Agenda

Oxford City Council

Court House

TUESDAY, JULY 19, 2011

EXECUTIVE SESSION
None

1. Roll Call. Richard Keebler, Mayor; Ken Bogard, Vice-Mayor; John Harman; Bob Blackburn; Kevin McKeehan; Kate Currie; Greig Rutherford

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

REGULAR MEETING
7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

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

3. Public Participation.

   A. Proclamation - ?Phi Delta Theta Week’

      Proclamation

   B. Public Comments.

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

4. Consent Agenda.

   A. Minutes of the June 21, 2011 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

      Minutes

   B. Minutes of the July 5, 2011 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

      Minutes

   C. Report regarding the July 6, 2011 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

      Report

   D. Report regarding the July 6, 2011 Historic and Architectural Preservation Commission Meeting. (Jung-Han Chen, Community Development Director)

      Report

5. Resolutions.

   1. A Resolution authorizing the City Manager to enter into a contract with Capitol Electronics Inc. for the engineering, purchase, and installation of a compact automated license plate reader (ALPR) at state contract pricing not to exceed $49,839.00 in cost. (Steve Schwein, Police Chief)

      Staff Report/Resolution

   2. A Resolution authorizing the City Manager to extend the current contract with RE/Max Alpha Commercial Group to list for sale and market the City owned real estate at 4293 Oxford Reily Road for a period of twelve (12) months ending July 15, 2012. (Alan Kyger, Economic Development Director)

      Staff Report/Resolution

6. Ordinances.

A. First Reading.

1.An Ordinance Amending Ordinance No. 3130. Supplemental Budget Ordinance Number 2 To Make Supplemental Appropriations For Fiscal Year 2011. (Joe Newlin, Finance Director)

Staff Report/Ordinance

B. Second Reading.

1.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. (Mike Dreisbach, Service Director) ** The proposed Ordinance to be adopted as an emergency at the second reading**

Staff Report/Ordinance

2.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. (Donna Heck, Human Resources Director)

Staff Report/Ordinance

7. A. Announcements & Communications. The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, the Oxford City Council, or the City staff.

1. Discussion - Expansion of "No Parking 4:00 a.m. to 5:30 a.m." Zone

2. Remarks from City Council and City Staff.

B. Future Meetings. (Note: Meetings will be held at the Court House unless otherwise indicated.)

WED - July 20 Board of Zoning Appeals 7:30 p.m. Cancelled

FRI - July 22 Community Improvement Corporation Meeting 12:00 p.m. LCNB Cancelled

WED-July 27 Civil Service Commission Meeting 7:00 p.m.

TUES - Aug 2 City Council Meeting 7:30 p.m.

WED - Aug 3 Environmental Commission Meeting 7:00 p.m. Municipal Building

WED - Aug 3 Historic and Architectural Preservation Commission Meeting 7:30 p.m.

TUES - Aug 9 Planning Commission Meeting 7:30 p.m. Cancelled

MON - Aug 15 Housing Advisory Commission Meeting 7:00 p.m. Municipal Building

TUES - Aug 16 City Council Meeting 7:30 p.m.

WED - Aug 17 Board of Zoning Appeals Meeting 7:30 p.m.

WED - Aug 24 Civil Service Commission Meeting 7:00 p.m.

FRI - Aug 26 Community Improvement Corporation Meeting 12:00 p.m. LCNB

8. Adjourn.

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.

Recommendation:	Approve

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:

	Initial	Date
Department Head:	MBD	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.

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MAYOR

ADOPTED: ____________

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE CURRIE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to City Manager		Finance Originating Department
Council Meeting Of :		
Account Code No. :	see below	Joe Newlin Prepared By
Budgeted Amount :		
		Date Prepared

Agenda Title:	**2011 Supplemental Budget #2**
Recommendation:	**Approve**

Issue 1

Adjust budget for excess funds $6,470.63 deposited in Water Bond Debt Service Fund from refinancing

Action Needed:

Revenue Side

Water Bond Debt Service 312	(4,520.63)	Decrease revenue of budgeted transfer from Water Fund

Expense Side

Water 321	(4,520.63)	Decrease budgeted transfer to Water Bond Debt Service
Water Bond Debt Service 312	(25,000.00)	Decrease budgeted Principal Payment
Water Bond Debt Service 312	26,950.00	Increase budgeted Interest Payment
Water Bond Debt Service 312	(6,470.63)	Decrease budgeted Debt issuance cost

Net Effect on Fund Balance/(s) Increase/(Decrease)	4,520.63

Issue 2

Distribution of Estate Tax to Oxford Township per agreement received by the City in May of 2011.

Action Needed:

Revenue Side

General 110	250,675.24	Estate Tax Revenue

Expense Side

General 110	21,067.46	Payment to Oxford Township Estate Tax (unencumbered balance)

Net Effect on Fund Balance/(s) Increase/(Decrease)	229,607.78

Issue 3
Unemployment Compensation Due to the State (20 week extension 376 x 20 = $7,520) + $1,000
Currently $710 over budget

Action Needed:

Revenue Side

	-	N/A

Expense Side

General 110	8,520.00	Reimbursement to State for Unemployment benefits (unencumbered balance)
Net Effect on Fund Balance/(s) Increase/(Decrease)	(8,520.00)	

Issue 4
FEMA Grant awarded to Fire Department for smoke detectors
$63,360 Grant with a $7,040 match

Action Needed:

Revenue Side

FEMA 416	63,360.00	FEMA Grant
FEMA 416	3,500.00	Donation Miami's Parent Fund
FEMA 416	3,540.00	Transfer from Fire/EMS Fund
FEMA 416	66,860.00	Advance from Fire/EMS Fund
Fire/EMS 418	66,860.00	Repayment of Advance from FEMA Fund

Expense Side

Fire/EMS 418	(3,540.00)	Decrease in budgeted expenses
Fire/EMS 418	3,540.00	Increase for transfer to FEMA fund for City Match
FEMA 416	70,400.00	Increase for purchase of smoke detectors (unencumbered balance)
Fire/EMS 418	66,860.00	Increase for Advance to FEMA Fund (unencumbered balance)
FEMA 416	66,860.00	Increase for repayment of Advance to Fire/EMS Fund (unencumbered balance)
Net Effect on Fund Balance/(s) Increase/(Decrease)	-	

Issue 5
OPWC Grant for High Street Improvements - Main to Poplar
$400,000 Grant with a $170,000 match

Action Needed:

Revenue Side

Capital Improvement Fund 141	400,000.00	Advance from General Fund

Expense Side

General 110	400,000.00	Increase for Advance to Capital Improvement Fund (unencumbered balance)
Capital Improvement Fund 141	(170,000.00)	Decrease for prior years encumbrance
Capital Improvement Fund 141	570,000.00	Increase for total awarded contract (unencumbered balance)
Net Effect on Fund Balance/(s) Increase/(Decrease)	(400,000.00)	

Issue 6
Fixed Asset Software Upgrade
Upgrade for current software $12,100 ($1,675 annual support fee), FAS 100 $6,210 ($1,525 annual support fee) and Bassets Workgroup $4,299 ($819 annual support fee) - Appropriate $6,500

Action Needed:

Revenue Side

N/A

Expense Side

Capital Equipment Fund 140	2,166.00	Increase from unencumbered balance
Water Capital Equipment Fund 320	2,167.00	Increase from unencumbered balance
Sewer Capital Equipment Fund 330	2,167.00	Increase from unencumbered balance
Net Effect on Fund Balance/(s) Increase/(Decrease)	(6,500.00)	

Issue 7
Outsourcing Printing of utility bills
Waiting on third quote average of the two $11,000 first year start-up costs ($5,451 annual fees)

Action Needed:

Revenue Side

N/A

Expense Side

Water Fund 321	3,667.00	Increase from unencumbered balance
Sewer Fund 331	3,667.00	Increase from unencumbered balance
Refuse Fund 341	3,666.00	Increase from unencumbered balance
Net Effect on Fund Balance/(s) Increase/(Decrease)	(11,000.00)	

Issue 8
Outsourcing past due utility bills
In original budget we had not signed our agreement with vendor, doubling 6 months worth of charges

Action Needed:

Revenue Side

N/A

Expense Side

Water Fund 321	1,170.00	Increase from unencumbered balance
Sewer Fund 331	1,135.00	Increase from unencumbered balance
Refuse Fund 341	1,135.00	Increase from unencumbered balance
Net Effect on Fund Balance/(s) Increase/(Decrease)	(3,440.00)	
Total Net Effect on Fund Balance/(s) Increase/(Decrease)	(195,331.59)	

Breakdown by Fund

General 110	(178,912.22)
Capital Equipment Fund 140	(2,166.00)
Capital Improvement Fund 141	-
Water Bond Debt Service 312	-
Water Capital Equipment Fund 320	(2,167.00)
Water 321	(316.37)
Sewer Capital Equipment Fund 330	(2,167.00)
Sewer Fund 331	(4,802.00)
Refuse Fund 341	(4,801.00)
FEMA 416	-
Fire/EMS 418	-
Net Effect on Fund Balance/(s) Increase/(Decrease)	(195,331.59)

Approved By:		Initials	Date
	Department Head:	[signature]	7/14/11
	City Manager:	[signature]	7/15/11

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3130. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 2 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2011.

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

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

SECTION 2: The following increase/(decrease)in revenues be made:

General Fund 110	250,675.24
FEMA Fund 416	63,360.00
FEMA Fund 416	3,500.00

SECTION 3: The following increase/(decrease)in appropriations from unencumbered balances be made:

Water Fund 321	(4,520.63)
Water Bond Debt Service Fund 312	(25,000.00)
Water Bond Debt Service Fund 312	26,950.00
Water Bond Debt Service Fund 312	(6,470.63)
General Fund 110	21,067.46
General Fund 110	8,520.00
Fire/EMS Fund 418	(3,540.00)
Fire/EMS Fund 418	3,540.00
Fire/EMS Fund 418	66,860.00
General Fund 110	400,000.00
Capital Improvement Fund 141	(170,000.00)
Capital Equipment Fund 140	2,166.00
Water Capital Equipment Fund 320	2,167.00
Sewer Capital Equipment Fund 330	2,167.00
Water Fund 321	3,667.00
Sewer Fund 331	3,667.00
Refuse Fund 341	3,666.00
Water Fund 321	1,170.00
Sewer Fund 331	1,135.00
Refuse Fund 341	1,135.00

SECTION 4: The following transfer(s) be executed:

Transfer from:	
Water Fund 321	(4,520.63)
Fire/EMS Fund 418	3,540.00

Transfer to:	
Water Bond Debt Service Fund 312	(4,520.63)
FEMA Fund 416	3,540.00

SECTION 5: The following advance(s) be executed:

Advance from:	
Fire/EMS Fund 418	66,860.00
General Fund	400,000.00
Advance to:	
FEMA Fund 416	66,860.00
Capital Improvement Fund 141	400,000.00

SECTION 6: The following increase/(decrease)in revenues be made:

Water Bond Debt Service Fund 312	(4,520.63)
FEMA Fund 416	3,540.00
FEMA Fund 416	66,860.00
Fire/EMS Fund 418	66,860.00
Capital Improvement Fund 141	400,000.00

SECTION 7: The following increase/(decrease)in appropriations from unencumbered balances be made:

FEMA Fund 416	70,400.00
FEMA Fund 416	66,860.00
Capital Improvement Fund 141	570,000.00

SECTION 8: In all other respects, Ordinance No. 3130 shall remain in full force and effect.

SECTION 9: This ordinance shall take effect immediately upon its adoption.

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MAYOR

ADOPTED: _______________

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager **Council Meeting Of:** July 19, 2011

Originating Department: Economic Development

Prepared By: Alan Kyger **Date Prepared:** July 14, 2011

Agenda Title: Resolution authorizing the City Manager to extend the current contract with RE/Max Alpha Commercial Group for a twelve (12) month period ending July 15, 2012 to list for sale and market the City owned real estate at 4293 Oxford Reily Road.

Recommendation: Approval

Discussion:

On July 20, 2010 the Oxford City Council passed Resolution 4551. Resolution 4551 authorized the City Manager to enter into a 12 month contract with RE/Max Alpha Commercial Group to list for sale & market 47.46 acres of land on Oxford Reily Road and Brookville Road. The address for this parcel is 4293 Oxford Reily Road and the Butler County parcel number is H4100119000029.

The current listing contract expired on July 15, 2011. RE/Max Alpha Commercial Group has submitted a request to extent the existing listing for a year.

Throughout the past year RE/Max Alpha Real Estate has met with city staff to review and discuss the listing. While the property has not yet sold, City staff is pleased with the work RE/Max Alpha Commercial Group has provided over the last year.

City staff is recommending the extension of the current real estate listing with RE/Max Alpha Commercial Group for 12 months.

Approved By:	Initial \ Date
Department Head:	7-14-11
City Attorney:	
City Manager:	7/15/11

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXTEND THE CURRENT CONTRACT WITH RE/MAX ALPHA COMMERCIAL GROUP TO LIST FOR SALE AND MARKET THE CITY OWNED REAL ESTATE AT 4293 OXFORD REILY ROAD FOR A TWELVE (12) MONTH PERIOD ENDING JULY 15, 2012.

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

SECTION 1: The City of Oxford advertised for a Request for Proposal in 2010 and RE/Max Alpha Commercial Group was the only firm that responded.

SECTION 2: The City Manager and Economic Development Director recommend the contract with RE/Max Alpha Commercial Group to list for sale and market the City owned real estate at 4293 Oxford Reily Road with six percent (6%) commission payable at closing, be extended for a twelve (12) month period ending July 15, 2012.

SECTION 3: Council hereby accepts the recommendation of the City Manager and Economic Development Director and authorizes the City Manager to extend the current contract with RE/Max Alpha Commercial Group to list for sale and market the City owned real estate at 4293 Oxford Reily Road with a six percent (6%) commission payable at closing, for a period of twelve (12) months ending July 15, 2012.

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

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott, Jr.

Council Meeting Of: July 19, 2011

Account Code No. #: 410.110.52520

Budgeted Amount: $49,839

Police
Originating Department

Steve Schwein
Prepared By

July 13, 2011
Date Prepared

Agenda Title: A Resolution authorizing the Oxford Division of Police to enter into a contract with Capitol Electronics, 230 E. Main Street, Plainfield, Indiana for the engineering, purchase, and installation of a compact ALPR (automated license plate reader) at State Bid Price (STS Contract # 800072) at a price not to exceed $49,839. The product manufacturer is PIPS, one which the Division of Police already has had good experience with.

Recommendation: Adopt the Resolution.

Discussion: The Division of Police applied for and received a federal Justice Assistance Grant (JAG) two years ago in the amount of $49,839. As required by the grant application, prior to applying a public discussion regarding the funding and proposed expenditures was held on April 7, 2009. At that meeting, Council passed Resolution 4429 authorizing the Division of Police to apply for the grant. The Division of Police is now ready to move forward with this project having seen improvements in the technology of ALPR's and specifically with the PIPS product. There are NO matching funds required in this grant and the total amount is already appropriated in the 2011 Law Enforcement Trust Fund budget.

