STAFF SUMMARY REPORT

Report to the City Manager

City Manager
Originating Department

Council Meeting Of: April 5, 2016

Doug Elliott
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

March 23, 2016
Date Prepared

Agenda Title: An Ordinance Increasing The Salary Of The Mayor And Council Members.

Recommendation: Adopt the Ordinance

Discussion:

The salary for the Oxford Mayor and Council members was last increased in 2000. The current salary for Mayor is $3,800 per year and the current salary for Council members is $3,200 per year. Based on my discussions with Council member Edna Southard, I am proposing a $1,500 increase per year for the Mayor and for the Council members or $5,300 for the Mayor and $4,700 for Council members. Per Sections 2.05 and 2.08 of the City Charter no increase in salary shall ever take place during the term of the Mayor or Council members in office at the time the Ordinance to establish a new salary is adopted. If approved, the proposed salary would be effective in November 2017 and only for newly elected Council members.

At the April 5, 2016 Council Meeting, Council amended the proposed salary increases to $1,600 per year. The proposed salary for the Mayor is now $5,400 and the proposed salary for Council members is now $4,800.

Approved By:

	Initial	Date
Department Head:		
City Manager:	DRE	4/15/16

ORDINANCE NO.

AN ORDINANCE INCREASING THE SALARY OF THE MAYOR AND COUNCIL MEMBERS.

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

SECTION 1: Pursuant to the authority granted Council by Charter Section 2.08 entitled Salary of Mayor, and Section 2.05 entitled Salary, the annual salary of the Mayor is hereby set at $5,400.00 effective on adoption of this Ordinance and the annual salary of Council members is hereby set at $4,800.00 effective on adoption of this Ordinance.

SECTION 2: All prior Ordinances adopted pursuant to the authority of Sections 2.05 and 2.08 of the Charter of the City of Oxford, be and the same are hereby repealed.

SECTION 3: 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)

Office of the Mayor

Proclamation

Whereas: in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska; and

WHEREAS, trees can produce oxygen, provide habitat for wildlife, reduce the erosion of our precious top-soil by wind and water, cut heating and cooling costs, moderate the temperatures, clean the air, and help to absorb rainwater and slow the velocity of storm water runoff; and

WHEREAS, trees are a resource providing us with wood for our homes, fuel for our fires, paper, and countless other wood products; and

WHEREAS, associated with the management of the approximately 3,280 street, park, and public trees in the community, the City of Oxford has fulfilled the national Arbor Day Foundation's requirements for "Tree City USA" for twenty consecutive years.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio, Tree City USA, do hereby proclaim that on April 29, 2016, the last Friday of the month, the City of Oxford will recognize and participate in the national and international celebration of:

"ARBOR DAY"

I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 15th day of April, 2016.

KATE ROUSMANIERE, MAYOR

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: April 5 and April 19, 2016

Account Code #: Not Applicable

Budgeted Amount: Not Applicable

Service
Originating Department

Michael Dreisbach
Prepared By

March 21, 2016
Date Prepared

Agenda Title: An Ordinance Authorizing Modifications to the *City of Oxford Water and Sanitary Sewer Improvement Specifications Manual.*

Recommendation: Approve

Discussion:

Oxford Codified Ordinance Section 921.03 (Water Utility) and Section 923.04 (Wastewater Utility) authorize the Director of Service to adopt and enforce, subject to the approval of the City Manager, rules and regulations as deemed necessary to execute duties and responsibilities in the operation of the Utilities. The City Council approved Ordinance No. 2852 on June 7, 2005 and Ordinance No. 3114 on May 18, 2010 ordering all water and sanitary sewer systems in the City of Oxford to be constructed in accordance with the *Water and Sanitary Sewer Improvement Specifications Manual.*

Service Department staff has completed a review of the *Water and Sanitary Sewer Improvement Specifications Manual* and have made modifications to clarify various requirements of the manual and also to simplify the language of the manual where possible. Construction drawings have also been modified to clarify notes and comments in the drawings.

