



Agenda

Oxford City Council

Court House

TUESDAY, APRIL 17, 2018

EXECUTIVE SESSION

6:30 p.m.

1. Roll call. Kate Rousmaniere, Mayor; Steve Dana - Vice Mayor; Chantel Raghu; Glenn Ellerbe; Mike Smith; David Prytherch; Edna Southard

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

REGULAR MEETING

7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

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

3. Public Participation.

A. Proclamation - "Genocide and Holocaust Education and Prevention Month"



Proclamation

B. Proclamation - "Earth Day"



Proclamation

C. Proclamation - "Arbor Day"



Proclamation

D. Request for use of Memorial Park - PiYo Live Class - Melanie McDaniel.



Staff Report/Park Request

E. Public Comments.

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

4. Consent Agenda.

A. Minutes of the April 3, 2018 City Council Work Session. (Mary Ann Eaton, Clerk of Council)



Minutes

B. Minutes of the April 3, 2018 City Council Meeting. (Mary Ann Eaton, Clerk of Council)



Minutes

C. Report regarding the April 4, 2018 Historic And Architectural Preservation Commission Meeting 6:00 p.m.



Report

D. Report regarding the April 4, 2018 Environmental Commission Meeting. (Mike Dreisbach, Service Director)



Report

E. A Resolution declaring certain City property no longer needed for municipal purposes as surplus and authorizing its advertisement and sale to the highest bidder at internet auction. (Mike Dreisbach, Service Director)



Staff Report/Resolution

- F. A Resolution authorizing the City Manager to enter into a contract with Kings Ford, Inc. for the purchase of a 2018 Ford Transit Connect XLT cargo van and specified options at a cost not to exceed \$23,583.50. (John Jones, Police Chief)



Staff Report/Resolution

5. Resolutions.

1. A Resolution authorizing the sale of alcoholic beverages in the Oxford Memorial Park for the Butler County United Way 2018-2019 Community Campaign Kickoff event. (Doug Elliott, City Manager) (Tabled).



Staff Report/Resolution

2. A Resolution authorizing the City Manager to enter into an agreement with the Butler County Engineer's Office and to supply materials as outlined in Exhibit "A" attached hereto for the replacement of a culvert on Oxford Milford Road at a cost not to exceed \$28,551.00. (Mike Dreisbach, Service Director)



Staff Report/Resolution

3. A Resolution approving and authorizing an agreement, a copy of which is attached hereto as Exhibit "A", between the City of Oxford and the University of Cincinnati Physicians Company, LLC for EMS Medical Direction and continuing education and authorizing the City Manager to execute the same. (John Detherage, Fire Chief)



Staff Report/Resolution

4. A Resolution adopting the Classified Service Procedures and Personnel Appeals Board Rules and Regulations. (Candi Fyffe, Human Resources Director)



Staff Report/Resolution

6. 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 Ordinance No. 3453 Adopted November 21, 2017 And Adopting A New Ordinance Establishing Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1, 2018 Through December 31, 2018. (Candi Fyffe, Human Resources Director)



Staff Report/Ordinance

2. An Ordinance Establishing The Public Arts Commission Of Oxford (PACO) And Establishing Chapter 146 Of The Oxford Codified Ordinances. (Doug Elliott, City

Manager).



Staff Report/Ordinance

3. An Ordinance Granting The Request Of Mr. Joshua L. Lester To Connect To And/Or Extend The City's Sanitary Sewer Utility To Serve A Single-Family Residence Located At 4171 Miami Western Drive Outside The Oxford Corporate Limits With Conditions. (Mike Dreisbach, Service Director).



Staff Report/Ordinance

B. Second Reading - None.

7. A. Announcements & Communications.

1. Remarks from City Council and City Staff.

B. 1. Future Meetings.

WED - Apr 18 Board of Zoning Appeals Meeting 6:30 p.m.

THUR - Apr 19 Recreation Board Meeting 4:00 p.m. Senior Center

THUR - Apr 19 Police Community Relations & Review Commission Meeting 7:00 p.m.

MON - Apr 23 Housing Advisory Commission Meeting 7:00 p.m. Municipal Building

FRI - Apr 27 Community Improvement Corporation Meeting 12:00 p.m. LCNB

FRI - Apr 27 Student Community Relations Commission Meeting 2:30 p.m. LCNB

TUES - May 1 City Council Meeting 7:30 p.m.

WED - May 2 Historic and Architectural Preservation Commission Meeting 6:00 p.m.

WED - May 2 Environmental Commission Meeting 7:00 p.m. Municipal Building

TUES - May 8 Planning Commission Meeting 7:30 p.m.

THUR - May 10 Civil Rights Commission Meeting 4:00 p.m. Lane Library

FRI - May 11 Student Community Relations Commission Meeting 2:30 p.m. LCNB

TUES - May 15 City Council Meeting 7:30 p.m.

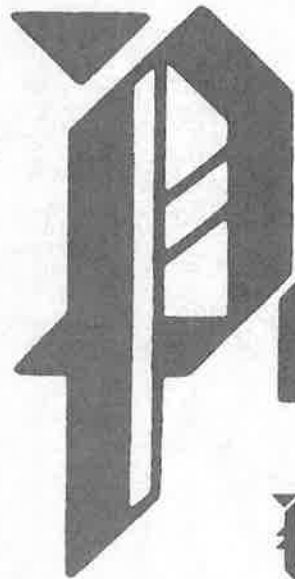
WED - May 16 Board of Zoning Appeals Meeting 6:30 p.m.

THUR - May 17 Recreation Board Meeting 4:00 p.m. Senior Center

MON - May 21 Housing Advisory Board Meeting 7:00 p.m. Municipal Building

MON - May 28 Holiday - City Offices Closed

8. Adjourn.



Office of the Mayor

Proclamation

Whereas:

the world has witnessed over a century of genocides that are now commemorated throughout the world every April. Millions of people have perished; cultures have been destroyed; communities and nations have been ruined; and

WHEREAS, the conflicts in Darfur, Sudan, the Democratic Republic of Congo, the Central African Republic, Myanmar, Syria, Somalia, Iraq, Nigeria, Boko Haram, Borno State and Burundi all appear to be escalating into genocide; and

WHEREAS, every April, Miami University Students and faculty organize a month long program that raises awareness of genocide and Holocaust victims and survivors; and

WHEREAS, numerous activities are planned that will enable students and citizens alike to reflect on the moral responsibilities of individuals, societies, and governments; and

WHEREAS, supporting Genocide and Holocaust education and prevention will promote a diverse culture of inclusion, integrity, and collaboration that deepens understanding and embraces the intercultural and global experience.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio, do hereby proclaim the month of April as:

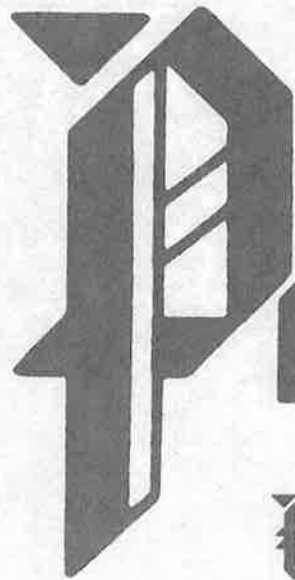
'GENOCIDE AND HOLOCAUST EDUCATION AND PREVENTION MONTH'

in the City of Oxford and encourage all students and citizens to participate in the programs being offered, to pay tribute to and honor those who have suffered unimaginable tragedy and to advocate for the prevention of future atrocities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 17th day of April 2018.

KATE ROUSMANIERE, MAYOR





Office of the Mayor

Proclamation

Whereas:

on April 22, 1970, United States Senator Gaylord Nelson of Wisconsin and Denis Hayes organized the first nation-wide day devoted to environmental awareness and education that was celebrated by an estimated 20 million Americans; and

WHEREAS, this day of environmental awareness and education is celebrated world-wide in some 180 countries, with the participation of over 4,000 separate organizations; and

WHEREAS, individuals and institutions have a mutual responsibility to seek ecological, economical and ethical choices that enable the world, as well as our individual communities, to establish and maintain sustainable societies.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio, do hereby proclaim that on Saturday, April 21, 2018 the City of Oxford will recognize and participate in the national and international celebration of:

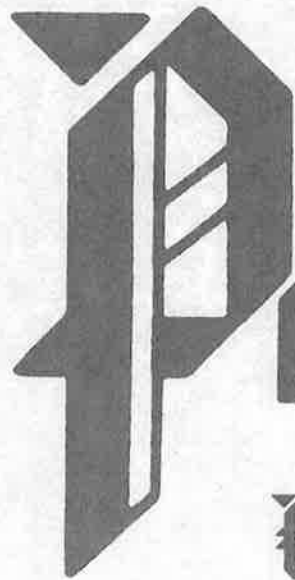
'EARTH DAY'

in the Uptown Parks and I urge all citizens to celebrate Earth Day and to remind each person of their right and responsibility to the wise use of this global home, to heal, preserve and improve the Earth and the quality of life for this and future generations, and to approach every day as an Earth Day.

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KATE ROUSMANIERE, MAYOR

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Clerk of Council

Originating Department

Council Meeting Of: April 17, 2018

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

April 10, 2018

Date Prepared

Agenda Title: Request for use of Uptown Park.

Recommendation: N/A

Discussion:

Melanie McDaniel is requesting use of the Pavilion in Oxford's Memorial Park on Tuesday evenings from May 1, 2018 until August 21, 2018 from 6-7 p.m. to offer free PiYo (a combination of Pilates and Yoga) classes. Ms. McDaniel is a certified PiYo Live instructor with 34 years of group fitness instructor experience. Ms. McDaniel is flexible with the schedule and will not hold the class on June 26, 2018 when another event is already scheduled. Ms. McDaniel will be in attendance to answer any questions.

Since the period of use exceeds 2 days Council approval is required.

Approved By:

Initial Date

Department Head:

City Manager:

GAK 14-13-18

ACM


☐ REQUEST FOR PUBLIC PARK PERMIT

☒ REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: 5 / 1 / 18 through 8 / ²¹~~20~~ / 18 From: ____ AM To: 6-7 PM

Today's Date: 4 / 4 / 18 ☐ Emergency Utility Repair (check box, if applicable)

--- Applicant shall allow a minimum of 3 business days for processing ---

Responsible Adult:

(18 years of age or older)*

Address:

Melanie McDaniel

1547 W. Bull Hill Rd.

Liberty, IN 47353

Telephone:

765-580-1637

Cellular:

above

Fax:

Email:

melgmdaniel@gmail.com

Organization:

Advisor:

Address:

Telephone:

Cellular:

Fax:

Email:

Non-Profit:

☐ Yes ☐ No

* Person in charge - Primary contact

PARK REQUESTED

- ☐ Merry Day Park (adjacent to the Miami Mobile Home Park, Reagh Way Drive)
- ☐ Leonard Howell Park (Bonham Road)
- ☐ Oxford Community Park (Fairfield Road) – Contact 523-6314 to confirm date(s)
- ☒ Memorial Park (E. Park Place & N. Main Street – has pavilion)
- ☐ Martin Luther King Jr. Park (W. Park Place & N. Main Street – animal sculptures & fountain)
- ☐ Other: _____

TITLE OF EVENT (be specific and include projected attendance)

PiYo Live class (combination of Pilates and Yoga)

Projected Attendance: 25 Has this event been held previously? ☐ Yes ☒ No If "YES", when? _____

Will food, goods, services or merchandise be sold at the event? ☐ Yes ☒ No

If "YES", please see Section 729.05, Sales on Certain Municipal Property Prohibited (attached to last page of application.)

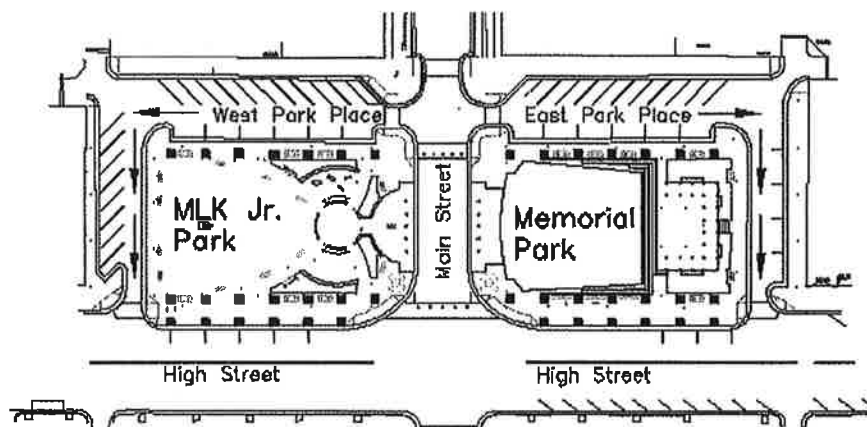
Note: If you or your organization are handing out information on the public sidewalk, no permit is required.

DESCRIPTION OF EVENT

Place a description of the event, along with additional requests, on the appropriate attachment. If request is only for use of a right-of-way, use the attachment labeled City of Oxford / Right-of-Way Request Details.

Applicant's Signature: Melanie McDaniel Date: 4 / 4 / 2018

I have read and understand the rules, guidelines and conditions. Furthermore, I understand that acceptance of them is a condition of approval; and, if approval is granted, it is only for the event specified above. I also understand that the request will be reviewed by various City of Oxford officials and additional conditions may be required before final approval is granted. If additional conditions are required, I agree to meet with the appropriate officials and/or the Oxford Community Event Coordinating Committee.



OXFORD MEMORIAL PARK & MARTIN LUTHER KING JR. PARK

Instructions for Applicant: Please clearly denote (1) the sections of the parks that you are requesting, (2) parking spots needed and (3) proposed street closures. Place a concise narrative explanation on the following lines. Attach additional pages if necessary.

I would like to request the use of the Pavillon to provide free PiYo live classes each Tuesday from May 1-August ²¹~~28~~, with the exception of June 26. *4 Aug 28th*
 I am a certified PiYo Live Instructor with 34 years of group fitness instructor experience. PiYo is an anthellic combination of pilates and yoga suitable for all fitness levels. I woned a fitness center in Oxford, called The Body Shop, from 1987-1999 and am looking forward to offering fitness opportunities again to the Oxford Community. PiYo is an inviting class for everyone and includes stretching, strenghtening and toning in one energlzing class. A yoga mat is the only equipment required. Although I am requesting Tuesday evenings, I am excited and open to any possiblites. The days and times are certainly flexible.

Additional Requests: (Include details in narrative)

- ☒ Pavilion
- ☐ Extra trash cans*
- ☐ Sound system (with operator)**
- ☐ Stage lighting*
- ☐ Special power requirements (explain in narrative)**
- ☐ Street Closure**
- ☐ Other: _____

Time Details

	Start	End
Setup	6 pm	7 pm
Event	Pilates, Yoga	
Breakdown	none	

*See fee sheet

** Contact the Streets & Maintenance Division 3 days prior to the event at
513-523-8412

NOTE: Street closures will be at the discretion of the Oxford Police Department



Stipulations and Fees

Note: FULL PAYMENT REQUIRED BEFORE THE EVENT

RIGHT-OF-WAY

Applicants should allow a minimum of **three (3) business days** for the request to be processed from the time it is submitted to city officials. *(Please provide the City with as much lead time as possible. Events requiring road closures and staffing will require additional processing time. Large event requests shall be submitted no less than fourteen (14) days in advance of the event.)*

1. Applicant shall manage all work zones in the Right-of-Way in compliance with the Ohio Manual of Uniform Traffic Control.
2. Large events (estimated at over 500 people, including all concerts and performances, will require a pre-meeting with the Police (524-5247) and Service Department (524-5206) prior to approval. *Note: Requests **WILL NOT** be approved prior to the pre-meeting.*
3. The period of use may not exceed two (2) days without city council approval.
4. At least one legally responsible adult must sign the request.
5. The usage may not discriminate for or against a given class of people.
6. All ordinances that regulate noise shall be observed.
7. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within the public right-of-way.
8. The requestor is responsible for cleanup. Failure to cleanup may result in subsequent requests being denied or a deposit being required. In addition, a cleaning charge may be assessed.
9. Safety staffing levels will be determined by the Oxford Police Division and the requestor may be required to hire police officers.
10. All special conditions specified by department heads must be complied with. Fees may be assessed for special services – see below.
11. Miami University approval is required for student events.
12. NO markings may be made on streets or sidewalks within the public right-of-way.

USE OF PARKS (ALL THOSE ABOVE, PLUS)

1. No motor vehicles may be parked within the area of the park or on any sidewalk.
2. Banners are only permitted on the stage area during the function and must be removed immediately after the event. Tying is the only acceptable way of affixing a banner to the stage area.
3. No signs are permitted.
4. The requestor is responsible for damage to grass, shrubs or trees as a result of the event and agrees to compensate the City of Oxford the cost of repairs and/or replacement.
5. No structure shall be defaced and no structure shall be erected within four (4) feet of the base of a tree or shrub.
6. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within the public right-of-way.

FEE INFORMATION

No Parking Signs \$.35 ea.
Metered Parking \$10.00/ea
Trash Boxes \$5.00/ea.

Personnel

Police Officer(s) Contact OPD
Sound Technician \$25.00/hr
Street Dept. Personnel \$25.00/hr
Electrician \$100.00
Park & Rec Personnel Contact OPRD

Road Closures

Main Street \$135.00**
US 27 Detour \$135.00**

****Includes labor**

Sports Fields/Gazebo

Contact OPRD – 523-6314

APPLICANT'S ASSURANCE

I have reviewed the estimated cost for the event and agree to compensate the City for services rendered as specified above. If the event runs past the stated end time, I understand that additional charges will accrue and agree to compensate the City accordingly.

Melania M. Danul Date: 4/4/18

Applicant's Signature

CITY USE ONLY

	Service	Hours	Rate	Estimate	Final
1			\$	\$	\$
2			\$	\$	\$
3			\$	\$	\$
4			\$	\$	\$
5			\$	\$	\$
	Total		\$	\$	\$

	Applicant's Initials	Review Date
Police Department		
1		
2		
3		
4		
Fire Department		
1		
2		
3		
4		
Service Department		
1		
2		
3		
4		
Recreation Department (if applicable)		
1		
2		
3		
4		
City Manager		
1		
2		
3		
4		

Pre-Meeting (if applicable): Reviewed with _____ on _____.

Reviewer(s): _____

APPROVAL SECTION (with conditions)

Police Chief:	☐ Approved	☐ Not Approved	_____/____
Fire Chief:	☐ Approved	☐ Not Approved	_____/____
Service Director:	☐ Approved	☐ Not Approved	_____/____
Recreation Director:	☐ Approved	☐ Not Approved	_____/____
City Manager:	☐ Approved	☐ Not Approved	

City Manager's Signature

Date: _____

Reason(s) event not approved:

Kim Newton

From: Melanie McDaniel <melgmcDaniel@gmail.com>
Sent: Wednesday, April 04, 2018 7:34 AM
To: Kim Newton
Subject: Request for Right-of-Way
Attachments: Melanie McDaniel Request for Right of Way.pdf

Follow Up Flag: Follow up
Due By: Thursday, April 05, 2018 4:00 PM
Flag Status: Flagged

Good Morning, Kim!

My name is Melanie McDaniel. I am requesting permission to teach a free exercise class every Tuesday this summer at the Pavilion. I am a certified PiYo (pilates/yoga) instructor and am eager to provide a fun, energizing class for the Oxford Community. I owned a fitness center in Oxford from 1987-1996 called The Body Shop and from 1998-1999 I had The Body Shop II, also in Oxford.

I have been teaching high school for the past 20 years in addition to continuing to teach group fitness classes. I am excited for this opportunity to offer a free class! I chose a Tuesday evening, but I am open and available to offer this class at any time. If you think another day or time would be better, I am totally open!

Please find the Right-of-Way application attached. I look forward to hearing from you. My cell phone is 765-580-1637. Please feel free to contact me any time!

Have a great day!

Melanie McDaniel

A Work Session of the Oxford City Council was called to order by Mayor, Kate Rousmaniere on Tuesday, April 3, 2018 at 6:30 p.m. Council members present were Steve Dana, Glenn Ellerbe, David Prytherch, Chantel Raghu, Mike Smith and Edna Southard.

Staff members present: Doug Elliott, City Manager; Mike Dreisbach, Service Director; Jung-Han Chen, Community Development Director; Joe Newlin, Finance Director; Alan Kyger, Economic Development Director; Casey Wooddell, Parks and Recreation Director; Steve McHugh, Law Director and Mary Ann Eaton, Clerk of Council.

APPROVAL OF AGENDA

Mr. Dana moved to approve the agenda. Mr. Ellerbe seconded. The motion carried 7-0-0.

PURPOSE

The purpose of the Work Session was for Council to discuss a proposed Public Arts Commission of Oxford (PACO).

DISCUSSION

Ms. Southard advised an ad-hoc committee has met for approximately a year regarding the creation of a Public Arts Commission of Oxford and noted some members of the ad-hoc committee including herself, Jessica Greene, Steve Sullivan, Bob Benson and Joe Prescher would make a presentation this evening.