Approved By:

	Initial	Date
Department Head:	SDS	7/13/11
City Attorney:		
City Manager:	DCE	7/15/11

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CAPITOL ELECTRONICS INC. FOR THE ENGINEERING, PURCHASE, AND INSTALLATION OF A COMPACT AUTOMATED LICENSE PLATE READER (ALPR) AT STATE CONTRACT PRICING NOT TO EXCEED $49,839.00 IN COST.

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

SECTION 1: The City Manager and Police Chief recommend that the City Manager be authorized to enter into a contract with Capitol Electronics Inc. for the engineering, purchase, and installation of a compact automated license plate reader (ALPR) at state contract pricing not to exceed $49,839.00 in cost.

SECTION 2: Council hereby authorizes the City Manager to enter into a contract with Capitol Electronics Inc. for the engineering, purchase, and installation of a compact automated license plate reader (ALPR) at state contract pricing not to exceed $49,839.00 in cost.

SECTION 3: Justice Assistance Grant funds have been appropriated in the 2011 Law Enforcement Trust Fund budget for the entire ALPR project.

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

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MAYOR

ADOPTED:

ATTEST:

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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 19, 2011

Account Code No. #:

Budgeted Amount:

Community Development
Originating Department

Jung-Han Chen
Prepared By

July 12, 2011
Date Prepared

HAPC MEETING REPORT – July 6, 2011

DISCUSSION
Requests for Review:
HAPC-03-2011 15. N. Poplar Street, Approval of exterior paint scheme, removal/installation of windows, replacement of doors, **Pendleton Sears Architects, Applicant, Agent**

The Applicant seeks a COA for approval to begin façade improvements on an existing building, formerly known as Lazarus. The owners wish to paint the exterior terra cotta, the trim buff, and the doors dark brown. The current doors and windows will be modified to create a storefront façade. The alley side of the building was discussed at length in regards to windows and banding. The rear and north elevations will be painted to match the front color scheme. The exposed foundation was also discussed and it was agreed that it would be treated in accordance with the HAPC Design Guidelines.

The HAPC voted 6-0-0 to ***APPROVE*** Case #HAPC-03-2011, for 15 N. Poplar Street with the following conditions:

1. That, any modifications to the structure as a result of any other City Board or Commission; or permit review decisions are re-presented to the HAPC.
2. That, address numerals are installed centrally in the transoms and are visible.
3. That, the remaining windows on the building are replaced to match the proposed windows facing N. Poplar Street.
4. That, any exposed foundation is properly treated in accordance with Design Guideline #2, Recommendation #1.
5. That the rear and north elevations are painted to match the color scheme proposed on the front, including the doors as dark brown.
6. That, final details of the building, including but not limited to lighting, signage and streetscape are presented to the HAPC.
7. That, the Chair will work with the Applicant to review the window selection to the south side of the building.

HAPC-04-2011 116 E. High Street, approval of new signage, **Tom and Heather Kacachos, Applicant**

The Applicants seek a COA for signage to be installed above the commercial portion of a mixed-use building. The Applicant explained that the commercial space would be occupied by Park Place Real Estate. The Applicant stated that the lettering would be similar to signage at DuBois Book Store, but not internally illuminated. At the time of their presentation no lighting fixtures were presented. The Applicants presented two color options; however, the HAPC will work with the Applicants to determine final color selections.

The HAPC voted 6-0-0 to ***APPROVE*** Case #HAPC-04-2011, for 116 E. High Street with the following conditions:

1. That, any modifications to the structure as a result of any other City Board or Commission; or permit review decisions are re-presented to the HAPC.
2. That, any lighting fixtures are presented to the HAPC.
3. That, Ms. Peterka and Mr. Smith to work with Heather Kacachos to work out the color scheme for the logo.

Administrative Findings/Approvals:
HAPC-ADM-03-2011 110 N. Main Street, removal/replacement of a fence, **Gail Phelps, Applicant**
Administratively approved

Correspondence & Announcements:
Design Guidelines – Elevations
Elevation drawings for the Uptown District have been revised, (which are part of the HAPC Design Guidelines). This project was completed by Miami University Architecture students.

Board and Commission Member Term Limits
Mr. Harman shared City Council's discussion regarding term limits and the difficulty in filling some board and commission seats if term limits are set. A brief discussion took place. The general consensus is that it has some merits, but needs to be thought through since term limits could further complicate the effort to recruit citizens to fill the positions.

New Business:
The HAPC discussed tax credits and merits of having an historic overlay district. Further discussion will continue on these topics.

The next HAPC meeting is scheduled for August 3, 2011.

Approved By:		**Initials**	**Date**
	Department Head:	AhC	7/12/11
	City Attorney:		
	City Manager:	DAK	7/15/11

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of:	July 19, 2011	Service Department **Originating Department**
Account Code #:	N/A	David Treleaven **Prepared By**
Budgeted Amount:	N/A	July 7, 2011 **Date Prepared**

Agenda Title:	Environmental Commission Meeting of July 6, 2011

Recommendation:	For Review and Consideration

Discussion:

Environmental Commission members present at the Wednesday, July 6, 2011 meeting were: City Council Representative, Mr. Greig Rutherford; Planning Commission Representative, Mr. Ted Wong, Ms. Kelly Church, and Mr. Vince Hand. Miami University's (MU's) Dr. David Prytherch and Institute for the Environment and Sustainability graduate student, Ms. Melissa Benoit, were also in attendance. A quorum was not present. Mr. Kevin Armitage and Vice-Chair, Mr. Wright Gwyn had previously notified the Commission that they would be unable to attend the meeting. Chair, Mr. Charlie Ford had a scheduling conflict arise late in the afternoon of July 6, 2011, but instructed to proceed with the meeting, due to a potentially time-sensitive concern associated with Dr. Prytherch's topic.

Dr. David Prytherch made a presentation to the Commission entitled: "Alternative Transportation Planning at Miami University: Update on Progress and Solicit Community Input" detailing the progress to date by MU's investigation into on- and off-campus alternative transportation issues. The consulting firm JJR has been contracted by MU to research local alternative transportation options, with an ultimate goal of reducing MU's transportation-related carbon footprint by 20% - 30% by the year 2020. A survey found 50% of students living within a mile of King Library drove to get to the library, 33% walked, 10% utilized the Miami Metro bus system, and 6% bicycled. One of the reasons listed for the low level of bicycling was reportedly a sense of a lack of safety while sharing roadways with vehicles. Along with improvements to the Miami Metro bus system, JJR is also proposing three levels of bicycle and/or pedestrian lanes to encourage bicycling: 1) off-street multi-use pathways; 2) on-street segregated bicycle lanes; and 3) on-street, designated and marked bicycle lanes sharing the roadway with vehicles. As the Oxford Comprehensive Plan lists alternative transportation and connectivity as a goal, extension of an on-campus alternative transportation plan into the community was included in the study as a method to maximize the potential positive effects. All three levels of bicycle access lanes could be considered for extension beyond MU's campus and into the community to encourage bicycling as alternative transportation. A final draft presentation by JJR is scheduled for July 29, 2011 to allow for MU's input prior to the preparation of the final findings and recommendation report. Commissioners provided comments to Dr. Prytherch for consideration by JJR and MU.

The Commission adjourned at 8:40 p.m. The next regularly scheduled meeting of the Environmental Commission is on Wednesday, August 3, 2011 at 7:00 p.m. in the Municipal Building's Second Floor Conference Room.

Approved By:

	Initial	Date
Department Head:	DB	7/11/11
City Manager:	DR	7/15/11

A Regular meeting of the Oxford City Council was called to order by Mayor Richard Keebler on Tuesday, July 5, 2011 at 7:00 p.m. Those members present were Ken Bogard, Kate Currie, Bob Blackburn, John Harman and Kevin McKeehan. Greig Rutherford was absent.

