

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 6/2 & 6/16

Account Code No. _____

Joe Newlin
Prepared By

Budgeted Amount: _____

5/18/15
Date Prepared

Agenda Title: Year 2016 Tax Budget submitted to the County
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Recommendation: Approve

Discussion:

This is the annual Tax Budget to be submitted for the coming year to the Butler County Tax Commission, in accordance with requirements stipulated by Ohio Revised Code. Approval by the legislative body is required by July 15th and it is due to the County by July 20th.

The tax budget required for the County is essentially a preliminary budget estimate for next year. Beginning in August we will undertake our normal detailed line-item budget analysis and preparation. We will spend approximately 3 months of intensive preparation on our detailed budget, and the final approved budget will then be submitted to the County Budget Commission to replace this preliminary estimate.

This tax budget provides our first glimpse at 2016's General Fund budget. We have prepared this budget with an approximately 0% change from the 2015 Budget except for a few items. It was prepared as follows:

General Fund Budget Analysis

	<u>2015</u>	<u>2016</u>	<u>Delta</u>
Total Revenue	12,300,209	10,493,515	(1,806,694)
Income Tax Receipts	8,511,872	8,620,131	108,259
Return of Advance from Capital Improvement Fund	944,941	-	(944,941)
Return of Advance from Oxford Area Trails	970,000	-	(970,000)
Transfer from Oxford Natural Gas Fund	12	-	(12)
Total Revenue Delta			(1,806,694)

Total Expenditures	13,466,073	10,443,515	(3,022,558)
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Income Tax Collections	289,752	294,098	4,346
Personnel Expenses	6,742,159	6,371,908	(370,251)
Transfer to Capital Equipment	174,000	462,503	288,503
Transfer to Park Debt Service	309,300	310,850	1,550
Transfer to Street	521,664	489,899	(31,765)
Transfer to Municipal Facilities	1,000,000	-	(1,000,000)
Advance to Capital Improvement	944,941	-	(944,941)
Advance to Oxford Area Trails	970,000	-	(970,000)
Total Expenditure Delta			(3,022,558)

All other revenues and expenditures remained constant.

Please keep in mind this is just a preliminary estimate.

Ohio Revised Code requires one public hearing be held, advertised at least 10 days in advance. We have advertised the public hearing for the Council meeting of June 16th.

Approved By:

Department Head:

City Manager:

Initial Date

W 5/27/15
DK 5/29/15

All Other Funds

Street: Decreased transfer from General Fund by \$31,765, decreased personnel cost by \$31,765 from 2015

State Highway Improvement: No changes from 2015

Community Development Block Grant: No changes from 2015

Community Development Block Loan: No changes from 2015

Parking Meter: No changes in revenue, decreased personnel cost by \$55,566 from 2015.

Life Squad: No changes from 2015

Affordable Housing Trust: No changes from 2015

Law Enforcement Trust: No changes from 2015

Enforcement & Education: No changes from 2015

FEMA Grant: No changes from 2015

Fire/EMS: 1.5% Income Tax Revenue increase over 2015 budgeted figure an increase of \$15,459. Expenditures decreased by \$198,741 tied to 2015 capital expenditures (\$298,741 in 2015 compared to \$100,000 for 2016)

1999 Parks Improvement Bond Debt Service: Increase in revenue and expenditures of \$1,550 to match 2016 debt service

Capital Equipment: Increase in revenue to match transfer from the General Fund of \$462,503. Expenditures increased to \$462,503 to match total transfer from the General Fund totaling in 2016

Capital Improvement: Decrease in revenue \$1,899,685 mostly attributed to decrease in advances from the General Fund and intergovernmental reimbursements. Decrease in expenditures to match total of \$445,688 transferred in for 2016

Parking Lot Improvement: No changes from 2015

Municipal Facilities Capital Improvement: Both revenue and expenditures decreased by \$1,000,000 (budgeted transfer from the General Fund for 2015)

Special Assessment: Decrease in both revenue and expenditures to match transfer from the General Fund of \$30,000

Water Bond Debt Service: No changes from 2015

Water Capital Equipment: No change in revenue. Decrease in expenditures to match transfer from the Water Fund of \$85,000

Water Operating: No change in revenue. Personnel expenditures decreased \$184,053

Water Improvement: Decrease in revenue of \$485,000 which was OPWC funding in 2015. Decrease in expenditures to match transfer from the Water Fund of \$100,000

Water Capacity Benefit NE: No change in revenue. Expenditures decreased \$133,333 which was the amount transferred in 2014 to the Water Improvement Fund

Water Capacity Benefit NW: No changes from 2015

Water Capacity Benefit SE: No changes from 2015

Water Capacity Benefit SW: No changes from 2015

Sewer Capital Equipment: No changes from 2015

Waste Water Operating: No change in revenue. Personnel expenditures decreased \$118,994

Sewer Improvement: Decrease in revenues and expenditures to match transfer from the Sewer Fund of \$200,000 and \$453 in special assessment revenue

Sewer Capacity Benefit NE: No changes from 2015

Sewer Capacity Benefit NW: No changes from 2015

Sewer Capacity Benefit SE: No changes from 2015

Sewer Capacity Benefit SW: No changes from 2015

Refuse: No change in revenue. Personnel expenditures decreased \$3,234 and debt payments decreased \$149,922 (debt paid off in 2015)

Storm Water Utility: No changes from 2015

Landfill Post-Closure: No changes from 2015

Internal Service: No changes from 2014

Employee Benefits: No changes from 2015

Board of Building Standards: No changes from 2015

Hotel Tax Agency: No changes from 2015

Oxford Natural Gas Refund Agency: This fund will no longer be budgeted for. Zero balance

ORDINANCE NO.

ORDINANCE AUTHORIZING THE TAX BUDGET FOR THE YEAR 2016 AND
DIRECTING THAT THE SAME BE TRANSMITTED TO THE BUTLER COUNTY
AUDITOR.

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

SECTION 1: The year 2016 tax budget, attached hereto as
Attachment A for the City of Oxford is hereby adopted and the
Finance Director is directed to transmit a copy of said budget to
the Butler County Auditor.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

City or
Village of

Oxford

Butler

County, Ohio

(Date)

June 16

2015

Year

This Budget must be adopted by the Council or other legislative body on or before July 15th, and two copies must be submitted to the County Auditor on or before July 20th. **FAILURE TO COMPLY WITH SEC. 5705.28 R.C. SHALL RESULT IN LOSS OF LOCAL GOVERNMENT FUND ALLOCATION.**

To the auditor of said County:

The following Budget year beginning January 1, 2016, has been adopted by Council and is herewith submitted for the consideration of the County Budget Commission.

