

Office of the Mayor

Proclamation

Whereas:

over the past 32 years, Jeff and Debbie MacDonald have worked tirelessly as owners of Ace Hardware and Building Supply on South College Avenue in Oxford and as advocates for the Oxford area community; and

WHEREAS, Jeff and Debbie have generously given back to the community by sponsoring the Boy Scouts, Girl Scouts, Miami Athletics and various local sports teams; and

WHEREAS, Jeff and Debbie have worked long and hard to serve the schools, students, builders, do-it-yourselfers, churches, other merchants, and many, many senior citizens; and

WHEREAS, taking customer service to another level was recognized by the Citizens of the Year selection committee in naming Jeff and Debbie MacDonald "Couple of the Years" in 2016; and

WHEREAS, Characteristically, Jeff and Debbie were the 2012 Co-Chairs of the Oxford United Way Drive and the citizens of Oxford responded overwhelmingly to their leadership campaign, raising the most funds ever for Oxford beneficiaries; and

WHEREAS, the MacDonalds are retiring from the daily store operations and are looking forward to having more time to spend with family and friends, and taking an even more active role in some of the many volunteer opportunities available in the Oxford community.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio, in honor of the retirement of Jeff and Debbie MacDonald, do hereby proclaim Saturday, July 8, 2017 to be:

"JEFF AND DEBBIE MACDONALD DAY"

in the City of Oxford and encourage community members to congratulate Jeff and Debbie and to thank them for their extraordinary efforts to improve the quality of life for so many individuals and organizations in the Oxford, Ohio area.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 16th day of June, 2017.


KATE ROUSMANIERE, MAYOR



CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott

Police

Originating Department

Council Meeting Of: June 20, 2017

John A. Jones

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

June 7, 2017

Date Prepared

Agenda Title: Resolution authorizing the City Manager to enter into an agreement with the Talawanda City School District to provide a School Resource Officer for the 2017-2018 school year.

Recommendation: Approve

Discussion: The Talawanda City School District and the Oxford Police Department have agreed to assign a police officer to the position of School Resource Officer (SRO) for the Talawanda District. The SRO would work forty (40) hours per week and the Talawanda School District agrees to reimburse the City of Oxford for forty (40) hours worked by the officer at a rate of \$24.00 per hour.

The SRO will be primarily assigned to the Talawanda Middle School and Kramer Elementary. The SRO will split duties at the Talawanda High School with the Butler County Deputy SRO. The SRO will work with the Talawanda Staff to create positive interactions with students, to implement programming, and to promote a safe haven for teaching and learning. The SRO will work to deter incidents of crime and violence to protect students, staff, and visitors at the Talawanda Schools located within the City of Oxford.

The agreement was approved by the Talawanda City School Board at the May 15, 2017 meeting.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

[Signature] 6-12-17

[Signature] 6-16-17

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE SCHOOL RESOURCE OFFICER PROGRAM AGREEMENT BETWEEN THE TALAWANDA CITY SCHOOL DISTRICT AND THE CITY OF OXFORD AND AUTHORIZING THE CITY MANAGER TO SIGN THE AGREEMENT ON BEHALF OF THE CITY.

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

SECTION 1: The City Manager and the Police Chief recommend Council authorize the City Manager to sign on behalf of the City, the proposed Agreement attached hereto as Exhibit "A" with the Talawanda City School District for the services of a "School Resource Officer". The Talawanda City School District shall reimburse the City for each hour the School Resource Officer works at a rate of \$24.00 per hour for the 2017-2018 school year not to exceed 185 days.

SECTION 2: Council hereby accepts the recommendation of the City Manager and the Police Chief and finds that the Agreement to provide a School Resource Officer in the Talawanda City School District will benefit the community and authorizes the City Manager to sign the agreement on behalf of the City.

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)

Talawanda School Resource Officer Contract

This contract is made by and between the City of Oxford Division of Police, Ohio, hereinafter referred to as "the City," and Talawanda City School District, Butler County, Ohio, hereinafter referred to as "Talawanda Schools."

WITNESSETH:

WHEREAS, the City and Talawanda Schools desire to provide, under the management and supervision of the City, a School Resource Officer for the duration of the 2017-2018 school year;

NOW THEREFORE, be it agreed by and between the City of Oxford, Butler County, Ohio and the Talawanda Schools, Butler County, Ohio, as follows:

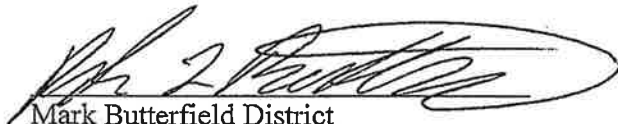
1. The City will provide a School Resource Officer ("SRO") for eight (8) hours per day, five (5) days a week, when school is in session, for the 2017-2018 school year. These hours and the SRO's days off might change as the need dictates. The SRO will patrol exclusively at the Talawanda High School, Talawanda Middle School, Kramer Elementary School, and any other school owned property located in the City of Oxford to keep the peace, protect the property and perform other necessary police functions at Talawanda Schools.
2. The City agrees to provide and pay the SRO's salary and employment benefits in accordance with the applicable labor agreements, salary schedules and employment practices of the City. The SRO shall be subject to all other personnel policies and practices of the City except as such policies or practices may have to be modified to comply with terms and conditions of this Agreement.
3. The City, in its sole discretion, shall have the power and authority to hire, assign, discharge and discipline the SRO.
4. The City shall be responsible for providing Workers Compensation, Unemployment Compensation and Police Professional Liability insurance for the SRO.
5. In the event the SRO is absent from work, the SRO shall notify both his/her supervisor with the City and the principal of the school to which the SRO is assigned. In the event the SRO is absent due to illness, injury or disability for a period in excess of ten (10) consecutive work days, the City agrees to meet with Talawanda Schools to discuss a change in this Agreement and/or assign a substitute SRO to assume and perform the duties of the SRO who is absent from work.
6. The City will provide a suitable patrol vehicle for use by the SRO and the parties agree that the assignment of any patrol vehicle will be at the sole discretion of the City.
7. Expenses of the SRO shall be borne between the agreeing parties as follows:

- a. Talawanda Schools agrees to reimburse the City for each hour the SRO works at a rate of \$24.00 per hour for the 2017-2018 school year, not to exceed 185 days. The current costs for this service are estimated at \$35,520 and shall be billed monthly beginning August 14, 2017 through May 24, 2018. Said parties invoiced shall make checks payable to the City of Oxford, and shall be mailed to the City of Oxford Finance Department, 101 E. High Street, Oxford, OH 45056. The City agrees to provide officer time sheets for hours worked at Talawanda Schools as part of the monthly invoicing process.
 - b. Any and all overtime worked by the SRO at Talawanda Schools at the request of the Talawanda Schools shall be paid by Talawanda Schools to the City in the following month. The overtime rate shall be \$35.00 per hour. The invoice for overtime will be prepared by the City and listed separately on the monthly invoice.
8. The City will, from the annual appropriation of the City, pay all expenses necessary for the operation of the SRO's contract herein, other than those expenses listed and contained in this contract, which are to be paid by Talawanda Schools.
 9. The SRO and his/her equipment will at all times be under the direct supervision of the City and subject to the rules, regulations and policies of the City, the State of Ohio and the United States Government.
 10. It is mutually agreed upon between the City and Talawanda Schools that the assigned SRO will be used to cope with the needs of Talawanda Schools regarding criminal activity and to help foster education increasing student's knowledge and respect for the law and the function of law enforcement agencies. The SRO assigned by the City and Police shall have full authority to carry out the duties as a sworn police officer at any school facility within the school district.
 11. It is mutually agreed upon between the City and Talawanda Schools that the SRO will be used most effectively to cope with the needs of Talawanda Schools regarding crime, detail, and service needed statistics.
 12. This agreement may be terminated by either party by the service of written notice of cancellation upon the other party at least thirty (30) days prior to the termination date of the contract period.

CITY:

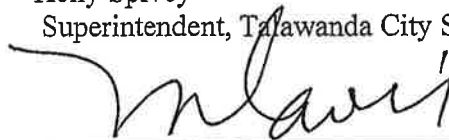
Douglas R. Elliott, Jr.
City Manager

TALAWANDA SCHOOLS:



Mark Butterfield District
President, Talawanda Board of Education

Kelly Spivey
Superintendent, Talawanda City School District

A handwritten signature in black ink, appearing to read "Mike Davis", written over a horizontal line.

Mike Davis
Treasurer, Talawanda City School District

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: June 20, 2017

Account Code #: 126.370.60011
141.720.63149

Budgeted Amount: \$95,862.00
\$11,000.00

Service Department
Originating Department

Michael B. Dreisbach, Service Director
Prepared By

June 16, 2017
Date Prepared

Agenda Title: CDBG Alley Apron and Handicap Ramp Replacements Contract

Recommendation: Approve

Discussion: The City's 2017 capital improvement budget includes \$95,862.00 in the Community Development Block Grant (CDBG) fund for the construction or repair of alleys, alley aprons, curb, gutter and sidewalk (as an encumbrance to the City of Oxford - 2016 CDBG program funds). An additional amount of \$11,000.00 will be used from the Capital Improvement account listed above to complete this required work. Staff advertised using CDBG guidelines for improvements specified on the attached Exhibit "B".

Total estimated linear feet of curb / gutter replacements: **977 feet**

Total estimated square feet of sidewalk / ramp replacements: **4,000 sq. ft.**

Total estimated square feet of alley apron replacements: **2,100 sq.ft.**

Total new handicap ramps with tactile detection mats: **41**

The City advertised for bids in the *Hamilton Journal* on June 2 and 9, 2017. Three sealed bids were opened and publicly read on June 16, 2017 with the following results:

Hendy, Inc.	\$106,789.50
R.A. Miller Construction Co.	\$119,163.00
Adleta, Inc.	\$185,574.44

The lowest and best bid for concrete improvements was provided by Hendy, Inc. in the amount of \$106,789.50. The City has contracted with Hendy, Inc. on several occasions and has been very satisfied with their work product and service.

It is Staff's recommendation that Council authorize the City Manager to enter into an agreement with Hendy, Inc. for an amount not to exceed \$106,789.50.

Approved By:

Department Head:
City Manager:

Initial Date

MBD \ 6/16/17
DRE \ 6/16/17

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH HENDY, INC. FOR THE REPLACEMENT OF CERTAIN CURB, GUTTER, SIDEWALK AND ALLEY APRONS, AND THE INSTALLATION OF NEW HANDICAP RAMPS SET FORTH ON EXHIBIT "B" ATTACHED HERETO AT A COST NOT TO EXCEED \$106,789.50.

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

SECTION 1: The City advertised for bids in the *Journal News* on June 2, 2017 and June 9, 2017. Three (3) sealed bids were opened and publicly read on June 16, 2017. The lowest bid was provided by Hendy, Inc. in the amount of \$106,789.50.

SECTION 2: The City Manager and the Service Director recommend Council accept the bid of Hendy, Inc. as the lowest and best bid for the replacement of certain curb, gutter, sidewalk and alley aprons, and the installation of new handicap ramps set forth on Exhibit "B" attached hereto at a cost not to exceed \$106,789.50.

SECTION 3: Council accepts the recommendation of the City Manager and the Service Director and accepts the bid of Hendy, Inc. for the replacement of certain curb, gutter, sidewalk and alley aprons, and the installation of new handicap ramps set forth on Exhibit "B" attached hereto at a cost not to exceed \$106,789.50.

SECTION 4: Council further authorizes the City Manager to enter into a contract with Hendy, Inc. for the replacement of certain curb, gutter, sidewalk and alley aprons, and the installation of new handicap ramps set forth on Exhibit "B" attached hereto at a cost not to exceed \$106,789.50.

SECTION 5: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

ACTING CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

2017 CDBG Alley Apron & Handicap Ramp Replacement (CDBG 16-01) - Exhibit "B"

5-31-17 EK

Location	From	To	Lin Ft.Curb Removal & Replacement	Sq ft Sidewalk Removal & Replacement with 4" concrete	Sq ft Sidewalk Removal & Replacement with 8" concrete	Alley Apron Removal & Replacement with 8" concrete	# of Detectable Warning Mats
Campus & Bern							
	NE		15	145			1
	NW		22	163			2
	SW		0	136			1
Campus & Central							
	NW		0	60			1
	SW		55	98			2
Campus & Plum							
	NW		22	54			1
	SW		9	65			1
Campus & Ardmore							
	NW		28	48			1
	SW		25	60			1
Campus & Chestnut							
	NE		0	0			0
	NW		43	90			2
	SE		0	88			1
	SW		13	27			1
Locust & Vine							
	NE		11	42			1
	SE		18	78			2
	NW		21	60			1
Locust & Sycamore							
	SE		0	136			2
Sycamore & Elm							
	NW		15	112			1
	SE		0	54			1
	SW		19	134			2
Sycamore & College							
	NE		43	280			2
	NW		25	175			2
	SE		20	198			2
	SW		23	151			2
Sycamore & Lincoln							
	NE		32	56			1
	NW		22	35			1
	SE	Catch Basin	24				
Sycamore & Beech							
	NE		22	32			1
	NW		33	133			2
	SE		28	224			1
	SW		27	196			2
Sycamore & Main							
	NW						
	SW			60			
NS Alley Btw Poplar & Campus	High St.	Walnut St. South Apron	27		100	126	
EW Alley Btw High & Walnut	Poplar	Campus East Apron	36		110	126	0
NS Alley Btw Poplar & Campus	Walnut St.	Collins St. North Apron	27		28	140	0
		South Apron	27		140	110	0
EW Alley Btw Walnut & Collins	Main	Poplar East Apron	29		110	126	0
NS Alley Btw Main & Beech	High St.	Walnut St. South Apron	49		155	144	
NS Alley Btw Main & Beech	Walnut St.	Collins St. North Apron	24		85	90	

EW Alley Btw Church & Withrow	Locust St	Elm St					
	330 W Church St	West Apron			48	60	
EW Alley Btw Withrow & Vine	Locust St	Elm St					
	223 N Locust St	West Apron	22		50	42	
NS Alley Btw College & Elm	Sycamore	Vine					
	217 W Sycamore St	North Apron	22			32	
NS Alley Btw College & Elm	Walnut	Collins					
	219 W Walnut	North Apron	25		50	84	
Parking Garage Exit (6 W Walnut)			25			138	
Old Lane Library (15 S College)			35				
550 S Locust			14	0	0	0	0
			977	3168	876	1218	41

Alternate #1

341 N Locust			35	0	0	0	0

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: June 20, 2017

Sam Perry
Prepared By

Account Code No. #:

June 15, 2017
Date Prepared

Budgeted Amount:

HAPC MEETING REPORT – June 7, 2017

OLD BUSINESS

HAPC-2017-02, 104 W. High Street, demolition and construction of a new mixed use structure (Phan Shin Building), **Scott Webb, Applicant, Agent**

A Certificate of Appropriateness (COA) was approved in January but the approval lacked some of the final details. Mr. Webb explained the reasoning for the changes/details: that balconies had to count as part of the allowed floor area ratio, that the proposed EIFS (faux stucco) would be a viewing distance from street level, that soldier courses were more appropriate than pre-cast window trim, and that the plan was still for a retractable front awning. The brick and trim colors were also determined. The Commission voted 4-0 to approve the exterior details as presented.

Pre-Application, 117 E. High Street, The Den, ATM installation, overall façade condition and improvements

This item was placed on the agenda at the verbal request of two consultants representing The Den convenience store. No one attended. The Commission requested that staff begin formal enforcement of the previously documented IIAPC and Zoning violations due to the opportunity for summer construction.

2017 COMMISSION GOALS AND OBJECTIVES

Regarding public outreach, Ms. Stryffe reported on the success of the Saturday walking tours, that 30-40 attended each weekend in May. Regarding Planning Commission collaboration, Mr. McCarthy reported that the Planning Commission was moving forward with implementing the results of the zoning study in the Mile Square area. Mr. Perry reported that there would be a work session after the regular meeting to discuss the results of the recently completed draft Uptown Historic District Inventory.

A work session will be held at 6 p.m. on June 21 and regular meeting at 6 p.m. on July 5.

Department Head:
City Attorney:
City Manager:

JHC, 6/15/17
DRF, 6/15/17

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: June 20, 2017

Jung-Han Chen

Account Code No. #:

Prepared By:

Budgeted Amount:

June 12, 2017
Date Prepared:

Resolution to authorize the City Manager to submit Ohio CMAQ (Congestion Mitigation/Air Quality) grant application to the OKI (Ohio Kentucky Indiana Council of Regional Government)

Recommendation: Approval

Discussion:

Staff is preparing grant application seeking for the Ohio CMAQ fund, slated for 2021-2023 funding cycle, to construct an additional segment of the Oxford Area Recreational Trail from US 27 to Chestnut Field. The grant application is asking for \$1.5 M with \$500,000 match requirement, for the total project cost to be around 2.0 M. The grant application deadline is June 30, 2017.

The construction of the first phase of the trail, with ODNR grant, is complete and the City had also secured additional funding for the portion from SR73 to US 27 (aka Miami Connector) from the Alternative Transportation Fund that will be let out in 2019. This funding request is to continue the effort to construct trail connecting to Chestnut Field.

Last year, the City contracted with the Environmental Design Group to provide an updated cost opinion for the remaining sections of the Oxford Area Trail. It provides realistic numbers for staff to look for potential funding sources to continue the construction of the Trail.

This portion is to continue from Pepper Park to the Tallawanda High School and go under the railroad track to provide an extension to the Chestnut Field, where the future Amtrak station has been planned for, along with the future BCRTA multi-modal facility.

The Oxford Area Trails group will explore our options to raise the required match and that we have been successful to date. If we find that we are not able to raise the required match we would walk away from the grant if it's awarded.

Again, the Staff is recommending Council's approval to submit this grant application to the OKI to consider funding this segment of the trail.

Approved By:

Department Head:

City Attorney:

City Manager:

JHC /6/12/17

DJE /6/16/17

RESOLUTION NO.

A RESOLUTION OF COUNCIL AUTHORIZING THE CITY MANAGER TO SUBMIT AN OHIO CONGESTION MITIGATION/AIR QUALITY GRANT APPLICATION REQUESTING FUNDING THROUGH THE OHIO KENTUCKY INDIANA REGIONAL COUNCIL OF GOVERNMENTS IN THE AMOUNT OF \$1,500,000.00 WITH A LOCAL MATCH OF \$500,000.00. THE OXFORD AREA TRAILS COMMITTEE SHALL EXPLORE OPTIONS TO RAISE THE REQUIRED MATCH TO CONSTRUCT AN ADDITIONAL SEGMENT OF THE OXFORD AREA TRAIL FROM US 27 TO CHESTNUT FIELDS.

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

SECTION 1: The City Manager recommends he be authorized to submit a grant application requesting funding from the Ohio Congestion Mitigation/Air Quality grant through the Ohio Kentucky Indiana Regional Council of Governments in the amount of \$1,500,000.00 with a local match of \$500,000.00. The Oxford Area Trails Committee shall explore options to raise the required match to construct another segment of the Oxford Area Trail from US 27 to Chestnut Fields.

SECTION 2: Council having determined another segment of the Oxford Area Trail would be beneficial to the City and the surrounding community, hereby supports the use of grant funds to assist with the construction of another segment of the Oxford Area Trail from US 27 to Chestnut Fields.

SECTION 3: Should the grant be awarded to the City of Oxford and the matching funds have been acquired, the City of Oxford agrees to obligate the funds required to satisfactorily complete the proposed project.

SECTION 4: Council hereby accepts the recommendation of the City Manager and further authorizes the City Manager to submit a grant application requesting funding from the Ohio Congestion Mitigation/Air Quality grant through the Ohio Kentucky Indiana Regional Council of Governments in the amount of \$1,500,000.00 with a local match of \$500,000.00. The Oxford Area Trails Committee shall explore options to raise the required match to construct an additional segment of the Oxford Area Trail from US 27 to Chestnut Fields.

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: LAW(STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott

Police

Originating Department

Council Meeting Of: June 20, 2017

John A. Jones

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

June 15, 2017

Date Prepared

Agenda Title: Resolution authorizing the City Manager and the Chief of Police to submit an application with the U.S. Department of Justice, Office of Community Oriented Policing Services for the COPS Hiring Program Grant.

Recommendation: Approve

Discussion: The Office of Community Oriented Policing Services is offering grant opportunities to hire police officers to advance public safety through community policing. The grant funds may be used to hire new police officers and/or rehire career law enforcement officers.

The grant is designed to provide up to 75% funding for approved entry-level salaries and fringe benefits of full-time officers for 36 months of grant funding up to \$125,000. The total cost of the position over 36 months is \$224,600. The City contribution over the three year period is estimated to be \$99,600. At the conclusion of the 36 months, grantees must retain all sworn officer positions awarded under the grant for a minimum of 12 months.

The police department is currently authorized to have a sworn strength of 16 police officers, which is a reduction from 19 authorized in 2011. In order to meet the needs of the Oxford community, it is the hope of the Oxford Police Division to apply and obtain this three year grant to fund one police officer position, raising the total authorized strength to 17 police officers.

Approved By:

**Department Head:
City Manager:**

Initial Date

DRE \ 6-16-17

RESOLUTION NO.

A RESOLUTION OF COUNCIL SUPPORTING THE SUBMISSION OF A GRANT APPLICATION FOR THE U.S. DEPARTMENT OF JUSTICE, OFFICE OF COMMUNITY ORIENTED POLICING SERVICES FOR THE COPS HIRING PROGRAM GRANT IN THE AMOUNT OF \$125,000.00 (\$41,666.66 PER YEAR FOR THREE YEARS) .

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

SECTION 1: Council having determined an additional City of Oxford Police Officer would be beneficial to the community supports the submission of a grant application for the U.S. Department of Justice, Office of Community Oriented Policing Services for the COPS Hiring Program grant.

SECTION 2: Council hereby authorizes the submission of a grant application to the U. S. Department of Justice, Office of Community Oriented Policing Services for the COPS Hiring Program Grant.