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

ADJOURN TO EXECUTIVE SESSION

Mr. Blackburn moved to adjourn to Executive Session immediately in accordance with Ohio Revised Code Section 121.22 (G) (1) for the purpose of discussing Appointments to Boards and Commissions. Mr. McKeehan seconded. The motion passed by the following roll call:

AYE: Mr. Blackburn, Mr. Bogard, Ms. Currie, Mr. Harman, Mr. McKeehan, Mr. Keebler (6)

NAY: None (0)

ABS: None (0)

RETURN FROM EXECUTIVE SESSION

Mr. Blackburn moved to adjourn from Executive Session at 7:29 p.m. Mr. McKeehan seconded. The motion passed 6-0-0.

PLEDGE OF ALLEGIANCE

Mayor Keebler called for the Pledge of Allegiance.

APPROVAL OF AGENDA

Ms. Currie moved to approve the agenda. Mr. Blackburn seconded. The motion passed 6-0-0.

PUBLIC PARTICIPATION

RECOGNITION
OPD K-9 TEAMS

Mayor Keebler read a Certificate of Recognition for the accomplishments of K-9 Sgt. David King and his partner Dover, and Officer Ryan Sikora and his partner, Cole.

Chief Schwein presented the certificates to Sgt. King and Officer Sikora who were in attendance with their partners Dover and Cole. Chief Schwein advised he appreciated the K-9 teams and noted when officers accepted this assignment it became a way of life for them and their families for the next 8 to 9 years.

APPOINTMENTS TO
BOARDS AND COMMISSIONS

Mayor Keebler advised at the last meeting Council appointed Robert Benson to the Planning Commission for a term succeeding Susan Kay who resigned. Mayor Keebler noted it came to Council's attention that the resignation which created the vacancy occurred after all vacancies were advertised. Mayor Keebler advised it was the desire of Council to correct this oversight by rescinding this appointment and posting the vacancy on the City's website for 30 days and make an appointment at the August 16, 2011 meeting. Mayor Keebler noted this action was no reflection on Mr. Benson and Council hoped he would be a candidate considered for the appointment. Mayor Keebler advised this action was simply to correct an oversight and insure that anyone who wished to serve on the Planning Commission was able to be considered for the opportunity.

Mr. Bogard moved to rescind the appointment of Mr. Benson to the Planning Commission. Ms. Currie seconded. The motion passed 6-0-0.

PUBLIC COMMENTS

None.

CONSENT AGENDA

Mr. McKeehan moved to approve the consent agenda. Mr. Bogard seconded.

Mr. Bogard requested removal of item A. Minutes.

MINUTES

Minutes of the June 21, 2011 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

Mr. Bogard referred to page 10 of the agenda and requested that additional discussion regarding the proposed alley vacation be added to the minutes. Ms. Currie noted it would be beneficial to add some of the other points made during the discussion of the proposed alley vacation.

Mr. McKeehan moved to withdraw his motion to approve the consent agenda. Ms. Currie withdrew her second.

RESOLUTIONS

None.

ORDINANCES
FIRST READING

ORDINANCE
NEW SECTION 931.02

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. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised on June 21, 2011 Council asked staff to prepare legislation to require the use of waste wheeler totes to try to abate litter and problems with nuisance animals in the mile square. Mr. Dreisbach noted the Housing Advisory Commission made a recommendation to proceed with this program and felt the rental fee of $3.00 per tote per month was a small price to pay for the gains that would be made in terms of litter control and trying to curb the nuisance animal problems in the Uptown area. Mr. Dreisbach advised staff was presenting legislation for Council's review for the first reading tonight which included emergency language so that after the second reading it would become effective immediately and the program could be implemented for Miami's fall semester. Mr. Dreisbach presented a map which depicted the area that would be affected by the proposed Ordinance and noted owner occupied residences would not be required to use the waste wheeler totes because those residents were good about recycling and generating less solid waste. Mr. Dreisbach advised after discussion with the solid waste contractor and reviewing statistics from the Solid Waste Association of North America, one waste wheeler tote would be required for every 4 residents and that number could be tied to the rental permit. Mr. Dreisbach noted when people signed up for their City utilities staff could educate them about the proposed Ordinance and what their responsibilities would entail.

Ms. Currie advised she was excited about the proposed Ordinance and noted the Housing Advisory Commission and others had worked for years to improve the quality of life in the mile square. Ms. Currie advised she felt reducing litter was a good start although she would have included owner occupied residences for the sake of consistency. Ms. Currie noted she understood the reasons for not including owner occupied residences at this time. Ms. Currie advised she didn't like to adopt legislation as an emergency but noted if the proposed Ordinance wasn't adopted as an emergency it would be delayed another year.

Mr. Blackburn advised some landlords already purchased waste wheeler totes and the person signing up for City utilities shouldn't have to obtain another one. Mr. Dreisbach advised the Utility Department could tell whether or not a waste wheeler tote was being utilized at a given residence.

Mr. Bogard inquired what the time-frame was for delivery of the waste wheeler tote and Mr. Dreisbach advised after Council voted on the proposed Ordinance it would take 4 weeks to have the containers delivered to Oxford. Mr. Bogard noted this was a good topic to discuss with students during the walk-abouts.

Mayor Keebler advised based on the positive discussion of Council this evening Mr. Dreisbach should let the solid waste contractor know to get the containers on order. Mayor Keebler noted the proposed Ordinance included the major points Council discussed at their last meeting and modifications may be needed as the program moved forward.

Mr. McHugh referred to page 17 of the agenda suggested adding verbiage to section (a) to be consistent with section (b).

Ms. Currie moved to add (gross weight limit of 250 pounds) to section (a). Mr. Harman seconded. The motion passed 6-0-0.

ORDINANCE
REPEALING ORDINANCE NO. 3133
AND ADOPTING A NEW SALARY ORDINANCE

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" Pf Ordinance No. 3133 By Two Percent (2%) And Adding The Position Of Senior Program Coordinator. (Donna Heck, Human Resources Director)

Ms. Heck advised the proposed Ordinance would address an increase for the Firefighters, would increase the pay bands by 2% and the position of Senior Program Coordinator would be added to the Salary Ordinance. Ms. Heck noted the position of Senior Program Coordinator was originally a contract position and it had never been included in the Salary Ordinance.

Mayor Keebler noted the proposed Ordinance included the 2% increase for Firefighters as was done for other employees at the last meeting and the other changes were housekeeping matters.

ORDINANCES
SECOND READING

ORDINANCE
ALLEY VACATION

An Ordinance No. 3152 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. (Doug Elliott, City Manager)

Mr. Elliott advised there were no City utilities in this alley and noted Duke Energy had a utility line there. Mr. Elliott advised the alley was used by Miami University to access their parking lot. Mr. Elliott noted staff recommended the alley vacation so Miami could move forward with their building construction project.

Ms. Currie noted it sounded like a thorough discussion was held on the matter at the last meeting.

Mayor Keebler advised Council received emails from two citizens questioning the matter. Mayor Keebler noted he felt the alley vacation was very much in keeping with past practices by Council whereby if there was no use for an alley by the City or the public it was vacated if requested. Mayor Keebler advised for as long as he could remember the alley was an entrance and exit to a parking lot and the City had not maintained the alley. Mayor Keebler reiterated that overtime Council had vacated alleys when they were not being used. Mayor Keebler advised over the last two years Miami had been very good about supporting the annexation of their lands into the City so the City would receive earnings tax from Miami employees. Mayor Keebler noted he felt the request was reasonable.

<u>Mr. Bogard moved to adopt Ordinance No. 3152. Mr. McKeehan seconded. The Ordinance was adopted by the following roll call:</u>

AYE: Ms. Currie, Mr. Harman, Mr. McKeehan, Mr. Blackburn, Mr. Bogard, Mr. Keebler (6)

NAY: None (0)

ABS: None (0)

**<u>ORDINANCE
CODE UPDATE</u>**

An Ordinance No. 3153 To Approve Current Replacement Pages To The Oxford Codified Ordinances. (Mary Ann Eaton, Clerk of Council)

Ms. Eaton noted she had no new information regarding the proposed Ordinance.

