



AGENDA
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE

TUESDAY, NOVEMBER 19, 2024 AT 7:30 PM

William Snavelly, Mayor

Chantel Raghu, Vice-Mayor
Jason Bracken
Michael Smith

Amber Franklin
Alex French
David Prytherch

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, 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.

1. Roll Call.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Public Participation.
 - A. Notice to Legislative Authority - Weisman Enterprises Holdings Inc. DBA Calendula Bourbon & Tequila Bar 131 West High Street Oxford, Ohio 45056 (Jessica Greene, Assistant City Manager)
 - 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. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. 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.

5. Consent Agenda.

All matters under the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

- A. Minutes of the November 5, 2024 City Council Meeting. (Heather Barbour, Clerk of Council)

6. Resolutions.

- A. A Resolution Approving The Creation Of A New Fund #431 Fire/Ems Property Tax Levy Fund For The Collection Of Property Tax Levy. (Heidi Ridenour, Finance Director)
- B. A Resolution Approving The Creation Of A New Fund, #432, Economic Development Fund, To Be Utilized For Economic Development Activities. (Jessica Greene, Assistant City Manager)
- C. A Resolution Authorizing The City Manager To Sign A Letter Of Intent To Partner With Ameresco, Inc. To Conduct Project Development, Engineering, And Application Activities To Improve The Likelihood Of The City Securing A Sustainability Grant Through The Ohio Department Of Development. (Jessica Greene, Assistant City Manager)

7. Ordinances.

Ordinances are adopted using a two-step procedure. First reading introduces the Ordinance and provides an opportunity for public input on the subject as well as allowing Council to request more information as needed. Second reading is to provide Council with the opportunity to consider new information and to deliberate.

- A. First Reading

1. An Ordinance Repealing Code Section 351.04 Parking Near Curb; Handicapped Locations On Public and Private Lots And Garages And Adopting New Section 351.04 Parking Near Curb; Handicapped Location On Public And Private Lots And Garages. (John Jones, Police Chief)
2. An Ordinance Repealing Code Section 351.99 Penalty And Adopting New Section 351.99 Penalty. (John Jones, Police Chief)
3. An Ordinance Repealing Code Section 353.99 Penalty And Adopting New Section 353.99 Penalty. (John Jones, Police Chief)
4. An Ordinance Repealing Code Section 355.99 Penalty And Adopting New Section 355.99 Penalty. (John Jones, Police Chief)

B. Second Reading

1. An Ordinance Approving The Final Subdivision Application And Plat For South Farm Section IV Residential Subdivision Of 6.8 Acres With Conditions (Sam Perry, Community Development Director)
2. An Ordinance Vacating Right-Of-Way Associated With Roberts Drive And Hoover Drive, And Extinguishing Easements, As Were Previously Established By (Official Record) O.R. 7959 Pg 1551, Replat For South Farm Section 2 & 2a. (Sam Perry, Community Development Director)
3. An Ordinance Amending Section 183.03 Of The Oxford Codified Ordinances And Changing The Disposition Of The Convention Tax Receipts. (Jessica Greene, Assistant City Manager)
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, 2025. (Heidi Ridenour, Finance Director)
5. An Ordinance Outlining Budgeted Advances For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2025. (Heidi Ridenour, Finance Director)
6. An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2025. (Heidi Ridenour, Finance Director)
7. An Ordinance To Adopt Fees And Charges For The Fiscal Year 2025. (Heidi Ridenour, Finance Director)

8. 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 1st, 2025 Through December 31st, 2025. (Jessica Greene, Assistant City Manager)

8. Announcements & Communications.

A. Remarks from City Council and City staff.

The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

B. Future Meetings.

(Note: Meetings are held at the Court House unless otherwise indicated.)

DATE	Meeting		
1. Nov 20	Board of Building Appeals - CANCELED	Courthouse	5:30 p.m.
Nov 21	Climate Action Steering Committee	Municipal Building	8:30 a.m.
Nov 21	Police Community Relations & Review Commission	Courthouse	7:00 p.m.
Nov 26	Board of Zoning Appeals	Courthouse	6:30 p.m.
Nov 28	City Offices CLOSED		
Nov 29	City Offices CLOSED		
Dec 3	City Council	Courthouse	7:30 p.m.
Dec 4	Environmental Commission	Municipal Building	7:00 p.m.
Dec 9	Oxford Recreation Board	Municipal Building	11:30 a.m.
Dec 9	Public Arts Commission of Oxford	Municipal Building	4:15 p.m.
Dec 10	Planning Commission	Courthouse	7:00 p.m.
Dec 11	Historic & Architectural Preservation Commission	Municipal Building	6:00 p.m.
Dec 17	City Council	Courthouse	7:30 p.m.
Dec 18	Board of Building Appeals	Courthouse	5:30 p.m.
Dec 18	Board of Zoning Appeals	Courthouse	6:30 p.m.
Dec 24	City Offices CLOSED		
Dec 25	City Offices CLOSED		
Jan 1	City Offices CLOSED		

9. Adjourn.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	11/12/2024
COUNCIL MEETING DATE:	November 19, 2024
AGENDA TITLE:	Notice to Legislative Authority - Weisman Enterprises Holdings Inc. DBA Calendula Bourbon & Tequila Bar 131 West High Street Oxford, Ohio 45056 (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	A Thriving and Resilient Year-Round Economy
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG

DISCUSSION:

Permit Number 94889200020 transfer from Wills Uptown Pizza & Carryout LLC BDA Wills Pizza 11 West Church Street Oxford, Ohio 45056. Transfer of C2, D1 and D3 permit classes.

NOTICE TO LEGISLATIVE
AUTHORITYOHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3168

TO

94889200020		TFOL		WEISMAN ENTERPRISES HOLDINGS INC DBA CALENDULA BOURBON & TEQUILA BAR 131 W HIGH ST OXFORD OH 45056
PERMIT NUMBER		TYPE		
06	01	2020		
ISSUE DATE				
10	30	2024		
FILING DATE				
C2	D1	D3		
PERMIT CLASSES				
09	088	A	F32333	
TAX DISTRICT		RECEIPT NO.		

FROM 11/01/2024 SAFEKEEPING

9663805				WILLS UPTOWN PIZZA & CARRYOUT LLC DBA WILLS PIZZA 11 W CHURCH ST OXFORD OH 45056
PERMIT NUMBER		TYPE		
06	01	2020		
ISSUE DATE				
10	30	2024		
FILING DATE				
C2	D1	D3		
PERMIT CLASSES				
09	088			
TAX DISTRICT		RECEIPT NO.		



MAILED 11/01/2024

RESPONSES MUST BE POSTMARKED NO LATER THAN. 12/02/2024

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES

A TFOL 9488920-0020

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.WE DO NOT REQUEST A HEARING. ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title) - ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council☐ Township Fiscal OfficerCLERK OF OXFORD CITY COUNCIL
15 SOUTH COLLEGE AVE
OXFORD OHIO 45056



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, NOVEMBER 5, 2024 AT 7:30 PM

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, 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.

1. Roll Call.

A regular meeting of the Oxford City Council was called to order by Vice-Mayor Raghu on Tuesday, November 5, 2024, at 7:30 p.m. Members in attendance were Michael Smith, Amber Franklin, Alex French, David Prytherch, and Jason Bracken. Mayor Snavelly was excused.

Staff Members in Attendance

Mr. Douglas R. Elliott, Jr., City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Michael Dreisbach, Service Director; Mr. John Jones, Police Chief; Mr. John Detherage, Fire Chief; Mr. Sam Perry, Community Development Director; Ms. Heidi Ridenour, Finance Director; Mr. Casey Wooddell, Parks and Recreation Director; Mr. Chris Conard, Law Director; and Ms. Heather Barbour, Clerk of Council.

2. Pledge of Allegiance.

3. Approval of Agenda.

Motion – To Approve the Agenda.
(Voice Vote) 1st Mr. Prytherch 2nd Ms. Franklin
AYE # 6
NAY # 0
ABS # 0

4. Public Participation.

A. 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. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. 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.

Public Comment - None.

5. Consent Agenda.

All matters under the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

Motion – To Approve the Consent Agenda.
(Voice Vote) 1st Mr. Prytherch 2nd Ms. Franklin
AYE # 6
NAY # 0
ABS # 0

A. Minutes from the October 15, 2024 City Council Meeting (Heather Barbour, Clerk of Council)

B. Minutes from the October 17, 2024 City Council Budget Work Session (Heather Barbour, Clerk of Council)

- C. A Resolution Approving Then And Now Certificates For Purchase Orders Issued Above \$3,000 Where An Invoice Was Received Prior To The Purchase Order Date, As A Requirement Of Ohio Revised Code 5705.41 (D). (Heidi Ridenour, Finance Director)

6. Resolutions.

- A. A Resolution Authorizing The City Manager To Enter Into An Agreement With Rumpke Of Ohio, Inc. For The Collection And Disposal Of Solid Waste And For The Collection And Processing Of Recyclable Materials For The City Of Oxford And Its Residents For A Two (2) Year Period Commencing January 1, 2025 With Three (3) One (1) Year Options Through December 31, 2029. (Michael Dreisbach; Service Director)

Motion – To Adopt Resolution No. 7648.
(Voice Vote) 1st Mr. Prytherch 2nd Ms. French
AYE # 6
NAY # 0
ABS # 0

Mr. Dreisbach presented his staff report and addressed questions and comments from the Council.

Public Comment - None.

- B. A Resolution Authorizing The City Manager To Request Advanced Payment Of Property Taxes To The City In 2025 From Butler County. (Heidi Ridenour, Finance Director)

Motion – To Adopt Resolution No. 7649.
(Voice Vote) 1st Mr. Prytherch 2nd Ms. French
AYE # 6
NAY # 0
ABS # 0

Ms. Ridenour presented her staff report and addressed questions and comments from the Council.

Public Comment - None.

- C. A Resolution Approving Revisions To The Employee Handbook. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7650.

(Voice Vote) 1st Mr. Prytherch 2nd Ms. Franklin

AYE # 6

NAY # 0

ABS # 0

Motion – To Adopt the friendly amendment of 3.15 Approval of Leave page 18 A. Supervisors may grant up to 80 hours of continuous leave, which may be any combination of comp, personal, and vacation. For employees who are requesting additional leave beyond the 80 hours consecutively, approval from both their supervisor and the city manager, or his or her designee, will be necessary.

(Voice Vote) 1st Mr. Bracken 2nd Mr. Prytherch

AYE # 6

NAY # 0

ABS # 0

Motion – To Adopt the friendly amendment to IT Policies page 56 Use of Artificial Intelligence Policy, Procedures, 4. Acknowledge that AI was used in the creation of this content, and have a supervisor review before it can be utilized.

(Voice Vote) 1st Ms. Franklin 2nd Mr. Prytherch

AYE # 6

NAY # 0

ABS # 0

Ms. Greene presented her staff report and addressed questions and comments from the Council.

Public Comment - None.

7. Ordinances.

Ordinances are adopted using a two-step procedure. First reading introduces the Ordinance and provides an opportunity for public input on the subject as well as allowing Council to request more information as needed. Second reading is to provide Council with the opportunity to consider new information and to deliberate.

A. First Reading

1. An Ordinance Approving The Final Subdivision Application And Plat For South Farm Section IV Residential Subdivision Of 6.8 Acres With Conditions (Sam Perry, Community Development Director)

Mr. Perry presented his staff report and addressed questions and comments from the Council.

Public Comment - None.

2. An Ordinance Vacating Right-Of-Way Associated With Roberts Drive And Hoover Drive, And Extinguishing Easements, As Were Previously Established By (Official Record) O.R. 7959 Pg 1551, Replat For South Farm Section 2 & 2a. (Sam Perry, Community Development Director)

Mr. Perry presented his staff report and addressed questions and comments from the Council.

Public Comment - None.

3. An Ordinance Amending Section 183.03 Of The Oxford Codified Ordinances And Changing The Disposition Of The Convention Tax Receipts. (Jessica Greene, Assistant City Manager)

Ms. Greene presented her staff report and addressed questions and comments from the Council.

Public Comment - Ms. Kim Daggy, a Franklin County, IN resident, spoke as the Executive Director of Enjoy Oxford. Ms. Daggy presented a handout to the Council and read it for the record (handout included in minutes). Ms. Daggy focused on three main categories: Marketing and Promotion, Visitor Engagement, and Destination Development. Ms. Daggy shared examples of events and programs that aligned with Oxford Tomorrow Comprehensive Plan Goals.

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, 2025. (Heidi Ridenour, Finance Director)

Ms. Ridenour presented her staff report and addressed questions and comments from the Council.

Public Comment - None.

5. An Ordinance Outlining Budgeted Advances For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2025. (Heidi Ridenour, Finance Director)

Ms. Ridenour presented her staff report and addressed questions and comments from the Council.

Public Comment - None.

6. An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2025. (Heidi Ridenour, Finance Director)

Ms. Ridenour presented her staff report and addressed questions and comments from the Council.

Public Comment - None.

7. An Ordinance To Adopt Fees And Charges For The Fiscal Year 2025. (Heidi Ridenour, Finance Director)

Ms. Ridenour presented her staff report and addressed questions and comments from the Council.

Public Comment - None.

8. 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 1st, 2025 Through December 31st, 2025. (Jessica Greene, Assistant City Manager)

Ms. Greene presented her staff report and addressed questions and comments from the Council.

Public Comment - None.

B. Second Reading

8. Announcements & Communications.

A. Remarks from City Council and City staff.

The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

B. Future Meetings.

(Note: Meetings are held at the Court House unless otherwise indicated.)

DATE	Meeting		
1. Nov 6	Environmental Commission - CANCELED	Municipal Building	7:00 p.m.
Nov 7	Housing Advisory Commission	Municipal Building	5:00 p.m.
Nov 11	Public Arts Commission of Oxford	Municipal Building	4:15 p.m.
Nov 12	Planning Commission	Courthouse	7:00 p.m.
Nov 13	Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
Nov 18	Oxford Recreation Board	Municipal Building	11:30 a.m.
Nov 19	City Council	Courthouse	7:30 p.m.
Nov 20	Board of Building Appeals	Courthouse	5:30 p.m.
Nov 21	Climate Action Steering Committee	Municipal Building	8:30 a.m.
Nov 21	Police Community Relations & Review Commission	Courthouse	7:00 p.m.
Nov 26	Board of Zoning Appeals	Courthouse	6:30 p.m.
Nov 28	City Offices CLOSED		
Nov 29	City Offices CLOSED		
Dec 3	City Council	Courthouse	7:30 p.m.

9. Adjourn.

Motion – To Adjourn at 8:33 p.m.
(Voice Vote) 1st Mr. Prytherch 2nd Ms. French

AYE # 6
NAY # 0
ABS # 0



November 5, 2024

Good Evening Mayor, Vice Mayor and Councilors,

My name is Kim Daggy, Franklin County, IN resident, speaking as Executive Director, Enjoy Oxford, located at 14 W. Park Place, Suite C, Oxford, OH.

I appreciate the opportunity to address you today regarding the critical importance of Convention Tax funding for the Oxford Visitors Bureau, operating as Enjoy Oxford, a 501(c)(6) nonprofit organization. Our mission is to enhance the economy of the City of Oxford through the following key areas of focus:

- **Marketing and Promotion:** We develop advertisements, attend shows, and issue press releases to keep Oxford top-of-mind as a destination.
- **Visitor Engagement:** We manage EnjoyOxford.org, social media accounts, a community calendar, and produce a visitors guide and welcome materials for new arrivals.
- **Destination Development:** We create and support events and festivals, collaborate with partner organizations, and advocate for community enhancements that attract visitors.

These initiatives are vital for driving foot traffic to our local businesses, ensuring their sustainability as we transition toward a year-round economy. Our vibrant shops, restaurants, and attractions not only promote leisure travel but also contribute to a thriving ecosystem for recruitment at Miami University. With two additional hotels being built, Enjoy Oxford is looking forward to this momentum and growth.

Tourism is undeniably an economic driver. As Melinda Huntley, Executive Director of the Ohio Travel Association, aptly states, "It starts with a visit." Our mission to position Oxford as a premier destination for great experiences, amenities, and a place to live/work is more important than ever.

In 2023, our Welcome Guide was distributed to eight countries and 34 states, reaching potential visitors far and wide. Additionally, local realtors hand-select this guide to share with their clients, further promoting our community. In 2024, Enjoy Oxford and City entered an Memorandum Of Understanding in the amount of \$50,000 to continue to the goals of Oxford Tomorrow: a



year-round economy and celebration of the People and Places that make Oxford unique.

Events like the Uptown Concert on June 6, 2023 with Fleetwood Gold, which attracted 1,000-1,500 attendees, and the Eclipse weekend festivities—boasting a \$2 million economic boost—demonstrate the effectiveness of our efforts. Through a combination of digital and print advertising, newsletters, and event promotion, we showcase Oxford as the best college town on various platforms.

With the proposed funding changes as in this first reading, the reality of this funding cap is sobering. I am committed to maintaining fiscal responsibility while ensuring we have a balanced budget and a three-month operating reserve. As a result, the current 40% allocation for advertising, promotion, and event partnerships will decrease to less than 20%. Also included is the elimination of part-time/seasonal positions, reduced visitor center hours in event seasons to avoid overtime, and focusing on events and items to produce Convention Tax. Events like Uptown Music Concerts do not equate to more overnight visitors.

We have successfully managed larger expenditures in the past, thanks to lodging tax revenues exceeding city budget expectations. Reducing funding now would be counterproductive to achieving our long terms goals for Oxford Tomorrow plan.

I urge you to reconsider the narrative surrounding this funding. Could we identify a solution that addresses the \$270,000 Economic Development requirement without imposing a permanent cap? With new hotel inventory coming online, will this generate enough added funding to add the the city's economic development budget to satisfy the agreement with Miami University? Could we revisit annually for this funding rather than a permanent restriction for the life of the agreement?

In conclusion, the need for tourism funding is clear. Enjoy Oxford is essential to fostering a stronger community, as outlined in the Oxford Tomorrow strategic plan. Let us work together to support our efforts and ensure we have the necessary resources to continue this important work. I urge you to prioritize a solution that promotes growth and collaboration rather than capping funding.

Thank you for your consideration.



Oxford Tomorrow Comprehensive Plan
Enjoy Oxford named under Economic Element with 2 GOALS, 3 Objectives, & 4 *Actions
1. GOAL: A Thriving & Resilient Year-Round Economy
Objective 1: Attract new businesses and employment opportunities to diversify the local econmoy
*Action 1: Develop an economic development strategic plan for Oxford
Objective 2: Attract visitors to Oxford year-round
*Action 1: Create events and activities that drive economic impact
*Action 2: Encourage creative placemaking for a more engaging community and visitor experience
2. GOAL: Celebration of the People and Places that Make Oxford Unique
Objective 1: Promote parks, arts, and culture throughout the community
*Action 1: Promote Oxford's parks and green spaces for residents and visitors to experience

Request has been sucessfully updated.

Public Comment to Council Form

Print

Submitted by: David Chappell

Submitted On: 2024-10-29 15:26:41

Submission IP: (65.189.27.134)
proxy-IP (raw-IP)

Status: Acknowledged

Priority: Normal

Assigned To: Doug Elliott

Due Date: Open

Public Comment To Council



Please note: Comments must be received by 2:00 pm the day of the council meeting to be shared with City Council members. Comments will be included in the minutes under the public comment section.