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)

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 6/6 & 6/20

Account Code No. _____

Joe Newlin
Prepared By

Budgeted Amount: _____

5/24/17
Date Prepared

Agenda Title: Year 2018 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 2018's General Fund budget. We have prepared this budget with an approximately 0% change from the 2017 amended Budget except for a few items. It was prepared as follows:

CJ 6-1-17

ORDINANCE NO.

ORDINANCE AUTHORIZING THE TAX BUDGET FOR THE YEAR 2018 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 2018 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: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

General Fund Budget Analysis

	<u>2017</u>	<u>2018</u>	<u>Delta</u>
Total Revenue	12,618,071	11,651,165	(966,906)
General Property Tax - Real Estate	984,722	995,656	10,934
10% Rollback & Homestead, Tractor	95,977	89,552	(6,425)
Income Tax Receipts	7,942,000	8,180,260	238,260
State Shared Taxes and Permits	4,125	-	(4,125)
Repayment of Advances	1,435,550	230,000	(1,205,550)
Total Revenue Delta			(966,906)

Total Expenditures	16,169,263	11,367,774	(4,801,489)
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Personnel Expenses (One time Employee Benefit payment)	6,850,275	6,683,083	(167,192)
Contractual Services (Law)	63,796	40,796	(23,000)
Income Tax Collections	318,839	328,404	9,565
Contractual Services (Engineering stub street payments)	56,846	36,846	(20,000)
Transfer to Park Debt Service	307,075	311,763	4,688
Transfer to Municipal Facilities	3,400,000	-	(3,400,000)
Advances to Capital Improvement, Oxford Area Trails and Capital Equipment	1,435,550	230,000	(1,205,550)
Total Expenditure Delta			(4,801,489)

All other revenues and expenditures remained constant.

See exhibit "A" for all other Funds changes.

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 20th.

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 15/24
CJR 16-1-17

Exhibit "A"

All Other Funds

Street: No changes from 2017

State Highway Improvement: No changes from 2017

Community Development Block Grant: No changes from 2017

Community Development Block Loan: No changes from 2017

Parking Meter: No changes 2017

Life Squad: No changes from 2017

Affordable Housing Trust: No changes from 2017

Law Enforcement Trust: No changes from 2017

Enforcement & Education: No changes from 2017

FEMA Grant: No changes from 2017

Fire/EMS: No changes from 2017

OVI Task Force: No changes from 2017

1999 Parks Improvement Bond Debt Service: Increase in revenue and expenditures of \$4,687.50 to match 2018 debt service

Capital Equipment: Revenue stays the same. Expenditures decreased to \$290,195 to match total transfer from the General Fund in 2018

Capital Improvement: Decrease in revenue to match transfer from the General and Parking Funds of \$495,000. Expenditures decreased to \$495,000 to match total transfer from the General and Parking Funds in 2018

Parking Lot Improvement: Revenue stays the same. Expenditures decreased to \$32,000 to match total transfer from the Parking Fund in 2018

Municipal Facilities Capital Improvement: No activity in 2018

Oxford Area Trail Capital Improvement: No activity in 2018

Special Assessment: Revenue stays the same. Expenditures decreased to \$68,602 to match the revenue.

Water Bond Debt Service: No activity in 2018

Water Capital Equipment: No change in revenue. Decrease in expenditures to match transfer from the Water Fund of \$125,478 in 2018

Water Operating: No changes from 2017

Water Improvement: Decrease in revenue to match transfer from the Water Fund of \$518,043. Expenditures decreased to \$518,043 to match total transfer from the Water Fund in 2018

Water Capacity Benefit NE: No changes from 2017

Water Capacity Benefit NW: No changes from 2017

Water Capacity Benefit SE: Revenue stays the same. Expenditures decreased to \$100,000 no transfer from the Water Improvement Fund in 2018

Water Capacity Benefit SW: No changes from 2017

Wastewater Capital Equipment: No change in revenue. Decrease in expenditures to match transfer from the Wastewater Fund of \$170,000 in 2018

Wastewater Operating: No changes from 2017

Exhibit "A" continued

Wastewater Improvement: No change in revenue. Increase in expenditures to match transfer from the Wastewater Fund of \$200,000 and Special Assessments of \$453 in 2018

Wastewater Capacity Benefit NE: No changes from 2017

Wastewater Capacity Benefit NW: No changes from 2017

Wastewater Capacity Benefit SE: Revenue stays the same. Expenditures decreased to \$100,000 no transfer from the Water Improvement Fund in 2018

Wastewater Capacity Benefit SW: No changes from 2017

Refuse: No changes from 2017

Storm Water Utility: No changes from 2017

Landfill Post-Closure: No changes from 2017

Internal Service: No changes from 2017

Employee Benefits: No changes from 2017

Board of Building Standards: No changes from 2017

Hotel Tax Agency: No changes from 2017

Oxford Natural Gas Refund Agency: No activity in 2018

City or
Village of

Oxford

Butler

County, Ohio

(Date)

June 20

2017

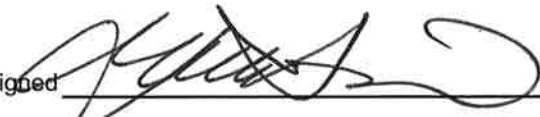
Year

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, 2018, 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	995,656				
SPECIAL REVENUE FUNDS					
DEBT SERVICE FUNDS					
CAPITAL PROJECTS FUNDS					
PROPRIETARY FUNDS					
FIDUCIARY FUNDS					
AGENCY FUNDS					
TOTAL OF ALL FUNDS	995,656	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 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

EXHIBIT I - A

FUND TYPE/CLASSIFICATION : GOVERNMENTAL - GENERAL

DESCRIPTION (1)	For 2015 Actual (2)	For 2016 Actual (3)	Current Year Estimated for 2017 (4)	Budget Year Estimated for 2018 (5)
REVENUES				
Local Taxes				
General Property Tax - Real Estate	980,624.00	995,656.00	984,722.00	995,656.00
10% Rollback & Homestead	89,861.00	89,552.00	95,977.00	89,552.00
Tangible Personal Property Tax	4.00	-	-	-
Municipal Income Tax	8,213,624.00	8,420,652.00	7,942,000.00	8,180,260.00
Other Local Taxes	226,117.00	241,855.00	230,000.00	230,000.00
Total Local Taxes	9,510,230.00	9,747,715.00	9,252,699.00	9,495,468.00
Intergovernmental Revenues				
State Shared Taxes and Permits	34,575.00	16,242.00	4,125.00	-
Local Government	325,965.00	318,564.00	325,723.00	325,723.00
Estate Tax	430.00	-	-	-
Cigarette Tax	762.00	604.00	700.00	700.00
License Tax	-	-	-	-
Liquor and Beer Permits	33,957.00	45,586.00	38,000.00	38,000.00
Gasoline Tax	-	-	-	-
Library and Local Government Support Fund	-	-	-	-
Property Tax Allocation	-	-	-	-
Other State Shared Taxes and Permits	-	-	-	-
Total State Shared Taxes and Permits	395,689.00	380,996.00	368,548.00	364,423.00
Federal Grants or Aid	19,784.00	-	-	-
State Grants or Aid	17,657.00	17,951.00	18,250.00	18,250.00
Other Grants or Aid	37,854.00	46,798.00	61,320.00	61,320.00
Total Intergovernmental Revenues	470,984.00	445,745.00	448,118.00	443,993.00
Special Assessments	-	-	-	-
Charges for Services	530,789.00	481,301.00	419,930.00	419,930.00
Fines, Licenses, and Permits	622,067.00	718,522.00	634,730.00	634,730.00
Miscellaneous	266,708.00	331,772.00	267,248.00	267,248.00
Other Financing Sources:				
Proceeds from Sale of Debt	-	-	-	-
Transfers	151,474.00	153,529.00	159,796.00	159,796.00
Advances	1,614,941.00	1,696,126.00	1,435,550.00	230,000.00
Other Sources				
TOTAL REVENUES	13,167,193.00	13,574,710.00	12,618,071.00	11,651,165.00

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

EXHIBIT I - B

DESCRIPTION (1)	For 2015 Actual (2)	For 2016 Actual (3)	Current Year Estimated for 2017 (4)	Budget Year Estimated for 2018 (5)
EXPENDITURES				
Security of Persons and Property				
Personal Services	4,030,800.00	3,715,629.00	4,254,048.61	4,155,001.00
Travel Transportation	-	-	-	-
Contractual Services	518,253.00	750,428.00	955,317.00	955,317.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Security of Persons and Property	4,549,053.00	4,466,057.00	5,209,365.61	5,110,318.00
Public Health Services				
Personal Services	-	-	-	-
Travel Transportation	-	-	-	-
Contractual Services	122,331.00	123,304.00	131,064.00	131,064.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Public Health Services	122,331.00	123,304.00	131,064.00	131,064.00
Leisure Time Activities				
Personal Services	983,817.00	948,562.00	1,028,452.15	1,005,595.00
Travel Transportation	-	-	-	-
Contractual Services	385,868.00	391,927.00	431,563.00	431,563.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Leisure Time Activities	1,369,685.00	1,340,489.00	1,460,015.15	1,437,158.00
Community Environment				
Personal Services	517,232.00	533,438.00	577,407.10	562,169.00
Travel Transportation	-	-	-	-
Contractual Services	335,077.00	409,502.00	373,400.00	373,400.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Community Environment	852,309.00	942,940.00	950,807.10	935,569.00
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 2015 Actual (2)	For 2016 Actual (3)	Current Year Estimated for 2017 (4)	Budget Year Estimated for 2018 (5)
EXPENDITURES				
Transportation				
Personal Services	-	-	-	-
Travel Transportation	-	-	-	-
Contractual Services	-	-	-	-
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Transportation	-	-	-	-
General Government				
Personal Services	930,039.00	901,829.00	990,367.52	960,318.00
Travel Transportation	-	-	-	-
Contractual Services	790,298.00	889,501.00	894,061.00	860,626.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total General Government	1,720,337.00	1,791,330.00	1,884,428.52	1,820,944.00
Debt Service				
Redemption of Principal	-	-	-	-
Interest	-	-	-	-
Other Debt Service	-	-	-	-
Total Debt Service	-	-	-	-
Other Uses of Funds				
Transfers	2,428,802.00	3,111,673.00	5,015,033.00	1,619,721.00
Advances	1,614,941.00	1,696,126.00	1,435,550.00	230,000.00
Contingencies	-	-	83,000.00	83,000.00
Other Uses of Funds	-	-	-	-
Total Other Uses of Funds	4,043,743.00	4,807,799.00	6,533,583.00	1,932,721.00
TOTAL EXPENDITURES	12,657,458.00	13,471,919.00	16,169,263.38	11,367,774.00
Revenues over/(under) Expenditures	509,735.00	102,791.00	(3,551,192.38)	283,391.00
Beginning Cash Balance	7,462,875.00	7,972,610.00	7,990,742.75	4,439,550.82
Ending Cash Fund Balance	7,972,610.00	8,075,401.00	4,439,550.37	4,722,941.82
Rounding	(0.35)	0.45	0.45	
Outstanding Advances to be repaid	-	-	-	-
Estimated Encumbrances (outstanding at year end)	104,237.51	84,658.25	-	-
Estimated Ending Unencumbered Fund Balance	7,868,372.14	7,990,743.20	4,439,550.82	4,722,941.82

EXHIBIT II -A

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2018	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2018
GOVERNMENTAL: SPECIAL SERVICE:							
Street	341,721.99	897,069.00	1,238,790.99	688,953.00	208,116.00	897,069.00	341,721.99
State Highway Improvement	17,875.32	20,424.00	38,299.32		20,200.00	20,200.00	18,099.32
Community Development Block Grant	47,916.00	119,000.00	166,916.00		119,000.00	119,000.00	47,916.00
Community Development Block Loan	338,829.71	59,285.00	398,114.71		160,000.00	160,000.00	238,114.71
Parking Meter	758,703.65	658,431.00	1,417,134.65	400,608.00	297,481.00	698,089.00	719,045.65
Life Squad	13,537.53	113.00	13,650.53			0.00	13,650.53
Affordable Housing Trust	5,671.12	48.00	5,719.12			0.00	5,719.12
Law Enforcement Trust	104,180.90	12,661.00	116,841.90		59,000.00	59,000.00	57,841.90
Enforcement & Education	159,342.90	8,457.00	167,799.90		49,403.00	49,403.00	118,396.90
FEMA Grant	0.00		0.00			0.00	0.00
Fire/EMS	1,734,469.39	1,841,677.00	3,576,146.39	1,402,067.00	691,687.00	2,093,754.00	1,482,392.39
OVI Task Force	41,826.57	224,917.00	266,743.57	58,640.00	166,277.00	224,917.00	41,826.57
TOTAL SPECIAL REVENUE FUNDS	3,564,075.08	3,842,082.00	7,406,157.08	2,550,268.00	1,771,164.00	4,321,432.00	3,084,725.08

EXHIBIT II - B

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2018	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2018
DEBT SERVICE FUNDS							
1999 Parks Imp.Bond Debt Service	0.00	311,762.50	311,762.50		311,762.50	311,762.50	0.00
TOTAL DEBIT SERVICE FUNDS	0.00	311,762.50	311,762.50	0.00	311,762.50	311,762.50	0.00
CAPITAL PROJECT FUNDS							
Capital Equipment	682,764.40	290,195.00	972,959.40		290,195.00	290,195.00	682,764.40
Capital Improvement	838,846.81	495,000.00	1,333,846.81		495,000.00	495,000.00	838,846.81
Parking Lot Improvement	60,874.25	32,000.00	92,874.25		32,000.00	32,000.00	60,874.25
Municipal Facilities Capital Improvement	477,801.27	0.00	477,801.27		0.00	0.00	477,801.27
Oxford Area Trails Capital Improvement Fund	179.63	0.00	179.63		0.00	0.00	179.63
TOTAL CAPITAL PROJECTS	2,060,466.36	817,195.00	2,877,661.36		817,195.00	817,195.00	2,060,466.36
Special Assessment							
Special Assessment	63,980.72	68,602.00	132,582.72		68,602.00	68,602.00	63,980.72
TOTAL SPECIAL ASSESSMENT	63,980.72	68,602.00	132,582.72	0.00	68,602.00	68,602.00	63,980.72

EXHIBIT II - C

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2018	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2018
PROPRIETARY: ENTERPRISE FUNDS Water Capital Equipment Water Operating Water Improvement Water Capacity Benefit Fund NE Water Capacity Benefit Fund NW Water Capacity Benefit Fund SE Water Capacity Benefit Fund SW Sewer Capital Equipment Sewer Operating Sewer Improvement Sewer Capacity Benefit Fund NE Sewer Capacity Benefit Fund NW Sewer Capacity Benefit Fund SE Sewer Capacity Benefit Fund SW Refuse Stormwater Utility Landfill Post-Closure	11,816.79 2,633,213.35 1,592,182.13 298,934.95 147,903.78 350,689.88 170,773.48 121,780.41 1,656,671.51 1,322,673.53 317,757.99 141,158.85 465,551.65 117,758.82 1,868,019.42 43,569.57 1,141,670.14	125,478.00 2,713,528.00 518,043.00 1,951.00 1,224.00 2,212.00 1,444.00 170,000.00 2,983,389.00 200,453.00 2,223.00 1,167.00 3,183.00 996.00 1,513,926.00 40,588.00 17,000.00	137,294.79 5,346,741.35 2,110,225.13 300,885.95 149,127.78 352,901.88 172,217.48 291,780.41 4,640,060.51 1,523,126.53 319,980.99 142,325.85 468,734.65 118,754.82 3,381,945.42 84,157.57 1,158,670.14	1,359,412.00 1,535,993.00 175,131.00 3,070,536.00	125,478.00 1,331,177.00 518,043.00 170,000.00 1,754,098.00 200,453.00 1,443,795.00 45,000.00 1,200.00 5,589,244.00	125,478.00 2,690,589.00 518,043.00 0.00 0.00 0.00 0.00 170,000.00 3,290,091.00 200,453.00 0.00 0.00 0.00 0.00 1,618,926.00 45,000.00 1,200.00 8,659,780.00	11,816.79 2,656,152.35 1,592,182.13 300,885.95 149,127.78 352,901.88 172,217.48 121,780.41 1,349,969.51 1,322,673.53 319,980.99 142,325.85 468,734.65 118,754.82 1,763,019.42 39,157.57 1,157,470.14 12,039,151.25
TOTAL ENTERPRISE FUNDS	12,402,126.25	8,296,805.00	20,698,931.25	3,070,536.00	5,589,244.00	8,659,780.00	12,039,151.25

EXHIBIT II - D

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2018	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2018
INTERNAL SERVICE FUNDS							
Internal Service Fund	57,063.46	267,991.00	325,054.46		265,509.00	265,509.00	59,545.46
Employee Benefits Fund	224,544.67	2,041,940.00	2,266,484.67		2,040,528.00	2,040,528.00	225,956.67
TOTAL INTERNAL SERVICE FUNDS	281,608.13	2,309,931.00	2,591,539.13	0.00	2,306,037.00	2,306,037.00	285,502.13
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	230,000.00	230,000.00		230,000.00	230,000.00	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)	232,850.00	232,850.00	0.00	232,850.00	232,850.00	(0.00)
TOTAL FOR MEMORANDUM ONLY	18,372,256.54	15,879,227.50	34,251,484.04	5,620,804.00	11,096,854.50	16,717,658.50	17,533,825.54

[illegible]

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

DESCRIPTION

REVENUES					
	For 2015 Actual	For 2016 Actual	Budget Year 2017	Estimate for Budget 2018	% increase over prior year budget
Local Taxes					
General Property Tax - Real Estate	980,624	995,656	984,722	995,656	1.11%
10% Rollback & Homestead, Trailer	89,861	89,552	95,977	89,552	-6.69%
Tangible Personal Property Tax	4				0.00%
Municipal Income Tax	8,213,624	8,420,652	7,942,000	8,180,260	3.00%
Other Local Taxes (Hotel tax)	226,117	241,855	230,000	230,000	0.00%
	9,510,230	9,747,715	9,252,699	9,495,468	2.62%
Total Local Taxes					8180260
					242,769
Intergovernmental Revenues					
State Shared Taxes and Permits	34,575	16,242	4,125		-100.00%
Local Government	325,965	318,564	325,723	325,723	0.00%
Estate Tax	430				0.00%
Cigarette Tax	762	604	700	700	0.00%
License Tax					0.00%
Liquor and Beer Permits	33,957	45,586	38,000	38,000	0.00%
Gasoline Tax					
Library and Local Government Support Fund					
Property Tax Allocation					
Other State Shared Taxes and Permits	395,689	380,996	368,548	364,423	-1.12%
Total State Shared Taxes and Permits					(4,125)
Federal Grants or Aid	19,784				
State Grants or Aid	17,657	17,951	18,250	18,250	0.00%
Other Grants or Aid	37,854	46,798	61,320	61,320	0.00%
	75,295	64,749	79,570	79,570	0.00%
Total Intergovernmental Revenues					0
					0
Special Assessments					
Charges for Services	530,789	481,301	419,930	419,930	0.00%
Fines, Licenses, and Permits	622,067	718,522	634,730	634,730	0.00%
Miscellaneous	266,708	331,772	267,248	267,248	0.00%
					0
Other Financing Sources:					
Proceeds from Sale of Debt					
Transfers	151,474	153,529	159,796	159,796	0.00%
Advances	1,614,941	1,696,126	1,435,550	230,000	-83.98%
Other Sources					
					0
					(1,205,550)
TOTAL REVENUE	13,167,193	13,574,710	12,618,071	11,651,165	-7.66%
					7,213,354
					5,110,318
					Security of Persons & Property
					131,064
					Public Health & Welfare
					1,437,158
					Leisure Time Activities
					935,569
					Community Environment
					1,820,944
					General Government
					1,619,721
					Transfers
					230,000
					Advances
					83,000
					Contingency
					11,367,774
TOTAL EXPENSES					
					283,391
NET GAIN/(LOSS)					(3,551,192)