<u>Ms. Currie moved to adopt Ordinance No. 3153. Mr. Blackburn seconded. The Ordinance was adopted by the following roll call:</u>

AYE: Mr. Harman, Mr. McKeehan, Mr. Blackburn, Mr. Bogard, Ms. Currie, Mr. Keebler (6)

NAY: None (0)

ABS: None (0)

ANNOUNCEMENTS

Mr. Elliott advised last Friday he received information from Mr. Blackburn and Mr. Dreisbach regarding Glenwood Energy charging a new re-connection fee for gas service. Mr. Elliott noted the charge was due to a recent PUCO Pipeline Safety Audit. Mr. Elliott advised staff was reviewing the matter with the City's regulatory attorney and he would have additional information for Council as staff pursued the issue.

Mr. Elliott noted the City utilized the Regional Income Tax Agency (RITA) to administer the City's income tax program since 2007 and prior to that the City of Hamilton administered the City's income tax program. Mr. Elliott advised he felt utilizing RITA was a very good example of a regional approach and noted 190 Ohio municipalities contracted with RITA for the administration of their income tax collection. Mr. Elliott advised RITA's service had proven to be very effective and efficient and in 2010 they collected $6,557,644 for the City with an administrative cost of $110,489 or 1.68% of the collection total. Mr. Elliott noted the City of Hamilton's fee was approximately 2.35% or an additional $43,000. Mr. Elliott advised he wanted to share this information with the public.

Mr. Elliott advised he and Mr. Bogard attended an OKI luncheon last week in Loveland, Ohio where Congresswoman Jean Schmidt was the keynote speaker.

Chief Schwein thanked Council for publically recognizing the K-9 teams this evening.

Mr. Kyger noted at the last meeting Mr. Rutherford inquired why Oxford was not listed on the Urbanspoon website. Mr. Kyger advised Urbanspoon was a search engine that let people rate restaurants and some of Oxford's restaurants were listed. Mr. Kyger provided Council with a report which showed Urbanspoon Eateries, frequently asked questions and fun facts regarding eateries in Oxford.

Mr. Blackburn advised Law Camp was very successful this year with 176 Butler County children participating in the event.

Mr. Blackburn thanked Ms. Brahier and her staff from the Parks and Recreation Department and the Fire and Police Departments for putting on a great 4th of July celebration for the town.

Mr. Harman noted Council talked about the use of waste wheeler totes this evening and reminded citizens that recycling wheeler totes were also available for $1.00 per month. Mr. Harman noted his hope when people signed up for City utilities that staff reminded them that recycling wheeler totes were available as well as waste wheeler totes.

Ms. Currie seconded Mr. Blackburn's comments regarding the 4th of July celebration noting it was one of her favorite events in Oxford. Ms. Currie noted the Parks and Recreation Department knocked themselves out making it such a great event. Ms. Currie noted all of the services offered by the Parks and Recreation Department made summers in Oxford so much fun and Oxford was a wonderful place to raise children.

Mr. McKeehan gave staff kudos for the 4th of July celebration noting the Service Department also helped with the event.

Mr. Bogard echoed the comments regarding the 4th of July celebration noting it was a very enjoyable event. Mr. Bogard agreed with Ms. Currie that Oxford was a great community in which to raise children.

Mr. Bogard noted he had daily visits from deer in his yard and inquired if it was possible to begin an early registration for hunters to participate in the City's Deer Management Program. Mr. Elliott advised bow season opened on September 24, 2011 and the City planned to kick off the Deer Management Program. Mr. Elliott noted staff had some ideas on how to recruit more hunters this year and the City had been successful in getting the venison donated to the food pantry. Mr. Elliott advised staff would look at including larger lots within the City for this year's program. Mayor Keebler suggested looking at larger tracts in the Bull Run area. Mr. Bogard noted a citizen was willing to obtain signatures from residents giving their consent to hunt on their property in residential areas.

Mayor Keebler noted the 4th of July celebration was great and advised he received compliments on how well Ms. Brahier and her staff coordinated the event. Mayor Keebler noted it was nice to see so many young families, children, grandparents and grandchildren participating in the celebration.

ADJOURN

Ms. Currie moved to adjourn at 8:12 p.m. Mr. Blackburn seconded. The motion passed 6-0-0.

A Regular meeting of the Oxford City Council was called to order by Mayor Richard Keebler on Tuesday, June 21, 2011 at 7:00 p.m. Those members present were Ken Bogard, Greig Rutherford, Bob Blackburn, John Harman and Kevin McKeehan. Kate Currie was excused.

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

ADJOURN TO EXECUTIVE SESSION

Mr. Blackburn moved to adjourn to Executive Session immediately in accordance with Ohio Revised Code Section 121.22 (G) (1) for the purpose of discussing Appointments to Boards and Commissions and (4) for the purpose of discussing Collective Bargaining strategies. Mr. McKeehan seconded. The motion passed by the following roll call:

AYE: Mr. Blackburn, Mr. Bogard, Mr. Harman, Mr. McKeehan, Mr. Rutherford, Mr. Keebler (6)

NAY: None (0)

ABS: None (0)

RETURN FROM EXECUTIVE SESSION

Mr. Blackburn moved to adjourn from Executive Session at 7:29 p.m. Mr. McKeehan seconded. The motion passed 6-0-0.

PLEDGE OF ALLEGIANCE

Mayor Keebler called for the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Bogard moved to approve the agenda. Mr. Harman seconded. The motion passed 6-0-0.

PUBLIC PARTICIPATION

PRESENTATION MIAMI UNIVERSITY OFFICE OF COMMUNITY ENGAGEMENT AND SERVICE

Ms. Bobbe Burke, Coordinator, Off Campus Affairs, advised she was pleased to provide an introduction to the presentation this evening that demonstrated the positive power of Town Gown relations. Ms. Burke noted Town Gown relations referred to how cities, universities and colleges that shared the same geographical space could partner in mutually beneficial ways to produce very positive results. Ms. Burke advised that Ms. Grace Andrews would share how comprehensive and intentional collaborative partnering was meeting many local community needs. Ms. Burke noted Ms. Andrews was a AmeriCorps Vista worker in the Office of Community Engagement and Service and she would share how this Student Affairs Office and its professional and student staff were coordinating efforts that expanded Miami University's civic outreach and assisted Oxford, Butler County and Southwest Ohio agencies to receive critically needed support.

Ms. Grace Andrews, advised she was excited to share what the Office of Community Engagement and Service did and how they impacted the Oxford community. Ms. Andrews noted she was an undergraduate student at Miami from 2006 through 2010 and became involved in service learning initiatives as a junior. Ms. Andrews advised she became aware of the opportunity to serve as an AmeriCorps Vista coordinating service learning initiatives and courses and had been doing so ever since. Ms. Andrews noted her role was to serve through Ohio Campus Compact to connect campuses to communities in need by leveraging campus resources to alleviate poverty and build capacity at non-profits and social service agencies in the community. Ms. Andrews advised she accomplished her role through student engagement and civic outreach. Ms. Andrews provided a PowerPoint presentation and discussed the Office of Community Engagement and Services' mission and vision which was to catalyze mutually beneficial campus and community partnerships and to see learning and serving as one. Ms. Andrews noted the Office of Community Engagement and Service developed a framework that delivered their vision of the engaged university where learning and serving occurred as one through four main programs including: one-time and ongoing volunteer opportunities in Oxford, service based events such as Make a Difference Day and Dr. Martin Luther King Day, tutoring programs and advocacy programs. Ms. Andrews advised service learning at Miami connected academic course work to community service and Miami offered over 50 service learning courses. Ms. Andrews thanked Council for letting her provide the overview and invited Council to support and collaborate in the work that was done through the Office of Community Engagement and Service.

