

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: June 21, 2011

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

June 13, 2011

Date Prepared

Agenda Title: An Ordinance Approving The Vacation Of The Alley Right-Of-Way Running North-South Between East Church Street And East High Street; Between Tallawanda Road And Bishop Street.

Recommendation:

Discussion:

Miami University has plans for a building construction project on the parking lot at the northwest corner of Tallawanda Road and High Street. They would like the City to vacate the alley next to the parking lot running north and south between Church and High Streets. Miami University owns property on both side of the alley. There are no City utility issues involved in this vacation. Miami University has signed a vacation petition and has had the plat map and legal description prepared for the proposed alley vacation.

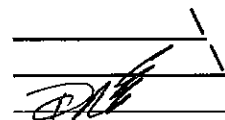
Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

 6-17-11

ORDINANCE NO.

ORDINANCE APPROVING THE VACATION OF THE ALLEY RIGHT-OF-WAY
RUNNING NORTH-SOUTH BETWEEN EAST CHURCH STREET AND EAST HIGH
STREET; BETWEEN TALLAWANDA ROAD AND BISHOP STREET.

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

SECTION 1: Council hereby finds that the Board of
Trustees of Miami University has petitioned the City of Oxford
to vacate the alley running north-south between East Church
Street and East High Street; between Tallawanda Road and Bishop
Street to facilitate a construction project at the northwest
corner of Tallawanda Road.

SECTION 2: Council hereby accepts the petition from the
Board of Trustees of Miami University and further finds there is
good cause for vacation of the alley and said vacation is not
detrimental to the general interest of the public.

SECTION 3: Council hereby orders the alley which runs
north-south from East Church Street to East High Street, between
Tallawanda Road and Bishop Street be vacated.

SECTION 4: The petitioner has prepared a vacation plat
of said vacated alley; the Clerk of Council is instructed to
endorse upon such plat the action of this Council in vacating
such portions of said alley; and to cause the applicant to have
said plat recorded at the office of the Recorder of Butler
County, Ohio.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

PETITION TO THE CITY OF OXFORD TO VACATE THE ALLEY
RIGHT-OF-WAY RUNNING NORTH-SOUTH
BETWEEN EAST CHURCH STREET AND EAST HIGH STREET;
BETWEEN TALLAWANDA ROAD AND BISHOP STREET

TO: Oxford City Council

FILED ON BEHALF OF PETITIONERS:

Board of Trustees of Miami University (Hereinafter referred to as "Owner")

Board of Trustees of Miami University being the contiguous fee simple titled Owner of the real estate abutting the alley more fully described in Exhibit "A", attached hereto, petition the legislative authority of the City of Oxford, Ohio, being the Oxford City Council, pursuant to the provisions of Section 723.04, et seq., of the Ohio Revised Code, to vacate the alley designated on the plat, a copy of which is attached hereto as Exhibit "B". This petition, in addition to being filed under the authority of Section 723.04, et seq., of the Ohio Revised Code sets forth the following supporting reasons for the vacation:

1. The vacation of the alley will facilitate a construction project at the northwest corner of Tallawanda Road.
2. The vacation of this portion of the street is not detrimental to the general interest of the City of Oxford, Ohio, and its residents.
3. The undersigned is the Owner of all lots abutting the aforementioned alley.

Pursuant to Section 723.06 Ohio Revised Code, Petitioner, being the Owner of all contiguous real estate and having given written consent to the vacation, moves this Council to dispense with the notification of the intent to vacate.

Wherefore, Owner respectfully moves City Council as legislative authority for the City of Oxford to vacate the subject alley, all rights and interests therein, and to declare such alley portion, by ordinance, vacated.

Respectfully Submitted,

BOARD OF TRUSTEES OF
MIAMI UNIVERSITY

By: _____

Title: _____

St. O. Ryder
Secretary to Board of Trustees
Miami University

Exhibit "A"

Date: June 6, 2011
Description: 16.00' Alley Vacation
Between Lot #292 & Lot #293
Location: City of Oxford
Butler County, Ohio



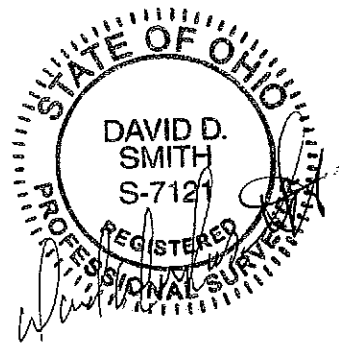
Situated in the City of Oxford, Butler County, Ohio, being adjacent to Lot #292 and Lot #293 of said City of Oxford and being a 16.00 foot alley and being more particularly described as follows:

Beginning at the southeast corner of Lot #292, said point being on the north right of way of East High Street; thence with the east line of said Lot #292 North 02°34'18" East, 304.19 feet to the south right of way of East Church Street;

thence with said south right of way of East Church Street, South 87°54'50" East, 16.00 feet to the northwest corner of said Lot #293;

thence with the west line of said Lot #293 South 02°34'18" West, 304.27 feet to the north right of way of East High Street;

thence with said north right of way of East High Street, North 87°37'43" West, 16.00 feet to the point of beginning, containing 0.112 acres or 4,868 square feet of land more or less and being subject to all legal highways, easements, restrictions and agreements of record.



11D042-000 VACATION 110606.doc

Page 1 of 1

6900 Tylersville Road, Suite A
Mason, Ohio 45040
513-336-6600

209 Grandview Drive
Fort Mitchell, Kentucky 41017
859-261-1113

318 South College Avenue
Oxford, Ohio 45056
513-523-4270

P.O. Box 3706
Lawrenceburg, Indiana 47025
812-537-9064

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CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: July 5, 2011

Donna Heck

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

June 29, 2011

Date Prepared

Agenda Title: An Ordinance Repealing Ordinance No. 3133 And Adopting A New Ordinance Amending Section 3 Of The Salary Ordinance. Part-Time Positions Increasing Certain Pay Bands On Attachment "A" Of Ordinance No. 3133 By Two Percent (2%) And Adding The Position Of Senior Program Coordinator.

Recommendation: Approve.

Discussion: The attached legislation authorizes a 2% pay increase for permanent part-time positions and fire department positions as well as increasing the pay bands to reflect the 2% increase.

Also included under Section 3 is the position, Senior Program Coordinator. This position is the aerobics instructor who has been with the City for 25 years and was considered a contract type employee for a number of those years. Not including the position in the salary ordinance was not intentional but an oversight. The Auditors have reviewed this position previously and we were not cited, however, the City Manager determined the position should be included in the Ordinance. As the position had not been included previously, the rate of \$16.25/hour is higher than allowed for other part-time positions and will be frozen at that rate.

Deletions are noted by strike through and changes/additions are in bold.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

DLH 6/30/11

DLH 7/1/11

ORDINANCE NO. _____

AN ORDINANCE REPEALING ORDINANCE NO. 3133 AND ADOPTING A NEW ORDINANCE AMENDING SECTION 3 OF THE SALARY ORDINANCE. PART-TIME POSITIONS INCREASING CERTAIN PAY BANDS ON ATTACHMENT "A" OF ORDINANCE NO. 3133 BY TWO PERCENT (2%) AND ADDING THE POSITION OF SENIOR PROGRAM COORDINATOR.

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

SECTION 1: The City Manager, Finance Director and Human Resources Director hereby recommend the repeal of Ordinance No. 3133 and the adoption of a new Salary Ordinance.

SECTION 2: The City Manager, Finance Director and Human Resources Director recommend City Council amend Section 3 of the Salary Ordinance, increase certain pay bands on Attachment "A" of the Salary Ordinance and add to the Salary Ordinance the position of Senior Program Coordinator.

SECTION 3: City Council hereby accepts the recommendation of the City Manager, Finance Director and Human Resources Director and repeals Ordinance No. 3133 and adopt a new revised Salary Ordinance and Attachment A as follows:

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

ORDINANCE NO. 3133

AN ORDINANCE ESTABLISHING SALARIES AND CERTAIN BENEFITS FOR SALARIED AND HOURLY FULL-TIME AND PART-TIME EMPLOYEES WITHIN THE SERVICE OF THE CITY OF OXFORD, OHIO, PAID FROM JANUARY 1, 2011 THROUGH DECEMBER 31, 2011.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, THAT THE SALARIES, WAGES AND CERTAIN BENEFITS FOR A NUMBER OF OFFICIALS AND EMPLOYEES OF THE CITY OF OXFORD BE FIXED AS FOLLOWS:

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

<i>POSITION TITLE</i>	<i>AUTHORIZATION</i>		
	<u>TYPE</u>	<u># OF EMPLOYEES</u>	<u>PAY BAND</u>
<i>OFFICE OF THE CITY MANAGER</i>			
City Manager	(NC)	(1)	By Contract
Assistant to the City Manager	(NC)	(1)	5
Human Resources Director	(NC)	(1) **	7
Clerk of Council/AAIL	(NC)	(1)	4
<i>ECONOMIC DEVELOPMENT DEPARTMENT</i>			
Economic Development Director	(NC)	(1)	7
<i>FINANCE DEPARTMENT</i>			
Finance Director	(NC)	(1)	By Contract
Assistant Finance Director	(C)	(1)	6
Utility Billing and Collections Supervisor	(C)	(1) **	6
Payroll and Benefits Specialist	(C)	(1)	5
Utility Collections Specialist II	(C)	(1)	4
Utility Collection Spec. I.	(C)	(1)	2
Accounting Specialist	(C)	(2)	4
Accounting Assistant	(C)	(1) **	2
<i>LAW DEPARTMENT</i>			
Law Director	(NC)	(1)	By Contract

****Authorized-not budgeted.**

PARKS & RECREATION DEPARTMENT

Parks & Recreation Director	(NC)	(1)	7
Recreation Programs Supervisor	(C)	(1)	5
Sports Activities Supervisor	(C)	(1)	5
Office Manager	(NC)	(1)	5
Receptionist	(C)	(1)	1
Custodian	(NC)	(1)	1
Recreation Programs Coordinator	(C)	(1) ***	3
Sports Coordinator	(C)	(1)	3

COMMUNITY DEVELOPMENT DEPARTMENT

Community Development Director	(NC)	(1)	7
Planner	(C)	(1)	6
Admin. Asst. to Director (Tech)	(NC)	(1)	5
Administrative Assistant II	(NC)	(2)	3

SAFETY DEPARTMENT - FIRE DIVISION

Fire Chief/Inspector	(NC)	(1)	7
Assistant Chief/Inspector	(NC)	(1)	6
Administrative Assistant II	(NC)	(1)	3

SAFETY DEPARTMENT - POLICE DIVISION

Police Chief	(NC)	(1)	7
Police Lieutenant	(C)	(2) *	By Contract
Police Sergeant	(C)	(6)	By Contract
Police Officer	(C)	(19) **	By Contract
Public Safety Assistant	(C)	(3)	By Contract
Police Records Specialist	(C)	(1)	By Contract
Public Safety Communications Officer	(C)	(9)	By Contract
Office Manager	(NC)	(1)	5
Assistant to the Chief (Tech)	(NC)	(1) ***	5
Properties Custodian	(C)	(1)	2
Parking Clerk	(NC)	(1)	2

SERVICE DEPARTMENT

Service Director	(NC)	(1)	7
Deputy Director	(C)	(1)	6
Environmental Specialist	(C)	(1)	5
Administrative Assistant III	(NC)	(1)	4
Custodian	(NC)	(1)	1

***Reduce to 2 Lieutenants.**

****19 Authorized – 18 Budgeted**

*****Authorized – not Budgeted**

ENGINEERING DIVISION

City Engineer	(C)	(1)	6
Engineer	(C)	(1) *	6
Engineer-in-training (EIT)	(C)	(1)	5
Engineering Aide	(C)	(1)	4

STREETS AND MAINTENANCE DIVISION

Streets and Maintenance Manager	(C)	(1)	6
Equipment Mechanic	(C)	(2) **	5
*authorized for two - budgeted for one			
Parks Maintenance Supervisor	(C)	(1)	5
Street Operations Specialist	(C)	(1)	4
Service Workers		(10) ***	

WASTEWATER DIVISION

Collection

Wastewater Collection Manager	(C)	(1)	6
Service Workers		(4)	

Plant

Wastewater Plant Manager	(C)	(1)	6
WWTP Laboratory Technician	(C)	(1)	3
Plant Mechanic II	(C)	(1)	4
Plant Mechanic I	(C)	(1)	3
Service Worker I	(NC)	(1)	1
WWTP Operators		(3)	

WATER DIVISION

Distribution

Water Distribution Manager	(C)	(1)	6
Service Workers		(4)	

Plant

Water Plant Manager	(C)	(1)	6
Utility Maintenance Technician	(C)	(1)	2
Utility Meter Reader	(NC)	(1)	1
Water Plant Operators		(2)	

***authorized-not budgeted**

****2 authorized - 1 budgeted**

*****10 authorized 9 budgeted**

TOTAL Full-Time Authorized Strength: 114 (123 authorized not budgeted)

NC = Non-Classified Employee

C = Classified Employee

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

- A.** Adoption of this ordinance reflects a 0%(COLA) increase of all employees not covered by a collective bargaining agreement. The Finance Director, Law Director and City Manager shall also receive the same increase to their current base salaries.
- B.** The City Manager, except as otherwise provided in the charter, is authorized to establish the starting salary not to exceed the position's market midpoint.
- C.** The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year.
- D.** The City Manager is hereby authorized to increase an employee's salary not to exceed the market midpoint of the new position when a promotion occurs where an employee moves to a higher job classification.
- E.** Employees who are below market midpoint will receive an additional 0% annual increase for 2011 provided they have a satisfactory performance evaluation.