The most substantial changes in the *Water and Sanitary Sewer Improvement Specifications Manual* include the following items:

* **Inclusion of the City of Oxford Backflow / Cross Connection Control Program manual – this document, required of all community water systems by the Ohio Environmental Protection Agency, is currently a standalone document. By including it with our specifications manual, design professionals will have greater access to this information in one document.**

Approved By:

	Initial	Date
Department Head:	MBD	3/25/16
City Manager:	DRE	4/1/16

*** Clarifications of definitions, terms, and national standards utilized in operating City of Oxford utility operations.**

*** Minimum insurance limits for contractors working on utility systems within the City of Oxford utility service areas.**

*** The City may require a downstream manhole on new developments and / or utility extensions for the purposes of inspection and effluent sampling.**

*** Standard drawings were updated and clarified.**

Upon Council approval of the revised *City of Oxford Water and Sanitary Sewer Improvement Specifications Manual*, staff will notify existing owners of record of our *Manual* of modifications to the document.

ORDINANCE NO.

AN ORDINANCE ADOPTING A REVISED AND AMENDED WATER AND SANITARY SEWER IMPROVEMENT SPECIFICATIONS AND BACKFLOW CROSS CONNECTION CONTROL MANUAL.

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

SECTION 1: The City Manager and the Service Director recommend the adoption of the revised and amended portions of the Water and Sanitary Sewer Improvement Specifications and Backflow Cross Connection Control Manual attached hereto and incorporated herein by reference as Attachment 'A' for the purpose of establishing construction standards for the construction of water and sanitary sewer systems in the City of Oxford.

SECTION 2: Council hereby accepts the recommendation of the City Manager and the Service Director and hereby adopts the revised and amended Water and Sanitary System Improvement Specifications and Backflow Cross Connection Control Manual attached hereto and incorporated herein by reference as Attachment 'A' and orders all water and sanitary sewer systems to be constructed or improved henceforth under the standards of the Manual.

SECTION 3: 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)

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: April 5,, 2016

Jung-Han Chen
Prepared By

Account Code No. #:

Budgeted Amount: N/A

March 30, 2016
Date Prepared

Agenda Title:	**Street Renaming: Corporate Woods Lane to Ironwood Drive**

Recommendation:	Approval

The final Planned Development of the Fields of Southpointe indicated new private streets will be extended off the existing Corporate Woods Lane with a new name of Ironwood Drive.

Public safety should be taken into account with this decision. The street name needs to be continued across the intersecting street to avoid confusion and to provide logical address numbers to direct first responders to the caller residence with minimum delay. The consensus from the Planning Commission when reviewing this development project was to name all streets with native tree names.

There are no street addresses associated with Corporate Woods Lane at this time. Therefore, there will be no impact from this name change.

Attached is the location map where the street in question is located.

Approved By:		**Initial**	**Date**
	Department Head:	JNC	3-30-16
	City Manager:	DRE	4-1-16

ORDINANCE NO.

ORDINANCE CHANGING THE NAME OF "CORPORATE WOODS LANE" IN THE FIELDS OF SOUTHPOINTE PLANNED DEVELOPMENT TO "IRONWOOD DRIVE" AND DIRECTING THE CLERK OF COUNCIL TO FORWARD A CERTIFIED COPY OF THIS ORDINANCE TO THE COUNTY ENGINEER FOR THE APPROPRIATE CHANGE ON THE PLANNED DEVELOPMENT PLAT.

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

Section 1: Council hereby finds the consensus of the Planning Commission when reviewing the Fields of Southpointe development project was to name all streets therein with native tree species names.

SECTION 2: Council hereby orders the change of that certain street in the Fields of Southpointe Planned Development presently designated as "Corporate Woods Lane" be changed and officially designated as "Ironwood Drive".

SECTION 3: The Clerk of Council shall prepare a certified copy of this Ordinance upon its passage and shall forward the same to the office of the County Engineer, requesting that the appropriate change of said street name be entered upon the Planned Development plat, and appropriate records.