Mayor Keebler thanked Ms. Andrews noting the presentation was very informative and it was great to learn about the depth of student involvement in the community.

RECOGNITION
POLICE AND FIRE
DEPARTMENT STAFF

Chief Schwein noted several City employees would receive letters of commendation this evening signed by Mayor Keebler and Mr. Elliott as the Safety Director for the City. Chief Schwein asked PSCO Buttery, Officer Jenkins and Detective Robinson to come forward. Chief Detherage asked Jordan Gula, Mike Lintz, Jeff Matix and Seth Adams to come forward. Chief Schwein read the letter of commendation for Police Division personnel and noted the officers would recieve the Oxford Police Division Life Saving Award and PSCO Buttery and Osborne would receive a Certificate of Commendation. Mr. J.C. Rupel thanked the Police and Fire department personnel for saving his life on May 18, 2011 after suffering from cardiac arrest. Mr. Rupel also thanked City Council for providing such fine services for the citizens of Oxford. Chief Detherage handed out the Fire and EMS letter of commendation to his staff noting a lot had changed in the Fire Division over the past three years he was very proud of his staff.

Mayor Keebler thanked the voters of the City of Oxford for supporting the .25% earnings tax increase to support the Fire and EMS Division.

APPOINTMENTS TO
BOARDS AND COMMISSIONS

Mr. McKeehan moved to reappoint Karen Martino to the Civil Service Commission for a term expiring June 30, 2014, Gary Myer to the Board of Zoning Appeals for a term expiring June 30, 2014, Kim Peterka and Laura Henderson to the Historic and Architectural Preservation Commission for terms expiring June 30, 2015, Charles Ford to the Environmental Commission for a term expiring June 30, 2015, Richard Nault to the Community Relations Commission for a term expiring June 30, 2014, Brandy Darby to the Recreation Board for a term expiring June 30, 2014, Tom Speh and Susan Lipnickey to the McCullough-Hyde Hospital Board of Trustees for terms expiring June 30, 2016 and to appoint Robert Benson to the Planning Commission for a term expiring June 30, 2016 and Robert Bell to the Board of Appeals (Building and Housing) for a term expiring June 30, 2016. Mr. Bogard seconded. The motion passed 5-0-1 with Mr. Rutherford abstaining.

PUBLIC HEARING
2012 TAX BUDGET

Mr. Newlin advised the Tax Budget was the first step of the budgeting process and it was due at the auditor's office by July 20, 2011. Mr. Newlin offered to answer any questions.

Mayor Keebler closed the public hearing at 7:54 p.m.

PUBLIC COMMENTS

Mr. David Prytherch, 6253 Devonshire Drive, noted he was in attendance in his capacity as Miami University's Sustainability Coordinator and would update Council on the university's Transportation Master Plan. Mr. Prytherch advised Miami contracted with an outside consultant to help lead the process on campus by looking at bicycling and walking on campus, the Miami Metro system and parking. Mr. Prytherch noted Miami extended itself to take comments and receive participation from City staff and the public with an open house on the Miami Metro. Mr. Prytherch advised the part of the process that related to the City was the bicycling and pedestrian portion of the process. Mr. Prytherch noted the consultants and Miami University recognized that the more students walked, bicycled and rode the Miami Metro the less congested the streets would be, pressure on parking would be reduced and it would create a safer public environment and higher quality of life for everyone. Mr. Prytherch advised staff was representing the City throughout this process and their participation was necessary for some of the proposed initiatives such as bicycle lanes that extended beyond the campus. Mr. Prytherch noted the Oxford Planning Commission, Environmental Commission and the Parking and Transportation Advisory Board had dealt with some of these issues in the past. Mr. Prytherch advised the City Manager would need to direct this process so that the City's and the public's involvement was the best it could be for Miami to receive the most input. Mr. Prytherch noted a draft plan would be available in July which was the first step for the work on campus and beyond.

CONSENT AGENDA

MINUTES

Minutes of the June 7, 2011 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORT

Report regarding the June 1, 2011 Historic and Architectural Preservation Commission Meeting. (Jung-Han Chen, Community Development Director)

**RESOLUTION
CONTRACT WITH
NEOPOST**

A Resolution No. 4612 authorizing the City Manager to enter into an agreement with Neopost for a 60-month lease for postage equipment through state contract pricing. (Kim Newton, Assistant to the City Manager)

Mr. Blackburn moved to approve the consent agenda. Mr. Bogard seconded. The motion passed 6-0-0.

RESOLUTIONS

RESOLUTION
RLF LOAN

A Resolution No. 4613 approving a $20,000 Revolving Loan Fund loan to Seaview Outfitters, LLC. (Alan Kyger, Economic Development Director)

Mr. Kyger addressed his staff report as presented on page 17 of the agenda noting the Community Improvement Corporation (CIC) Loan Review Committee met twice with the applicant and recommended approval of the loan to the full CIC board. Mr. Kyger advised the CIC met on June 10, 2011 and recommended approval of the loan with conditions. Mr. Kyger noted the applicant was asking for a $20,000 loan at 2% interest for 5 years. Mr. Kyger advised a member of the community was willing to create an escrow account for $20,000 which would be used as security for the loan.

Mr. Bogard noted he felt this was a great opportunity for entrepreneurs to invest in the City and this type of shop was needed in Oxford.

Mr. Kyger noted in the last several years the Revolving Loan program created almost 2 million dollars in projects while lending approximately $500,000.

Mayor Keebler noted he felt this was a good project and with the escrow account there would be no risk for the City.

Mr. Harman thanked Mr. Kyger and the CIC for their efforts.

Mr. Harman moved to adopt Resolution No. 4613. Mr. McKeehan seconded. The motion passed 6-0-0.

RESOLUTION
FIRE DEPARTMENT GRANT

A Resolution No. 4614 authorizing the City Manager to accept the Fire Prevention and Safety Grant in an amount not to exceed $70,400 with a 10% match by the City in an amount not to exceed $7,040 for the purchase and installation of equipment in Oxford residences to promote fire safety and prevention. (John Detherage, Fire Chief)

Chief Detherage addressed his staff report as presented on page 22 of the agenda noting he came to Council earlier in the year to get permission to apply for a grant to install 4,400 photoelectric smoke alarms in rental properties in the City. Chief Detherage advised he needed Council's approval to accept the grant.

Mr. Bogard inquired if Chief Detherage had a list of the rental properties that would receive the smoke alarms and Chief Detherage advised the Community Development Department would assist with compiling the list.

Mayor Keebler noted Chief Detherage would solicit the matching funds from other grant sources and local organizations.

Mr. McKeehan moved to adopt Resolution No. 4614. Mr. Blackburn seconded. The motion passed 6-0-0.

ORDINANCES
FIRST READING

ORDINANCE
ALLEY VACATION

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. (Doug Elliott, City Manager)

Mr. Elliott addressed his staff report as presented on page 24 of the agenda noting Mr. Steve Snyder was in attendance to elaborate on the university's project and answer any questions.

Mr. Steve Snyder, Secretary to Board of Trustees, Miami University, advised he would provide more context for a broader strategic priority of why the university was asking for the vacation of an alley. Mr. Snyder noted the university ran a student housing program on campus that housed 7100 students in 41 buildings and the average age of the residence halls was 50 years. Mr. Snyder advised the residence halls were well beyond the time they should be renovated. Mr. Snyder noted two years ago the university started a long range planning process to see what needed to be done to remain competitive with its sister institutions in the country. Mr. Snyder advised one of the university's largest assets was the residential living experience offered at Miami and the university needed to improve its housing stock. Mr. Snyder noted the university was launching a 20 year construction project that would be done in phases and emphasized that the university would not add net new beds. Mr. Snyder noted new residence halls needed to be in place so existing buildings could be renovated. Mr. Snyder advised new halls were planned for construction on western campus, and on the south end of campus as well as smaller residence halls in the block surrounded by High Street, Tallawanda Road and Church Street which was why the alley needed to be vacated.