Ms. Southard discussed the goals of a PACO which were to increase the public art in Oxford, to have a select group of individuals review and vet ideas first, to increase opportunities for arts funding and to energize the local culture and economy. Ms. Southard discussed the reasons for creating a public arts commission which included the ability to engage the community, foster local culture and identify Oxford as a nexus for a culture of creativity. Ms. Southard noted there would be an emphasis on local artists and local fabricators to enhance the economy, tourism and quality of life in Oxford. Ms. Southard advised the ad-hoc group felt the commission could be made up of Community members including a designee from the Planning Commission, the Historic And Architectural Preservation Commission, the Oxford Community Arts Center and Enjoy Oxford. Ms. Southard advised the commission would work to secure funding, address issues of safety, appropriateness and placement of art and make recommendations to City Council. Ms. Southard discussed possible locations to display public art including the new aquatic Center and showed a slide of a mural recently painted inside the Tri Building by local Artist, Joe Prescher.

Mr. Steve Sullivan spoke about insurance and legal issues and how the proposed commission would solicit and review projects. Mr. Sullivan noted the proposed commission would request that public art be covered under the City's insurance structure.

Ms. Jessica Greene spoke about the benefits of PACO noting it would provide the City a way to seek funding for public art and advised PACO would be a place to send art projects and ideas to be vetted, planned, implemented and managed. Ms. Greene noted she felt public art would beautify the town and create unique points of interest leading to increased tourism and it would improve engagement with residents.

Mr. Bob Benson advised PACO would function like other City Boards or Commissions and through planning and adherence to the process the burden on City staff should be minimal. Mr. Benson noted PACO would work with the HAPC and the Planning Commission as needed to preserve and protect the historic character of Oxford and to make sure projects are compatible with the City code such as signage. Mr. Benson advised PACO would make sure the artists understand the City's stance and PACO would allow for public discussion of art.

Mr. Joe Prescher spoke from a local artist's perspective noting right now there were a lot of hoops to go through. Mr. Prescher discussed the initial thoughts about where art could enhance the community including alleys, bike and hiking trails, aquatic center, Amtrak Stop, Farmers' Market, railroad corridors, and benches and fountains. Mr. Prescher showed various slides of public art in Chicago, Cincinnati, Iowa City and Vermillion, SD.

Mr. Kyger provided Councilors with a document entitled "Uptown Parks and Streetscape Master Plan" developed by the Uptown Parks Redevelopment Committee in 1999 which discusses the establishment of a Cultural Arts Commission.

After a brief discussion, and question and answer period, Council was in favor of pursuing enabling legislation to create the Public Arts Commission of Oxford (PACO).

Mr. Dana moved to adjourn at 7:17 p.m. Mr. Ellerbe seconded. The motion carried 7-0-0.

A Regular meeting of the Oxford City Council was called to order by Mayor Kate Rousmaniere on Tuesday, April 3, 2018 at 7:30 p.m. Those members present were, Steve Dana, Glenn Ellerbe, David Prytherch, Chantel Raghu, Mike Smith and Edna Southard.

Staff members present: Mr. Doug Elliott, City Manager; Mr. Mike Dreisbach, Service Director; Mr. John Jones, Police Chief; Mr. Joe Newlin, Finance Director; Mr. Jung-Han Chen, Community Development Director; Mr. Casey Wooddell, Parks and Recreation Director; Mr. Alan Kyger, Economic Development Director; Mr. John Detherage, Fire Chief; Mr. Steve McHugh, Law Director and Ms. Mary Ann Eaton, Clerk of Council.

PLEDGE OF ALLEGIANCE

Mayor Rousmaniere requested the Pledge of Allegiance.

APPROVAL OF AGENDA

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

PUBLIC PARTICIPATION

REQUEST FOR USE OF PARK COALITION FOR A HEALTHY COMMUNITY

Ms. Sharon Klein, Director of Community Wellness, McCullough-Hyde Memorial Hospital/TriHealth, advised she was in attendance on behalf of the Coalition for a Healthy Community Oxford Area to request for the 4th year to hold “Yoga in the Park” in the Uptown Memorial Park. Ms. Klein noted the group received multiple requests to extend the event and offer it from June 23rd until September 29th on Saturday mornings. Ms. Klein advised the group worked with Jessica Greene to hold some of the sessions at Lewis Place when there are conflicts in the Memorial Park.

Mayor Rousmaniere inquired if the event would occur in some of the townships. Ms. Klein advised one of the group’s goals through the Thriving Community grant was to make sure all of the townships in the Talawanda School District were included and this year they would offer yoga classes in Darrtown and in Reily as well as at the Uptown Park. Ms. Klein noted if the program is well received in Darrtown and in Reily it would be extended to other townships. Ms. Klein advised every year participation has increased and last year between 50 and 65 people participated each Saturday.

Ms. Southard noted the Yoga participants would have an opportunity to visit the Oxford Farmers’ Market on Saturday mornings.

Ms. Klein discussed the upcoming Walking Challenge and the upcoming Fresh Air Fair.

Ms. Southard moved to approve the Yoga in the Park event for 2018. Ms. Raghu seconded. The motion passed 7-0-0.

PUBLIC COMMENTS

Ms. Meagan Holloway-Ragland, Emerson Hall, Miami University, advised she was in attendance with her Journalism 201 Class with Professor Newberry. Ms. Holloway-Ragland noted the students were currently learning how to write stories about public meetings and they were observing tonight's Council meeting to report on the happenings of the session.

CONSENT AGENDA

MINUTES

Minutes of the March 20, 2018 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORTS

Report regarding the March 13, 2018 Planning Commission Meeting. (Jung-Han Chen, Community Development Director)

Report regarding the March 15, 2018 Recreation Board Meeting. (Casey Wooddell, Parks and Recreation Director)

Report regarding the March 21, 2018 Board of Zoning Appeals Meeting. (Jung-Han Chen, Community Development Director)

RESOLUTION **SALVAGE VEHICLES**

A Resolution No. 6070 authorizing the sale of salvaged, junk and/or abandoned motor vehicles. (John Jones, Police Chief)

Mr. Ellerbe moved to approve the consent agenda. Mr. Dana seconded. The motion passed 7-0-0.

RESOLUTIONS

RESOLUTION **ACCEPT GIFT**

A Resolution No. 6071 to accept the gift of a new playground structure from McCullough-Hyde Memorial Hospital/TriHealth to be installed at the Leonard Hall Park on Bonham Road in the City of Oxford. (Casey Wooddell, Parks and Recreation Director)

Mr. Wooddell noted Sharon Klein from McCullough-Hyde was instrumental in the proposed Resolution. Mr. Wooddell advised the Parks and Recreation Department focused on Park Revitalization projects, Merry Day Park last year and the Leonard Howell Park this year. Mr. Wooddell noted the project for this Saturday at Leonard Howell has been postponed due to weather to April 28, 2018. Mr. Wooddell advised the Miami Athletes were on board with the new date.

Mr. Wooddell noted as this project was being planned Ms. Klein learned that the Leonard Howell Park had a playground structure until it was dismantled and disposed of due to its poor condition. Mr. Wooddell advised Ms. Klein requested funding assistance from the hospital for a new playground structure and the request was approved. Mr. Wooddell advised staff was very grateful for the assistance and looked forward to designing and installing the new structure.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Ms. Southard advised Leonard Howell Park was important because it was next to the first leg of the OATS trail. Ms. Southard noted she felt the revitalization of the park was going to be very much in tandem with the trail.

Mr. Prytherch inquired what features the playground structure would have. Mr. Wooddell advised staff was still working with the playground vendor to determine what can be purchased with the allotted funds. Mr. Wooddell noted staff was confident something very suitable could be purchased although it would not be as large or extravagant as the structure at the Community Park. Mr. Wooddell advised he felt the Leonard Howell Park would be a great stopping point along the trail or a great trail-head location. Mr. Prytherch noted he felt it was wonderful to have a centralized park that has all the amenities and it was also nice to have amenities distributed throughout the community. Mr. Prytherch advised he felt the partnerships with McCullough-Hyde and the Coalition for a Healthy Community were incredible.

Ms. Southard acknowledged the City for the recent restoration of the Black Bridge to make it safe for pedestrians and bicyclists on Bonham Road noting it revitalized the whole area.

Mr. Wooddell thanked McCullough-Hyde and noted there were other partners including Gilman's, Shademakers and other local vendors who were providing or donating materials for the park revitalization projects.

Mayor Rousmaniere inquired what the revitalization would consist of. Mr. Wooddell advised landscaping, digging out and adding gravel, painting, planting a tree for Arbor Day, adding benches and picnic tables and sprucing up the areas.

Ms. Southard moved to adopt Resolution No. 6071. Mr. Ellerbe seconded. The motion passed 7-0-0.

RESOLUTION
SALE OF ALCOHOL ON
CITY PROPERTY

A Resolution authorizing the sale of alcoholic beverages in the Oxford Memorial Park for the Butler County United Way 2018-2019 Community Campaign kick-off event. (Doug Elliott, City Manager)

Mayor Rousmaniere advised the United Way representatives were unable to be in attendance this evening and asked for a motion to table the proposed Resolution until the April 17, 2018 meeting.

Mr. Dana moved to table the proposed Resolution until the April 17, 2018 Council meeting. Mr. Ellerbe seconded. The motion passed 7-0-0.

RESOLUTION
AGREEMENT WITH
SPECTRUM ENTERPRISE

A Resolution No. 6072 accepting the proposal and authorizing the City Manager to enter into an agreement with Spectrum Enterprise to provide internet access to the City's remote sites at an estimated cost of \$2,294.98 per month. (Kim Newton, Assistant to the City Manager)

Mr. Elliott advised the City requested proposals to provide internet access and local and long distance telephone service to the City and Police Administration buildings and the City's remote sites. Mr. Elliott noted staff advertised for proposals in February and received three proposals. Mr. Elliott advised staff reviewed the proposals and felt the blend of Cincinnati Bell and Spectrum Enterprise provided the best and lowest proposal. Mr. Elliott noted the total estimated monthly cost for Spectrum's internet service to the remote sites is \$2,294.98. Mr. Elliott advised there was a separate Resolution on the agenda for the Cincinnati Bell internet fiber connection to the City/Police and Administration Buildings and phone service to all of the locations. Mr. Elliott noted the Spectrum proposal was a three year contract with a two year renewal option. Mr. Elliott advised the total annual cost savings with the two proposals over the present contract is approximately \$9,249 per year. Mr. Elliott noted this Resolution was to provide internet access to the City's remote sites such as the Tri Building, Water Treatment Plant, Street Department, etc.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Mr. Prytherch referred to the table on page 46 of Council's packet and asked for clarification regarding the column headings which Mr. Elliott addressed.

Ms. Southard moved to adopt Resolution No. 6072. Mr. Dana seconded. The motion passed 7-0-0.

RESOLUTION
AGREEMENT WITH
CINCINNATI BELL

A Resolution No. 6073 accepting the proposal and authorizing the City Manager to enter into an agreement with Cincinnati Bell to provide internet access to the City/Police Administrative Building and local and long distance telephone service to the City/Police Administrative Building and remote sites at an estimated cost of \$2,128.53 per month. (Kim Newton, Assistant to the City Manager)

Mr. Elliott reiterated that the proposed Resolution was for internet access for two buildings and telephone service for all sites.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Mr. Dana moved to adopt Resolution No. 6073. Mr. Smith seconded. The motion passed 7-0-0.

RESOLUTION
CONTRACT WITH
EMPIRE BUILDING

A Resolution No. 6074 accepting the bid and authorizing the City Manager to enter into a contract with Empire Building Company for the renovation of the City owned structure at 101 E. High Street including the base bid and alternates Number M1 through M4 at a cost of \$3,743,500.00 plus contingency amount of ten percent (10%) of the contract price or \$374,350.00 for a total cost not to exceed \$4,117,850.00. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised in June of 2017 the City received bids for the renovation of the Lane Library building and the Municipal Building. Mr. Dreisbach noted at that time the bids came in very high for the existing Municipal Building and staff decided to issue a contract to renovate the Lane building and to rebid the Municipal Building. Mr. Dreisbach advised that has been done and the City received 4 bids with Empire Building Company being the lowest bidder. Mr. Dreisbach advised with the rebid under revised specifications (roof and windows) there was a savings of \$491,000. Mr. Dreisbach noted the Lane building was 95% complete and the furnishings should be delivered soon. Mr. Dreisbach advised the City Manager's suite, Economic Development, Community Development and Public Services will be moving to the Lane Building and the existing Municipal building will be solely used by the Police Division.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Mr. Dana asked Mr. Dreisbach to speak to the issue of references for Empire Building Company. Mr. Dreisbach advised staff spoke to officials at Miami University where Empire has done work and they have acceptable references there as well as past architects that have worked at Miami. Mr. Dreisbach noted Empire has done numerous public projects for universities and government buildings and staff had no reason to believe they would not do a good job for the City of Oxford.

Mr. Dreisbach displayed diagrams of the proposed renovation of the existing Municipal Building for the Police Division. Mr. Dreisbach noted one of the greatest improvements for the building will be the addition of a three landing elevator. Mr. Dreisbach advised the proposed contract is for the building only and there will be other costs for furnishings, access control, video surveillance and things of that nature. Mr. Dreisbach noted the current budget appropriation does not fully fund the proposed contract and Council's approval of the proposed contract will require approval of the supplemental appropriation Ordinance on tonight's agenda for second reading.

Mr. Prytherch referred to page 55 of Council's packet and asked Mr. Dreisbach to explain Alternate #M3. Mr. Dreisbach advised there was a standard basis of design and in order to encourage competition staff did not want to specify a certain window. Mr. Dreisbach noted the City would get the best high quality historically accurate window available and should the City have to use the window specified that would be the upcharge using that alternate. Mr. Dreisbach advised staff would work with the contractor to find an acceptable substitute and not have to spend that money.

Mr. Prytherch inquired who was responsible for over-seeing the project.

Mr. Dreisbach advised the bid was based on drawings and specifications and if there was an unforeseen circumstance the City is responsible for those charges. Mr. Dreisbach noted the Service Department will manage the contract and things beyond staff's expertise would be hired out for special inspections.

Ms. Southard asked staff to explain for the public where the money was coming from to pay for the renovations. Mr. Dreisbach advised the money was coming from the General Fund balance noting through Mr. Newlin's and Mr. Elliott's guidance and expertise they have been saving for a number of years for this project. Mr. Dreisbach advised the City had been planning for this project for the last 20 years and it was finally coming to fruition.

Mr. Dana inquired to what extent the General Fund was at any kind of risk. Mr. Elliott advised there were two ways to fund a project, borrow the money and pay it back over time or pay it all at once and the City was paying for this project all at once. Mr. Elliott advised the General Fund balance was reduced dramatically and the projects had been planned for a number of years. Mr. Elliott noted the City intended to issue debt to pay for the aquatic center and the hope was that the debt service will be approximately the same as the debt service coming off in 2019 for the existing Community Park.

Mr. Prytherch advised this was a historic moment for the City of Oxford and it reflects choices made by Council to commit to an Uptown location for both municipal services and police operations. Mr. Prytherch noted the City was renovating and restoring a historic structure and purchased the former Lane Library which could have become a four story apartment building but instead the City will maintain all services Uptown. Mr. Prytherch advised anyone who has visited the Police Station knows they have been operating in really tough conditions for a really long time and he felt it was wonderful that they would have a state of the art facility.

Mr. Dana advised the financial planning for the projects had been very solid.

Ms. Southard congratulated everyone for doing a good job of planning for the new facilities.

Ms. Southard moved to adopt Resolution No. 6074. Mr. Dana seconded. The motion passed 7-0-0.

RESOLUTION
PROPERTY & CASUALTY
INSURANCE

A Resolution No. 6075 accepting the bid of Insurance Specialist Group, Inc., DBA Love Insurance Partners for the City's property and casualty insurance coverage for 2018. (Joe Newlin, Finance Director)

Mr. Newlin advised the City obtained a 3 year rate guarantee which increased less than 1% over last year's rate for property, casualty and liability insurance that goes along with having a police force, fire department and City staff. Mr. Newlin noted he felt this was a good rate and recommended Council's approval.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Mr. Dana noted he felt the City was well protected by the facts Mr. Newlin presented.

Mr. Dana moved to adopt Resolution No. 6075. Mr. Smith seconded. The motion passed 7-0-0.

ORDINANCE
SECOND READING
SUPPLEMENTAL BUDGET

An Ordinance No. 3467 Amending Ordinance No. 3449. Supplemental Budget Ordinance No. 2 To Make Supplemental Appropriations For Fiscal Year 2018. (Joe Newlin, Finance Director)

Mr. Newlin discussed his staff report as presented on pages 62-63 of Council's packet and offered to answer any questions.

Mayor Rousmaniere inquired if there were any comments from the public or from Council and there were none.

Mr. Dana moved to adopt Ordinance No. 3467. Mr. Smith seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Prytherch, Ms. Raghu, Mr. Smith, Ms. Southard, Mr. Dana, Mr. Ellerbe
Mayor Rousmaniere (7)

NAY: None (0)

ABS: None (0)

ANNOUNCEMENTS

Mr. Elliott referred to the Work Session this evening regarding a proposed Public Arts Commission of Oxford and advised he would work with Ms. Southard and others to bring forth the enabling legislation.

Mr. Elliott reminded everyone the OATS levy was on the May 8, 2018 ballot as Issue 2.

Mr. Wooddell advised a project will take place this weekend at the dog park noting a group of architect students from Miami had worked very hard on the initiative. Mr. Wooddell advised the students were going to build an obstacle course for dogs with the assistance of a local construction mentor. Mr. Wooddell noted the work would be done Sunday April 8th and Sunday April 15th from 11-6 and there would be no cost to the City.

Mr. Kyger reported on the merchant/restaurant meeting held last week hosted by the City, Enjoy Oxford and the Chamber of Commerce noting it was well attended.

Ms. Eaton asked Councilors to let her know if they file their financial disclosures on line so the City can reimburse them for the fee. Ms. Eaton noted the due date was May 15, 2018.

Ms. Raghu advised a group of people met Uptown recently to discuss sexual assault noting most everyone knows someone who has been a victim of it or has been a victim themselves. Ms. Raghu advised she was shocked to hear about the way it was handled through the Oxford Police Division. Ms. Raghu noted people said they were met with judgement or the questions they were asked discredited what they were trying to report. Ms. Raghu advised even in the most benign sense if there was no mal-intent from the officer towards the victim the way that was communicated was inappropriate. Ms. Raghu noted she had complete faith in Chief Jones to try to hash it out and make sure that victims don't feel like that. Mayor Rousmaniere inquired what meeting Ms. Raghu was referring to. Ms. Raghu advised it was a protest and women were brave enough to talk about their experiences and some felt they were being brushed under the rug. Ms. Raghu noted if women were brave enough to approach police services to pursue a criminal investigation they should be allowed that justice.

Chief Jones advised OPD took sexual assault very seriously and noted a detective was at a trial today for a sexual assault that occurred and OPD prosecuted. Chief Jones noted it was a challenging topic sometimes and OPD has to ask hard questions because defense attorneys are going to ask the hard questions. Chief Jones advised OPD was very victim driven and they let the victim guide where it goes in the criminal justice process. Chief Jones noted OPD worked with Women Helping Women and members of the Women Helping Women group have attended Police Community Relation and Review Commission meetings and OPD has established relationships with sexual assault advocates. Chief Jones advised if anyone has an issue or feels they were mistreated they could contact the Police Community Relations and Review Commission or they could talk to him directly. Chief Jones noted sometimes the criminal justice system can't make someone whole and OPD makes referrals outside of the criminal justice system. Chief Jones advised he felt OPD did their best to work well with sexual assault victims and OPD diligently sent officers to training for sexual assault investigation. Chief Jones noted OPD would continue to investigate those crimes the best they could and with empathy.

Mr. Ellerbe noted he wanted to answer some technical questions raised on social media regarding an Ordinance Council adopted pertaining to the levy on the May 8th ballot. Mr. Ellerbe advised the levy was only going to last 10 years and then it would end. Mr. Ellerbe noted there may be legislation that could extend it but as it is written it will end. Mr. Ellerbe reiterated it was a 10 year levy at 3.25 mils. Mr. McHugh advised any legislation to extend the levy will have to be voted on by the electors as a new levy.

Mr. Kyger advised there had been no discussion by Council to extend the proposed levy and Mayor Rousmaniere noted the ten year levy should raise all of the money needed for the trail.

Mr. Dana noted he was grateful that the Student Community Relations Commission was working on many of the same issues as Council was working on such as Town/Gown relations, health and wellness, communication, transportation, affordable housing and joint City and university planning.

Ms. Southard advised last Tuesday the Coalition for a Healthy Community celebrated its 20 year anniversary and noted it was a great event. Ms. Southard congratulated the organizers of the event noting the coalition tried to help make our community the healthiest it can be.

Ms. Southard thanked everyone for the PACO Work Session this evening and noted Council agreed they would like to see enabling legislation to establish the Public Arts Commission of Oxford to encourage more public art in the community.

