing the role that was previously in the NIC contract.
- Service Department
  - Moved Deputy Service Director from year-round part-time to full-time.
- Streets, Water, and Wastewater
  - Clarification of classifications for Service Workers
    - Service Worker I- nonclassified, pay band 1
    - Service Worker II-classified, pay band 2
    - Service Worker III-classified, pay band 3
- This changes the number of fulltime staff from 121 to 123.

Section 2: Pay bands 1-7

- Recommendation of a three percent (3%) cost of living (COLA) increase.

Section 3: Year-Round Part-Time Staff

- Recommendation to raise the minimum and maximum compensation of year-round part-time positions by increasing the rate by three percent (3%).

City of Oxford OHIO
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- Office of the City Manager
  - Add a PT Online Content Specialist to assist with communications.

- Safety Department-Fire Division
  - Adjustment of staff numbers from 60 PT to 30 PT. It was brought to our attention that this was a clerical error. It was a redundant count and one line needed removed.
  - Recommendation to adjust the pay scale for PT fire staff. Staff will start within the pay range based upon existing certification and experience. Staff may receive a 5% increase with additional earned certification. The proposed new pay scale is as follows:
    - Student EMTs $13.00 to $13.50
    - Firefighter/EMT/Paramedics: $20.00 to $25.00
    - Fire Division Lieutenants, increase from 1 staff to 2. And adjust pay range to $20.00 to $25.00
    - Fire Division Captains, decrease from 3 to 2. Adjust pay range to $22.00-$27.00.

- These changes will result in total authorized part-time personnel of seventy one (71) employees.

Section 4: Seasonal Part-Time Staff

- Recommendation to raise the minimum and maximum compensation of part-time positions by increasing the rate by three percent (3%).
- Safety Department-Fire Division
  - Adjustment of the Miami University event coverage fee from $45.00 to $50.00
- Parks & Recreation Department
  - Increase Parks & Recreation Technicians from 50 to 65 to assist with pool operations.
- Seasonal Part-time staff increase from 63 to 78.

Section 5: Department Heads and Supervisory Employees

- C. Vacation Accrual
  - Recommendation to amend the vacation leave language to allow for vacation accrual determination at hire, to be based on prior experience in the public, private and nonprofit sectors with City Manager approval. This will assist with the recruitment of qualified staff from other sectors and broaden our recruitment scope beyond Ohio public employers. There is also language that clarifies that vacation accrual begins immediately upon employment but may only be taken in the first year with City Manager approval.

Section 6: General Provisions

- No changes

The City of Oxford
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Section 7: Employee Benefits

- F. Parental Leave Policy
  - Recommendation to implement a parental leave policy for FT employees of the City of Oxford.
- H. Addition of one additional paid personal leave day. The additional personal day is in lieu of the Junteeth Federal holiday so the city can remain open to the public.
- L. Vacation Accrual
  - Recommendation to amend the vacation leave language to allow for vacation accrual determination at hire, to be based on prior experience in the public, private and nonprofit sectors with City Manager approval. This will assist with the recruitment of qualified staff from other sectors and broaden our recruitment scope beyond Ohio public employers. There is also language that clarifies that vacation accrual begins immediately upon employment but may only be taken in the first year with City Manager approval.

Attachment A:

- The pay bands have been increased by 3% for 2022

Attachment B.

- No changes as there is a pending Collective Bargaining Agreement under development.

ORDINANCE NO._____

AN ORDINANCE ESTABLISHING SALARIES AND CERTAIN BENEFITS FOR SALARIED AND HOURLY FULL-TIME AND PART-TIME EMPLOYEES WITHIN THE SERVICE OF THE CITY OF OXFORD, OHIO, PAID FROM JANUARY 1, 2021~~1~~2 THROUGH DECEMBER 31, 2021~~1~~2.