SECTION 3: The following part-time positions are hereby established with respect to position title, authorized number and maximum compensation (rate per hour except as otherwise indicated):

<i>POSITION TITLE</i>	<i>AUTHORIZATION</i>	
	<i># OF</i>	<i>PAY</i>
	<i><u>EMPLOYEES</u></i>	<i><u>RATE</u></i>
<i>ADMINISTRATION</i>		
Receptionist	1	\$14.00/hr
Human Resources Director	1	\$40.1849/hr
<i>FINANCE DEPARTMENT</i>		
Accounting Assistant	1	\$14.00/hr
<i>PARKS & RECREATION DEPARTMENT</i>		
Park/Recreation Technician	5	\$11.00/hour
Program/Facility Coordinator	3	\$14.00/hour
Senior Program Coordinator	1	\$16.25/hour
<i>SERVICE DEPARTMENT</i>		
Laborers	4	\$12.00/hour
Streets & Maintenance Division		
Wastewater Collection		
Water Plant Operators	2	\$20.2528/hour
<i>SAFETY DEPARTMENT - FIRE DIVISION</i>		
Part-Time Firefighters/EMT's	30	\$14.50 /hr up to \$14.80
Firefighters and/or EMT's	64	\$14.50 /hr up to \$14.80
Fire Division Captains	3	\$15.50 up to \$15.80
Fire Division Lieutenants	3	\$15.00 up to \$15.30
		\$15.50 / \$15.80 /12-hr shift
		1 run \$31 / \$31.60 /24-hr
		shift 2 runs
<i>SAFETY DEPARTMENT - POLICE DIVISION</i>		
Assistant to the Chief-Parking &	1	\$39.1394/hr
Transportation		
Police Officer	6	contract base pay
Public Safety Assistant	3	contract base pay
Public Safety Communications Officer	4	contract base pay
Parking Interns	8*	\$14.00/hr
*Reimbursed		
TOTAL Part-Time Authorized Strength: 139		
<i>CITY-WIDE</i>		
Intern/Temporary Part-time		\$14.00/hour

SECTION 4: The following seasonal part-time positions are hereby established with respect to position title, authorized number and maximum compensation (rate per hour except as otherwise indicated):

<i>POSITION TITLE</i>	<i>AUTHORIZATION</i> <i># OF</i> <i><u>EMPLOYEES</u></i>	<i>PAY</i> <i><u>RATE</u></i>
<i>PARKS & RECREATION DEPARTMENT</i>		
Park/Recreation Technician	36	\$11.00/hour
Program/Facility Coordinator	3	\$14.00/hour
<i>SERVICE DEPARTMENT</i>		
<i>STREET DIVISION</i>		
Laborer	7	\$12.00/hour
<i>WASTEWATER DIVISION</i>		
<u>Plant</u>		
Laborer	1	\$12.00/hour
<u>Collections</u>		
Laborer	1	\$12.00/hour
<i>WATER DIVISION</i>		
<u>Plant</u>		
Laborer	1	\$12.00/hour

TOTAL Seasonal Part-Time Authorized Strength: 49

SECTION 5: Department Heads and Supervisory Employees.

- A. Defined.** The positions of City Manager, Finance Director, Law Director, Police Chief, Community Development Director, Service Director, Parks and Recreation Director, Fire Chief, Human Resource Director and Economic Development Director are department heads. These employees in addition to Assistant Finance Director, Deputy Service Director, Streets and Maintenance Manager, Wastewater Collection Manager, Water Distribution Manager, Water Plant Manager and Wastewater Plant Manager for the purposes of group life and accidental death and dismemberment, are considered supervisory employees.
- B. Overtime.** Department heads are salaried employees and are not entitled to overtime.

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

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

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

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

- D. **Other Benefits and Provisions.** Except as superseded by the provisions of this section, department heads and supervisory employees shall be entitled to all other benefits and provisions of this ordinance applicable to full-time employees of the City of Oxford.

- E. **Sick Leave.** The Police Chief shall receive a bonus of \$310 per calendar quarter if he uses no sick leave during that quarter. If the Police Chief uses no sick leave for the calendar year, he shall receive an additional \$360. The bonus payment shall be issued at the end of each calendar quarter.