Ms. Southard advised the Recreation Board on which she serves will meet on April 19th and she looked forward to hearing about the bids for a new aquatic center which was a project that would very much enhance the City.

Mr. Prytherch noted some meetings were more fun than others noting the City had to manage some things very carefully such as new facilities, financial management and good planning. Mr. Prytherch advised sometimes the City was enabling and was the catalyst for what citizens want to do such as create the PACO. Mr. Prytherch noted it was fun to see the good role the City can have in managing its own affairs and also in helping the community achieve its goals.

Mayor Rousmaniere reminded everyone of the NAACP Freedom Fund Banquet on Sunday at 5:00 p.m. at the Shriver Center noting the keynote speaker was Dr. Tammy Kernodle, Professor of Musicology at Miami University. Mayor Rousmaniere noted a number of City staff and Councilors would be in attendance and tickets were still available. Mayor Rousmaniere advised it was a great community event and all of the money raised goes to college scholarships for Talawanda students.

Mayor Rousmaniere advised she wanted Councilors to save the date of June 14th for the visit to Oxford from the Buckeye Boys State noting it was the 2nd year for Buckeye Boys State to visit Miami Oxford. Mayor Rousmaniere advised 400 boys would participate in a Walk Audit that day and Ms. Greene of Enjoy Oxford was helping to plan the event.

Mayor Rousmaniere advised last week the Chamber of Commerce sponsored a meeting with a lot of the Chinese business owners to try to get them involved with the Chamber of Commerce and the Chinese Chamber of Commerce. Mayor Rousmaniere noted there were 12-14 Chinese restaurants in town.

Mayor Rousmaniere noted at the next meeting she would like Council members to report on some of the strategic priorities that Council discussed at their Retreat in January.

ADJOURN

Mr. Dana moved to adjourn at 8:29 p.m. Mr. Smith seconded. The motion passed 7-0-0.

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: May, 2018

Jung-Han Chen
Prepared By

Account Code No. #:

Budgeted Amount:

April 11, 2018
Date Prepared

HAPC MEETING REPORT – APRIL 4, 2018

New Business:

No new business.

Old Business:

Report on a prior approved case:

HAPC-2018-02 118 E. High Street, Dubois Book Store, ATM installation, Express Permit, Agent

Report on Administrative Approval

HAPC-2018-11, 200 E. High Street, 2 door/window changes (originally approval by HAPC 4/2017)

Announcements:

- The City of Oxford's participation in the National Association of Preservation Commission Conference (Forum 2018) is scheduled for July 20, 2018.
- A support letter from the City of Oxford has been requested by the City of Cincinnati to host Forum 2020. - Approved

A letter of thanks was approved from the HAPC to Oxford Presbyterian Church, suggested by staff in response to the recent and planned improvements to the historic Seminary building at 104 E. Church Street.

Items discussed during Work Session held prior to the regular meeting

- Prioritized 2018 HAPC Goals. The goals were discussed and organized. The first task was to review the demolition criteria. A subcommittee was formed to review the existing regulations.
- The HAPC also decided to take a windshield survey of properties of importance to collectively decide what the approach should be to preserve those properties.
- Professor Gerardo Brown-Manrique has indicated he was willing to assist the Commission to undertake the task of creating an inventory for the University District in getting student assistance in the 2018 Fall semester.

Department Head:

City Attorney:

City Manager:

JHC / 4/11/18
GAK / 4-13-18
nem

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: April 17, 2018

Service Department
Originating Department

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

April 9, 2018
Date Prepared

Agenda Title:	Environmental Commission Meeting of April 4, 2018
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Recommendation:	For Review and Consideration
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Discussion:

Environmental Commission members present at the Wednesday, April 4, 2018 meeting were: Chair, Mr. Wright Gwyn; Vice-Chair, Ms. Madeline Maurer; City Council Representative, Ms. Chantel Raghu; Planning Commission Representative, Mr. Bill Snively; Mr. Vince Hand, Mr. Jon Ralinovsky, and Mr. Andor Kiss. A quorum was present. Ms. Molly O'Donnell, an undergraduate student and a Senator on Miami University's (MU's) Association of Student Government, was also in attendance.

The Minutes from the March 7, 2018 Environmental Commission meeting were unanimously approved as presented.

Ms. Suzanne Zazycki, Associate Director at MU's Institute for the Environment and Sustainability (IES) had previously provided Staff with four options for scheduling the final presentation of the IES Graduate Student's Professional Service Project (PSP). This PSP has been an academic-year long investigating applicability of Oxford's participation in the Global Covenant of Mayors for Climate and Energy program (the Covenant) on behalf of the Commission. Associated with the Covenant PSP, an undergraduate-level Geography course is preparing poster presentations of aspects of the Covenant. The Commissioners decided on the option of having both the PSP final presentation and the poster presentations consecutively on Wednesday, May 2, 2018, from 8:00 – 9:30 AM in Shideler Hall, Room 237.

Councilor Raghu informed the Commission that City Council had approved funds for the renovation of the Municipal Building at 101 East High Street to become the Oxford Police Department. Commissioners were disappointed to learn that Leadership in Energy and Environmental Design (LEED) considerations and/or components was not specifically required in the renovation. The following Motion was proposed and unanimously endorsed to specifically include inclusion of LEED components.

Motion:

The Environmental Commission strongly recommends to Oxford City Council that LEED features be considered for the renovation of the Oxford Municipal Building to the Police Department's station, as well as for all other future facility developments done by the City of Oxford.

(Continued)

Approved By:

Department Head:
City Manager:

Initial	Date
<u>MBD</u>	<u>4/11/18</u>
<u>GAK</u>	<u>4-12-18</u>

ACR

Mr. Snavely informed Commissioners that several members of City Council and the Planning Commission (including himself) were to develop policy, procedures, and conversion schedules for a re-start of the complete streets concept. Ultimately, a Sub-Committee in the Planning Commission would be developed, and would be responsible for the review and recommendation or denial to the Planning Commission of the development proposals entailing the complete streets concept.

Mr. Kiss updated the Commission regarding the Tesla electrical vehicle charging stations. With assistance from Ms. Jessica Greene of Enjoy Oxford, at least four of the local hotels are interested in the potential of the installation of electrical vehicle charging stations by Tesla. One hotel, The Elms, utilizes the City-owned parking garage, so the potential of City-involvement with the decision to have a charging station installed would be needed. Also, the proximity of the City parking garage to another city-owned Uptown parking lot that may be considered for a charging station may preclude one or the other. Mr. Kiss will present this information to Mr. Joe Williams, Tesla's Project Manager for Charging Infrastructure, and determine what would be the next step(s) if Oxford and these businesses were to enter into a formal commitment for the charging station installation(s).

Prior to the meeting, Mayor Rousmaniere provided the Environmental Commission with a letter of support from the Oxford Bee City community committee, asking for the Commission's support for the City of Oxford to become a Bee City USA Affiliate. The Bee City USA program endorses a set of commitments, defined in a resolution or an ordinance, for creating sustainable habitats for and to raise awareness about pollinators. While the Commissioners agreed that the Bee City USA program appeared to be a worthwhile endeavor, some expressed concern about details of the program that were not known at the present. The following Motion was proposed for the endorsement of Oxford's participation in the Bee City USA program.

Motion:

Then Environmental Commission supports and endorses the Oxford Bee City community committee's effort to have the City of Oxford become a Bee City USA Affiliate.

The Motion was declined, three votes for and four votes against.

A second Motion was proposed, and unanimously approved, extending an invitation to the Oxford Bee City community committee to an upcoming Environmental Commission meeting to help educate the Commission on the Bee City USA program.

Motion:

The Environmental Committees invites the Oxford Bee City community committee to make a presentation to the Commission on the merits, advantages, and responsibilities of the City of Oxford's participation in the Bee City USA program at a future Commission meeting.

City Staff updated Commissioners on upcoming events. The annual Tree City USA awards ceremony is scheduled for Friday, April 20, 2018 in Miamisburg, Ohio. This will be Oxford's 22nd consecutive year of qualifying for this award. The "EarthFest" event in recognition and celebration of Earth Day will be held in the Uptown Memorial Park from 9:00 AM – 12:00 noon on Saturday, April 21, 2018. A Memorial Tree (Eastern Redbud) is to be planted in the Oxford Community Park prior to Arbor Day (Friday, April 27, 2018). Presently, Staff did not know if there was to be a formal recognition ceremony or not; it depends upon the sponsor's availability. Finally, Oxford's Arbor Day celebratory tree planting is scheduled for 10:00 AM at the Leonard Howell Park on Saturday, April 28, 2018. A Red Sunset Maple is to be planted between the parking lot and the multi-use trail as part of an Oxford Parks and Rec Department sponsored Park Revitalization Clean-Up of Leonard Howell Park, in coordination with the Coalition for Healthy Communities and the Miami Athletic Department.

The Commissioners concluded discussion at 8:30 p.m. The Environmental Commission is next scheduled to meet at 7:00 p.m. on May 2, 2018, in the Municipal Building's Second Floor Conference Room.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: April 17, 2018

Account Code #: N/A

Budgeted Amount: N/A

Service Department
Originating Department

Michael Dreisbach, Service Director
Prepared By

April 6, 2018
Date Prepared

Agenda Title: Disposal of Surplus Equipment

Recommendation: Approve

Discussion:

In 2002, in preparation for the opening of the Oxford Community Park (OCP), the City purchased a Toro 580D turf mower for use by the Grounds Maintenance section of the Streets & Maintenance division. This machine has been used extensively since its purchase. In 2013, the City purchased a similar machine with the understanding that the 2002 would be used a backup mower to the primary mower until such time it was cost prohibitive to maintain.

Due to significant wear and the costs to repair this machine, Staff is recommending retiring this mower and selling as surplus equipment on an Internet auction site, most likely GovDeals.com. We will continue to manage mowing operations at the OCP with the primary machine purchased in 2013.

This Resolution will authorize the City Manager to dispose of this surplus equipment, a 2002 Toro 580D mower, serial # 230000160, through an Internet auction site.

Approved By:

Department Head:

Initial Date
MBD 4/6/2018

City Manager:

GAK 4-13-18
acm

RESOLUTION NO.

A RESOLUTION DECLARING CERTAIN CITY PROPERTY NO LONGER NEEDED FOR MUNICIPAL PURPOSES AS SURPLUS AND AUTHORIZING ITS ADVERTISEMENT AND SALE TO THE HIGHEST BIDDER AT INTERNET AUCTION.

WHEREAS, the 2002 Toro 580D turf mower utilized by the Grounds Maintenance section of the Streets & Maintenance division is hereby declared surplus for City purposes and no longer needed for municipal purposes, and the said property is hereby declared to be surplus; and

WHEREAS, the City Manager and the Service Director recommend Council authorize the advertisement and sale of the 2002 Toro 580D turf mower to the highest bidder at internet auction.

SECTION 1: Council hereby authorizes the sale of said item at internet auction to the highest bidder with the proceeds thereof deposited into the General Fund.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager: Douglas R. Elliott, Jr.

Police

Originating Department

Council Meeting Of: April 17, 2018

John Jones

Account Code #: 142.711.61015

Prepared By

Budgeted Amount: \$28,000

April 9, 2018

Date Prepared

Agenda Title: Purchase of a parking vehicle for the OPD Parking Unit.

Recommendation: Approve

Due to the aging vehicles used by the Public Safety Assistants for use in enforcing parking and animal control issues, we are recommending the purchase of a new parking vehicle. We have already decommissioned a 2003 parking vehicle last year and are set to replace the current 2007 Dodge Dakota. This purchase will keep the fleet current with a newer vehicle for appropriate long-term succession planning.

After an extensive evaluation and comparison, as well as obtaining three quotes, we recommend the purchase of a 2018 Ford Transit XLT from Kings Ford. This resolution will authorize the City Manager to enter into a contract with Kings Ford for the purchase of a 2018 Transit Connect XLT cargo van for an amount not to exceed \$23,583.50.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

[Signature] | 4-9-18

GAK | 4-13-18
Acn

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH KINGS FORD, INC. FOR THE PURCHASE OF A 2018 FORD TRANSIT CONNECT XLT CARGO VAN AND SPECIFIED OPTIONS AT A COST NOT TO EXCEED \$23,583.50.

WHEREAS, the 2018 Capital Equipment Budget includes \$28,000.00 for the purchase of a replacement vehicle for the Public Safety Assistants use enforcing parking and handling animal control issues; and

WHEREAS, the City Manager and the Police Chief recommend City Council authorize the City Manager to enter into a contract with Kings Ford, Inc. for the purchase of a 2018 Ford Transit Connect XLT cargo van and specified options at a cost not to exceed \$23,583.50.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Police Chief and accepts the Kings Ford, Inc. pricing for the purchase of a 2018 Ford Transit Connect XLT cargo van and specified options a cost not to exceed \$23,583.50.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Kings Ford, Inc. for the purchase of a 2018 Ford Transit Connect XLT cargo van and specified options at a cost not to exceed \$23,583.50.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)



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To: Chief John A. Jones
From: Lt. Lara Fening
Date: 04-09-2018
Re: Purchase of PSA vehicle

Due to the aging vehicles used by the Public Safety Assistants (PSA) for use in enforcing parking and animal control issues, I am recommending the purchase of a 2018 Transit Connect XLT cargo van. We have already decommissioned a 2003 parking vehicle last year and are set to replace the current 2007 Dodge Dakota. This purchase will keep the PSA fleet current with a newer vehicle for appropriate long-term succession planning.

After evaluation and comparison by police administration and full-time PSA officers, the Ford Transit Connect XLT was chosen as a functional and appropriate vehicle for the parking and animal control needs. There is no state contract on this vehicle, or anything comparable. The 2018 Capital Budget allocates \$28,000 for the purchase of a new parking vehicle, found in Transportation 142.711.61015. Three (3) quotes were obtained from different dealers with our desired specifications. Safety features specifically requested and included in these quotes are: glass in the rear doors, passenger side rear glass, and a rear backup camera.

The quotes are:

Lebanon Ford	\$24,198.00
Kings Ford	\$23,583.50
Woody Sander Ford	\$23,328.00

As evidenced in the attached window stickers and quotes, Kings Ford has the desired glass windows and backup camera, which are factory installed. The most comparable vehicle Woody Sander Ford has in stock does not include those factory features, but they advise me they are able to add them, and they are included in their quote. Woody Sander Ford has been difficult to work with due to lack of communication by failing to return emails and phone calls. I would rather have the desired options factory installed, rather than added by the dealer after the purchase.

Kings Ford quote is \$255 more than Woody Sander Ford, but that amount is nominal when considering that the vehicle is in stock, ready to go, and with the desired features. There is no room for error on installation of features or



Oxford Division of Police
11 South Poplar Street
Oxford, Ohio 45056

Dispatch: 513.523.4321
Office: 513.524.5240
Fax: 513.524.9111

Email:
police@cityofoxford.org

Website:
www.cityofoxford.org/police

ADMINISTRATIVE STAFF

Chief of Police
John A. Jones
513.524.5247
jjones@cityofoxford.org

Lieutenant of Investigations
Geoff Robinson
513.524.5258
grobinson@cityofoxford.org

Lieutenant of Operations
Lara Fening
513.524.5242
lfening@cityofoxford.org

Office Manager
Amy Gabbard
513.524.5247
agabbard@cityofoxford.org

PATROL SUPERVISORS

Sgt. David King
513.524.5282
dking@cityofoxford.org

Sgt. Adam Price
513.524.5259
aprice@cityofoxford.org

Sgt. Josh Jenkins
513.524.5233
jjenkins@cityofoxford.org

Sgt. Jon Varley
513.524.5257
jvarley@cityofoxford.org

Sgt. Ryan Sikora
513.524.5253
rsikora@cityofoxford.org

Sgt. Ben Hool
513.524.5254
bhool@cityofoxford.org

time delays, and by working with Kings, we will not have the issues with lack of communication, as we did with Woody Sander.

It is my recommendation that we purchase a 2018 Ford Transit Express XLT from Kings Ford. Please let me know if you have any questions.

Respectfully,

A handwritten signature in black ink, appearing to read "Lara Fening".

Lt. Lara Fening

Kings Ford Inc

(513) 683-0220

DEALER 47A 016

VIN NM0LS7F79J1350711

S7F1 TRANSIT CONNECT XLT VAN ^{Suggested Retail Price} 25645 00 ^{Invoice Amount} 24490 00
 2018 MODEL YEAR
 Z2 FROZEN WHITE METALLIC
 7L MED STONE CLOTH SEATS

INCLUDED ON THIS VEHICLE
 .ORDER CODE 110A

OPTIONAL EQUIPMENT/OTHER			
997	.2.5L DOHC ENGINE	NC	NC
446	.6 SPD AUTO TRANSAXLE W/ O/D	NC	NC
T55	.P215/55R16 BSW	NC	NC
201	5270 LH GVWR		
425	50 STATE EMISSIONS	NC	NC
55A	FIXED REAR GLASS	295 00	272 00
50U	CD+AM/FM RADIO W/REAR CAMERA	250 00	231 00
59G	FIXED 2ND ROW GLASS PASS SIDE	35 00	32 00
	TOTAL OPTIONS/OTHER	580 00	535 00
	TOTAL VEHICLE & OPTIONS/OTHER	26225 00	25025 00
	DESTINATION & DELIVERY	1120 00	1120 00

TOTAL FOR VEHICLE 27345 00

FUEL CHARGE		33 45
SHIPPING WEIGHT 3520 LBS.		
TOTAL	27345 00	26178 45

Transit Connect Van with Rear and Passenger Side Door Glass

Van Price	26000
Factory Rebate	(2600)
Delivery Driver	50
45-day Temp and Title	33.50
	23583.50

This invoice may not reflect the final cost of the vehicle in view of the possibility of future rebates, allowances, discounts and incentive awards from Ford Motor Company to the dealer.

Sold to Kings Ford Inc 9555 Kings Automall Road Cincinnati		47A016 OH 45249					
		Order Type 2	Ramp Code CA07	Batch ID HK203	Price Level 815		
Ship to (If other than above)		Date Inv. Prepared		Item Number	Transit Days		
		10	20	17	47-P703	33	
		Ship Through					
Invoice & Unit Identification NO. NM0LS7F79J1350711		Final Assembly Point VALENCIA		Finance Company and/or Bank Ford Motor Credit 000001			
HB	Invoice Total	A & Z Plan	D Plan	X Plan	FPA	AA	
787	26178.45	25339.45	25439.45	26348.74	262.00	393.00	

This invoice to be used for the billing of vehicles only

Dealer's copy

3 VAL-000257 0E 3-MRZAL, NB, 300257, H203 9580



Go Further
ford.com

TRANSIT CONNECT

2019 NITC6500 VAN/LWB
121" WHEEL BASE
2.5L I4 DOHC ENGINE
6 SPD AUTO TRANSM. W/O D

EXTERIOR
FOZZE WHITE METALLIC
INTERIOR
MED STONE CLOTH SEATS

J1 350711

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

- EXTERIOR**
- 16" WHEELS WITH CONES
 - BODY SIDE MOLINGS
 - DOOR HANDLES - BLACK
 - DOORS - DUAL SLIDING SIDE
 - 18" DESIRE SWING-OUT REAR
 - FOG LAMP
 - FRONT BUMPER-BODY COLOR
 - INTEGRAL RADIO WITH CAMERA
 - POWER HEATED MANUAL FOLD EXTERIOR MIRRORS

- INTERIOR**
- AIR COND, MANUAL FRONT
 - 6-SPEAKER SINGLE COPIES PLAYER
 - 12V DC POWER WINDOWS
 - 12V DC POWER LOCKS
 - FLOOR COVERING - CARPETED
 - FRONT, VINYL, REAR
 - MANUAL BUMPER SEATS - 6-WAY DRV AND 4-WAY PASS
 - OVERHEAD STORAGE SHELF
 - STEERING - TILT/TELESCOPIC

- FUNCTIONAL**
- 6-SPEAKER 6-CD/MP3 TRANS
 - BRAKES - 4-WHEEL DISC/ABS
 - FRONT WHEEL DRIVE
 - FUEL TANK - 15.8 GAL
 - FULL-SIZE SPARE TIRE
 - HILL START ASSIST
 - POWER STEERING W/EPAS
 - POWER WINDOWS & LOCKS
 - REMOTE KEYLESS ENTRY

- SAFETY/SECURITY**
- ADVANCETRAC WITH ESC
 - AIRBAGS - DUAL STAGE FRONT
 - 4-WHEEL FRONT SEAT
 - MONITORED STEERING
 - AIRBAGS - SIDE AIR
 - CURTAINS
 - EMERGENCY BRAKE ASSIST
 - SECURELOCK PASS-ANTI THEFT
 - TIRE PRESSURE MONITOR SYS

- MARGINALITY**
- 1700000 BUMPER / BUMPER
 - 1700000 POWER WINDOW
 - 1700000 POWER LOCK
 - 1700000 POWER ASSIST

INCLUDED ON THIS VEHICLE

(MSRP)

PRICE INFORMATION

(MSRP)

OPTIONAL EQUIPMENT/OTHER
50 STATE EMISSIONS
FRED REAR GLASS
CAM-VIEW RADIO W/REAR CAMERA
FIXED 2ND ROW GLASS PASS SIDE

NO CHARGE

TOTAL VEHICLE & OPTIONS/OTHER
DESTINATION & DELIVERY

25,225.00
1,120.00

TOTAL MSRP \$27,345.00

CA07
VAL0710
CONVOY

VAL0710
AT-PTD QRT 2

H203 N R820X R15 000257 10 20 17

TYPE CERT CERT 110 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

EPA Fuel Economy and Environment

Fuel Economy
23 MPG
combined city/hwy

Spec. Purpose Vehicle range from 15 to 25 mpg. The best vehicle rates 135 mpg.