WHERAS, the City Manager recommends the adoption of the 2021~~1~~2 Salary and Benefit Ordinance.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO THAT THE SALARIES, WAGES AND CERTAIN BENEFITS FOR A NUMBER OF OFFICIALS AND EMPLOYEES OF THE CITY OF OXFORD BE FIXED AS FOLLOWS:

SECTION 1: Full Time Employees
The following full-time positions are hereby established with respect to position title, authorized number and pay range:

Position	Classified(C) or Non-Classified (NC)	Number of Employees Authorized	Pay Band
Office of the City Manager			
City Manager	NC	1	By Contract
Assistant to the City Manager	NC	1	5
Assistant City Manager/Human Resources & Economic Development	NC	1	7
Human Resources Manager	NC	1	6
Clerk of Council/AAII	NC	1	45
**IT/GIS Coordinator	NC	1	5
Finance Department			
Finance Director	NC	1	By Contract
Assistant Finance Director	NC	1	6
Payroll Specialist	C	1	5
Finance Specialist	C	1	5
Accounting Specialist	C	1	4
Utility Collections Specialist	C	2	4
Parks & Recreation Department			
Parks & Recreation Director	NC	1	7
Aquatics & Recreation Programs Supervisor	C	1	5

Sports Activities Supervisor	C	1	5
Office Manager	NC	1	5
Receptionist	C	1	1
Sports Coordinator	C	1	3
Aquatics & Recreation Programs Coordinator	C	1	3
Custodian	NC	1	1
Community Development Department			
Community Development Director	NC	1	7
Planner	C	1	6
~~Admin Asst to Director (Tech)~~ Code Enforcement Officer	~~NC~~C	~~1~~	~~5~~6
Administrative Assistant II	NC	2	3
Safety Department – Fire Division			
Fire Chief/Inspector	NC	1	7
Fire Captains	C	3	Attachment B
Firefighter/Paramedics	C	6	Attachment B
Administrative Assistant II	NC	1	3
Safety Department – Police Division			
Police Chief	NC	1	7
Police Lieutenant	C	2	By Contract
Police Sergeant	C	6	By Contract
Police Officer	C	19	By Contract
Public Safety Assistant	C	3	By Contract
Police Records Specialist	C	1	By Contract
Dispatcher/Clerk	C	6	By Contract
Office Manager	NC	1	5
Service Department			
Service Director	NC	1	7
Deputy Service Director	C	1	6
Environmental Specialist	C	1	5
Administrative Assistant III	NC	1	4
Custodian	NC	2	1
Engineering Division			
City Engineer	C	1	6
Engineering Technician	C	1	5
Engineering Aide	C	1	4
Streets and Maintenance Division			

Streets and Maintenance Manager	C	1	6
Equipment Mechanic	C	1	5
Parks Maintenance Supervisor	C	1	5
Street Operations Specialist	C	1	4
Service Workers	~~C & NC~~Service Worker I - NC; Service Worker II & III - C	11	~~Varies~~1, 2 & 3 respectively
Wastewater Division			
Collection			
Wastewater Collection Manager	C	1	6
Service Workers	~~C & NC~~Service Worker I – NC Service Worker II, III - C	4	~~Varies~~1, 2 & 4 respectively
Plant			
Wastewater Plant Manager	C	1	6
WWTP Laboratory Technician	C	1	3
Plant Mechanic II	C	1	4
Plant Mechanic I	C	1	3
Service Worker I	NC	1	1
WWTP Operators	C	3	5
Water Division			
Distribution			
Water Distribution Manager	C	1	6
Service Workers	~~C & NC~~Service Worker I – NC Service Worker II & III – C	4	~~Varies~~1, 2 & 4 respectively
Plant			
Water Plant Manager	C	1	6
Utility Maintenance Technician	C	1	2
Utility Meter Reader	NC	1	1
Water Plant Operators	C	2	Varies

TOTAL Full-Time Budgeted:		~~121~~123	

SECTION 2: Pay Bands 1 through 7
The compensation plan setting forth the range of base pay bands for each position title, being pay bands 1 through 7, is attached hereto (Attachment A) and incorporated herein as the Base Pay Band Provisions.

A. Adoption of this ordinance reflects a 3% increase rounded up to the nearest penny of all employees not covered by a collective bargaining agreement. The Finance Director and City Manager shall also receive the same increase to their current base salaries.

B. The City Manager, except as otherwise provided in the charter, is authorized to establish the starting salary not to exceed the position's market midpoint.