SECTION 6: General Provisions

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

C. **Emergency Appointments.** In case of civil unrest or other like emergency, the City Manager may appoint emergency police officers or other volunteer citizens as may be necessary for temporary service during the emergency and shall report this action to the City Council at its next meeting. Such emergency appointees shall be compensated for all time actually worked on behalf of the City.

D. **Firefighters.** Firefighters are paid according to the schedule in Section 3 hereof of part-time employees. A firefighter may receive a supplement equal to one-half their ordinary job wage if their employer does not continue pay while they are away from work attending to a fire.

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

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

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

SECTION 7: Employee Benefits

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

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

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

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

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

- D. **Sick leave conversion.** Prior to retirement, an employee with a banked sick leave balance of 280 hours up to a maximum of 1200 hours may convert the balance to vacation or pay at a rate of 5:1. However, there must be 240 hours remaining, and such conversion may only be made by written application to the Finance Department during the month of April, and pay, when requested, will be made on or before May 20th. Should an employee on lay-off (who has converted

sick leave to vacation) return to City employment, they may within one year of reinstatement repurchase their accumulated sick leave by repaying at the same rate as the pay-off. Such repayment may be in cash, by payroll deduction or use of newly accumulated vacation time.

- E. Funeral Leave.** Full-time employees will be permitted to use up to three (3) days funeral leave per calendar year for such time as may be reasonably needed for the purpose of attending the funeral of a member of their immediate family. After exhausting this annual allowance, an employee will be permitted to use up to three (3) days of sick leave as may be reasonably needed for the purpose of attending the funeral of a member of their immediate family. In no case shall an employee use more than a combined total of three (3) days funeral and/or sick leave for a single funeral. Immediate family shall be construed to mean spouse, child, parent, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, spouse's grandparent or grandchild. Leave of absence without pay is allowed for other funerals when approved by the employee's supervisor.
- F. Payment of Health Insurance Premiums.** For each full-time, employee (forty hours per week) and Law Director who participates in the City group medical insurance programs, the City will pay nine hundred fifty dollars (\$950.00) per month per employee during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay \$12.87 for single coverage and \$29.61 for family coverage, each pay period, with deductions being made from gross pay before taxes resulting in the cost being reduced to \$9.27 for single and \$21.32 for family.
- G. Holiday Schedule.** There shall be fourteen (14) paid holidays for full-time employees as follows:

New Year's Day (January 1)
Martin Luther King, Jr. Day (third Monday in January)
Washington/Lincoln Day (third Monday in February)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving Day (fourth Thursday in November)
Day after Thanksgiving
Christmas Eve Day (The day preceding or following
Christmas Day holiday as designated by the City
Manager)
Christmas Day (December 25)
Four (4) Personal Days - 32 Hours

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

- H. Pay for Work on Certain Holidays.** Any full-time employee, department heads excluded, who is required by the employee's supervisor to work on a designated holiday as a part of the employee's regularly scheduled duty and within the employee's normal hours of work shall receive pay in an amount equal to one and one-half (1-1/2) times the employee's base hourly rate of pay for all hours actually worked by the employee between the hours of 12:01 a.m. and 12:00 midnight, inclusive, on the designated holiday. When such an employee works on a holiday, the employee shall be entitled to an additional day off in lieu of the holiday.

Employees called to work on a designated holiday (to perform a special project or emergency repair) may receive pay in the amount equal to one and one-half (1-1/2) times the employee's base hourly rate of pay for all hours actually worked on the holiday in addition to the eight hours straight time pay for the holiday at the discretion of the City Manager.

When a calendar holiday falls on either weekend day(s) (including Christmas Eve and Christmas), the following rules apply:

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

I. Group Life and Accidental Death and Dismemberment Insurance.

The City will pay 100% of the premium for these fringe benefits for coverage in an amount equal to the employee's annual base salary, except that the amount of the insurance coverage provided will be subject to a reduction schedule included in the group policy. Such reductions generally begin at age 65 and are subject to ADEA regulations. These fringe benefits apply only to full-time employees working at least forty (40) hours per week and the Law Director. The City will pay 100% of the premium group life insurance

coverage on the Police Chief in an amount equal to one and one-half(1-1/2)times the Police Chief's annual salary.

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

J. Longevity Bonus Pay. Longevity Bonus Pay will only be paid to eligible employees who accrue the required years of service on or before December 31, 2011 and are full-time employees of the City on or before December 31, 2011. To be eligible for Longevity Bonus Pay an employee must meet both requirements.

No partial or proportionate Longevity Bonus Pay will be paid. An employee shall accrue one year of service for twelve consecutive months of full-time employment. Part-time employees who become full-time employees may use hours worked as a part-time employee towards years of credit. Credit will not be given for partial years of service.