4.3 gallons per 100 miles

Annual fuel cost
\$1,550

You spend
\$1,000
more in fuel costs
over 5 years
compared to the
average new vehicle.

fuel economygov

GOVERNMENT 5-STAR SAFETY RATINGS

Overall Vehicle Score
Not Rated
Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

Frontal Crash
Driver ★★ ★★ ★★
Passenger ★★ ★★ ★★
Based on the risk of injury in a frontal impact. Should ONLY be compared to other vehicles of similar size and weight.

Side Crash
Front seat ★★ ★★ ★★
Rear seat ★★ ★★ ★★
Based on the risk of injury in a side impact.

Rollover
Not Rated
Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars (★ ★ ★ ★ ★), with 5 being the highest. Source: National Highway Traffic Safety Administration (NHTSA).
www.safercar.gov or 1-888-327-4235



Go Further



NHTSA FV R15050711

based on Ford's extended service plan only. backed by Ford and has no relationship in the U.S., Canada and Mexico. See your dealer for details or visit www.ford.com for more information.

Choose the vehicle you want. Whether you decide to lease or finance, you'll find the dealer that's right for you. See your Ford dealer for details or visit www.ford.com.

04/02/2018

You Are Here: Home (<https://www.kingsfordinc.com/>) > New (<https://www.kingsfordinc.com/new-vehicles/>) > New 2018 Ford Transit Connect
(<https://www.kingsfordinc.com/inventory/new-2018-ford-transit-connect-xlt-fwd-4d-cargo-van-nm0ls7f79j1350711>)

New 2018 Ford Transit Connect XLT FWD 4D Cargo Van



STOCK
VIN

Chat Now with Sales Rep
T180353
NM0LS7F79J1350711

Pricing Information for 04/03/2018

4/3/2018

New 2018 Ford Transit Connect XLT 4D Cargo Van in Cincinnati #T180353 | Kings Ford

MSRP

\$28,428

Kings Ford Price

\$26,428

PREMIUM OPTIONS

[View All >](#)

ENGINE: 2.5L DURATEC I4

Flexible Fuel Vehicle (FFV) system is standard equipment for vehicles shipped to Federal Emissions States or Cross Border State dealers and is only available w/a Federal emissions system (FFV system not available w/code 425 and requires code 936 or 423 if applicable for California Emissions State dealer destinations)

Interior Trim -inc: Chrome Interior Accents

Dual Stage Driver And Passenger Seat-Mounted Side Airbags

29 people recently viewed this vehicle*

Only 1 XLT model left in stock!



(<http://www.windowsticker.forddirect.com/windowsticker.pdf?vin=NM0LS7F79J1350711>)

Window Sticker

(<http://www.windowsticker.forddirect.com/windowsticker.pdf?vin=NM0LS7F79J1350711>)

Window Sticker



Print



Schedule Test Drive



Check Availability



Share Vehicle

Basic Info

Body:

4D Cargo Van

HWY: †

27 MPG

City: †

20 MPG

Exterior:

White

Interior:

Medium Stone

Engine:

2.5L I4 IVCT

Trans:

6-Speed Automatic

Description

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: April 3, 2018

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

March 23, 2018

Date Prepared

Agenda Title: A Resolution authorizing the sale of alcoholic beverages in the Oxford Memorial Park for the Butler County United Way 2018-2019 Community Campaign Kickoff event.

Recommendation: n/a

Discussion:

The Butler County United Way is requesting permission to have a craft beer booth at their 2018-2019 Community Campaign Kickoff event in the Oxford Memorial Park on Tuesday, June 26, 2018. The craft beer booth will be housed in a tent within the confines of the park and all requirements will be met with respect to the liquor permit, ID check, wristbands and perimeter roping. Butler County United Way has offered craft beer sales at other kick off events and their staff is familiar with the process.

Approved By:

Initial Date

Department Head:

City Manager:

DR \ 3/30/18

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE SALE OF ALCOHOLIC BEVERAGES IN THE OXFORD MEMORIAL PARK FOR THE BUTLER COUNTY UNITED WAY 2018-2019 COMMUNITY CAMPAIGN KICKOFF EVENT WITH CONDITIONS.

WHEREAS, Butler County United Way is holding a 2018-2019 Community Campaign Kickoff event in the Oxford Memorial Park on Tuesday, June 26, 2018; and

WHEREAS, Butler County United Way is requesting permission to have a craft beer booth on the premises of the Oxford Memorial Park during the kickoff event; and

WHEREAS, Butler County United Way has stated they will meet all legal requirements necessary to accommodate said craft beer booth.

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

SECTION 1: Council having considered the request finds it would be beneficial for the Butler County United Way event if the sale of craft beer during the event was permitted with the following conditions:

1. The Butler County United Way shall obtain a "F" State of Ohio Liquor Permit, which will allow the sale of beer at the 2018-2019 Community Campaign Kickoff event.
2. The craft beer booth shall be roped off and each person entering the roped off area shall be at least 21 years of age to purchase beer.

SECTION2: Council hereby authorizes the sale of alcoholic beverages in the Oxford Memorial Park for the Butler County United Way 2018-2019 Community Campaign Kickoff event pursuant to the conditions set forth above.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)



- ☒ REQUEST FOR PUBLIC PARK PERMIT
- ☐ REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: 06 / 26 / 18 through 06 / 26 / 18 From: 6:00 PM To: 8:00 PM

Today's Date: 03 / 19 / 18 ☐ Emergency Utility Repair (check box, if applicable)

--- Applicant shall allow a minimum of 3 business days for processing ---

Responsible Adult:

(18 years of age or older)*

Address:

Telephone:

Cellular:

Fax:

Email:

Pamela R. Cottle

323 North Thrd Street

Hamilton, OH 45011

513.785.2348

513.594.6733

513.863.3467

pcottle@bc-unitedway.org

Organization:

Advisor:

Address:

Telephone:

Cellular:

Fax:

Email:

Non-Profit:

Butler County United Way

Pamela R. Cottle

323 North Third Street

Hamilton, OH 45011

513.785.2348

513.594.6733

513.863.3467

pcottle@bc-unitedway.org

☒ Yes ☐ No

* Person in charge - Primary contact

PARK REQUESTED

- ☐ Merry Day Park (adjacent to the Miami Mobile Home Park, Reagh Way Drive)
- ☐ Leonard Howell Park (Bonham Road)
- ☐ Oxford Community Park (Fairfield Road) – Contact 523-6314 to confirm date(s)
- ☒ Memorial Park (E. Park Place & N. Main Street – has pavilion)
- ☐ Martin Luther King Jr. Park (W. Park Place & N. Main Street – animal sculptures & fountain)
- ☐ Other: _____

TITLE OF EVENT (be specific and include projected attendance)

2018-19 Community Campaign Kickoff

Projected Attendance: 100-200 Has this event been held previously? ☒ Yes ☐ No If "YES", when? June 2017 in Fairfield

Will food, goods, services or merchandise be sold at the event? ☒ Yes ☐ No

If "YES", please see Section 729.05, Sales on Certain Municipal Property Prohibited (attached to last page of application.)

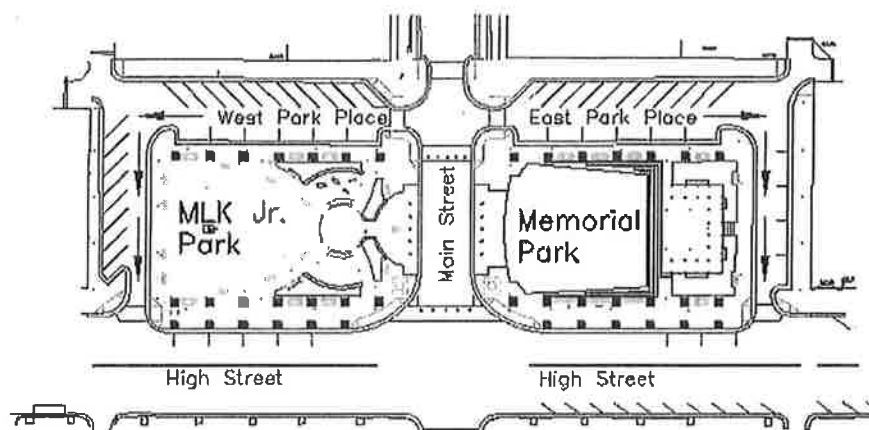
Note: If you or your organization are handing out information on the public sidewalk, no permit is required.

DESCRIPTION OF EVENT

Place a description of the event, along with additional requests, on the appropriate attachment. If request is only for use of a right-of-way, use the attachment labeled City of Oxford / Right-of-Way Request Details.

Applicant's Signature: Pamela R. Cottle Date: 03 / 19 / 2018

I have read and understand the rules, guidelines and conditions. Furthermore, I understand that acceptance of them is a condition of approval; and, if approval is granted, it is only for the event specified above. I also understand that the request will be reviewed by various City of Oxford officials and additional conditions may be required before final approval is granted. If additional conditions are required, I agree to meet with the appropriate officials and/or the Oxford Community Event Coordinating Committee.



OXFORD MEMORIAL PARK & MARTIN LUTHER KING JR. PARK

Instructions for Applicant: Please clearly denote (1) the sections of the parks that you are requesting, (2) parking spots needed and (3) proposed street closures. Place a concise narrative explanation on the following lines. Attach additional pages if necessary.

We are requesting use of the entire Memorial Park area including the stage area. We will be having a live band for our event and will also need audio support as well lighting support. We would like to have four (4) spaces reserved for the unloading and loading of event supplies for Butler County United Way as well as the Band. It is not anticipated that we will have food trucks; however, if plans change, it is possible that we will require two (2) additional spaces on the East Park Place side of the venue. All reserved spaces could be on that side. There are no anticipated street closures. It is anticipated that we will be having a craft beer booth at the venue. This will be housed in a tent within the confines of the park and will follow all predetermined requirements ('F' Permit, ID Check, wristbands, perimeter roping, city council approval, etc.) We have offered craft beer sales at two previous kick off events and are familiar with the process. We would require 1-2 police officers, based on the recommendation of the Oxford Police Chief. We would also like our partner agencies to be able to erect freestanding booths within the venue area, preferably on the cement walks.

Additional Requests:

(Include details in narrative)

- ☐ Pavilion
- ☐ Extra trash cans*
- ☒ Sound system (with operator)**
- ☒ Stage lighting*
- ☐ Special power requirements (explain in narrative)**
- ☐ Street Closure**
- ☐ Other: _____

Time Details

	Start	End
Setup	4:30 PM	6:00 PM
Event	6:00 PM	8:00 PM
Breakdown	8:00 PM	8:30 PM

*See fee sheet

** Contact the Streets & Maintenance Division 3 days prior to the event at
513-523-8412

NOTE: Street closures will be at the discretion of the Oxford Police Department



Stipulations and Fees

Note: FULL PAYMENT REQUIRED BEFORE THE EVENT

RIGHT-OF-WAY

Applicants should allow a minimum of **three (3) business days** for the request to be processed from the time it is submitted to city officials. *(Please provide the City with as much lead time as possible. Events requiring road closures and staffing will require additional processing time. Large event requests shall be submitted no less than fourteen (14) days in advance of the event.)*

1. Applicant shall manage all work zones in the Right-of-Way in compliance with the Ohio Manual of Uniform Traffic Control.
2. Large events (estimated at over 500 people, including all concerts and performances, will require a pre-meeting with the Police (524-5247) and Service Department (524-5206) prior to approval. *Note: Requests **WILL NOT** be approved prior to the pre-meeting.*
3. The period of use may not exceed two (2) days without city council approval.
4. At least one legally responsible adult must sign the request.
5. The usage may not discriminate for or against a given class of people.
6. All ordinances that regulate noise **shall** be observed.
7. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within the public right-of-way.
8. The requestor is responsible for cleanup. Failure to cleanup may result in subsequent requests being denied or a deposit being required. In addition, a cleaning charge may be assessed.
9. Safety staffing levels will be determined by the Oxford Police Division and the requestor may be required to hire police officers.
10. All special conditions specified by department heads must be complied with. Fees may be assessed for special services – see below.
11. Miami University approval is required for student events.
12. NO markings may be made on streets or sidewalks within the public right-of-way.

USE OF PARKS (ALL THOSE ABOVE, PLUS)

1. No motor vehicles may be parked within the area of the park or on any sidewalk.
2. Banners are only permitted on the stage area during the function and must be removed immediately after the event. Tying is the only acceptable way of affixing a banner to the stage area.
3. No signs are permitted.
4. The requestor is responsible for damage to grass, shrubs or trees as a result of the event and agrees to compensate the City of Oxford the cost of repairs and/or replacement.
5. No structure shall be defaced and no structure shall be erected within four (4) feet of the base of a tree or shrub.
6. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within the public right-of-way.

FEE INFORMATION

No Parking Signs	\$35 ea.
Metered Parking	\$10.00/ea
Trash Boxes	\$5.00/ea.

Personnel

Police Officer(s)	Contact OPD
Sound Technician	\$25.00/hr
Street Dept. Personnel	\$25.00/hr
Electrician	\$100.00
Park & Rec Personnel	Contact OPRD

Road Closures

Main Street	\$135.00**
US 27 Detour	\$135.00**

**Includes labor

Sports Fields/Gazebo

Contact OPRD – 523-6314

APPLICANT'S ASSURANCE

I have reviewed the estimated cost for the event and agree to compensate the City for services rendered as specified above. If the event runs past the stated end time, I understand that additional charges will accrue and agree to compensate the City accordingly.

Samela R. Little

Date: 3/19/18

Applicant's Signature

CITY USE ONLY

	Service	Hours	Rate	Estimate	Final
1			\$	\$	\$
2			\$	\$	\$
3			\$	\$	\$
4			\$	\$	\$
5			\$	\$	\$
	Total		\$	\$	\$

	Applicant's Initials	Review Date
Police Department		
1		
2		
3		
4		
Fire Department		
1		
2		
3		
4		
Service Department		
1		
2		
3		
4		
Recreation Department (if applicable)		
1		
2		
3		
4		
City Manager		
1		
2		
3		
4		

Pre-Meeting (if applicable): Reviewed with _____ on _____.

Reviewer(s): _____

APPROVAL SECTION (with conditions)

Police Chief:	☐ Approved	☐ Not Approved	____/____
Fire Chief:	☐ Approved	☐ Not Approved	____/____
Service Director:	☐ Approved	☐ Not Approved	____/____
Recreation Director:	☐ Approved	☐ Not Approved	____/____
City Manager:	☐ Approved	☐ Not Approved	

City Manager's Signature

Date: _____

Reason(s) event not approved:

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: April 17, 2018

Account Code #: 351.861.52340

Budgeted Amount: \$40,000

Service Department
Originating Department

Michael Dreisbach, Service Director
Prepared By

April 6, 2018
Date Prepared

Agenda Title: Joint Project with Butler County Engineer's Office for the Replacement of a Culvert on Oxford – Milford Road.

Recommendation: Approve

Discussion:

The City annexed the parcel on the northwest corner of Oxford Milford Rd. and SR73. As a condition of the annexation, the City entered into a maintenance agreement with the Butler County Engineer's Office (BCEO) for maintenance of Oxford – Milford Rd. abutting the annexation area (since the City only annexed to the property line and not the centerline of the roadway). Because of the agreement, the BCEO did not oppose the annexation of lands into the corporate limits of the City.

The City had tentatively scheduled this culvert for replacement in 2020, however, the last inspection of this culvert showed significant deterioration forcing the City to accelerate our schedule for repairs. The City has proposed a joint project with the BCEO to replace the culvert. Our proposed project would use BCEO labor and equipment, while the City would provide materials for the project.

The material cost for the project is \$ 28,551 and detailed on the attached exhibit. If approved by the City Council, work will begin in late May or in June 2018. Work should be complete in approximately two weeks. A detour will be posted as construction will require closure of the roadway.

This project is another example of jurisdictional cooperation between the City and the BCEO. We routinely cooperate with each other for training, special operations, cooperative purchasing of road salt and brine, etc...

This Resolution will authorize the City Manager to enter into an agreement with the Butler County Engineer's Office and supply materials as outlined in the attached Exhibit in an amount not to exceed \$28,551.00.

Approved By:

Department Head:

Initial Date
MBD / 4/6/2018

City Manager:

GAK / 4-13-18
ACM

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE BUTLER COUNTY ENGINEER'S OFFICE AND TO SUPPLY MATERIALS AS OUTLINED IN EXHIBIT "A" ATTACHED HERETO FOR THE REPLACEMENT OF A CULVERT ON OXFORD MILFORD ROAD AT A COST NOT TO EXCEED \$28,551.00.

WHEREAS, the City annexed the parcel on the northwest corner of Oxford Milford Road and state Route 73. As a condition of the annexation, the City entered into an agreement with the Butler County Engineer's Office (BCEO) for maintenance of Oxford Milford Road abutting the annexation area; and

WHEREAS, the City tentatively scheduled this culvert replacement in 2020, however, the last inspection of this culvert showed significant deterioration forcing the City to accelerate the schedule for repairs; and

WHEREAS, the City has proposed a joint project with the Butler County Engineer's Office to replace the culvert using BCEO's labor and equipment, with the City providing materials for the project; and

WHEREAS, the City Manager and the Service Director recommend Council authorize the City Manager to enter into an agreement with the Butler County Engineer's Office and to supply materials as outlined in Exhibit "A" attached hereto for the replacement of a culvert on Oxford Milford Road at a cost not to exceed \$28,551.00.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and hereby authorizes the City Manager to enter into an agreement with the Butler County Engineer's Office and to supply materials as outlined in Exhibit "A" attached hereto for the replacement of a culvert on Oxford Milford Road at a cost not to exceed \$28,551.00.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)

Sheet 1 of 1
Date: 4/6/2018

C:\Users\mdreisbach\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\G9RSZAAC\00074_Material Estimate.xls

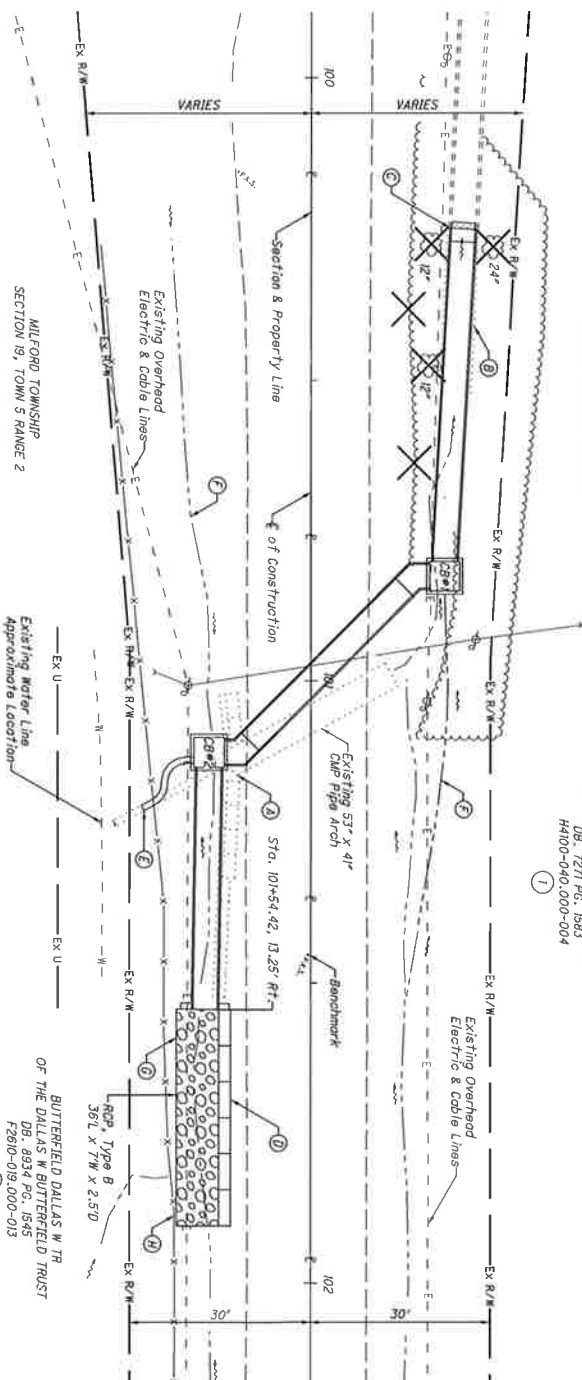
	ITEM NO	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
		L.S.M.	CY	110	75.00	\$8,250
448		ASPHALT CONCRETE	CY	7.50	150.00	\$1,125
601		ROCK CHANNEL PROTECTION, TYPE B, NO FILTER	CY	24	45.00	\$1,080
602		48" HALF HEIGHT HEADWALL, PRECAST	EACH	1	450.00	\$450
602		IMI 6' x 2' x 2' CONCRETE BIN BLOCKS	EACH	18	40.00	\$720
607		WHITE 4 RAIL RANCH PVC VINYL FENCING	FT	100	24.55	\$2,455
611		CB-1.2, NO. 2-5 WITH 6" LID (6.5' TALL)	EACH	1	1,700.00	\$1,700
611		CB-1.2, NO. 2-5 WITH 6" LID (5.75' TALL)	EACH	1	1,300.00	\$1,300
611		12" SINGLE WALL PLASTIC CONDUIT	FT	20	7.00	\$140
611		48" N-12 CONDUIT, TYPE A, 707.33	FT	129	55.00	\$7,095
611		ADS 48" PLAIN END 45° BEND (PART# 4897AN)	EACH	2	1,065.00	\$2,130
611		48" DUAL WALL ADAPTER FITTING (47" I.D. OF RCP TO 48" SPP)	EACH	1	1,130.00	\$1,130
659		SEEDING AND MULCHING	SY	674	1.40	\$944
659		COMMERCIAL FERTILIZER	TON	0.061	525.00	\$32
		TOTAL MATERIAL COST				\$28,551

CONSTRUCTION NOTES

- A. REMOVE EXISTING C&P PIPE ARCH AND CONCRETE MASONRY WALL.
- B. REMOVE EXISTING CONCRETE GUTTER AND GUTTERGALLS.
- C. EXISTING 48" I&T INNER DIAMETER. CONNECT DUAL WALL ADAPTER AND PROPOSE 48" I&T PIPE.
- D. INSTALL NEW CONCRETE BIN BLOCK RETAINING WALL.
- E. CONNECT EXISTING 12" SINGLE WALL PLASTIC PIPE TO DB#2.
- F. REGRADE DITCH TO WINDOW OF CATCH BASIN.
- G. KEY IN TYPE B RPPAP AT 95 FEET OF CULVERT.
- H. REMOVE APPROXIMATELY 11' OF 44" RANCH FENCING AND REPLACE WITH NEW IN THE ORIGINAL LOCATION.