C. The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year.

D. The City Manager is hereby authorized to increase an employee's salary not to exceed the market midpoint of the new position when a promotion occurs where an employee moves to a higher job classification.

E. Where salaried employee(s) of the City of Oxford are traveling outside of Butler County, Ohio under O.R.C. 5502.35; to work under state or federal declared emergency conditions, said employee will be entitled to overtime at a rate determined as follows: divide the employee's annual salary by the sum by 2080 hours and multiply that dividend by 1.5. This will equal the rate of expected reimbursement (from either OEMA, EMAC , FEMA, etc.) for any work exceeding 8 hours per day. Work hours are determined by employee(s) normal scheduled work hours. Salaried employees will be paid the "overtime amount" in the form of a bonus. Furthermore, the City Manager authorizes employees to utilize either vacation time or comp time during EMAC / National deployments.

SECTION 3: Year Round Part Time Employees
The following part-time positions are hereby established with respect to position title, authorized number, minimum and maximum compensation (rate per hour except as otherwise indicated) The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year not to exceed the maximum rate per hour.

Year Round Part Time	Number of Employees Authorized	Minimum Pay Rate	Maximum Pay Rate
City Manager			
Community Outreach Specialist	1	$ 21.86 ~~$21.22~~	$ 31.77 ~~$30.84~~

Online Content Specialist	1	$15.00	$20.00
Parks & Recreation Department		-	-
Park/Recreation Technician	5	$ 9.55 ~~$9.27~~	$ 13.93 ~~$13.52~~
Program Coordinator	3	$ 9.55 ~~$9.27~~	$ 17.40 ~~$16.89~~
Senior Program Coordinator	1	$ 10.93 ~~$10.61~~	$ 18.85 ~~$18.30~~
Custodian	1	$ 12.03 ~~$11.67~~	$ 16.24 ~~$15.76~~
Service Department		-	-
~~Deputy Director~~	~~1~~	~~$26.53~~	~~$45.76~~
Laborers	4	$ 9.55 ~~$9.27~~	$ 15.07 ~~$14.63~~
Water Plant Operators	2	$ 18.59 ~~$18.04~~	$ 22.58 ~~$21.92~~
Safety Department – Fire Division		-	-
Part-Time Firefighters/EMTs	30	$~~12.74~~$20.00	~~$19.15~~$25.00
~~Firefighters or EMTs (single certification)~~	~~30~~	~~NA~~	~~$12.36~~
Student EMTs		~~$12.00~~$13.00	~~$12.25~~$13.50
Fire Division Captains	~~3~~2	~~NA~~$22.00	~~$20.28~~$27.00
Fire Division Lieutenants	~~1~~2	~~NA~~$20.00	~~$19.15~~$25.00
Safety Department – Police Division		-	-
Property Custodian	1	$ 21.86 ~~$21.22~~	$ 31.77 ~~$30.84~~
Police Officer	6	$ 30.61 ~~$29.71~~	$ 37.17 ~~$36.08~~
Public Safety Assistant	4	$ 21.86 ~~$21.22~~	$ 28.42 ~~$27.59~~
Dispatcher/Clerk	4	$ 21.86 ~~$21.22~~	$ 28.42 ~~$27.59~~
City-Wide		-	-
Intern/Temporary Part-Time	5	$ 10.61 ~~$10.30~~	$ 14.86 ~~$14.42~~
Total Year Round PT Employees	~~102~~71		

SECTION 4: **Seasonal Part Time Employees**

The following seasonal part-time positions are hereby established with respect to position title, authorized number, minimum and maximum compensation (rate per hour except as otherwise indicated) The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year not to exceed the maximum rate per hour.