* **First Name**

* **Last Name**

David

Chappell

Enter your First Name

Enter your Last Name

* **Address**

616 S. College Avenue #106

* **City**

* **State**

Oxford

OH

* **Email**

Phone

chappellidsc@yahoo.com

5136689339

* I am a...

- ☐ Visitor
- ☒ Resident (i.e. must live within the corporate boundaries)
- ☐ Business Manager
- ☐ Business Owner
- ☐ Employee in Oxford
- ☐ Student
- ☐ Other

* Comment(s)

As a pedestrian in Oxford, I am concerned about the use of electric scooters on the sidewalks of Oxford. In the last month alone, I have been almost run down from behind by three scooter operators going at full speed on the sidewalk (2 on Spring, where a bike lane is a more obvious choice, and one of South College with a clear road). Bird scooters clearly state that they are not to be ridden on sidewalks, but that seems to be completely ignored. <https://nyc.streetsblog.org/2024/06/20/there-is-a-pedestrian-injury-and-death-crisis-going-on> highlights some of the problems with scooters sharing sidewalks. This is especially a problem in Oxford with so many pedestrians because of the University. I am requesting the consideration of two changes: 1. Electric scooters be added to the prohibited vehicles banned from uptown Oxford sidewalks (the signs now include bicycles, skateboards, and rollerblades) and that these bans be enforced. Scooter operators now tend to go full speed and I almost never see one wear a helmet. If they ever strike a pedestrian, severe blunt force injury will result, possibly in both individuals. 2. Electric scooters be banned from all Oxford sidewalks. At the speed they are driven, they have no place on sidewalks. Miami University now prohibits their use on sidewalks, (<https://miamioh.edu/policy-library/administration-operations/university-property/electronic-scooters.html>) although I will tell you this is very poorly enforced on campus. I have contacted Miami University police and they said they will hopefully increase education. However, yesterday in less than 30 minutes I saw over 25 incidents of students riding on university sidewalks. I realize the difficulty in enforcement, but making students aware of the situation would help. I am seriously considering not walking on campus due to the hazards the scooters present. Than you for your time in this matter. I will continue to look behind me as I walk around Oxford.

Make a public comment for review by City Council



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	11/14/2024
COUNCIL MEETING DATE:	November 19, 2024
AGENDA TITLE:	A Resolution Approving The Creation Of A New Fund #431 Fire/Ems Property Tax Levy Fund For The Collection Of Property Tax Levy. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR JG

DISCUSSION:

With the passage of the Fire/EMS Property tax levy at the November 5, 2024 general election, this fund is required, per ORC 5705.10, to be created for the collection of the levied property taxes.

RESOLUTION NO.

A RESOLUTION APPROVING THE CREATION OF A NEW FUND, #431 FIRE/EMS PROPERTY TAX LEVY FUND, FOR THE COLLECTION OF PROPERTY TAX LEVY.

WHEREAS, issue #2 (Fire/EMS Levy) passed on November 5, 2024, in the general election; and

WHEREAS, the Fire/EMS Levy will provide a stable funding source to support the purchase and maintenance of critical equipment, the hiring of qualified personnel, and the expansion of services as needed to meet the evolving needs of the community; and

WHEREAS, the City Manager and the Finance Director recommend that the City Manager and the Finance Director create a new Special Revenue Fund #431 Fire/EMS Property Tax Levy Fund to record all receipts and expenditures for Levy's intended purpose.

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

SECTION 1: Council hereby approves and authorizes the Finance Director to create a new Special Revenue Fund #431 Fire/EMS Property Tax Levy Fund to record all receipts and expenditures for the Levy's intended purpose.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVLEY

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	11/14/2024
COUNCIL MEETING DATE:	November 19, 2024
AGENDA TITLE:	A Resolution Approving The Creation Of A New Fund, #432, Economic Development Fund, To Be Utilized For Economic Development Activities. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	A Thriving and Resilient Year-Round Economy
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	Jessica Greene

DISCUSSION:

The creation of this fund will advance the goals of the Oxford Comprehensive Plan and our commitments to the Economic Development MOU that we signed with Miami University.

This fund will receive revenue from the convention tax, any overage above and beyond what is budgeted annually to Enjoy Oxford, income from rentals on city-owned properties, and revenue from city placemaking events (such as Oxtoberfest).

The goal of the fund is to allow the balance to grow and be used toward larger economic development investments such as site acquisition, site preparation, business support programs, and creative placemaking.

RESOLUTION NO.

A RESOLUTION APPROVING THE CREATION OF A NEW FUND, #432, ECONOMIC DEVELOPMENT FUND, TO BE UTILIZED FOR ECONOMIC DEVELOPMENT ACTIVITIES.

WHEREAS, The Oxford Comprehensive Plan has a goal of a Thriving and Year Round Economy; and

WHEREAS, as per the agreements with Miami University stated in Resolutions No. 7616 and 7617 upon the passage of the Fire/EMS Levy, the City will budget \$270,000.00 per year for Economic Development; and

WHEREAS, this fund will be one portion of the annual economic development budget commitment, in addition to staffing and general operations, and will allow for long term economic development planning; and

WHEREAS, this fund will grow over time and may be used for economic development activities such as site acquisition, site preparation, business support programs, and creative placemaking; and

WHEREAS, the fund will be funded by receipts from the convention tax, rent from city owned property, and receipts from creative placemaking events.

WHEREAS, the City Manager and the Finance Director recommend that the City Manager and the Finance Director create a new Fund #432, Economic Development Fund, to be used for Economic Development activities.

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

SECTION 1: Council hereby approves and authorizes the Finance Director to create a new Fund #432, Economic Development Fund, to be used for Economic Development activities.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVLEY

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	11/14/2024
COUNCIL MEETING DATE:	November 19, 2024
AGENDA TITLE:	A Resolution Authorizing The City Manager To Sign A Letter Of Intent To Partner With Ameresco, Inc. To Conduct Project Development, Engineering, And Application Activities To Improve The Likelihood Of The City Securing A Sustainability Grant Through The Ohio Department Of Development. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	A Sustainable Oxford
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	Jessica Greene

DISCUSSION:

The Ohio Department of Development has two grant programs we would like to explore: the [Advanced Energy Fund](#) and the [Energy Efficiency Grant program](#).

We have learned that these grant programs are competitive and very technical. For that reason, we recommend partnering with a consultant to help prepare and assist with drafting these grant applications. Before applying, we will bring forward another Resolution to the Council with the exact grant amounts and proposed program goals.

With a letter of intent, Ameresco, Inc. will conduct the ASHRAE Level II energy audits and assist with grant application at no cost to the city. They shared that they have received 22 of their 24 of their applications with the Ohio Department of Development.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN A LETTER OF INTENT TO PARTNER WITH AMERESCO, INC. TO CONDUCT PROJECT DEVELOPMENT, ENGINEERING, AND APPLICATION ACTIVITIES TO IMPROVE THE LIKELIHOOD OF THE CITY SECURING A SUSTAINABILITY GRANT THROUGH THE OHIO DEPARTMENT OF DEVELOPMENT.

WHEREAS, The Oxford Comprehensive Plan has a goal of a Sustainable Oxford and to have community wide net neutrality by 2045; and

WHEREAS, the Ohio Department of Development has opened a call for sustainability grant applications; and

WHEREAS, Ameresco, Inc., will help the city prepare for and assist with drafting activities for a grant application. They will conduct energy audits of identified city owned property, make sustainability upgrade recommendations and assist with grant application drafting to implement these improvements; and

WHEREAS, contracting with Ameresco, Inc. is allowable as a professional service under the city financial policies; and

WHEREAS, Ameresco, Inc. will collect a fee based upon the square footage of the buildings to be upgraded, and it will only apply if the grant is awarded; and

WHEREAS, Council authorizes the City Manager to sign a letter of intent to partner with Ameresco, Inc. to conduct project development, engineering, and application activities to improve the likelihood of the city securing a sustainability grant through the Ohio Department of Development.

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

SECTION 1: Council hereby approves and authorizes the City Manager to sign a letter of intent to partner with Ameresco, Inc. to conduct project development, engineering, and application activities to improve the likelihood of the city securing a sustainability grant through the Ohio Department of Development.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVLEY

PREPARED BY: LAW (STAFF)

Letter of Intent

November 14, 2024

Jessica Greene
Assistant City Manager
City of Oxford
15 South College Avenue
Oxford, OH 45056

RE: Letter of Intent for Engineering & Grant Application Services.

Dear Jessica,

This letter (the “Letter of Intent”) affirms the City of Oxford’s (the “Client”) request for Ameresco, INC (“Ameresco”) to provide project development, engineering services, and Ohio Department of Development grant application services (the “Services”) for the facility improvement measures associated with the fifteen (15) buildings within the city’s portfolio. It also outlines the scope of work and the terms and conditions associated with the Services that Ameresco will perform for the City. The objective of these Services is to move forward with all critical path project development, engineering, and application activities to improve the likelihood of the City securing an Ohio Department of Development Grant in an amount no lower than \$100,000 and not to exceed \$2,500,000. In the event Ameresco is successful in securing the grant on behalf of the City, it is agreed that the City will partner with Ameresco on implementation of the agreed upon scope of work in an amount not to exceed \$TBD.

Scope of Work

Ameresco will expend engineering hours to create all necessary documentation and technical information to apply for the desired Ohio Department of Development grants to be applied to the identified scope of work including but not limited to LED Lighting, HVAC improvements, DDC Controls, Renewable Energy Assets, Battery Storage, Building Envelope improvements, etc. In the event that the grant is secured for the City, the City agrees to implement the work with Ameresco only. The grant requires that the identified scope of work be performed within the State’s deadline. Therefore, both Ameresco and the City agree to work in a timely manner to ensure that deadline can be met.

Ameresco Fee Schedule:

It is agreed that Ameresco will incur significant engineering costs in their effort to secure the apply for any Ohio Department of Development grants on behalf of the City. In the event Ameresco is successful in securing the grant, and the City does not partner on the implementation with Ameresco, the City agrees to reimburse Ameresco time and material for their efforts in an amount not to exceed \$TBD. In the event Ameresco is unsuccessful in securing the grant on behalf of the City, Ameresco agrees to waive all fees associated with the scope of work described herein.

Ameresco

640 Lakeview Plaza Blvd,
Suite J, Worthington, OH
43085

(800) 518-5576

www.ameresco.com

Intent to Proceed

Ameresco

City of Oxford

Dave Zehala,
Vice President

Date

Date

The services covered under the terms of this Letter of Intent consist only of those provided in the “Scope of Work” herein, which are the delivery of complete Schematic Design documents, a proposed Project Budget, and a proposed Project Schedule to the City.

No further Services will be provided by Ameresco, and no additional compensation owed by the City, without an additional, fully-executed agreement between the Parties.

Buildings in Scope (to be completed)

- Municipal Building
- Fire Station
- Police Station
- Courthouse
- Senior Center
- Water Treatment Plant
- Waste-Water Treatment Plant



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Police Division
PREPARED BY:	John Jones
DATE PREPARED:	11/12/2024
COUNCIL MEETING DATE:	November 19, 2024
AGENDA TITLE:	An Ordinance Repealing Code Section 351.04 Parking Near Curb; Handicapped Locations On Public and Private Lots And Garages And Adopting New Section 351.04 Parking Near Curb; Handicapped Location On Public And Private Lots And Garages. (John Jones, Police Chief)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve the Ordinance
CITY MANAGER/DEPT HEAD APPROVAL:	JAJ JG

DISCUSSION:

In reviewing the penalty sections of the parking ordinances, it was discovered that OCC Section 351.04 did not mirror ORC 4511.69 in its entirety. Notably, the City Code Section did not contain the penalty language that is contained in the state code which makes a handicap parking violation a minimum of \$250 as required by state law. This updated ordinance will include the entirety of the state code, and updates our city code with the correct language.

ORDINANCE NO.

AN ORDINANCE REPEALING CODE SECTION 351.04 PARKING NEAR CURB; HANDICAPPED LOCATIONS ON PUBLIC AND PRIVATE LOTS AND GARAGES AND ADOPTING NEW SECTION 351.04 PARKING NEAR CURB; HANDICAPPED LOCATIONS ON PUBLIC AND PRIVATE LOTS AND GARAGES.

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

SECTION 1: Council hereby REPEALS Oxford Codified Ordinance Section 351.04 Penalty and ADOPTS New Section 351.04 parking near curb; handicapped locations on public and private lots and garages as follows:

351.04 PARKING NEAR CURB; HANDICAPPED LOCATIONS ON PUBLIC AND PRIVATE LOTS AND GARAGES

- (a) Every vehicle stopped or parked upon a roadway where there is an adjacent curb shall be stopped or parked with the right-hand wheels of the vehicle parallel with and not more than twelve inches from the right-hand curb, unless it is impossible to approach so close to the curb; in such case the stop shall be made as close to the curb as possible and only for the time necessary to discharge and receive passengers or to load or unload merchandise.

(1) This subsection does not apply to streets or parts thereof where angle parking is lawfully permitted. However, no angle parking shall be permitted on a state route unless an unoccupied roadway width of not less than twenty-five feet is available for free-moving traffic.

- (b) No angled parking space that is located on a state route within a municipal corporation is subject to elimination, irrespective of whether there is or is not at least twenty-five feet of unoccupied roadway width available for free-moving traffic at the location of that angled parking space, unless the municipal corporation approves of the elimination of the angled parking space.

- (c) Replacement, repainting or any other repair performed by or on behalf of the municipal corporation of the lines that indicate the angled parking space does not constitute an intent by the municipal corporation to eliminate the angled parking space.

(1) Except as provided in division (c)(2) of this section, no vehicle or trackless trolley shall be stopped or parked on a road or highway with the vehicle or trackless trolley facing in a direction other than the direction of travel on that side of the road or highway.

- (2) The operator of a motorcycle may back the motorcycle into a parking space that is located on the side of, and parallel to, a road or highway. The motorcycle may face any direction when so parked. Not more than two motorcycles at a time shall be parked in a parking space as described in this section irrespective of whether or not the space is metered.
- (d) Notwithstanding any statute or any rule, resolution, or ordinance adopted by any local authority, air compressors, tractors, trucks, and other equipment, while being used in the construction, reconstruction, installation, repair, or removal of facilities near, on, over, or under a street or highway, may stop, stand, or park where necessary in order to perform such work, provided a flagperson is on duty or warning signs or lights are displayed as may be prescribed by the City Manager or designee.
- (e) Accessible parking locations and privileges for persons with disabilities that limit or impair the ability to walk shall be provided and designated all city, county and state agencies and instrumentalities thereof at all offices and facilities, where parking is provided, whether owned, rented, or leased, and at all publicly owned parking garages. The locations shall be designated through the posting of an elevated sign, whether permanently affixed or movable, imprinted with the international symbol of access and shall be reasonably close to exits, entrances, elevators, and ramps. All elevated signs posted in accordance with this division and division (C) of section [3781.111](#) of the Revised Code shall be mounted on a fixed or movable post, and the distance from the ground to the bottom edge of the sign shall measure not less than five feet. If a new sign or a replacement sign designating an accessible parking location is posted on or after October 14, 1999, there also shall be affixed upon the surface of that sign or affixed next to the designating sign a notice that states the fine applicable for the offense of parking a motor vehicle in the designated accessible parking location if the motor vehicle is not legally entitled to be parked in that location.
- (f) (1) A. No person shall stop, stand, or park any motor vehicle at accessible parking locations provided under division (e) of this section or at accessible clearly marked parking locations provided in or on privately owned parking lots, parking garages, or other parking areas and designated in accordance with that division, unless one of the following applies:
- (1) The motor vehicle is being operated by or for the transport of a person with a disability that limits or impairs the ability to walk and is displaying a valid removable windshield placard or accessible license plates;
- (2) The motor vehicle is being operated by or for the transport of a person with a disability and is displaying a parking card or accessible license plates.
- B. Any motor vehicle that is parked in an accessible marked parking location in violation of division (f) of this section may be towed or otherwise removed from

the parking location by the law enforcement of the political subdivision in which the parking location is located. A motor vehicle that is so towed or removed shall not be released to its owner until the owner presents proof of ownership of the motor vehicle and pays all towing and storage fees normally imposed by that political subdivision for towing and storing motor vehicles. If the motor vehicle is a leased vehicle, it shall not be released to the lessee until the lessee presents proof that that person is the lessee of the motor vehicle and pays all towing and storage fees normally imposed by that political subdivision for towing and storing motor vehicles.

C. If a person is charged with a violation of division (f)(1) or (2) of this section, it is an affirmative defense to the charge that the person suffered an injury not more than seventy-two hours prior to the time the person was issued the ticket or citation and that, because of the injury, the person meets at least one of the criteria contained in division (A)(1) of section [4503.44](#) of the Revised Code.

(2) No person shall stop, stand, or park any motor vehicle in an area that is commonly known as an access aisle, which area is marked by diagonal stripes and is located immediately adjacent to an accessible parking location provided under division (e) of this section or at an accessible clearly marked parking location provided in or on a privately owned parking lot, parking garage, or other parking area and designated in accordance with that division.

- (g) When a motor vehicle is being operated by or for the transport of a person with a disability that limits or impairs the ability to walk and is displaying a removable windshield placard or accessible license plates, or when a motor vehicle is being operated by or for the transport of a person with a disability and is displaying a parking card or accessible license plates, the motor vehicle is permitted to park for a period of two hours in excess of the legal parking period permitted by local authorities, except where local ordinances or police rules provide otherwise or where the vehicle is parked in such a manner as to be clearly a traffic hazard.
- (h) No owner of an office, facility, or parking garage where accessible parking locations are required to be designated in accordance with division (e) of this section shall fail to properly mark the accessible parking locations in accordance with that division or fail to maintain the markings of the accessible locations, including the erection and maintenance of the fixed or movable signs.
- (i) Nothing in this section shall be construed to require a person or organization to apply for a removable windshield placard or accessible license plates if the parking card or accessible license plates issued to the person or organization under prior law have not expired or been surrendered or revoked.
- (j) (1) Whoever violates division (a) or (c) of this section is guilty of a minor misdemeanor.

(2)(a) Whoever violates division (f) of this section is guilty of a misdemeanor and shall be fined not less than two hundred fifty nor more than five hundred dollars. An offender who violates division (f) of this section shall be fined not more than one hundred dollars if the offender, prior to sentencing, proves either of the following to the satisfaction of the court:

(i) At the time of the violation of division (f) of this section, the offender or the person for whose transport the motor vehicle was being operated had been issued a removable windshield placard that then was valid or accessible license plates that then were valid but the offender or the person neglected to display the placard or license plates as described in division (f) of this section.

(ii) At the time of the violation of division (f) of this section, the offender or the person for whose transport the motor vehicle was being operated had been issued a parking card that then was valid or accessible license plates that then were valid but the offender or the person neglected to display the card or license plates as described in division (f) of this section.

(b) In no case shall an offender who violates division (f) of this section be sentenced to any term of imprisonment.

An arrest or conviction for a violation of division (f) of this section does not constitute a criminal record and need not be reported by the person so arrested or convicted in response to any inquiries contained in any application for employment, license, or other right or privilege, or made in connection with the person's appearance as a witness.

The clerk of the court shall pay every fine collected under divisions (m) of this section to the political subdivision in which the violation occurred.