Mayor Keebler advised the university owned all of the abutting property and the alley served no purpose and he felt there was no reason not to vacate it.

Mr. Rutherford noted the land was real estate that belonged to the citizens of Oxford and questioned if giving it away was the right thing to do. Mr. Rutherford inquired if there was value to the land and if this was an issue City staff should address.

Mr. Snyder advised the university originally owned the property and deeded it to the City in the 1850's for streets and alleys and the university was asking for it back.

Mr. Bogard noted he looked at the benefit to the citizens of Oxford of having residence halls in this area which would be income for the university as well as the City.

Mayor Keebler noted he thought the City owned the right-of-way not the land. Mr. McHugh advised that may or may not be the case. Mr. McHugh advised the statute had no provision for valuation and unless there was good cause not to vacate the alley the petitioner had the right to request it.

Mr. Elliott advised staff recommended the vacation because the City had no use for the alley and wanted the university to move forward with the project because it was about economic development. Mr. Elliott noted the City was in partnership with the university.

ORDINANCE
CODE UPDATE

An Ordinance To Approve Current Replacement Pages To The Oxford Codified Ordinances. (Mary Ann Eaton, Clerk of Council)

Ms. Eaton advised this was the annual Code Update which consisted of 200 replacement pages this year. Ms. Eaton noted the update included Ordinances adopted through June 1, 2011 and new or amended state laws in the traffic code and the general offense code.

Mayor Keebler noted this was a house keeping issue that was done annually and copies of the replacement pages were available at City Hall.

Mr. Bogard inquired how many sets of the update were ordered. Ms. Eaton advised 35 sets were needed for Council, staff and various other local agencies.

ORDINANCES
SECOND READING

NEW SECTION
1143.10

An Ordinance No. 3150 Repealing Zoning Code Section 1143.10 Of The Codified Ordinances Of The City Of Oxford, Ohio Entitled Uptown District, And Adopting New Section 1143.10, Entitled Uptown District. (Jung-Han Chen, Community Development Director)

Mr. Chen advised he had no new information since the first reading of the proposed Ordinance.

Mayor Keebler noted the proposed Ordinance would correct an oversight from the last revision of this Section of the Code.

Mr. Blackburn moved to adopt Ordinance No. 3150. Mr. Bogard seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Harman, Mr. McKeehan, Mr. Rutherford, Mr. Blackburn, Mr. Bogard, Mr. Keebler (6)

NAY: None (0)

ABS: None (0)

ORDINANCE
TAX BUDGET

An Ordinance No. 3151 Authorizing The Tax Budget For The Year 2012 And Directing That The Same Be Transmitted To The Butler County Auditor. (Joe Newlin, Finance Director)

Mr. Newlin advised he had nothing to add regarding the Tax Budget and the Public Hearing was held this evening as required by the Ohio Revised Code.

Mr. Bogard moved to adopt Ordinance No. 3151. Mr. Harman seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. McKeehan, Mr. Rutherford, Mr. Blackburn, Mr. Bogard, Mr. Harman, Mr. Keebler (6)

NAY: None (0)

ABS: None (0)

DISCUSSION
WASTE WHEELER TOTES
IN MILE SQUARE

Mr. Dreisbach advised over time there had been complaints about litter in the Uptown area and nuisance animals getting into trash cans, spilling them over and causing more litter. Mr. Dreisbach advised the Housing Advisory Commission (HAC) took up the topic and recommended waste wheeler totes be required in the Mile Square area to abate the problems. Mr. Dreisbach noted the HAC felt this requirement would reduce nuisance animals in the Mile Square and improve the general appearance of the Uptown and Mile Square area. Mr. Dreisbach advised the cost would be $3.00 per month to rent a container and $100.00 to purchase the container from the solid waste contractor. Mr. Dreisbach noted he and Mr. Elliott focused on where the complaints originated and felt the Mile Square "Plus" area was the area to initiate the waste wheeler tote requirement. Mr. Dreisbach advised there were approximately 475 units in the defined area that currently did not use the totes and of those 90 were owner occupied residences. Mr. Dreisbach noted he and Mr. Elliott discussed having an exemption for owner occupied residences as typically they did not contribute to the problem. Mr. Dreisbach advised the benefits of the proposed requirement included making access to trash cans difficult for nuisance animals, reducing litter and improving the streetscape of the Mile Square. Mr. Dreisbach noted ultimately the cost for solid waste pick-up may be reduced since this was a more efficient way to collect the solid waste.

Mr. Dreisbach advised staff recommended proceeding with this proposal in the defined area and staff could prepare for education and the logistics of how this proposal would be implemented at the beginning of Miami's fall semester.

Mayor Keebler noted he felt it was correct to exempt owner occupied properties from the proposed regulation since there was a lot less problem with those properties. Mayor Keebler inquired how the Ordinance would be written to insure enough waste wheeler totes would be provided for each residence.

Mr. Elliott advised he had a list of all rental units and the occupancy permitted for each although some of the units were not fully occupied.

Mr. Dreisbach advised when renters signed up for utility service, staff would start the education process by telling them they must use the waste wheeler totes, and out in the field, staff would work with the waste collection contractor. Mr. Dreisbach noted if all solid waste did not fit in one tote the renter would have to order additional totes.

Mr. Rutherford advised the data on waste and how much waste was generated per person was readily available. Mr. Rutherford noted the number of totes required could be determined if a given property had 6 rental permits and the requirement was one tote for 3 people then they would need two totes. Mr. Rutherford advised this would be equitable for all customers.

Mr. Dreisbach noted there would be disparity between customers as some would recycle the bulk of the trash.

Mr. Bogard advised the Ordinance could reflect that the number of waste wheeler totes would be determined by a formula established by the City of Oxford. Mr. Bogard inquired who would enforce the waste wheeler tote regulation and Mr. Elliott advised NIC and the Service Department. Mr. Elliott noted citizens could also report a problem. Mr. Bogard noted the penalty section needed to be reviewed. Mr. Bogard noted Parkview Arms needed additional dumpsters as theirs was always overflowing.

Mr. Blackburn inquired if parts could be kept on hand to repair the waste wheeler totes and Mr. Dreisbach advised he would check with Rumpke's route manager.

Mr. Elliott advised staff would need to bring proposed legislation to the next meeting to have the regulation in place by the beginning of the next school year.

Mr. Rutherford reiterated the Ordinance should require "X" amount of totes per person. Mr. Rutherford referred to 931.02 (b) of the draft language 'The lid of the solid waste tote shall be tightly closed when placed curbside in the right-of-way for collection. The customer shall not allow the tote to overflow. No solid waste shall be placed on top of, next to, or around the tote. Owner occupied properties are exempt from this Ordinance.' Mr. Rutherford advised the language should apply to everyone.

Mr. Harman noted there were two groups of customers, landlords and owner occupied residents and inquired if Council would create a problem by saying one group must use waste wheeler totes and the other does not.

Mr. Elliott noted there was justification for treating the groups differently. Mr. McHugh advised government could make distinctions but there had to be a reasonable basis for it.

Mr. Rutherford noted tying the regulation to the rental permit system was the ideal thing to do because the non rental permit properties were owner occupied and not required to have a permit. Mr. Rutherford noted rental properties were required to be inspected and owner occupied properties were not. Mr. Rutherford advised the waste wheeler tote would go with the rental permit and it would be "X" amount of waste wheeler totes per person and there was no such thing as a fraction of a person.