Signed _____

Title _____

Finance Director

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION
AND COUNTY AUDITOR'S ESTIMATED RATES

For Municipal Use		For Budget Commission Use		For County Auditor Use	
FUND (Include only those funds which are requesting general property tax revenue)	Budget Year Amount Requested of Budget Commission Inside/Outside	Budget Year Amount Approved by Budget Commission Inside 10 Mill Limitation	Budget Year Amount to be Derived From Levies Outside 10 Mill Limitation	County Auditor's estimate of Tax Rate to be Levied	
				Inside 10 Mill Limit Budget Year	Outside 10 Mill Limit Budget Year
	Column 1	Column 2	Column 3	Column 4	Column 5
GOVERNMENT FUNDS					
GENERAL FUND	979,823				
SPECIAL REVENUE FUNDS					
DEBT SERVICE FUNDS					
CAPITAL PROJECTS FUNDS					
PROPRIETARY FUNDS					
FIDUCIARY FUNDS					
AGENCY FUNDS					
TOTAL OF ALL FUNDS	979,823	0	0	0	0

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized to be Levied	Tax Year County Auditor's Estimate of Yield of Levy (Carry to Schedule A, Column 3)
GENERAL FUND: Current Expense Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C. Current Expense Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C. Current Expense Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C. Current Expense Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C. Current Expense Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C. Current Expense Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C. Current Expense Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C.		
TOTAL GENERAL FUND OUTSIDE 10 MILL LIMITATION		
SPECIAL LEVY FUNDS: Fund Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C. Fund Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C. Fund Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C. Fund Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C. Fund Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C. Fund Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C. Fund Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C. Fund Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C. Fund Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C. Fund Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C. Fund Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C. Fund Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C. Fund Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C. Fund Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C. Fund Levy authorized by voters on / / , not to exceed years. Authorized under Sect. , R.C.		

FUND NAME: GENERAL FUND
FUND TYPE/CLASSIFICATION : GOVERNMENTAL - GENERAL

EXHIBIT I - A

DESCRIPTION (1)	For 2013 Actual (2)	For 2014 Actual (3)	Current Year Estimated for 2015 (4)	Budget Year Estimated for 2016 (5)
REVENUES				
Local Taxes				
General Property Tax - Real Estate	979,862.00	991,772.00	979,823.00	979,823.00
10% Rollback & Homestead	94,258.00	93,307.00	96,777.00	96,777.00
Tangible Personal Property Tax	222.00	5.00	-	-
Municipal Income Tax	7,284,301.00	7,788,100.00	7,217,272.00	7,325,531.00
Other Local Taxes	213,770.00	220,484.00	218,000.00	218,000.00
Total Local Taxes	8,572,413.00	9,093,668.00	8,511,872.00	8,620,131.00
Intergovernmental Revenues				
State Shared Taxes and Permits	44,539.00	43,999.00	39,896.00	39,896.00
Local Government	304,828.00	298,011.00	306,799.00	306,799.00
Estate Tax	255,570.00	58,723.00	-	-
Cigarette Tax	715.00	764.00	750.00	750.00
License Tax	-	-	-	-
Liquor and Beer Permits	38,210.00	38,806.00	37,000.00	37,000.00
Gasoline Tax	-	-	-	-
Library and Local Government Support Fund	-	-	-	-
Property Tax Allocation	-	-	-	-
Other State Shared Taxes and Permits	-	-	-	-
Total State Shared Taxes and Permits	643,862.00	440,303.00	384,445.00	384,445.00
Federal Grants or Aid	17,572.00	30,375.00	12,000.00	12,000.00
State Grants or Aid	16,627.00	17,307.00	17,307.00	17,307.00
Other Grants or Aid	34,363.00	39,735.00	33,050.00	33,050.00
Total Intergovernmental Revenues	712,424.00	527,720.00	446,802.00	446,802.00
Special Assessments	-	-	-	-
Charges for Services	473,209.00	439,471.00	416,700.00	416,700.00
Fines, Licenses, and Permits	626,305.00	656,255.00	659,305.00	659,305.00
Miscellaneous	256,842.00	273,540.00	199,602.00	199,602.00
Other Financing Sources:				
Proceeds from Sale of Debt	-	-	-	-
Transfers	142,287.00	157,957.00	150,987.00	150,975.00
Advances	2,372,500.00	2,541,200.00	1,914,941.00	-
Other Sources				
TOTAL REVENUES	13,155,980.00	13,689,811.00	12,300,209.00	10,493,515.00

FUND NAME: GENERAL FUND
FUND TYPE/CLASSIFICATION : GOVERNMENTAL - GENERAL

EXHIBIT I - B

DESCRIPTION (1)	For 2013 Actual (2)	For 2014 Actual (3)	Current Year Estimated for 2015 (4)	Budget Year Estimated for 2016 (5)
EXPENDITURES				
Security of Persons and Property				
Personal Services	3,777,163.00	3,932,535.00	4,284,041.00	4,011,185.00
Travel Transportation	-	-	-	-
Contractual Services	499,755.00	560,972.00	605,739.00	605,739.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Security of Persons and Property	4,276,918.00	4,493,507.00	4,889,780.00	4,616,924.00
Public Health Services				
Personal Services	-	-	-	-
Travel Transportation	-	-	-	-
Contractual Services	133,080.00	122,530.00	122,664.00	122,664.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Public Health Services	133,080.00	122,530.00	122,664.00	122,664.00
Leisure Time Activities				
Personal Services	938,073.00	960,435.00	1,016,926.00	979,644.00
Travel Transportation	-	-	-	-
Contractual Services	380,305.00	407,174.00	420,964.00	420,964.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Leisure Time Activities	1,318,378.00	1,367,609.00	1,437,890.00	1,400,608.00
Community Environment				
Personal Services	485,427.00	495,454.00	533,195.00	505,364.00
Travel Transportation	-	-	-	-
Contractual Services	299,615.00	360,298.00	346,428.00	346,428.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Community Environment	785,042.00	855,752.00	879,623.00	851,792.00
Basic Utility Services				
Personal Services				
Travel Transportation				
Contractual Services				
Supplies and Materials				
Capital Outlay				
Total Basic Utility Services	-	-	-	-