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

Increase over PRIOR YR: 0.00% 0.000
revision to the % increase

Dept	2015 Actual			2016 Actual			2017 Estimate			2018 Tax Budget					
	Personal Services	Operating	Capital Outlay	Personal Services	Operating	Capital Outlay	Personal Services	Operating	Capital Outlay	Personal Services	Operating	Capital Outlay			
Security of Persons & Property	110	3,199,570	300,245	0	3,499,815	632,554	0	4,310,644	827,558	0	5,041,038	827,558	0		
	120	37,139	36,833	0	73,972	31,467	0	69,006	39,274	0	79,843	39,274	0		
	130	36,344	7,930	0	44,274	0	0	0	0	0	0	0	0		
	140	757,747	88,965	0	846,732	0	0	0	0	0	0	0	0		
	170	0	84,260	0	84,260	0	0	86,407	4,466,057	0	88,485	5,209,366	0		
	Total	4,030,800	518,253	0	4,549,053	750,428	0	4,466,057	4,254,049	955,317	0	5,209,366	4,155,001	955,317	
	5,110,318														
Public Health & Welfare	210	0	9,925	0	9,925	0	0	9,870	0	0	15,000	0	0		
	220	0	6,542	0	6,542	0	0	6,570	0	0	6,600	0	0		
	221	0	105,864	0	105,864	0	0	106,864	123,304	0	131,064	0	0		
	Total	0	122,331	0	122,331	0	0	123,304	0	0	131,064	0	0		
Leisure Time Activities	290	16,141	22,203	0	38,344	16,662	0	26,880	23,500	0	34,906	23,500	0		
	610	44,038	44,760	0	88,798	59,527	0	104,880	48,750	0	108,323	48,750	0		
	620	477,673	204,578	0	682,251	613,675	0	828,366	226,714	0	897,970	226,714	0		
	630	278,267	107,768	0	386,035	286,142	0	380,363	132,599	0	418,856	132,599	0		
	680	167,698	6,559	0	174,257	0	0	1,340,489	0	0	0	0	0		
	Total	983,817	385,868	0	1,369,685	948,562	0	1,340,489	1,028,452	431,563	0	1,460,015	1,005,595	431,563	
	1,437,158														
Community Environment	310	345,818	25,271	0	371,089	23,032	0	371,992	384,580	27,531	0	412,111	375,437	27,531	
	320	66,957	260,163	0	327,120	68,320	0	406,639	74,353	296,053	0	370,406	296,053	0	
	335	0	12,600	0	12,600	0	0	12,600	0	10,000	0	10,000	0	0	
	345	0	33,524	0	33,524	0	0	32,122	0	32,500	0	32,500	0	0	
Total	360	104,457	3,519	0	107,976	116,158	0	119,587	118,475	7,316	0	125,791	115,427	7,316	
	517,232	335,077	0	852,309	533,438	409,302	0	942,940	577,407	373,400	0	950,807	562,169	373,400	
	935,569														
	0														
General Government	408	0	89,623	0	89,623	0	0	97,674	0	108,444	0	108,444	0	0	
	410	220,969	7,118	0	228,087	187,435	6,656	0	194,091	216,043	9,688	0	225,731	210,862	9,688
	420	182,486	95,834	0	278,320	162,400	158,362	0	320,762	169,873	112,952	0	282,825	164,083	112,952
	421	0	364,942	0	364,942	0	0	349,294	0	318,839	0	318,839	0	328,404	
	430	109,048	39,987	0	149,035	109,618	52,997	0	162,615	115,645	63,796	0	179,441	112,597	40,796
	450	62,955	41,833	0	104,788	84,460	40,903	0	125,363	88,345	29,874	0	118,219	86,212	29,874
	465	75,935	7,793	0	83,728	76,862	3,961	0	80,823	82,458	11,350	0	93,808	79,410	11,350
	470	18,392	7,930	0	26,322	18,141	7,942	0	26,083	18,485	10,275	0	28,760	18,485	10,275
	480	58,251	67,790	0	126,041	60,228	84,747	0	144,975	66,351	97,170	0	163,521	63,303	97,170
	481	90,753	28,264	0	119,017	90,085	27,503	0	117,588	99,050	33,489	0	132,539	95,393	33,489
	483	0	20,850	0	20,850	0	0	0	23,415	0	41,338	0	41,338	0	41,338
	490	111,250	18,334	0	129,584	112,600	36,047	0	148,647	134,118	56,946	0	190,964	129,973	36,946
	Total	930,039	790,298	0	1,720,337	901,829	889,501	0	1,791,330	990,368	894,061	0	1,884,429	960,318	860,626
1,820,944															
Transfers	2,428,802	2,428,802	0	2,428,802	3,111,673	3,111,673	0	3,111,673	5,015,033	5,015,033	0	1,619,721	1,619,721	0	
	Advances	0	1,614,941	0	1,614,941	1,696,126	0	1,696,126	1,435,550	1,435,550	0	230,000	230,000	0	
	Contingency	0	0	0	0	0	0	0	83,000	83,000	0	83,000	83,000	0	
of gen fund	6,461,888	6,195,570	0	12,657,456	6,099,458	7,372,461	0	13,471,919	9,318,988	9,318,988	0	11,367,774	6,683,083	4,684,691	

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

DESCRIPTION	For 2015 Actual	For 2016 Actual	Adjusted Budget Year 2017	Estimate for Budget 2018
REVENUES TRANSFERS-IN				
From Hotel Tax Fund	13,567	14,511	13,800	13,800
From Parking Fund	28,588	29,015	29,711	29,711
From Oxford Natural Gas Fund	12	-	-	-
From Water Fund	39,769	40,001	42,095	42,095
From Sewer Fund	39,769	40,001	42,095	42,095
From Capital Improvement Fund	-	-	-	-
From FEMA Fund	-	-	-	-
From Storm Water Fund	-	-	-	-
From Refuse Fund	29,769	30,001	32,095	32,095
Total Transfers In	151,474	153,529	159,796	159,796
REVENUES ADVANCES-IN				
Return of Advance from Capital Equipment Fund	-	-	16,000	-
Return of Advance from Capital Improvement Fund	944,941	331,800	521,550	-
Return of Advance from Oxford Area Trails	670,000	668,000	668,000	-
Return of Advance from Employee Benefit Fund	-	247,000	5,000	5,000
Return of Advance from OVI Task Force Fund	-	449,326	225,000	225,000
Total Advances In	1,614,941	1,696,126	1,435,550	230,000
EXPENDITURES TRANSFERS-OUT				
To FEMA Fund	-	-	-	-
To Street Fund	521,664	530,604	544,613	544,613
To Capital Equipment Fund	174,000	267,069	290,195	290,195
To Capital Improvement Fund	335,688	385,000	385,000	385,000
To Municipal Facilities Fund	1,000,000	1,500,000	3,400,000	-
To Oxford Area Trail Fund	-	30,000	-	-
To Park Debt Service Fund	309,300	310,850	307,075	311,763
To Storm Water Fund	40,000	40,000	40,000	40,000
To Special Assessment Fund	30,000	30,000	30,000	30,000
To Fire/EMS Fund	18,150	18,150	18,150	18,150
Total Transfers Out	2,428,802	3,111,673	5,015,033	1,619,721
EXPENDITURES ADVANCES-OUT				
To Capital Equipment Fund	-	-	16,000	-
To Capital Improvement Fund	944,941	331,800	521,550	-
To Oxford Area Trails Fund	670,000	668,000	668,000	-
To Employee Benefit Fund	-	247,000	5,000	5,000
To OVI Task Force Grant Fund	-	449,326	225,000	225,000
Total Advances Out	1,614,941	1,696,126	1,435,550	230,000

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 6/6 & 6/20

Account Code No. _____

Joe Newlin
Prepared By

Budgeted Amount: _____

5/24/17
Date Prepared

Agenda Title: Year 2018 Tax Budget submitted to the County
--

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 2018's General Fund budget. We have prepared this budget with an approximately 0% change from the 2017 amended Budget except for a few items. It was prepared as follows:

CJ 6-1-17

ORDINANCE NO.

ORDINANCE AUTHORIZING THE TAX BUDGET FOR THE YEAR 2018 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 2018 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: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

General Fund Budget Analysis

	<u>2017</u>	<u>2018</u>	<u>Delta</u>
Total Revenue	12,618,071	11,651,165	(966,906)
General Property Tax - Real Estate	984,722	995,656	10,934
10% Rollback & Homestead, Tractor	95,977	89,552	(6,425)
Income Tax Receipts	7,942,000	8,180,260	238,260
State Shared Taxes and Permits	4,125	-	(4,125)
Repayment of Advances	1,435,550	230,000	(1,205,550)
Total Revenue Delta			(966,906)

Total Expenditures	16,169,263	11,367,774	(4,801,489)
---------------------------	------------	------------	-------------

Personnel Expenses (One time Employee Benefit payment)	6,850,275	6,683,083	(167,192)
Contractual Services (Law)	63,796	40,796	(23,000)
Income Tax Collections	318,839	328,404	9,565
Contractual Services (Engineering stub street payments)	56,846	36,846	(20,000)
Transfer to Park Debt Service	307,075	311,763	4,688
Transfer to Municipal Facilities	3,400,000	-	(3,400,000)
Advances to Capital Improvement, Oxford Area Trails and Capital Equipment	1,435,550	230,000	(1,205,550)
Total Expenditure Delta			(4,801,489)

All other revenues and expenditures remained constant.

See exhibit "A" for all other Funds changes.

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 20th.

Approved By:

Department Head:

City Manager:

Initial Date

[Signature] 15/24
CJR 16-1-17

Exhibit "A"

All Other Funds

Street: No changes from 2017

State Highway Improvement: No changes from 2017

Community Development Block Grant: No changes from 2017

Community Development Block Loan: No changes from 2017

Parking Meter: No changes 2017

Life Squad: No changes from 2017

Affordable Housing Trust: No changes from 2017

Law Enforcement Trust: No changes from 2017

Enforcement & Education: No changes from 2017

FEMA Grant: No changes from 2017

Fire/EMS: No changes from 2017

OVI Task Force: No changes from 2017

1999 Parks Improvement Bond Debt Service: Increase in revenue and expenditures of \$4,687.50 to match 2018 debt service

Capital Equipment: Revenue stays the same. Expenditures decreased to \$290,195 to match total transfer from the General Fund in 2018

Capital Improvement: Decrease in revenue to match transfer from the General and Parking Funds of \$495,000. Expenditures decreased to \$495,000 to match total transfer from the General and Parking Funds in 2018

Parking Lot Improvement: Revenue stays the same. Expenditures decreased to \$32,000 to match total transfer from the Parking Fund in 2018

Municipal Facilities Capital Improvement: No activity in 2018

Oxford Area Trail Capital Improvement: No activity in 2018

Special Assessment: Revenue stays the same. Expenditures decreased to \$68,602 to match the revenue.

Water Bond Debt Service: No activity in 2018

Water Capital Equipment: No change in revenue. Decrease in expenditures to match transfer from the Water Fund of \$125,478 in 2018

Water Operating: No changes from 2017

Water Improvement: Decrease in revenue to match transfer from the Water Fund of \$518,043. Expenditures decreased to \$518,043 to match total transfer from the Water Fund in 2018

Water Capacity Benefit NE: No changes from 2017

Water Capacity Benefit NW: No changes from 2017

Water Capacity Benefit SE: Revenue stays the same. Expenditures decreased to \$100,000 no transfer from the Water Improvement Fund in 2018

Water Capacity Benefit SW: No changes from 2017

Wastewater Capital Equipment: No change in revenue. Decrease in expenditures to match transfer from the Wastewater Fund of \$170,000 in 2018

Wastewater Operating: No changes from 2017

Exhibit "A" continued

Wastewater Improvement: No change in revenue. Increase in expenditures to match transfer from the Wastewater Fund of \$200,000 and Special Assessments of \$453 in 2018

Wastewater Capacity Benefit NE: No changes from 2017

Wastewater Capacity Benefit NW: No changes from 2017

Wastewater Capacity Benefit SE: Revenue stays the same. Expenditures decreased to \$100,000 no transfer from the Water Improvement Fund in 2018

Wastewater Capacity Benefit SW: No changes from 2017

Refuse: No changes from 2017

Storm Water Utility: No changes from 2017

Landfill Post-Closure: No changes from 2017

Internal Service: No changes from 2017

Employee Benefits: No changes from 2017

Board of Building Standards: No changes from 2017

Hotel Tax Agency: No changes from 2017

Oxford Natural Gas Refund Agency: No activity in 2018

City or
Village of

Oxford

Butler

County, Ohio

(Date)

June 20

2017

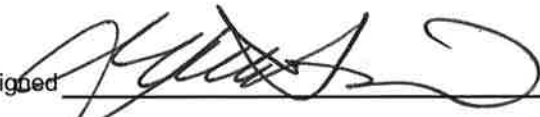
Year

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, 2018, 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	995,656				
SPECIAL REVENUE FUNDS					
DEBT SERVICE FUNDS					
CAPITAL PROJECTS FUNDS					
PROPRIETARY FUNDS					
FIDUCIARY FUNDS					
AGENCY FUNDS					
TOTAL OF ALL FUNDS	995,656	0	0	0	0

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES[illegible]

FUND NAME: GENERAL FUND

EXHIBIT I - A

FUND TYPE/CLASSIFICATION : GOVERNMENTAL - GENERAL

DESCRIPTION (1)	For 2015 Actual (2)	For 2016 Actual (3)	Current Year Estimated for 2017 (4)	Budget Year Estimated for 2018 (5)
REVENUES				
Local Taxes				
General Property Tax - Real Estate	980,624.00	995,656.00	984,722.00	995,656.00
10% Rollback & Homestead	89,861.00	89,552.00	95,977.00	89,552.00
Tangible Personal Property Tax	4.00	-	-	-
Municipal Income Tax	8,213,624.00	8,420,652.00	7,942,000.00	8,180,260.00
Other Local Taxes	226,117.00	241,855.00	230,000.00	230,000.00
Total Local Taxes	9,510,230.00	9,747,715.00	9,252,699.00	9,495,468.00
Intergovernmental Revenues				
State Shared Taxes and Permits	34,575.00	16,242.00	4,125.00	-
Local Government	325,965.00	318,564.00	325,723.00	325,723.00
Estate Tax	430.00	-	-	-
Cigarette Tax	762.00	604.00	700.00	700.00
License Tax	-	-	-	-
Liquor and Beer Permits	33,957.00	45,586.00	38,000.00	38,000.00
Gasoline Tax	-	-	-	-
Library and Local Government Support Fund	-	-	-	-
Property Tax Allocation	-	-	-	-
Other State Shared Taxes and Permits	-	-	-	-
Total State Shared Taxes and Permits	395,689.00	380,996.00	368,548.00	364,423.00
Federal Grants or Aid	19,784.00	-	-	-
State Grants or Aid	17,657.00	17,951.00	18,250.00	18,250.00
Other Grants or Aid	37,854.00	46,798.00	61,320.00	61,320.00
Total Intergovernmental Revenues	470,984.00	445,745.00	448,118.00	443,993.00
Special Assessments	-	-	-	-
Charges for Services	530,789.00	481,301.00	419,930.00	419,930.00
Fines, Licenses, and Permits	622,067.00	718,522.00	634,730.00	634,730.00
Miscellaneous	266,708.00	331,772.00	267,248.00	267,248.00
Other Financing Sources:				
Proceeds from Sale of Debt	-	-	-	-
Transfers	151,474.00	153,529.00	159,796.00	159,796.00
Advances	1,614,941.00	1,696,126.00	1,435,550.00	230,000.00
Other Sources				
TOTAL REVENUES	13,167,193.00	13,574,710.00	12,618,071.00	11,651,165.00

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

EXHIBIT I - B

DESCRIPTION (1)	For 2015 Actual (2)	For 2016 Actual (3)	Current Year Estimated for 2017 (4)	Budget Year Estimated for 2018 (5)
EXPENDITURES				
Security of Persons and Property				
Personal Services	4,030,800.00	3,715,629.00	4,254,048.61	4,155,001.00
Travel Transportation	-	-	-	-
Contractual Services	518,253.00	750,428.00	955,317.00	955,317.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Security of Persons and Property	4,549,053.00	4,466,057.00	5,209,365.61	5,110,318.00
Public Health Services				
Personal Services	-	-	-	-
Travel Transportation	-	-	-	-
Contractual Services	122,331.00	123,304.00	131,064.00	131,064.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Public Health Services	122,331.00	123,304.00	131,064.00	131,064.00
Leisure Time Activities				
Personal Services	983,817.00	948,562.00	1,028,452.15	1,005,595.00
Travel Transportation	-	-	-	-
Contractual Services	385,868.00	391,927.00	431,563.00	431,563.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Leisure Time Activities	1,369,685.00	1,340,489.00	1,460,015.15	1,437,158.00
Community Environment				
Personal Services	517,232.00	533,438.00	577,407.10	562,169.00
Travel Transportation	-	-	-	-
Contractual Services	335,077.00	409,502.00	373,400.00	373,400.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Community Environment	852,309.00	942,940.00	950,807.10	935,569.00
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 2015 Actual (2)	For 2016 Actual (3)	Current Year Estimated for 2017 (4)	Budget Year Estimated for 2018 (5)
EXPENDITURES				
Transportation				
Personal Services	-	-	-	-
Travel Transportation	-	-	-	-
Contractual Services	-	-	-	-
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Transportation	-	-	-	-
General Government				
Personal Services	930,039.00	901,829.00	990,367.52	960,318.00
Travel Transportation	-	-	-	-
Contractual Services	790,298.00	889,501.00	894,061.00	860,626.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total General Government	1,720,337.00	1,791,330.00	1,884,428.52	1,820,944.00
Debt Service				
Redemption of Principal	-	-	-	-
Interest	-	-	-	-
Other Debt Service	-	-	-	-
Total Debt Service	-	-	-	-
Other Uses of Funds				
Transfers	2,428,802.00	3,111,673.00	5,015,033.00	1,619,721.00
Advances	1,614,941.00	1,696,126.00	1,435,550.00	230,000.00
Contingencies	-	-	83,000.00	83,000.00
Other Uses of Funds	-	-	-	-
Total Other Uses of Funds	4,043,743.00	4,807,799.00	6,533,583.00	1,932,721.00
TOTAL EXPENDITURES	12,657,458.00	13,471,919.00	16,169,263.38	11,367,774.00
Revenues over/(under) Expenditures	509,735.00	102,791.00	(3,551,192.38)	283,391.00
Beginning Cash Balance	7,462,875.00	7,972,610.00	7,990,742.75	4,439,550.82
Ending Cash Fund Balance	7,972,610.00	8,075,401.00	4,439,550.37	4,722,941.82
Rounding	(0.35)	0.45	0.45	
Outstanding Advances to be repaid	-	-	-	-
Estimated Encumbrances (outstanding at year end)	104,237.51	84,658.25	-	-
Estimated Ending Unencumbered Fund Balance	7,868,372.14	7,990,743.20	4,439,550.82	4,722,941.82

EXHIBIT II -A

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2018	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2018
GOVERNMENTAL: SPECIAL SERVICE:							
Street	341,721.99	897,069.00	1,238,790.99	688,953.00	208,116.00	897,069.00	341,721.99
State Highway Improvement	17,875.32	20,424.00	38,299.32		20,200.00	20,200.00	18,099.32
Community Development Block Grant	47,916.00	119,000.00	166,916.00		119,000.00	119,000.00	47,916.00
Community Development Block Loan	338,829.71	59,285.00	398,114.71		160,000.00	160,000.00	238,114.71
Parking Meter	758,703.65	658,431.00	1,417,134.65	400,608.00	297,481.00	698,089.00	719,045.65
Life Squad	13,537.53	113.00	13,650.53			0.00	13,650.53
Affordable Housing Trust	5,671.12	48.00	5,719.12			0.00	5,719.12
Law Enforcement Trust	104,180.90	12,661.00	116,841.90		59,000.00	59,000.00	57,841.90
Enforcement & Education	159,342.90	8,457.00	167,799.90		49,403.00	49,403.00	118,396.90
FEMA Grant	0.00		0.00			0.00	0.00
Fire/EMS	1,734,469.39	1,841,677.00	3,576,146.39	1,402,067.00	691,687.00	2,093,754.00	1,482,392.39
OVI Task Force	41,826.57	224,917.00	266,743.57	58,640.00	166,277.00	224,917.00	41,826.57
TOTAL SPECIAL REVENUE FUNDS	3,564,075.08	3,842,082.00	7,406,157.08	2,550,268.00	1,771,164.00	4,321,432.00	3,084,725.08

EXHIBIT II - B

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2018	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2018
DEBT SERVICE FUNDS							
1999 Parks Imp.Bond Debt Service	0.00	311,762.50	311,762.50		311,762.50	311,762.50	0.00
TOTAL DEBIT SERVICE FUNDS	0.00	311,762.50	311,762.50	0.00	311,762.50	311,762.50	0.00
CAPITAL PROJECT FUNDS							
Capital Equipment	682,764.40	290,195.00	972,959.40		290,195.00	290,195.00	682,764.40
Capital Improvement	838,846.81	495,000.00	1,333,846.81		495,000.00	495,000.00	838,846.81
Parking Lot Improvement	60,874.25	32,000.00	92,874.25		32,000.00	32,000.00	60,874.25
Municipal Facilities Capital Improvement	477,801.27	0.00	477,801.27		0.00	0.00	477,801.27
Oxford Area Trails Capital Improvement Fund	179.63	0.00	179.63		0.00	0.00	179.63
TOTAL CAPITAL PROJECTS	2,060,466.36	817,195.00	2,877,661.36		817,195.00	817,195.00	2,060,466.36
Special Assessment							
Special Assessment	63,980.72	68,602.00	132,582.72		68,602.00	68,602.00	63,980.72
TOTAL SPECIAL ASSESSMENT	63,980.72	68,602.00	132,582.72	0.00	68,602.00	68,602.00	63,980.72

EXHIBIT II - C

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2018	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2018
PROPRIETARY: ENTERPRISE FUNDS							
Water Capital Equipment	11,816.79	125,478.00	137,294.79		125,478.00	125,478.00	11,816.79
Water Operating	2,633,213.35	2,713,528.00	5,346,741.35	1,359,412.00	1,331,177.00	2,690,589.00	2,656,152.35
Water Improvement	1,592,182.13	518,043.00	2,110,225.13		518,043.00	518,043.00	1,592,182.13
Water Capacity Benefit Fund NE	298,934.95	1,951.00	300,885.95			0.00	300,885.95
Water Capacity Benefit Fund NW	147,903.78	1,224.00	149,127.78			0.00	149,127.78
Water Capacity Benefit Fund SE	350,689.88	2,212.00	352,901.88			0.00	352,901.88
Water Capacity Benefit Fund SW	170,773.48	1,444.00	172,217.48			0.00	172,217.48
Sewer Capital Equipment	121,780.41	170,000.00	291,780.41		170,000.00	170,000.00	121,780.41
Sewer Operating	1,656,671.51	2,983,389.00	4,640,060.51	1,535,993.00	1,754,098.00	3,290,091.00	1,349,969.51
Sewer Improvement	1,322,673.53	200,453.00	1,523,126.53		200,453.00	200,453.00	1,322,673.53
Sewer Capacity Benefit Fund NE	317,757.99	2,223.00	319,980.99			0.00	319,980.99
Sewer Capacity Benefit Fund NW	141,158.85	1,167.00	142,325.85			0.00	142,325.85
Sewer Capacity Benefit Fund SE	465,551.65	3,183.00	468,734.65			0.00	468,734.65
Sewer Capacity Benefit Fund SW	117,758.82	996.00	118,754.82			0.00	118,754.82
Refuse	1,868,019.42	1,513,926.00	3,381,945.42	175,131.00	1,443,795.00	1,618,926.00	1,763,019.42
Stormwater Utility	43,569.57	40,588.00	84,157.57		45,000.00	45,000.00	39,157.57
Landfill Post-Closure	1,141,670.14	17,000.00	1,158,670.14		1,200.00	1,200.00	1,157,470.14
TOTAL ENTERPRISE FUNDS	12,402,126.25	8,296,805.00	20,698,931.25	3,070,536.00	5,589,244.00	8,659,780.00	12,039,151.25