(3) Whoever violates division (F)(2) of this section shall be fined not less than two hundred fifty nor more than five hundred dollars.

In no case shall an offender who violates division (F)(2) of this section be sentenced to any term of imprisonment. An arrest or conviction for a violation of division (F)(2) of this section does not constitute a criminal record and need not be reported by the person so arrested or convicted with the person's appearance as a witness.

(4) Whoever violates division (h) of this section shall be issued a warning.

(1) If the offender previously has been convicted of or pleaded guilty to a violation of division (h) of this section or of a municipal ordinance that is substantially similar to that division, the offender shall not be issued a warning but shall be fined not more than twenty-five dollars for each parking location that is not properly marked or whose markings are not properly maintained.

(k) As used in this section:

- (1) "Person with a disability" means any person who has lost the use of one or both legs or one or both arms, who is blind, deaf, or unable to move without the aid of crutches or a wheelchair, or whose mobility is restricted by a permanent cardiovascular, pulmonary, or other disabling condition.
- (2) "Person with a disability that limits or impairs the ability to walk" has the same meaning as in section [4503.44](#) of the Revised Code.
- (3) "Accessible license plates" and "removable windshield placard" mean any license plates, standard removable windshield placard, permanent removable windshield placard, or temporary removable windshield placard issued under section [4503.41](#) or [4503.44](#) of the Revised Code, and also mean any substantially similar license plates or removable windshield placard issued by a state, district, country, or sovereignty.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Police Division
PREPARED BY:	John Jones
DATE PREPARED:	10/8/2024
COUNCIL MEETING DATE:	November 19, 2024
AGENDA TITLE:	An Ordinance Repealing Code Section 351.99 Penalty And Adopting New Section 351.99 Penalty. (John Jones, Police Chief)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	JAJ JG

DISCUSSION:

Currently, Section 351.99 Penalty outlines the fines for violation of Chapter 351 Parking Generally. The penalties include escalating fines after 10 days, which differs from other parking related chapters that escalate after 7 days in some cases and 15 days in some cases. The proposed changes will bring consistency to the parking fine penalty sections by escalating fines if the fine is not paid within 15 days of issuance. These revisions also reflect outdated language that indicate the fine should be paid at the Municipal Building and does not reflect the multiple methods of payment available to the customer.

ORDINANCE NO.

AN ORDINANCE REPEALING CODE SECTION 351.99 PENALTY AND
ADOPTING NEW SECTION 351.99 PENALTY.

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

SECTION 1: Council hereby REPEALS Oxford Codified Ordinance
Section 351.99 Penalty and ADOPTS New Section 351.99 Penalty as follows:

351.99 PENALTY

(a) Whoever violates any provision of Chapter [351](#), for which no other penalty
is provided, shall pay a fine as follows:

(1) Twenty-five dollars (\$25.00) if payment of the fine is received by the City
of Oxford within fifteen days of the day the violation notice is issued.

(2) Fifty dollars (\$50.00) if payment of the fine is received by the City of
Oxford beyond fifteen days after the issue of the violation notice.

(3) Seventy-five dollars (\$75.00) for the third offense, or any subsequent
offenses, within twelve months if payment of the fine is received by the City of Oxford
within fifteen days of the day the violation notice is issued. One hundred dollars
(\$100.00) if payment of the fine is received by the City of Oxford within fifteen days of
the day the violation notice is issued.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: WILLIAM SNAVELY
PREPARED BY: LAW (STAFF)

351.99 PENALTY.

(a) Whoever violates any provision of Chapter [351](#), for which no other penalty is provided, shall pay a fine as follows:

- (1) Twenty-five dollars (\$25.00) for the first offense, ~~if the fine is paid at the Municipal Building~~ if payment of the fine is received by the City of Oxford within ~~ten~~ fifteen days after issuance of the violation notice. Fifty dollars (\$50.00) ~~if the fine is not paid at the Municipal Building within ten~~ if payment of the fine is received by the City of Oxford beyond fifteen days after issuance of the violation notice.
- (2) Fifty dollars (\$50.00) for a second offense within twelve months ~~if the fine is paid at the Municipal Building~~ if payment of the fine is received by the City of Oxford within ~~ten~~ fifteen days after issuance of the violation notice. Seventy-five dollars (\$75.00) ~~if the fine is not paid at the Municipal Building within ten~~ if payment of the fine is received by the City of Oxford beyond fifteen days after issuance of the violation notice.
- (3) Seventy-five dollars (\$75.00) for a third offense, or any subsequent offenses, within twelve months ~~if the fine is paid at the Municipal Building~~ if payment of the fine is received by the City of Oxford within ~~ten~~ fifteen days after issuance of the violation notice. One hundred dollars (\$100.00) ~~if the fine is not paid at the Municipal Building within ten~~ if payment of the fine is received by the City of Oxford beyond fifteen days after issuance of the violation notice.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Police Division
PREPARED BY:	John Jones
DATE PREPARED:	10/8/2024
COUNCIL MEETING DATE:	November 19, 2024
AGENDA TITLE:	An Ordinance Repealing Code Section 353.99 Penalty And Adopting New Section 353.99 Penalty. (John Jones, Police Chief)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	JJ DRE

DISCUSSION:

Currently, Section 353.99 Penalty outlines the fines for violations related to Chapter 353 Parking Meters. The current fine for meter violation is ten dollars (\$10) if paid within seven (7) days of the violation. The fine escalates to fifteen dollars (\$15) after seven days and after fifteen days it escalates to twenty-five dollars (\$25). For a meter feeding (parked over time limit) violation, the fine is \$25 if paid within five days and escalates to fifty dollars (\$50) after five days. The difference in the escalation days has created confusion for persons who are paying or appealing their citations. There is also an issue in some situations where it is cheaper to risk getting a citation, than to pay for all day parking. For instance, if someone is parking on South Campus from 9am - 8pm at a rate of \$1/hour, they would pay \$11 for a day of parking. If they fail to pay, they would risk getting a citation which is only \$10.

The proposed amendments will increase the initial meter fine to fifteen dollars (\$15) and will make the escalation more consistent with other parking sections. The fine will increase after fifteen (15) days instead of the current seven (7). The proposal eliminates the second step of escalation and the fine will increase to twenty-five dollars (\$25) after fifteen (15) days. These changes provide for a more consistent escalation of fines as well as incentivize persons to pay for their parking rather than risk a citation.

ORDINANCE NO.

AN ORDINANCE REPEALING CODE SECTION 353.99 PENALTY AND ADOPTING NEW SECTION 353.99 PENALTY.

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

SECTION 1: Council hereby REPEALS Oxford Codified Ordinance Section 353.99 Penalty and ADOPTS New Section 353.99 Penalty as follows:

351.99 PENALTY

- (a) Whoever violates any provision of Chapter 353, for which no other penalty is provided, shall pay a fine as follows:
 - (1) Fifteen dollars (\$15.00) if payment of the fine is received by the City of Oxford within fifteen days of the day the violation notice is issued.
 - (2) Twenty-five dollars (\$25.00) if payment of the fine is received by the City of Oxford beyond fifteen days after the issue of the violation notice.
- (b) In addition to any penalty provided for in part (a) of this section, whoever violates any provision of Section 353.03(a), Meter Feeding, shall pay a fine as follows:
 - (1) Twenty-five dollars (\$25.00) for the first offense, if payment of the fine is received by the City of Oxford within fifteen days after issuance of the violation notice. Fifty dollars (\$50.00) if payment of the fine is received by the City of Oxford beyond fifteen days after issuance of the violation notice.
 - (2) Fifty dollars (\$50.00) for a second offense within twelve months if payment of the fine is received by the City of Oxford within after issuance of the violation notice. Seventy-five dollars (\$75.00) if payment of the fine is received by the City of Oxford beyond fifteen days after issuance of the violation notice.
 - (3) Seventy-five dollars (\$75.00) for a third offense, or any subsequent offenses, within twelve months if payment of the fine is received by the City of Oxford within after issuance of the violation notice. One hundred dollars (\$100.00) if payment of the fine is received by the City of Oxford beyond fifteen days after issuance of the violation notice.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: WILLIAM SNAVELY
PREPARED BY: LAW (STAFF)

353.03 PARKING METER ZONES; HOURS OF OPERATION.

(a) No owner or operator of any motor or other vehicle shall park such vehicle in a parking meter zone between the hours of 9:00 a.m. and 8:00 p.m. on Mondays through Saturdays, legal holidays excepted, for more than two hours or for such other periods of time so designated on the meters or on appropriate signs.

(b) Parking meter zones shall be designated on report and recommendation from the Chief of Police to the City Manager, by written order of the City Manager. Modification of the parking meter zones shall be by subsequent written order of the City Manager. All City Manager orders designating parking meter zones shall be kept on file with the Clerk of Council.

(c) Municipal Off-Street Parking.

(1) At the Municipal parking garage at Main and Walnut, the hours and days of operation, period of time allowed for parking, as well as lease terms, agreements and fees shall be determined by written order of the City Manager on report and recommendation from the Chief of Police.

(2) At the Municipal off-street parking lot at Main and Church, the number of multi-space meter spaces, hours and days of operation and the period of time allowed for parking in those spaces shall be determined by written order of the City Manager on report and recommendation from the Chief of Police. (Ord. 3617. Passed 4-20-21.)

353.05 PAYMENT; AMOUNTS AND TIME LIMITATIONS.

(a) The owner or operator of a vehicle, upon entering a single-space meter space, or a multi-space meter space, garage, or lot during the hours of operation as provided in Section [353.03\(a\)](#), shall immediately deposit, or cause to be deposited in the appropriate meter or multi-space meter, the required fee in coins or cash (where allowed) of the United States, or by token, credit card, parking card or other methods as approved by the Chief of Police. Failure to do so shall constitute a violation of this section. Upon deposit of the appropriate funds the parking space may be lawfully occupied by such vehicle during the period of parking time prescribed for the particular amount deposited.

(b) If any vehicle is left parked in a single-space meter space for such length of time that the single-space meter indicates by a proper signal that the lawful parking period has expired, such vehicle shall be parked overtime in violation of this section and the parking of such vehicle overtime shall be unlawful. Parking a vehicle during any unexpired time remaining on a meter and left by a prior user of the meter shall not be considered a violation of this section or of subsection (a).

(c) If a multi-space meter is out of order or unable to accept payment or issue a receipt, payment shall be made at the next available multi-space meter. In no case shall parking in a multi-space meter area be allowed without payment, except as otherwise described. If any vehicle is left parked in a multi-space meter space for such length of time in excess of the parking time prescribed for the particular amount deposited, such vehicle shall be parked overtime in violation of this section and the parking of such vehicle overtime shall be unlawful.

(d) Rates for single-space and multi-space meters shall be set by the Fee Ordinance. (Ord. 3618. Passed 4-20-21.)

353.99 PENALTY.

- (a) Whoever violates any provision of Chapter 353 shall pay a fine as follows:
- (1) ~~Ten dollars (\$10.00) if the fine is paid at the Municipal Building~~ Fifteen dollars (\$15.00) if payment of the fine is received by the City of Oxford within ~~seven days~~ fifteen days of the day the violation notice is issued.
 - (2) ~~Fifteen dollars (\$15.00) if the fine is paid at the Municipal building within fifteen days after issue of the violation notice.~~
 - (3) Twenty-five (\$25.00) ~~if the fine is paid at the Municipal Building within~~ if payment of the fine is received by the City of Oxford beyond fifteen days after issue of the violation notice.
- (b) In addition to any penalty provided for in part (a) of this section, whoever violates any provision of Section 353.03(a), Meter Feeding, shall pay a fine as follows:
- (1) Twenty-five dollars (\$25.00) for the first offense, ~~if the fine is paid at the Municipal Building~~ if payment of the fine is received by the City of Oxford within ~~five days~~ fifteen days after issuance of the violation notice. Fifty dollars (\$50.00) ~~if the fine is not paid at the Municipal Building within five days~~ if payment of the fine is received by the City of Oxford beyond fifteen days after issuance of the violation notice.
 - (2) Fifty dollars (\$50.00) for a second offense within twelve months ~~if the fine is paid at the Municipal Building~~ if payment of the fine is received by the City of Oxford within ~~five days~~ after issuance of the violation notice. Seventy-five dollars (\$75.00) ~~if the fine is not paid at the Municipal Building within five days~~ if payment of the fine is received by the City of Oxford beyond fifteen days after issuance of the violation notice.
 - (3) Seventy-five dollars (\$75.00) for a third offense, or any subsequent offenses, within twelve months ~~if the fine is paid at the Municipal Building~~ if payment of the fine is received by the City of Oxford within ~~five days~~ after issuance of the violation notice. One hundred dollars (\$100.00) ~~if the fine is not paid at the Municipal Building within five days~~ if payment of the fine is received by the City of Oxford beyond fifteen days after issuance of the violation notice.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Police Division
PREPARED BY:	John Jones
DATE PREPARED:	10/8/2024
COUNCIL MEETING DATE:	November 19, 2024
AGENDA TITLE:	An Ordinance Repealing Code Section 355.99 Penalty And Adopting New Section 355.99 Penalty. (John Jones, Police Chief)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	JJ DRE

DISCUSSION:

The proposed changes to Oxford Codified Ordinance Section 355.99 Penalty changes the dates of escalation from ten (10) days after issuance of the violation notice to fifteen (15) days after the issuance of the violation notice. The proposal also includes correcting language that says the fine must be paid at the Municipal Building and changes the wording to "if payment of the fine is received by the City of Oxford" which reflects the variety of options to make payment.

ORDINANCE NO.

AN ORDINANCE REPEALING CODE SECTION 355.99 PENALTY AND
ADOPTING NEW SECTION 355.99 PENALTY.

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

SECTION 1: Council hereby REPEALS Oxford Codified Ordinance
Section 355.99 Penalty and ADOPTS New Section 355.99 Penalty as follows:

355.99PENALTY

Whoever stands or parks their motor vehicle in a residential permit parking area without
the proper permit issued by the City shall pay a fine as follows:

- (1) Twenty-five dollars (\$25.00) for the first offense, if payment of the fine is
received by the City of Oxford within fifteen days after issuance of the
violation notice. Fifty dollars (\$50.00) if the fine is not received within
fifteen days after issuance of the violation notice.
- (2) Fifty dollars (\$50.00) for a second offense within twelve months if
payment of the fine is received by the City of Oxford within fifteen days
after issuance of the violation notice. Seventy-five dollars (\$75.00) if the
fine is not received within fifteen days after issuance of the violation
notice.
- (3) Seventy-five dollars (\$75.00) for a third offense, or any subsequent
offenses, within twelve months if payment of the fine is received by the City of
Oxford within fifteen days after issuance of the violation notice. One hundred
dollars (\$100.00) if the fine is not received within fifteen days after issuance of
the violation notice. (Ord. 3371. Passed 9-20-16.)

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

MAYOR

ADOPTED:
ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

355.99 PENALTY.

Whoever stands or parks their motor vehicle in a residential permit parking area without the proper permit issued by the City shall pay a fine as follows:

- (1) Twenty-five dollars (\$25.00) for the first offense, ~~if the fine is paid at the Municipal Building~~ if payment of the fine is received by the City of Oxford within ~~fifteen~~ ten days after issuance of the violation notice. Fifty dollars (\$50.00) if the fine is not ~~paid at the Municipal Building~~ received within ~~ten~~ fifteen days after issuance of the violation notice.
- (2) Fifty dollars (\$50.00) for a second offense within twelve months ~~if the fine is paid at the Municipal Building~~ if payment of the fine is received by the City of Oxford within ~~ten~~ fifteen days after issuance of the violation notice. Seventy-five dollars (\$75.00) if the fine is not ~~paid at the Municipal Building~~ received within ~~ten~~ fifteen days after issuance of the violation notice.
- (3) Seventy-five dollars (\$75.00) for a third offense, or any subsequent offenses, within twelve months if ~~the fine is paid at the Municipal Building~~ payment of the fine is received by the City of Oxford within ~~ten~~ fifteen days after issuance of the violation notice. One hundred dollars (\$100.00) if the fine is not ~~paid at the Municipal Building~~ received within ~~ten~~ fifteen days after issuance of the violation notice.
(Ord. 3371. Passed 9-20-16.)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry, Zachary Moore
DATE PREPARED:	10/28/2024
COUNCIL MEETING DATE:	November 19, 2024
AGENDA TITLE:	An Ordinance Approving The Final Subdivision Application And Plat For South Farm Section IV Residential Subdivision Of 6.8 Acres With Conditions (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	Housing Opportunities for Everyone
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	SP DRE

DISCUSSION:

Proposal Summary:

The request at hand pertains to an anticipated *second* phase of the South Farm neighborhood, which has since 2020 been referred to as “South Farm Section IV” due to three plats associated with the South Farm neighborhood having been recorded in the past. J.A. Development LLC is represented by Adam and Joe Cristo, who are executives for Cristo Homes, a regional homebuilder. Cristo Homes is interested in developing 25 single-family homes on 6.8 acres immediately west of the existing South Farm phase, and has retained Bayer Becker (c/o John Bayer, PE) to help design plans for the subdivision.

A previous partnership between homebuilder John Boyle and South Farm Development LLC, c/o Michael Shea, had also retained Bayer Becker to develop plans for the same 6.8-acre site. This “original” development proposal for South Farm Section IV initially began review in 2019. While over the coming years the team was eventually successful in securing all necessary planning & zoning approvals to proceed, ultimately the project did not move forward to execution. The previous developers still own a series of parcels in the area, which together comprise land that would have been devoted to their future development. Cristo Homes is now interested in purchasing this land to develop a single-family community with an identical level of density and substantially similar layout. Although a planning

approval of this nature cannot mandate a specific builder, it does appear Cristo intends on also serving as the homebuilder for this development.

The Oxford Subdivision Regulations specify that Council has the authority to approve such applications without a recommendation from the Planning Commission. In addition to Council needing to approve the final plat, this situation is unique in that it is also necessary for Council to formally vacate/dissolve existing right-of-way associated with a prior “ghost” subdivision from 2007 (South Farm Section II), which ultimately never developed following its original recording in 1994. Therefore, two Ordinances (one for existing right-of-way vacation, and one for the new plat) are being brought forward for consideration.

Background:

Below is a history of approvals pertaining to the original South Farm Section IV project which was proposed by John Boyle & Michael Shea (South Farm Development LLC):

Preliminary Subdivision – approved by Council on 9/17/2019, expired 9/17/2022
Preliminary Planned Development (PD) – approved by Council on 9/17/2019
Construction Drawings – reviewed and approved administratively 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
Final Subdivision (resubmittal following expiration of first) – approved by Council on 11/16/2021
Final Subdivision Extension Request – approved by Council on 11/1/2022; project considered expired as of 5/16/2023

Below is a history of approvals pertaining to the newest South Farm Section IV project requested by Joe Cristo (J.A. Development LLC):

Preliminary Subdivision – approved by Council on 8/20/2024 by Ord. No. 3773
Preliminary & Final Planned Development – approved by Council on 8/20/2024 by Ord. No. 3773
Construction Drawings – reviewed and approved administratively as of 9/18/2024

Discussion and Recommendation:

City staff has reviewed the proposed Record Plat instrument and believes it satisfies all prior design-related approval conditions inherent to previous Council approvals. Additional steps will still need to be satisfied administratively prior to the signing of the plat instrument by City officials, including: (1) approval of infrastructure bond estimates by the Service Department; (2) posting of bonds or other acceptable form of financial security for public improvements; and (3) Law Director review of HOA documents.