FUND NAME: GENERAL FUND
FUND TYPE/CLASSIFICATION : GOVERNMENTAL - GENERAL

EXHIBIT I - C

DESCRIPTION (1)	For 2013 Actual (2)	For 2014 Actual (3)	Current Year Estimated for 2015 (4)	Budget Year Estimated for 2016 (5)
EXPENDITURES				
Transportation				
Personal Services	-	-	-	-
Travel Transportation	-	-	-	-
Contractual Services	-	-	-	-
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Transportation	-	-	-	-
General Government				
Personal Services	862,605.00	858,543.00	907,997.00	875,715.00
Travel Transportation	-	-	-	-
Contractual Services	905,576.00	789,532.00	801,376.00	805,722.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total General Government	1,768,181.00	1,648,075.00	1,709,373.00	1,681,437.00
Debt Service				
Redemption of Principal	-	-	-	-
Interest	-	-	-	-
Other Debt Service	-	-	-	-
Total Debt Service	-	-	-	-
Other Uses of Funds				
Transfers	3,839,288.00	2,057,003.00	2,428,802.00	1,687,090.00
Advances	1,972,500.00	2,541,200.00	1,914,941.00	-
Contingencies	-	-	83,000.00	83,000.00
Other Uses of Funds	-	-	-	-
Total Other Uses of Funds	5,811,788.00	4,598,203.00	4,426,743.00	1,770,090.00
TOTAL EXPENDITURES	14,093,387.00	13,085,676.00	13,466,073.00	10,443,515.00
Revenues over/(under) Expenditures	(937,407.00)	604,135.00	(1,165,864.00)	50,000.00
Beginning Cash Balance	7,796,147.00	6,858,740.00	7,395,797.52	6,229,933.30
Ending Cash Fund Balance	6,858,740.00	7,462,875.00	6,229,933.52	6,279,933.30
Rounding	0.45	(0.33)	(0.22)	-
Outstanding Advances to be repaid	-	-	-	-
Estimated Encumbrances (outstanding at year end)	145,069.00	67,077.15	-	-
Estimated Ending Unencumbered Fund Balance	6,713,671.45	7,395,797.52	6,229,933.30	6,279,933.30

EXHIBIT II -A

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2016	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2016
GOVERNMENTAL: SPECIAL SERVICE:							
Street	211,159.50	830,424.00	1,041,583.50	626,475.00	203,949.00	830,424.00	211,159.50
State Highway Improvement	13,110.49	20,255.00	33,365.49		20,255.00	20,255.00	13,110.49
Community Development Block Grant	51,907.80	119,000.00	170,907.80		119,000.00	119,000.00	51,907.80
Community Development Block Loan	269,030.31	77,995.00	347,025.31		160,000.00	160,000.00	187,025.31
Parking Meter	651,079.88	671,510.00	1,322,589.88	330,360.00	307,800.00	638,160.00	684,429.88
Life Squad	26,383.01	186.00	26,569.01			0.00	26,569.01
Affordable Housing Trust	5,560.25	31.00	5,591.25			0.00	5,591.25
Law Enforcement Trust	152,454.16	16,804.00	169,258.16		12,000.00	12,000.00	157,258.16
Enforcement & Education	281,928.24	109,462.00	391,390.24	45,190.00	106,043.00	151,233.00	240,157.24
FEMA Grant	0.00		0.00			0.00	0.00
Fire/EMS	1,181,255.24	1,642,297.00	2,823,552.24	1,109,362.00	486,677.00	1,596,039.00	1,227,513.24
TOTAL SPECIAL REVENUE FUNDS	2,843,868.88	3,487,964.00	6,331,832.88	2,111,387.00	1,415,724.00	3,527,111.00	2,804,721.88

EXHIBIT II - B

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2016	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2016
DEBT SERVICE FUNDS							
1999 Parks Imp. Bond Debt Service	0.00	310,850.00	310,850.00		310,850.00	310,850.00	0.00
TOTAL DEBIT SERVICE FUNDS	0.00	310,850.00	310,850.00	0.00	310,850.00	310,850.00	0.00
CAPITAL PROJECT FUNDS							
Capital Equipment	614,968.28	462,503.00	1,077,471.28		462,503.00	462,503.00	614,968.28
Capital Improvement	1,079,025.73	445,688.00	1,524,713.73		445,688.00	445,688.00	1,079,025.73
Parking Lot Improvement	63,042.15	41,553.00	104,595.15		41,553.00	41,553.00	63,042.15
Municipal Facilities Capital Improvement	0.00	0.00	0.00		0.00	0.00	0.00
Oxford Area Trails Capital Improvement Fund	0.00	0.00	0.00		0.00	0.00	0.00
TOTAL CAPITAL PROJECTS	1,757,036.16	949,744.00	2,706,780.16		949,744.00	949,744.00	1,757,036.16
Special Assessment	43,127.98	30,000.00	73,127.98		30,000.00	30,000.00	43,127.98
TOTAL SPECIAL ASSESSMENT	43,127.98	30,000.00	73,127.98	0.00	30,000.00	30,000.00	43,127.98

EXHIBIT II - C

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2016	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2016
PROPRIETARY: ENTERPRISE FUNDS							
Water Bond Debt Service	0.00	85,000.00	0.00			0.00	0.00
Water Capital Equipment	70,843.85	2,640,550.00	155,843.85		85,000.00	85,000.00	70,843.85
Water Operating	2,037,654.49	100,000.00	4,678,204.49	1,190,247.00	861,076.00	2,051,323.00	2,626,881.49
Water Improvement	1,104,384.23	647.00	1,204,384.23		100,000.00	100,000.00	1,104,384.23
Water Capacity Benefit Fund NE	149,668.82	661.00	150,315.82			0.00	150,315.82
Water Capacity Benefit Fund NW	119,179.44	1,395.00	119,840.44			0.00	119,840.44
Water Capacity Benefit Fund SE	246,805.37	879.00	248,200.37			0.00	248,200.37
Water Capacity Benefit Fund SW	158,734.07	170,000.00	159,613.07			0.00	159,613.07
Sewer Capital Equipment	144,111.92	2,914,265.00	4,762,526.74	1,395,612.00	170,000.00	3,160,578.00	144,111.92
Sewer Operating	1,848,261.74	200,453.00	1,034,873.14		1,764,966.00	200,453.00	1,601,948.74
Sewer Improvement	834,420.14	1,013.00	215,462.83			0.00	834,420.14
Sewer Capacity Benefit Fund NE	214,449.83	632.00	114,701.16			0.00	215,462.83
Sewer Capacity Benefit Fund NW	114,069.16	2,086.00	371,137.74			0.00	114,701.16
Sewer Capacity Benefit Fund SE	369,051.74	586.00	107,338.32			0.00	371,137.74
Sewer Capacity Benefit Fund SW	106,752.32	1,654,252.00	3,341,229.14	151,864.00	1,362,170.00	1,514,034.00	107,338.32
Refuse	1,686,977.14	40,000.00	58,863.59		40,000.00	40,000.00	1,827,195.14
Stormwater Utility	18,863.59	7,500.00	1,115,432.30		1,020.00	1,020.00	18,863.59
Landfill Post-Closure	1,107,932.30						1,114,412.30
TOTAL ENTERPRISE FUNDS	10,332,160.15	7,819,919.00	18,152,079.15	2,737,723.00	4,584,685.00	7,322,408.00	10,829,671.15