EXHIBIT II - D

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2018	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2018
INTERNAL SERVICE FUNDS							
Internal Service Fund	57,063.46	267,991.00	325,054.46		265,509.00	265,509.00	59,545.46
Employee Benefits Fund	224,544.67	2,041,940.00	2,266,484.67		2,040,528.00	2,040,528.00	225,956.67
TOTAL INTERNAL SERVICE FUNDS	281,608.13	2,309,931.00	2,591,539.13	0.00	2,306,037.00	2,306,037.00	285,502.13
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	230,000.00	230,000.00		230,000.00	230,000.00	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)	232,850.00	232,850.00	0.00	232,850.00	232,850.00	(0.00)
TOTAL FOR MEMORANDUM ONLY	18,372,256.54	15,879,227.50	34,251,484.04	5,620,804.00	11,096,854.50	16,717,658.50	17,533,825.54

[illegible]

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

DESCRIPTION

REVENUES					
	For 2015 Actual	For 2016 Actual	Budget Year 2017	Estimate for Budget 2018	% increase over prior year budget
Local Taxes					
General Property Tax - Real Estate	980,624	995,656	984,722	995,656	1.11%
10% Rollback & Homestead, Trailer	89,861	89,552	95,977	89,552	-6.69%
Tangible Personal Property Tax	4				0.00%
Municipal Income Tax	8,213,624	8,420,652	7,942,000	8,180,260	3.00%
Other Local Taxes (Hotel tax)	226,117	241,855	230,000	230,000	0.00%
	9,510,230	9,747,715	9,252,699	9,495,468	2.62%
Total Local Taxes					8180260
					242,769
Intergovernmental Revenues					
State Shared Taxes and Permits	34,575	16,242	4,125		-100.00%
Local Government	325,965	318,564	325,723	325,723	0.00%
Estate Tax	430				0.00%
Cigarette Tax	762	604	700	700	0.00%
License Tax					0.00%
Liquor and Beer Permits	33,957	45,586	38,000	38,000	0.00%
Gasoline Tax					
Library and Local Government Support Fund					
Property Tax Allocation					
Other State Shared Taxes and Permits	395,689	380,996	368,548	364,423	-1.12%
Total State Shared Taxes and Permits					(4,125)
Federal Grants or Aid	19,784				
State Grants or Aid	17,657	17,951	18,250	18,250	0.00%
Other Grants or Aid	37,854	46,798	61,320	61,320	0.00%
	75,295	64,749	79,570	79,570	0.00%
Total Intergovernmental Revenues					0
Special Assessments					
Charges for Services	530,789	481,301	419,930	419,930	0.00%
Fines, Licenses, and Permits	622,067	718,522	634,730	634,730	0.00%
Miscellaneous	266,708	331,772	267,248	267,248	0.00%
Other Financing Sources:					
Proceeds from Sale of Debt					
Transfers	151,474	153,529	159,796	159,796	0.00%
Advances	1,614,941	1,696,126	1,435,550	230,000	-83.98%
Other Sources					
					0
					(1,205,550)
TOTAL REVENUE	13,167,193	13,574,710	12,618,071	11,651,165	-7.66%
					7,213,354
TOTAL EXPENSES					
					5,110,318
					Security of Persons & Property
					131,064
					Public Health & Welfare
					1,437,158
					Leisure Time Activities
					935,569
					Community Environment
					1,820,944
					General Government
					1,619,721
					Transfers
					230,000
					Advances
					83,000
					Contingency
					11,367,774
TOTAL EXPENSES					
					16,169,263
NET GAIN/(LOSS)					(3,551,192)
					283,391

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

Increase over PRIOR YR: 0.00% 0.000
revision to the % increase

Dept	2015 Actual			2016 Actual			2017 Estimate			2018 Tax Budget			
	Personal Services	Operating	Capital Outlay	Personal Services	Operating	Capital Outlay	Personal Services	Operating	Capital Outlay	Personal Services	Operating	Capital Outlay	
Security of Persons & Property	110	3,199,570	300,245	0	3,493,815	0	4,310,644	0	5,041,038	0	4,943,514	0	
	120	37,139	36,833	0	73,972	0	69,006	0	79,843	0	78,319	0	
	130	36,344	7,930	0	44,274	0	40,569	39,274	0	39,045	39,274	0	
	140	757,747	88,965	0	846,732	0	0	0	0	0	0	0	
	170	0	84,260	0	84,260	0	0	0	0	0	0	0	
	Total	4,030,800	518,253	0	4,549,053	0	86,407	4,466,057	0	88,485	5,209,366	88,485	5,110,318
		4,030,800	518,253	0	4,549,053	0	86,407	4,466,057	0	88,485	5,209,366	88,485	5,110,318
Public Health & Welfare	210	0	9,925	0	9,925	0	9,870	0	15,000	0	15,000	0	
	220	0	6,542	0	6,542	0	6,570	0	6,600	0	6,600	0	
	221	0	105,864	0	105,864	0	106,864	123,304	0	109,464	131,064	0	
	Total	0	122,331	0	122,331	0	123,304	123,304	0	131,064	131,064	0	
Leisure Time Activities	290	16,141	22,203	0	38,344	0	26,880	0	34,906	0	34,906	0	
	610	44,038	44,760	0	88,798	0	104,880	11,406	108,323	11,406	108,323	0	
	620	477,673	204,578	0	682,251	0	828,366	59,573	48,750	59,573	48,750	0	
	630	278,267	107,768	0	386,035	0	214,691	671,216	226,714	665,978	226,714	0	
	680	167,698	6,559	0	174,257	0	380,363	286,257	132,599	278,638	132,599	0	
	Total	983,817	385,868	0	1,369,685	0	1,340,489	0	0	0	0	0	
		983,817	385,868	0	1,369,685	0	1,340,489	0	0	1,460,015	0	1,437,158	
Community Environment	310	345,818	25,271	0	371,089	0	1,028,452	431,563	0	1,005,595	431,563	0	
	320	66,957	260,163	0	321,120	0	384,580	27,531	0	375,437	27,531	0	
	335	0	12,600	0	12,600	0	74,353	296,053	0	71,305	296,053	0	
	345	0	33,524	0	33,524	0	0	10,000	0	0	10,000	0	
	360	104,457	3,519	0	107,976	0	0	32,500	0	0	32,500	0	
	Total	517,232	335,077	0	852,309	0	118,475	950,807	7,316	115,427	7,316	935,569	
General Government	408	0	89,623	0	89,623	0	97,674	0	108,444	0	108,444	0	
	410	220,969	7,118	0	228,087	0	194,091	216,043	0	210,862	9,688	0	
	420	182,486	95,834	0	278,320	0	320,762	169,873	0	164,083	112,952	0	
	421	0	364,942	0	364,942	0	349,294	0	318,839	0	328,404	0	
	430	109,048	39,987	0	149,035	0	162,615	115,645	0	112,597	40,796	0	
	450	62,955	41,833	0	104,788	0	125,363	88,345	0	86,212	29,874	0	
	465	75,935	7,793	0	83,728	0	80,823	82,458	0	79,410	11,350	0	
	470	18,392	7,930	0	26,322	0	26,083	18,485	0	18,485	10,275	0	
	480	58,251	67,790	0	126,041	0	144,975	66,351	0	63,521	28,760	0	
	481	90,753	28,264	0	119,017	0	117,588	97,170	0	97,170	18,485	0	
	483	0	20,850	0	20,850	0	23,415	99,050	0	33,489	33,489	0	
	490	111,250	18,334	0	129,584	0	143,415	0	0	41,338	0	0	
	500	0	0	0	0	0	148,647	134,118	0	129,973	36,946	0	
	Total	930,039	790,298	0	1,720,337	0	1,791,330	0	0	1,884,429	0	1,820,944	
Transfers		2,428,802		2,428,802		3,111,673	990,368	894,061	0	960,318	860,626	0	
	Advances	0	1,614,941	0	1,614,941	0	1,696,126	5,015,033	5,015,033	1,619,721	1,619,721	0	
	Contingency	0	0	0	0	0	0	1,435,550	1,435,550	230,000	230,000	0	
of gen fund	6,461,888	6,195,570	0	6,099,458	7,372,461	0	6,850,275	9,318,988	0	6,683,083	4,684,691	0	

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

DESCRIPTION	For 2015 Actual	For 2016 Actual	Adjusted Budget Year 2017	Estimate for Budget 2018
REVENUES TRANSFERS-IN				
From Hotel Tax Fund	13,567	14,511	13,800	13,800
From Parking Fund	28,588	29,015	29,711	29,711
From Oxford Natural Gas Fund	12	-	-	-
From Water Fund	39,769	40,001	42,095	42,095
From Sewer Fund	39,769	40,001	42,095	42,095
From Capital Improvement Fund	-	-	-	-
From FEMA Fund	-	-	-	-
From Storm Water Fund	-	-	-	-
From Refuse Fund	29,769	30,001	32,095	32,095
Total Transfers In	151,474	153,529	159,796	159,796
REVENUES ADVANCES-IN				
Return of Advance from Capital Equipment Fund	-	-	16,000	-
Return of Advance from Capital Improvement Fund	944,941	331,800	521,550	-
Return of Advance from Oxford Area Trails	670,000	668,000	668,000	-
Return of Advance from Employee Benefit Fund	-	247,000	5,000	5,000
Return of Advance from OVI Task Force Fund	-	449,326	225,000	225,000
Total Advances In	1,614,941	1,696,126	1,435,550	230,000
EXPENDITURES TRANSFERS-OUT				
To FEMA Fund	-	-	-	-
To Street Fund	521,664	530,604	544,613	544,613
To Capital Equipment Fund	174,000	267,069	290,195	290,195
To Capital Improvement Fund	335,688	385,000	385,000	385,000
To Municipal Facilities Fund	1,000,000	1,500,000	3,400,000	-
To Oxford Area Trail Fund	-	30,000	-	-
To Park Debt Service Fund	309,300	310,850	307,075	311,763
To Storm Water Fund	40,000	40,000	40,000	40,000
To Special Assessment Fund	30,000	30,000	30,000	30,000
To Fire/EMS Fund	18,150	18,150	18,150	18,150
Total Transfers Out	2,428,802	3,111,673	5,015,033	1,619,721
EXPENDITURES ADVANCES-OUT				
To Capital Equipment Fund	-	-	16,000	-
To Capital Improvement Fund	944,941	331,800	521,550	-
To Oxford Area Trails Fund	670,000	668,000	668,000	-
To Employee Benefit Fund	-	247,000	5,000	5,000
To OVI Task Force Grant Fund	-	449,326	225,000	225,000
Total Advances Out	1,614,941	1,696,126	1,435,550	230,000

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting Of: June 20, 2017

Account Code No. #: 110.408.52340 (60%);
321.816.52340 (20%); 331.836.52340 (20%)

Budgeted Amount: \$74,800

City Manager

Originating Department

Kim Newton

Prepared By

May 12, 2017

Date Prepared

Agenda Title: Agreement: Information Technology Support Services with NextStep Networking.

Recommendation: Approve

Discussion:

The City's current contract with NextStep Networking expires on May 31, 2017 and we are requesting to enter into a new 3-year contract with two, one (1) year options, for an annual amount of \$54,747 for managed IT services and \$19,188 for backup disaster recovery services. At the end of each year, an audit will be conducted evaluating the number of users and systems with the following terms:

- If there is a change less than 10% either way, then the price is valid for another year;
- If the change is more than a 10% increase, then a 10% increase will be applied for the following year;
- If there is a 10% decrease, then the price will be reduced by 10%.

NextStep has been the City's long-time service provider for the City's overall computer network and have been instrumental in developing and protecting the city's IT network. Their high quality of experience and familiarity with our network has been a real asset to the City.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

_____\

_____\

DRS 6/16/17

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A THREE (3) YEAR CONTRACT WITH TWO (2), ONE (1) YEAR OPTIONS WITH NEXTSTEP NETWORKING FOR MANAGED INFORMATION TECHNOLOGY (IT) AND BACKUP DISASTER RECOVERY SERVICES AT AN ANNUAL COST OF \$73,935.00 SUBJECT TO CERTAIN TERMS AND CONDITIONS AFTER THE FIRST YEAR.

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

SECTION 1: The City Manager recommends he be authorized to enter into a three (3) year contract with two (2), one (1) year options with NextStep Networking for managed IT and backup disaster recovery services at an annual cost of \$73,935.00 subject to certain terms and conditions after the first year.

SECTION 2: Council hereby accepts the recommendation of the City Manager to enter into a three (3) year contract with two (2), one (1) year options with NextStep Networking for managed IT and backup disaster recovery services at an annual cost of \$73,935.00 subject to certain terms and conditions after the first year.

SECTION 3: The City Manager is hereby authorized to enter into a three (3) year contract with two (2), one (1) year options with Nextstep Networking for managed IT and backup disaster recovery services at an annual cost of \$73,935.00 subject to certain terms and conditions after the first year.

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)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meetings of: June 6 & 20, 2017

Account Code #: N/A

Budgeted Amount: \$ N/A

Service Department
Originating Department

Michael Dreisbach, Service Director
Prepared By

May 15, 2017
Date Prepared

Agenda Title: Acceptance of Right of Way from O'Reilly Auto Enterprises, LLC

Recommendation: Approve

Discussion:

O'Reilly Auto Enterprises, LLC will be building on new retail store on College Corner Pike (US27) at the intersection with Merry Day Drive. The City has received a right of way (ROW) dedication plat from the owners dedicating two areas as public ROW, each abutting the existing ROW for College Corner Pike (US27).

Area #1 is an area of 976.16 sq.ft. abutting the Merry Day Drive ROW and is part of City Lot 1454.

Area #2 is an area of 3,316.34 sq.ft. abutting existing US27 ROW and is part of City Lot 1457.

Staff recommends approval of an Ordinance accepting this ROW dedication plat for recording with Butler County. The dedication of these two areas will provide uninterrupted public ROW for College Corner Pike (US27) from Merry Day Drive through existing City Lots 1454-1457.

Approved By:

Department Head:

Initial Date
MBD \ 4/21/17

City Manager:

CK \ 6-1-17

ORDINANCE NO.

AN ORDINANCE ACCEPTING TWO PARCELS OF LAND FOR PERMANENT RIGHT-OF-WAY FROM PROPERTY OWNER, O'REILLY AUTO ENTERPRISES, LLC, TO PROVIDE UNINTERRUPTED PUBLIC RIGHT-OF-WAY FOR COLLEGE CORNER PIKE (US27) FROM MERRY DAY DRIVE THROUGH EXISTING CITY LOTS 1454-1457.

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 Council authorize the City Manager to accept on behalf of the City of Oxford two parcels of land for permanent right-of-way from property owner, O'Reilly Auto Enterprises, LLC, to provide uninterrupted public right-of-way for College Corner Pike (US27) from Merry Day Drive through existing City lots 1454-1457.

SECTION 2: The two parcels of land are specifically described on the attached dedication plat and shown as Exhibit 'A'.

SECTION 3: The City Manager is hereby authorized to accept the two parcels and to record on behalf of the City of Oxford the dedication plat for the permanent right-of-way granted by O'Reilly Auto Enterprises, LLC for the two parcels of land described on Exhibit "A" attached hereto.

SECTION 2: 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)

Thomas J. Neff, Jr.
Registered Surveyor No. 7965--Ohio

Date 4-3-17

ADDITIONAL RIGHT OF
WAY TO BE DEDICATED
976.16 S.F.
0.0224 ACRES

BEING A PARTITION OF CITY LOT NUMBERS
1457 AND PART OF 1454 FOR DEDICATION,
CITY OF OXFORD, BUTLER COUNTY, OHIO
MARCH 2017

DENIES AREA TO BE DEDICATED
AS RIGHT-OF-WAY WITH THIS PLAT

APPROVALS

APPROVED BY THE OXFORD PLANNING COMMISSION
THIS _____ OF _____, 20____

PLANNING COMMISSION CHAIR

COMMUNITY DEVELOPMENT DIRECTOR

of
S.F.
ACRES

O'REILLY AUTO ENTERPRISES, LLC - 5299 COLLEGE CORNER PIKE(U.S. 27)

DEDICATION PLAT

CITY OF OXFORD - COUNTY OF BUTLER - STATE OF OHIO

[illegible]

6119
83 code

City Lot No.

Page 100
of 100
Date: 10/10/2010

TRANSFERRED _____
BY: _____
AUDITOR, BUTLER CO. _____
FILED FOR RECORD _____
RECORDED _____
OFFICIAL RECORD _____
BY: _____
AUDITOR, BUTLER CO. _____
FILE _____

UNIT, OHIO DEPUTY
AT AD., 2016.
PAGES _____
FEE: DEPUTY

— AD., 2016.

Alfred P. Arnold
Hockey Public

MAURICE PASWATERS
Notary Public - Notary Seal
STATE OF MISSOURI
Greene County
My Commission Expires Jan. 17, 2004
Commission 00024777

1

INTEL
ASSOCIATES

3	3-30-
2	3-23-
REV NO	DATE

7	REVS COUNTY/ CITY OF
7	SUBMISSION TO COUNTY
	DESCRIPT

SHE
10

ITEM NO.	DESCRIPTION	QTY	UNIT	PRICE	TOTAL
01	...	...	...	...	...
02	...	...	...	...	...
03	...	...	...	...	...
04	...	...	...	...	...
05	...	...	...	...	...
06	...	...	...	...	...
07	...	...	...	...	...
08	...	...	...	...	...
09	...	...	...	...	...
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11	...	...	...	...	...
12	...	...	...	...	...
13	...	...	...	...	...
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**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: June 6, 2017

Jung-Han Chen
Prepared By:

Account Code No. #:

Budgeted Amount:

May 24, 2017
Date Prepared:

PC-2017-04, ZONING CODE MAP AMENDMENT, from GB (General Business) District & R-1MS (Single-Family Mile-Square Residential) District to an R-2MS (Single- and Two-Family Mile-Square Residential) District, **Scott Webb, Applicant**

Recommendation by the Planning Commission: Approval

Discussion:

The proposal is to amend the zoning designation to the area, generally known as the old lumber yard and associated properties from GB/R-1MS to R-2MS. This area is surrounded by a railroad track to the west, a mixture of various housing types to the east and south, and Stewart Square to the north.

The site is unique in shape; a triangular shape with two long existing paved roads connecting to Main Street. Even the site is accessible from S. College Avenue, but is considered substandard and awkward due to its geometry connecting to S. College Avenue. Vehicle accessibility from S. College Avenue is not ideal.

The applicant requested the change, so that a residential project can occur in the density that would support the overhaul of the site. The site has not been a viable commercial space and the abandoned warehouses have become a nuisance to the City as well as the Owner.

After a public hearing, the Commission felt that the request would seem to be reasonable in the context of redevelopment infill project, and the prospect of commercial activities to occur on site and the decision standards laid out in the Oxford Zoning Code and voted 7-0-0 to recommend approval of the application to City Council.

Approved by:

Department Head:

City Attorney:

City Manager:

JHC / 5/25/17
GA / 7-2-17

ORDINANCE NO.

AN ORDINANCE ACCEPTING THE PLANNING COMMISSION'S RECOMMENDATION AND GRANTING A ZONING MAP AMENDMENT FOR PROPERTY LOCATED ON SOUTH COLLEGE AVENUE FORMERLY KNOWN AS THE MIAMI VALLEY LUMBER SITE AND ASSOCIATED PROPERTIES IN OXFORD, OHIO, AND REZONING THE PROPERTY FROM GB (GENERAL BUSINESS) AND R-1MS (SINGLE FAMILY MILE SQUARE RESIDENTIAL) DISTRICTS TO R-2MS (SINGLE AND TWO FAMILY MILE SQUARE RESIDENTIAL) DISTRICT.

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

SECTION 1: Council finds in accordance with Section 1135.02 of the Codified Ordinances of the City of Oxford, the Oxford Planning Commission held a public hearing on May 9, 2017 on the applicant Scott Webb, Agent/Architect application for a Zoning Map Amendment for property located on South College Avenue formerly known as the Miami Valley Lumber site and associated properties in Oxford, Ohio, and rezoning the property from GB (General Business) and R-1MS (Single Family Mile Square Residential) Districts to R-2MS (Single and Two Family Mile Square Residential) District.

SECTION 2: The Oxford Planning Commission, after due deliberation, recommended granting the Zoning Map Amendment, finding that the proposed rezoning request was in keeping with the intended characteristics of the general vicinity of the property and was an appropriate use of the property.

SECTION 3: The Planning Commission found the request does comply with the intent of the Oxford Codified Ordinances and the Oxford Comprehensive Plan.

SECTION 4: Council hereby accepts the report of the Oxford Planning Commission, and after due deliberation, finds for the granting of the Zoning Map Amendment rezoning property located on South College Avenue formerly known as the Miami Valley Lumber site and associated properties in Oxford, Ohio, and rezoning the property from GB (General Business) and R-1MS (Single Family Mile Square Residential) Districts to R-2MS (Single and Two Family Mile Square Residential) District.

SECTION 5: Council hereby grants the rezoning request as requested by the applicant, incorporating the application and documents submitted by the applicant as a term and condition of the granting of this rezoning request and orders that the official zoning map be amended.

SECTION 6: 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)

**Certification of Action
Oxford Planning Commission
Recommendation to City Council**

<u>Report Date</u>	June 6, 2017
<u>Case Number</u>	PC-2017-04
<u>Applicant Information</u>	Scott Webb Terry Dudley
<u>Requested Action</u>	Zoning Code Map Amendment
<u>Summary of Request</u>	Rezoning of property from GB & R-1MS Districts to R-2MS District Known as Old Lumber Yard and associated properties
<u>Public Hearing Information</u>	A Public Hearing took place at 118 W. High Street on May 9, 2017. A Public Hearing notice was published in the Journal News on April 9, 2017. Courtesy notices were mailed to adjacent property owners on March 31, 2017. Multiple signage was posted at the site on May 2, 2017
<u>Commission Action</u>	The Planning Commission voted 7-0-0 recommending approval.
<u>Commission Findings and Conclusions</u>	The Planning Commission discussed at length this project and vision of the area.
<u>Exhibits Submitted to the Commission</u>	1. Staff Report Dated April 25, 2017 2. Interoffice Review Transmittal Sheets 3. Surrounding Property Owner Notifications Map 4. Letter of Agency 5. Zoning Map Amendment Applicant 6. Existing, Proposed, Pre-2003 Maps

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2017-04

Date – May 9, 2017

APPLICATION

Applicant:	Scott Webb, Applicant/Agent/Architect
Action Request:	Zoning Code Map Amendment to Amend the Zoning Designation of a Certain Property, on S. College Avenue, formerly known as the Miami Valley Lumber site and associated properties with access from Rose Avenue and Heather Lane
Current Use:	Vacant Lots and Single Family Dwellings
Current Zoning:	GB (General Business) District, R-1MS (Single Family Mile Square Residential) District
Owner:	Terry Dudley, Dudley Prime Properties

DESCRIPTION

This request is to seek a zoning map amendment to the area, generally known as the old lumber yard and associated properties from GB/R-1MS to R-2MS. This area is surrounded by a railroad track to the west, a mixture of various housing types to the east and south, and Stewart Square to the north.