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 RESIDENTIAL SUBDIVISION OF 6.8 ACRES 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 B") on October 7, 2024 consisting of 6.813 acres; and

WHEREAS, the Community Development Director has reviewed the Final Plat, the approved Preliminary Plat and the preliminary approval Ordinance No. 3773 adopted August 20, 2024; 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 B" for South Farm Section IV with the following conditions:

1. The Final Subdivision 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 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. As necessary, the applicant shall file with the City a suitable form of financial security in order to guarantee the construction of any public 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 6.813 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

PREPARED BY: PLANNING STAFF

INTRODUCED BY: WILLIAM SNAVELY

CHECKED BY: LAW



FINAL SUBDIVISION APPLICATION

Please print legibly. To apply, email completed form and plans in PDF format to commdev@cityofoxford.org

BOX 1 | APPLICATION DETAILS

Property Address/Location	West end of Roberts Drive		
Subdivision Name	South Farm Section IV		
Total Site Acreage	6.813	Proposed Number of Lots/Parcels	28

BOX 2 | APPLICANT INFORMATION

Is the applicant also the current property owner?	
☐ Yes (You may skip Box 3) ☒ No (Do not skip Box 3, and include a Letter of Agency with your submittal)	
Applicant Name	Joe Cristo
Applicant Company Name	JA Development, LLC
Mailing Address	7594 Tyler's Place Boulevard, West Chester, Ohio 45069
Email Address	jcristo@cristohomes.com
Telephone Number	513-755-0570

BOX 3 | PROPERTY OWNER INFORMATION ☐ Check if same as Applicant

Property Owner Name	Mike Shea	John Boyle IV
Property Owner Company Name	South Farm Development LLC	Boyle John L IV et al
Mailing Address	3225 Indian Creek Rd, Oxford, OH 45056-9244	3225 Indian Creek Rd, Oxford, OH 45056-9244
Email Address	msfarm3225@yahoo.com	jnbcustomhomes@gmail.com
Telephone Number	513-260-2234	513-892-8749

BOX 4 | ENGINEER/SURVEYOR INFORMATION ☐ Check if same as Applicant

Architect/Engineer Name	John A. Bayer
Company Name	Bayer Becker
Mailing Address	110 South College Avenue, Oxford, Ohio 45056
Email Address	johnbayer@bayerbecker.com
Telephone Number	513-466-8084

BOX 5 | ATTACHMENT CHECKLIST ☐ Submit all contents in PDF format. No printed copies are necessary.

☒ Cover Letter providing a written description of the request
☒ Proposed Record Plat including all pertinent details as required by Attachment E of the Oxford Subdivision Regulations – more information on Page 3. (A printed mylar will later need to be submitted in order to obtain signatures from City officials, following Council approval and prior to recording with Butler County.)
Note: Upon checking an application for completeness, staff may require additional information and/or materials above and beyond the items listed above in order to perform a complete evaluation for compliance with relevant Code provisions. You are welcome to contact Community Development at 513-524-5204 ahead of submission to determine whether additional items may be required.

BOX 6 | APPLICANT SIGNATURE

<i>As the owner or owner's agent, I hereby agree all information contained in this application is true, accurate, and complete to the best of my knowledge. I acknowledge the application will first be checked by City staff for consistency with departmental requirements prior to determining a first meeting date with the Oxford City Council.</i>		
Applicant Name (Print) Joe Cristo		
Applicant Signature	Joseph A. Cristo Digitally signed by Joseph A. Cristo Date: 2024.10.01 12:41:43 -04'00'	Date 5/22/2024

Processing Fee

The appropriate processing fee amount will be determined during a completeness check by Community Development staff. It may take 1-2 business days for a completeness check to be performed. The applicant will receive a digital copy of a processing fee invoice via email once it is ready. Fees may be paid in-person by check or credit card at the Finance Department window on the first floor of the Oxford Municipal Building, 15 S College Avenue, Oxford OH 45056. For credit card payments, the City accepts Visa, MasterCard, or Discover, and such payments may also be taken over the phone by calling our Finance Department Utilities line at 513-524-5221, Option 1.

Record Plat Requirements For source text, see Oxford Subdivision Regulations [Attachment E](#)

Record Plat shall show the following: (Cover Sheet showing whole subdivision layout with specific Phase delineated for recording. Second sheet should show specifics required.)

- A. Name of Subdivision and Vol./Bk. ____ Pg. ____ for plat.
- B. The seal, registry number and signature of the registered surveyor and professional engineer who prepared the plat.
- C. North arrow, scale and date.
- D. Boundary lines, size and tract of whole site and each individual lot in square feet and acres along with the linear measurement thereof.
- E. The names and boundaries of all adjoining subdivisions and the names of recorded owners of adjoining parcels including parcel and lot numbers, including Deed Bk. & Pg. numbers within 200 feet of the site.
- F. Locations, dimensions, widths and names of existing streets, alleys, lots, railroads, right-of-ways, easements, and parks.
- G. Location, dimensions, widths and names of proposed streets and alleys.
- H. The radii, arcs, lengths, points of tangency and central angles for all curvilinear streets and the radii and lengths for rounded corners.
- I. All new utility easements shall be shown. Water lines, gas lines, electric lines, telephone lines, sanitary sewer and detention/retention.
- J. 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.
- K. The zoning district in which the site is located and statement certifying that the subdivision satisfies all applicable requirements of the zoning district governing the use of the land at the time of approval.
- L. Building setback lines and dimensions.
- M. Lot numbers secured from the County Auditor.
- N. Restrictions and covenants included in the deeds to the lots of the subdivision (HOA Documents). Reference to such instrument shall be made on the plat as well as a Bk. ____ Pg. ____ reference to fill-in.
- O. Reference City Ordinance No.'s from Preliminary Subdivision, and any Planned Development, approvals.
- P. Acknowledgment by the owner or owners of the plat restrictions including dedication of public streets, parks, alleys and granting required easements (Requires notarized signatures).
- Q. Approval and acceptance clause for the signatures of City Representatives.

See also the **Standard Record Plat** in Oxford Subdivision Regulations [Attachment H](#). Snapshots below:

[illegible]

DEDICATION STATEMENT:

THE CITY OF OXFORD, BY ORDER OF ORDINANCE _____, VACATED RIGHT-OF-WAY AND EASEMENTS ASSOCIATED WITH ROBERTS DRIVE AND HOOVER DRIVE AS WERE PREVIOUSLY DEDICATED BY OFFICIAL RECORD 7959, PAGE 1551, REPLAT FOR SOUTH FARM SECTION 2 & 2A.

THEREAFTER, THE UNDERSIGNED, BEING THE OWNERS OF PART OF LOT #3695 OF THE CITY OF OXFORD AS RECORDED IN OFFICIAL RECORD 9458, PAGE 214 AND LOTS #3696 THRU #3708 & HOOVER DRIVE, OF THE REPLAT FOR SOUTH FARM, SECTION 2 & 2A AS RECORDED IN OFFICIAL RECORD 7969, PAGE 1551 OF THE BUTLER COUNTY, OHIO RECORDERS OFFICE AND LOCATED IN SECTION 2A, TOWN 5, RANGE 1, CONGRESS LANDS WEST OF THE MIAMI RIVER, THE CITY OF OXFORD, BUTLER COUNTY, OHIO, DO HEREBY ASSENT TO AND ADOPT THE ACCOMPANYING PLAT OF SUBDIVISION TO BE KNOWN AS SOUTH FARM, SECTION 4 AND DO HEREBY DEDICATE TO THE PUBLIC FOREVER, IN ACCORDANCE WITH THE LAWS IN SUCH CASES MADE AND PROVIDED, THE STREETS AND ROADWAYS AS SHOWN ON SAID PLAT, AND DECLARE THE SAME TO BE FREE AND UNENCUMBERED.

THE TITLE WAS ACQUIRED BY: OFFICIAL RECORD _____, PAGE _____

OWNER: J.A. DEVELOPMENT, LLC

SIGNATURE: _____

PRINTED NAME & TITLE: _____

STATE OF: _____

COUNTY OF: _____

BE REMEMBERED THAT ON THIS _____ DAY OF _____, 2024, BEFORE THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY CAME J.A. DEVELOPMENT, LLC, AS REPRESENTED BY _____

WHO ACKNOWLEDGED THE SIGNING AND EXECUTION OF THE FOREGOING INSTRUMENT TO BE HIS VOLUNTARY ACT AND DEED, IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY NOTARIAL SEAL ON THE DAY AND YEAR LAST AFORESAID.

NOTARY PUBLIC: _____

MY COMMISSION EXPIRES: _____

LIEHOLDERS: LARKSPUR HOLDINGS, LLC

SIGNATURE: _____

PRINTED NAME & TITLE: _____

STATE OF: _____

COUNTY OF: _____

BE REMEMBERED THAT ON THIS _____ DAY OF _____, 2024, BEFORE THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, PERSONALLY CAME LARKSPUR HOLDINGS, LLC, AS REPRESENTED BY _____

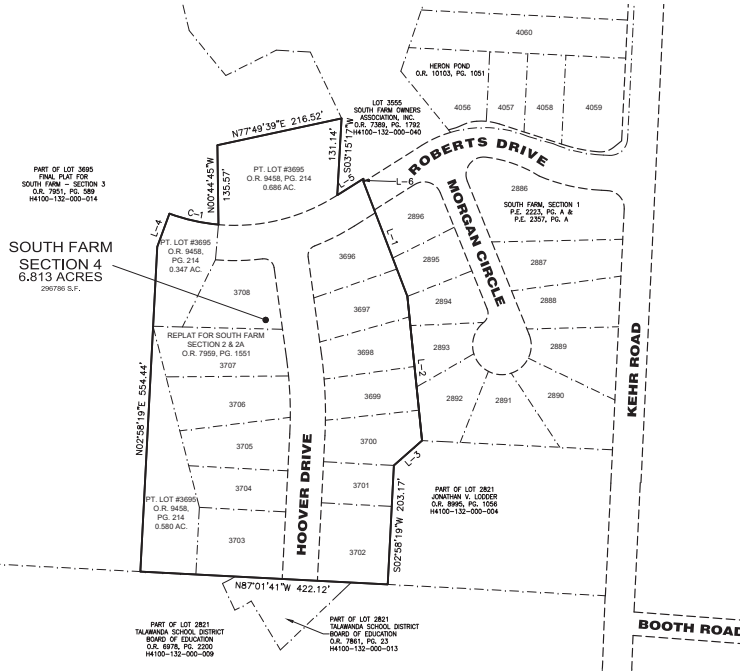
WHO ACKNOWLEDGED THE SIGNING AND EXECUTION OF THE FOREGOING INSTRUMENT TO BE HIS VOLUNTARY ACT AND DEED, IN TESTIMONY WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY NOTARIAL SEAL ON THE DAY AND YEAR LAST AFORESAID.

NOTARY PUBLIC: _____

MY COMMISSION EXPIRES: _____

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
OF SOUTH FARM, SECTION 2 & 2A
AS RECORDED IN OFFICIAL RECORD 7959, PAGE 1551
SECTION 34, TOWN 5, RANGE 1
CONGRESS LANDS WEST OF THE MIAMI RIVER
CITY OF OXFORD, BUTLER COUNTY, OHIO



CITY OF OXFORD NOTES

THE CITY OF OXFORD DOES NOT ACCEPT ANY PRIVATE DRAINAGE EASEMENTS SHOWN ON THIS PLAT AND IS NOT OBLIGATED TO MAINTAIN OR REPAIR ANY CHANNELS OR INSTALLATIONS IN SAID EASEMENTS. THE EASEMENT AREA OF EACH LOT AND ALL IMPROVEMENTS IN IT SHALL BE MAINTAINED CONTINUOUSLY BY THE OWNER OF THE LOT, IN ACCORDANCE WITH THE STANDARD AND SPECIFICATIONS OF THE CITY ENGINEER, WITHIN THE EASEMENT AREA, NO STRUCTURE, PLANTING OR OTHER MATERIAL SHALL BE PLACED OR PERMITTED TO REMAIN WHICH MAY OBSTRUCT, RETARD, OR CHANGE THE DIRECTION OF THE WATER FLOW, THE MAINTENANCE OF THE DETENTION AREAS IS THE RESPONSIBILITY OF THE OWNER OF THE LAND ON WHICH THEY ARE LOCATED.

THE CITY OF OXFORD ALSO WILL NOT BE RESPONSIBLE FOR ADJUSTING MANHOLES, VALVES, FIRE HYDRANTS, METER PITS, ETC. AS A RESULT OF GRADE CHANGES. THE GRANTOR SHALL BE RESPONSIBLE FOR THE PROPER ADJUSTMENT OF MANHOLES, VALVES, FIRE HYDRANTS, METER PITS, ETC. TO THE SATISFACTION OF THE CITY OF OXFORD, DUE TO GRADE CHANGES, PAVING, REPAVING, ETC. INITIATED BY THE GRANTOR.

ALL EASEMENTS SHALL BE KEPT CLEAR OF DECKS, POOLS, PLANTING AND OTHER OBSTRUCTIONS TO THE OPERATION AND MAINTENANCE OF THE UTILITIES. EAVES MAY ENCRoACH NO MORE THAN 18" INTO ANY EASEMENT.

ALL STREETS IN SAID SUBDIVISION SHALL BE CONSTRUCTED IN ACCORDANCE WITH APPROVED PLANS ON FILE IN THE OFFICE OF THE CITY ENGINEER. STREET NAME SIGNS ERECTED, AND DRAINAGE STRUCTURES CONSTRUCTED AS PER APPROVED PLANS ON FILE IN THE CITY ENGINEER'S OFFICE. ALL STREETS SHALL BE CONSTRUCTED WITHIN FIVE YEARS FROM THE DATE THE PLAT IS APPROVED BY THE CITY COUNCIL, AND SHALL BE MAINTAINED AND KEPT IN REPAIR FOR A PERIOD OF ONE YEAR FROM THE DATE THE CONSTRUCTED STREETS ARE APPROVED AND ACCEPTED BY THE CITY ENGINEER.

EASEMENTS SHOWN ON THIS PLAT ARE FOR THE EXCLUSIVE USE OF THE CITY OF OXFORD FOR THE CONSTRUCTION, OPERATION, REPAIR OR REPLACEMENT OF STORM SEWER, MANHOLES, CATCH BASINS, CONCRETE CHANNELS, HEADWALLS, DITCHES OR OTHER STORM WATER FACILITIES UNLESS SPECIFIC PERMISSION IS GRANTED TO AN OUTSIDE AGENCY OR UTILITIES. EASEMENTS ARE ALSO TO PROVIDE INGRESS AND EGRESS FOR SAID PURPOSE.

THESE EASEMENTS SHALL BE KEPT CLEAR OF BUILDINGS, FENCES, DOCKS, POOLS, PAVING, PLANTING AND OTHER OBSTRUCTIONS TO THE OPERATION AND MAINTENANCE OF THE DRAINAGE FACILITY AND ADJUTING PROPERTY SHALL NOT BE PERMITTED TO DRAIN INTO THIS EASEMENT EXCEPT BY MEANS OF AN APPROVED DRAINAGE STRUCTURE. EAVES MAY ENCRoACH NO MORE THAN 18 INCHES INTO ANY EASEMENT.

TYPICAL THREE (3) FOOT PRIVATE DRAINAGE EASEMENT PROVIDED ON BOTH SIDES OF EVERY LOT LINE, INSIDE THE PLATTED AREA, NOT PRESENTLY LABELED WITH AN EASEMENT.

ROOF DRAINS, FOUNDATION DRAINS, AND OTHER CLEAN WATER CONNECTIONS TO THE SANITARY SEWER SYSTEM ARE PROHIBITED.

HIGH WATER TABLES ARE APPARENT IN THIS AREA. IF BASEMENTS ARE CONSTRUCTED, IT IS THE RESPONSIBILITY OF THE BUILDER TO TAKE SPECIAL PRECAUTIONS TO INSURE THE BASEMENT STAYS DRY.

WATER & SEWER:

IT IS UNDERSTOOD THAT THE CITY OF OXFORD WILL NOT BE ABLE TO ISSUE ANY CONNECTION PERMITS OR BUILDING PERMITS UNTIL THE OHIO ENVIRONMENTAL PROTECTION AGENCY (EPA) HAS APPROVED THE PLANS FOR THE PROPOSED EXTENSIONS OF THE PUBLIC WATER AND SEWER SYSTEMS WITHIN THIS SUBDIVISION, UNLESS ON-SITE SYSTEMS ARE PROPOSED AND APPROVED.

ALL BUILDINGS TO BE SERVED BY THE PUBLIC SEWER SYSTEM SHALL BE CONSTRUCTED SO AS TO PROVIDE A MINIMUM OF FOUR FEET (4') OF VERTICAL SEPARATION BETWEEN THE PUBLIC SANITARY SEWER, AT THE POINT OF CONNECTION, AND THE LOWEST BUILDING LEVEL SERVED BY A GRAVITY SEWER CONNECTION. IN ADDITION, SAID BUILDING LEVEL SHALL BE AT LEAST ONE FOOT (1') ABOVE THE LOWEST POINT OF FREE OVERFLOW (NON-SEALED MANHOLE COVER) UPSTREAM OF ANY TREATMENT FACILITY OR WASTEWATER PUMPING FACILITY THAT RECEIVES THE DISCHARGE FROM SAID BUILDING. SAID MINIMUM SERVICE LEVELS SHALL BE RECORDED ON THE "AS-BUILT" PLANS FOR THE DEVELOPMENT WHICH WILL BE KEPT ON FILE IN THE OFFICE OF THE CITY ENGINEER.

PRIVATE DRIVEWAYS, PARKING LOTS, EARTHEN BERMS AND OTHER PAVED AREAS OR STRUCTURES SHOULD NOT BE CONSTRUCTED OVER PRIVATE WATER OR SEWER SERVICE LINES WITHIN THE PUBLIC ROAD RIGHT-OF-WAY OR WITHIN EASEMENT AREAS FOR THE PUBLIC UTILITIES. SHOULD THIS OCCUR, THE PROPERTY OWNER WILL BE HELD RESPONSIBLE FOR THE PROTECTION AND REPAIR OF AND PROVIDING ACCESS TO ANY CURB STOPS, METER PITS, MANHOLES, CLEANOUTS, ETC. INSTALLED IN CONJUNCTION WITH THESE PRIVATE SERVICE LINES AND FOR ANY DAMAGE OR RESTORATION OF THE PAVED SURFACES OR STRUCTURES THAT MAY RESULT FROM THE FUTURE OPERATION, MAINTENANCE, REPAIR OR REPLACEMENT OF SAID SERVICE LINES AND APPURTENANCES.

ALL LOTS SHOWN HEREON SHALL BE SERVED BY PUBLIC SANITARY SEWERS AND WATER.

THE CITY ENGINEER DOES NOT ACCEPT ANY RESPONSIBILITY FOR THE RELOCATION, REPAIR OR REPLACEMENT OF ANY OTHER UTILITY INSTALLED WITHIN FIVE (5) FEET OF THE CENTERLINE OF ANY SANITARY SEWER MAIN OR WATER MAIN.