Seasonal Part Time	Number of Employees Authorized	Minimum Pay Rate	Maximum Pay Rate
Safety Department – Fire Division			
Fire/EMS for Miami University Coverage	N/A	N/A	~~$45.00~~$50.00
Parks & Recreation Department			
Park/Recreation Technician	~~50~~65	$ 9.55 ~~$9.27~~	$ 12.57 ~~$12.21~~
Program Coordinator	3	$ 9.55 ~~$9.27~~	$ 15.85 ~~$15.39~~
Service Department			
Street Department			
Laborer	7	$ 9.55 ~~$9.27~~	$ 14.85 ~~$14.42~~
Wastewater Division			
Plant			
Laborer	1	$ 9.55 ~~$9.27~~	$ 14.85 ~~$14.42~~
Collections			
Laborer	1	$ 9.55 ~~$9.27~~	$ 14.85 ~~$14.42~~
Water Division			
Plant			
Laborer	1	$ 9.55 ~~$9.27~~	$ 14.85 ~~$14.42~~
TOTAL Seasonal Part-Time:	~~63~~78		

SECTION 5: Department Heads and Supervisory Employees.

A. **Defined.** The positions of City Manager, Assistant City Manager, Finance Director, Police Chief, Community Development Director, Service Director, Parks and Recreation Director and Fire Chief are department heads. These employees in addition to Assistant Finance Director, Deputy Service Director, Streets and Maintenance Manager, Wastewater Collection Manager, Water Distribution Manager, Water Plant Manager and Wastewater Plant Manager for the purposes of group life and accidental death and dismemberment, are considered supervisory employees.

B. **Overtime.** Department heads are salaried employees and are not entitled to overtime.

C. **Vacation.** Department heads shall accrue vacation leave monthly at the ~~following~~ rates listed in the table below. The City Manager may adjust vacation accrual rates, at the time of hire, based upon previous experience in the public, nonprofit, or private sector. The employee begins accruing vacation leave immediately but may only take leave during the first year with City Manager approval. ~~(except a first year department head who shall receive vacation accrual after the completion of the twelfth month):~~

After 12 months (1 year)	120 hours
After 84 months (7 years)	160 hours
After 156 months(13 years)	200 hours

The City Manager is authorized to grant up to 80 hours of vacation leave during the first year of employment of a department head on the basis of extenuating circumstances.

The City Manager's vacation benefit shall be in accordance with the City Manager's contract.

D. **Other Benefits and Provisions.** Except as superseded by the provisions of this section, department heads and supervisory employees shall be entitled to all other benefits and provisions of this ordinance applicable to full-time employees of the City of Oxford.

E. **Sick Leave.** The Police Chief shall receive a bonus of $310 per calendar quarter if he uses no sick leave during that quarter. If the Police Chief uses no sick leave for the calendar year, he shall receive an additional $360. The bonus payment shall be issued at the end of each calendar quarter.

SECTION 6: General Provisions

A. **Pay Periods.** Employees shall be paid bi-weekly. Pay days shall be on Friday, except when City offices are closed for a holiday on Friday, in which case payday shall be the last workday preceding the holiday.

B. **Hours of Work.** Full-time, non-salaried employees' work week shall be forty hours. When directed by their supervisor to work overtime, such employees shall be compensated at the rate of one and one-half (1-1/2) times their base rate of pay for all hours actually worked in excess of forty hours per week. An employee who is called to work following the completion of their normal work day and one-half (1/2) or more hours prior to the commencement of their next normal work day shall receive a minimum of two (2) hours compensation for such call-in at one and one-half (1-1/2) times their normal rate.

C. **Emergency Appointments.** In case of civil unrest or other like emergency, the City Manager may appoint emergency police officers or other volunteer citizens as may be necessary for temporary service during the emergency and shall report this action

to the City Council at its next meeting. Such emergency appointees shall be compensated for all time actually worked on behalf of the City.

D. **Part Time Firefighters**. Part Time Firefighters are paid according to the schedule in Section 3 hereof of part-time employees. A firefighter may receive a supplement equal to one-half their ordinary job wage if their employer does not continue pay while they are away from work attending to a fire.

No Paid-on-Call or Part-time firefighter may work in excess of fifteen hundred sixty (1560) hours in any given Calendar year to stay compliant with ACA requirements. Nor shall any paid-on-call or part-time firefighter work in excess of one hundred-six (106) hours in any pay period as part of FLSA over-time regulations.

Any hours worked in the employee's hired capacity or similar function to their hired capacity shall be calculated as total hours worked for that pay period and year. Performing other department sanctioned duties other than those for which the employee was hired shall not be included in total hours.