Full-time employees who leave the City's employment and are eligible to receive longevity pay based on the anniversary date in 2011 shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 2011. All eligible full-time employees shall be paid in accordance with the following schedule. Contract employees shall be paid according to the appropriate contracts. The Chief of Police shall be paid longevity according to the current schedule in the Police Supervisors' contract.

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

K. Vacation. An employee shall accrue vacation monthly at the following rate unless otherwise covered by a collective bargaining unit(except a first year employee who shall receive the employee's vacation accrual after the completion of the twelfth month):

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

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

L.Reimbursement. Employees authorized and required by the assigned supervisor to drive personal vehicles on official City business shall be reimbursed for actual miles driven at the IRS standard mileage rate in effect. Employees who are out of the City on official business or at authorized training functions shall be reimbursed for meals at the actual meal cost not to exceed IRS recognized per diem rate including those rates for high cost cities (receipts are required). The City Manager is authorized to adopt specific procedures regarding travel reimbursement.

SECTION 8: Disability Income Continuation Benefit

Each full-time employee of the City of Oxford, who is disabled to the extent that the employee cannot perform regular duties as a result of injuries sustained in an identifiable incident while in the course of public employment with the City, not through the employee's own negligence, shall after exhaustion of the employee's accumulated sick leave, continue to receive, for a period not to exceed one calendar year from the date of sick leave exhaustion, an amount of compensation equivalent to the employee's full salary less any and all funds received from all public or private agencies by way of pension, compensation or indemnity for such disability. The employee shall make application for "Temporary Total" disability compensation under Workers' Compensation law of Ohio. Provided that where the

disability is of a type or nature which will prevent the employee from returning to municipal employment, the employee shall apply for such available benefits of said funds or money that may accrue to the employee and be payable from the Public Employees Retirement System or Police and Fire Pension Fund. Provided further, that in the case of firefighters, the initial determination and recommendation of compensation shall be made by the Firefighters Dependents Board. The City Manager shall cause the employee to be examined, by a physician of the City's choice, to determine the extent of the disability and may require subsequent examinations during the period of disability.

SECTION 9: Applicability

Irrespective of any language or wording herein above, this ordinance shall not be, and no provision or portion hereof shall be, applicable to any employee of the City of Oxford employed pursuant to a written contract relative to wages and working conditions. This entire ordinance is effective and applicable only as to employees whose employment is not covered pursuant to the terms and conditions of a written contract with the City.

SECTION 10: Repeal of Conflicting Ordinances

All other ordinances and resolutions or parts of ordinances and resolutions in conflict with the provisions of this ordinance be and the same are hereby repealed.

ATTACHMENT A
CITY OF OXFORD OHIO
PAY BANDS (2011)

	<u>MINIMUM</u>	<u>MAXIMUM</u>	
<i>PAY BAND 7</i>			
Annual	\$61,544.00	\$99,514.00	101,504
Hourly	\$29.5884	\$47.8432	48.8001
<i>PAY BAND 6</i>			
Annual	\$47,864.00	\$76,452.00	77,981
Hourly	\$23.0115	\$36.7557	37.4908
<i>PAY BAND 5</i>			
Annual	\$41,010.00	\$62,159.00	63,402
Hourly	\$19.7163	\$29.8841	30.4818
<i>PAY BAND 4</i>			
Annual	\$36,043.00	\$52,562.00	53,613
Hourly	\$17.3283	\$25.2701	25.7755
<i>PAY BAND 3</i>			
Annual	\$32,657.00	\$49,519.00	50,509
Hourly	\$15.7004	\$23.8072	24.2833
<i>PAY BAND 2</i>			
Annual	\$30,551.00	\$44,597.00	45,489
Hourly	\$14.6879	\$21.4408	21.8696
<i>PAY BAND 1</i>			
Annual	\$27,609.00	\$40,279.00	41,085
Hourly	\$13.2735	\$19.3649	19.7522

ORDINANCE NO.

AN ORDINANCE TO APPROVE CURRENT REPLACEMENT
PAGES TO THE OXFORD CODIFIED ORDINANCES.

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

SECTION 1: Council has determined that certain provisions within the Codified Ordinances should be amended to conform with current State law as required by the Ohio Constitution. Various ordinances of a general and permanent nature have been passed by Council which should be included in the Codified Ordinances. The City has heretofore entered into a contract with Walter H. Drane Co. to prepare and publish revisions which are before Council.