CITY OF OXFORD CORP.
SECTION 24, TOWN 5 RANGE 1

MEANS JOANNE PELLEY TR
DB- 7271 PG. 1583
H4100-040.000-004



BUTTERFIELD DALLAS W TR
OF THE DALLAS W BUTTERFIELD TRUST
DB. 8934 PG. 1545
F2610-019.000-013
(2)

BENCHMARK DATA

PK NAIL IN CENTER OF ROAD
STA. 101+45.32, 0.53' RT.
ELEV. 890.53

HYDRAULIC DATA

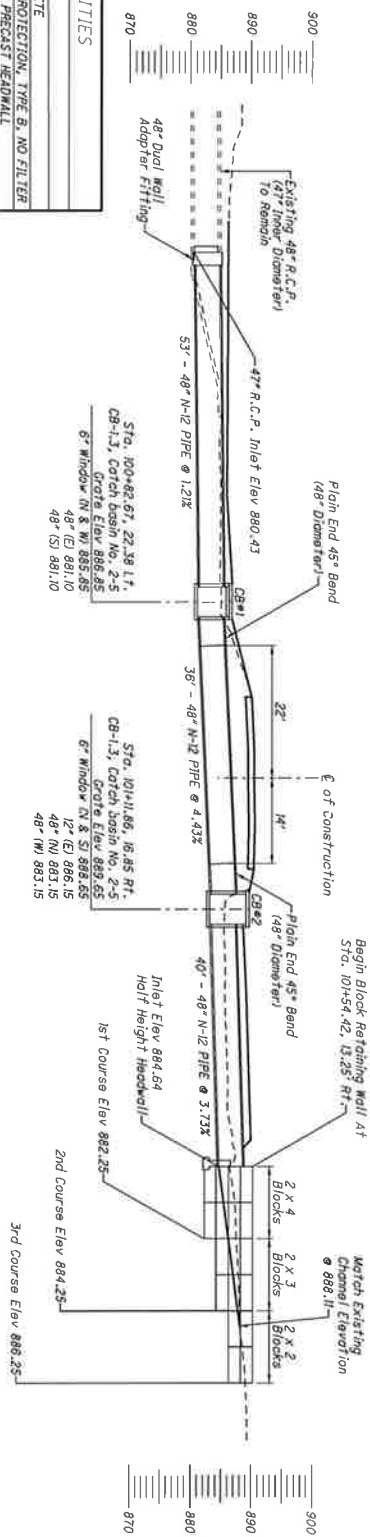
DRAINAGE AREA = 46.6 ACRES

$$V(100) = 8.82 \text{ FT/S}$$
$$HW_{EL}(100) = 890.23$$

ESTIMATED QUANTITIES

[illegible]

SCALES:
I" = 20 HORIZ.
I" = 20 VERT.



OXFORD MILFORD ROAD CULVERT 00.074
PLAN AND PROFILE

BUT-TR57-00.074



CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott, Jr.

Fire Department

Originating Department

Council Meeting Of: 04-17-18

John Detherage

Account Code No. #: 418.151.52340

Prepared By:

Budgeted Amount: \$13,500.00

04-10-18

Date Prepared

Agenda Title: A Resolution authorizing the City Manager to enter into a contract with University of Cincinnati Physicians Company, LLC for EMS medical direction and continuing education.

Recommendation: Adopt the Resolution

Discussion: For several years we have contracted with UCPC for medical direction and continuing education. This arrangement has worked out well and the recommendation is to continue with this relationship.

UCPC provides medical direction and continuing education for over 30 fire departments in Southwest Ohio.

Their services include:

- A “team approach” to medical direction. We would be assigned a primary MD, who would then be assisted by emergency medicine residents.
- 28 hours of CE per year consisting of 16 hours of a certification course and the remaining 12 hours of 2 hour education sessions and/or skills assessments.
- Attend meeting with OFD, hospitals, and other FD’s as needed.
- EMS chart reviews
- 24 hour access to a physician for clinical consultations.
- All MD’s and residents are functioning in emergency departments and are up to date on current trends in EMS and emergency medicine.

Since our operation is staffed with part-time and full-time personnel many of our employees also work for departments that contract for this service with UCPC. This will allow our staff to get the same training in Oxford that they receive in Springdale, Sharonville, Colerain, Ross and many others. Essentially we will continue to be a part of a “regional” medical direction/training system.

We will continue to use the Southwest Ohio EMS Protocol. This protocol is a regional asset and is updated and maintained constantly by a group of EMS providers and emergency physicians from SW Ohio. Several of the committee members are employees of UCPC.

This arrangement has improved the level of EMS service we provide the citizens and visitors of the City.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

JD \ **04-10-18**

GAR / **4-13-18**

ACM

RESOLUTION NO.

A RESOLUTION APPROVING AND AUTHORIZING AN AGREEMENT, A COPY OF WHICH IS ATTACHED HERETO AS EXHIBIT "A", BETWEEN THE CITY OF OXFORD AND THE UNIVERSITY OF CINCINNATI PHYSICIANS COMPANY, LLC FOR EMS MEDICAL DIRECTION AND CONTINUING EDUCATION AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME.

WHEREAS, the City Manager and the Fire Chief recommend Council authorize the City Manager to enter into an Agreement with the University of Cincinnati Physicians Company, LLC to provide EMS Medical Direction and continuing education as set forth in Exhibit "A" attached hereto and incorporated herein.

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

SECTION 1: The City Council of the City of Oxford accepts the recommendation of the City Manager and the Fire Chief and has reviewed the Agreement attached hereto and incorporated herein as Exhibit "A", and finds the same to be acceptable and in the best interest of the citizens and inhabitants of the City of Oxford, Ohio and all those for whom emergency medical services are provided.

SECTION 2: City Council hereby authorizes compensation for EMS Medical Direction and continuing education as set forth in the Agreement attached hereto and incorporated herein as Exhibit "A".

SECTION 3: City Council hereby authorizes the City Manager to enter into the Agreement attached hereto and incorporated herein as Exhibit "A" with the University of Cincinnati Physicians Company, LLC for EMS Medical Direction and continuing education as set forth in the Agreement.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)

SERVICES AGREEMENT

This Agreement is entered into effective as of the date of final signature to this Agreement (the "Effective Date"), by and between **University of Cincinnati Physicians Company, LLC**, an Ohio non-profit limited liability company of which the sole member is UC Health, LLC, by and on behalf of its Department of Emergency Medicine ("UCPC"), and **Oxford Fire Department** ("Fire Department").

BACKGROUND:

WHEREAS, Fire Department is a local fire department that provides emergency medical services ("EMS") to a community in southwestern Ohio; and

WHEREAS, UCPC employs and/or leases appropriately licensed emergency medicine physicians who are qualified to perform medical direction services for local EMS departments; and

WHEREAS, Fire Department desires to engage UCPC to provide, through one or more physicians, the medical direction services described herein ("Services") pursuant to the terms and conditions of this Agreement, and UCPC desires to provide such services to Fire Department.

NOW, THEREFORE, Fire Department and UCPC agree as follows:

1. Services.

1.1 Medical Direction Services. UCPC shall provide an adequate number of qualified physicians to furnish the Services (as defined below) under this Agreement. UCPC shall ensure that physicians perform the Services in accordance with the terms and conditions of this Agreement and in a manner that is in compliance with federal, state and local laws, rules, and regulations. Fire Department acknowledges that UCPC utilizes a team approach to providing medical direction services to the department. Physicians will often be assisted by a resident physician assistant medical director, to be decided with Fire Department approval, and additional physicians and paramedic instructors from the UCPC, Division of EMS may also be involved (collectively, the "Medical Direction Team").

1.2 Medical Direction Duties. The Medical Direction Team duties shall consist of providing the following services (collectively, the "Services"):

(a) Meetings: Members of the Medical Direction Team will meet with the Fire Chief, Fire Department staff, and/or representatives of other entities (e.g. fire departments and hospitals) as needed to develop the EMS system or to address pressing clinical or system issues.

(b) Chart review: The Medical Direction Team will be available to review charts. Chart review is most effective when done in a tiered fashion, with Fire Department's internal CQI system pushing charts of particular concern to the Medical Direction Team.

Medical Direction Team physicians will review approximately ten percent (10%) of EMS runs, as possible within the time constraints of the contract. Fire Department agrees to provide the Medical Direction Team with access to the charts and/or records in an electronic format and accessible offsite, if available.

(c) Consultation: The Medical Direction Team will be available to Fire Department's Fire Chief and officers for consultation regarding clinical operations. Access for consultations shall be by telephone or as otherwise agreed upon by the parties. Access shall be available twenty-four (24) hours per day, three hundred and sixty-five (365) days per year, through either the Medical Direction Team directly or its designee.

(d) Continuing Education: 28 hours for delivery of and planning for interactive educational sessions. Approximately 16 hours of the education sessions will consist of a certification course (e.g. AMLS, PHTLS, PEC) or similar, to be rotated from year to year and conducted primarily by UCPC paramedic training staff. The remaining 12 hours of the education sessions will consist of individual lectures (usually in 2 hour blocks) and/or skills assessment sessions, conducted primarily by physicians. All scheduling is to be done by mutual agreement of the parties.

1.3 Schedule. UCPC shall provide the Services at such times as mutually agreed by UCPC and Fire Department. Any changes in times, dates, or location of Service delivery shall require the approval of Fire Department.

1.4 Other Duties. In addition to the general duties set forth in Section 1.2 above, UCPC shall ensure the following:

(a) Reports and Records. Each physician shall prepare and maintain, or cause to be prepared and maintained, all reports, correspondence and records relating to all professional Services rendered under this Agreement (the "Reports and Records"), all of which shall be the property of Fire Department; provided, however, UCPC shall have access to and the right upon request to inspect and make copies of the Reports and Records for its business purposes. UCPC shall cause physician(s) to prepare and maintain, or cause to be prepared and maintained, all records, correspondence and reports relating to professional Services in a manner reasonably satisfactory to Fire Department and in material accordance with all federal and state statutes and regulations, and reasonable policies adopted by Fire Department.

(b) Licenses. Each physician shall hold a currently valid license to practice medicine within the physician's scope of practice in the State of Ohio. UCPC agrees to provide a copy of said license for each physician to Fire Department upon request.

(c) Insurance. UCPC, at UCPC's sole cost and expense, shall carry and maintain general and professional liability insurance, through an authorized commercial carrier or self-insurance fund, insuring UCPC and each physician against any and all claims, actions, causes of action, cost and expenses relating to or arising out of the performance of Services under this Agreement on an occurrence basis. The minimum amount of coverage shall be \$1,000,000 for

each occurrence and \$3,000,000 aggregate. Upon Fire Department's request, UCPC shall provide Fire Department evidence of such insurance coverage. UCPC shall also maintain at all times during the term hereof all other commercially appropriate insurance coverage, including without limitation workers' compensation.

1.5 Use of Facilities. Fire Department agrees to provide office and/or work space (to the extent practical), personnel, equipment, and supplies reasonably required by the Medical Direction Team to satisfactorily perform the Services hereunder. UCPC agrees that the use of the personnel, space, equipment, and supplies provided by Fire Department will be solely for the purpose of fulfilling the clinical and administrative duties under this Agreement.

2. **Compensation.** In consideration of UCPC's provision of Services pursuant to this Agreement, Fire Department agrees to pay UCPC an annual fee in the amount of **\$13,500** for Services rendered during the term hereof. Payment shall be sent and made payable to:

University of Cincinnati Physicians Company, LLC
231 Albert Sabin Way
Mailbox 670769
Cincinnati, OH 45267-0769

This fee includes all instructor costs, testing materials, reference materials, and certification cards for courses explicitly outlined above. Special arrangements can be made for enrollment of non-Fire Department personnel, at the discretion of Fire Department. Reference books are generally loaned on a for-use-during-the-course basis. This fee also includes a \$1,500 medical director continuing education stipend, to be used by the medical director to ensure the maintenance of EMS awareness on a regional and national level. Both parties acknowledge and agree that the terms of this Agreement are commercially reasonable and the payments provided are consistent with fair market value for general commercial purposes without regard directly or indirectly to the volume or value of any referrals or other business generated or which could in the future be generated between parties. In addition, both parties acknowledge and agree that the Services to be provided do not involve the counseling or promotion of a business arrangement or other activity that violates any state or federal law.

3. **Changes in Law.** This Agreement may be modified or revised if at any time or from time to time counsel to either party advises that such modification or revision is necessary to comply with newly issued applicable laws, rules, or regulations, or a newly issued interpretation or guidance of any applicable laws, rules, or regulations. If, after good faith negotiations, the parties are unable to reach agreement as to such modification or revision, a party may terminate this Agreement without penalty if that party believes that it will not be in compliance with its obligations under such newly issued interpretation, guidance, or applicable law, rule, or regulation in the absence of such modification or revision.

4. **Term And Termination.**

4.1 Term. The term of this Agreement will be three (3) years and shall begin on the Effective Date, unless sooner terminated in accordance with the terms hereof (the "Initial

Term”). Fees shall be pro-rated if this Agreement is terminated prior to the end of the term. Upon the expiration of the Initial Term and each Renewal Term (defined below), the Agreement will automatically renew for additional one (1) year periods (each a “Renewal Term”).

4.2 Termination.

(a) Either party may terminate this Agreement if the other party materially breaches any provision of this Agreement and fails to cure such breach within thirty (30) days of receipt of written notice thereof;

(b) UCPC may immediately terminate this Agreement if Fire Department or any of its key personnel is convicted of an offense related to health care or is listed by a federal or state agency as being excluded, debarred, suspended, or otherwise ineligible for federal or state program participation.

(c) Either party may terminate this Agreement without cause, upon giving sixty (60) days written notice to the other party.

5. **Miscellaneous**

5.1 Independent Contractors. It is mutually understood and agreed that UCPC is and shall at all times be considered to be engaged by Fire Department to perform Services pursuant to this Agreement as an independent contractor. Neither UCPC nor any Medical Direction Team members shall be deemed to be an agent or employee of Fire Department by virtue of this Agreement and shall not be entitled to any of the benefits provided by Fire Department to its employees, including but not limited to workers’ compensation insurance, unemployment insurance or any other benefit. Fire Department shall neither have nor exercise control or direction over the methods by which UCPC shall perform the Services under this Agreement, provided that all Services shall at all times be performed in a manner consistent with all relevant professional standards and the provisions of this Agreement. Fire Department shall have the right to control the result achieved, but not the manner in which the Services are performed, subject to UCPC’s and the Medical Direction Team’s compliance with the other provisions of this Agreement. UCPC shall be responsible for all income and related taxes on remuneration paid hereunder. Each party shall be liable and responsible for any negligent acts or omissions by its agents and employees, which cause (or are alleged to have caused) material damage or injury to the party or to its employees, patients, or visitors.

5.2 Ownership of Information; Confidentiality. All Fire Department business, medical and other records, and all information generated by or relating to Fire Department or clinical management information systems (including, but not limited to, patient information and information concerning Fire Department’s employees, services, and operations, whether in oral, written, or electronic form), shall remain the sole property of Fire Department. UCPC agrees to keep such information strictly confidential. UCPC shall not disclose any portion of such information except as expressly permitted by Fire Department or as required by law or pursuant to a valid court order or subpoena. UCPC agrees to comply with all applicable federal, state and

local laws and regulations regarding confidential patient information, including the Health Insurance Portability and Accountability Act of 1996, as amended ("HIPAA").

5.3 Non-discrimination. Fire Department and UCPC will not discriminate on the basis of race, color, sex, age, religion, national origin, or handicap in performing its obligations under this Agreement.

5.4 No Obligation to Refer Patients. It is expressly understood and agreed that nothing in this Agreement is intended to or shall obligate or require Fire Department to admit or refer patients to UCPC or any other UC Health facility. Each party hereby certifies that it shall not violate the federal "Anti-Kickback Statute" (42 U.S.C. § 1320a-7b(b), as amended) or the "Stark Law" (42 U.S.C. § 1395nn, as amended), as well as the corresponding regulations for both laws, with respect to the performance of this Agreement.

5.5 Notices. Any notices permitted or required by this Agreement shall be sufficiently given if personally delivered or sent by registered or certified mail, postage prepaid, return receipt requested, to the other party at the address set forth below or to such other person and address as either party may designate in writing:

If to UCPC: University of Cincinnati Physicians Company, LLC
231 Albert Sabin Way
Mailbox 670769
Cincinnati, OH 45267-0769
Attn: **Dustin J. Calhoun, MD FAEMS**

With copy to:
UC Health, LLC
3200 Burnet Avenue
Cincinnati, Ohio 45229
Attn: Office of General Counsel

If to Fire Department: Oxford Fire Department
101 East High Street
Oxford, Ohio 45056
Attn: **Fire Chief John Detherage**

5.6 Severability. The invalidity or unenforceability of any provisions of this Agreement will not affect the validity or enforceability of any other provision.

5.7 Headings. The headings used herein are for convenience only and do not limit the contents of this Agreement.

5.8 Governing Law. The interpretation and enforcement of this Agreement will be governed by the internal laws of the State of Ohio, without regard to any conflicts of law provisions contained therein.

5.9 Assignability. The rights and obligations under this Agreement will inure to the benefit of and be binding upon the successors and assigns of the parties. Neither Fire Department nor UCPC may assign its rights or obligations under this Agreement without the other party's written consent; except however, UCPC may assign this Agreement to UC Health or another entity controlled by UC Health.

5.10 Waiver of Breach. Any waiver of any breach of this Agreement shall not be construed to be a continuing waiver or consent to any subsequent breach on the part of either party to this Agreement.

5.11 Entire Agreement. This Agreement, including exhibits and attachments, if any, constitutes the entire understanding between the parties with respect to the subject matter hereof, superseding all prior agreements and understandings, whether written or oral. This Agreement may only be amended in a writing executed by the parties to this Agreement.

5.12 Federal Health Care Program Eligibility. Fire Department and UCPC each represent and warrant to the other that it is not, and its officers, directors, or employees and representatives participating under this Agreement (collectively, "Key Personnel") are not: (a) excluded from participation in any federal health care program, as defined under 42 U.S.C. § 1320a-7b (f), for the provision of items or services for which payment may be made under such federal health care programs or (b) has not been convicted (as that term is defined under 42 U.S.C. § 1320a-(7)(i)) of a criminal offense related to health care. Fire Department and UCPC each represent and warrant to the other that no final adverse action, as such term is defined under 42 U.S.C. § 1320a-7e (g), has occurred or is pending or threatened against it or its Key Personnel. Each party will immediately notify the other of any change in the status of the representations and warranties set forth in this paragraph.