The site is unique in shape; a triangular shape with two long existing paved roads connecting to Main Street. Even the site is accessible from S. College Avenue, but is considered substandard and awkward due to its geometry connecting to S. College Avenue. Vehicle accessibility from S. College Avenue is not ideal.

SURROUNDING NEIGHBORHOOD

The surrounding neighborhood to the east, west and south east of these parcels are a mixture of apartment complexes and single family dwelling units. Directly north is Stewart Square, and a railroad track to the west.

ZONING CODE AMENDMENT

(c) Planning Commission and Council Review. The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall also consider the Planning Commission recommendation.

If the Planning Commission or Council finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

- (1) Decision standards. A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

Text Amendments

- A. The proposed amendment will make the Code conform more closely to the Comprehensive Plan.
- B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
- C. The proposed amendment will clarify the intent of the Code.
- D. The proposed amendment will better implement the intent of the Code.

- E. The proposed amendment will improve enforcement of the Code.

Map Amendments

- A. There is an error on the Official Zoning Map or in the delineations between districts thereon.
B. The proposed amendment will make the map conform more closely with the Comprehensive Plan.
C. There has been a substantial change in area conditions that necessitates the amendment.
D. There is a legitimate need for additional land area in the zoning district that will be expanded.

COMP PLAN

Continue to Manage Growth

To maintain the community's small college town character, will be preserved and enhanced.

PUBLIC COMMENT FORMS

Engineering:	Returned with no comments
Fire:	Returned with no comments
Police:	Returned with no comments
Economic Development:	Returned with comments, see attached.

STAFF ANALYSIS

This request is to rezone the existing vacant property, aka Old Miami Valley Lumber Yard, and other properties from GB/R-1MS to R-2MS in order to redevelop the entire tract of land.

The bulk of the site is zoned General Business that does not have any direct, useful access to roadway. Even having the address on S. College Avenue, the exposure is extremely limited. Given that any business entity would require visibility from public roadways, the likelihood of this site being developed as a business is very slim. As the comments made by the Economic Development Director also confirmed there has not been a lot of inquiries related to this site.

The site was the topic of redevelopment about 15 years ago for a residential project, but the outcome was not favorably considered by the Planning Commission, and the application was withdrawn by the owner at that time.

The site was the old Miami Valley Lumber Yard that was out of business for many years, and the type of business may not have needed a lot of roadway exposure. At the time of the business was established, their street exposure may have been better than today. Additionally, the access to S. College Avenue would be substandard and very difficult to be considered in today's roadway construction standards.

RECOMMENDATION

This application is seeking to amend the zoning map from GB/R-1MS to R-2MS in order to initiate a planned development project as an infill residential development. Staff does not have any objection to the change of the request.

SUBMITTED

BY: Jing-Han Chen
Jing-Han Chen
Community Development Department

DATE: April 25, 2017

ATTACHMENT

Chapter 1135 Zoning Code Amendments

- (c) Planning Commission and Council Review. The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall also consider the Planning Commission recommendation.

If the Planning Commission or Council finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

- (1) Decision standards. A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

Map Amendments

- A. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- B. The proposed amendment will make the map conform more closely to the Comprehensive Plan.
- C. There has been a substantial change in area conditions that necessitates the amendment.
- D. There is a legitimate need for additional land area in the zoning district that will be expanded.

City of Oxford
Inter-Office Review Transmittal Sheet



Date: April 5, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

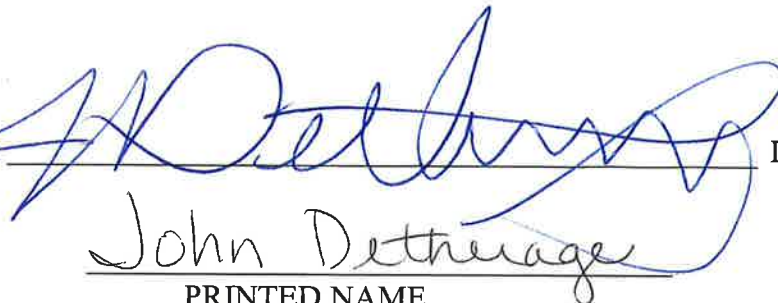
PC-2017-04, ZONING CODE MAP AMENDMENT, from GB (General Business) District & R-1MS (Single-Family Mile-Square Residential) District to an R-2MS (Single- and Two-Family Mile-Square Residential) District, **Scott Webb, Applicant**

 X Review Revisions Other

Please return no later than: **May 2, 2017** Note: If no comments are received, we will assume the project meets your department's standards.

.....
Drawings are returned: w/comments without/comments

Drawings reviewed by:


John Dethenage
PRINTED NAME

Date:

4-17-17

City of Oxford
Inter-Office Review Transmittal Sheet

Date: April 5, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-04, ZONING CODE MAP AMENDMENT, from GB (General Business) District & R-1MS (Single-Family Mile-Square Residential) District to an R-2MS (Single- and Two-Family Mile-Square Residential) District, **Scott Webb, Applicant**

 X Review Revisions Other

Please return no later than: **May 2, 2017** Note: If no comments are received, we will assume the project meets your department's standards.

.....
Drawings are returned: w/comments without/comments

Drawings reviewed by: H. Popescu

Date: 4-13-17

VICTOR POPESCU
PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: April 5, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-04, ZONING CODE MAP AMENDMENT, from GB (General Business) District & R-1MS (Single-Family Mile-Square Residential) District to an R-2MS (Single- and Two-Family Mile-Square Residential) District, **Scott Webb, Applicant**

 X Review Revisions Other

Please return no later than: **May 2, 2017** Note: If no comments are received, we will assume the project meets your department's standards.

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Drawings are returned: w/comments without/comments

Drawings reviewed by: _____



Date: _____

4-10-17

Joan Jones

PRINTED NAME

PRINTED NAME _____



Surrounding Property Owners Notifications Map

Legend

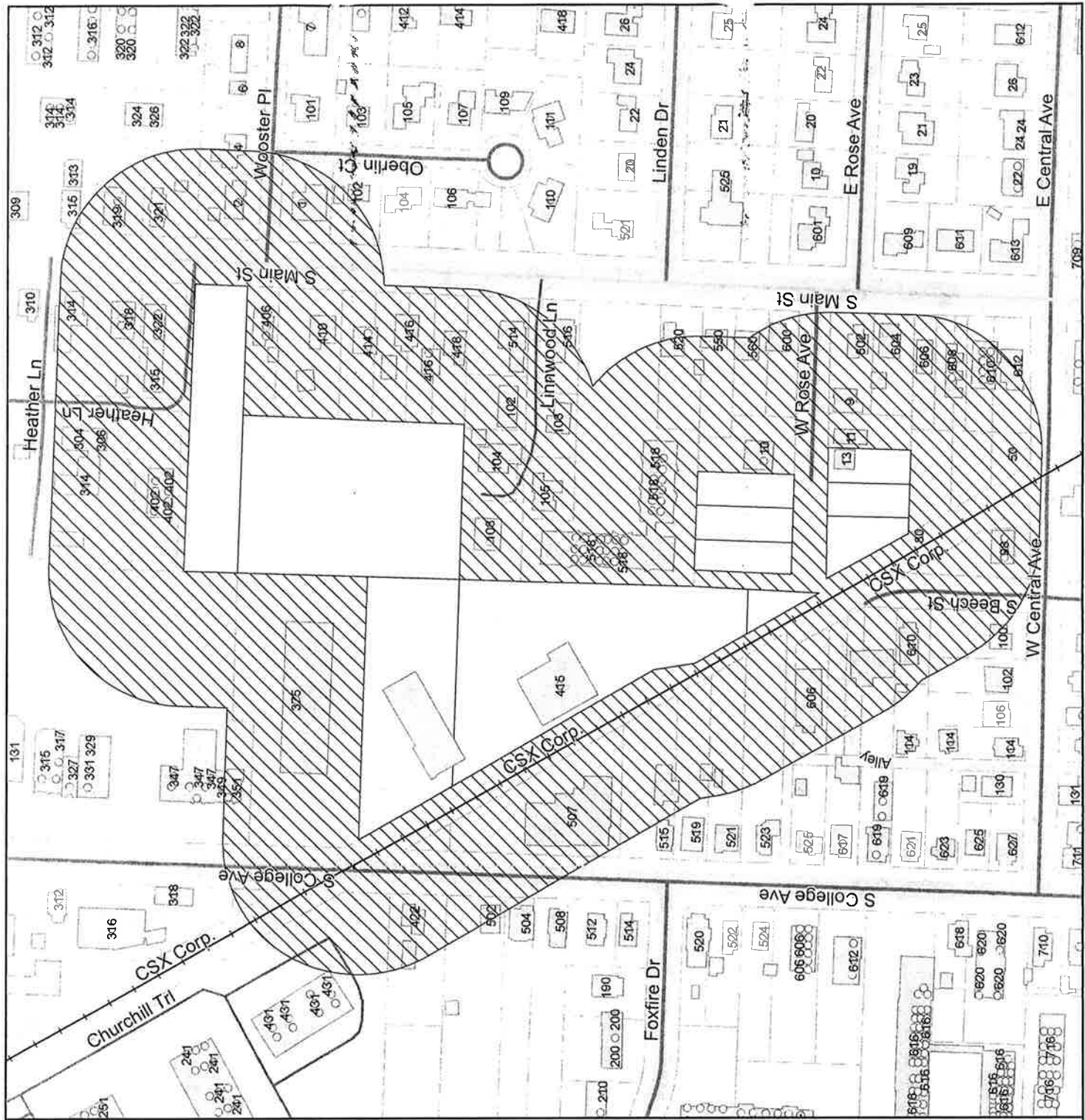
-  Subject Parcels
-  200 Ft. Buffer
-  Oxford Corp. Limit
-  Address Point
-  Parcel
-  16.5' Vacated ROW
-  Building Footprint
-  Paved Roadway



1 inch = 200 feet

Prepared on Monday, February 13, 2017

The City of Oxford does not guarantee the dimensional accuracy of this map. Precise dimensional accuracy should be based upon recorded deeds, plats or a professional survey.



LETTER OF AGENCY

To Whom It May Concern:

Please be advised that Scott Webb, Architect has permission to represent our interest with the City of Oxford Planning Commission and act on our behalf regarding a Zoning Map Amendment for our property between South College Ave. & South Main Street.

Thank-you,

Signed: Terry Dudley
Terry Dudley
Dudley Prime Properties LLC

3-24-17
Date:



Internal Use Only:	
Case No.	PC-2017-04
Date Filed	3/24/17

Zoning Map Amendment Application

Applicant Information

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

Name *	Scott Webb, Architect
Mailing Address *	103 West Walnut Street
City, State & Zip Code *	Oxford, Ohio 45056
Telephone Number(s) *	523-3838
Email Address	scott@scottwebbarchitect.com

Location and Lot Information

Location *	Former Miami Valley Lumber Site and associated properties
General Description of Proposed Amendment *	A change in the zoning designation to R2MS
Current Zoning *	GB & R1MS
Proposed Zone(s) *	R2MS

Submission Requirements and Documentation

From Section 1135.02 Procedure¹.

- (a) Initiation. A map amendment may be initiated by adoption of a motion by Planning Commission, by adoption of a motion by Council, or by application to Planning Commission by at least one owner of the property within the area proposed to be rezoned.
- (b) Application. If Planning Commission or Council initiates an amendment, then the Zoning Administrator shall provide information as necessary for proper consideration of the motion. The information provided shall be substantially similar to that required of an application for amendment.
An application for amendment shall be filed with the Zoning Administrator. An application shall be complete prior to being scheduled for a public hearing. An application will be considered complete only if the Zoning Administrator is satisfied that all of the materials required by this chapter are included and are sufficient in their content to satisfy the intent of the application requirements.
 - (1) Contents of application. The applicant shall contact the Zoning Administrator prior to submitting an application to discuss the submission requirement, which includes the following information. A written, detailed description, where applicable, is required for each subsection.
 - A. Application Fee.
 - B. The name, mailing address, and telephone number of the applicant.
 - C. A general description of the proposed amendment.
 - D. A narrative statement that describes how the proposed amendment relates to the Comprehensive Plan.
 - E. A statement that identifies potential negative consequences of the proposed amendment.
 - F. Such other information regarding the proposed amendment as may be pertinent to the application or required by Planning Commission or Council.
 - G. A legal description of the area to be rezoned.
 - H. The proposed zoning of the area.
 - I. The current zoning of the area.
 - J. A description of existing uses in the area.

- K. A vicinity map, at a scale approved by the Zoning Administrator, showing property lines, streets, existing and proposed zoning and other items required by the Zoning Administrator.
- L. A list of the names and mailing addresses of all owners of land that is proposed to be rezoned and all land owners within 200 feet of every parcel proposed to be rezoned (see later section).

Surrounding Property Owners

On a separate sheet, provide the parcel numbers, names, and mailing addresses of all property owners within 200 feet of all boundaries of the property in question. The [Butler County Auditor Real Estate Search](#)² is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number. *Property Owner names will not be provided in the agenda packet.*

Decision Process

From Section 1135.02(c)(1) Decision Standards¹.

A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

- A. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- B. The proposed amendment will make the map conform more closely with the Comprehensive Plan.
- C. There has been a substantial change in area conditions that necessitates the amendment.
- D. There is a legitimate need for additional land area in the zoning district that will be expanded.

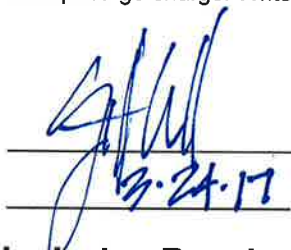
Fees & Receipt

The required fee is \$150.00, plus \$10.00 postage charge. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

Sign and Date

Applicant Signature *

Date *



Submit Application, Submission Requirements and Documentation, and Fees

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

Send or drop off this application with required documentation as attachments and a check for fee and postage charge made payable to **City of Oxford**, to Community Development Director, 101 East High Street, Oxford, OH 45056.

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

Note: You must adhere to notification and publication requirements. Submit materials 45 days prior to the proposed Planning Commission meeting on which the action is requested. City Staff will place a public hearing sign on the subject property. **The Applicant is responsible for removing the signage at the completion of the hearing(s).**

¹ City of Oxford Codified Ordinances: <http://www.cityofoxford.org/fees-ordinances-and-charter>

² Butler County Auditor Real Estate Search: <http://www.butlercountyauditor.org/>

Jung-Han Chen
Community Development Director
City of Oxford
Municipal Building
101 E. High Street
Oxford, Ohio 45056



**SCOTT
WEBB**

A R C H I T E C T

103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838

www.scottwebbarchitect.com

Re: Application for Residential Planned Development
Gaslight Avenue at Stewart Square
Former Miami Valley Lumber Site and associated properties
Oxford Ohio

March 23, 2017

Dear Mr. Chen,

Please accept this letter as a formal request for a review hearing by the City of Oxford Planning Commission and Oxford City Council for a Zoning Map Amendment for the former Miami Valley Lumber and associated properties. The proposed Zoning Map Amendment will change the affected properties from R1MS & GB to R2MS as shown on the attached Site Plan.

This proposal affects (10) parcels, all owned by Dudley Prime Properties. A Letter of Agency is attached.

GB to R2MS

The existing GB property is the former Miami Valley Lumber Company location. While this zoning may have been appropriate based on its past use, it is dramatically hindered as a viable commercial property by the entrance from South College Avenue. The railroad crossing and its associated easements encumber the access to this property. The property actually has no frontage on South College Ave. and is accessed via an easement through the Stewart Square Property. This is simply not a safe or practical entrance for commercial activity on this property.

Even if access was granted through the S. Beech Street extension of Stewart Square, the property is an island, set isolated from the streets, deep into the center of the super block between S. College Ave. and S. Main Street, providing little or no visibility for a commercial enterprise.

This is simply not a viable location for a commercial business as evidenced by the length of time the property has been empty. Further, it would be significantly more disturbing the residential neighborhood to locate a GB use in the center of the block.

R1MS to R2MS

The property is currently undeveloped, located in the center of the aforementioned block between S. College Ave. & South Main Street. An R2MS designation in this area would provide an incremental step between the R1MS property along S. Main Street and the GB Zoning that includes Stewart Square.

While the surrounding property along S. Main Street is zoned R1MS, it is nearly 100% rentals representing every housing type in the Mile Square; from 4-person single family houses, to duplexes, 3 family, and lodging houses, and includes large and small scale multi-family

apartment structures. The current zoning designation does not reflect the actual use or building types in the district.

In 2003 the Zoning was changed in the entire area from a higher density R4 to the lowest density designation on the Mile Square.

R2MS is the ideal zoning designation for this property, allowing a density compatible with the neighborhood, while limiting the overdevelopment a higher zoning might allow.

Comprehensive Planning of the Property

Changing the entire 6.45 acres to R2MS addresses the handicapped commercial portion of the property and allows for comprehensive planning of the entire site. The development of this vacant land as an R2MS would require significant investment in vehicle and pedestrian connectivity. It would locate a residential development in a place and at a density where its impact on surrounding properties would be minimal

Statement responding to questions posed on the Application.

In response to the decision standards outlined in the application, we offer the following:

A. What is the relationship of the proposed zone change to the City of Oxford's Comprehensive Plan?

There are multiple passages in the Comprehensive Plan that support this Zoning change:

- **Land Use Section C.3.** encourages infill development and redevelopment of underutilized sites.

The group of lots in this application represents the largest parcel of under used and undeveloped land in the Mile Square.

- The **Character Area Map Table 3.7** describes this area as Mile Square "Neighborhood 1". This is described in the **Character Area Matrix Table 3.5** as a zone "...typified by traditional urban development consisting of detached single family homes on smaller lots, which may also include some multi-family and mixed use development. Typified by a block pattern & alley use."

The rezoning of this property will allow for its development as described as well as the enhancement of existing streets and alleys.

- The **Conservation & Development map 3.6** labels the residential portion of the property a **Developable Character Area** "Neighborhood 2". This is described in the **Character Area Matrix Table 3.5** as a zone "...typified by a block pattern that begins to deviate from the grided road network. This Zone is walkable much like the Neighborhood General 1 Zone, but does not integrate the use of alleys to the extent found in Neighborhood General 1."

The rezoning of this from R1MS to R2MS would allow this "Developable Area" to be developed at a density that is complimentary to the neighborhood.

- In the **Land Use Section D. Objectives and Strategies, Objective 2** is to Enhance Neighborhoods within the Mile Square
LU 2.1 recommends the promotion of a "diversity of housing opportunities in the Mile Square".

The rezoning of the property to R2MS will allow new, code compliant, medium density housing opportunities on underutilized and under developed land

LU2.2. & LU 2.3 address vacating of right-of-ways, and encourage completion of missing road segments.

The site provides (2) access points along S. Main Street via underdeveloped alleys and streets. Access to this property will likely include improvements to these connections to S. Main Street and completion of missing road segments.

LU 2.4 recommends supporting the pedestrian orientation of the Mile Square.

The development of this group of parcels will allow comprehensive planning of the site to include pedestrian connectivity.

- **Land Use Section D. Objectives and Strategies, Objective 9:** Create new residential areas with traditional neighborhood qualities.

The rezoning and comprehensive planning of the site will allow the construction of a new residential area with traditional neighborhood qualities.

- **Urban Design Section C. Objectives and Strategies, Objective 1:** Enhance the beauty and character of Oxford

UD 1.5 & UD 1.6 recommends the promotion of *Neighborhood General Patterns* as described in the Land Use Section and the walkability and connectivity in new development and redevelopment

The rezoning and comprehensive planning of the site will allow the construction of a new residential area with traditional neighborhood qualities and improve vehicular & pedestrian connectivity.

- B. How will the zone change affect the neighborhood in which the property is located? Briefly describe any impacts of the change as proposed.*

The actual uses and building types in the area are not reflected in its current zoning designation. Of the adjacent 32 properties surrounding this area, 31 currently hold rental permits. 13 Properties are currently non-conforming, ranging from 2- family structures, to lodging houses to large & small multi-family buildings. An R2MS designation is the most appropriate zoning for this area, reflecting the surrounding uses and acting as a transition between tis area and the GB properties to the West.

A zoning change in this area will allow comprehensive planning of the site, improving alleys and undeveloped streets, and connectivity.

- C. How will the zone change affect public facilities such as sewer and water service, drainage, schools and roads, if applicable?*

Public facilities will be improved by the eventual development of this property, utilizing existing available utilities and providing new streets & sidewalks to improve undeveloped public ways and enhance connectivity.

- D. What mitigating actions might be suggested to offset problems resulting from adverse impacts on private property and public facilities (e.g., landscape screening, drainage improvements, changes in traffic signalization, provision of additional turn lanes).*

Changing the zoning designation from GB to R1MS lessens the potential impacts on the neighboring property. Changing the R1MS properties to R2MS allows for a slight

increase in occupancy, but better reflects the uses in the neighborhood and will not create adverse impacts. R2MS regulations carry the same setback and lot coverage restrictions of R1MS, providing the same degree of protection to adjacent properties as currently exists.

E. Why is the current zoning classification of the property no longer appropriate?

The current zoning of the GB portion of the property is no longer appropriate as the parcel has limited visibility, and an unworkable entrance from S. College Ave. This is evidenced by the fact that the existing buildings have been vacant for a decade, other than minor storage uses.