SECTION 2: The Ordinances of the City of Oxford, Ohio, of a general and permanent nature, as revised, recodified, rearranged and consolidated into component codes, titles, chapters and sections within the 2010 Replacement Pages so the Codified Ordinances are hereby approved and adopted.

SECTION 3: The following sections and chapters are hereby added, amended or repealed and respectfully indicated in order to comply with the current State law:

Traffic Code

333.01	Driving or Physical Control While Under the Influence. (Amended)
335.01	Driver's License or Commercial Driver's License Required. (Amended)
335.02	Permitting Operation Without a Valid License. (Amended)
335.07	Driving Under License Suspension or Restriction. (Amended)
335.12	Stopping After Accident Upon Streets. (Amended)
335.13	Stopping After Accident Upon Property Other Than Street. (Amended)
337.28	Use of Sunscreening Materials. (Amended)
337.29	Bumper Heights. (Amended)

General Offenses Code

501.01	Definitions. (Amended)
501.13	Conspiracy. (Amended)
501.99	Penalties for Misdemeanors. (Amended)
517.01	Gambling Definitions. (Amended)
517.02	Gambling. (Amended)
517.06	Methods of Conducting a Bingo Game. (Amended)
517.07	Instant Bingo Conduct. (Amended)
529.07	Open Container Prohibited. (Amended)
537.10	Telecommunications Harassment. (Amended)
537.11	Threatening or Harassing Telephone Calls. (Repealed)
537.12	Misuse of 9-1-1 System. (Amended)

Fire Prevention Code

1519.04	Possession, Sale or Discharge Prohibited. (Amended)
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SECTION 4: The complete text of the Traffic and General Offenses Code sections listed above are set forth in full in the current replacement pages to the Codified Ordinances which are attached hereto and incorporated herein by reference as Exhibit A. Any summary publication of this Ordinance shall include a complete listing of these sections. Notice of adoption of each new section by reference to its title shall constitute sufficient publication of new matter contained therein.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: July 5, 2011

Service Department
Originating Department

Account Code #: N/A

Michael Dreisbach
Prepared By

Budgeted Amount: N/A

June 27, 2011
Date Prepared

Agenda Title:	Amending Oxford Ordinance Section 931 to require the use of Waste Wheeler Totes in the Mile Square "Plus" Defined Area.
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Recommendation:	Approve
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Discussion:

The Housing Advisory Commission (HAC) has discussed at length the pros and cons of requiring waste wheeler totes for residential customers in the Mile Square. Their conclusion was that the requirement would only improve the general appearance of the Mile Square and lessen nuisance animal and litter issues as well. At a cost of \$3 per month to rent, the Commission did not feel the requirement would be burdensome to residential customers, and that the requirement for totes should work hand in hand with property maintenance enforcement to further enhance the aesthetics of the Mile Square.

Staff submitted a report on the issue (May 19, 2011) to the City Manager and Council recommending the adoption of the HAC recommendation and to amend Section 931 of the Oxford Codified Ordinances to require waste wheeler totes for residential accounts in the Mile Square with an exemption for owner occupied properties. It was also recommended to include noted ancillary streets with high density rental permits for the area to be known as the "Mile Square Plus" area.

The City Council discussed this item at their June 21, 2011 meeting and directed staff to bring forth legislation amending Section 931 as recommended by the HAC. The Council also requested a quantitative number of waste wheeler totes be required based on the number of residents being served. Based on waste generation data (Solid Waste Association of North America) and discussions with the City's solid waste collection contractor, Staff has included language in the Ordinance amendment requiring one waste wheeler tote for up to every four residents.

Approved By:

Department Head:

Initial Date
MD 6/29/11

City Manager:

DRB 7/1/11

ORDINANCE NO. _____

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 931.02, ENTITLED CONTAINER REQUIREMENTS, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 931.02, ENTITLED CONTAINER REQUIREMENTS AND DECLARING AN EMERGENCY.

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

SECTION I: Section 931.02 of the Codified Ordinances of the City of Oxford, Ohio entitled Container Requirements, regulates the type of containers utilized for the collection and disposal of solid waste and recycling.

SECTION II: City Council has determined that a provision should be added to Section 931.02 of the Codified Ordinances of the City of Oxford, Ohio to require all residential utility customers residing in rental properties in the Mile Square to utilize Waste Wheeler Totes for the collection and disposal of solid waste.