SECTION 4: 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)

bayer becker

Where Creativity Meets Functionality

Civil Engineers | Transportation Engineers | Landscape Architects | Planners | Land Surveyors

March 21, 2016

Mr. Sam Perry, AICP
Planner
City of Oxford
101 East High Street
Oxford, Ohio 45056

Re: Corporate Woods Lane
Street Name Change Request

Dear Mr. Perry:

On behalf of Trinitas Development LLC, we request that Corporate Woods Lane be changed to Ironwood Drive.

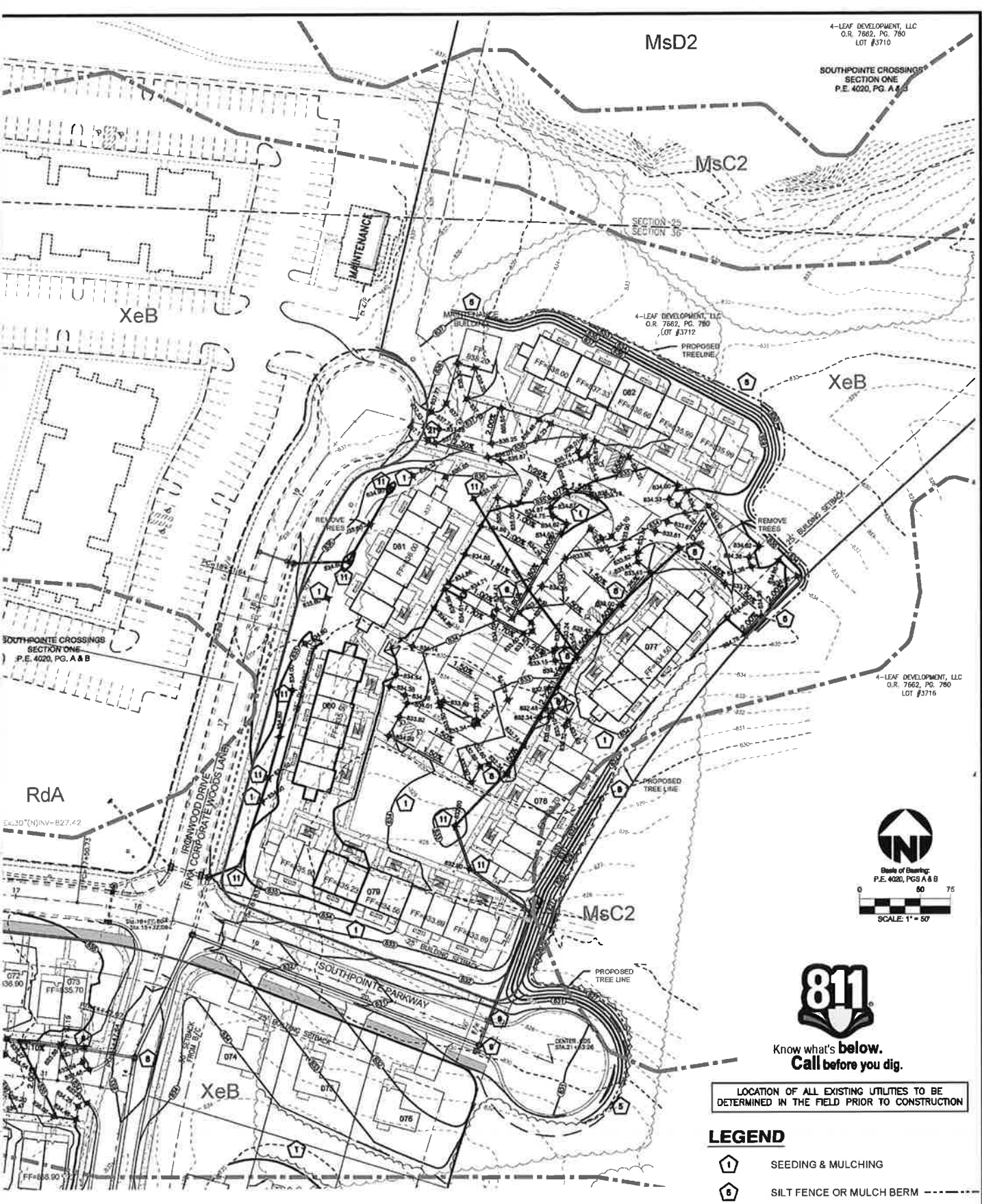
Please place this item on the next available City Council meeting agenda.