The current zoning of the R1MS parts of the property does not reflect the adjacent properties as outlined above.

Further, Planning Commission's current review of the Mile Square density goals and regulations through more than 6 months of work sessions highlights the need for additional density in the Mile Square and favors infill development over both sprawl and tear-downs of existing Mile Square housing stock. Allowing a minor increase in density in this undeveloped isolated land seems in sync with these goals.

Decision Standards

In response to the decisions standards outlined on the Application and in the Zoning Code, we offer the following:

A. There is an error on the Official Zoning Map or in the delineation between districts thereon

The proposed map amendment is not based on an error in the Official Zoning Map.

B. The proposed amendment will make the map conform more closely with the Comprehensive Plan

As outlined in the narrative statement above, this map amendment conforms closely with numerous goals of the comprehensive plan.

C. There has been a substantial change in area conditions that necessitates the amendment.

The GB zoning of a portion of the property was likely based the previous use that existed since the middle of the last century. The GB portion of the site is triangular shaped, extending deep into the center of the block. It is not currently a desirable location for a commercial business, with limited visibility and a complicated and dangerous entrance from S. College Ave..

The 2003 Zoning Map Amendment changed the residential portion of the site from a much higher density R4 Multi-Family Zone to the current R1MS designation severely reducing the development potential of the property. Nevertheless, this area continues to evolve into a neighborhood of 96% student rentals. Returning this property to a moderately higher density zoning district reflects the market forces and the continuing change in the neighborhood.

D. There is legitimate need for additional land area in the zoning district that will be expanded.

The Mile Square has evolved into an area with a high concentration of student occupied housing. As zoning amendments have sought to reduce the occupancy in this area, need for additional locations for student development has put pressure on the perimeter of the City. The creation of the Neighborhood Overlay Districts and the unanimous opposition to further student development on the south side of town reflect the need for additional land.

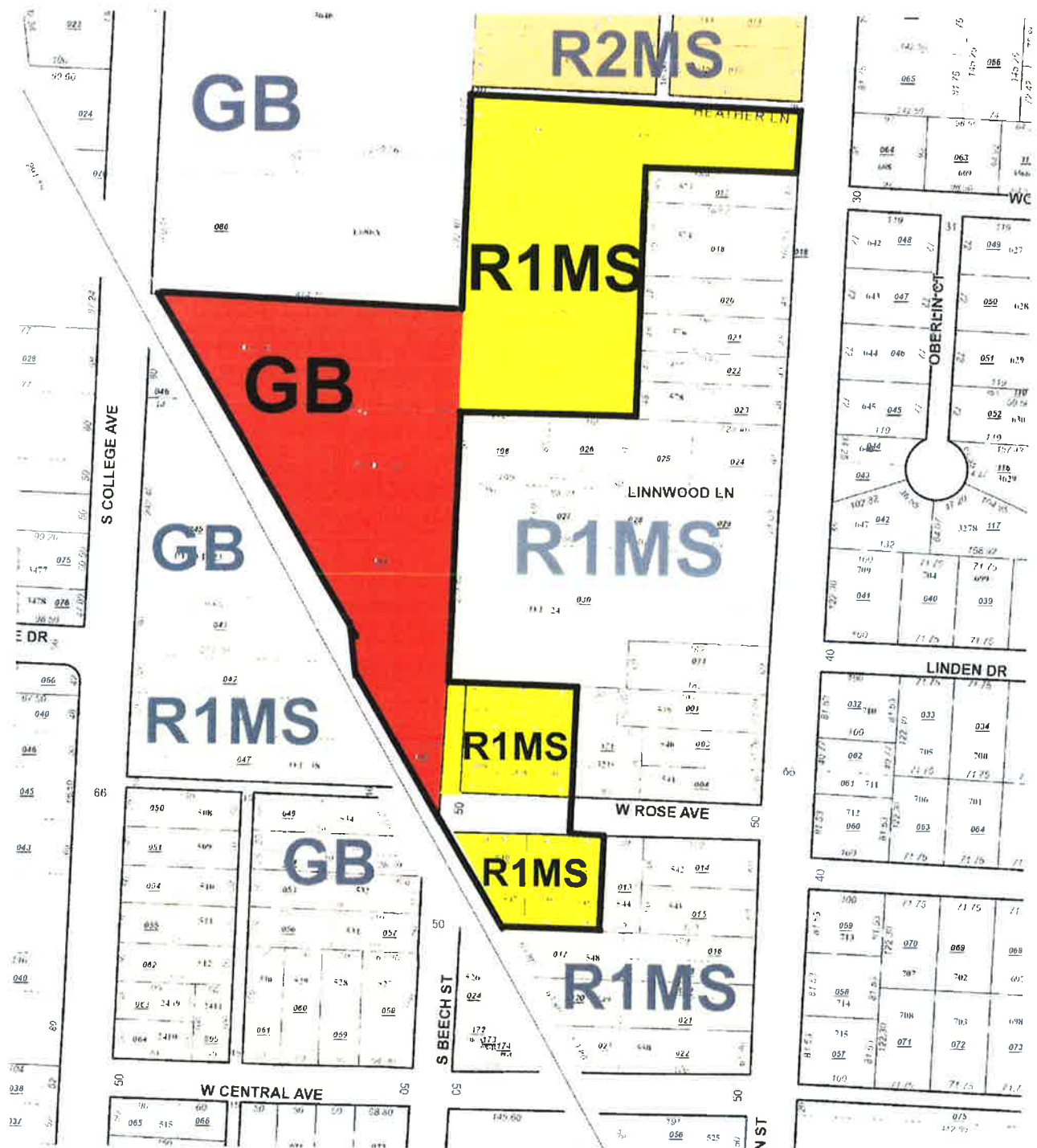
Thank you for your consideration of this proposal. If you have any questions or need any additional information, please call.

Respectfully,

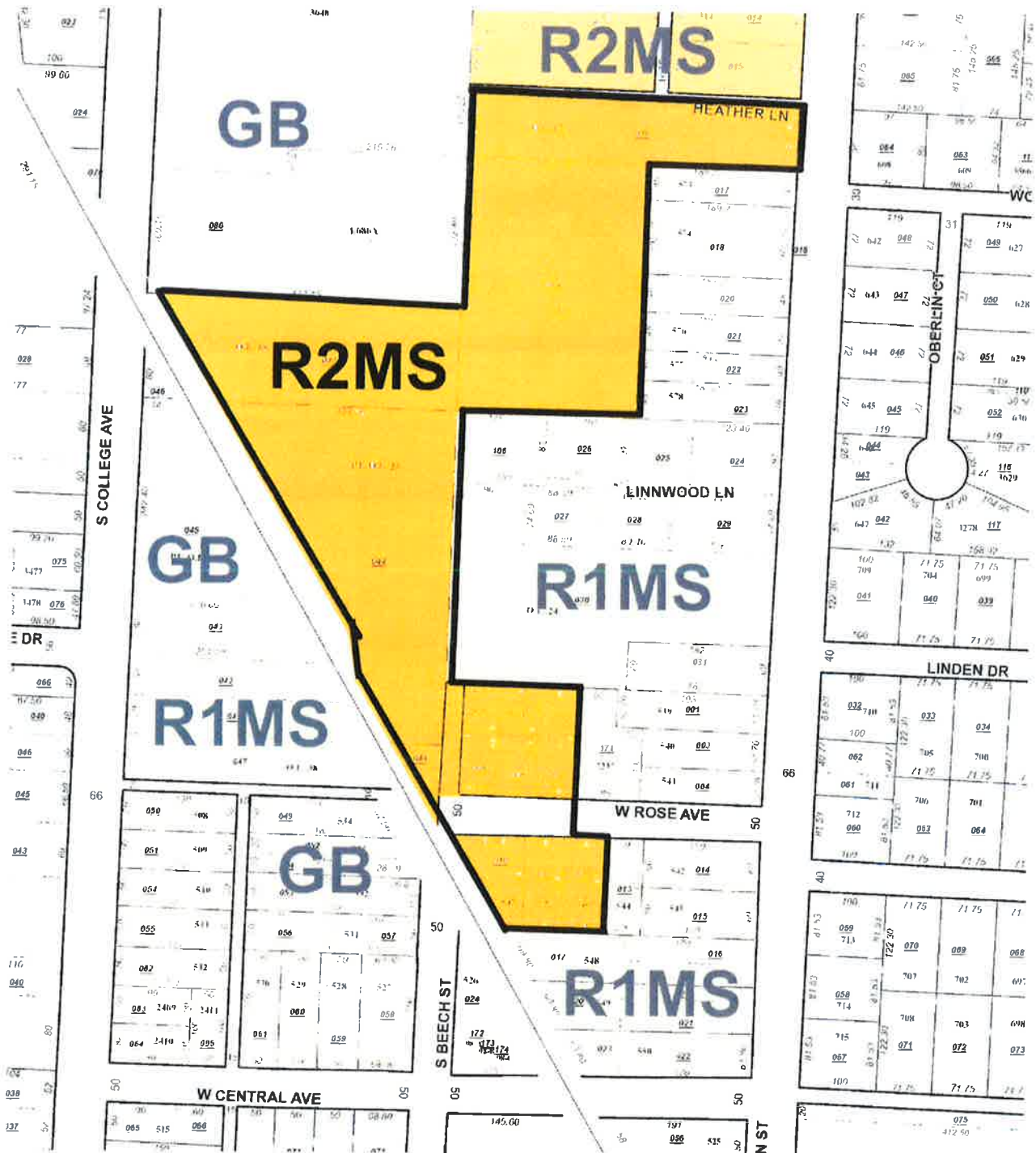
A handwritten signature in black ink, appearing to read 'Scott Webb', written in a cursive style.

Scott Webb, Architect

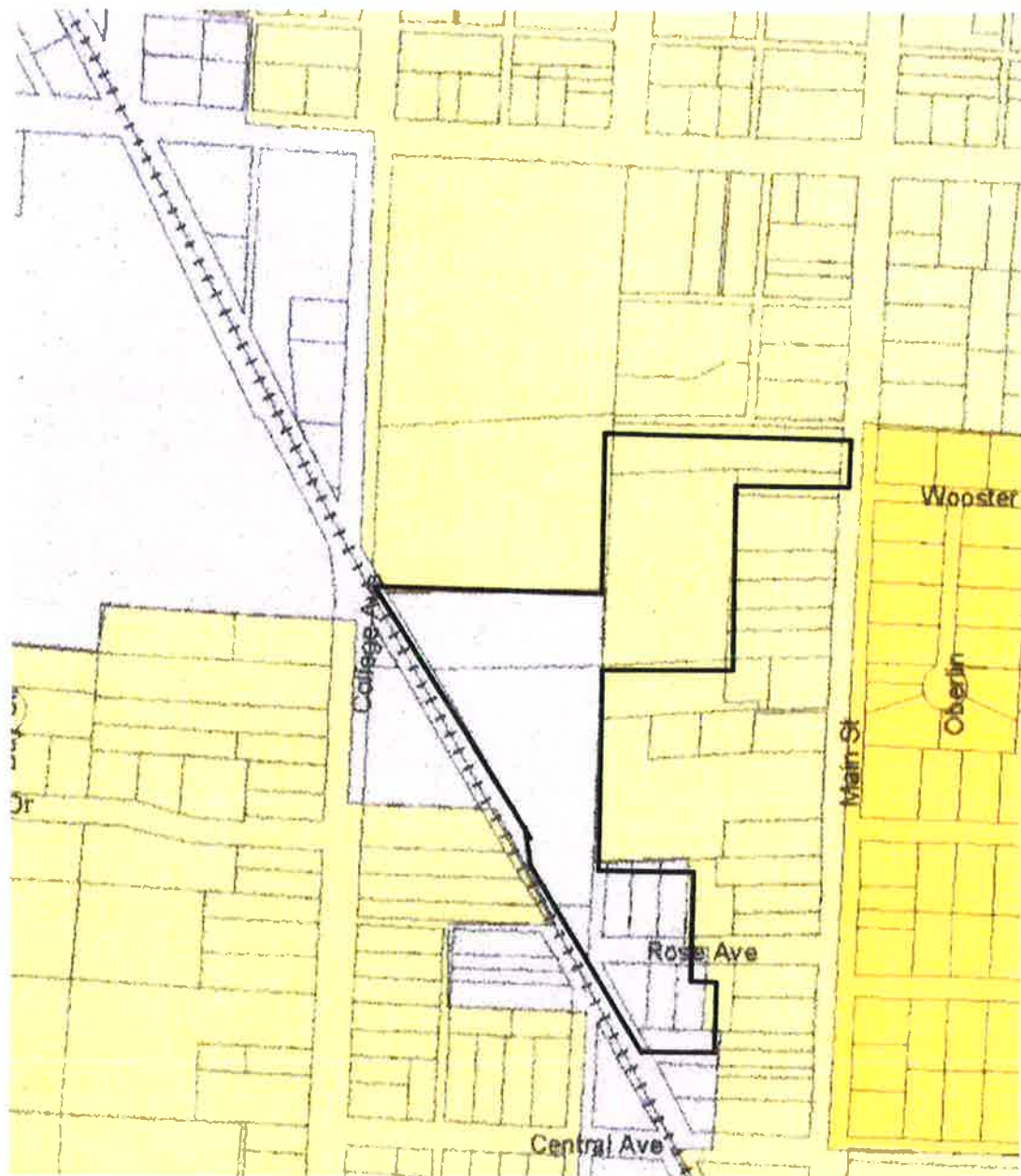
Existing Zoning



Proposed Zoning



Pre 2003 Zoning



- R-1 Suburban Single Family Dwelling
- R-2 Single Family Dwelling
- R-3 Single and Two Family Dwelling
- R-4A Suburban Multiple Dwelling
- R-4B Urban Multiple Dwelling
- R-5 University

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Finance
Originating Department

Council Meeting Of : 6/6/2017

Account Code No. : see below

Joe Newlin
Prepared By

Budgeted Amount : _____

5/17/2017
Date Prepared

Agenda Title: 2017 Supplemental Budget #5

Recommendation: Approve

Issue 1

To make adjustment to amended budget for additional legal expenses

Action Needed:

Revenue Side

Expense Side

General (110) 23,000.00 Additional appropriation for legal services

Net Effect on Fund Balance/(s) (23,000.00)
Increase/(Decrease)

Issue 2

To make adjustment to amended budget for right-a-way (stub streets) purchases in Heritage Subdivision phase II

Action Needed:

Revenue Side

Expense Side

General (110) 20,000.00 Additional appropriation for stub street purchases

Net Effect on Fund Balance/(s) (20,000.00)
Increase/(Decrease)

Total Net Effect on Fund Balance/(s) (43,000.00)
Increase/(Decrease)

Breakdown by Fund

General (110) (43,000.00)

Net Effect on Fund Balance/(s) (43,000.00)
Increase/(Decrease)

Approved By:

Department Head:

Initials

Date

City Manager:

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3381. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 5 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2017.

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	23,000.00
General Fund 110	20,000.00

SECTION 3: In all other respects, Ordinance No. 3381 shall remain in full force and effect.

SECTION 4: This ordinance shall take effect immediately upon its adoption.

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

City Manager

Originating Department

Council Meeting Of: June 20, 2017

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

June 15, 2016

Date Prepared

Agenda Title: An Ordinance Repealing Ordinance No. 3388 Adopted December 20, 2016 And Adopting A New Ordinance Providing For The Submission To The Electorate Of Amendments To The Charter Of The City Of Oxford, Ohio, And To Place The Same On The Ballot At The General Election, November 7, 2017 And Declaring An Emergency.

Recommendation: Adopt the Ordinance.

The City Attorney received a call from the Butler County Board of Elections attorney stating the City's proposed Charter Amendments for the upcoming general election was submitted too early. The County's attorney referenced Sections 8 and 9 of Article 18 of the Ohio Constitution which states, "...the legislative authority of the municipality must pass an ordinance directing the board of elections to submit the amendment to the electors at the next regular municipal election, if one occurs during the 60 to 120 days after the ordinance's passage...". Because Council passed the proposed Charter Amendments Ordinance on December 20, 2016, well before the 120 day deadline, the proposed amendments will need to be refiled with the Board of Elections, which requires repealing the original Ordinance and passing new legislation. The new Ordinance will receive two readings, one on June 20th and one on July 18th. The Ordinance will need to be adopted as an Emergency on July 18th to be filed with the Board of Elections on or before August 9, 2017.

The Oxford City Charter was adopted by the voters in 1960. It adopted the Council-Manager form of government. One of the provisions of the Charter (Section 10.05) is for the City Council to appoint a Charter Review Commission every 10 years. City Council appointed five members in 2016. The members are Steve Dana, Edna Southard, Richard Keebler, Steve Snyder and Corey Watt. The Commission members were assisted by Doug Elliott, Steve McHugh, Mary Ann Eaton and Kim Newton. The Charter Review Commission met 5 times to discuss, propose, and review recommended changes to the Oxford City Charter. The recommended changes are shown on Exhibit "A" attached to this report. The recommended changes will require adoption of a City Ordinance by City Council.

Those changes will be placed on the ballot and voted on by the electors of Oxford. The proposed changes approved by City Council will appear on the general election ballot in November 2017.

Approved By:

	Initial	Date
Department Head:		
City Manager:	DRE	6/16/17

ORDINANCE NO.

AN ORDINANCE REPEALING ORDINANCE NO. 3388 ADOPTED DECEMBER 20, 2016 AND ADOPTING A NEW ORDINANCE PROVIDING FOR THE SUBMISSION TO THE ELECTORATE OF AMENDMENTS TO THE CHARTER OF THE CITY OF OXFORD, OHIO, AND TO PLACE THE SAME ON THE BALLOT AT THE GENERAL ELECTION, NOVEMBER 7, 2017 AND DECLARING AN EMERGENCY.

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

SECTION I: Council hereby repeals Ordinance No. 3388 and Council, having reviewed the report and recommendation submitted by the Charter Review Commission, determines that amendments to the Charter should be submitted to the electors of the City.

SECTION II: Article XVIII, Section 9 of the Ohio Constitution and Section 10.04 of the Charter provide that amendments to the Charter may be submitted to the electors of the municipality by a vote of at least five (5) of the members of Council.

SECTION III: The question of the amendments of the Charter of the City shall be submitted to a vote of the electors of the municipality at the general election to be held on Tuesday, the 7th day of November, 2017, at the regular places of voting in the City between the hours of 6:30 a.m. and 7:30 p.m. to determine whether the Charter shall be amended with the additions and deletions from the Charter as indicated in the draft Charter revisions document attached to this Ordinance as Exhibit "A".

SECTION IV: The ballot language shall read as follows:

"Shall the Charter of the City of Oxford, Ohio be amended by:

1. removing Section 2.13 regarding police and fire personnel not being required to deliver agendas and other mail;
2. removing Section 2.14 regarding Westgate Drive being maintained as a cul-de-sac;
3. revising Section 3.02 to provide that ordinances should be introduced in the form required for final adoption and to update the language of the enacting clause of an ordinance;
4. revising Section 3.04 to provide that ordinances passed by Council should be published by placing the ordinance on the City's website and in not less than three of the most public places in the City for a period of not less than ten days and further providing that failing to publish as stated does not invalidate any ordinance;
5. revising Section 3.06 to remove the requirement that six copies of all model or standard codes adopted by Council be available in the office of the Clerk of Council,

to remove the requirement that additional copies be available for sale, and to provide that one copy of all model or standard codes adopted by Council be available for viewing at the City offices;

6. adding Section 5.03 to provide that Council has the authority to adopt personnel ordinances or rules and regulations which, if in conflict with the laws of the State of Ohio, prevail; to provide that all appointments and promotions of City employees shall be made based on merit; to provide the exempt and classified positions of the City; to provide that the City Manager shall provide the rules for merit and fitness as the basis for appointment and promotion; to provide that the City Manager shall make appointments for all positions in the classified service based on a competitive examination and on other qualifications and that appointments should be made from a list of the five candidates who ranked highest on the eligibility list; to provide that the City Manager shall make promotions for all positions in the classified service based on competitive examination and other qualifications and that promotional examinations may be restricted to current employees or may be opened to other qualified candidates; to provide that promotions shall be made from a list of the three candidates who ranked highest on the eligibility list; to provide that no officer or employee in the classified service can be demoted or removed except for cause and after a hearing and that Council will provide for enforcement by ordinance and appeals will be to the Personnel Appeals Board; and to provide that the appointment of a new employee shall not be deemed complete until a probationary period of twelve months has elapsed and not to exceed eighteen months for sworn officers and that a probationary employee can be discharged at any time during the probationary period upon the recommendation of the department head with the approval of the City Manager;
7. revising section 5.06 to provide that Council appoints a Director of Finance for an indefinite term, that the Director of Finance is the fiscal officer of the City and is responsible for the accounting, collecting, and disbursing of public funds, that the Director of Finance countersigns all bonds and notes issued by the City, and that the Director of Finance will perform other functions as assigned by ordinance and the City Manager;
8. revising Article VIII to remove the reference to Civil Service Commission and insert reference to Personnel Appeals Board;
9. revising Section 8.01 to provide that there shall be a Personnel Appeals Board consisting of three qualified electors of the City who are appointed by Council for a three year term, that Council will fill vacancies by appointment for the unexpired term, that each member cannot be a candidate for any other public office or be an employee of the City, and that the City and the Personnel Appeals Board do not have jurisdiction over and are not obligated to perform any duties with regard to the employees of the Talwanda City School District;

10. revising Section 8.02 to provide that the Personnel Appeals Board serves without compensation, hears appeals from any nonexempt employee or applicant who has successfully completed a probationary period, has the power to subpoena witnesses and require the production of documents, that all decisions of the Board are final, and that the Board has the power to hear and determine appeals of disciplinary actions, suspensions, demotions, or removals of employees if not resolved upon a hearing and determination by the City Manager;
11. revising Section 8.09 to remove reference to Civil Service Commission and insert reference to Personnel Appeals Board;
12. removing Section 9.07 regarding watchers and challengers for regularly nominated candidates;
13. removing Section 9.08 regarding election of candidates;
14. removing Section 10.01 regarding the oath of office for officers and employees;
15. revising Section 11.01 to provide that the City is the legal successor of the Village of Oxford and therefore has title to all property owned by its predecessor and that adoption and amendments to the Charter do not impair rights vested in the City nor discharge liability previously incurred by the City;
16. removing Section 11.02 regarding continuation of ordinances;
17. removing Section 11.03 regarding continuation of officers after adoption of the Charter;
18. removing Section 11.04 regarding continuation of employees after adoption of the Charter;
19. removing Section 11.05 regarding the transferring of public records and property upon termination of tenure of office or employment for officers and employees;
20. removing Section 11.06 regarding continuation of contracts and public improvements after the adoption of the Charter;
21. removing Section 11.07 regarding pending actions and proceedings that were in place at the time of the adoption of the Charter
22. removing Section 11.08 regarding when the Charter took effect when it was adopted.