EXHIBIT II - D

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2016	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2016
INTERNAL SERVICE FUNDS							
Internal Service Fund	49,963.80	278,303.00	328,266.80		276,009.00	276,009.00	52,257.80
Employee Benefits Fund	220,505.45	1,643,456.00	1,863,961.45		1,641,335.00	1,641,335.00	222,626.45
TOTAL INTERNAL SERVICE FUNDS	270,469.25	1,921,759.00	2,192,228.25	0.00	1,917,344.00	1,917,344.00	274,884.25
FIDUCIARY:							
TRUST AND AGENCY FUNDS							
Board of Building Standards Fund	0.00	2,850.00	2,850.00		2,850.00	2,850.00	0.00
Hotel Tax Agency Fund	0.00	218,000.00	218,000.00		218,000.00	218,000.00	0.00
Oxford Natural Gas Refund Agency Fund	(0.00)	0.00	(0.00)		0.00	0.00	(0.00)
TOTAL TRUST AND AGENCY FUNDS	(0.00)	220,850.00	220,850.00	0.00	220,850.00	220,850.00	(0.00)
TOTAL FOR MEMORANDUM ONLY	15,246,662.42	14,741,086.00	29,987,748.42	4,849,110.00	9,429,197.00	14,278,307.00	15,709,441.42

BUDGET YEAR

[illegible]

FUND NAME: GENERAL FUND
FUND TYPE/CLASSIFICATION: GOVERNMENTAL - GENERAL
REVENUES PG 1 OF 1

DESCRIPTION	For 2013	For 2014	Adjusted	Explanation for Changes from prior year	
	Actual	Actual	Budget Year 2015	Estimate for Budget 2016	% increase over prior year budget
REVENUES					
Local Taxes					
General Property Tax - Real Estate	979,862	991,772	979,823	979,823	0.00%
10% Rollback & Homestead, Trailor	94,258	93,307	96,777	96,777	0.00%
Tangible Personal Property Tax	222	5	0	0	0.00%
Municipal Income Tax	7,284,301	7,788,100	7,217,272	7,325,531	1.50%
Other Local Taxes (Hotel tax)	213,770	220,484	218,000	218,000	0.00%
Total Local Taxes	8,572,413	9,093,668	8,511,872	8,620,131	1.27%
					108,259
Intergovernmental Revenues					
State Shared Taxes and Permits	44,539	43,999	39,896	39,896	0.00%
Local Government	304,828	298,011	306,799	306,799	0.00%
Estate Tax	255,570	58,723			0.00%
Cigarette Tax	715	764	750	750	0.00%
License Tax					
Liquor and Beer Permits	38,210	38,806	37,000	37,000	0.00%
Gasoline Tax					
Library and Local Government Support Fund					
Property Tax Allocation					
Other State Shared Taxes and Permits					
Total State Shared Taxes and Permits	643,862	440,303	384,445	384,445	0.00%
					0
Federal Grants or Aid					
Federal Grants or Aid	17,572	30,375	12,000	12,000	0.00%
State Grants or Aid					
State Grants or Aid	16,627	17,307	17,307	17,307	0.00%
Other Grants or Aid					
Other Grants or Aid	34,363	39,735	33,050	33,050	0.00%
Total Intergovernmental Revenues	68,562	87,417	62,357	62,357	0.00%
					0
Special Assessments					
Charges for Services	473,209	439,471	416,700	416,700	0.00%
Fines, Licenses, and Permits	626,305	656,255	659,305	659,305	0.00%
Miscellaneous	256,842	273,540	199,602	199,602	0.00%
Other Financing Sources:					
Proceeds from Sale of Debt					
Transfers	142,287	157,957	150,987	150,975	-0.01%
Advances	2,372,500	2,541,200	1,914,941	0	-100.00%
Other Sources					
TOTAL REVENUE	13,155,980	13,689,811	12,300,209	10,493,515	-14.69%
					(1,806,694)
TOTAL EXPENSES					
Security of Persons & Property			4,889,780	4,616,924	
Public Health & Welfare			122,664	122,664	
Leisure Time Activities			1,437,890	1,400,608	
Community Environment			879,623	851,792	
General Government			1,709,373	1,681,437	
Transfers			2,428,802	1,687,090	
Advances			1,914,941	0	
Contingency			83,000	83,000	
NET GAIN/(LOSS)			13,466,073	10,443,515	
					50,000
					(1,165,864)

FUND NAME: GENERAL FUND
FUND TYPE/CLASSIFICATION: GOVERNMENTAL - GENERAL
revision to the % increase