5.13 Responsibility for Own Acts. Fire Department and UCPC shall be responsible for their own acts or omissions and any and all claims, liabilities, injuries, suits, and demands and expenses of all kinds which may result or arise out of any alleged malfeasance or neglect caused or alleged to have been caused by a party, its employees or representatives, in the performance or omission of any act or responsibility of that party under this Agreement. In the event that a claim is made against any party, it is the intent of Fire Department and UCPC to cooperate in the defense of the claim and to cause their insurers to do likewise. However, Fire Department and UCPC shall have the right to take any and all actions they deem necessary to protect their interest.

5.14 Master List. In the event that UCPC has entered into other arrangements that are required by law to be reported by UCPC, upon request, to the Secretary of the U.S. Department of Health and Human Services or other government Agencies, such arrangements are specifically referenced and maintained by UCPC in its Master List, which is hereby incorporated into this Agreement by this reference, as relevant.

5.15 Access to Books and Records. To the extent required by Section 1861 (v)(1)(1) of the Social Security Act, 42 U.S.C. §1395x(v)(1)(I) ("Section 1861"), until the expiration of four (4) years after the furnishing of any services provided under this Agreement, UCPC shall

make available, upon written request by the Secretary of the U.S. Department of Health and Human Services (the "Secretary") or by the U.S. Comptroller General (the "Comptroller General"), or by their respective duly authorized representatives, this Agreement and all books, documents and records of UCPC that are necessary to certify the nature and extent of the costs of such services. If UCPC carries out the duties of this Agreement through a permitted subcontract worth \$10,000 or more over a 12-month period with a related organization, to the extent required by Section 1861, such subcontract also shall contain an access clause to permit access by the Secretary, the Comptroller General, and their respective duly authorized representatives to the related organization's books, documents and records. UCPC shall immediately notify Fire Department upon the receipt of any request for information related to this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date:

**UNIVERSITY OF CINCINNATI
PHYSICIANS COMPANY, LLC**

**FIRE DEPARTMENT:
OXFORD FIRE DEPARTMENT**

Printed Name: Myles Pensak, MD

Printed Name: _____

| Title: Chief Executive Officer

Title: _____

Date: _____

Date: _____

UCPC Department of Emergency Medicine

Printed Name: Arthur M. Pancioli, MD

Title: Chairman, Department of Emergency Medicine

Date: _____

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: April 17, 2018

Candi Fyffe

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

March 20, 2018

Date Prepared

Agenda Title:

A Resolution requesting City Council approval of the Classified Service Procedures and Personnel Appeals Board Rules and Regulations.

Recommendation: Approval

Discussion:

In November 2017, the voters approved moving forward with revisions to the City of Oxford Charter. One of those revisions was the implementation of the Personnel Appeals Board (PAB). The PAB replaces the Civil Service Commission. The new Board will consist of three members who were appointed in March 2018, including Bill Brewer, Greg Smith, and Brian Martin.

It is recommended that Council approve and adopt the Classified Service Procedures and Personnel Appeals Board Rules and Regulations in accordance with the authority conferred upon the City of Oxford by Sections 5.03, 8.01, and 8.02 of the Charter of the City of Oxford.

Approved By:

Initial Date

Department Head:

City Manager:

CF | 3/20/18
GAK | 4-13-18
nem

RESOLUTION NO.

A RESOLUTION ADOPTING THE CLASSIFIED SERVICE PROCEDURES AND PERSONNEL APPEALS BOARD RULES AND REGULATIONS.

WHEREAS, the electors of the City of Oxford approved Charter Amendments as presented on the November 7, 2017 ballot; and

WHEREAS, pursuant to the approval of the Charter Amendments by the electors of the City of Oxford, the Personnel Appeals Board replaced the Civil Service Commission and three citizens have been appointed by Council to serve on the Personnel Appeals Board; and

WHEREAS, the City Manager and the Human Resources Director recommend City Council adopt the Classified Service Procedures and Personnel Appeals Board Rules and Regulations as set forth in Exhibit "A" attached hereto.

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

SECTION 1: Council having reviewed the proposed Classified Service Procedures and Personnel Appeals Board Rules and Regulations finds them to be in the best interest of the City of Oxford and hereby accepts the recommendation of the City Manager and the Human Resources Director and adopts the Classified Service Procedures and Personnel Appeals Board Rules and Regulations as set forth in Exhibit "A" attached hereto.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)



CLASSIFIED SERVICE PROCEDURES

AND

PERSONNEL APPEALS BOARD

RULES AND REGULATIONS

January 1, 2018

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20	Appendix B – Classified Positions in the City of Oxford

PREAMBLE

The following set of rules and regulations is hereby adopted in accordance with the authority conferred upon the City of Oxford by Sections, 5.03 8.01 and 8.02 of Article VIII of the Charter of the City of Oxford.

RULE I

PERSONNEL APPEALS BOARD

1. The Personnel Appeals Board of the City of Oxford shall be composed of three (3) persons who shall be appointed by City Council for three (3) year (staggered) terms. Council shall fill vacancies by appointment for the unexpired term.

It shall be the duty of each member of the Board to attend all meetings of the Board and to devote as much time as is necessary to the management of the business and affairs of the Board.

2. The Board shall have the power to hear and determine appeals of disciplinary actions, suspensions, demotions or removal of nonexempt employees if such matters are not resolved upon a hearing and determination by the City Manager.

3. At the first meeting of each calendar year, the Board shall elect one of its members as Chairperson. It shall be the duty of the Chairperson to call such meetings of the Board as are necessary to transact the business and affairs of the Board, to preside at all meetings of the Board, and to sign the minutes of all actions taken by the Board.

4. The order of business for meetings of the Board shall be:

- (a) Roll Call
- (b) Disposition of unapproved minutes
- (c) Reports
- (d) Unfinished business
- (e) New business
- (f) Adjournment

RULE II

DEFINITION OF TERMS

The several terms herein specified whenever used in the Rules and Regulations of the Personnel Appeals Board shall be construed as follows:

1. Appointing Authority - shall refer to the City Manager or designee.

2. Appointment – the act of selecting and hiring an individual to a position in the employment of the City.
3. Classified Service - shall include those positions subject to the Personnel Appeals Board and listed in the Charter Section 5.03 of the City of Oxford.
4. Eligible/Eligibility List – a list of names of persons who through suitable tests, examinations, or other appropriate measures, have been placed on a list for employment in positions allocated to a specified class, arranged in the order of merit.
5. Employee - shall signify any person holding a position subject to appointment, removal, promotion or reduction by the Appointing Authority within the jurisdiction.
6. Assessment - methods or procedures used to assess the job relevant competencies of applicants to perform the duties and responsibilities of the position sought including but not limited to:
 - a) Written Examination
 - b) Performance Assessment
 - c) Oral Interviews
7. Position - when used by itself shall refer to any specific office, employment or job calling for the performance of certain duties, and for the exercise of certain responsibilities by one individual.
8. Position Classification - shall refer to the arrangement of positions into classes including grades. Positions shall be classified in accordance with the duties and responsibilities of the position.
9. Promotion – A change in an employee's position classification made in accordance with these rules involving an increase in responsibilities, and the application of a higher salary or wage scale.
10. Unclassified Service – shall comprise those positions set forth in Section 5.03 of the City Charter as Exempt from Personnel Appeals Board coverage.

RULE III

POSITION CLASSIFICATION

Positions covered under the Personnel Appeals Board are established by the City Charter and Oxford City Council.

Positions covered under the Personnel Appeals Board of the City shall be classified in accordance with an established plan which shall provide that any and all positions whose duties, responsibilities, and necessary qualifications are sufficiently alike to so warrant, shall be allocated to the same class with a title which shall be descriptive of the duties performed and with a salary range which shall compensate each employee assigned to the class on a like basis.

A Class Specification shall be prepared for each class, setting forth a class title, typical duties and responsibilities, and the necessary qualifications. It shall set forth the essential characteristics, factors and conditions which separate it from other classes. The classified service includes all positions not exempted by the Charter.

RULE IV

SCOPE OF ASSESSMENT

The City recognizes the limitations of written tests as they may not accurately measure the various qualities and skills the applicant would need to successfully fulfill his duties. The City therefore, recommends the option of using a variety of differentially weighted selection procedures at the discretion of the Appointing Authority, including, but not limited to the following.

- a) Written examination – designed to measure the degree to which an applicant possesses the minimum qualifications of the position; and/or one or more of the following;
- b) Computerized examination/video-based examination;
- c) Resume screen, training/experience evaluation, skills inventory;
- d) Simulated work exercise and typing/data entry examination;
- e) General aptitude examination, personality examination, physical ability examination;
- f) Structured interview or oral review panel

1. Medical examination.

(a) All applicants for employment shall be required to pass a physical examination, including vision and hearing tests, and to be certified as qualified by a physician designated by the City for City employment.

(b) All applicants for employment as a Police Officer shall be required to pass a physical examination, including vision and hearing test plus the psychological examination by a licensed psychologist or psychiatrist, designated by the City.

(c) Applicants for employment as a Police Officer, before appointment, shall be required to pass either a Polygraph Examination by a licensed Polygraph operator designated by the City or a Computerized Voice Stress Analyzer Examination by a licensed Computerized Voice Stress Analyzer operator designated by the City.

2. Pre-Employment Drug Screening.

All applicants for employment as a Police Officer, Public Safety Communications Officer, Public Safety Assistant, Water Plant Operator, shall, prior to employment, be required to pass a drug screen administered by a licensed medical facility, designated by the City.

Pre-employment drug screens will also be conducted where required by applicable federal and state law or contract.

RULE V

ADDITIONAL CREDIT

Educational Credit, Military Service Credit, and Years of Service Credit may be applied to all applicants for employment who have made the eligibility list.

1. **EDUCATIONAL CREDIT**

Credit for Education. Additional credit for education from an accredited college or university shall be calculated as follows:

Upon the completion of:

32 semester hours or sophomore*	1% of the examination score
64 semester hours or junior or associates degree*	2% of the examination score
96 semester hours or senior*	3% of the examination score
128 semester hours or degree*	4% of the examination score
24 semester hours or more graduate study	5% of the examination score

*Status defined by accredited college or university.

A quarter hour shall be multiplied by $\frac{2}{3}$ to convert it to an equivalent semester hour.

(e.g., With a test score of 75, an applicant who has earned 70 semester hours of higher education credit is entitled to an educational credit of $75 \times 2\% = 1.5$ points, which is added to the 75 for a total of 76.5.)

2. MILITARY SERVICE CREDIT

Any honorably or generally discharged under honorable conditions veteran who served on active duty shall be awarded additional credit. The additional credit shall be calculated as follows:

Upon the completion of:

1 – 5 years of service	1% of the assessment score
6 – 10 years of service	2% of the assessment score
11 – 15 years of service	3% of the assessment score
16 – 20 years of service	4% of the assessment score
21 years of service and up	5% of the assessment score

(e.g., with a test score of 80, an applicant who has earned 10 years of military service credit is entitled to military credit of $80 \times 2\% = 1.6$ points for a total of 81.6)

The provisions of this section shall apply to City applicants and any future eligibility lists for City positions.

3. SERVICE CREDIT

Credit for years of service. Additional credit is also given to candidates who are employed by the City and are applying for another position within the City. The additional credit will be granted on the following basis:

A. FULL-TIME EMPLOYEE EXTRA CREDIT:

Added credit equal to 1% of the test score shall be granted for each one (1) year of employment by the City, up to a maximum of 5% (e.g., With a test score of 75, an applicant with 17 years of service to the City is entitled to an added credit of $75 \times 5\% = 3.75$ points, which is added to the 75 for a total of 78.75).

B. PART-TIME EMPLOYEES EXTRA CREDIT:

Additional credit equal to .25% of the assessment score shall be granted for each 520 hours worked with the City up to a maximum of 5%. (e.g. With a test score of 75, an applicant who has worked a total of 6,240 hours of service with their respective organization is entitled to additional credit of $75 \times 3\%$, which is added to 75 for a total of 77.25.

In order to be granted the credit, an applicant must be a current employee with the City or have been employed with the City within the last three years. If employed with the City within the last three years, their entire number of years with that particular organization will be considered.

RULE VI

WRITTEN EXAMINATIONS

1. Date and Place of Examinations. Examinations may be held on such dates and in a manner determined by and administered by the Human Resources Director.

2. Notice of Examination.

(a) Entrance examination. Notice of competitive entrance examinations shall be published in a paper of general circulation or online on a conspicuous website (Careerbuilder, etc.) and posted conspicuously in the Municipal Building, and in such other places as may be deemed advisable. Such notice shall be published and posted not less than two (2) weeks prior to examination.

(b) Promotional examination. Notice of competitive promotional examinations shall be published in a paper of general circulation or online on a conspicuous website (Careerbuilder, etc.) and posted conspicuously in the Municipal Building, and in such other places as may be deemed advisable. Such notice shall be published and posted not less than two (2) weeks prior to examination.

3. Eligibility.

(a) Positions having bona fide occupational qualifications or any limitations shall be determined prior to the examination and shall be stated in the notice announcing the examination.

(b) Admittance to examination for Police Sergeant shall be limited to those persons who are certified as a Police Officer in the State of Ohio; currently holding rank of full-time Oxford Police Officer with 36 months in grade.

(c) Admittance to examination for Police Lieutenant shall be limited to those persons currently holding the rank of full-time Oxford Police Sergeant with at least 24 months in grade and are certified as Police Officers in the State of Ohio.

4. Identity of examinee to remain confidential.

The identity of all persons taking written competitive assembled examinations shall be kept private to the extent practicable by the use of an identification number which shall be used on all examination papers. This number shall be used from the beginning of the examination until the papers have all been graded. Any papers bearing the name of the applicant or any other identification mark shall be rejected and the candidate so notified.

Examination procedures are detailed in Appendix A.

RULE VII

ELIGIBLE/ELIGIBILITY LISTS

1. Posting of lists. The Human Resources Director shall prepare and keep open to public inspection, from the returns of each examination, an eligible list of the persons whose average grade in the examination is not less than 70 percent (without addition of bonus points) and who are otherwise eligible for appointment. Such persons shall be ranked upon the eligible list in the order of their grades. Whenever it becomes necessary to hold a subsequent examination in order to obtain additional eligibles, the lists may be consolidated for the same class by rearranging the names of those eligibles therein according to their grade. All those persons whose names appear on an existing list which is to be merged with a new list shall have an opportunity to compete in the second examination, provided the second examination is different from the one taken by those on the eligible list. The score of the most recent test will determine the applicants' placement on the list. No list created by the merger of two eligible lists shall remain in effect for more than one year.

2. In the event two or more applicants receive the same score in open competitive examination, priority in the time of filing application shall determine the order in which their names shall be placed on the eligible list; in the event of two or more applicants receiving the same score on a promotional examination, seniority shall determine the order in which their names shall be placed on the eligible list.

3. Duration of lists. The term of eligibility of each list shall be fixed for one (1) year. Any list that has been in effect for more than six (6) months may at the discretion of the Appointing Authority be terminated at any time.

4. Transfer to another eligibility list. At the discretion of the Appointing Authority and Human Resources Director, the name of any eligible person may, at any time, upon their written request, be transferred to the eligible list for a position requiring qualifications for which the applicant meets the minimum requirements. They shall be ranked thereon according to their original grade.

5. Disqualification of eligibles. If, at any time after the creation of an eligible list, the Appointing Authority and Human Resources Director has reason to believe that any person whose name appears on any list is disqualified for appointment because of false statements made in their application or for other comparable reasons, the list shall be modified to reflect disqualification of said person.

6. Names not to be certified for appointment. No person shall be named to an eligible list who:

- a) Fails to respond to a notice within fourteen (14) calendar days, or cannot be reached by e-mail, phone or ordinary mail from the Human Resources Director;
- b) Fails to keep a scheduled appointment without reasons satisfactory to the Human Resources Director; or
- c) Fails to achieve a passing score on a physical agility test, if applicable, as approved and administered by the Human Resources Director

7. Change of address. Each person on an eligible list shall file with the Human Resources Director written notice of any change of address, and failure to do so may be considered sufficient reason for not certifying their name to the appointing authority for future appointment.

8. Revocation of list. An eligible list may be revoked and another examination ordered only when in the judgment of the Appointing Authority and Human Resources Director such action is deemed advisable by reason of errors, fraud, public interests, or inappropriate standards in connection with any examination. All examinees in the first examination shall be notified and shall be eligible to take the rescheduled examination without filing a separate application. No eligible list shall be altered or revoked except upon written notice to all persons whose standing may be affected.

9. Revision of eligible list. The Human Resources Director may make inquiry at any time as to whether or not candidates elect to remain on the eligible list so that the list may be kept current. If no response is received by the candidate within fourteen (14) days the individual's name may be removed from the list.

The Human Resources Director may revise the eligible list at any time written notice has been received from a candidate that the candidate no longer wishes to remain on the eligible list.

RULE VIII

APPOINTMENTS

Appointments to all positions in the classified service that are not filled by promotion, transfer or reduction, as provided by these Rules, shall be made only from those persons whose names are certified to the Appointing Authority in accordance with these Rules.

1. Number of names to be certified; appointment from other appropriate lists.
All appointments shall be made from a list of the five candidates ranked highest on the eligibility list for that position, provided five candidates qualify to be placed on the list.

2. Probationary period; probationary removal or reduction.

All original and promotional appointments for classifications other than that of Police Officer shall have a probationary period of twelve months. The probationary period shall be extended by the number of days during which an employee was absent without pay within the employee's probationary period. Full-time and part-time Police Officers shall serve a probationary period of eighteen calendar months. No appointment or promotion is final until the appointee has satisfactorily served their probationary period.

If the service of an original probationary employee is unsatisfactory, the employee may be removed during the probationary period. If the service of a promotional probationary employee is unsatisfactory, the employee may be removed for cause or reduced in rank during the probationary period. Dismissal notification shall be in writing. Failure to complete performance evaluations shall not necessarily be a defense against personnel actions taken by the City.

3. Restrictions. Any restriction for appointment from an eligible list shall be made prior to and stated in the bulletin announcing the examination and no eligible list shall be so restricted unless it has been announced in the examination bulletin.

4. Temporary appointments. In case of a vacancy due to termination (voluntary or involuntary), the Appointing Authority or designee thereof may appoint an employee from their organization to a vacant position for a period of not more than six (6) months (180 days).

The acceptance or refusal of a temporary appointment by an eligible person shall not affect their standing on the register for permanent appointment; nor shall the period of temporary service be counted as part of the probationary service in case of subsequent appointment to a permanent position.

5. Exceptional Appointments. In the case of a vacancy in a position in the classified service where peculiar and exceptional qualifications of a scientific,

managerial, professional, or educational character are required, and upon satisfactory evidence that for specified reasons competition in such special case is impracticable and that the position is best filled by a selection of some designated person of high and recognized attainments in such qualities, the Appointing Authority may waive the requirement for competitive examination.

6. Transfers. No person shall be transferred to or be permanently assigned to perform the duties of a position subject to a competitive test except to a position of the same class, grade, subdivision or group as the position from which such person is transferred or assigned.

Employees in the classified service, who have satisfactorily completed their probationary period, may be transferred to a position having the same pay grade and similar duties in another department upon approval of the appointment authority.

7. Position Reclassification. The Appointing Authority or Human Resources may approve the reassignment to a proper classification those positions that have been assigned to an improper classification.

RULE IX

PROMOTIONAL OPPORTUNITY

1. Vacancies in higher positions in the classified service shall be filled insofar as possible by the promotion or advancement of employees in the service who: (a) meet the minimum requirements listed in the class specification for the class being tested or hold provisional status in such class and (b) have permanent status in an eligible class or, within their continuous service, had such status or are entitled to it. The Human Resources Director shall in each case determine whether or not a competitive test shall be conducted among the eligible employees of the department in which the vacancy occurs. The Appointing Authority shall determine what classifications of employees are eligible to compete for promotion.

In the case where there are at least three (3) persons who have served six (6) months or more in a lower grade, eligible and willing to compete, a vacancy shall be filled from the eligible list resulting from competitive examination based on a passing grade plus a review of past work performance.

2. Promotions shall in every case involve a definite change in duties and an increase in responsibilities and shall not be made merely for the purpose of effecting an increase in compensation.

3. In the event a vacancy occurs in a higher position and in the absence of an eligible list, a temporary promotion, approved by the Appointing Authority, may be made from among the employees in the next lower classification. However, no such temporary promotion shall continue beyond the permanent appointment of an individual to that position.

4. Based on the results of the promotional procedures, the Human Resources Director shall certify to the Appointing Authority the names of the three highest ranking candidates for promotion.

5. In the event there are less than three qualified persons to fill the promotional position, the Human Resources Director, upon review of the candidate(s) and determination of their qualifications, may certify to the Appointing Authority the name(s) of the candidate(s) for promotion.

Promotional Assessments:

The assessment procedures may include but are not limited to:

- (1) training and experience evaluation; skills inventory
- (2) oral review board panel; structured interview
- (3) any applicant who meets the minimum qualifications (as set in the job description)

RULE X

REDUCTION-IN-FORCE AND REINSTATEMENTS

1. **REDUCTION-IN-FORCE:** When it becomes necessary in the City of Oxford for one or more employees performing service in the same classification and department to be reduced due to economic consideration, lack of work, elimination of positions due to reclassification or for any other reason, the order of reduction-in-force, based on seniority in position, is as follows:

1. Temporary employees;
2. Probationary employees (excludes promotional probation);
3. Regular part-time employees.
4. Regular full-time employees.