EASEMENTS ON SAID PLAT, DESIGNATED AS "SANITARY SEWER EASEMENTS" OR "WATER EASEMENTS" ARE PROVIDED FOR THE RIGHT TO CONSTRUCT, USE, MAINTAIN AND KEEP IN REPAIR THEREON A SANITARY SEWER PIPELINE AND/OR WATER MAINS AND APPURTENANCES THERETO NECESSARY TO THE OPERATION THEREOF, AND ARE PERPETUALLY DEDICATED TO THE CITY OF OXFORD.

ALL BUILDINGS TO BE SERVED BY THE PUBLIC SEWER SYSTEM SHALL BE CONSTRUCTED AS TO PROVIDE GRAVITY FLOW TO THE SANITARY SEWER MAIN.

TRANSFER OF LOTS:

ANY LOT TRANSFERRED SHALL HAVE A MINIMUM WIDTH AND AREA SUBSTANTIALLY THE SAME AS SHOWN ON THE ACCOMPANYING PLAT AND ONLY ONE PRINCIPAL BUILDING WILL BE PERMITTED ON ANY SUCH LOT.

ANY FUTURE SPLITTING OF ANY LOT THAT RESULTS IN AN ADDITIONAL BUILDING SITE BEING CREATED SHALL BE BY REPLAT ONLY.

OWNER
J.A. DEVELOPMENT, LLC
7594 TYLER'S PLACE BOULEVARD
WEST CHESTER, OHIO 45069

ENGINEER / SURVEYOR

BAYER BOCKER
110 SOUTH COLLEGE AVENUE, SUITE 101
OXFORD, OHIO 45056
(513) 523-4270

SHEET INDEX

- 1) TITLE SHEET
- 2) PLAT

CURVE TABLE

Curve	Delta	Radius	Length	Chord
C-1	15°17'30"	322.00'	85.94'	57°24'35"E 85.68'

LINE TABLE

Line	Direction	Distance
L-1	S20°55'13"E	208.72'
L-2	S05°49'43"E	247.00'
L-3	S48°37'33"W	64.01'
L-4	N20°14'10"E	60.00'
L-5	N57°47'03"E	52.69'
L-6	S03°36'43"E	5.70'

CITY OF OXFORD

CLERK OF COUNCIL _____

MAYOR _____

COMMUNITY DEVELOPMENT DIRECTOR _____

CITY ENGINEER _____

BUTLER COUNTY AUDITOR

ENTERED FOR TRANSFER _____ A.D. 2024.

TRANSFERRED _____ A.D. 2024.

AUDITOR, BUTLER COUNTY, OHIO _____

BUTLER COUNTY RECORDER

FILED FOR RECORD _____ AT _____

RECORDED _____ PAGES _____

OFFICIAL RECORD _____ PAGES _____

RECORDER, BUTLER COUNTY, OHIO _____

FILE _____ FEE _____

UTILITY EASEMENTS:

EASEMENTS ON SAID PLAT, DESIGNATED AS "UTILITY EASEMENTS" ARE PROVIDED FOR THE CONSTRUCTION, MAINTENANCE, AND OPERATION OF POLES, WIRES AND CONDUITS, AND THE NECESSARY ATTACHMENTS IN CONNECTION THEREWITH, FOR THE TRANSMISSION OF ELECTRIC, TELEPHONE, AND OTHER PURPOSES FOR THE CONSTRUCTION AND MAINTENANCE OF SERVICE AND UNDERGROUND STORM WATER DRAINS, PIPELINES FOR SUPPLYING GAS, WATER, HEAT, AND OTHER PUBLIC OR QUASI PUBLIC UTILITY FUNCTIONS TOGETHER WITH THE NECESSARY LATERAL CONNECTIONS, AND ALSO THE RIGHT OF INGRESS TO AND EGRESS FROM SAID EASEMENTS, AND TO CUT, TRIM OR REMOVE TREES AND UNDERGROWTH OR OVERHANGING BRANCHES WITHIN SAID EASEMENT OR IMMEDIATE ADJACENT THERETO. NO BUILDINGS OR OTHER STRUCTURES MAY BE BUILT WITHIN SAID EASEMENTS, NOR MAY THE EASEMENT AREA BE PHYSICALLY ALTERED SO AS TO 1) REDUCE THE CLEARANCE OF EITHER OVERHEAD OR UNDERGROUND FACILITIES; 2) IMPAIR THE LAND SUPPORT OF SAID FACILITIES; 3) IMPAIR THE ABILITY TO MAINTAIN THE FACILITY OR 4) CREATE A HAZARD.

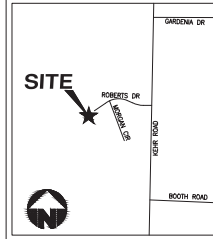
THE ABOVE PUBLIC UTILITY EASEMENTS ARE FOR THE BENEFIT OF ALL PUBLIC UTILITY PROVIDERS INCLUDING, BUT NOT LIMITED TO BUTLER RURAL ELECTRIC, CINCINNATI BELL, GLENWOOD ENERGY, AND CHARTER COMMUNICATIONS.

THE ABOVE EASEMENTS ARE ALSO PROVIDED FOR OTHER USES AS DESIGNATED AND SHALL BE USED FOR THE CONSTRUCTION OF STORM WATER DRAINS, OPEN CHANNELS, PUBLIC AND PRIVATE SEWERS, PIPELINES FOR THE SUPPLYING OF WATER, CABLE TELEVISION AND FOR ANY OTHER PUBLIC OR QUASI PUBLIC UTILITY OR FUNCTION, CONDUCTED, MAINTAINED OR PERFORMED BY ORDINARY METHODS BENEATH OR ABOVE THE SURFACE OF THE GROUND TOGETHER WITH THE RIGHT OF INGRESS AND EGRESS OVER AND ACROSS LOTS TO AND FROM SAID EASEMENTS.

SURVEYORS CERTIFICATION

I HEREBY STATE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF THAT THE ACCOMPANYING PLAT IS THE CORRECT RETURN OF A SURVEY MADE UNDER MY DIRECTION FOR "SOUTH FARM, SECTION 4". MONUMENTS ARE SET AND THEIR LOCATION AND SIZE ARE CORRECT AS SHOWN ON THE PLAT AND THAT THE CITY OF OXFORD SUBDIVISION REGULATIONS HAVE BEEN COMPLIED WITH TO THE BEST OF MY KNOWLEDGE.

JEFFREY O. LAMBERT, P.S.
PROFESSIONAL SURVEYOR #7568
IN THE STATE OF OHIO



**VICINITY MAP
(NOT TO SCALE)**

RECORD PLAT

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
OF SOUTH FARM, SECTION 2 & 2A
AS RECORDED IN OFFICIAL RECORD 7959, PAGE 1551
SECTION 34, TOWN 5, RANGE 1
CONGRESS LANDS WEST OF THE MIAMI RIVER
CITY OF OXFORD, BUTLER COUNTY, OHIO

bayer bocker
www.bayerbocker.com
110 South College Avenue, Suite 101
Oxford, OH 45056 - 513.523.4270

Drawing: 15-0180 RP TITLE
Checked by: PAH
Issue Date: JOL
09-30-2024
Sheet: 1/2

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that

JA Development, LLC

(Applicant Name)

has permission to represent our interest with the City of Oxford regarding
Final Subdivision Application

(Application Description)

located at

the west end of Roberts Drive

(Property Address/Location)

Thank you,

John Boyle

(Property Owner Printed Name – must be a person)

Boyle John L IV et al

(Property Owner Company Name – if applicable)


(Property Owner Signature – must correspond to printed name above)

10/5/24
(Date)

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that

JA Development, LLC


(Applicant Name)

has permission to represent our interest with the City of Oxford regarding

Final Subdivision Application

(Application Description)

located at

the west end of Roberts Drive

(Property Address/Location)

Thank you,

Mike Shea

(Property Owner Printed Name – must be a person)

South Farm Development LLC

(Property Owner Company Name – if applicable)


(Property Owner Signature – must correspond to printed name above)

10/2/29
(Date)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry, Zachary Moore
DATE PREPARED:	10/28/2024
COUNCIL MEETING DATE:	November 19, 2024
AGENDA TITLE:	An Ordinance Vacating Right-Of-Way Associated With Roberts Drive And Hoover Drive, And Extinguishing Easements, As Were Previously Established By (Official Record) O.R. 7959 Pg 1551, Replat For South Farm Section 2 & 2a. (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	Housing Opportunities for Everyone
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	SP DRE

DISCUSSION:

Same Staff Report as prior item, Final Subdivision Plat

Proposal Summary:

The request at hand pertains to an anticipated *second* phase of the South Farm neighborhood, which has since 2020 been referred to as “South Farm Section *IV*” due to three plats associated with the South Farm neighborhood having been recorded in the past. J.A. Development LLC is represented by Adam and Joe Cristo, who are executives for Cristo Homes, a regional homebuilder. Cristo Homes is interested in developing 25 single-family homes on 6.8 acres immediately west of the existing South Farm phase, and has retained Bayer Becker (c/o John Bayer, PE) to help design plans for the subdivision.

A previous partnership between homebuilder John Boyle and South Farm Development LLC, c/o Michael Shea, had also retained Bayer Becker to develop plans for the same 6.8-acre site. This “original” development proposal for South Farm Section IV initially began review in 2019. While over the coming years the team was eventually successful in securing all necessary planning & zoning approvals to proceed, ultimately the project did not move forward to execution. The previous developers still own a series of parcels in the area, which together comprise land that would have been devoted to their future

development. Cristo Homes is now interested in purchasing this land to develop a single-family community with an identical level of density and substantially similar layout. Although a planning approval of this nature cannot mandate a specific builder, it does appear Cristo intends on also serving as the homebuilder for this development.

The Oxford Subdivision Regulations specify that Council has the authority to approve such applications without a recommendation from the Planning Commission. In addition to Council needing to approve the final plat, this situation is unique in that it is also necessary for Council to formally vacate/dissolve existing right-of-way associated with a prior “ghost” subdivision (South Farm Section II), which ultimately never developed following its original recording in 1994. Therefore, two Ordinances (one for existing right-of-way vacation, and one for the new plat) are being brought forward for consideration.

Background:

Below is a history of approvals pertaining to the original South Farm Section IV project which was proposed by John Boyle & Michael Shea (South Farm Development LLC):

Preliminary Subdivision – approved by Council on 9/17/2019, expired 9/17/2022
Preliminary Planned Development (PD) – approved by Council on 9/17/2019
Construction Drawings – reviewed and approved administratively 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
Final Subdivision (resubmittal following expiration of first) – approved by Council on 11/16/2021
Final Subdivision Extension Request – approved by Council on 11/1/2022; project considered expired as of 5/16/2023

Below is a history of approvals pertaining to the newest South Farm Section IV project requested by Joe Cristo (J.A. Development LLC):

Preliminary Subdivision – approved by Council on 8/20/2024 by Ord. No. 3773
Preliminary & Final Planned Development – approved by Council on 8/20/2024 by Ord. No. 3773
Construction Drawings – reviewed and approved administratively as of 9/18/2024

Discussion and Recommendation:

City staff has reviewed the proposed Record Plat instrument and believes it satisfies all prior design-related approval conditions inherent to previous Council approvals. Additional steps will still need to be satisfied administratively prior to the signing of the plat instrument by City officials, including: (1) approval of infrastructure bond estimates by the Service Department; (2) posting of bonds or other acceptable form of financial security for public improvements; and (3) Law Director review of HOA documents.

1. 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, AND EXTINGUISHING EASEMENTS, AS WERE PREVIOUSLY ESTABLISHED BY (OFFICIAL RECORD) 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 each presently owned by one of two owners: John L. Boyle IV et al. and South Farm Development LLC; and

WHEREAS, John L. Boyle IV et al. and South Farm Development LLC have both signed letters of agency to authorize the re-subdivision of property to proceed under a new development entity, J.A. Development LLC; and

WHEREAS, J.A. Development LLC received approvals for a Preliminary & Final Planned Development and a Preliminary Subdivision from the Oxford City Council by Ordinance No. 3773 on August 20, 2024; and

WHEREAS, J.A. Development LLC submitted a Final Subdivision application to the City of Oxford on October 7, 2024; and

WHEREAS, the proposed Final Subdivision comprises 25 buildable lots for single-family homes plus 3 lots devoted to open space, and includes a slight shift in position to Hoover Drive.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS 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 within the replat boundary on the document attached hereto as “Exhibit A” be vacated.

SECTION 3: Council also hereby orders that all easements previously established within the replat boundary conveyed on “Exhibit A,” inclusive of access, drainage and utility easements, be extinguished.

SECTION 4: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

PREPARED BY: PLANNING STAFF

INTRODUCED BY: WILLIAM SNAVELY

CHECKED BY: LAW



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	10/29/2024
COUNCIL MEETING DATE:	November 19, 2024
AGENDA TITLE:	An Ordinance Amending Section 183.03 Of The Oxford Codified Ordinances And Changing The Disposition Of The Convention Tax Receipts. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	A Thriving and Resilient Year-Round Economy
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

We have limited dedicated funds for economic development. With the new requirement of an annual financial commitment from Miami University for economic development as part of our MOU, and our own Council's goal of a thriving year-round economy, we need to find funding to grow our economy and create new jobs in our community.

It is our recommendation to modify the tax distributed to Enjoy Oxford from an automatic 100% of the convention tax to, instead, at least 50% as required by ORC 5739.08 (B). This will allow the Finance Director to budget more accurately for how much will be dispersed to Enjoy Oxford each year. The budgeted amount for 2025 is \$303,680. Thereafter, it is recommended that Enjoy Oxford be granted a 4% increase each year as long as that amount does not fall below the state-mandated 50% of the convention tax.

Any overage of tax receipts beyond the budgeted amount going to Enjoy Oxford will be placed in an Economic Development Fund. This fund may be used for Economic Development activities, including business support, site acquisition, site preparation, and placemaking activities (such as public restroom maintenance/cleaning, art, events, etc).

Enjoy Oxford continues to be a valuable partner to the City of Oxford and supports visitors through their

website, visitors guide, and community calendar. They also support community events that engage both visitors and the general public. We are not aiming to cut Enjoy Oxford's funding; instead, we plan to stabilize their annual funding with a planned increase each year.

The excess funds above the annual amount dispersed to Enjoy Oxford will allow the city to meet our obligations to the MOU signed with Miami University regarding our annual economic development investment.

Update based on 11/5/2024 discussion:

After reviewing Councilor comments and public comments from Enjoy Oxford, the city proposes the following in our approach to this ordinance change.

First, the 2025 budgeted amount should be increased to align more closely with past actual disbursement and hotel performance. We recommend an increase to \$330K for 2025. Heidi Ridenour will discuss this during her budget presentation.

Second, annually thereafter, the City and Enjoy Oxford will meet to review hotel and short-term rental performance. Enjoy Oxford will draft a proposed budget request, with input from city staff, that will be reviewed and approved by City Council as part of the annual budget planning process.

ORDINANCE NO.

AN ORDINANCE AMENDING SECTION 183.03 OF THE OXFORD CODIFIED ORDINANCES AND CHANGING THE DISPOSITION OF THE CONVENTION TAX RECEIPTS.

WHEREAS, the Ohio Revised Code Section 5739.08 (B) allows a municipal corporations to levy a 3% lodging convention tax of which 50% shall be deposited in a separate fund for a Convention and Visitors Bureau; and

WHEREAS, the City Manager and Finance Director recommend the Oxford Codified Ordinance Section 183.03 be amended to reflect a change to the disposition of the convention tax receipts.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Oxford, Ohio:

Section 1: Section 183.03 of the Oxford Codified Ordinance of the City of Oxford is here by amended as follows:

183.03 DISPOSITION OF CONVENTION TAX FUNDS.

(a) Calculation of Disposition of Funds:

- (1) The Finance Director shall prepare a yearly estimate, used in the preparation of the annual budget, of three percent (3%) convention tax funds to be received by the City pursuant to Oxford Codified Ordinance Section [183.02](#).
- ~~(2) The City shall distribute one hundred percent (100%) of the convention tax funds received in a calendar year to Enjoy Oxford.~~

(2) The City shall distribute at least 50% of the convention tax funds received in a calendar year to the Oxford Visitors Bureau dba Enjoy Oxford.

- (b) Council may authorize the City Manager to enter into a written contract, on behalf of the City, with one or more convention and visitors' bureaus operating within Butler County, Ohio, that provides for the City's contribution of funds to such bureaus subject to the conditions contained within the contract.
- (c) All interest earned on the convention tax funds collected pursuant to Section [183.02](#) shall be retained by the City and deposited in the general fund.
- (d) Notwithstanding any other provision of this section, the City shall fully comply with the minimum State of Ohio convention tax requirements.

SECTION 2: The Assistant City Manager and the Finance Director recommend Oxford Codified Ordinance Section 183.03 and changing the disposition of the convention tax receipts.

SECTION 3: Council accepts the recommendation of the Assistant City Manager and the Finance Director and hereby amends Oxford Codified Ordinance and changing the disposition of the convention tax receipts.

SECTION 4: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:
ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: WILLIAM SNAVELY
PREPARED BY: LAW (STAFF)

An Ordinance Amending Section 183.03 Of The Oxford Codified Ordinances and changing the disposition of the convention tax receipts.

Whereas, the Ohio Revised Code Section 5739.08 (B) allows a municipal corporations to levy a 3% lodging convention tax of which 50% shall be deposited in a separate fund for a Convention and Visitors Bureau; and

Whereas, the City Manager and Finance Director recommend the Oxford Codified Ordinance Section 183.03 be amended to reflect a change to the disposition of the convention tax receipts.

The Council of the City of Oxford, Ohio hereby ordains that:

Section 1: Section 183.03 of the Oxford Codified Ordinance of the City of Oxford is here by amended as follows

183.03 DISPOSITION OF CONVENTION TAX FUNDS.

(a) Calculation of Disposition of Funds:

(1) The Finance Director shall prepare a yearly estimate, used in the preparation of the annual budget, of three percent (3%) convention tax funds to be received by the City pursuant to Oxford Codified Ordinance Section [183.02](#).

~~—(2) The City shall distribute one hundred percent (100%) of the convention tax funds received in a calendar year to Enjoy Oxford.~~

(2) The City shall distribute at least 50% of the convention tax funds received in a calendar year to the Oxford Visitors Bureau dba Enjoy Oxford.

(b) Council may authorize the City Manager to enter into a written contract, on behalf of the City, with one or more convention and visitors' bureaus operating within Butler County, Ohio, that provides for the City's contribution of funds to such bureaus subject to the conditions contained within the contract.

(c) All interest earned on the convention tax funds collected pursuant to Section [183.02](#) shall be retained by the City and deposited in the general fund.

(d) Notwithstanding any other provision of this section, the City shall fully comply with the minimum State of Ohio convention tax requirements.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	10/29/2024
COUNCIL MEETING DATE:	November 19, 2024
AGENDA TITLE:	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, 2025. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Fiscal Responsibility
BUDGETED AMOUNT:	\$88,274,838
ACCOUNT CODE:	Various
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR DRE

DISCUSSION:

The Appropriation Ordinance reflects the information presented to Council at its October 17th work session. Two changes have been made since the presentation. One was to allow for an advance to the Capital Improvement Fund from the General Fund to fund the EV Charging stations in anticipation of the reimbursement from OKI (\$905,489). The second was to transfer additional property tax levy money to fund the next phase of the OATS trail (\$1,445,000 from \$1,110,000). Items we discussed at the work session will be reviewed in 2025 with possible adjustments to the budget.