E. **Shift Differential Pay.** The applicable rate of shift differential for the entire shift worked will be determined by the applicable rate for the *majority* of the hours in an assigned shift. If an assigned shift is evenly divided between two rates, the higher rate shall be applicable to all hours of the shift worked. A full-time employee who is assigned by their supervisor to work a shift after 4:00 p.m. and before 8:00 a.m. shall receive shift differential pay for all hours worked. The differential shall be twenty-five cents ($0.25) per hour for all hours of a shift actually worked after 4:00 p.m. and before 12:00 midnight. The differential shall be forty-five cents ($0.45) per hour for all hours of a shift actually worked after 12:00 midnight and before 8:00 a.m. Shift differential will be paid at its normal rate for scheduled hours worked on a holiday in addition to holiday pay. Overtime may be incurred for the work week (over 40 hours) attributable to working during a shift differential period (defined above). For purposes of calculating overtime pay, the base pay rate shall include the hourly shift differential amount. The shift differential rate used for overtime calculation will be the same rate used for shift differential as determined per the guidelines above.

SECTION 7: Employee Benefits

A. **Uniforms**. The Police Chief shall receive credit in the same manner as the Detective Sergeant as specified in the Police Sergeants and Lieutenants contract.

The City shall provide full-time employees in the Service Department and the Parks & Recreation Department, who wear a uniform in the performance of their duties, with a uniform rental service.

B. **Sick leave.** Sick leave shall be earned by all full-time employees at the rate of ten (10) hours per month and may be accumulated without maximum. Previously accumulated sick leave may be transferred as allowed by law. Under extraordinary circumstances, the City Manager may approve the transfer of sick leave credits from one City employee to another.

C. **Sick Leave Incentive.** A full-time, non-contract employee shall receive an incentive of two hundred dollars ($200.00) per calendar quarter if the employee uses no sick leave

during that quarter. Use of any hours, including partial hours, of sick leave will result in the employee receiving no payment for that quarter. Any employee who uses no sick leave for a calendar year shall receive an additional two hundred dollar ($200.00) incentive. The employee shall receive all such incentive payments at the end of each calendar quarter. Any payment shall reflect applicable federal, state, and local withholdings. Sick leave used for Worker's Compensation leave as defined in the Employee Handbook shall not be considered sick leave used for purposes of this paragraph.

As a part of the sick leave incentive, as of December 31, 2007, those employees having a sick leave balance will have those hours banked. Future accruals will not be added to the hours banked, however, all banked hours and any accruals will continue to show on the individuals pay stub to be used should the hours be needed for illness. The banked hours will be held until retirement, death or lay-off, at which time not more than 1200 banked hours may be converted to vacation time at the ratio of one-to-one for the first three hundred hours and three-to-one for the remaining nine hundred hours.

F. **Sick leave conversion**. Prior to retirement, an employee with a banked sick leave balance of 280 hours up to a maximum of 1200 hours may convert the balance to vacation or pay at a rate of 5:1. However, there must be 240 hours remaining, and such conversion may only be made by written application to the Finance Department during the month of April, and pay, when requested, will be made on or before May 20th. Should an employee on lay-off (who has converted sick leave to vacation) return to City employment, they may within one year of reinstatement repurchase their accumulated sick leave by repaying at the same rate as the pay-off. Such repayment may be in cash, by payroll deduction or use of newly accumulated vacation time.

G. **Paid Parental Leave:** Eligible employees, as defined in the employee handbook, are provided up to twelve (12) weeks of leave after the birth or adoption of his or her child. Of the twelve weeks, eight (8) weeks is Paid Parental Leave paid by the City without the employee having to use her/his accrued vacation and paid sick leave followed by four (4) weeks of Unpaid Parental Leave during which an employee may substitute the unpaid leave with accrued vacation and paid sick leave. Paid and Unpaid Parental Leave can be used as continuous or intermittent leave. The combination of Paid and Unpaid Parental Leave may not exceed twelve (12) weeks.