SECTION III: Current Section 931.02 of the Codified Ordinances of the City of Oxford, Ohio, entitled Container Requirements, is hereby repealed and new Section 931.02 is adopted to read as follows:

931.02 CONTAINER REQUIREMENTS

- (a) No customer of any public or private premises shall permit the accumulation upon the premise of any garbage or refuse except in covered containers approved by the Service Director. Such containers shall be constructed in such manner as to be strong, not easily corrodible, rodent-proof and of a capacity of not more than 32 gallons or weighing more than 60 pounds loaded, or in a wheeled lid-attached tote, or in dumpster containers approved by the Service Director capable of being lifted mechanically by the waste contractor. All containers shall have tight covers, the same to be in place at all times except when garbage or refuse is being deposited or removed. In the event garbage and refuse are disposed of separately, the Service Director may require separate containers. Tree cuttings and odd articles shall be crushed and/or bundled in lengths not to exceed three feet or 50 pounds in weight. Recycling materials may be accumulated in the recycling container issued to each customer or in a larger container which is approved for garbage or refuse accumulation.

(Ord. 2210 Passed 1-28-92.)

- (b) All residential users and customers except as provided for herein within the Mile Square "Plus" area, shall be required to utilize a wheeled, lid-attached tote (waste wheeler tote) container capable of being mechanically lifted by the collection vehicle with a gross weight limit of 250 pounds.

The wheeled lid-attached tote containers shall be obtained (monthly rental or purchased) from the waste contractor. The lid of the wheeled lid-attached tote shall be tightly closed when placed curbside in the right-of-way for collection. No residential user or customer shall allow the tote to overflow. No solid waste shall be placed on top of, next to, or around the tote. Owner occupied properties are not required to utilize the wheeled lid-attached tote containers.

- (c) For the purpose of Oxford Codified Ordinance Chapter 931.02, the Mile Square "Plus" area is defined as the area enclosed by, and on the exterior parameter of the intersections of East Chestnut Street and Patterson Avenue, west to West Chestnut and South Locust Streets, north to North Locust and West Sycamore Streets, east to East Sycamore Street and Tallawanda Road, south to Tallawanda Road and East High Street, east to East High Street and Patterson Avenue, and south to the intersection of Patterson Ave. and Chestnut Street. The ancillary streets of Arrowhead Drive, Acorn Circle, Lincoln Street, North Beech Street, North Poplar Street, Homestead Avenue, Bouden Lane, North Campus Avenue, and University Avenues shall be considered as included in the Mile Square "Plus" area.

- (d) The required minimum number of wheeled lid-attached tote containers shall be based upon the permitted residential occupancy. The minimum number of wheeled lid-attached tote containers required for a property is as follows:

Number of Residents	Waste Wheeler Tote Containers
1 – 4	1
5 – 8	2
9 – 12	3
13 and more	4

SECTION IV: This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the citizens of Oxford, the reason for such emergency being to insure the requirement for the use of wheeled lid-attached tote containers in the Mile Square "Plus" area is adopted prior to the beginning of the 2011/2012 academic school year. This Ordinance shall take effect immediately upon adoption.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE CURRIE

PREPARED BY: LAW (STAFF)

RECOGNITION

The Oxford Division of Police is proud to recognize the accomplishments of K-9 Sgt. David King, his partner Dover, and Officer Ryan Sikora and his partner, Cole. Both K-9 teams participated in a regional USPCA (United States Police Canine Association) trial event in Middletown recently.

This event provided both of our teams an opportunity not only for certification (in the case of Cole) but also re-certification in Dover's case. Additionally, the event which hosted Police K-9 teams from five states, allowed OPD K-9 teams to gauge their skills and competency in various venues against those from other departments. Nearly forty (40) teams participated in the week-long event.

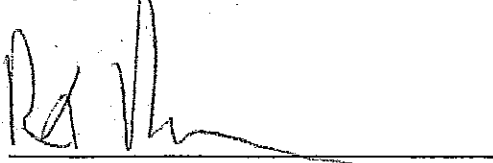
OPD, the City of Oxford, and its citizens have reason to be very proud of our K-9 teams.

Officer Sikora and Cole were certified at their first trial. In addition, the Sikora-Cole team placed 5th on suspect search, 18th on patrol, 5th in narcotics and TOP NOVICE in narcotics.

Sergeant King and Dover were re-certified with ease. In addition, the King-Dover team placed 4th in inside narcotics search and 2nd overall in narcotics.

We are in fact fortunate to have two such skilled handlers and K-9s in a small police department. Their achievements are testament to the hard work, training, dedication, and focus which these two teams approach K-9 policing.

Congratulations, David, Dover, Ryan, and Cole.

A handwritten signature in black ink, appearing to read 'Richard A. Keebler', is written over a horizontal line.

Richard A. Keebler, Mayor

City of Oxford, Ohio

July 5, 2011