New Changes 2nd reading of increase of \$1,329,000:

General Fund –

Increase in expense of \$5,000 in HR operating budget for Police education. The Police contracts have a rolling education fund.

Special Revenue Funds –

FIRE/EMS Property Tax Levy transfer of \$1,270,000 to Fire/EMS fund after the passing of the levy.

Added expense to Economic Development Fund of \$26,000 after passage of the Fund creation and the Hotel Tax Ordinance amendment.

Fiduciary Funds –

Increased budgeted revenue to Hotel Tax fund to reflect a trend projected estimate. This allows us to budget expenditures to Enjoy Oxford with a trend projected expense. This increase went from \$303,680 to \$330,000 (Increase of \$26,320), which falls in line with what Enjoy Oxford received in 2023. The transfer from the Hotel Tax fund to the Economic Development fund is included as well at \$28,000 (increase of \$1,680).

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, 2025.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2025 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, 2025, the following sums be and they are hereby set aside and appropriated as follows:

GENERAL FUND 110

SECURITY OF PERSONS & PROPERTY	
Personnel Services	6,308,654
Other Services & Charges	<u>1,178,835</u>
Total Appropriations	7,487,489
 PUBLIC HEALTH AND WELFARE	
Personnel Services	92,625
Other Services & Charges	<u>203,074</u>
Total Appropriations	295,699
 LEISURE TIME ACTIVITIES	
Personnel Services	1,553,471
Other Services & Charges	<u>644,525</u>
Total Appropriations	2,197,996
 COMMUNITY ENVIRONMENT	
Personnel Services	896,378
Other Services & Charges	<u>308,686</u>
Total Appropriations	1,205,064
 GENERAL GOVERNMENT	
Personnel Services	1,241,697
Other Services & Charges	<u>1,444,677</u>
Total Appropriations	2,681,374
 TRANSFERS TO OTHER FUNDS	
Other Services & Charges	<u>1,770,399</u>
Total Appropriations	1,770,399
 ADVANCES TO OTHER FUNDS	
Other Services & Charges	<u>6,160,489</u>
Total Appropriations	6,160,489
 TOTAL GENERAL FUND APPROPRIATIONS	21,803,510

SPECIAL REVENUE FUNDS

STREET FUND 122	
Personnel Services	966,228
Other Services & Charges	<u>279,193</u>
Total Appropriations	1,245,421

STATE HIGHWAY IMPROVEMENT FUND 123	
Other Services & Charges	<u>20,200</u>
Total Appropriations	20,200
COMMUNITY DEVELOPMENT BLOCK GRANT FUND 126	
Other Services & Charges	<u>185,000</u>
Total Appropriations	185,000
COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND 128	
Other Services & Charges	<u>160,000</u>
Total Appropriations	160,000
PARKING FUND 130	
Personnel Services	452,745
Other Services & Charges	242,722
Transfer to Other Funds	<u>201,713</u>
Total Appropriations	897,180
AFFORDABLE HOUSING TRUST FUND 212	
Other Services & Charges	<u>23,200</u>
Total Appropriations	23,200
LAW ENFORCEMENT TRUST FUND 410	
Other Services & Charges	<u>8,400</u>
Total Appropriations	8,400
ENFORCEMENT & EDUCATION FUND 412	
Other Services & Charges	<u>37,000</u>
Total Appropriations	37,000
FIRE/EMS FUND 418	
Personnel Services	3,552,083
Other Services & Charges	<u>1,011,290</u>
Total Appropriations	4,563,373
OVI TASK FORCE FUND 419	
Personnel Services	59,866
Other Services & Charges	190,134
Advance to Other Funds	<u>250,000</u>
Total Appropriations	500,000
SOUTHPOINTE TIF DISTRICT 1 FUND 420	
Transfers to Other Funds	<u>270,291</u>
Total Appropriations	270,291
SOUTHPOINTE TIF DISTRICT 2 FUND 421	
Transfers to Other Funds	<u>6,868</u>
Total Appropriations	6,868
SOUTHPOINTE TIF DISTRICT 3 FUND 422	
Transfers to Other Funds	<u>10,306</u>
Total Appropriations	10,306
SOUTHPOINTE TIF DISTRICT 4 FUND 423	
Transfers to Other Funds	<u>10,281</u>
Total Appropriations	10,281

SOUTHPOINTE TIF DISTRICT 5 FUND 424	
Transfers to Other Funds	<u>10,229</u>
Total Appropriations	10,229
OXFORD AREA TRAIL PROPERTY TAX FUND 425	
Other Services & Charges	15,000
Transfers to Other Funds	<u>1,445,000</u>
Total Appropriations	1,460,000
SMALL BUSINESS LOAN FUND 427	
Other Services & Charges	<u>5,000</u>
Total Appropriations	5,000
FIRE/EMS PROPERTY TAX LEVY FUND 431	
Transfer to Other Funds	<u>1,270,000</u>
Total Appropriations	1,270,000
ECONOMIC DEVELOPMENT FUND	
Other Services & Charges	<u>26,000</u>
Total Appropriations	26,000
TOTAL SPECIAL REVENUE FUNDS APPROPRIATIONS	10,708,749
<u>DEBT SERVICE FUNDS</u>	
AQUATIC CENTER IMPROVEMENT DEBT SERVICE FUND 150	
Other Services & Charges	<u>307,050</u>
Total Appropriations	307,050
SOUTHPOINTE TIF IMPROVEMENT DEBT SERVICE FUND 151	
Other Services & Charges	<u>307,975</u>
Total Appropriations	307,975
TOTAL DEBT SERVICE FUNDS APPROPRIATIONS	615,025
<u>CAPITAL IMPROVEMENT FUNDS</u>	
CAPITAL EQUIPMENT FUND 140	
Other Services & Charges	<u>435,095</u>
Total Appropriations	435,095
CAPITAL IMPROVEMENT FUND 141	
Other Services & Charges	<u>4,125,478</u>
Total Appropriations	4,125,478
PARKING IMPROVEMENT FUND 142	
Other Services & Charges	<u>15,000</u>
Total Appropriations	15,000
MUNICIPAL FACILITIES CAPITAL IMPROVEMENT FUND 143	
Other Services & Charges	<u>70,000</u>
Total Appropriations	70,000
OAT CAPITAL IMPROVEMENT FUND 144	
Personnel Services	38,889
Other Services & Charges	6,638,071
Advance to Other Funds	<u>4,800,000</u>

Total Appropriations	11,476,960
SPECIAL ASSESSMENT FUND 417	
Other Services & Charges	200,000
Advance to Other Funds	<u>200,000</u>
Total Appropriations	400,000
TOTAL CAPITAL IMPROVEMENT FUNDS APPROPRIATIONS	16,522,533

ENTERPRISE FUNDS

WATER (OPERATING) FUND 321	
Personnel Services	1,858,301
Other Services & Charges	806,000
Transfers to Other Funds	<u>361,268</u>
Total Appropriations	3,025,569
WATER IMPROVEMENT FUND 322	
Other Services & Charges	<u>19,562,000</u>
Total Appropriations	19,562,000
WATER CAPITAL EQUIPMENT FUND 320	
Other Services & Charges	<u>86,867</u>
Total Appropriations	86,867
WASTEWATER (OPERATING) FUND 331	
Personnel Services	2,154,212
Other Services & Charges	956,660
Transfers to Other Funds	<u>133,542</u>
Total Appropriations	3,244,414
WASTEWATER IMPROVEMENT FUND 332	
Other Services & Charges	<u>6,612,000</u>
Total Appropriations	6,612,000
WASTEWATER CAPITAL EQUIPMENT FUND 330	
Other Services & Charges	<u>91,556</u>
Total Appropriations	91,556
STORM WATER FUND 351	
Other Services & Charges	<u>30,000</u>
Total Appropriations	30,000
SOLID WASTE (OPERATING) FUND 341	
Personnel Services	272,121
Other Services & Charges	2,123,473
Transfer to Other Funds	<u>33,542</u>
Total Appropriations	2,429,136
LANDFILL POST-CLOSURE INVESTMENT FUND 353	
Other Services & Charges	1,200
Transfers to Other Funds	<u>100,000</u>
Total Appropriations	101,200
TOTAL ENTERPRISE FUNDS APPROPRIATIONS	35,182,742

INTERNAL SERVICE FUNDS

EMPLOYEE BENEFITS FUND 230

Other Services & Charges	2,755,615
Advance to Other Funds	<u>5,000</u>
Total Appropriations	2,760,615

INTERNAL SERVICE FUND 370	
Other Services & Charges	<u>319,914</u>
Total Appropriations	319,914

TOTAL INTERNAL SERVICE FUNDS APPROPRIATIONS	3,080,529
---	-----------

FIDUCIARY FUNDS

HOTEL & CONVENTION TAX FUND 120	
Other Services & Charges	330,000
Transfer to Other Funds	<u>28,000</u>
TOTAL APPROPRIATIONS	358,000

BOARD OF BUILDING STANDARDS FUND 414	
Other Services & Charges	<u>3,750</u>
Total Appropriations	3,750

TOTAL FIDUCIARY FUNDS APPROPRIATIONS	361,750
--------------------------------------	---------

TOTAL 2025 BUDGET APPROPRIATIONS	88,274,838
----------------------------------	------------

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: WILLIAM SNAVELY

PREPARED BY: STAFF



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	10/29/2024
COUNCIL MEETING DATE:	November 19, 2024
AGENDA TITLE:	An Ordinance Outlining Budgeted Advances For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2025. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR DRE

DISCUSSION:

Description of Budgeted Advances for the 2025 Budget

Budgeted advances are used to allow specific funds money to spend prior to receiving reimbursement from other sources. These amounts are then returned to the advancing fund prior to year-end.

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

- Funds to be reimbursed from OKI, ODNR and OAT Property Taxes

Advance from GENERAL FUND 110 to EMPLOYEE BENEFIT FUND 230

- Funds to be reimbursed from employees' contribution for flexible spending program

Advance from GENERAL FUND 110 to SPECIAL ASSESSMENT FUND 417

- Sidewalk, curb & gutter repairs associated with repaving program

Advance from GENERAL FUND 110 to OVI TASK FORCE FUND 419

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

Advance from GENERAL FUND 110 to CAPITAL IMPROVEMENT FUND 141

- OKI reimbursement for EV Charging stations

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED ADVANCES FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2025.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2025 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, 2025, as follows:

Advance from:

General Fund 110	905,849.00
Capital Improvement Fund 141	905,849.00
General Fund 110	4,800,000.00
Oxford Area Trail Capital Improvement Fund 144	4,800,000.00
General Fund 110	5,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	200,000.00
Special Assessment Fund 417	200,000.00
General Fund 110	250,000.00
OVI Task Force Fund 419	250,000.00

Advance to:

Capital Improvement Fund 141	905,849.00
General Fund 110	905,849.00
Oxford Area Trail Capital Improvement Fund 144	4,800,000.00
General Fund 110	4,800,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	5,000.00
Special Assessment Fund 417	200,000.00
General Fund 110	200,000.00
OVI Task Force Fund 419	250,000.00
General Fund 110	250,000.00

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: STAFF



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	10/29/2024
COUNCIL MEETING DATE:	November 19, 2024
AGENDA TITLE:	An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2025. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Fiscal Responsibility
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR DRE

DISCUSSION:

Description of Budgeted Transfers for the 2025 Budget

Budgeted transfers include operating support; capital transfers; debt service payments; and this year to assist with the addition of 3 new full time Firefighters.

Transfer from GENERAL FUND 110 to STREET FUND
122

Transfer from GENERAL FUND 110 to CAPITAL EQUIPMENT FUND 140

Transfer from GENERAL FUND 110 CAPITAL IMPROVEMENT FUND
141

Transfer from GENERAL FUND 110 to AQUATIC CENTER DEBT SERVICE FUND
150

Transfer from GENERAL FUND 110 to STORM WATER FUND
351

Transfer from GENERAL FUND 110 to SPECIAL ASSESSMENT FUND
417

Transfer from GENERAL FUND 110 to FIRE/EMS FUND 418

Transfer from GENERAL FUND 110 to SMALL BUSINESS LOAN FUND
427

Transfer from PARKING FUND 130 to GENERAL FUND 110

Transfer from PARKING FUND 130 to STREET FUND 122

Transfer from PARKING FUND 130 to CAPITAL IMPROVEMENT FUND 141

Transfer from PARKING FUND 130 to PARKING IMPROVEMENT FUND
142

Transfer from SOUTHPOINTE TIF DISTRICT 1 FUND 420 to SOUTHPOINTE TIF DEBT SERVICE
FUND 151

Transfer from SOUTHPOINTE TIF DISTRICT 2 FUND 421 to SOUTHPOINTE TIF DEBT SERVICE
FUND 151

Transfer from SOUTHPOINTE TIF DISTRICT 3 FUND 422 to SOUTHPOINTE TIF DEBT SERVICE
FUND 151

Transfer from SOUTHPOINTE TIF DISTRICT 4 FUND 423 to SOUTHPOINTE TIF DEBT SERVICE
FUND 151

Transfer from SOUTHPOINTE TIF DISTRICT 5 FUND 424 to SOUTHPOINTE TIF DEBT SERVICE
FUND 151

Transfer from OXFORD AREA TRAIL PROPERTY TAX FUND 425 to OXFORD AREA TRAIL
CAP. IMPROVEMENT FUND 144

Transfer from WATER FUND 321 to GENERAL FUND
110

Transfer from WATER FUND 321 to WATER CAPITAL EQUIPMENT FUND
320

Transfer from WATER FUND 321 to WATER CAPITAL IMPROVEMENT FUND
322

Transfer from WASTEWATER FUND 331 to GENERAL FUND
110

Transfer from WASTEWATER FUND 331 to WASTEWATER CAPITAL EQUIPMENT FUND
330

Transfer from REFUSE FUND 341 to GENERAL FUND 110

Transfer from LANDFILL POST CLOSURE INVESTMENT FUND 353 to SOLID WAST FUND 341

2nd Reading Changes –

Transfer from FIRE/EMS PROPERTY TAX FUND 431 to FIRE/EMS FUND 418

Transfer from HOTEL TAX FUND 120 to ECONOMIC DEVELOPMENT FUND 432

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED TRANSFERS FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2025.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2025 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, 2025, as follows:

Transfer from:

General Fund 110	647,723.00
General Fund 110	100,000.00
General Fund 110	230,626.00
General Fund 110	307,050.00
General Fund 110	30,000.00
General Fund 110	50,000.00
General Fund 110	400,000.00
General Fund 110	5,000.00
Parking Fund 130	40,963.00
Parking Fund 130	35,750.00
Parking Fund 130	110,000.00
Parking Fund 130	15,000.00
Southpointe TIF District 1 Fund 420	270,291.00
Southpointe TIF District 2 Fund 421	6,868.00
Southpointe TIF District 3 Fund 422	10,306.00
Southpointe TIF District 4 Fund 423	10,281.00
Southpointe TIF District 5 Fund 424	10,229.00
Oxford Area Trail Property Tax Fund 425	1,445,000.00
Water Fund 321	43,542.00
Water Fund 321	86,900.00
Water Fund 321	230,826.00
Wastewater Fund 331	43,542.00
Wastewater Fund 331	90,000.00
Refuse Fund 341	33,542.00
Landfill Post Closure Investment Fund 353	100,000.00
Fire/EMS Property Tax Levy Fund 431	1,270,000.00
Hotel & Convention Tax Fund 120	28,000.00

Transfer to:

Street Fund 122	647,723.00
Capital Equipment Fund 140	100,000.00
Capital Improvement Fund 141	230,626.00
Aquatic Center Debt Service Fund 150	307,050.00
Storm Water Fund 351	30,000.00
Special Assessment Fund 417	50,000.00

Fire/EMS Fund 418	400,000.00
Small Business Loan Fund 427	5,000.00
General Fund 110	40,963.00
Street Fund 122	35,750.00
Capital Improvement Fund 141	110,000.00
Parking Improvement Fund 142	15,000.00
Southpointe TIF Debt Service Fund 151	270,291.00
Southpointe TIF Debt Service Fund 151	6,868.00
Southpointe TIF Debt Service Fund 151	10,306.00
Southpointe TIF Debt Service Fund 151	10,281.00
Southpointe TIF Debt Service Fund 151	10,229.00
Oxford Area Trail Capital Improvement Fund 144	1,445,000.00
General Fund 110	43,542.00
Water Capital Equipment Fund 320	86,900.00
Water Capital Improvement Fund 322	230,826.00
General Fund 110	43,542.00
Wastewater Capital Equipment Fund 330	90,000.00
General Fund 110	33,542.00
Refuse Fund 341	100,000.00
Fire/EMS Fund 418	1,270,000.00
Economic Development Fund 432	28,000.00

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: STAFF



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	10/29/2024
COUNCIL MEETING DATE:	November 19, 2024
AGENDA TITLE:	An Ordinance To Adopt Fees And Charges For The Fiscal Year 2025. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Fiscal Responsibility
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR DRE

DISCUSSION:

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

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

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

New change for 2nd reading – Administrative Citation collection amount was added at 20%. Finance was informed it should be 22%.

ORDINANCE NO.

AN ORDINANCE TO ADOPT FEES AND CHARGES FOR THE FISCAL YEAR 2025.

WHEREAS, the City Manager and the Finance Director recommend City Council adopt fees for 2025, 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)

		<u>\$ Amount</u>		<u>\$ Amount</u>	
		<u>Residents</u>		<u>Non-residents</u>	
<u>1) YEARLY MEMBERSHIP FEES - TRI COMMUNITY CENTER</u>					
(INCLUDES OPEN GYM AND WEIGHT ROOMS - for eligible ages)					
Child	(Ages 0-9)	FREE		FREE	
Youth	(Ages 10-17)	10.00	12.00	11.00	14.00
Adult	(Ages 18+)	20.00	25.00	22.00	28.00
<u>2) PRESCHOOL (per month)*effective 6/1/2025</u>					
Mon-Fri	All Day	635.00	650.00	699.00	715.00
<u>3) SUMMER CAMP PROGRAM</u>					
Weekly		160.00		176.00	
each additional child in family		140.00		154.00	
Pre-school camps (1/2 Day)		70.00		77.00	
Pre-school camps (Full Day)		130.00	140.00	143.00	154.00
<u>4) YOUTH SPORTS LEAGUES</u>					
Basketball					
Instructional League, Grade K		70.00	75.00	77.00	83.00
Competitive League, Grade 1-2		90.00	95.00	99.00	105.00
Competitive League, Grade 3-12		100.00	105.00	110.00	115.00
Flag Football League - Instructional		70.00		75.00	
Flag Football League		85.00	90.00	94.00	99.00
<u>5) ADULT SPORTS LEAGUES</u>					
Adult softball		450.00	475.00		
<u>6) RESERVATION FEES</u>					
Oxford Aquatic Center					
Reservation, per hour (competition pool only)		150.00	160.00	165.00	176.00
Reservation, per hour (activity pool only)		220.00	230.00	242.00	253.00
Reservation, per hour (both pools)		235.00	245.00	259.00	270.00
Athletic Fields					
Per game, per field		35.00	40.00	39.00	44.00
Per day, per field		175.00	200.00	193.00	220.00
Per game, per field (preps)		35.00	40.00	39.00	44.00
Per hour, per field (lights)		35.00		39.00	
Community Park Gazebo Reservation		15.00 per hour		17.00 per hour	
Park Shelter Reservation		12.00 per hour		14.00 per hour	
Electric Tap Fee		60.00 per day		100.00 per day	
(Large machines such as ice machine, inflatables, etc.)					