~~F.~~H. ~~G~~**Payment of Health Insurance Premiums.** For each full-time employee who participates in the City group medical insurance programs, the City will make a per month per employee contribution as determined by the budget during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay a contribution for single coverage or for family coverage, each pay period, with deductions being made from gross pay before taxes resulting in the cost being reduced.

~~G.~~I. **Holiday Schedule.** There shall be fifteen (15) paid days off for full-time employees as follows: (10 holidays/5 personal days)

New Year's Day (January 1)
Martin Luther King, Jr. Day (third Monday in January)
Washington/Lincoln Day (third Monday in February)
Memorial Day (last Monday in May)

Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving Day (fourth Thursday in November)
Day after Thanksgiving
Christmas Eve
Christmas Day
~~Five~~ Six (6~~5~~) Personal Days - 4~~8~~0 Hours

New employees hired during the year shall have their Personal Hours pro-rated based on initial hire date. With the exception of employees who work a continuous schedule, holidays falling on a Saturday shall be observed on the preceding Friday and holidays falling on a Sunday shall be observed on the following Monday.

~~H.~~J. **Pay for Work on Certain Holidays**. Any full-time employee, department heads excluded, who is required by the employee's supervisor to work on a designated holiday as a part of the employee's regularly scheduled duty and within the employee's normal hours of work shall receive pay in an amount equal to one and one-half (1-1/2) times the employee's base hourly rate of pay for all hours actually worked by the employee between the hours of 12:01 a.m. and 12:00 midnight, inclusive, on the designated holiday. When such an employee works on a holiday, the employee shall be entitled to an additional day off in lieu of the holiday.

Employees called to work on a designated holiday (to perform a special project or emergency repair) may receive pay in the amount equal to one and one-half (1-1/2) times the employee's base hourly rate of pay for all hours actually worked on the holiday in addition to the eight hours straight time pay for the holiday at the discretion of the City Manager. (Employees working less than eight (8) hours on a holiday have two options: 1) the employee can claim the eight (8) hour holiday and overtime for the actual number of hours worked; or 2) the employee can claim overtime for the number of hours worked, and use personal, vacation or comp time to make up the remaining hours and receive the holiday off at another time.)

When a calendar holiday falls on either weekend day(s) (including Christmas Eve and Christmas), the following rules apply:

- If an employee works the designated holiday, the employee is entitled to:
  - One and one-half (1-1/2) times their base hourly rate for the hours worked, and a paid day to be taken at another time.
- If an employee works a true calendar holiday(s) that falls on Saturday or Sunday, the employee is entitled to pay at one and one-half (1-1/2) times the base hourly rate for the hours worked.

~~I.~~K. **Group Life and Accidental Death and Dismemberment Insurance**.
The City will pay 100% of the premium for these fringe benefits for coverage in an amount equal to the employee's annual base salary, except that the amount of the insurance coverage provided will be subject to a reduction schedule included in the group policy. Such reductions generally begin at age 65 and are subject to ADEA regulations. These fringe benefits apply only to full-time employees working at least

forty (40) hours per week. The City will pay 100% of the premium group life insurance coverage on the Police Chief in an amount equal to one and one-half (1-1/2)times the Police Chief's annual salary to a maximum of $175,000.

For each firefighter, the City will pay 100% of the premium for a Firefighter's Accident Policy, not to exceed $10,000 in insurance coverage.

~~J.~~L. **Longevity Bonus Pay.** Longevity Bonus Pay will only be paid to eligible employees who accrue the required years of service on or before December 31, 2020 and are full-time employees of the City on or before December 31,2020. To be eligible for Longevity Bonus Pay an employee must meet both requirements.

No partial or proportionate Longevity Bonus Pay will be paid. An employee shall accrue one year of service for twelve consecutive months of full-time employment. Part-time employees who become full-time employees may use hours worked as a part-time employee towards years of credit. Credit will not be given for partial years of service.

Full-time employees who leave the City's employment and are eligible to receive longevity pay based on the anniversary date in 202~~0~~2 shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 202~~0~~2. All eligible full-time employees shall be paid in accordance with the following schedule. Contract employees shall be paid according to the appropriate contracts. The Chief of Police shall be paid longevity according to the current schedule in the Police Supervisors' contract.