Mr. McKeehan noted he served on the Housing Advisory Commission and the reason they brought the issue forward was due to the animal problem. Mr. McKeehan advised he felt this was a good first step to rectify the problem. Mr. McKeehan noted this wasn't just about animals getting into trash containers it was about them getting into attics, roofs and garages.

Mayor Keebler referred to section (b) of the draft language and suggested striking 'Owner occupied properties are exempt from this Ordinance' and replacing it with 'Owner occupied properties are not required to utilize the waste wheeler tote'. Mayor Keebler asked staff to draft the Ordinance and send it to Council early so they could provide their comments to the City Manager.

ANNOUNCEMENTS

Mr. Elliott advised he and staff members reviewed the Miami Campus Circulation Plan and put together comments that would be forwarded to Miami University and Council would be copied. Mr. Elliott noted if Council wanted to take a formal position on the initiative to let him know.

Mr. Elliott advised the City of Oxford received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ending 2010. Mr. Elliott thanked Mr. Newlin and his staff for their efforts.

Mr. Elliott advised the annexation of .574 acres of right-of-way on US-27 South was complete to fulfill a commitment made to the Talawanda School Board to install a temporary traffic light at US-27 South and University Park Boulevard. Mr. Elliott updated Council on several proposed annexations that would be forthcoming. Mr. Elliott advised House Bill 50 would amend Type II annexations which would cause additional hurdles for municipalities. Mr. Elliott noted he would send a letter of opposition to HB 50 to Representative Derickson.

Mr. Dreisbach noted the Music Festival would take place on Thursday evening in the Uptown Parks and the City would provide recycling containers for the event.

Mr. Kyger updated Council with regard to the closing of Arabian Nights restaurant and the status of the Revolving Loan Fund loan. Mr. Rutherford asked staff to give consideration to what could be done to monitor the financial condition of recipients of loans from the Revolving Loan Fund.

Mr. McKeehan noted two teams from the Race Across America bike race arrived in town and the balance of the 75 teams would arrive between now and June 25th. Mr. McKeehan encouraged everyone to welcome the teams and to be cautious of the riders and their support vehicles.

Mr. Rutherford asked Mr. Dreisbach to provide an update on the SR177 & 73 improvement project. Mr. Dreisbach advised staff attended the progress meetings with the contractor and ODOT and noted ODOT was the project manager. Mr. Dreisbach advised ODOT was well aware of the City's infrastructure in the area and would safeguard it.

Mr. Rutherford encouraged everyone to visit the Farmer's Market and all of the local shops and restaurants.

Mr. Rutherford asked Mr. Kyger to look into getting Oxford listed on the Urban Spoon and other such websites.

Mr. Rutherford noted City Council was limited to two serving two consecutive terms and inquired if it was appropriate to have term limits for Boards and Commissions so there would be revolving citizen participation. Mr. Rutherford asked staff to look into the requirements for adding term limits for Boards and Commissions and to consider limiting service to two terms with the possibility of three with Council's unanimous consent. Mr. Rutherford noted he would like to know what the other Council members felt about working on an Ordinance that established term limits.

Mr. Bogard welcomed the teams from Race Across America and noted he looked forward to the event.

Mr. Bogard asked Mr. Dreisbach for details regarding the temporary traffic light at US 27 and University Park Boulevard. Mr. Dreisbach advised the US 27 South improvement project would pay for the new signal and permanent infrastructure. Mr. Dreisbach noted the signal that was taken down on North 27 would be repurposed for the temporary signal and would be installed in late July or early August. Mr. Dreisbach advised new signal signage would be installed and the light would flash for 10 days before being activated.

Mr. Bogard requested the status of the parking survey regarding the proposed extension of the no overnight parking zones. Mr. Elliott advised Council should have it prior to the next meeting.

Mr. Elliott advised if Council wished to have legislation prepared dealing with term limits for Boards and Commissions a motion should be made and seconded. Mayor Keebler advised Mr. Rutherford did not request legislation. Mr. Rutherford noted the issue needed to be a discussion item on Council's agenda.

Mr. Harman thanked Chief Schwein and Chief Detherage for their efforts noting because of their leadership the Police and Fire Departments had a great staff.

Mr. Blackburn advised the Oxford Relay for Life would take place beginning on Saturday at 1:00 p.m. at Millett Hall.

Mr. Blackburn noted Law Camp would also take place this weekend and 150 Butler County children could participate in the three day event.

Mr. Blackburn encouraged everyone to attend the Oxford fireworks on July 3, 2011.

ADJOURN

Mr. McKeehan moved to adjourn at 9:33 p.m. Mr. Harman seconded. The motion passed 6-0-0.

Office of the Mayor

Proclamation

Whereas: the Phi Delta Theta Fraternity was founded on December 26, 1848, at Miami University in Oxford, Ohio, and has grown into a prosperous, international organization in its 163 year existence; and

WHEREAS, the fraternity was founded upon the noble precepts of friendship, sound learning and rectitude; and

WHEREAS, there are 166 chapters and 7 colonies of Phi Delta Theta in 42 states and 5 Canadian provinces; and

WHEREAS, there have been over 238,000 members initiated into Phi Delta Theta; and

WHEREAS, the Fraternity holds its annual Emerging Leaders Institute in Oxford, Ohio, to promote the ideas of scholarship, service to others, leadership, personal development, and fraternal values and ethics to its diverse membership.

NOW, THEREFORE, I, Richard A. Keebler, Mayor of the City of Oxford, Ohio, do hereby proclaim the week of July 25th through July 31, 2011 to be:

'PHI DELTA THETA WEEK'

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 15th day of July, 2011.

Richard A. Keebler, Mayor

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Human Resources
Originating Department

Council Meeting Of: July 5, 2011

Donna Heck
Prepared By

Account Code No. #: N/A

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:

	Initial	Date
Department Head:	Dfz	6/30/11
City Attorney:		
City Manager:	DM	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:

POSITION TITLE	*AUTHORIZATION*		
	TYPE	*# OF EMPLOYEES*	*PAY BAND*
OFFICE OF THE CITY MANAGER			
City Manager	(NC)	(1)	By Contract
Assistant to the City Manager	(NC)	(1)	5
Human Resources Director	(NC)	(1)**	7
Clerk of Council/AAII	(NC)	(1)	4
ECONOMIC DEVELOPMENT DEPARTMENT			
Economic Development Director	(NC)	(1)	7
FINANCE DEPARTMENT			
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
LAW DEPARTMENT			
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			
<u>Collection</u>			
Wastewater Collection Manager	(C)	(1)	6
Service Workers		(4)	
<u>Plant</u>			
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			
<u>Distribution</u>			
Water Distribution Manager	(C)	(1)	6
Service Workers		(4)	
<u>Plant</u>			
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: <u>114</u> (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):

POSITION TITLE	*AUTHORIZATION* *# OF EMPLOYEES*	*PAY RATE*
ADMINISTRATION		
Receptionist	1	$14.00/hr
Human Resources Director	1	$40.1849/hr
FINANCE DEPARTMENT		
Accounting Assistant	1	$14.00/hr
PARKS & RECREATION DEPARTMENT		
Park/Recreation Technician	5	$11.00/hour
Program/Facility Coordinator	3	$14.00/hour
Senior Program Coordinator	**1**	**$16.25/hour**
SERVICE DEPARTMENT		
Laborers	4	$12.00/hour
Streets & Maintenance Division		
Wastewater Collection		
Water Plant Operators	2	$20.2528/hour
SAFETY DEPARTMENT - FIRE DIVISION		
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
SAFETY DEPARTMENT - POLICE DIVISION		
Assistant to the Chief-Parking & Transportation	1	$39.1394/hr
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

CITY-WIDE		
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):

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

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