7) AQUATIC CENTER

Season pool passes

Adult (18-59)	100.00		110.00	
Senior (60+)	80.00	85.00	88.00	94.00
Youth (2-17)	80.00	85.00	88.00	94.00
Child under 2	FREE		FREE	
Household (4 or less)	220.00	230.00	242.00	253.00

General admission

Adult (18-59)	8.00
Senior (60+)	7.00
Youth (2-17)	7.00
Child under 2	FREE

Swimming lessons

Parent/child	50.00	55.00
Preschool & Level I	50.00	55.00
Skill Level II thru V	55.00	61.00

8) SENIOR CITIZEN CENTER RENTAL

Includes kitchen & great room (minimum 2 hour rental)	60.00/hour	65.00/hour	66.00/hour	72.00/hour
--	-----------------------	-------------------	-----------------------	-------------------

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

9) COMMUNITY EVENT TENT RENTAL

25.00	*per event	* Fee may be waived by the City Manager
--------------	-------------------	--

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	400.00	plus 10.00 postage
Annexation 100% owner petition	300.00	plus 1.00 per acre
Conceptual Review	No fee	
Subdivision Development, Preliminary	470.00	plus 10.00 per lot, plus 10.00 postage
Subdivision Development, Final	470.00	plus 10.00 per lot, plus 10.00 postage
Planned Development, Preliminary	470.00	plus 100.00 per acre, plus 10.00 postage
Planned Development, Final	470.00	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 <u>HAPC Item</u>		
Certificate of Appropriateness	50.00	
Pre-application	No fee	
Certificate of Appropriateness for demolition of Historic Structure	250.00	
Demolition permit historic building in historic district	10% demolition cost per HAPC code	
c) Board of Zoning Appeals <u>BZA Item</u>		
Variance Petition	200.00	plus 100.00 for each additional variance request up to 1,000.00, plus 10.00 postage
Appeal of Administrator's Decision	150.00	
Appeal of HAPC Decision	150.00	
<u>3) DOCUMENTS, MAPS, & OTHER MATERIALS</u>	At Media or Copy Cost Otherwise Noted	
<u>4) PLANNING AND DATA SERVICES</u>	55.00	per hour
<u>C) INSPECTIONS (Building Official)</u>		
<u>1) One, Two, and Three-Family Dwellings and Accessory Buildings (OBOA - Residential Code of Ohio - Ohio Building Officials Association)</u>		
<u>Residential Building Item</u>		
Building - 1Fam/2Fam/3Fam - New / Add / Alt / Remodel	120.00	0.32 per sq ft
Mechanical (HVAC) - New / Add / Remodel	90.00	0.05 per sq ft
Electrical - New / Add / Remodel	90.00	0.05 per sq ft
Second and subsequent plan review (1/4 hr increments)	65.00	per hour
Minor Alteration (per each type of permit, Bldg, Elect, HVAC)	80.00	
Accessory structures: Awnings, Decks, Sheds (Accessory building <200 sq ft do not require building review)	90.00	plus 0.15 per sq ft
Furnace or A/C Replacement	85.00	per unit
Heat Pump	85.00	per unit
Gas Piping	75.00	
Geothermal trench/pressure test	75.00	
Electrical Service Upgrade / New / Reconnect	90.00	
Electric for Swimming Pool (In ground/above ground bonding/wiring)	90.00	
Electric Vehicle Chargers	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)	90.00	
Non-Permit Inspection Request	80.00	
Out of Normal Hours Inspection	125.00	per hour/3 hr min
Swimming Pool deeper than 24"	100.00	
Solar Array	90.00	plus 5.50/panel
Solar Array with battery storage	120.00	plus 5.50/panel

Temporary Supply	75.00	
Temporary Tent 400-699 sq. ft. with sides	80.00	plus 0.15 per sq ft
Temporary Tent 700 sq. ft. or more with or without sides	80.00	plus 0.12 per sq ft
Fence over 6 feet tall	50.00	
Work Without Permit	Doubled permit fee	
Change of Building Plans (after approval)	75.00	plus 65.00 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)	220.00	plus 0.18 per sq ft
Building (Multi-Family)	220.00	plus 0.23 per sq ft
Mechanical	220.00	plus 0.06 per sq ft
Electrical	220.00	plus 0.06 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)	90.00	per hour
Revision to approved plans	125.00	plus plan review
Demolition	100.00	per structure
Roof Replacements	250.00	
Storage Rack Systems	220.00	plus 0.18 per sq ft
Furnace or A/C Replacement	150.00	plus 65.00 per each addl unit
Geothermal Trench/Pressure Test	100.00	per inspection
Electric Vehicle Charging Stations	200.00	First charger/plus 150.00 per each add'l charger
Solar Arrays	220.00	plus 5.50 per panel
Solar Array with battery storage	250.00	plus 5.50 per panel
Industrialized Unit	220.00	plus 0.18 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)	115.00	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 (electric)	90.00	
Change of Building Plans (after approval)	75.00	plus 100.00 per hour
Fuel Storage Tank	75.00	per tank
Temporary structures	80.00	plus 0.12 per sq ft
Temporary Tent 400-699 sq. ft. with sides	80.00	plus 0.15 per sq ft
Temporary Tent 700 sq. ft. or more with or without sides	80.00	plus 0.12 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	57.75	60.00	
Two-Family Structure	94.50	100.00	
Three-Family Structure	126.00	130.00	
Four-Family Structure	147.00	155.00	
Five or More Unit Structure	31.50	33.00	per unit
Fraternity or Sorority House	346.50	365.00	
Condominium	57.75	60.00	
Lodging House	115.50	120.00	

b) Late Renewal **per building**

After 30 days expired	10.00	15.00	
After 60 days expired	20.00	30.00	
After 90 days expired	30.00	45.00	
Fraternity Late Fee	50.00		

c) Re-inspection

75.00

2nd and subsequent Re-Inspection

150.00

d) **Property Maintenance and Building** Board of Appeals

Application	150.00		
-------------	--------	--	--

4) Tobacco Retailer Licensing

a) Annual Retailer License	250.00		
b) Retailer License late fee	100.00		

D) POLICE DIVISION

Events requiring Officers for Crowd or Traffic Control:

One Officer	60.00	per hour	
Each additional Officer	60.00	per hour	
Police Supervisor (Required for each 4 Police Officers)	70.00	per hour	
Police Command Officer (Required for two squads of five Officers)	80.00	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		
----------------	------------------	--	--

Black Ink Card **15.00**

Ohio Background Check **40.00**

FBI Background Check **40.00**

Ohio and FBI Combined Background Check **70.00**

Local Records Checks 15.00

Solicitor permit 50.00

False Alarm Fees

Residential, Commercial & Industrial

1 to 2 Annually No charge

Residential

3 or more 100.00 per occurrence

Commercial/Industrial

3 to 4 Annually 100.00 per occurrence

5 to 6 Annually 200.00 per occurrence

7 to 8 Annually 400.00 per occurrence

9 or more 800.00 per occurrence

Accident, crime, other reports 0.10 per page

Purchase Meter time

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	150.00	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 22%
Animal Boarding		
1 st day or any part thereof	21.50	
Each subsequent day or any part thereof	13.50	

Unmanned Aerial System (drone) fees

Small Drone	25.00	per hour	150.00	per day
Large Drone	75.00	per hour	500.00	per day

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

Smartmeters and Multi-space meters		
South Campus Avenue	1.00	per hour
High Street, Park Place	1.00	per hour
Municipal Surface Lot	1.00	per hour
Parking garage	0.50	per hour
Main Street	1.00	per hour
Beech St. & Poplar Street	0.50	per hour
Walnut Street & Church Street	0.25	per hour
Elm Street & 200 Block West High Street	0.25	per hour
Traditional coin-only meters	0.25	per hour

Parking Garage lease

Summer lease only (June 1- August 14)	150.00	
School year (August 15-May 31)	1,150.00	
Annual (August 15 - August 14)	1,250.00	
Per Semester (August 15-December 31) January 1-May 31)	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 DIVISION

EMS Runs		
BLS-E	690.00	per run 825.00
ALS-1 E	1,030.00	per run 1,300.00
ALS-2 E	1,280.00	per run 1,400.00
EMS Mileage Rate	21.00	per loaded mile 22.00

Non-Emergency Transport			
BLS	690.00	per run	825.00
ALS	1,030.00	per run	1,300.00
Mileage	21.00	per loaded mile	22.00
Critical Care Interhospital Transport	3,000.00		
Mileage	21.00	per loaded mile	22.00
Court ordered restitution for transport refusal	400.00		
Fire Watch	60.00	per hour per person (2 hour min.)	
EMS Stand-By	60.00	per hour per person (2 hour min.)	
Fire and or EMS Coverage for Events	60.00	per hour per person (2 hour min.)	
CPR/AED/First Aid Training	40.00	Resident	
	50.00	Non-Resident	
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	175.00		
Fire Review	150.00		
Fire Suppression Plans Review	150.00		
Underground Fire Line/Fire Dept. Connection	175.00		
Fire Alarm Plan Review	150.00		
Kitchen Hood	150.00		
Kitchen Hood Suppression System	150.00		
Revision/Change to Approved Plans	150.00		
Tent Plan Review/Inspection	175.00		
Initial Fire Inspection/First Re-Inspection	No Charge		
2nd and subsequent Re-inspection	150.00		
Re-Inspection fees are separate from any citation issued for violations of the Ohio Fire Code.			
Food Truck/ Trailer Annual Inspection	75.00		
Demolition	100.00	Residential	
	150.00	Commercial	
<u>F) SERVICE DEPARTMENT</u>			
<u>1) Water Service</u>			
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)	3.61	3.72	per 100 cubic feet
Bulk Water Service	3.61	3.72	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	2.63	2.71	per 100 cubic feet
Base monthly charge Meter size (inch):			
3/4	9.50	9.80	
1	15.70	16.20	
1 1/2	31.50	32.50	
2	50.30	51.90	
3	94.40	97.25	
4	157.30	162.05	
6	314.70	324.15	
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	3,248.00	3,345.00	
2	3,702.00	3,813.00	
4	4,547.00	4,683.00	
6	5,626.00	5,795.00	
8	8,488.00	8,743.00	
10	11,705.00	12,056.00	
12	13,421.00	13,824.00	
Outside city limits	35%	added to amounts above	
Separate meter pits	Time and materials		
Meter vault and Lid (based on meter size)	675.00	695.00	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	385.00	
Ally Remote Meter & Valve assembly	775.00	
1	486.00	
1 1/2	2,092.00	
2	2,384.00	
3	2,967.00	
4	5,008.00	
>4	Cost to City plus 10% administrative fee	

Water Capacity benefit charges

Meter size (inch):	
5/8 & 3/4	1,730.00
1	4,480.00
1 1/2	9,023.00
2	14,626.00
3	29,098.00
4	45,372.00
6	90,980.00
8	145,508.00
10	209,502.00

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/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	credit to participant utility account

2) Sanitary Sewer service

Sewer rates

Volume charge	4.08	4.20	per 100 cubic feet
Base monthly fee	3.90	4.02	

Surcharges for High Strength Waste

Excess suspended solids

1.0-2.0 X Allowable Strength - 1.25 x Base Rate
2.1-3.0 X Allowable Strength - 1.50 x Base Rate
3.1-4.0 X Allowable Strength - 2.00 x Base Rate
Over 4.01 X Allowable Strength - 4.00 x Base Rate

Excess biochemical oxygen demand

1.0-2.0 X Allowable Strength - 1.25 x Base Rate
2.1-3.0 X Allowable Strength - 1.50 x Base Rate
3.1-4.0 X Allowable Strength - 2.00 x Base Rate
Over 4.01 X Allowable Strength - 4.00 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	1,730.00
1	4,480.00
1 1/2	9,023.00
2	14,626.00
3	29,098.00
4	45,372.00
6	90,980.00
8	145,508.00
10	209,502.00

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)	345.00	per hour (1 hour min.)
Sanitary sewer main video inspection	345.00	per hour (1 hour min.)
Sanitary lateral video inspection	345.00	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	45.00
Hand Service recycling	15.00	25.00

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.

	Rumpke	Admin	Total	
Refuse				
Residential	14.28	13.60	3.32	16.92
(Single family or multi-unit dwellings with four or less units)				17.60
Rental for Waste wheeler	3.00	-	3.00	3.50
Residential rates include 4.00 Recycle fee				
Commercial				
2 Cubic Yard dumpster				
1x/week	45.49	38.78	9.46	48.24
2x/week	86.44	61.40	14.97	76.37
3x/week	127.83	91.96	22.39	114.35
4x/week	168.33	119.13	28.98	148.11
5x/week	209.27	148.55	36.26	184.81
6x/week	250.22	177.97	43.45	221.42
Requested extra pick up (outside of normal schedule)	40.00	28.28	6.88	35.16
Rental fee	14.00	-	14.00	
3 Cubic Yard dumpster				
1x/week	58.51	50.14	12.22	62.36
2x/week	111.74	88.62	21.55	110.17
3x/week	164.67	128.24	31.17	159.41
4x/week	217.60	167.84	40.81	208.65
5x/week	270.53	206.33	50.19	256.52
6x/week	323.46	245.94	59.96	305.90
Requested extra pick up (outside of normal schedule)	45.00	29.40	7.16	36.56
Rental fee	17.00	-	17.00	
4 Cubic Yard dumpster				
1x/week	76.16	64.93	15.86	80.79
2x/week	144.71	114.72	27.98	142.70
3x/week	213.26	164.51	40.10	204.61
4x/week	281.81	215.43	52.43	267.86
5x/week	350.36	265.23	64.52	329.75
6x/week	418.90	313.89	76.37	390.26
Requested extra pick up (outside of normal schedule)	50.00	33.96	8.26	42.22
Rental fee	20.00	-	20.00	
6 Cubic Yard dumpster				
1x/week	113.40	96.68	23.59	120.27
2x/week	215.46	166.84	40.60	207.44
3x/week	317.52	237.01	57.96	294.97
4x/week	419.59	293.59	71.53	365.12
5x/week	521.65	381.87	93.18	475.05
6x/week	623.71	454.29	110.84	565.13
Requested extra pick up (outside of normal schedule)	55.00	37.08	9.02	46.10
Rental fee	23.00	-	23.00	

8 Cubic Yard dumpster					
1x/week	149.33	127.30	31.03	158.33	180.36
2x/week	283.72	220.10	53.58	273.68	337.30
3x/week	418.12	311.76	76.02	387.78	494.14
4x/week	552.51	404.56	98.47	503.03	650.98
5x/week	686.91	496.22	120.63	616.85	807.54
6x/week	821.30	589.01	144.02	733.03	965.32
Requested extra pick up (outside of normal schedule)	60.00	39.62	9.67	49.29	69.67
Rental fee		26.00	-	26.00	
Waste wheeler		Rumpke	Admin	Total	
1x/week	18.20	15.87	3.86	19.73	22.06
2x/week	34.59	27.15	6.62	33.77	41.21
3x/week	50.97	38.48	9.37	47.85	60.34
4x/week	67.35	49.80	12.15	61.95	79.50
5x/week	83.73	61.11	14.88	75.99	98.61
6x/week	100.12	72.43	17.63	90.06	117.75
Requested extra pick up (outside of normal schedule)	15.00	11.32	2.76	14.08	17.76
Rental fee	10.00	9.00	-	9.00	10.00
<u>Recycling</u>					
2 Cubic Yard dumpster					
1x/week				40.33	48.25
2x/week				58.26	91.68
3x/week				73.94	135.11
4x/week				91.86	178.54
5x/week				107.56	221.97
Requested extra pick up (outside of normal schedule)				27.88	40.00
3 Cubic Yard dumpster					
1x/week				53.77	64.34
2x/week				78.43	122.25
3x/week				103.07	180.16
4x/week				129.97	238.07
5x/week				154.62	295.98
Requested extra pick up (outside of normal schedule)				29.10	45.00
4 Cubic Yard dumpster					
1x/week				67.22	80.42
2x/week				100.84	152.8
3x/week				134.45	225.17
4x/week				168.07	297.55
5x/week				201.66	369.93
Requested extra pick up (outside of normal schedule)				33.62	50.00
6 Cubic Yard dumpster					
1x/week				91.86	109.91
2x/week				140.05	208.82
3x/week				189.34	307.74
4x/week				239.76	406.65
5x/week				291.30	505.57
Requested extra pick up (outside of normal schedule)				36.68	55.00

8 Cubic Yard dumpster		
1x/week	110.93	132.72
2x/week	178.14	252.17
3x/week	245.37	371.62
4x/week	312.59	491.07
5x/week	379.82	610.52
Requested extra pick up (outside of normal schedule)	39.22	60.00
Waste wheeler		
1x/week	13.52	16.00
2x/week	20.27	30.40
3x/week	27.02	44.80
4x/week	33.78	59.20
5x/week	40.52	73.60
Requested extra pick up (outside of normal schedule)	11.27	15.00
Late fee	10%	
One time additional pickup permit stickers	15.00 per sticker	
Compactor tickets	46.25	51.00 per 1 cubic yard

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

5) Miscellaneous

Tree Plantings required by Codified Ordinance Chapter 1148 495.00 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	Media

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
<u>H) STREET DIVISION</u>		
Street cut surface repair - April through November:		
Up to 40 sq. ft. (or 40 linear ft of curb totaling less than 40 sq. ft.)	148.00	
More than 40 sq. ft.	148.00	plus 3.70 per additional sq. ft.
December through March:		add 50% to above costs
Brick Street Repair	60.00	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)	30.00	per hour
Event Electrician	120.00	plus necessary materials at cost
Road Closures/Detours	150.00	
Event Trash cans	6.00	
Street Signs		Cost of labor/materials used plus 10% administrative fee
Oxford Cemetery		
Gravesite Plots	975.00	
Cemetery Niches	1,000-2600.00	Based on size of Niche
Opening and closing of gravesite	975.00	
Additonal charge after 3:30 pm weekdays or on weekends	100.00	200.00
Cremation Interments	500.00	
Additonal charge after 3:30 pm weekdays or on weekends	100.00	200.00
Woodside Cemetery		
Gravesite plots	225.00	
Opening and closing of gravesite	275.00	375.00
Additional charge after 3:30 pm weekdays and on weekends	100.00	200.00
Street Banner Installation and removal	125.00	Single banner
Damage to City Facilities		Cost to City plus 40%
<u>I) FINANCE DEPARTMENT</u>		
Miscellaneous copies	0.10	per page per copy
Transcription of recorded public meeting		At cost to City
Final Annual Budget Document		
Paper		At cost to City
Electronic	5.00	per DVD/CD
Any other method		At cost to City
Annual Comprehensive Financial Report		
Paper		At cost to City
Electronic	5.00	per DVD/CD
Any other method		At cost to City
Hotel/Short term rental 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



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	10/28/2024
COUNCIL MEETING DATE:	November 19, 2024
AGENDA TITLE:	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 1st, 2025 Through December 31st, 2025. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	Jessica Greene DRE

DISCUSSION:

This salary ordinance sets the staffing quantities and wages for the 2025 calendar year for the City of Oxford.

Full-Time Staff Category:

We recommend 11 additional full-time staff members to address service needs in our community.