After 5 years	$450		After 18 years	$775
After 6 years	$475		After 19 years	$800
After 7 years	$500		After 20 years	$825
After 8 years	$525		After 21 years	$850
After 9 years	$550		After 22 years	$875
After 10 years	$575		After 23 years	$900
After 11 years	$600		After 24 years	$925
After 12 years	$625		After 25 years	$950
After 13 years	$650		After 26 years	$975
After 14 years	$675		After 27 years	$1,000
After 15 years	$700		After 28 years	$1,025
After 16 years	$725		After 29 years	$1,050
After 17 years	$750		After 30 years	$1,075

M. **Vacation.** An employee shall accrue vacation monthly at the following rates listed in the table below, unless otherwise covered by a collective bargaining unit. . The City Manager may adjust vacation accrual rates, at the time of hire, based upon previous experience in the public, nonprofit, or private sector. The employee begins accruing vacation leave immediately but may only take leave during the first year with City Manager approval.
~~At the end of the first year (after 12 months) a non-contract employee will be credited~~

Tenure	Vacation Hours
After 12 months (1 year)	80
After 24 months (2 years)	88
After 48 months (4 years)	96
After 60 months (5 years)	104
After 72 months (6 years)	112
After 84 months (7 years)	120
After 96 months (8 years)	128
After 108 months (9 years)	136
After 120 months (10 years)	144
After 132 months (11 years)	152
After 144 months (12 years)	160
After 156 months (13 years)	168
After 168 months (14 years)	176
After 180 months (15 years)	184
After 192 months (16 years)	192
After 204 months (17 years)	200

~~with eighty (80) hours of vacation. At that time the employee will start accruing monthly vacation according to the following schedule[JGH]:~~

The City Manager is authorized to grant up to 40 hours of the employee's vacation leave to be used in advance of their first year anniversary on the basis of extenuating circumstances.

~~K.~~N. **Reimbursement.** Employees authorized and required by the assigned supervisor to drive personal vehicles on official City business shall be reimbursed for actual miles driven at the IRS standard mileage rate in effect. Employees who are out of the City on official business or at authorized training functions shall be reimbursed for meals at the actual meal cost not to exceed IRS recognized per diem rate including those rates for high cost cities (receipts are required). The City Manager is authorized to adopt specific procedures regarding travel reimbursement.

~~L.~~O. **Continuing Education/Tuition Reimbursement.** For 202~~1~~2, $1,000 will be budgeted. Depending upon the availability of funds, an employee may be reimbursed for the cost of tuition and required course books for any job-related course, provided that the employee submits a written request for reimbursement on the appropriate form, with a copy of the course description, before taking the class. If only one employee submits a request for a class and receives at least a "B" average in the class, the employee will receive 50% of the amount budgeted. An employee who receives a final grade of "A" will receive 100% of the amount budgeted as reimbursement. Should there be more than one employee requesting tuition reimbursement, the funds will be distributed equally among those employees who have completed their classes and received their final grades as noted above. For example, if three (3) employees submit requests and all three receive a final grade of "A" for their classes, the amount budgeted will be divided among the three and the funds will be distributed equally at the end of the year. Requests for reimbursement should be submitted to the Human Resources Department.~~Director Department~~.

SECTION 8: Applicability

Irrespective of any language or wording herein above, this ordinance shall not be, and no provision or portion hereof shall be, applicable to any employee of the City of Oxford employed pursuant to a written contract relative to wages and working conditions. This entire ordinance is effective and applicable only as to employees whose employment is not covered pursuant to the terms and conditions of a written contract with the City.

SECTION 9: Repeal of Conflicting Ordinances

All other ordinances and resolutions or parts of ordinances and resolutions in conflict with the provisions of this ordinance be and the same are hereby repealed.