If there is a vacancy in another department and an employee facing potential reduction-in-force meets minimum job requirements for that vacancy and requests a transfer, the Appointing Authority may approve a transfer in lieu of reduction-in-force.

2. The names of persons holding permanent positions in the classified service which have been abolished or made unnecessary shall be placed on an appropriate Reduction-In-Force list, and for a period not to exceed one year shall be reinstated in the same department according to their standing on the Reduction-In-Force list should previous positions become available. For vacancies in other departments, certification shall be made as in the case of original appointments. Following the names of permanent employees on a Reduction-In-Force list shall be the names of seasonal and temporary employees.

3. Reduction-In-Force in the Police Division are governed by the terms of the collective bargaining agreements.

4. REINSTATEMENTS: Any permanent employee who has resigned in good standing may within one year and with the approval of the Appointing Authority may be reinstated. A request to this effect shall be made in writing by the former employee involved.

RULE XI

SUSPENSIONS AND DISMISSALS

1. In cases involving a suspension for three or fewer days, employees shall be entitled to a prompt hearing before the Appointing Authority. Such hearing shall provide the employee with a statement of charges against said employee and with an opportunity to explain or refute those charges.

2. The suspension for more than three days (except for police officers governed by Ohio Revised Code Section 124.34), or dismissal of a permanent employee other than at the end of a probationary period shall require the following:

(a) Prior to the issuance of formal written charges, as set forth below in paragraph (b), the Appointing Authority or designee may conduct an investigation, including interviews of the employee regarding behavior or performance which is the subject matter of potential discipline.

(b) After any investigation and prior to such suspension or dismissal, the Appointing Authority or designee shall provide to the employee:

(i) written notice of the charges against the employee:

(ii) a brief written explanation of the Appointing Authority's evidence in support of the charges and notice of an opportunity to be heard by the Appointing Authority; and

(iii) an opportunity for the employee to present the employee's side of the story.

(c) After a determination to suspend or dismiss an employee, the Appointing Authority or designee shall furnish the employee with a written order setting forth the reasons for the suspension or dismissal with a copy to the Personnel Appeals Board.

3. The Appointing Authority or designee shall have the right to suspend or dismiss any officer or employee in the classified services for just and reasonable cause and, upon an appeal, as set forth below in Sub-section 4, shall have the burden of proving, by a preponderance of evidence, that such suspension or dismissal was for just and reasonable cause.

4. An employee who has been suspended for more than three days, (except for police officers governed by Ohio Revised Code Section 124.34) or dismissed, may appeal for a hearing to the Personnel Appeals Board within fourteen (14) days from the receipt by the employee of the notice of suspension or dismissal, as described in 2(c) above. Within 30 days after the filing of such appeal, the Board shall call a hearing and notify the employee and the Appointing Authority of the time and place appointed for that hearing. The Board shall move to a decision with all possible dispatch and may affirm, disaffirm, or modify the judgment of the Appointing Authority. A written decision shall be given promptly to the employee and to the Appointing Authority.

5. The Board shall hear the evidence upon the suspension or dismissal order contained in Sub-section 2(c) above, and filed with it by the Appointing Authority. No material amendments of or additions to said order will be considered by the Board. The proceedings shall be as informal as is compatible with the requirements of justice. However a record of the proceedings will be kept.

6. The order of proof shall be as follows: The Appointing Authority or designee shall present evidence in support of the suspension or dismissal. The employee or the employee's designated representative shall then present evidence. Both sides may then offer rebuttal evidence. The Board in its discretion may hear arguments and/or accept briefs by either side.

7. If either the employee or the Appointing Authority or designee fails to appear at the time fixed for the hearing, the Board may render judgment after hearing evidence or based on the order described in Sub-section 2(c) above. The Board shall forthwith notify the Appointing Authority and the employee of its judgment.

APPENDIX A

EXAMINATION PROCEDURES

1. Admitting applicants to examination. Photo identification (such as a driver's license) shall be required for admittance. Applicants may leave and re-enter the examination room only by permission of the person in charge and must leave testing material in the testing room at all times.

2. Time allocated for examination. No applicant in any examination shall be given a longer time on any subject than allocated. Persons having a claimed and provable handicap may apply to the Human Resources Director in advance of the examination for an appropriate adjustment in the administration of the examination.

3. Prohibited practices during examinations.

(a) No examinee shall:

(1) Misrepresent themselves, in connection with any examination, registration, appointment or application;

(2) Furnish any false information about themselves, or about any other person, in connection with any examination, registration, appointment or application;

(3) Assist another applicant in any manner which may influence the outcome of the examination;

(4) Use any unauthorized means of information, other than that provided in the examination itself, in answering the questions.

Any violation of the above rules will result in the disqualification of the applicant.

(b) No examiner shall provide any unfair advantage to any examinee at any time before, during or after examinations.

4. Visitors at examinations. Visitors shall not be admitted to the examination room during any examination.

5. Inspection of written examination papers.

(a) The examination papers will be graded as soon as practical after conclusion of the examination and results mailed/e-mailed to the examinee at the address provided by them.

(b) Any challenge by the examinee as to the questions asked, the examinee's answer of a question(s), with the exception of those entrance examinations provided by accredited Assessment Service organizations covered in section (c), the application of extra credit shall be filed in writing with supporting documentation within ten (10) business days after the date on the mailed/e-mailed Notice of the examinees test results. The examinees can review all questions and all possible responses that were marked incorrect. The examinees shall not be told what the correct answer is to a question, but shall be expected to defend their answer, or challenge all provided answers. The Board shall give consideration to all protests and make such changes as are warranted in the grading of the examination papers. The Board shall thereafter establish the eligibility list and no grades given in any examination shall be changed after the posting of the eligibility list.

(c) When taking a written entrance examination provided by an accredited Assessment Service organization, any challenge as to questions asked or the examinee's answers must be submitted to the examiner the same day. The test examiner will allow for additional time for the examinee. Any challenge as to the application of extra credit shall still be filed in writing with supporting documentation within ten (10) business days after the date on the mailed/e-mailed Notice of the examinee's test results. The examinee shall not be told what the correct answer is to a question but shall be expected to defend their answer, or challenge all provided answers. The Board shall give consideration to all protests and make changes as are warranted in the grading of the papers. The Board shall thereafter establish the eligibility list, and no grades given in any examination shall be changed after the posting of the eligibility list.

6. Examination postponed. Examinations may be postponed by the Human Resources Director. The Human Resources shall provide the reasons for the postponement.

7. Grading of Examinations.

Method of grading written examinations. The total grade attainable in each examination, except for special credits as outlined above, shall be 100. In examinations composed of more than one part, the method of scoring shall be:

(a) Each part of the examination shall be separately graded and the proficiency of each examinee determined on the basis of a scale of 100.

(b) Each part shall be assigned a weight which shall be based on a relative value of the part to that of the entire examination expressed in terms of tenths of the total.

(c) The grade of each examinee in each part of the examination shall be multiplied by the weight assigned to that part and such scores shall be added together to determine the total grade for the examinee.

(d) In calculating the extra credit for education, military or service, as outlined in Rule VI. Additional Credit, the following is the procedure to be followed:

- 1) Multiply the raw score times the educational credit percentage.
Example: $82 \times 2\% = 1.64$
- 2) Multiply the raw score times the military credit percentage.
Example: $82 \times 1\% = .82$
- 2) Multiply the raw score times the service credit percentage.
Example: $82 \times 4\% = 3.28$
- 4) Combine those points and add to the raw score.
Example: $1.64 + .82 + 3.28 = 5.74$
 $82 + 5.74 = 87.74$
Final Score would be: 87.74

8. Voiding of Examinations.

An examination may be voided and another examination ordered when in the judgment of the Board such action is deemed advisable upon recommendation of the City Attorney. All applicants in the first exam shall be notified and shall be eligible to compete in the rescheduled examination without filing a separate application.

Appendix B

Classified Positions with the City of Oxford

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Class Titles	Eligibility Standards**	Selection Method				
		Licensure Degree	*Assmt	Medical Physical	Drug Screen	Psychl' Screen
Accounting Specialist	High school diploma or equivalent; 1 year of responsible related experience		X	X		
Administrative Assistant I	High school diploma or equivalent; 1 year of responsible related experience		X	X		
Administrative Assistant II	High school diploma or equivalent; 3 years of responsible administrative and/or clerical experience in a technical environment and/or customer service; or any combination of education, training, and work experience which provides the required skill sets to perform the essential functions of the job.		X	X		
Administrative Assistant III	High school diploma or equivalent; 5 years of related experience; or any combination of education, training, and work experience which provides the required skill sets to perform the essential functions of the job.		X	X		
City Engineer	Bachelor of Science degree in Civil Engineering; Professional Engineering License from the State of Ohio; possession of a valid state drivers license; 7 years of progressive experience in civil engineering and public works management including 2 years in a supervisory capacity; or any combination of education, training, and work experience, which provides the required skill sets to perform the essential functions of the job.	X	X	X		operator's
Deputy Service Director	High School diploma or equivalent; Ohio EPA Class II Water Distribution certificate; Ohio EPA Class II Wastewater Collection certificate; possession of a valid state driver's license; 3 years of responsible, related experience; or any combination of education, training, and work experience, which provides the required skill sets to perform the essential functions of the job.	X	X	X		operator's
Engineer	Bachelor's degree in Civil Engineering; Engineer-In-Training certificate; 2 years of responsible, related experience	X	X	X		operator's
Engineering Aide	High school diploma or equivalent; Associate's degree in related technical field preferred; 2 years of AutoCAD and/or Arcview experience	X	X	X		operator's
Environmental Specialist	Bachelor's degree in Environmental Science, Public Administration or a related field; 1 year of responsible, related experience	X	X	X		operator's
Engineer-in-Training	Bachelor's degree in Civil Engineering; Engineer Intern (EI) certificate; 0-2 years responsible, related experience	X	X	X		operator's

* assessments - written examinations; performance assessments; oral interviews

***these standards are minimum requirements; however, applicants may also be considered eligible through other verifiable combinations of education, training and work experience which provides the required skills set to perform the essential functions

Class Titles	Eligibility Standards**	Selection Method					
		Licensure Degree	*Assmt	Medical Physical	Drug Screen	Psychl' Screen	Driver's License
Equipment Mechanic	High school diploma or equivalent; A.S.E. certification; 2 years of related experience	X	X	X	X		CDL A w/ air brakes
Finance Specialist	Bachelor's degree in Accounting, Finance or a related field preferred or knowledge equivalent of an Associates Degree in Public Accounting or Fiscal Administration or any combination of education, training, and work experience which provides the required skill sets to perform the essential functions of the job; 5 years progressively responsible related experience (preferable in a public agency environment).	X	X	X			
Fire Captain	Must have high school diploma, Firefighter II certification from State of Ohio, Ohio EMT-P certification and maintain; must have or obtain Ohio Fire Safety Inspector certification, Ohio Fire Assistant Instructor, Ohio EMS Continuing Education Instructor, and Hazardous Materials Technician within one year of appointment; must have or obtain within one year CPR, CPR instructor, and all other certifications required by the Fire Chief and the State of Ohio; possession of a valid state driver's license; minimum of 5 years of experience in fire department and EMS activities; or any combination of education, training, and work experience which provides the required skill sets to perform the essential functions of the job. Previous fire department leadership/supervision preferred	X	X	X	X		operator's
Firefighter/Paramedic	High school graduate or GED; not less than 18 years of age; possession of a valid state driver's license; must possess Emergency Medical Technician Paramedic and Firefighter II Certification issued by the State of Ohio, must possess valid CPR certification. minimum 1 year experience in fire department and EMS activities or any combination of education, training, and work experience which provides the required skill sets to perform the essential functions of the job.	X	X	X	X		operator's
Office Manager	High school diploma or equivalent; 3 years of related experience; or any combination of education, training, and work experience which provides the required skill sets to perform the essential functions of the job.		X	X			
Parks Maintenance Supervisor	Associate's degree in Forestry, Outdoor Education, Recreation or a related field; 3 years of progressively responsible related experience.	X	X	X			operator's
Payroll Specialist	Associate's degree in Accounting, Finance or a related field; 2 years of responsible, related experience	X	X	X			

Class Titles	Eligibility Standards**	Selection Method					Driver's License
		Licensure Degree	*Assmt	Medical Physical	Drug Screen	Psychl' Screen	
Planner	Bachelor's degree in Urban Planning, Architecture, Public Administration or a closely related field; 2 years of professional experience	X	X	X			
Plant Mechanic II	High school diploma or equivalent; certifications in industrial electricity and motors, and blueprints; 5 years of related experience	X	X	X			operator's
Plant Mechanic I	High school diploma or equivalent; certifications in industrial electricity and motors, and blueprints; 3 years of related experience	X	X	X			operator's
Police Lieutenant	Certified Police Officer in the State of Ohio; currently holding rank of full-time Oxford Police Sergeant with 24 months in grade	X	X				operator's
Police Officer	High school diploma or equivalent; 21 years of age upon appointment; possess U.S. citizenship		X	X	X	X	operator's
Police Records Specialist	High school diploma or equivalent; 2 years progressively responsible, related experience		X	X			
Police Sergeant	Certified Police Officer in the State of Ohio; has served as a full-time Oxford Police Officer for at least 36 months	X	X	X			operator's
Public Safety Assistant	High school diploma or equivalent		X	X	X		operator's
Dispatcher/Clerk	High school diploma or equivalent; 6 months of related experience		X	X	X	X	
Receptionist	High School diploma or equivalent; 1-3 years experience		X	X			operator's
Recreation Program Supervisor	Bachelor's degree in Sports Management, Public Relations, Leisure Management or a related field; 3 years of progressively responsible related experience	X	X	X			operator's
Service Worker II - Streets	High school diploma or equivalent; 1year of related experience		X	X			CDL A/B w/ air brakes ***
Service Worker II - Water Dist.	High school diploma or equivalent; 1-3 years experience		X	X			CDL A w/ air brakes ***
Service Worker II - Wastewater Collection	High school diploma or equivalent; 1-3 years experience		X	X			CDL B w/air brake/tanker
Service Worker III - Streets	High school diploma or equivalent; 3 years of related experience		X	X			CDL A w/air brakes
Service Worker III - Water Dist.	High school diploma or equivalent; 5 years experience; EPA Water Distribution License for Operator II	X	X	X			CDL A w/air brakes
Service Worker III- Wastewater Collection	High school diploma or equivalent; 5years experience EPA Wastewater Collection License for Operator II	X	X	X			CDL B w/air brakes/tanker
Sports Activities Supervisor	Bachelor's degree in Sports Management, Public Relations, Recreation or a related field; 3 years of progressively responsible, related experience	X	X	X			operator's
Sports Coordinator	High School diploma or equivalent (degree preferred); 1 year experience		X	X			operator's

Class Titles	Eligibility Standards**	Selection Method					Driver's License operator's
		Licensure Degree	*Assmt	Medical Physical	Drug Screen	Psychl' Screen	
Streets and Maintenance Manager	Associate's degree in management or equivalent; 5 years of years progressively responsible, related experience	X	X	X	X		CDL A
Street Operations Specialist	High school diploma or equivalent; 1 year of responsible related experience		X	X			
Utility Collections Specialist	High school diploma or equivalent; 1 year of related experience		X	X			
Utility Maintenance Technician	High school diploma or equivalent; 1 year of related experience		X	X			
Wastewater Collection Manager	Associate's degree in management or equivalent; Ohio EPA Wastewater Collection Class II certificate; 5 years of progressively related, responsible experience	X	X	X	X		CDL B
Wastewater Plant Manager	Associate's degree in management or equivalent; Ohio EPA Wastewater Treatment Class III certificate; 5 years of progressively related, responsible experience	X	X	X	X		operator's
WWTP Laboratory Technician	High school diploma or equivalent; Ohio EPA Wastewater Treatment Class II certificate; 1 year of responsible, related experience	X	X	X			operator's
WWTP Operator I	High school diploma or equivalent; Ohio EPA Wastewater Treatment Class I certificate; 1 year of experience operating a wastewater treatment plant	X	X	X	X		CDL A w/ air brakes
WWTP Operator II	High school diploma or equivalent; Ohio EPA Wastewater Treatment Class II certificate; 3 years of experience operating a wastewater treatment plant	X	X	X	X		operator's
WWTP Operator III	High school diploma or equivalent; Ohio EPA Wastewater Treatment Class III certificate; 5 years of experience	X	X	X	X		operator's
Water Distribution Manager	Associate's degree in management or equivalent; Ohio EPA Water Distribution Class II certificate; 5 years of progressively responsible, related experience	X	X	X	X		CDL B
Water Plant Manager	Associate's degree in management or equivalent; Ohio EPA Water Treatment Class III certificate; 5 years of progressively responsible, related experience	X	X	X	X		operator's
Water Plant Operator I	High school diploma or equivalent; Ohio EPA Wastewater Treatment Class I certificate; 3 years of experience	X	X	X	X		operator's
Water Plant Operator II	High school diploma or equivalent; Ohio EPA Water Treatment Class II certificate; 3 years of experience operating a water treatment plant	X	X	X	X		operator's
Water Plant Operator III	High school diploma or equivalent; Ohio EPA Water Treatment Class III certificate; 3 years of experience operating a water treatment plant	X	X	X	X		operator's

*assessments - written examination; performance assessment; oral interviews

** these standards are minimum requirements; however, applicants may also be considered eligible through other verifiable combinations of education, training and work experience which provides the required skills set to perform the essential functions of the job subsequent to the approval of the Civil Service Commission

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: April 17, 2018

Candi Fyffe

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

April 10, 2018

Date Prepared

Agenda Title: Repeal and Adopt An Ordinance Establishing Salaries And Certain Benefits For Salaried and Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1, 2018 Through December 31, 2018.

Recommendation: Approve.

Discussion: Repeal the original and adopt a revised 2018 Salary Ordinance establishing minimum pay rates for part-time and seasonal employees. The current Salary Ordinance only included maximum pay rates for part-time and seasonal employees. It also stated "contract base rate" as for Non-Sworn Police Department Employees. The Contract only covers full-time employees and therefore it should not be cross-referenced in the Salary Ordinance when it comes to part-time employees. To clearly define pay rates for part-time and seasonal employees we are implementing these changes. Additions are bolded and deletions are indicated by strikeout and have been approved by the City Manager.

Section 1. Staff is changing the title of Payroll & Benefit Specialist to Payroll Specialist to more accurately reflect job duties.

Section 3. Staff is implementing a minimum pay rate per hour and a maximum pay rate per hour.

Section 4. Staff is implementing a minimum pay rate per hour and a maximum pay rate per hour.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

cf | 4/10/18

1

GAK | 4-13-18

ACM

ORDINANCE NO. _____

AN ORDINANCE REPEALING ORDINANCE NO. 3453 ADOPTED NOVEMBER 21, 2017 AND ADOPTING A NEW ORDINANCE ESTABLISHING SALARIES AND CERTAIN BENEFITS FOR SALARIED AND HOURLY FULL-TIME AND PART-TIME EMPLOYEES WITHIN THE SERVICE OF THE CITY OF OXFORD, OHIO, PAID FROM JANUARY 1, 2018 THROUGH DECEMBER 31, 2018.