Should you have any questions, or need any additional information, please do not hesitate to contact us.

Sincerely,

Etta M. Reed, PE

Cc: Damian VanMatre, Trinitas Ventures LLC



811
Know what's **below.**
Call before you dig.

LOCATION OF ALL EXISTING UTILITIES TO BE DETERMINED IN THE FIELD PRIOR TO CONSTRUCTION

LEGEND

1	SEEDING & MULCHING
5	SILT FENCE OR MULCH BERM
8	DANDY BAG (OR APPROVED EQUAL)
9	DANDY CURB BAG (OR APPROVED EQUAL)
11	INLET PROTECTION
21	CONSTRUCTION ENTRANCE
FF	FINISHED FLOOR ELEVATION
100YR E.S.R.	EMERGENCY STORM ROUTE

THE FIELDS AT SOUTHPOINTE
FINAL DEVELOPMENT PLAN
LOTS 3710, 3712, 3714 & 3715 SOUTHPOINTE CROSSINGS
CITY OF OXFORD
BUTLER COUNTY, OHIO

GRADING & EROSION CONTROL PLAN

Item	Revision Description	Date	Drwn.	Chk

bayer becker
www.bayerbecker.com
110 S. College Avenue, Suite 101
Oxford, OH 45056

Drawing: 14D018-000 CD
Drawn by: GJK
Checked By:
Issue Date: 11-25-15
Sheet: C7.1

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CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: April 19, 2016

Service Department
Originating Department

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

April 8, 2016
Date Prepared

Agenda Title:	Environmental Commission Meeting of April 6, 2016

Recommendation:	For Review and Consideration

Discussion:
Environmental Commission members present at the Wednesday, April 6, 2016 meeting were: Chair, Mr. Wright Gwyn; Vice-Chair, Mr. Vince Hand; Planning Commission Representative, Mr. Robert Bell; Mr. Ted Wong, Mr. Kevin Armitage, and Ms. Madeline Maurer. A quorum was present. City Council Representative, Mayor Kate Rousmaniere had previously informed the Commission that she would be unable to attend this meeting.

The minutes from the March 2, 2016 Environmental Commission meeting were unanimously approved as presented.

Vice-Chair Hand had attended the April 5, 2016 City Council meeting and reported that a proposed expansion of designated bicycle lanes was discussed. The locations being considered were the entire length of Wells Mill Drive and McGuffey Avenue, as well as a portion of Millville-Oxford Road (U.S. Route 27) from East Chestnut Street to University Park Boulevard. An Oxford resident that owns property on McGuffey Avenue voiced concern about the loss of curbside vehicular parking due to the introduction of the bicycle lanes. City Council opted to table the proposed expansion of the bicycle lanes to allow for additional options to be considered. Mr. Bell subsequently informed the Commission that the Planning Commission's Transportation Subcommittee had met earlier in the day on Wednesday, April 6, 2016 where alternatives for the elimination of curbside parking along McGuffey Drive were considered. The Transportation Subcommittee is considering retention of curbside parking along one direction of travel on McGuffey Drive, with a designated bicycling lane along the driver's side of the parking lane, reduction of both vehicular traffic lanes to 11 feet wide (12 feet wide is the current Oxford minimum), and a designated bicycle lane curbside in the other travel direction.