EXPENDITURES

Increase over PRIOR YR: 0.00% 0.000

Dept	2013 Actual			Capital Outlay	total	2014 Actual			Capital Outlay	total	2015 Estimate			Capital Outlay	total	2016 Tax Budget			Capital Outlay	total
	Personal Services	Operating				Personal Services	Operating				Personal Services	Operating				Personal Services	Operating			
Security of Persons & Property	110	2,979,793	274,996	0	3,254,789	3,104,796	328,468	0	3,433,266	3,383,892	330,080	0	3,713,972	3,166,894	330,080	0	3,496,974			
	120	34,894	32,691	0	67,585	35,512	32,491	0	68,003	37,557	38,750	0	76,307	36,222	38,750	0	74,972			
	130	39,830	12,589	0	52,420	41,018	9,048	0	50,066	49,644	14,471	0	64,115	41,838	14,471	0	56,309			
	140	722,646	102,261	0	824,907	751,207	107,107	0	858,314	812,948	140,538	0	953,486	766,231	140,538	0	906,769			
	150	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	151	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	160	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Total	3,777,163	499,755	0	4,276,918	3,932,535	560,972	0	4,493,507	4,284,041	605,739	0	4,889,780	4,011,185	605,739	0	4,616,924				
Public Health & Welfare	210	0	9,530	0	9,530	0	10,057	0	10,057	0	10,200	0	10,200	0	10,200	0	10,200			
	220	0	6,634	0	6,634	0	6,609	0	6,609	0	6,600	0	6,600	0	6,600	0	6,600			
	221	0	116,916	0	116,916	0	105,864	0	105,864	0	105,864	0	105,864	0	105,864	0	105,864			
	Total	0	133,080	0	133,080	0	122,530	0	122,530	0	122,664	0	122,664	0	122,664	0	122,664			
Leisure Time Activities	290	26,130	17,151	0	43,281	21,996	22,514	0	44,510	18,992	22,400	0	41,392	22,436	22,400	0	44,836			
	291	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	610	57,457	47,877	0	105,334	55,092	45,134	0	100,226	60,292	47,500	0	107,792	56,194	47,500	0	103,694			
	620	440,032	189,337	0	629,369	460,489	207,040	0	667,529	489,745	213,318	0	713,063	469,699	213,318	0	683,017			
	630	257,800	119,148	0	376,948	261,353	127,005	0	386,358	271,628	129,396	0	401,024	266,580	129,396	0	395,976			
	680	156,654	6,792	0	163,446	161,505	5,481	0	166,986	166,269	8,350	0	174,619	164,735	8,350	0	173,085	1,400,600		
Total	938,073	380,305	0	1,318,378	960,435	407,174	0	1,367,609	1,016,926	420,964	0	1,437,890	979,644	420,964	0	1,400,608				
Community Environment	310	324,769	19,327	0	344,096	331,446	22,030	0	353,476	361,476	25,694	0	387,170	338,075	25,694	0	363,769			
	320	63,346	235,262	0	298,608	64,825	288,550	0	353,375	68,298	269,053	0	337,351	66,122	269,053	0	335,175			
	330	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	335	0	14,000	0	14,000	0	12,600	0	12,600	0	12,600	0	12,600	0	12,600	0	12,600			
	345	0	29,105	0	29,105	0	33,133	0	33,133	0	32,500	0	32,500	0	32,500	0	32,500			
	360	97,312	1,921	0	99,233	99,183	3,985	0	103,168	103,421	6,581	0	110,002	101,167	6,581	0	107,748	851,790		
	Total	485,427	299,615	0	785,042	495,454	360,298	0	855,752	533,195	346,428	0	879,623	505,364	346,428	0	851,792			
General Government	408	0	94,549	0	94,549	0	90,833	0	90,833	0	99,643	0	99,643	0	99,643	0	99,643			
	410	191,829	7,456	0	199,285	196,637	7,962	0	204,599	205,969	9,606	0	215,575	200,570	9,606	0	210,176			
	411	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
	420	180,936	212,485	0	393,421	166,422	167,066	0	333,488	173,997	119,933	0	293,930	169,750	119,933	0	289,683			
	421	0	286,038	0	286,038	0	302,416	0	302,416	0	289,752	0	289,752	0	294,098	0	294,098			
	430	102,382	36,048	0	138,430	105,063	27,342	0	132,405	109,772	40,769	0	150,541	107,164	40,769	0	147,933			
	450	41,309	20,155	0	61,464	43,876	24,962	0	68,838	44,657	23,450	0	68,107	44,754	23,450	0	66,204			
	465	77,465	9,340	0	86,805	73,107	7,619	0	80,726	77,368	11,350	0	88,718	74,569	11,350	0	85,919			
	470	18,770	7,132	0	25,902	18,683	7,343	0	26,026	18,597	8,682	0	27,279	19,057	8,682	0	27,739			
	480	56,173	66,611	0	122,784	57,004	77,504	0	134,508	60,251	88,595	0	148,846	58,144	88,595	0	146,739			
	481	86,996	23,931	0	110,927	89,626	27,925	0	117,551	91,827	33,331	0	125,158	91,419	33,331	0	124,750			
483	0	25,558	0	25,558	0	22,386	0	22,386	0	41,225	0	41,225	0	41,225	0	41,225				
490	106,745	39,562	0	146,307	108,125	26,174	0	134,299	125,559	35,040	0	160,599	110,288	35,040	0	145,328				
500	0	76,711	0	76,711	0	0	0	0	0	0	0	0	0	0	0	0	1,681,437			
Total	862,605	905,576	0	1,768,181	858,543	799,532	0	1,648,075	907,997	801,376	0	1,709,373	875,715	805,722	0	1,681,437				
Transfers				3,839,288				2,057,003		2,057,003			2,428,802				1,687,090			
Advances				0	1,972,500			1,972,500		2,541,200			1,914,941				0			
Contingency				0	0			0		83,000			83,000				83,000			
Tot gen fund				6,063,268	8,030,119	0	14,093,387	6,246,967	6,838,709	0	13,085,676	6,742,159	6,723,914	0	13,466,073	6,371,908	4,071,607	0	10,443,515	

FUND NAME: GENERAL FUND
FUND TYPE/CLASSIFICATION: GOVERNMENTAL - GENERAL
TRANSFERS/ADVANCES PG 1 OF 1

DESCRIPTION	For 2013	For 2014	Adjusted	Estimate for
	Actual	Actual	Budget Year 2015	Budget 2016
REVENUES TRANSFERS-IN				
From Hotel Tax Fund	9,697	22,778	13,080	13,080
From Parking Fund	26,574	27,333	28,588	28,588
From Oxford Natural Gas Fund	-	-	12	-
From Water Fund	38,672	39,282	39,769	39,769
From Sewer Fund	38,672	39,282	39,769	39,769
From Capital Improvement Fund	-	-	-	-
From FEMA Fund	-	-	-	-
From Storm Water Fund	-	-	-	-
From Refuse Fund	28,672	29,282	29,769	29,769
Total Transfers In	142,287	157,957	150,987	150,975
REVENUES ADVANCES-IN				
Return of Advance from FEMA Fund	-	-	-	-
Return of Advance from Internal Service Fund	-	-	-	-
Return of Advance from Oxford Area Trails	-	-	970,000	-
Return of Advance from Capital Improvement Fund	2,372,500	2,541,200	944,941	-
Total Advances In	2,372,500	2,541,200	1,914,941	-
EXPENDITURES TRANSFERS-OUT				
To FEMA Fund	-	-	-	-
To Street Fund	433,000	492,038	521,664	489,899
To Capital Improvement Fund	335,688	1,006,015	335,688	335,688
To Capital Equipment Fund	269,400	174,000	174,000	462,503
To Municipal Facilities Fund	2,000,000	-	1,000,000	-
To Park Debt Service Fund	313,050	306,800	309,300	310,850
To Fire/EMS Fund	418,150	18,150	18,150	18,150
To Storm Water Fund	40,000	30,000	40,000	40,000
To Special Assessment Fund	30,000	30,000	30,000	30,000
To Law Enforcement Trust Fund	-	-	-	-
Total Transfers Out	3,839,288	2,057,003	2,428,802	1,687,090
EXPENDITURES ADVANCES-OUT				
To FEMA Fund	-	-	-	-
To CDBG Fund	-	-	-	-
To Capital Improvement Fund	1,972,500	2,541,200	944,941	-
To Oxford Area Trails Fund	-	-	970,000	-
Total Advances Out	1,972,500	2,541,200	1,914,941	-