- 8 additional Fire/EMS staff: 6 FT Firefighters/Paramedics and 2 FT Fire Administrators, contingent on the passage of the levy.
- 1 additional Service Worker to assist with cemetery operations such as maintenance and grave preparation.
- 1 additional Water Operator to be hired in Q4 to respond to the increased capacity needed with the new water softening project.
- 1 additional Police Officer to allow for succession planning with a possible retirement in 2025.

Year-round, part-time staffing category:

We recommend 3 new inspector positions:

- 1 in Community Development, a grant-funded position to assist with the Tobacco Retail Program.
- 2 in the Fire Division to assist with fire code inspections.

Seasonal part-time staffing category:

Seasonal positions will remain at the same level as in previous years.

Additional Recommendations:

We recommend a 4% Cost of Living Adjustment (COLA) for most staff members to maintain a balance with the wages offered in our collective bargaining units.

We also recommend increasing the Continuing Education/Tuition Reimbursement budget allocation to \$10,000 annually for non-contract employees. This will enable employees to seek further education and get some assistance from the city for their tuition expenses.

Other minor amendments include:

- Clarifying language for staff who are on call.
- Clarifying how the city recognizes the Juneteenth federal holiday
- Clarification of part-time hours rules for part-time fire division staffing.

Change since first reading.

Pay Bands: A correction was made to the pay band ranges in the appendix on page 18.

On-Call Pay: In the first reading, under on-call pay, we had language prohibiting supervisors from receiving on-call pay. We would like to remove this language and allow for any qualified staff member who is not salaried to receive on-call pay. The intent is to recognize that the responsibility of being on call and able to respond at all times, 24 hours a day, 365 days a year, is hard on employees. We would like to allow for modest compensation for this role.

The revision reads as follows on page: 11

"Non-salaried, qualified staff who provide coverage to respond to alarms and emergency calls for service after regularly scheduled work hours will be paid one hour, at a rate of one and half times their normal pay rate, per 24 hours of coverage."

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 1st, 2025 Through December 31st, 2025.

WHEREAS, the City Manager recommends the adoption of the 2025 Salary and Benefits 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 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	Number of Employees Authorized	Pay Band	Pay Band Range Min	Pay Band Range Max	Notes
Office of the City Manager					
City Manager	1	By Contract			
Assistant City Manager/Human Resources & Economic Development	1	7	\$ 40.32	\$ 72.45	
Operations/HR Manager	1	6	\$ 31.37	\$ 55.66	
Clerk of Council/Administrative Assistant II	1	5	\$ 26.87	\$ 45.25	
Economic Development Specialist	1	5	\$ 26.87	\$ 45.25	
IT Technician	0	5			1 in 2024, 0 in 2025. Have decided that contracting with NextStep is sufficient level of IT support
Sustainability Coordinator	1	5	\$ 26.87	\$ 45.25	
Administrative Assistant II/Deputy Clerk	1	3	\$ 21.40	\$ 36.09	
Finance Department					
Finance Director	1	By Contract			

Assistant Finance Director	1	6	\$ 31.37	\$ 55.66	
Payroll Specialist	1	5	\$ 26.87	\$ 45.25	
Finance Specialist	1	5	\$ 26.87	\$ 45.25	
Accounting Specialist	1	4	\$ 23.61	\$ 38.28	
Utility Collections Specialist	1	4	\$ 23.61	\$ 38.28	
Sr. Utility Collections Specialist	1	4	\$ 23.61	\$ 38.28	
Parks & Recreation					
Parks & Recreation Director	1	7	\$ 40.32	\$ 72.45	
Aquatics & Recreation Programs Supervisor	1	5	\$ 26.87	\$ 45.25	
Office Manager	1	5	\$ 26.87	\$ 45.25	
Sports Activities Supervisor	1	5	\$ 26.87	\$ 45.25	
Aquatics & Recreation Programs Coordinator	1	3	\$ 21.40	\$ 36.09	
Sports Coordinator	1	3	\$ 21.40	\$ 36.09	
Preschool Teacher	1	2	\$ 20.03	\$ 32.48	
Custodian	1	1	\$ 18.10	\$ 29.36	
Receptionist	1	1	\$ 18.10	\$ 29.36	
Community Development Department					
Community Development Director	1	7	\$ 40.32	\$ 72.45	
City Planner/GIS Coordinator	1	6	\$ 31.37	\$ 55.66	
Code Enforcement Officer	1	6	\$ 31.37	\$ 55.66	
Administrative Assistant II	2	3	\$ 21.40	\$ 36.09	
Safety Department – Fire Division					
Fire Chief/Inspector	1	7	\$ 40.32	\$ 72.45	
Fire Captains	3	By Contract			

Firefighter/Paramedics or EMT	15	By Contract			9 started in 2024, added 3 to bring to 12. 2025 will add 3 additional FT Firefighter Paramedic/EMT with levy passage.
Fire Administrative positions	2				New position. 2 will be added in 2025 with levy passage.
Office Manager	1	5	\$ 26.87	\$ 45.25	
Safety Department – Police Division					
Police Chief	1	7	\$ 40.32	\$ 72.45	
Police Lieutenant	2	By Contract			
Police Sergeant	6	By Contract			
Police Officer	22	By Contract			21 in 2024, plus 1 additional in 2025. Allows for succession planning for possible retirement of FT staff.
Public Safety Assistant	3	By Contract			
Police Records Specialist	1	By Contract			
Dispatcher/Clerk	6	By Contract			
Office Manager	1	5	\$ 26.87	\$ 45.25	
Social Services Liaison	1	5	\$ 26.87	\$ 45.25	
Service Department					
Service Director	1	7	\$ 40.32	\$ 72.45	
Deputy Service Director	1	6	\$ 31.37	\$ 55.66	
Environmental Specialist	1	5	\$ 26.87	\$ 45.25	

Office Manager	1	4	\$ 23.61	\$ 38.28	
Custodian	2	1	\$ 18.10	\$ 29.36	
Engineering Division					
City Engineer	1	6	\$ 31.37	\$ 55.66	
Engineering Technician	1	5	\$ 26.87	\$ 45.25	
Engineering Aide	1	4	\$ 23.61	\$ 38.28	
Streets and Maintenance Division					
Streets and Maintenance Manager	1	6	\$ 31.37	\$ 55.66	
Equipment Mechanic	1	5	\$ 26.87	\$ 45.25	
Grounds Maintenance Supervisor	2	5	\$ 26.87	\$ 45.25	
Street Operations Specialist	1	4	\$ 23.61	\$ 38.28	
Service Worker I	4	1	\$ 18.10	\$ 29.36	3 in 2024, 2025 will add 1 FT SW 1 for cemetery maintenance
Service Worker II	3	2	\$ 20.03	\$ 32.48	
Service Worker III	4	3	\$ 21.40	\$ 36.09	
Wastewater Division					
Collection					
Wastewater Collection Manager	1	6	\$ 31.37	\$ 55.66	
Wastewater Collections Operator I	0	2	\$ 20.03	\$ 32.48	
Wastewater Collections Operator II	3	4	\$ 23.61	\$ 38.28	
SW II	1	2	\$ 20.03	\$ 32.48	May advance to operator I.
Plant					
Wastewater Plant Manager	1	6	\$ 31.37	\$ 55.66	
WWTP Laboratory Technician	1	3	\$ 21.40	\$ 36.09	
Service Worker I	1	1	\$ 18.10	\$ 29.36	

Plant Mechanic I	1	3	\$ 21.40	\$ 36.09	
Plant Mechanic II	1	4	\$ 23.61	\$ 38.28	
WWTP Operators II	1	4	\$ 23.61	\$ 38.28	
WWTP Operator III	2	5	\$ 26.87	\$ 45.25	
Water Division					
Distribution					
Water Distribution Manager	1	6	\$ 31.37	\$ 55.66	
Water Distribution Operator I	3	2	\$ 20.03	\$ 32.48	
Water Distribution Operator II	1	4	\$ 23.61	\$ 38.28	
Plant					
Water Plant Manager	1	6	\$ 31.37	\$ 55.66	
Utility Maintenance Technician	1	2	\$ 20.03	\$ 32.48	
Utility Meter Reader	1	1	\$ 18.10	\$ 29.36	
Water Plant Operator II	2	4	\$ 23.61	\$ 38.28	1 in 2024, will add 1 FT in Q4 2025 for new water softening plant. May hire at Water Plant Operator I but may go up to a Water Plant Operator II if necessary.
Water Plant Operator III	1	4	\$ 23.61	\$ 38.28	
TOTAL Full-Time Budgeted:	142				132 in 2024. Adding 11 FT staff in 2025: 8 in the Fire Division and 2 in the Service Department and 1 in the Police

					Division. Minus 1 FT in CM.
--	--	--	--	--	--------------------------------

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 (Exhibit A) and incorporated herein as the Base Pay Band Provisions.

- A. Adoption of this Ordinance reflects a 4% 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. Except as otherwise provided in the charter, the City Manager is authorized to establish the starting salary based on a review of comparable positions in similar municipalities. Beginning January 1, 2024, new hires with equivalent experience and/or certification will be brought in at the same rate as other employees in that same classification. If the new hire does not have comparable experience or certification, they may be brought in at a lower starting wage and be provided a 1-3 year pathway, contingent upon positive performance, to achieve equal pay with other employees in the same classification. This pathway will be outlined in the offer letter. If there are no other individuals in the same classification as a new hire, a market range based upon comparable municipalities, may be used to determine a new hire salary.
- 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 when a promotion occurs where an employee moves to a higher job classification. The new salary range should be based on a review of comparable positions in similar municipalities.
- E. Where salaried employee(s) of the City of Oxford are traveling outside of Butler County, Ohio under O.R.C. 5502.35 and 5502.41; to work under local, 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. The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year.

Year Round Part Time	Number of Employees Authorized	Minimum Pay Rate	Maximum Pay Rate	Notes
City Manager				
Community Outreach Specialist	1	\$ 30.00	\$ 37.00	
Community Development Department				
Inspector	1	\$ 30.00	\$ 37.00	New position for Tobacco Retail Program
Parks & Recreation				
Recreation Technician	2	\$ 14.00	\$ 21.00	
Front Desk Receptionist	3	\$ 14.00	\$ 21.00	
Pre School Teacher Assistant	4	\$ 14.00	\$ 21.00	
Service Department				
Custodian	1	\$ 14.00	\$ 21.00	
Laborers	4	\$ 14.00	\$ 21.00	
Water Plant Operators	2	\$ 20.00	\$ 27.00	
Safety Department – Fire Division				
Fire Inspector	2	\$ 30.00	\$ 37.00	New positions
Fire Division Captains		\$ 22.00	\$ 29.00	Hours per year not # of positions
Fire Division Lieutenants-EMT		\$ 21.00	\$ 28.00	Hours per year not # of positions
Firefighter/Paramedic		\$ 21.00	\$ 28.00	Hours per year not # of positions
Firefighter/Advanced EMT		\$ 21.00	\$ 28.00	Hours per year not # of positions
Firefighter/EMT		\$ 21.00	\$ 28.00	Hours per year not # of positions
EMT-Basic/Paramedic		\$ 21.00	\$ 28.00	Hours per year not # of positions

Student EMTs		\$ 14.00	\$ 21.00	Hours per year not # of positions
Safety Department – Police Division				
Property Custodian	1	\$ 30.00	\$ 37.00	
Police Officer	6	\$ 36.00	\$ 43.00	
Public Safety Assistant	4	\$ 25.00	\$ 32.00	
Dispatcher/Clerk	4	\$ 25.00	\$ 32.00	
City-Wide				
Interns: High school, undergraduate, and graduate level students.	-	\$ 12.00	\$ 18.00	Hours per year not # of positions
Total Year Round PT Employees	35			

Part time is defined as working less than 1,560 hours per year, from October to November. This does not apply to PT Firefighter EMT and Firefighter/Paramedic Fire staffing, who should refer to the Fire Part-Time policy in Exhibit B.

In addition to the above listed number of Year Round PT employees, the City may use up to the following hours for part time staff:

- PT High School, Undergraduate, Graduate and Co-Op interns)- up to 5,000 hours of work
- Firefighter/EMS- Up to 22,600 hours of work

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. 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
Parks & Recreation Department			
Park/Recreation Technician	65	\$12.00	\$19.00
Program Coordinator	3	\$15.00	\$22.00
Service Department			
<i>Street Department</i>			
Laborer	7	\$12.00	\$19.00
Wastewater Division			
<i>Plant</i>			
Laborer	1	\$12.00	\$19.00
<i>Collections</i>			
Laborer	1	\$12.00	\$19.00
Water Division			
<i>Plant</i>			
Laborer	1	\$12.00	\$19.00
TOTAL Seasonal Part-Time:	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 rates listed in the table below. The City Manager may adjust vacation accrual rates, at the time of hire, based on 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.

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 based on 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 no sick leave is used during that quarter. If the Police Chief uses no sick leave for the calendar year, the Chief 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-contract, and 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.

On Call Pay: Non-salaried, qualified staff who provide coverage to respond to alarms and emergency calls for service after regularly scheduled work hours will be paid one hour, at a rate of one and half times their normal pay rate, per 24 hours of coverage.

~~Non-salaried staff who assist their supervisor who are unavailable to be on call, who provide coverage to respond to alarms and emergency calls for service, after normal work hours, will be paid one hour, at a rate of one and half times their normal rate of pay, per day (24 hours). Supervisory staff are not eligible for on-call pay.~~

Call In Pay: Staff who are called in for nonscheduled tasks, after the completion of their normal work day or 30 minutes prior to the start of their next normal work day shall receive a minimum of three (3) hours compensation at one and a half times their normal rate of pay.

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.

- 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.

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

Commented [JG1]: Ask Mike D. did we change on call to be spread between staff and not just supervisors?

Commented [BM2]: Jessica, I am confused by the paid "one hour of overtime" per day of coverage. Does this just mean that the employee is being paid one and a half times their normal rate of pay as "on call" pay? I prefer just saying "one and one half times" their normal rate of pay, since overtime would imply the employee is non-exempt and has worked over 40 hours in the workweek, which may or may not be the case.

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 voluntary departure, death, or lay off, at which time not more than 1,200 banked hours shall 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.

- D. **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 20. 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.
- E. **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. **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. The City may offer different health care program options at different employee contribution rates, and may offer an incentive to participate in the City's wellness program.
- G. **Holiday Schedule.** There shall be sixteen (16) paid days off for full-time employees as follows: (10 holidays/6 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 (December 24)
Christmas Day (December 25)
Six (6) Personal Days - 48 Hours (Note: The Juneteenth holiday is granted as 8 personal hours within this total of 48 hours).

New employees hired during the year shall have their Personal Hours pro-rated based on their 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. 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. 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.

J. 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, 2024 and are full-time employees of the City on or before December 31, 2024. 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 2025 shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 2025. 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.

Longevity Pay	Rate
After 5 years	\$800

After 6 years	\$825
After 7 years	\$850
After 8 years	\$875
After 9 years	\$900
After 10 years	\$925
After 11 years	\$950
After 12 years	\$975
After 13 years	\$1,000
After 14 years	\$1,025
After 15 years	\$1,050
After 16 years	\$1,075
After 17 years	\$1,100
After 18 years	\$1,125
After 19 years	\$1,150
After 20 years	\$1,175
After 21 years	\$1,200
After 22 years	\$1,225
After 23 years	\$1,250
After 24 years	\$1,275
After 25 years	\$1,300
After 26 years	\$1,325
After 27 years	\$1,350
After 28 years	\$1,375
After 29 years	\$1,400
After 30 years	\$1,425

K. Vacation. An employee shall accrue vacation monthly at the following rates listed in the table below unless otherwise covered by a collective bargaining unit. New hires with prior public sector experience may provide documentation of prior experience and be credited with years of service and earn vacation at a higher rate. With a written request, the City Manager may review documented prior experience in the nonprofit and private sector and may decide to adjust vacation accrual rates if the experience is deemed relevant to the current position. The employee begins accruing vacation leave immediately but may only take leave during the first year with Supervisor approval. 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.

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

L. 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 and other costs according to the travel policy.

M. Continuing Education/Tuition Reimbursement. For 2025, \$10,000 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.

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: William Snavelly

Exhibit A

2025 Rates				
Pay Bands: Pay bands are classifications of jobs in a broad category. Each band demonstrates a minimum to maximum pay for a grouping of similar types of positions. It does not represent a minimum to maximum pay for any one position.				
	Min Hourly	Min Annual	Max Hourly	Max Annual
Pay Band 7	\$42.34	\$88,063.87	\$76.08	\$158,238.08
Pay Band 6	\$32.94	\$68,508.54	\$58.46	\$121,593.47
Pay Band 5	\$28.23	\$58,709.25	\$47.52	\$98,836.61
Pay Band 4	\$24.80	\$51,570.69	\$40.20	\$83,607.68
Pay Band 3	\$22.48	\$46,746.75	\$37.90	\$78,827.01
Pay Band 2	\$21.03	\$43,739.90	\$34.12	\$70,952.96
Pay Band 1	\$19.02	\$39,543.30	\$30.83	\$64,117.25

Exhibit B:

Fire Division Part Time Policy

Fire Division: Part Time Employee Hours Policy

I. GENERAL ORDER

1. No Paid-On-Call or Part-time employee may be scheduled in excess of fifteen hundred fifty nine (1559) hours in any given year. For the purposes of calculating the 1559 hours, the period will begin on November 1 and end on October 31 (Fiscal Year).
2. No Paid-On-Call or Part-time employee may work in excess of one hundred-six (106) hours in any pay period without approval from the Fire Chief.
3. Part-time employees will only be scheduled for a maximum of 30 hours per week on average, or a maximum of 1559 hours annually.
4. Part-time employees who have documented health care insurance through another employer or provider may decline health insurance coverage from the City of Oxford. Those employees declining health care insurance may voluntarily sign up for additional hours once the schedule is posted, up to a maximum of 2,500 hours per year.
 - a. Should the part-time employee lose or cancel their insurance coverage for any reason, they will then be held to the 1559 hour limit for the current year. Should the employee already be in excess of 1559 they will not be eligible to work for the remainder of that fiscal year.
5. 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 sanctioned duties other than those for which the employee was hired shall not be included in total hours.
6. Due to employees working trades and picking up additional shifts, it is the responsibility of the employee to keep from working in excess of one hundred-six (106) hours in any given pay period, and fifteen hundred fifty-nine (1559) hours in any given fiscal year.
7. Any employee with a set schedule is ultimately responsible for all of their scheduled shifts. The employee must keep this in mind when picking up or covering shifts.
8. All employees assigned to "part-time" status are required to work a minimum of 12 hours in each two week pay period. Employees may have these hours waived by the Fire Chief if no shifts are available.

Enforcement:

1. Any employee of this department working in excess of one hundred-six (106) hours in any given pay period without authorization from a Chief Officer, will be subject to disciplinary action as outlined in the City of Oxford Employee Handbook.
2. Should an employee work fifteen hundred fifty-nine (1559) hours within a given fiscal year, then that employee will immediately be placed on Administrative Leave without pay until November 1 of that year, unless they have waived health insurance.
3. Should an employee meet the fifteen hundred fifty-nine (1559) hour maximum prior to the end of the fiscal year, without waiving health insurance, each uncovered scheduled shift will be cause for disciplinary action as outlined in the City of Oxford Employee Handbook.