Vice–Chair Hand also stated that the City Council was considering the development of residential lots by Oxford in the Western Knolls area. Vice-Chair Hand suggested that it might be appropriate to incorporate elements of conservation development into Oxford's design as an example of ecologically sound development. Mr. Bell was not aware if the Planning Commission had any pending development plans for the Western Knolls area.

Mr. Bell informed the Commission that the Planning Commission has been tasked with investigation of how to encourage re-development of parcels within the Mile Square for new student housing, particularly the areas in close proximity to Miami University's campus. With this in mind, the work that the Environ-

(Continued)

Approved By:		Initial	Date
	Department Head:	MBD	4/13/16
	City Manager:	DRE	4/15/16

mental Commission had been undertaking regarding suggested revision to Oxford's ordinances concerning planned developments would likely not be acted upon by the Planning Commission in the near future. Also, the Planning Commission had received a preliminary, conceptual design for single-family residential development plan extending Country Club Drive and connecting with Olde Farm Road.

Chair Gwyn provided an edited copy of a letter that the City of Forest Park had sent to several Ohio state government representatives regarding Ohio's decision to suspend expansion of the renewable and energy efficiency standards. The edited copy incorporated references to Governor Kasich's comments during the recent presidential debates. Commissioners voted on a Resolution endorsing the Mayor's signature and submittal of the letter to the Ohio state officials referenced in the letter. The Resolution passed with five in favor, one opposed, and no abstentions.

Chair Gwyn had recently received an advertisement for electrical aggregation in the mail. Chair Gwyn suggested that public outreach and education might be appropriate, reminding Oxford citizens that the community already had an electrical aggregation program in place, that an option for 100% renewable electrical generation was present, and that the program was doing well. Possible methods of delivering the public outreach and education materials were discussed. Staff informed Commissioners that the postage for the pending printed annual drinking water Consumer Confidence Report to all utility accounts was over $1,000, and available space on the City's monthly utility bills was very limited. Commissioners indicated that electronic distribution would be the preferred, affordable method(s) of distribution. Vice-Chair Hand indicated he would contact the League of Women Voters regarding the outreach/education, as the League had been active in instituting Oxford's electrical aggregation program in the first place.

Staff updated Commissioners on upcoming events. The Earth Day "EarthFest" activities are scheduled for Saturday, April 16, 2016 in the Uptown Memorial Park from 10:00 A.M. until 1:00 P.M. The Environmental Commission is sponsoring a table of handout information at the event and Staff is schedule to manage the table during the event. The Tree City USA Awards program is scheduled for 10:00 A.M. until 2:00 P.M. in West Carrollton, Ohio on Friday, April 22, 2016. This is Oxford's 20th consecutive year achieving the Tree City USA status. A tree is to be planted at the Oxford Community Park in observation of Arbor Day on Friday, April 29, 2016 at 11:30 A.M. Following the Arbor Day tree planting, a ceremony in recognition of the two trees sponsored in the past year as part of the Memorial Tree Plaque program will start at 12:00 noon at the Oxford Community Park. Commissioners were invited to attend these events.

The Commissioners concluded discussion at 8:25 p.m. The next scheduled meeting of the Environmental Commission is on Wednesday, May 4, 2016 at 7:00 p.m., in the Municipal Building's Second Floor Conference Room.

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting Of: April 19, 2016

Account Code No. #:

Budgeted Amount:

Community Development
Originating Department

Sam Perry
Prepared By

April 13, 2016
Date Prepared

HAPC MEETING REPORT – April 6, 2016

Old Business
HAPC-2016-03, 12 S. Beech Street, Wall Mural, **Tom Uhl Applicant**

This was a follow-up to a pre-application discussion in December 2015. The owner of Stella's Restaurant requested approval to install a wall mural on the north-facing wall that is currently blank. The owner and artist made revisions and provided additional information based upon the December feedback from HAPC. The Commission discussed the revisions with the applicant. The Commission voted 4-0 to approve the Certificate of Appropriateness with the condition that the lighting details be reviewed administratively.

