

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

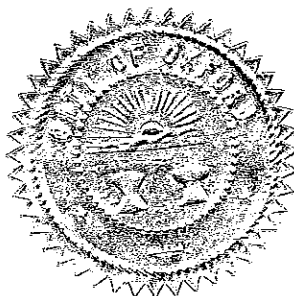
WHEREAS, the Fraternity holds its annual Emerging Leaders Institute in Oxford, Ohio, to promote the ideas of scholarship, service to others, leadership, personal development, and fraternal values and ethics to its diverse membership.

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: Douglas Elliott, Jr.

Police

Originating Department

Council Meeting Of: July 19, 2011

Steve Schwein

Account Code No. #: 410.110.52520

Prepared By

Budgeted Amount: \$49,839

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:

Department Head:

City Attorney:

City Manager:

Initial Date

SDS 7/13/11

[Signature] 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.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: July 5, 2011

Donna Heck

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

June 29, 2011

Date Prepared

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

Recommendation: Approve.

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

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

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

Approved By:

Department Head:
City Attorney:
City Manager:

Initial Date

6/30/11
7/1/11

ORDINANCE NO. _____

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

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

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

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

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

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

ORDINANCE NO. 3133

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

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

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

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

****Authorized-not budgeted.**

PARKS & RECREATION DEPARTMENT

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

COMMUNITY DEVELOPMENT DEPARTMENT

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

SAFETY DEPARTMENT - FIRE DIVISION

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

SAFETY DEPARTMENT - POLICE DIVISION

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

SERVICE DEPARTMENT

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

***Reduce to 2 Lieutenants.**

****19 Authorized – 18 Budgeted**

*****Authorized – not Budgeted**

ENGINEERING DIVISION

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

STREETS AND MAINTENANCE DIVISION

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

WASTEWATER DIVISION

Collection

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

Plant

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

WATER DIVISION

Distribution

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

Plant

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

***authorized-not budgeted**

****2 authorized - 1 budgeted**

*****10 authorized 9 budgeted**

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

NC = Non-Classified Employee

C = Classified Employee

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

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

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

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

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

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

TOTAL Seasonal Part-Time Authorized Strength: 49

SECTION 5: Department Heads and Supervisory Employees.

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

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

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

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

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

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

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

SECTION 6: General Provisions

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

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

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

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

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

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

SECTION 7: Employee Benefits

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

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

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

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

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

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

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

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

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

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

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

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

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

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

I. Group Life and Accidental Death and Dismemberment Insurance.

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

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

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

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

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

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

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

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

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

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

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

SECTION 8: Disability Income Continuation Benefit

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

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

SECTION 9: Applicability

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

SECTION 10: Repeal of Conflicting Ordinances

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

ATTACHMENT A
CITY OF OXFORD OHIO
PAY BANDS (2011)

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

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:
Department Head:
City Attorney:
City Manager:

Initial | Date

OK 7-14-11

DNA 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.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: July 5, 2011

Service Department
Originating Department

Account Code #: N/A

Michael Dreisbach
Prepared By

Budgeted Amount: N/A

June 27, 2011
Date Prepared

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

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

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

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

Approved By:

Department Head:

Initial Date
MD 6/29/11

City Manager:

DRB 7/1/11

ORDINANCE NO. _____

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

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

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

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

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

931.02 CONTAINER REQUIREMENTS

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

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

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

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

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

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

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

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE CURRIE

PREPARED BY: LAW (STAFF)

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 Treleven
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:

Department Head:

Initial Date
[Signature] 7/11/11

City Manager:

[Signature] 7/15/11

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
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Recommendation:	Approve
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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
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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)	4,520.63	
Increase/(Decrease)		

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
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Expense Side

General 110	21,067.46	Payment to Oxford Township Estate Tax (unencumbered balance)
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Net Effect on Fund Balance/(s)	229,607.78	
Increase/(Decrease)		

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
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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)	(400,000.00)	
Increase/(Decrease)		

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)	(6,500.00)	
Increase/(Decrease)		

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)	(11,000.00)	
Increase/(Decrease)		

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)	(3,440.00)
Increase/(Decrease)	

Total Net Effect on Fund Balance/(s)	(195,331.59)
Increase/(Decrease)	

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)	(195,331.59)
Increase/(Decrease)	

Approved By:

Department Head:

City Manager:

Initials

Date

[Signature] , 7/14/11
[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.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: July 19, 2011

Jung-Han Chen

Account Code No. #:

Prepared By

Budgeted Amount:

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:

Department Head:

City Attorney:

City Manager:

Initials Date

JHC / 7/12/11
DK / 7/15/11