_____
MAYOR

ADOPTED: _____

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: Mike Smith

ATTACHMENT A

CITY OF OXFORD OHIO
PAY BANDS (20212)

	MINIMUM	MAXIMUM
PAY BAND 7		
Annual	$75,254~~$73,050~~	$135,242~~$131,290~~
Hourly	$36.18~~$35.12~~	$65.02~~$63.12~~
PAY BAND 6		
Annual	$58,552~~$56,846~~	$103,917~~$100,880~~
Hourly	$28.15~~$27.33~~	$49.96~~$48.50~~
PAY BAND 5		
Annual	$50,149~~$48,672~~	$84,469~~$81,994~~
Hourly	$24.11~~$23.40~~	$40.61~~$39.42~~
PAY BAND 4		
Annual	$44,054~~$42,765~~	$71,448~~$69,347~~
Hourly	$21.18~~$20.56~~	$34.35~~$33.34~~
PAY BAND 3		
Annual	$39,936~~$38,771~~	$67,350~~$65,374~~
Hourly	$19.20~~$18.64~~	$32.38~~$31.43~~
PAY BAND 2		
Annual	$37,378~~$36,275~~	$60,611~~$58,843~~
Hourly	$17.97~~$17.44~~	$29.14~~$28.29~~
PAY BAND 1		
Annual	$33,779~~$32,781~~	$54,787~~$53,186~~
Hourly	$16.24~~$15.76~~	$26.34~~$25.57~~

ATTACHMENT B

CITY OF OXFORD OHIO

Full-Time Fire Captains' and Firefighter's Policies and Wage Rates

Holidays
Full time Fire Captains and Firefighters working a 24/48 schedule will be paid a holiday check on December 1 of each year. This check will consist of eight (8) hours pay for each of the 10 holidays. If a fire captain or Firefighter is called in to work on an unscheduled Holiday, hours worked will be paid at a double-time rate.

Personal Days
Full time Fire Captains and Firefighters working a 24/48 schedule will be entitled to take two (2) 24 hour personal days per calendar year. These hours must be taken each year and may not be accrued.

Sick Leave
Full time Fire Captains and Firefighters working a 24/48 schedule shall accrue sick leave hours at a rate of 13 hours per calendar month. Sick leave may be accumulated without maximum.

Sick Leave Incentive
Full time Fire Captains and Firefighters working a 24/48 schedule will be eligible to receive a sick leave incentive which is the same as other city employees.

Vacation
Full time Fire Captains and Firefighters working a 24/48 schedule will be eligible for vacation after one year of employment and as follows: on the first anniversary date 72 hours; on the second through ninth anniversary date 120 hours; on the 10th anniversary date and thereafter 168 hours. Full-time Fire Captains and Firefighters can carryover up to one year's vacation accrual plus 72 hours.

Funeral Leave
Full time Fire Captains and Firefighters working a 24/48 schedule will be eligible to take up to two (2) 24 hour days per calendar year for the purpose of attending the funeral of a member of the employee's immediate family. The definition of immediate family is outlined in the Employee Handbook.

Kelly Days
Full time Fire Captains and Firefighters working a 24/48 schedule will be entitled to a Kelly day (day off on the 10th scheduled day) when the employee is scheduled to work 10 24 hour days in a 28 day cycle. This will amount to three or four Kelly days per year depending on each employee's schedule.

Life Insurance
Full time Fire Captains and Firefighters working a 24/48 schedule will be eligible for premium group life insurance (term) coverage in an amount equal to 1.5 times the employee's annual base salary paid for by the City.

Compensatory Time
Full time Fire Captains and Firefighters working a 24/48 schedule are not eligible to receive compensatory time (hours) for overtime hours worked.

All other employee benefits are outlined in the salary ordinance and employee handbook.

Fire Captain Base Salary

2020~~0~~2	$77,962

2020~~0~~2 Holiday pay check will equal (80 hours total) at $37.49 per hour or $2,998.53 total.

Firefighter/Paramedic Base Salary

2020~~0~~2	$69,704.22

2020~~0~~2 Holiday pay check will equal (80 hours total) at $33.52 per hour or $2,680.94 total.

Any newly hired Fire Captain or newly hired Firefighter/Paramedic in 2020~~0~~2 will be paid according to the salary schedule below:

Starting salary	85% of applicable base rate
With 12 mos of service	90% of applicable base rate
With 24 mos of service	95% of applicable base rate
With 36 mos of service	100% of applicable base rate