SECTION V. A majority vote shall be necessary for adoption of this question. If adopted, this amendment will be effective on certification of the election results.

SECTION VI. Notice of the time and place of holding such election shall be given as required by law. The full text of the proposed amendment shall be published one (1) time per week for not less than two (2) consecutive weeks in a newspaper of general circulation in the City of Oxford, with the first publication being not less than fifteen (15) days prior to the election at which the amendment is to be submitted to the electors.

SECTION VII. The Clerk of Council shall certify this Ordinance to the Butler County Board of Elections by 4:00 p.m. on August 9, 2017.

SECTION VIII. It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that any and all deliberations of this Council that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including, but not limited to Section 121.22 of the Ohio Revised Code.

SECTION IX. This Ordinance constitutes an emergency measure necessary for the preservation of the public peace, health, safety, and welfare of the City of Oxford for the reason that it is necessary to timely submit the proposed Charter Amendments to the Board of Elections for placement on the ballot for the general election to be held on November 7, 2017, in compliance with the Ohio Constitution and the City Charter, and provided it receives the affirmative vote of at least five (5) members of Council, it shall take effect and be in force immediately upon its adoption.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

EXHIBIT "A"

CHARTER OF THE CITY OF OXFORD, OHIO

PREAMBLE

We, the people of the City of Oxford, Butler County, Ohio in order to secure for ourselves the benefits of local self-government under the constitution of the State of Ohio, do ordain and establish this Charter for the government of the Municipality of Oxford.

ARTICLE I INCORPORATION, FORM OF GOVERNMENT, POWERS

SECTION 1.01 INCORPORATION.

The present municipality, as its limits are now or may hereafter be established, shall be and continue to be a municipal corporation of the State of Ohio in perpetuity, under the name of the City of Oxford. Each provision of this Charter shall apply with equal force to this municipality.

SECTION 1.02 POWERS.

Except as prohibited by the constitution of this state or restricted by this Charter, the City of Oxford shall have and may exercise all municipal powers, functions, rights, privileges and immunities of every name and nature whatsoever. The enumeration of particular powers in this Charter shall not be deemed to be exclusive. No act of the municipality shall be invalid or limited by reason of failure to enumerate a particular power in this Charter. The municipality shall have and may exercise any and all powers, either expressed or implied, which it would be competent for this Charter to enumerate, as fully and completely as though such powers specifically were included herein.

SECTION 1.03 MANNER OF EXERCISING POWERS.

All powers of the corporation shall be vested in an elected Council which shall enact local ordinances and resolutions, adopt budgets, determine general policies and appoint a City Manager, who shall see that the policies and legislation adopted by the Council are enforced. All powers of the corporation shall be exercised in the manner prescribed by this charter, or if the manner be not prescribed, then in such manner as may be prescribed by ordinance or by general law.

SECTION 1.04 FORM OF GOVERNMENT.

The form of government provided under this charter shall be known as the Council-Manager Plan.

ARTICLE II

THE COUNCIL

SECTION 2.01 NUMBER, SELECTION AND TERM.

The City Council shall consist of seven members, elected at large, for four year overlapping terms. Except as provided in Section 2.03, all members of Council shall be elected to a full term of office. All elections of Council members shall be on a non-partisan ballot.

SECTION 2.02 QUALIFICATIONS.

Any qualified elector who has lived in the municipality for one year prior to filing a petition of candidacy shall be eligible to serve as a member of Council, when elected as hereinafter provided.

The Council shall be the judge of the election and qualifications of its own members. The seat of any member may be declared vacant by resolution of Council, five (5) members concurring.

Council shall declare vacant a seat of any member for the following reasons:

1. One who persistently fails to abide by the rules of Council.
2. One who is absent without justifiable excuses for three (3) consecutive regular meetings.
3. One who shall cease to be a qualified elector and resident of the municipality as required by the Charter unless special circumstances have been approved by five (5) members of Council concurring.
4. One who enters upon the performance of the duties of an incompatible public office.
5. One who shall hold any appointed office or employment with the municipality for which compensation is authorized.
6. One who shall violate any expressed provisions of this Charter.
7. One who shall be convicted of a crime involving moral turpitude or any felony.
8. One who shall be convicted of any other provision of the State laws as applicable to public officials for which the penalty includes forfeiture of office.

SECTION 2.03 VACANCIES, FILLING OF.

Vacancies in the office of Council members shall be filled within thirty (30) days by vote of a majority of the remaining members of Council, by the selection of a qualified elector who has resided in the municipality for at least one year immediately preceding such appointment. If Council fails to make this selection within thirty (30) days, the Mayor shall make the appointment. Such person so chosen shall serve until the next regular City Council election, occurring not less than 100 days after selection. At such election, a successor shall be elected to serve for the unexpired term, if any; if not, for a full term.

SECTION 2.04 TERM OF OFFICE.

The term of office of Council members shall begin on the third Monday following the regular City Council election. City Council election shall be held on the first Tuesday after the first Monday in November in the odd numbered years. No member of Council shall serve more than two consecutive terms.

SECTION 2.05 SALARY.

The salary of Council members, other than the Mayor, shall be at a rate established by Council, until changed by ordinance adopted by Council. No increase in salary shall ever take effect during the term of a Council member in office at the time the ordinance is adopted.

SECTION 2.06 ORGANIZATION AND MEETINGS.

Following each municipal election Council shall meet within five days after the beginning of the term of office of the newly-elected members of Council for the purpose of organizing. At such meeting, the newly-elected members of Council shall take the oath of office and the Council shall proceed to elect a Mayor and a Vice-Mayor and may transact such other business as may come before it. Thereafter, regular or special meetings shall be held as prescribed in the Council rules, and regular meetings shall occur not less frequently than once each month. All meetings of Council and its Boards and Commissions shall be open to the public except Executive Sessions as provided for by Ohio statute. A majority of the members elected shall constitute a quorum at all meetings.

SECTION 2.07 MAYOR AND VICE-MAYOR.

The Council shall select biennially from among its own members one to serve as Mayor and one as Vice-Mayor for a term of two years and until their successors are chosen and qualified. The Mayor shall preside at Council meetings, when present, and shall have a vote on all matters which come before Council, but shall exercise no administrative authority. The Mayor shall be the ceremonial head of the municipality, but shall exercise no administrative authority. The Vice-Mayor shall

preside over the meetings of the Council when the Mayor is absent and shall perform such other duties as may be assigned by Ordinance.

SECTION 2.08 SALARY OF MAYOR.

The Mayor shall be paid a salary at a rate established by Council, until changed by ordinance adopted by Council. No increase in salary shall ever take place during the term of the Mayor in office at the time the ordinance is adopted.

SECTION 2.09 CLERK OF COUNCIL.

There shall be a Clerk of Council, elected by vote of majority of the members of Council from outside its membership, to serve until a successor is chosen and enters upon the duties of the Clerk's office. The Clerk may be appointed to serve full time or part time and the Council may assign the duties of the Clerk of Council to any employee of the Municipality as an additional duty. The Clerk shall give notice of Council meetings, keep the journal, advertise public hearings, record in separate books all ordinances and resolutions enacted by Council and have the same published in the manner provided by this Charter. The Clerk shall perform such other duties as may be assigned by this Charter or by ordinance.

SECTION 2.10 RULES AND JOURNAL.

The Council shall determine its own rules of procedure in conformity with the provisions of this Charter, and shall keep a journal of its proceedings which shall be a public record.

SECTION 2.11 POWERS OF THE COUNCIL.

Among other powers the Council shall have authority to:

(1) Adopt ordinances and resolutions on any subject within the scope of its powers and to provide penalties for the violation thereof;

(2) Establish the internal organization, staffing and compensation of the departments, boards and commissions created by this Charter; set up such additional departments, boards or commissions as it may deem necessary and determine their powers and duties;

(3) Adopt and modify the master plan and official map of the municipality;

(4) Regulate the use of private real estate in the municipality by establishing zones, limiting the uses in each zone and limiting the height of buildings and the intensity of land use. Structures containing more than three dwelling units, as defined within the most current edition of the Ohio Building Code, are prohibited within the incorporated area as described:

Situated in the City of Oxford, Butler County, State of Ohio, bounded and described as follows: Beginning at the intersection of Chestnut Street and Patterson Avenue; thence northwardly with the centerline of Patterson Avenue to a point, which was the 1976 North Corporate line; thence with the 1976 North Corporate line to a point in the centerline of Brown Road; thence southwardly with the centerline of Brown Road to a point in the centerline of Sycamore Street; thence westwardly with the centerline of Sycamore Street to a point in the centerline of Locust Street; thence with the centerline of Locust Street southwardly to a point in the intersection of the centerline of Chestnut Street and Locust Street; thence with the centerline of Chestnut Street eastwardly to the place of beginning; excepting the following area described as beginning at the intersection of Church Street and College Avenue; thence southwardly with the centerline of College Avenue to a point in the intersection of the centerline of Walnut Street and College Avenue; thence eastwardly with the centerline of Walnut Street; thence northwardly with the centerline of Campus Avenue to a point in the intersection of the centerline of Church Street; thence westwardly with the centerline of Church Street to the point of beginning.

This prohibition shall not apply to existing structures containing more than three dwelling units which shall be permitted to continue as nonconforming as long as said use is continued, but the same shall prohibit the future construction or establishment of structures containing more than three dwelling units;

(5) Adopt a subdivision platting ordinance and approve subdivision plats which conform thereto;

(6) Enact a comprehensive building code;

(7) Authorize the levy of taxes and the issuance of bonds as provided in this Charter;

(8) Adopt an annual appropriation ordinance based upon the annual budget;

(9) Appoint and remove the City Manager, establish the Manager's salary and appoint an acting City Manager when necessary;

(10) Appoint and remove the Director of Finance and establish such Director's salary;

(11) Appoint and remove the Director of Law and establish such Director's salary;

(12) Inquire into the conduct of any municipal officer or employee in the performance of public functions of such officer or employee;

(13) Make investigations of any office, department or agency of the municipality;

(14) Grant public utility franchises by vote of 2/3 of the members of Council;

(15) Employ a public accountant to make an audit of the financial affairs of the City whenever such an audit is deemed necessary;

(16) Provide for the employment of engineering and other professional services on a consulting basis when deemed necessary;

(17) Issue subpoenas for witnesses and to require the production of books and papers which may be necessary in the conduct of any hearings or investigation.

(18) Council shall have the power to appeal the decisions of its boards and commissions on an affirmative vote of five (5) members of Council.

SECTION 2.12 UTILITY USERS LIABLE FOR OWN USES AND NOT FOR OTHERS.

Tenants and property owners shall be liable only for their own utility use unless they have made an agreement between themselves to the contrary. New tenants and new property owners shall not be liable for the utility services provided to other prior tenants or owners or provided to other existing tenants unless they have made an agreement between themselves to the contrary.

~~SECTION 2.13 — POLICE AND FIRE PROTECTION.~~

~~Police and fire personnel shall not be required to deliver agendas of Council meetings, or other ordinary mail, of the City except in situations of a true emergency need and when regular methods of communication are inadequate. Both shall perform such duties as are provided by the laws of the State of Ohio and the Ordinances of this City.~~

~~SECTION 2.14 — PUBLIC SAFETY AND PROPERTY RIGHTS.~~

~~To preserve and protect the public safety, and the rights of property owners, and to preserve the neighborhood and quality of life, Westgate Drive shall continue to be maintained as a cul-de-sac as it has been for over 100 years and Westgate Drive shall not be extended beyond the presently paved portion thereof which paved portion does not extend beyond the northern boundary of lots 1294 / 1257-006.~~

ARTICLE III ORDINANCES AND RESOLUTIONS

SECTION 3.01 ACTION OF COUNCIL.

The action of Council shall be by ordinance or resolution. On all matters of a general or permanent nature, or granting a franchise, or levying a tax, or appropriating money, or contracting an indebtedness, or issuing bonds or notes, or for the purchase, lease or transfer of property, action shall be taken formally by ordinance in the manner hereinafter provided. Action on all other matters of a temporary or informal nature may be taken by resolution.

SECTION 3.02 ENACTMENT OF ORDINANCES.

~~Each proposed ordinance shall be introduced in writing by a member of the Council, and, in addition to the title, shall contain an opening clause reading as follows: 'Be it ordained by the Council of the City of Oxford, Ohio.'~~ **Each proposed ordinance shall be introduced in writing by a member of the Council and in the form required for final adoption. The enacting clause shall be "The Council of the City of Oxford, Ohio, hereby ordains that..."** Prior to introduction, a written copy of each proposed ordinance shall be provided to all members of Council and any member of the public requesting a copy. The action proposed to be taken shall be fully and clearly set forth in the body of the ordinance. Each ordinance shall contain one subject only which shall be stated clearly in the title. No ordinance shall be passed without the concurrences of a majority of all members elected to Council, except that emergency ordinances, as hereinafter provided, shall require concurrence of 3/4 of all members elected to Council for passage. Ordinance shall be read by title only on two different days before they may be enacted. Council on motion adopted may require the second reading of a proposed ordinance in full. However, if an emergency is declared as hereinafter provided, or if by 3/4 vote of all members elected to Council, the reading by title on two different days is dispensed with, in which cases such ordinances may be read one time by title only and passed on the day of such reading. Final passage of all ordinances and resolutions shall be certified by the Mayor or Vice-Mayor and the Clerk of Council.

SECTION 3.03 EFFECTIVE DATE.

Ordinances providing for appropriations for current expenses of the municipality, or for public improvements petitioned for the owners of a majority of the foot frontage of property benefited and to be specially assessed for the cost thereof, or for raising revenue, or ordinances wherein an emergency is declared to exist, shall become effective immediately upon passage or at such later date as may be provided therein, and such ordinances shall not be subject to referendum. All other ordinances shall take effect 30 days after passage. An emergency ordinance as referred to herein is one which must be passed and made effective at once or in less than 30 days to meet an emergency in the operation of the City government, or which is necessary for the immediate preservation of the public peace, health, safety, morals or welfare. Each emergency ordinance must contain therein a separate section setting forth the reason for the emergency. No ordinance

granting a franchise or fixing a rate to be charged by a public utility shall be passed as an emergency measure.

SECTION 3.04 PUBLICATION OF ORDINANCES.

~~A summary of each ordinance must be published on adoption, in a newspaper of general circulation in the City of Oxford. The summary shall be prepared by the Clerk of Council, approved by the Law Director, and shall describe the ordinance in brief and general terms. Resolutions shall not be published, unless the Clerk of Council is directed to do so by Council. The complete text of all ordinances and resolutions shall be made available at the office of the Clerk of Council.~~

All ordinances passed by the Council shall be published except as otherwise required by law, as used in this Section "published" shall mean to post copies thereof, or a summary of such adopted legislation, on the City's website and in not less than three of the most public places in the City, as determined by the Council for a period of not less than ten days and to take such other actions as provided by Council. ~~It also includes posting on the City's website.~~ Failure to publish as required by this Section shall not invalidate any ordinance.

SECTION 3.05 INITIATIVE AND REFERENDUM.

The initiative and referendum powers, reserved to the people under the Ohio Constitution, shall be exercised in the manner provided by the Ohio Constitution, the laws of the State of Ohio and this Charter, except: that any initiative or referendum petition filed with the Auditor of the City of Oxford shall contain the signatures of not less than ten percent of the voters who voted at the preceding election for the office of Governor; that when a petition having the required number of signatures is filed with the City Auditor, it shall be held in the Auditor's office for a period of 15 days before certification of the text of the proposed ordinance is made to the Board of Elections; that the committee designated by the petitioners to file said petition shall consist of five members. In all other respects, the procedure with reference to initiative and referendum petitions shall be the same as that provided by the Constitution, laws of the State of Ohio and this Charter. Whenever the Council is required to pass more than one ordinance to complete the legislation necessary to complete and pay for any public improvement, the referendum shall apply only to the first ordinance to be passed and not to any subsequent ordinance in the series relating thereto. Resolutions are not subject to referendum.

SECTION 3.06 ADOPTION OF STANDARD CODES BY REFERENCE.

The Council may adopt model or standard codes prepared and published by public or private agencies on such matters as building construction, plumbing, heating, ventilating, air conditioning, electric wiring, smoke regulation, fire prevention and other similar regulatory subjects by

reference to the date and source of the code without reproducing the same in full in the ordinance. In all cases in which such a code shall be adopted by reference, publication of the code, at length, by the City, shall not be required. ~~One copy of all such adopted codes shall be available for viewing at City offices. However, at least six copies of all such codes shall be kept in the office of the Clerk of Council for reference and consultation by interested persons during regular office hours, and additional copies shall always be available for sale, at cost, by the Clerk of Council.~~

ARTICLE IV CITY MANAGER

SECTION 4.01 APPOINTMENT OF CITY MANAGER.

The Council shall appoint, by majority vote of all members elected thereto, an officer to the City who shall have the title of City Manager. The City Manager shall be chosen solely on the basis of executive and administrative qualifications, as judged by the adequacy of training and experience. At the time of appointment the City Manager need not be a resident of the city or state, but during tenure of office the City Manager shall reside in the municipality. No council member shall be eligible for appointment as City Manager during the term for which elected, or for two years thereafter.

SECTION 4.02 CITY MANAGER'S DUTIES.

The City Manager shall be the chief executive and administrative officer of the municipality. The City Manager shall be responsible to the Council for proper administration of all affairs of the municipality, and to that end, subject to the provisions of this Charter, shall have authority and shall be required to:

(1) See that this Charter and the ordinances and resolutions of the City are faithfully observed and enforced;

(2) Appoint and remove all officers and employees of the City except those selected or appointed by Council, or as otherwise provided in this Charter;

(3) Insure the preparation of the tax budget and annual budget, submit them to Council for approval and administer the appropriations made by the Council;

(4) Prepare and submit monthly reports to the Council. Insure the preparation and submission to Council and the public annually, not later than March 31, a complete report on the finances and administrative activities of the municipality for the preceding year; which report shall be deemed to satisfy the requirements of Section 117.19, Revised Code of Ohio. Such annual report shall be published and distributed in the manner provided by ordinance;

(5) Formulate and arrange contract, franchises and agreements subject to the approval of Council. Sign as the official signatory of the City all legal documents on behalf of the City including, but not limited to all contracts, bonds and notes on behalf of the City;

(6) Attend all meetings of Council unless otherwise directed by Council, and shall have the right to take part in the discussion of all matters coming before Council in such meetings, but shall have no vote;

(7) Serve as an ex-officio member (without vote) of all boards and commissions authorized under this Charter, except the Civil Service Commission;

(8) Delegate to subordinate officers and employees of the municipality any duties conferred upon the Manager by this Charter or by action of Council and hold them responsible for the faithful discharge of such duties;

(9) Perform such other duties, not inconsistent with this Charter, as may be required by the Council.

SECTION 4.03 ABSENCE OR DISABILITY OF CITY MANAGER.

The City Manager may designate, by letter filed with the Clerk of Council, any qualified administrative officer of the City to perform the duties of the City Manager during the temporary absence or disability of the City Manager. If such designation has not been made, and the City Manager is unable to perform such duties or to make such designation, the Mayor on an emergency basis may appoint an acting City Manager until the next Council meeting. Council may thereafter appoint any qualified administrative officer of the municipality to perform the duties of the City Manager until the City Manager shall return or the disability ceases.

SECTION 4.04 REMOVAL OF THE CITY MANAGER.

The City Manager shall serve for an indefinite term, subject to removal by the Council at any time by a majority vote of all members elected thereto. At least 30 days before such removal shall become effective, the Council shall adopt a preliminary resolution stating the reasons for the removal. The Manager may reply in writing and may request a public hearing, which shall be held not earlier than 20 days nor later than 30 days after the filing of the request, before the full Council. After such public hearing, if one is requested, and after full consideration, the Council may adopt a final resolution of removal. The Council may, at the time the preliminary resolution is passed, suspend the Manager from duty and designate an acting Manager but shall cause forthwith the payment of any salary due the Manager to the date of suspension of the Manager. Unless such suspension and removal is for misconduct of the Manager involving moral turpitude, the Manager shall be paid a salary for the period of suspension and 30 days following the removal from

office. In the case of voluntary resignation of the Manager, the Council and the Manager shall agree upon the effective date of the resignation.

SECTION 4.05 CONTRACT WITH THE CITY MANAGER.

Council shall have the right to negotiate and authorize the Mayor to sign on behalf of Council a contract of employment with the City Manager setting forth the terms of employment and separation from employment for the City Manager as deemed to be appropriate by Council. No term established herein shall establish an expectation of continued employment except as provided in the contract.

SECTION 4.06 RELATIONS BETWEEN COUNCIL AND MANAGER.

Except for the purpose of inquiry or investigation, the members of Council shall deal with the administrative employees of the municipality solely through the City Manager. No member of the Council shall interfere in the appointment or removal of officers or employees subordinate to the City Manager. In the event any member of Council is found by the Council to have violated this section, Council shall declare that seat vacant.

ARTICLE V ADMINISTRATIVE DEPARTMENTS

SECTION 5.01 CREATION OF DEPARTMENTS.

The administrative functions of the City shall be carried on by a Department of Finance, and Department of Law and such other departments as may be created by ordinance, after consultation with the City Manager.

SECTION 5.02 DEPARTMENT HEADS.