CITY OF OXFORD STAFF SUMMARY REPORT

Report to City Manager		<u>Finance</u> Originating Department
Council Meeting Of :	<u>6/2/2015</u>	
Account Code No. :	<u>see below</u>	<u>Joe Newlin</u> Prepared By
Budgeted Amount :	<u></u>	<u>5/27/2015</u> Date Prepared

Agenda Title:	2015 Supplemental Budget #4
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Recommendation:	Approve
------------------------	----------------

Issue 1

To reflect proceeds from reimbursements over budgeted amount of \$75,000 and the payments for medical expenses incurred over our stop loss of \$55,000

Action Needed:

Revenue Side

Employee Benefit (230)	744,700.00	Reimbursements in excess of budgeted amount (\$75,000)
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Expense Side

Employee Benefit (230)	744,700.00	Appropriation from unencumbered balance for the medical expenses incurred
------------------------	------------	---

Net Effect on Fund Balance/(s) Increase/(Decrease)	-	
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Issue 2

To reflect additional expense associated with hiring a Police Officer for 1/2 year for training purposes due to unbudgeted retirement. Officer will then be available early in 2016 to replace vacant spot due to an advancement to cover for the retiring officer.

Action Needed:

Revenue Side

N/A

Expense Side

General (110)	53,570.00	Appropriation from unencumbered balance for personnel expenses
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Net Effect on Fund Balance/(s) Increase/(Decrease)	(53,570.00)	
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Issue 3

To reflect additional expense associated with hiring an additional Captain in the Fire & EMS Fund (8 months). Original budget had 2 Captians for the full year.

Action Needed:

Revenue Side

N/A

Expense Side

Fire & EMS (418)	29,029.00	Appropriation from unencumbered balance for personnel expenses
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Net Effect on Fund Balance(s)	(29,029.00)
Increase/(Decrease)	

Total Net Effect on Fund Balance/(s) Increase/(Decrease)	(82,599.00)
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Breakdown by Fund

Employee Benefit (230)	-
General (110)	(53,570.00)
Fire & EMS (418)	(29,029.00)

Net Effect on Fund Balance/(s)	(82,599.00)
Increase/(Decrease)	

Approved By:

Department Head:

City Manager:

Initials

Date _____

5/27/15

15/29/15

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3286. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 4 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2015.

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 revenues be made:

Employee Benefit Fund 230	744,700.00
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SECTION 3: The following increase/(decrease)in appropriations from unencumbered balances be made:

General Fund 110	53,570.00
Employee Benefit Fund 230	744,700.00
Fire & EMS Fund 418	29,029.00

SECTION 4: In all other respects, Ordinance No. 3286 shall remain in full force and effect.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

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: June 2, 2015

Robert Holzworth

Account Code #: 140.110.61104
412.110.52520

Prepared By

Budgeted Amount: \$65,546

May 27, 2015

Date Prepared

Agenda Title: Purchase of two vehicles for Division of Police

Recommendation: Approve

The 2015 budget includes \$32,773 in the Capital Equipment Fund and \$32,773 in the Enforcement and Education Fund for the purchase of two police vehicles and equipment necessary to maintain the operating integrity of the Police Department.

This resolution will authorize the City Manager to enter into a contract with Statewide Ford Lincoln for the purchase of one Ford Interceptor Utility Vehicle and one Ford Interceptor Sedan at State Contract pricing for an amount not to exceed \$65,546.

State Contract: RS901214-3

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

 5/28/2015
 5/29/15

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH STATEWIDE FORD LINCOLN FOR THE PURCHASE OF ONE (1) 2015 FORD INTERCEPTOR UTILITY VEHICLE AND ONE (1) 2015 FORD INTERCEPTOR SEDAN AND SPECIFIED OPTIONS AT STATE CONTRACT PRICING AT A COST NOT TO EXCEED \$65,520.00.

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

SECTION 1: Council hereby authorizes the Division of Police to purchase one (1) 2015 Ford Interceptor Utility vehicle and one (1) 2015 Ford Interceptor Sedan and specified options at State Contract pricing at a cost not to exceed \$65,520.00.

SECTION 2: The City Manager is hereby authorized to enter into a contract with Statewide Ford Lincoln for the purchase of one (1) 2015 Ford Interceptor Utility vehicle and one (1) Ford Interceptor Sedan and specified options at State Contract pricing at a cost not to exceed \$65,520.00.

SECTION 3: Funds have been appropriated for the purchase price authorized.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW(STAFF)

Statewide Ford Lincoln		Reference Number	Rev1 Q0218NM
1108 W. Main St.		Date	Vehicle
Van Wert, Ohio 45891		5/28/2015	Utility
		Status	Quote

Shipping

☒	Ship to Shop	☒	Build	☒	Deliver
☐	Pull From Inventory				
☐	Manufacturer Ship Direct				

Customer Information

Purchaser Name	Oxford Police Dept.
Contact Name	Lt. Tom Horvath
Mailing Address	101 E. High St.
City, State & Zip	Oxford, Ohio 45056

Contact Information

Email	thorvath@cityofoxford.org
Phone	(513) 524-5254
Fax	(513) 524-9111
Alt. Contact	

Supporting Information

Sales Rep Name	Natasha Moon
Customer PO #	
Delivery Address	
City, State & Zip	

Notes Section:

Does not include install of Radios, Radar, Computer, or Camera
no Delivery

QTY	Manufacturer	Part Number	Part Description	Unit Price	Extended Price	Cost of Options
1	Ford	K8A	Utility PI	\$24,729.00	\$ 24,729.00	
1	Ford	549	Heated Mirrors	\$ 69.00	\$ 69.00	
1	Ford		Keyed Alike (code TBD)	\$ 75.00	\$ 75.00	
1	Ford	43D	Courtesy Lamps Inoperative	\$ 50.00	\$ 50.00	
1	Ford	18W	Rear Window Switches Deleted	\$ 24.00	\$ 24.00	
1	Ford	686	Rear Door Handles & Locks Inop	\$ 35.00	\$ 35.00	
1	Ford	86P	LED Head Light Ready	\$ 135.00	\$ 135.00	
1	Ford	17T	Rear R/C Dome Lamp in Cargo Area	\$ 60.00	\$ 60.00	
1	Ford	FAK	first aid	\$ 69.00	\$ 69.00	
1	Ford	FE5	Fire Ext	\$ 79.00	\$ 79.00	
1	Whelen	SLU	Spot Light Upgrade	\$ 235.00	\$ 235.00	
1	Setina	10SUVRP	Recessed Partition (required w/ Weapon mount)	\$ -	\$ -	
1	Setina	SVW	Single Weapon Mount	\$ 725.00	\$ 725.00	
1	Setina	SWG	Window Guards	\$ 310.00	\$ 310.00	
1	Setina	12VS	Rear Partition	\$ 245.00	\$ 245.00	
1	Setina	FPBLED	Front Push Bumper W/ LEDs	\$ 429.00	\$ 429.00	
1	Setina			\$ 799.00	\$ 799.00	

Natasha Moon

Natasha@StatewideFord.com

P:

F: 866.832.4430

Statewide Ford Lincoln		Reference Number	Q0217NM
1108 W. Main St.		Date	Vehicle
Van Wert, Ohio 45891		5/28/2015	Sedan
		Status	Quote

Shipping

☒	Ship to Shop	☒	Build	☒	Deliver
☐	Pull From Inventory				
☐	Manufacturer Ship Direct				

Customer Information		Contact Information		Supporting Information	
Purchaser Name	Oxford Police Dept.	Email	thorvath@cityofoxford.org	Sales Rep Name	Natasha Moon
Contact Name	Lt. Tom Horvath	Phone	(513) 524-5254	Customer PO #	
Mailing Address	101 E. High St.	Fax	(513) 524-9111	Delivery Address	
City, State & Zip	Oxford, Ohio 45056	Alt. Contact		City, State & Zip	
Notes Section:					
Does not include install of Radios, Radar, Computer, or Camera					
no Delivery					

QTY	Manufacturer	Part Number	Part Description	Unit Price	Extended Price	Cost of Options
1	Ford	P2L	Ford Sedan	\$22,177.00	\$ 22,177.00	
1	Ford	P2M	All Wheel Drive 3.7L V6	\$ 800.00	\$ 800.00	
1	Ford		Keyed Alike (code TBD)	\$ 75.00	\$ 75.00	
1	Ford	13C	Courtesy Lamps Inoperative	\$ 65.00	\$ 65.00	
1	Ford	67D	Rear Window Switches Deleted	\$ 25.00	\$ 25.00	
1	Ford	186	Rear Door Handles & Locks Inop	\$ 35.00	\$ 35.00	
1	Ford	13P	LED Head Light Ready	\$ 150.00	\$ 150.00	
1	Ford	76R	Reverse Sensing	\$ 295.00	\$ 295.00	
1	Secure Idle	SI	Secure Idle	\$ -	\$ -	
1	Whelen	SLU	Spot Light Upgrade	\$ 235.00	\$ 235.00	
1	Ford	HLF	Head Light Flasher	\$ -	\$ -	
1	Setina	10SRP	Recessed Partition (required w/ Weapon mount)	\$ 399.00	\$ 399.00	
1	Setina	EXT2	Lower Ext. Panels	\$ -	\$ -	
1	Setina	SVW	Single Weapon Mount	\$ 725.00	\$ 725.00	
1	Setina	SWG	Window Guards	\$ 310.00	\$ 310.00	
1	Setina	FPBLED		\$ 225.00	\$ 225.00	
				\$ 799.00	\$ 799.00	

Natasha Moon

Natasha@StatewideFord.com

P:

F: 866.832.4430

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: June 2, 2015

Sam Perry
Prepared By

Account Code No. #:

May 26, 2015
Date Prepared

Budgeted Amount:

Agenda Title: Board of Zoning Appeals Meeting Report – May 20, 2015

Variance Requests (2)

BZA-2015-08: 5000 College Corner Pike, Variance Request 1141.03(b) principal entrance on a street; 1143.12(d)(4)A, glazing requirement, **Scott Webb, Applicant/Agent**

One variance request was related to the façade design requirements of the General Business District and one related to the orientation of the building entrance to the street. The property is currently vacant, being the last lot of a three-lot subdivision originally approved in 1981. The General Business District requires 60% glazing (windows) on the ground floor. This is intended to promote an inviting street presence for customers in this business district. The proposal was 40% glazing, which is 33% less than the required amount. The second variance was required because the zoning code requires that the principal entrance be oriented toward the street. The proposed building principal entrance is oriented internally, to the shared driveway, rather than to College Corner Pike (US 27N). The Board heard staff and applicant reports and deliberated on the case using the eight decision criteria. The Board found that a practical difficulty warranted the granting of the variances and therefore approved the requests with a vote of 5-0-0.

BZA-2015-09: 102 S. Locust Street El Burrito Loco, variance to Section 1143.12(c)(2)A, front yard setback, **Scott Webb, Applicant/Agent**

The proposal was to install a 14' x 40' unenclosed deck for outdoor dining which encroaches into the front yard setback of South Locust Street, a distance of fourteen feet. The existing building already encroaches by five feet, which was granted in 2003 by BZA. The proposed outdoor eating area would encroach an additional 14' resulting in a 16' front yard setback. A similar request was denied by BZA in 2010. The Board heard staff and applicant reports and deliberated on the case using the eight decision criteria. The Board found that a practical difficulty warranted the granting of the variance and therefore approved the request with a vote of 3-2-0.