Correspondence and Announcements
May, National Preservation Month, activities were discussed.

A copy of the Section 106 Review of the Lawrence A. Williams Airport Hangar at Miami University Airport, was provided.

New Planning Commission representative, Peter McCarthy, was in attendance and discussed Planning Commission work projects that may overlap with HAPC expertise.

Historic Marker Applications are being accepted through May.

Next regular meeting is May 4, 2016 at 6:00 p.m.

Department Head: JHC / 4/13/16
City Attorney: /
City Manager: DRE / 4/15/16

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: April 19, 2016

Service Department
Originating Department

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

April, 11 2016
Date Prepared

Agenda Title: Environmental Commission Resolution of Support

Recommendation: For Review and Consideration

Discussion:

During the regularly scheduled meeting of the Environmental Commission on April 6, 2016, a quorum was present including: Chair, Mr. Wright Gwyn; Vice-Chair, Mr. Vince Hand; Planning Commission Representative, Mr. Robert Bell; Mr. Ted Wong, Mr. Kevin Armitage, and Ms. Madeline Maurer. City Council Representative, Mayor Kate Rousmaniere had previously informed the Commission that she would be unable to attend this meeting.

Over the last several meetings, Commissioners had been preparing a letter of endorsement for the Mayor's signature, regarding Ohio's renewable and energy efficiency standards.

Commissioners voted on a motion endorsing the Mayor's signature and submittal of the letter to the Ohio state officials referenced in the letter. The motion passed with five in favor, one opposed, and no abstentions. Although not present at the April 6, 2016 Environmental Commission meeting, Mayor Rousmaniere had indicated her support of the motion in correspondence with the Commission.

Approved By:

	Initial	Date
Department Head:	MBD	4/13/16
City Manager:	DRE	4/15/16

RESOLUTION NO.

A RESOLUTION SUPPORTING A REQUEST BY THE OXFORD, OHIO, ENVIRONMENTAL COMMISSION TO SUBMIT A LETTER TO THE OHIO GOVERNOR, SENATE AND HOUSE OF REPRESENTATIVES TO RECONSIDER THEIR OPPOSITION TO THE "CLEAN POWER PLAN"AND TO ACTIVELY PURSUE THE DEVELOPMENT OF RENEWABLE ENERGY.

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

SECTION 1: A request to Oxford City Council was made by the Environmental Commission to submit a letter in support of renewable energy development to State Officials as set forth in Exhibit "A" attached hereto.

SECTION 2: A State "freeze" on further renewable energy development is not in the City's or the State's best interest both fiscally and environmentally.

SECTION 3: The City of Oxford, Ohio, supports renewable energy development through a Municipal Electric Aggregation Program and 99.4% of the City's enrolled residents and businesses purchase their electric energy generated from wind farms.

SECTION 4: The Mayor of the City of Oxford, Ohio, is hereby authorized to sign and submit the letter attached hereto as Exhibit "A" to State officials

SECTION 5: 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: OXFORD ENVIRONMENTAL COMMISSION

EXHIBIT "A"

April 5, 2016

The Honorable John Kasich
Office of the Governor
77 S. High Street
30th Floor
Columbus, Ohio 43215

The Honorable Keith Faber
Ohio Senate
1 Capitol Square
2nd Floor
Columbus, Ohio 43215

The Honorable Cliff Rosenberger
Ohio House of Representatives
77 S. High Street
14th Floor
Columbus, Ohio 43215

RE: Clean Power Plan

Dear Governor Kasich, President Faber and Speaker Rosenberger:

This year will be a turning point for Ohio's economy. As state leaders, you will be forced to deal with two significant energy issues that will define our econonmy for years to come: the federal carbon regulations, also known as the Clean Power Plan, and the freeze on Ohio's renewable and energy efficiency standards.