Each City department shall be headed by a full-time or part-time director. With the exception of the Departments of Finance and Law, the City Manager shall appoint all department heads. The heads of the Departments of Finance and Law shall be appointed by the Council, in accordance with the provisions of this Charter. Each department head shall be an administrative officer of the City. Two or more departments may be headed by the same person and the City Manager may serve as the director of one or more departments in addition to the duties as Manager, when approved by Council.

SECTION 5.03 PERSONNEL

The Council shall have the authority to adopt personnel ordinances or personnel rules and regulations which modify, supplement, or supersede

the laws of the State of Ohio and which, in the case of conflict, shall prevail over the laws of the State of Ohio.

All appointments and promotions of City employees shall be made on the basis of merit and fitness demonstrated through a competitive selection process to the extent practicable and except as otherwise provided by Council.

Exempt Positions:

- (1) All elected officers.
- (2) The Clerk of Council.
- (3) The City Manager.
- (4) ~~The Secretaries and~~ Assistants to the City Manager
- (5) The Directors of the departments.
- (6) ~~The Secretaries and~~ Assistants to the Directors.
- (7) Chief of Police.
- (8) Fire Chief.
- (9) Members of boards and commissions appointed by Council.
- (10) Unskilled labor, as defined by ~~Civil Service Commission~~ Council.
- (11) Temporary employees of exceptional professional or scientific qualifications engaged as consultants for special work by the City.
- (12) Seasonal and part-time employees.

Classified Service: The classified service shall comprise all positions not specifically included in this Charter in the unclassified service as exempt positions.

The City Manager shall provide rules for the determination of merit and fitness as the basis for appointment and promotion of classified personnel

Appointments for all positions in the classified service shall be made by the City Manager based on a competitive examination and on the basis of experience, character, and conduct. 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.

Promotions for all positions in the classified service shall be made by the City Manager based on competitive examination and on records of merit, efficiency, character, conduct and seniority. Promotional examinations may be restricted to current employees or the City Manager may open the exam to qualified candidates from outside the City service.

Promotion appointments shall be made from a list of the three candidates ranked highest on the eligibility list for that position, provided three candidates qualify to be placed on the list.

No officer or employee in the classified service shall be demoted or removed except for cause and after a hearing, and the Council shall provide by ordinance for the enforcement of this provision and also for appeals to the ~~Civil Service Commission~~ Personnel Appeals Board for suspensions, demotions and removals by the City Manager.

An original appointment of a new employee shall not be deemed complete until a period of probation not to exceed twelve months has elapsed; except that in the police department ~~division~~ said probationary period for sworn officers, shall not exceed eighteen months. Such probationary employee may be discharged at any time within the said probationary period, upon recommendation of the head of the department in which said probationer is employed, with the approval of the City Manager.

SECTION 5.04 EMPLOYEE HANDBOOK.

An employee Handbook shall be distributed among all divisions of the City. Pending adoption of revisions to the Employee Handbook by Council, the City Manager may establish temporary provisions of the Employee Handbook.

Subject to the provisions of this Charter, and after consultations with the City Manager, the Council shall approve and adopt an Employee Handbook, which shall provide in detail the organization of the municipal government, define the powers and duties of each organizational unit and determine the employee procedures to be followed. Amendments to, and revisions of, the Employee Handbook shall be made by Council only after consultation with the City Manager. Where the Employee Handbook is silent, the officers and employees of the City shall have and may exercise all powers and duties provided for similar officers and employees by the state law. However, provisions of the Employee Handbook shall supersede those of state law in cases of conflict.

SECTION 5.05 DEPARTMENT OF LAW.

The Director of the Department of Law shall be known as the City Attorney. The City Attorney shall be an attorney-at-law, admitted to practice law in the State of Ohio, and in good provisional standing. The City Attorney shall perform such duties as may be assigned to the office of the City Solicitor by law, as well as those imposed by the Charter and City Ordinance. The City Attorney shall be appointed by Council for an indefinite term of office.

SECTION 5.06 DEPARTMENT OF FINANCE.

~~The Department of Finance shall perform those functions customarily performed by the Auditor and the Treasurer under the general laws of Ohio. The Director of the Department of Finance shall be assigned the~~

~~title of City Auditor. The City Auditor shall be appointed by Council for an indefinite term of office. The City Auditor shall be the fiscal officer of the City and shall be responsible for the accounting, collection and custody of public funds and control over disbursements. The City Auditor shall countersign all bonds and notes issued by the City and shall perform such other functions as may be assigned by ordinance or by order of the City Manager.~~

The Council shall appoint a Director of Finance for an indefinite term of office. The Director of Finance shall be the fiscal officer of the City and shall be responsible for the accounting, collection and custody of public funds, and control over disbursements. The Director of Finance shall countersign all bonds and notes issued by the City and shall perform such other functions as may be assigned by ordinance or by order of the City Manager.

ARTICLE VI TAXATION AND BORROWING

SECTION 6.01 LEVYING TAXES.

The Council shall have the power to levy taxes, without a vote of the electors, for the current operating expenses and other lawful municipal purposes, in the manner provided by the constitution and general laws of Ohio, subject to the limitations provided therein.

The authority of the Council to submit additional levies to a vote of the people under authority of the constitution or laws of the State of Ohio shall not be deemed impaired or abridged by reason of any provision contained in this Charter.

SECTION 6.02 SUBMISSION OF EXTRA LEVY TO VOTE.

The Council may at any time prior to the 15th day of September in any year declare by resolution, adopted by a vote of 2/3 of all the members thereof, that the amount of taxes which may be raised within the limitations of this Charter will be insufficient to provide an adequate amount for the necessary requirement of the City for current operating expenses, and other expenses payable from the general fund of the City, and such permanent improvements and equipment as shall have an estimated useful life of five years or more, and that it is necessary to levy taxes in excess of such limitation, in addition to the levies authorized and limited by this Charter, for the municipal purpose or purposes specified in such resolution. Such resolution shall specify the additional rate which it is necessary to levy, the purpose or purposes thereof, the number of years during which such rate shall be in effect and the date of the proposed election thereon. Such resolution shall be effective upon its adoption and shall be certified within five days thereafter to the election authorities, who shall place such question

upon the ballot at the next succeeding November election. If a majority of those voting thereon vote for the approval of such additional levy, the Council shall, for a period not in excess of that prescribed in such resolution, make such levy, or such part thereof as it finds necessary, pursuant to such approval and certify the same to the County Auditor, to be placed on the tax list and collected as other taxes.

SECTION 6.03 POWER TO INCUR DEBT.

The Council may, by ordinance, issue general obligation bonds to an amount not exceeding that authorized by the general laws of Ohio, now in effect or hereafter enacted, for any purpose for which bond issues are authorized by state law. Issuance of general obligation bonds beyond the limitations imposed on Council by state law and the state constitution, shall be dependent upon the approval of such issuance by the voters, as provided by law. Mortgage revenue bonds, special assessment bonds and all other notes or bonds exempted by statute shall not be included in calculating the net debt.

SECTION 6.04 MORTGAGE REVENUE BONDS.

The Council may, by ordinance, issue mortgage revenue bonds for any purpose and in any total amount authorized by the state constitution or laws of Ohio.

SECTION 6.05 SPECIAL ASSESSMENTS.

Special assessments may be levied by Council to pay any part of the cost of any public work or improvement authorized by ordinance. Such assessments shall be made and levied in accordance with the provisions and subject to the limitations prescribed in the Revised Code of the State of Ohio.

SECTION 6.06 TAX ANTICIPATION NOTES.

The Council may, by ordinance, issue notes in anticipation of the collection of taxes on whatever conditions may seem reasonable. Such notes shall be paid from the tax receipts of the year in which they are issued.

SECTION 6.07 EMERGENCY BORROWING.

The Council may, by ordinance, borrow money and issue notes in case of public emergency as authorized by the Ohio Revised Code.

SECTION 6.08 PROCEDURE IN BOND ISSUES.

The procedure followed in authorizing and issuing bonds and notes and applying the proceeds shall be in accordance with the provisions of the Uniform Bond Law of the State of Ohio in effect at the time.

ARTICLE VII FINANCE

SECTION 7.01 ANNUAL TAX BUDGET.

In the form and at the time required by law, the City Manager shall submit to the Council a tax budget for the ensuing fiscal year. For that purpose, at such time as the City Manager shall determine, the City Manager shall obtain from the head of each department or agency of the City plans for the work to be undertaken by such department during the next fiscal year, together with estimates of the cost of performing such work. The Department of Finance shall gather data from all departments and supply the City Manager with estimates of available revenue. From these data, the City Manager shall prepare the consolidated estimates for the annual tax budget. The Council shall consider these estimates and adopt them, with or without amendments, as the tax budget of the City for the ensuing year, and transmit them to the County Budget Commission in the form required by law.

SECTION 7.02 PREPARATION OF ANNUAL CITY BUDGET.

The City Manager shall prepare and submit to the Council each year a budget estimating the total contemplated work program and expenditures from each fund during the ensuing fiscal year. Expenditures shall not exceed the total recommended appropriations from each fund and the total estimated resources certified by the County Budget Commission and the County Auditor. Council may request the City Manager prepare a five (5) year planning budget. Such budget shall serve as the basis for the annual appropriation ordinance.

SECTION 7.03 OTHER PROCEDURES.

In all other respects the procedure for the preparation, advertising, hearing and adoption of the budget and the appropriation of municipal funds shall be governed by the general laws of the State of Ohio pertaining to such matters. Amendment to the annual appropriation ordinance shall be governed by the general laws of the State of Ohio pertaining to such matters.

SECTION 7.04 FISCAL YEAR.

The fiscal year of the City shall be the calendar year, beginning January 1 and ending December 31 each year.

SECTION 7.05 CAPITAL IMPROVEMENT RESERVE FUND.

Council may create and maintain a Capital Improvement Reserve Fund, and may from time to time transfer or appropriate thereto all moneys accruing to any other fund of the municipality not needed for the purposes of such fund and available for transfer under general law.

The unencumbered balance remains in the general fund of the municipality at the end of any fiscal year may also be transferred. Moneys in the Capital Improvement Reserve Fund shall not be expended for any purpose except to purchase equipment, apparatus or other property, or to construct buildings, structures, roads and other property or public improvements, needed for the use of the municipality, or to pay bonded obligations of the municipality by means of transfer to its bond and interest retirement fund.

ARTICLE VIII
BOARDS AND COMMISSIONS
~~**CIVIL SERVICE COMMISSION**~~

PERSONNEL APPEALS BOARD

SECTION 8.01 PERSONNEL APPEALS BOARD

There shall be a Personnel Appeals Board consisting of three qualified electors of the City who shall be appointed by the Council for three year terms. Council shall fill vacancies by appointment for the unexpired term. Each member shall neither hold nor be a candidate for any other public office nor be employed by the City.

The City and the Personnel Appeals Board shall have no jurisdiction over, nor be obligated to perform any duties with regard to employees of the Talawanda City School District.

SECTION 8.02 POWERS AND DUTIES

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

The Board shall serve without compensation and shall hear appeals from any nonexempt employee who has successfully completed a probationary period, or applicant for non-exempt position who has successfully completed a probationary period, upon such issues as may be subject to appeal as defined by rules established pursuant to this section. The board shall have the power to subpoena witnesses and require the production of records. The decision of the Board shall be final.

PLANNING COMMISSION

SECTION 8.03 PLANNING COMMISSION.

There shall be a City Planning Commission consisting of seven members, two of whom shall be members of Council, elected by Council for a term

of one year; and five citizen members, appointed by Council from among the qualified electors of the city. The five citizen members shall serve five year overlapping terms of office. Citizen members of the Planning Commission shall hold no other incompatible public office.

SECTION 8.04 POWERS AND DUTIES.

The Planning Commission may act as the Platting Commission of the municipality. As such, it shall provide for planning, zoning and regulations covering platting of all lands which are subject to control by the municipality, and shall cause an official map of such territories to be made. The Commission shall carry out the comprehensive plan and make such investigations, reports and recommendations relating to planning and the physical development of the City as it finds necessary and desirable.

BOARD OF ZONING APPEALS

SECTION 8.05 BOARD OF ZONING APPEALS.

There shall be a Board of Zoning Appeals consisting of five electors of the city, appointed by Council to serve for a term of three years. The Board shall establish its own rules of procedure and keep a record of its proceedings in all matters coming before the Board. No resolution overruling an action under or interpretation of the zoning ordinance by any administrative officer of the City shall be adopted except by the affirmative vote of three members of this board.

SECTION 8.06 POWERS AND DUTIES.

The board shall have the power to hear and determine appeals from refusal of building permits and to permit exceptions to and variations from the zoning regulations in individual cases as may be required to afford justice and avoid unreasonable hardship to property owners. The standards in all instances to be applied by the board shall be established by ordinance of Council.

RECREATION BOARD

SECTION 8.07 RECREATION BOARD.

There shall be a Recreation Board appointed by Council consisting of five members. Appointments shall be made for a three-year term of office. The Recreation Board shall recommend to Council future plans and development of playgrounds, parks and recreational facilities and programs for the City. The Recreation Director shall be appointed by the City Manager.

OTHER BOARDS

SECTION 8.08 OTHER BOARDS AND COMMISSIONS.

In addition to the foregoing boards and commissions, Council may create and abolish such other advisory boards, commissions and committees as may be deemed necessary.

SECTION 8.09 CITY MANAGER EX-OFFICIO MEMBER.

The City Manager or designee shall be an ex-officio member without vote of all boards and commissions created by or under authority of this Charter, except the Personnel Appeals Board.

SECTION 8.10 REMOVAL FROM OFFICE.

Council shall declare vacant an appointed official's office by a majority vote of all members of Council for any of the following reasons.

1. One who is absent without justifiable excuses for three (3) consecutive regular meetings.
2. One who shall be convicted of a crime involving moral turpitude or any felony.
3. One who shall be convicted of any other provision of the state laws as applicable to public officials for which the penalty includes forfeiture of office.

ARTICLE IX NOMINATIONS AND ELECTIONS

SECTION 9.01 MUNICIPAL ELECTIONS.

The regular municipal election for the choice of members of the Council shall be held on the first Tuesday after the first Monday in November in the odd numbered years. The Council may, by resolution, order a special election at any time, the purpose of which shall be set forth in the resolution.

SECTION 9.02 CONDUCT OF ELECTIONS.

Both regular and special municipal elections shall be conducted by the Board of Elections of Butler County, Ohio, under the provisions of this Charter. Where the Charter is silent, the provisions of the state election law shall be followed.

SECTION 9.03 NOMINATIONS.

No primary election shall be held for the nomination of candidates for the Council. Nominations for the office of Council member shall be made by petition signed by not less than 50 nor more than 100 electors of the

City. Petitions shall be the standard forms for the nomination of individual nonpartisan candidates for such office. Group petitions shall not be used. Petitions shall be filed with the Board of Elections in accordance with the current laws of the State of Ohio. An elector may sign only as many petitions as there are Council members to be elected at the municipal election for which the nominations are made.

SECTION 9.04 ACCEPTANCE AND VERIFICATION.

The signature of the candidate indicating acceptance of the nomination and willingness to serve if elected shall appear on each copy of the petition. The petition may be in a number of parts, but each part shall be verified under oath by the circulator, as required by law.

SECTION 9.05 BALLOTS.

The full names of all candidates nominated shall be printed on the official ballot without party designation. If two candidates with the same surname, or with names so similar as to be likely to cause confusion are nominated, the addresses of their places of residence shall be placed below their names on the ballot. The names of all candidates shall be rotated on the ballot as provided by law.

SECTION 9.06 WRITE-INS.

Only in the event that fewer candidates are nominated by petition than there are Council members to be elected at the ensuing election shall space be provided on the ballot for the writing in at the election of the names of additional persons.

~~SECTION 9.07 WATCHERS AND CHALLENGERS.~~

~~At each municipal election, each regularly nominated candidate shall be entitled, on written application to the Board of Elections at least ten days before the election, to appoint one person and one alternate to represent such candidate as a watcher and challenger at each polling place during the casting and counting of ballots, and one person and an alternate to represent such candidate as watcher and challenger during the canvas of votes at the Board of Elections.~~

~~SECTION 9.08 ELECTION.~~

~~The candidates for member of Council at the regular municipal election, equal in number to the places to be filled on Council, who received the highest number of votes shall be declared elected.~~

~~SECTION 9.09-07 RECALL.~~

Members of Council may be removed from office before the expiration of their term by the qualified voters of the city. The procedure for such recall shall be that provided in the Ohio Revised Code.

**ARTICLE X
GENERAL PROVISIONS**

~~**SECTION 10.01 OATH OF OFFICE.**~~

~~Every officer and employee of the City shall, before entering upon public duties, take and subscribe to the following oath or affirmation which shall be filed and kept in the office of the Clerk of Council:~~

~~I solemnly swear (or affirm) that I will support the Constitution of the United States and of the State of Ohio and will obey the laws thereof and that I will, in all respects, uphold and enforce the provisions of the Charter and ordinances of this city, and will faithfully discharge the duties of _____ upon which I am about to enter.~~

SECTION 10.01 OFFICIAL BONDS.

All officers and employees of the City whose duties require them to handle municipal and other public money or property shall furnish a corporate surety bond issued by a company authorized to do business in Ohio, to protect the City against loss due to their acts. The amount of the bond in each case shall be determined by Council and the premium on such bonds shall be paid from the funds of the City. All such bonds shall be filed with the Clerk of Council.

SECTION 10.02 PERSONAL INTEREST.

No member of the Council or any officer or employee of the City shall have any financial interest, direct or indirect, in any contract with or sale to the City of any materials, supplies or services, or any land or interest in land. A person who knowingly and willfully violates this section shall be guilty of malfeasance in office and upon conviction thereof shall be removed from office.

Any contract or agreement made in violation of this section shall be voidable at the election of the Council.

SECTION 10.03 REMOVAL FROM OFFICE; DISQUALIFICATION.

Whenever, in this Charter certain acts on the part of City officials are described as constituting malfeasance in office, the procedure for complaint, trial and judgment thereon shall be that prescribed in the Ohio Revised Code.

SECTION 10.04 AMENDMENTS TO THE CHARTER.

This Charter may be amended as provided in Article XVIII, Section 9, of the Ohio Constitution, by submission of a proposed amendment to the electors of the municipality and approved by a majority of those voting on the question of its adoption.

Such amendment may be initiated by either a vote of at least five (5) members of Council, or by petition to the Council signed by ten (10) percent of the voters who voted at the preceding election for the office of Governor.

At the first meeting of the Council in January 1996 and every ten (10) years thereafter, Council shall appoint a commission of not less than five (5), nor more than nine (9) electors of the municipality, to include one (1) but no more than two (2) current City Council members. It shall be the duty of the commission to review the existing Charter and make such recommendations for revision as it may see fit. The City Solicitor shall provide advice and counsel as needed by the Commission.

The Commission shall submit its written report to Council at an open meeting not later than December 31 of the same year. Thereupon, the Council may take such action as it deems warranted with respect to such recommendations.

In the event two (2) conflicting amendments to the Charter are approved at the same election by a majority of the total number of votes cast, the one receiving the highest number of affirmative votes shall be the amendment to the Charter.

SECTION 10.05 SEVERABILITY CLAUSE.

If any section or part of section of this Charter shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Charter, which would have been adopted without the invalid portion of such invalidity could have been known at the time of its original adoption.

ARTICLE XI TRANSITIONAL PROVISIONS

SECTION 11.01 ~~FISCAL~~ SUCCESSION AND VESTED RIGHT.

The City of Oxford, under this Charter, is hereby declared to be the legal successor of the Village of Oxford, under the general laws of the State of Ohio; and as such it has title to all property, real, personal, and mixed, owned by its predecessor, including all moneys on deposit and all taxes in process of collection together with all accounts receivable and rights of action. Adoption of the Charter or any amendments of it shall not impair rights vested in the City nor discharge any liability previously incurred by the City.

~~The City of Oxford under this Charter is hereby declared to be the only legal successor of the City of Oxford under the general law and as such the City has title to all property, real and personal, owned by its predecessor including all moneys on deposit and all taxes in the process of collection, together with all accounts receivable and rights of~~

~~action. The City also is liable for all outstanding orders, contracts and debts of its predecessor, and for any other obligations for which it may be held liable, as such successor, by any court of competent jurisdiction.~~

~~SECTION 11.02 CONTINUATION OF ORDINANCES.~~

~~All ordinances of the City in effect at the time of adoption of this Charter shall remain in effect, except as superseded by the provisions of this Charter, until they are amended or repealed.~~

~~SECTION 11.03 CONTINUATION OF OFFICERS.~~

~~All persons holding office at the time this Charter takes effect shall continue in office and in the performance of their duties until provision shall have been made, in conformity with the Charter, for the performance of such duties by a successor, or the office is abolished.~~

~~SECTION 11.04 CONTINUANCE OF EMPLOYEES.~~

~~Every employee of the City government when this Charter takes effect shall be retained in such employment and shall thereafter be subject in all respects to the provisions of this Charter.~~

~~SECTION 11.05 TRANSFER OF RECORDS AND PROPERTY.~~

~~All public records and property in the custody of officers and employees of the City shall be transferred and delivered promptly to their successors, upon termination of tenure of office or employment.~~

~~SECTION 11.06 CONTINUANCE OF CONTRACTS AND PUBLIC IMPROVEMENTS.~~

~~All contracts entered into by the City or for its benefit, prior to the taking effect of this Charter, shall continue in full force and effect. Public improvements for which legislative steps have been taken under laws existing at the time this Charter takes effect shall be completed, as nearly as practicable, under the provisions of such laws.~~

~~SECTION 11.07 PENDING ACTIONS AND PROCEEDINGS.~~

~~No action or proceeding, civil or criminal, pending at the time when this Charter shall take effect, brought by or against the City or any office, agency or officer thereof, shall be abated or affected by anything herein contained, but all such actions shall be prosecuted or defended under the laws in effect when they were filed.~~

~~SECTION 11.08 WHEN CHARTER TAKES EFFECT.~~

~~This Charter shall be voted upon at the general election held November~~

~~5, 2013, and will take effect on adoption if approved by the voters.~~