WHEREAS: THE SALARIES, WAGES AND CERTAIN BENEFITS FOR A NUMBER OF OFFICIALS AND EMPLOYEES OF THE CITY OF OXFORD SHALL BE FIXED AS FOLLOWS **(ADDITIONS ARE BOLDED AND DELETIONS ARE STRUCKTHROUGH)**:

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

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

Position	Type	Authorization # of Employees	Pay Band
Office of the City Manager			
City Manager	NC	1	By Contract
Assistant to the City Manager	NC	1	5
Human Resources Director	NC	1	7
Clerk of Council/AAll	NC	1	4
Economic Development Department			
Economic Development Director	NC	1	7
Finance Department			
Finance Director	NC	1	By Contract
Assistant Finance Director	NC	1	6
Payroll & Benefits Specialist	C	1	5
Finance Specialist	C	1	5
Accounting Specialist	C	1	4
Utility Collections Specialist	C	2	4
Law Department			
Law Director	NC	1	By Contract
Parks & Recreation Department			
Parks & Recreation Director	NC	1	7
Recreation Programs Supervisor	C	1	5
Sports Activities Supervisor	C	1	5
Office Manager	NC	1	5
Receptionist	C	1	1
Sports Coordinator	C	1	3

Community Development Department			
Community Development Director	NC	1	7

Planner	C	1	6
Admin Asst to Director (Tech)	NC	1	5
Administrative Assistant II	NC	2	3
Safety Department – Fire Division			
Fire Chief/Inspector	NC	1	7
Fire Captains *See Attachment B	C	3	6
Firefighter/Paramedics *See Attachment B	C	6	5
Administrative Assistant II	NC	1	3
Safety Department – Police Division			
Police Chief	NC	1	7
Police Lieutenant	C	2	By Contract
Police Sergeant	C	6	By Contract
Police Officer	C	17	By Contract
Public Safety Assistant	C	3	By Contract
Police Records Specialist	C	1	By Contract
Dispatcher/Clerk	C	6	By Contract
Office Manager	NC	1	5
Service Department			
Service Director	NC	1	7
Environmental Specialist	C	1	5
Administrative Assistant III	NC	1	4
Custodian	NC	1	1
Engineering Division			
City Engineer	C	1	6
Engineer	C	1	5
Engineering Aide	C	1	4
Streets and Maintenance Division			
Streets and Maintenance Manager	C	1	6
Equipment Mechanic	C	1	5
Parks Maintenance Supervisor	C	1	5
Street Operations Specialist	C	1	4
Service Workers		10	
Wastewater Division			
Collection			
Wastewater Collection Manager	C	1	6
Service Workers		4	
Plant			
Wastewater Plant Manager	C	1	6
WWTP Laboratory Technician	C	1	3
Plant Mechanic II	C	1	4
Plant Mechanic I	C	1	3

Service Worker I	NC	1	1
WWTP Operators		3	
Water Division			
<i>Distribution</i>			
Water Distribution Manager	C	1	6
Service Workers		4	
<i>Plant</i>			
Water Plant Manager	C	1	6
Utility Maintenance Technician	C	1	2
Utility Meter Reader	NC	1	1
Water Plant Operators		2	
TOTAL Full-Time Budgeted:		116	

NC = Non-Classified Employee

C = Classified Employee

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

- A.** Adoption of this ordinance reflects a 3% increase rounded up to the nearest penny of all employees not covered by a collective bargaining agreement. The Finance Director, Law Director and City Manager shall also receive the same increase to their current base salaries.
- B.** The City Manager, except as otherwise provided in the charter, is authorized to establish the starting salary not to exceed the position's market midpoint.
- C.** The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year.
- D.** The City Manager is hereby authorized to increase an employee's salary not to exceed the market midpoint of the new position when a promotion occurs where an employee moves to a higher job classification.

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

Position	Authorization # of Employees	Minimum Pay Rate	Maximum Pay Rate
Finance Department			
Accounting Assistant	1	\$12.00	\$15.45/hr
Parks & Recreation Department			
Park/Recreation Technician	5	\$8.50	\$ 12.36/hr
Program Coordinator	4	\$8.50	\$ 15.45/hr
Senior Program Coordinator	1	\$10.00	\$16.74/hr
Custodian	3	\$11.00	\$ 14.42/hr
Community Development Department			
Zoning Inspector	1	\$18.00	\$25.00/hr
Service Department			
Deputy Director	1	\$25.00	\$ 41.86/hr
Laborers	4	\$8.50	\$ 13.39/hr
Streets & Maintenance Division			
Wastewater Collection			
Water Plant Operators	2	\$17.00	\$ 21.63/hr
Safety Department – Fire Division			
Part-Time Firefighters/EMTs	30	\$12.00	\$17.51/hr
Firefighters and/or EMTs	64	N/A	\$12.00 \$17.51/hr
Fire Division Captains	3	N/A	\$18.54/hr
Fire Division Lieutenants	1	N/A	\$17.51-per hour
Safety Department – Police Division			
Property Custodian	1	\$20.00	\$28.21/hr
Community Outreach Specialist	1	\$20.00	\$28.21/hr
Police Officer	6	\$28.00	Contract base pay\$34.00
Public Safety Assistant	4	\$20.00	Contract base pay\$26.00
Dispatcher/Clerk	4	\$20.00	Contract base pay\$26.00

TOTAL Part-Time Authorized Strength:	136		
City-Wide			
Intern/Temporary Part-Time		N/A	\$14.00/hr

SECTION 4: The following seasonal part-time positions are hereby established with respect to position title, authorized number, **minimum** and maximum compensation (rate per hour except as otherwise indicated) **The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year not to exceed the maximum rate per hour.**

Position	Authorization # of Employees	Minimum Pay Rate	Maximum Pay Rate
Safety Department – Fire Division			
Fire/EMS for Miami University Coverage	N/A	N/A	\$45.00-per hour
Parks & Recreation Department			
Park/Recreation Technician	36	\$8.50	\$11.50/hr
Program Coordinator	3	\$8.50	\$14.50/hr
Service Department			
Street Department			
Laborer	7	\$8.50	\$ 13.00/hr
Wastewater Division			
Plant			
Laborer	1	\$8.50	\$ 13.00/hr
Collections			
Laborer	1	\$8.50	\$ 13.00/hr
Water Division			
Plant			
Laborer	1	\$8.50	\$13.00/hr
TOTAL Seasonal Part-Time Authorized Strength:	49		

SECTION 5: Department Heads and Supervisory Employees.

A. Defined. The positions of City Manager, Finance Director, Law Director, Police

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

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

- C. Vacation.** Department heads shall accrue vacation leave monthly at the following rates (except a first year department head who shall receive vacation accrual after the completion of the twelfth month):

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

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

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

- D. Other Benefits and Provisions.** Except as superseded by the provisions of this section, department heads and supervisory employees shall be entitled to all other benefits and provisions of this ordinance applicable to full-time employees of the City of Oxford.
- E. Sick Leave.** The Police Chief shall receive a bonus of \$310 per calendar quarter if he uses no sick leave during that quarter. If the Police Chief uses no sick leave for the calendar year, he shall receive an additional \$360. The bonus payment shall be issued at the end of each calendar quarter.

SECTION 6: General Provisions

- A. Pay Periods.** Employees shall be paid bi-weekly. Pay days shall be on Friday, except when City offices are closed for a holiday on Friday, in which case payday shall be the last workday preceding the holiday.
- B. Hours of Work.** Full-time, non-salaried employees' work week shall be forty hours. When directed by their supervisor to work overtime, such employees shall be compensated at the rate of one and one-half (1-1/2) times their base rate of pay for all hours actually worked in excess of forty hours per week. An employee who is called to work following the completion of their normal work day and one-half (1/2) or more hours prior to the commencement of their next normal work day shall receive a minimum of two (2) hours compensation for such call-in at one and one-half (1-1/2) times their normal rate.

- C. Emergency Appointments.** In case of civil unrest or other like emergency, the City Manager may appoint emergency police officers or other volunteer citizens as may be necessary for temporary service during the emergency and shall report this action to the City Council at its next meeting. Such emergency appointees shall be compensated for all time actually worked on behalf of the City.
- D. Firefighters** (excluding full-time Fire Captains and Firefighter/Paramedics. See Appendix B). Firefighters are paid according to the schedule in Section 3 hereof of part-time employees. A firefighter may receive a supplement equal to one-half their ordinary job wage if their employer does not continue pay while they are away from work attending to a fire.

No Paid-on-Call or Part-time firefighter may work in excess of fifteen hundred (1500) hours in any given Calendar year or in excess of one hundred-six (106) hours in any pay period.

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

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

SECTION 7: Employee Benefits

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

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

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

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

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

- 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 20th. Should an employee on lay-off (who has converted sick leave to vacation) return to City employment, they may within one year of reinstatement repurchase their accumulated sick leave by repaying at the same rate as the pay-off. Such repayment may be in cash, by payroll deduction or use of newly accumulated vacation time.

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

- F. Holiday Schedule.** There shall be fourteen (14) paid holidays for full-time employees as follows: (10 holidays/5 personal days)

New Year's Day (January 1)
Martin Luther King, Jr. Day (third Monday in January)
Washington/Lincoln Day (third Monday in February)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving Day (fourth Thursday in November)
Day after Thanksgiving
Christmas Eve Day (The day preceding or following
Christmas Day holiday as designated by the City Manager)
Christmas Day (December 25)
Five (5) Personal Days - 40 Hours

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

- G. 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:

- a) If an employee works the designated holiday, the employee is entitled to:
 - 1) One and one-half (1-1/2) times their base hourly rate for the hours worked, and
 - 2) a paid day to be taken at another time.
- b) 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.

H. 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 and the Law Director. 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.

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

I. 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, 2018and are full-time employees of the City on or before December 31, 2018. 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 2018 shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 2018. All eligible full-time employees shall be paid in accordance with the following schedule. Contract employees shall be paid according to the appropriate contracts. The Chief of Police shall be paid longevity according to the current schedule in the Police Supervisors' contract.

After 5 years - \$450	After 18 years - \$775
After 6 years - \$475	After 19 years - \$800
After 7 years - \$500	After 20 years - \$825
After 8 years - \$525	After 21 years - \$850
After 9 years - \$550	After 22 years - \$875
After 10 years - \$575	After 23 years - \$900
After 11 years - \$600	After 24 years - \$925
After 12 years - \$625	After 25 years - \$950
After 13 years - \$650	After 26 years - \$975
After 14 years - \$675	After 27 years - \$1000
After 15 years - \$700	After 28 years - \$1025
After 16 years - \$725	After 29 years - \$1050
After 17 years - \$750	After 30 years - \$1075

- J. Vacation.** An employee shall accrue vacation monthly at the following rate unless otherwise covered by a collective bargaining unit. At the end of the first year (after 12 months) a non-contract employee will be credited with eighty (80) hours of vacation. At that time the employee will start accruing monthly vacation according to the following schedule:

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

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

- K. Reimbursement.** Employees authorized and required by the assigned supervisor to drive personal vehicles on official City business shall be reimbursed for actual miles driven at the IRS standard mileage rate in effect. Employees who are out of the City on official business or at authorized training functions shall be reimbursed for meals at the actual meal cost not to exceed IRS recognized per diem rate including those rates for high cost cities (receipts are required). The City Manager is authorized to adopt specific procedures regarding travel reimbursement.
- L. Continuing Education/Tuition Reimbursement.** For 2018, \$1,000 will be budgeted. Depending upon the availability of funds, an employee may be reimbursed for the cost of tuition and required course books for any job-related course, provided that the employee submits a written request for reimbursement on the appropriate form, with a copy of the course description, before taking the class. If only one employee submits a request for a class and receives at least a "B" average in the class, the employee will receive 50% of the amount budgeted. An employee who receives a final grade of "A" will receive 100% of the amount budgeted as reimbursement. Should there be more than one employee requesting tuition reimbursement, the funds will be distributed equally among those employees who have completed their classes and received their final grades as noted above. For example, if three (3) employees submit requests and all three receive a final grade of "A" for their classes, the amount budgeted will be divided among the three and the funds will be distributed equally at the end of the year. Requests for reimbursement should be submitted to the Human Resources Director.

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: KATE ROUSMANIERE

ATTACHMENT A

**CITY OF OXFORD OHIO
PAY BANDS (2018)**

	<u>MINIMUM</u>	<u>MAXIMUM</u>
PAY BAND 7		
Annual	\$66,830	\$120,141
Hourly	\$32.13	\$57.76
PAY BAND 6		
Annual	\$52,000	\$92,290
Hourly	\$25.00	\$44.37
PAY BAND 5		
Annual	\$44,512	\$75,026
Hourly	\$21.40	\$36.07
PAY BAND 4		
Annual	\$39,125	\$63,440
Hourly	\$18.81	\$30.50
PAY BAND 3		
Annual	\$35,464	\$59,800
Hourly	\$17.05	\$28.75
PAY BAND 2		
Annual	\$33,176	\$53,830
Hourly	\$15.95	\$25.88
PAY BAND 1		
Annual	\$29,994	\$48,651
Hourly	\$14.42	\$23.39

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: April 17, 2018

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

April 9, 2018

Date Prepared

Agenda Title: An Ordinance establishing the Public Arts Commission of Oxford (PACO) And Establishing Chapter 146 of the Oxford Codified Ordinances.

Recommendation: Approve

Discussion:

The City Manager and staff members met with Councilor Southard and members of the community to discuss the establishment of an arts commission on February 22, 2018. Many communities in Ohio have established similar organizations as either independent 501(c)(3) nonprofit corporations or city commissions. As a municipal commission, it will serve as an advisory group to the City Council and all funds raised or grants received will require appropriation by City Council. A work session was held before the Council meeting of April 3, 2018 at 6:30 p.m. and the consensus of Council was to formally establish the Public Arts Commission of Oxford (PACO).

Approved By:

Department Head:

City Manager:

Initial Date

GAH / 4-9-18

na

ORDINANCE NO.

AN ORDINANCE ESTABLISHING THE PUBLIC ARTS COMMISSION OF OXFORD (PACO) AND ESTABLISHING CHAPTER 146 OF THE OXFORD CODIFIED ORDINANCES.

WHEREAS, Oxford City Council held a Work Session on April 3, 2018 with members of an ad-hoc committee regarding Public Arts to discuss formalizing a Public Arts Commission of Oxford; and

WHEREAS, the City Manager and the ad-hoc committee recommend the establishment by Ordinance of the Public Arts Commission of Oxford (PACO).

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

SECTION 1: Council having determined it to be in the best interest of the citizens of Oxford to create a Public Arts Commission of Oxford (PACO) hereby enacts Chapter 146 of the Oxford Codified Ordinances as follows:

146.01 ESTABLISHMENT; COMPOSITION; TERMS; RESIDENCY.

There is hereby established the Public Arts Commission of Oxford (PACO), which shall consist of six members appointed by City Council plus a City Council member appointed by City Council annually for a term of one year. Of the members initially appointed by Council, three shall serve a term of two years and three shall serve a term of four years, with all members thereafter (except for the Council representative) serving terms of four years. The members of the Commission shall be residents of the City of Oxford.

146.02 OFFICERS; MEETINGS.

The Commission shall appoint a Chairperson, Vice Chairperson, and Secretary from the membership of the Commission and shall hold meetings to carry on its work.

146.03 DUTIES.

It shall be the duty of the Commission to develop a plan for the promotion of public art in the City, to make recommendations to the City Manager and to City Council on the implementation of public art in the City and to identify funding sources for public art.

146.04 GENERAL OPERATING POLICY.

The General Operating Policy of PACO and any amendments thereto shall be adopted by City Council.

146.05 DEFINITION OF PUBLIC ART.

Public Art is defined as any work intended and executed to enrich public space.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: EDNA SOUTHARD

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: April 17, 2018

Account Code # NA

Budgeted Amount: NA

Service Department
Originating Department

Michael Dreisbach, Service Director
Prepared By

April 11, 2018
Date Prepared

Agenda Title: Request for Sanitary Sewer Utility Service Outside the Corporate Limits of Oxford at 4171 Miami Western Drive.

Recommendation: Approval with Conditions

Discussion:

Staff received a request from Mr. Joshua L. Lester to connect to and/or extend the City sanitary sewer utility to serve a single family residence at 4171 Miami Western Drive. The request for service includes a maximum of one tap into the City's sanitary sewer system. The City's water and wastewater utilities serve this area, and the proposed demand will not have a noticeable effect on the City's utilities for reliability, acceptable flow, pressure and volume. The applicant's existing septic system is failing and he would prefer to connect to the public treatment system rather than continuing to maintain his private septic system. The applicant already receives domestic water service from the City of Oxford.

In reviewing the request, staff considered the following issues: 1) Extension Policy; 2) Location; 3) Owner's Obligation.

Extension Policy – Any extension of utility lines or service outside the City limits is reserved to the exclusive control and jurisdiction of City Council. City Council may also require the request for utility extension outside the City limits be referred to the Planning Commission for its recommendation to City Council. The Planning Commission has 90 days in which to consider the matter. The City may also grant such a request provided the City has a supply of surplus capacity sufficient to grant the request and that such a request be beneficial and in the interest of the City. City Council amended the policy for extension of water service outside the corporate limits in December 2013. This policy permitted the extension of water and sewer with a condition of the owner filing an application requesting annexation into the City.

Location – Connections to the City's utilities shall be conditional upon final approval by the Service Department assuring that all technical aspects of the services meet City standards and specifications.

Owner's Obligation – The owner must pay for the total cost of any required utility extensions, all necessary water and sanitary taps, water and wastewater capacity benefit charges, and any surcharges for the use of the City utilities outside the corporate limits. The owner must also meet City of Oxford standards for utility construction and file a request for annexation into the City of Oxford with Butler County. Permits from Butler County, the Ohio Environmental Protection Agency, and the Ohio Dept. of Transportation may also be required.

Approved By:

Department Head:

City Manager:

Initial MD Date 4/11/18

GAK 4-13-18

ACM

ORDINANCE NO.

AN ORDINANCE GRANTING THE REQUEST OF MR. JOSHUA L. LESTER TO CONNECT TO AND/OR EXTEND THE CITY'S SANITARY SEWER UTILITY TO SERVE A SINGLE-FAMILY RESIDENCE LOCATED AT 4171 MIAMI WESTERN DRIVE OUTSIDE THE OXFORD CORPORATE LIMITS WITH CONDITIONS.

WHEREAS, staff received a request from Mr. Joshua L. Lester to connect to and/or extend the City's sanitary sewer utility to serve his single family residence at 4171 Miami Western Drive outside the Oxford corporate limits; and

WHEREAS, the requestor's existing septic system is failing and the requestor already receives domestic water service from the City of Oxford; and

WHEREAS, the City Manager and the Service Director recommend extending the City's sanitary sewer utility to serve the single-family residence at 4171 Miami Western Drive outside the Oxford corporate limits as the proposed demand will not have a noticeable effect on the City's utilities for reliability, acceptable flow, pressure and volume.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and has determined that the City has surplus capacity at the wastewater treatment plant and that granting this request will not be detrimental to the City's wastewater treatment plant or its residents. Further the granting of such request will be beneficial to the City and is in the best interest of the City.

SECTION 2: The owner shall pay for the total cost of any required utility extensions, all necessary water and sanitary taps, water and wastewater capacity benefit charges, and any surcharges for the use of the City utilities outside the corporate limits.

SECTION 3: The owner shall also meet the City of Oxford standards for utility construction and obtain any necessary permits from Butler County, the Ohio Environmental Protection Agency or the Ohio Department of Transportation.

SECTION 4: This grant is further conditioned upon the requestor, Mr. Joshua L. Lester filing a request for annexation into the City of Oxford with the Board of Commissioners of Butler County, Ohio.

SECTION 5: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)

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PARID: H3620050000006
LESTER JOSHUA L

4171 MIAMI WESTERN DR

Parcel

Parcel Id	H3620050000006
Address	4171 MIAMI WESTERN DR
Class	RESIDENTIAL
Land Use Code	510, R - SINGLE FAMILY DWELLING, PLATTED LOT
Neighborhood	00003013
Total Acres	.2938
Taxing District	H36
District Name	OXFORD TAL DL
Gross Tax Rate	80.99
Effective Tax Rate	46.900189
Non Business Credit	.092121
Owner Occupied Credit	.023030

Dwelling

Stories	1
Gross Living Area	1,144
Construction	BRICK
Total Rooms	5
Bedrooms	3
Year Built	1962
Finished Basement	0

Current Value

Land (100%)	\$21,480
Building (100%)	\$74,330
Total Value (100%)	\$95,810
CAUV	\$0
Assessed Tax Year	2017
Land (35%)	\$7,520
Building (35%)	\$26,020
Assessed Total (35%)	\$33,540

Incentive District Parcels [What is this?](#)

Parcel Identifier	Value Type	value
H3620050000006	Base Parcel	95,810
	Total Value	95,810

Homestead Credits [How do I qualify?](#)

Homestead Exemption	NO
Owner Occupied Credit	YES
100% Disabled Veteran Exemption	NO

CAUV & Agricultural District [What is this?](#)

CAUV	NO
Agricultural District	NO

Current Year Real Estate Taxes

TAX TYPE	Prior Year	First Half Tax	Second Half Tax	Total
Real Estate	0.00	695.96	695.96	1,391.92
Tot Payments	0.00	-695.96	0.00	-695.96
Total:	0.00	0.00	695.96	695.96

Owner and Legal [Future ?](#)

Owner 1	LESTER JOSHUA L
Owner 2	

11 c
Return to Se

Actions

Printable St
 Printable Vt

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Legal 1 6 ENT MIAMI WESTERN LESS RD R/W
Legal 2
Legal 3
Future

Taxbill Mailing Address [Can I change my mailing address?](#)

Mailing Name 1	JOSHUA L LESTER
Mailing Name 2	
Address 1	4171 MIAMI WESTERN DR
Address 2	
Address 3	OXFORD OH 45056 9033

Transfers *(Date represents time of transfer)*

Date	Sale Amount
27-APR-17	\$92,500
19-AUG-05	\$93,500
15-JUL-04	\$0



Butler County Auditor
130 High Street
Hamilton, OH 45011
Map Location

Board of Commissioners

Office Ho
8 AM-5 PM

Conveyan
closes da

Phone: 513

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PARID: H3620050000006
LESTER JOSHUA L



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PARID: H3620050000006
LESTER JOSHUA L

Parcel	Address
H3620050000006	640 E. ...

Parcel Id	Address	Class	Land Use Code	Neighborhood	Title	Taxing District	Gross Tax	Effective Tax	Non Business	Owner Occupied
H3620050000006	640 E. ...	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000	00000000