Though Ohio is challenging the Clean Power Plan, many legal experts agree that it is, in reality, an exercise in futility. They believe the Clean Power Plan is going to move forward and states are going to have to plan to reduce carbon emissions by 32 percent by 2030. This is an achievable plan that can be accomplished in a number of ways. States with smart economic and sustainable energy policies are increasingly adding clean energy as a means to cut carbon and create jobs.

However, Ohio's renewable standards are currently in the deep freeze. As you know, the Ohio Legislature voted in 2014 to freeze the standards, which were set to move us to 25 percent clean energy by 2025 (currently 2.5%) and reduce consumption 22.5 percent by 2025, and establish a study committee to provide recommendations on changes to the standards. Many hoped the committee would return with changes that would "fine tune" and improve these standards. Instead, in 2015, the Energy Mandates Study Committee chose to extend the freeze indefinitely. Media across the state, the business community, and Chambers of Commerce sharply criticized this action.

This action is contrary to Governor Kasich's recent statement (*Cincinnati Enquirer*, Feb. 21, 2016) recognizing that "human beings affect the climate" and "we need to develop all of the renewables." It also contradicts his statements supporting renewable energy development made during several of his presidential debates. This action is leading Ohio in the opposite direction of at least 40 states that have either initiated steps to meet the goals of the Clean Power Plan or announced their support for it. For example, California, a major manufacturing and agricultural competitor of Ohio, has set ambitious goals:

- 50 percent clean energy by 2030 and
- 80 percent reduction in greenhouse-gas emissions by 2050.

Our neighboring states have also established renewable energy standards and are actively pursuing them.

- Pennsylvania – 18 percent clean energy by 2021
- Indiana – 10 percent clean energy by 2025
- Virginia – 15 percent clean energy by 2025
- Illinois – 25 percent clean energy by 2026

As one can see, Ohio has the potential to fall behind other states in its pursuit of developing economic opportunities. Without renewable energy and energy efficiency standards, we'll be forced to cut our carbon emissions elsewhere in order to stay in compliance with the Clean Power Plan. This could very easily cost Ohio jobs, impact our public health, and slow our economy, all of which would put our state at a competitive disadvantage.

Communities throughout Ohio are working hard to help the state meet these renewable standards. Whether it is constructing new LEED Certified buildings, retrofitting existing buildings with increased insulation and more energy efficient lighting and HVAC systems, or developing/passing energy aggregation legislation utilizing wind and solar as part of their energy network, Ohio communities are extending a hand in helping the state reach these important goals. Oxford has recently joined the effort by passing electric aggregation legislation that resulted in over 99% of its households choosing renewable wind energy for their electrical power.

Ohio communities are doing their part in reaching the goals set within the Clean Power Plan; we implore you to do yours. We ask that Ohio re-activate the standards set forth in the Clean Power Plan and actively pursue innovative solutions in developing smart economic growth and sustainable energy policies. It would be a shame to watch from a distance as our neighboring states benefit from our lack of vision.

Respectfully,

Kate Rousmaniere, Mayor

C: Council
City Manager

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to City Manager

Finance
Originating Department

Council Meeting Of : 4/5/2016

Account Code No. : see below

Budgeted Amount :

Joe Newlin
Prepared By

3/30/2016
Date Prepared

Agenda Title: **2016 Supplemental Budget #3**

Recommendation: **Approve**

Issue 1
To make adjustment to account for the request from the Coalition for a Healthy Community request received March 9th for a $1,000 donation for the 2016.

Action Needed:

Revenue Side

N/A

Expense Side

General Fund (110)	1,000.00	Appropriation from unencumbered balance for donation to Coalition for a Healthy Community
Net Effect on Fund Balance/(s) Increase/(Decrease)	(1,000.00)	

Issue 2
To make adjustment to account for Collins Run Rd Improvements & Chestnut St. Signalization for construction in 2017. In the 2017 budget $331,800 payment from the Ohio Public Works Commission will be budgeted to make the true cost to the City of $88,200.