Administrative Appeal (1)

BZA-2015-07: 28 W. Walnut Street, Appeal of Administrator's Decision, Floor Area Ratio, Robert Treadon, Gregory Meyer, Treadon and Associates, Petitioners

This case came about as a result of a proposed new building to be located at 28 West Walnut Street. The property owner's architect submitted a building permit application with revised plans for a new building. The application was denied by Community Development Department staff based upon non-compliance with the maximum floor area ratios for the Uptown Zoning District. This was based upon the determination that stairs are included in the buildings Floor Area Ratio (F.A.R.) calculation. The applicant chose to appeal the staff's decision based upon their interpretation of what should be included in the FAR. This deliberation was different than a variance request in that the appellant was not requesting dimensional/numerical relief from the zoning code requirements. The appellant was requesting a different interpretation of the zoning code which exempted the stairs from the FAR calculation. Their belief was that the zoning code language excluded stairs from part of the building being calculated with minimum and maximum regulations for F.A.R. The BZA heard a staff report as well as the appellant's attorney and architect's reports. The BZA considered the reports and ultimately decided that the appellant was correct. Therefore, the BZA voted 3-2 to overturn the staff's determination that the stairs should be included in the F.A.R. calculation.

Next Meeting

The next regular meeting is June 17, 2015 at 7:30 p.m.

Approved By:

Department Head:
City Attorney:
City Manager:

Initial	Date
<i>JHC</i>	5/26/15
<i>DRF</i>	5/29/15

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: June 2, 2015

Kim Newton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

May 21, 2015

Date Prepared

Agenda Title:

Report regarding the May 20, 2015 Civil Service Commission Regular Meeting.

Recommendation:

Discussion: The Civil Service Commission held a regular meeting on Wednesday, May 20, 2015. Those members present were: James Burchyett, Vice-Chair; Greg Smith; Brian Martin and Bill Brewer. Excused: Karen Martino, Chair

Donna Heck, Human Resources Director; Kim Newton, Recording Secretary and Heidi Hill, Assistant Finance Director were in attendance for the City of Oxford.

The Commission reviewed and approved merging of Finance Department Job Descriptions - Utility Collection Specialist I and II into one Utility Collections Specialist job description as well as the assessment and protocol for the Utility Collections Specialist.

The Commission also reviewed and approved the Finance Specialist job description including the assessment and protocol for the Finance Specialist position. This position will revise the title of one (1) of the two (2) current Accounting Specialist positions to better match their actual duties.

The Commission also reviewed and discussed draft revisions of their Rules and Regulations.

The next Civil Service Commission meeting is tentatively scheduled for Thursday, June 18, 2015 at 5:00 p.m.

Approved By:

Initial Date

Department Head:

City Attorney:

City Manager:

JLN 5/21/15

JRE 5/29/15

A Joint Work Session of the Oxford City Council and the Oxford Board of Zoning Appeals was called to order by Mayor, Kevin McKeehan on Tuesday, May 19, 2015 at 6:35 p.m. Council members present were, Bob Blackburn, Richard Keebler, Kate Rousmaniere, Mike Smith, Steve Snyder and Edna Southard. Chairman Brady called the BZA Work Session to order. Board of Zoning Appeals members present were Prue Dana, John Barnhart, Jack Cohen and Mike Schnipper.

Staff members present: Doug Elliott, City Manager; Jung-Han Chen, Community Development Director; Alan Kyger, Economic Development Director; John Detherage, Fire Chief; Steve McHugh, Law Director and Mary Ann Eaton, Clerk of Council.

APPROVAL OF AGENDA

Mr. Blackburn moved to approve the Agenda. Ms. Rousmaniere seconded. The motion carried 12-0-0.

PURPOSE

The purpose of the Work Session was for Council and the BZA to discuss possible changes to the composition of the BZA.

DISCUSSION

Mr. Brady advised some absences and recusals at BZA meetings raised concern with some BZA members and others as it took 3 votes to grant a variance. Mr. Brady noted the board had been able to reach decisions and he did not think changing the composition of the board from 5 electors of the City was appropriate at this time.

After discussing the options, the way in which the board was currently operating, the issue of fairness, and the composition of other boards in Ohio, the consensus was to place the matter on the agenda for the Charter Review Committee to consider in 2016.

ADJOURNMENT

Mr. Smith moved to adjourn at 7:12 p.m. Ms. Rousmaniere seconded. The motion carried 12-0-0.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: June 2, 2015

Service Department
Originating Department

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

May 14, 2015
Date Prepared

Agenda Title:	Environmental Commission Meeting of May 13, 2015
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Recommendation:	For Review and Consideration
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Discussion:

Environmental Commission members present at the Wednesday, May 13, 2015 meeting were: Chair, Mr. Wright Gwyn; Vice-Chair, Mr. Vince Hand; and City Council Representative, Ms. Kate Rousmaniere. A quorum was not present. Planning Commission Representative, Mr. Robert Bell, and Mr. Kevin Armitage had previously informed the Commission that they were unable to attend the May 13th meeting. The May Commission meeting was postponed a week due to a scheduling conflict for Mr. Gwyn.

Ms. Rousmaniere informed the Commission that City Council had declined to accept the proposed residential development (The Fields at Southpointe) along Southpointe Parkway.

Commissioners discussed revisions to the refuse and recycling residential services from the current refuse large volume to a two tiered, volume-based level of services. One level of service would stay essentially equivalent to the existing volume of refuse (300 – 350 gallons weekly). The second level of service is proposed to be refuse volume of 35-gallon or 65-gallon (customer choice), at lower monthly service charges. The potential of adjusting the monthly refuse fees to help cover the cost of increased property management enforcement (litter and vegetation maintenance were cited as examples) was also discussed. Mr. Gwyn offered to prepare a summary of this approach. The summary is intended to be provided to City Administration to gauge interest in the volume-based residential refuse service, and the potential in assisting the funding of additional property management oversight.

Staff outlined proposed revisions to the City of Oxford's Codified Ordinance Chapter 935 (Trees, Shrubs and Other Plants). During the February 2015 Environmental Commission meeting, revisions to the spacing requirements for the planting of new trees at new residential developments (Section 935.12 New Developments.) were made to conform with the specifications of Section 935.06 (Spacing.). Staff requested considering the addition of three varieties of Dutch Elm Disease-resistant Elm trees (Princeton Elm, Valley Forge Elm, and Accolade Elm) to the official Street Tree species list for large trees (Section 935.05 Street Tree Species to be Planted.). The Commissioners present indicated that these additions would be acceptable. Staff also sought direction on increasing the required distance for planting a tree by a driveway or alley (currently at 5 feet in Section 935.07 Distance and Clearances.). The Commissioners requested Staff research other municipalities to determine if there was a consensus and/or determine the range of distances other municipalities utilize.

The Commission adjourned at 8:15 p.m. The next scheduled meeting of the Environmental Commission is on Wednesday, June 3, 2015 at 7:00 p.m., in the Municipal Building's Second Floor Conference Room.

Approved By:

Department Head:
City Manager:

Initial Date

DRG 5/20/15
5/29/15