Revenue Side

Capital Improvement (141)	331,800.00	Advance from General Fund
General Fund (110)	331,800.00	Repayment of advance from Capital Improvement Fund

Expense Side

General Fund (110)	331,800.00	Appropriation of advance to Capital Improvement Fund from unencumbered balance
Capital Improvement (141)	420,000.00	Appropriation of Collins Run Rd Improvements & Chestnut St. Signalization from unencumbered balance
Capital Improvement (141)	331,800.00	Appropriation of advance to Capital Improvement Fund from unencumbered balance
Net Effect on Fund Balance/(s) Increase/(Decrease)	(420,000.00)	

Issue 3
To make adjustment to account for the preliminary subdivision plat for the Western Knolls property from Bayer Becker for a price not to exceed $32,320.

Action Needed:

Revenue Side

N/A

Expense Side

General Fund (110)	32,320.00	Appropriation from unencumbered balance for preliminary subdivision plat for the Western Knolls property
Net Effect on Fund Balance/(s)	(32,320.00)	

Increase/(Decrease)

Issue 4

To make adjustment to account for 5.0% increase in current year Capitan's salaries in Fire & EMS Fund

Action Needed:			Original Budget	Amended Budget	Budget
		Salaries & Wages	831,126	838,822	7,696
Revenue Side		Overtime	37,000	37,000	0
		Personnel Benefits	273,555	276,176	2,621
	N/A	Volunteer Recognition	3,300	3,300	0
		Total	1,144,981	1,155,298	10,317

Expense Side		
Fire & EMS Fund (418)	10,317.00	Appropriation from unencumbered balance for salary & benefit increases
Net Effect on Fund Balance/(s) Increase/(Decrease)	(10,317.00)	

Issue 5

To make adjustment to account for depletion of Flexible Spending Account due to large use at beginning of year. Many users spent most of their entire years worth of Flexible Spending Account prior to having it withheld from their paychecks.

Revenue Side		
Employee Benefits (230)	5,000.00	Advance from General Fund
General Fund (110)	5,000.00	Repayment of advance from Employee Benefit Fund
Expense Side		
General Fund (110)	5,000.00	Appropriation of advance to Employee Benefits Fund from unencumbered balance
Employee Benefits (230)	5,000.00	Appropriation to repay an advance to General Fund from unencumbered balance
Net Effect on Fund Balance/(s) Increase/(Decrease)	-	
Total Net Effect on Fund Balance/(s) Increase/(Decrease)	(463,637.00)	
Breakdown by Fund		
General Fund (110)	(33,320.00)	
Capital Improvement (141)	(420,000.00)	
Employee Benefits (230)	-	
Fire & EMS Fund (418)	(10,317.00)	
Net Effect on Fund Balance/(s) Increase/(Decrease)	(463,637.00)	

Approved By:		Initials	Date
	Department Head:		3/30/16
	City Manager:		4/1/16

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3335. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 3 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2016.

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

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

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

General Fund 110	1,000.00
Capital Improvement Fund 141	420,000.00
General Fund 110	32,320.00
General Fund 110	331,800.00
Capital Improvement Fund 141	331,800.00
Fire & EMS Fund 418	10,317.00
General Fund 110	5,000.00
Employee Benefit Fund 230	5,000.00

SECTION 3: The following advances(s) be executed:

Advance from:	
General Fund 110	331,800.00
Capital Improvement Fund 141	331,800.00
General Fund 110	5,000.00
Employee Benefit Fund 230	5,000.00
Advance to:	
Capital Improvement Fund 141	331,800.00
General Fund 110	331,800.00
Employee Benefit Fund 230	5,000.00
General Fund 110	5,000.00

SECTION 4: The following increase/(decrease)in revenues be made:

Capital Improvement Fund 141	331,800.00
General Fund 110	331,800.00
Employee Benefit Fund 230	5,000.00
General Fund 110	5,000.00

SECTION 5: In all other respects, Ordinance No. 3335 shall remain in full force and effect.

SECTION 6: This ordinance shall take effect immediately upon its adoption.

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)