

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: September 1, 2015

Candi Turpin

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

August 27, 2015

Date Prepared

Agenda Title:

Report regarding the August 26, 2015 Civil Service Commission Regular Meeting.

Recommendation:

Discussion: The Civil Service Commission held a regular meeting on Wednesday, August 26, 2015. Those members present were: Karen Martino, Chair; James Burchyett, Vice-Chair; Greg Smith; Brian Martin and Bill Brewer.

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

The Commission reviewed and approved the eligibility list for the Utility Collections Specialist.

The next Civil Service Commission meeting is scheduled for Wednesday, September 23, 2015 at 6:00 p.m.

Approved By:

Initial Date

Department Head:

City Attorney:

City Manager:

CT 8-27-15
DRE 8/28/15

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: September 1, 2015

Account Code #: N/A

Budgeted Amount: N/A

Service Department
Originating Department

Michael Dreisbach, Service Director
Prepared By

August 21, 2015
Date Prepared

Agenda Title: Collins Run Rd. Realignment with Main St. and Signalization of Chestnut St. Intersections with Main St. and Campus Ave. – Application for Ohio Public Works Commission Issue One Funds.

Recommendation: Approve

Discussion: Chestnut St. continues to carry a significant volume of vehicles where delays may be routinely expected, particularly at morning and afternoon peak periods. The City is currently working with ODOT to improve the intersection of US27 (aka Patterson Ave.) and Chestnut St. with the installation of modern traffic control signals. Significant improvements to roadway safety and traffic flow could be realized by realigning Collins Run Rd. to meet with Main St. and by signalizing the Chestnut St. intersections with Main St. and Campus Ave.

Ohio Public Works Commission - Issue One funds, administered by the Butler County Engineer's Office, are available to local governments for projects that improve utility infrastructure. The City of Oxford, through a competitive application process, has the opportunity to apply for Issue One funds to be used for the realignment of Collins Run Rd. and for the installation of traffic signalization at Chestnut St. / Main St. & Chestnut St. / Campus Ave.

The total project construction cost is estimated at \$420,000. The City would request 79% from OPWC (\$331,800) thereby requiring a local match of 21% (\$88,200). The City would also be responsible to acquire the property at 1W. Chestnut St. at 100% local cost.

The City's application for funding, should Council approve, will include the following project schedule with **construction in 2017:**

Project Engineering	July 1, 2016 through October 1, 2016
Bid Advertising and Award	October 1, 2016 through December 31, 2016
Construction	May 16, 2017 through July 31, 2017

It is Staff's recommendation that Council authorize the City Manager to apply for and sign all documents necessary to receive a grant from the Ohio Public Works Commission for the realignment of Collins Run Rd. with Main St. and the installation of traffic signalization at the intersection of Main St. & Chestnut St. and the intersection of Campus Ave. & Chestnut St.

Approved By:

Department Head:

City Manager:

Initial Date
MBD \ 8/25/15

DRE \ 8/25/15

RESOLUTION NO.

A RESOLUTION OF COUNCIL SUPPORTING THE SUBMISSION OF A GRANT APPLICATION FOR OHIO PUBLIC WORKS COMMISSION ISSUE 1 FUNDS IN THE AMOUNT OF \$331,800.00 TO BE USED FOR THE REALIGNMENT OF COLLINS RUN ROAD WITH MAIN STREET AND THE INSTALLATION OF TRAFFIC SIGNALIZATION AT THE INTERSECTION OF MAIN STREET AND CHESTNUT STREET AND THE INTERSECTION OF CAMPUS AVENUE AND CHESTNUT STREET.

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

SECTION 1: Council, having determined the realignment of Collins Run Road with Main Street and the installation of traffic signalization at the intersection of Main Street and Chestnut Street and the intersection of Campus Avenue and Chestnut Street to be beneficial to the City, hereby supports the use of grant funds to assist with the cost.

SECTION 2: Council hereby authorizes the City Manager to submit a grant application to the Ohio Public Works Commission requesting Issue 1 funds for the realignment of Collins Run Road with Main Street and the installation of traffic signalization at the intersection of Main Street and Chestnut Street and the intersection of Campus Avenue and Chestnut Street.

SECTION 3: The City Manager is further authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW(STAFF)

State of Ohio
Public Works Commission
Application for Financial Assistance

IMPORTANT: Please consult "Instructions for Financial Assistance for Capital Infrastructure Projects" for guidance in completion of this form.

Applicant

Applicant: City of Oxford Subdivision Code: 017-59234

District Number: 10 County: Butler Date: 07/30/2015

Contact: Scott Otto Phone: (513) 524-5208
(The individual who will be available during business hours and who can best answer or coordinate the response to questions)

Email: sotto@cityofoxford.org FAX: (513) 524-5267

Project

Project Name: <u>Collins Run Improvements and Chestnut St. Signalization</u>		Zip Code: <u>45056</u>
Subdivision Type (Select one)	Project Type (Select single largest component by \$)	Funding Request Summary (Automatically populates from page 2)
☐ 1. County	☒ 1. Road	Total Project Cost: <u>420,000</u> .00
☒ 2. City	☐ 2. Bridge/Culvert	1. Grant: <u>331,800</u> .00
☐ 3. Township	☐ 3. Water Supply	2. Loan: <u>0</u> .00
☐ 4. Village	☐ 4. Wastewater	3. Loan Assistance/ Credit Enhancement: <u>0</u> .00
☐ 5. Water (6119 Water District)	☐ 5. Solid Waste	Funding Requested: <u>331,800</u> .00
	☐ 6. Stormwater	

District Recommendation (To be completed by the District Committee)

Funding Type Requested (Select one)	SCIP Loan - Rate: _____ % Term: _____ Yrs Amount: _____ .00
☐ State Capital Improvement Program	RLP Loan - Rate: _____ % Term: _____ Yrs Amount: _____ .00
☐ Local Transportation Improvement Program	Grant: Amount: _____ .00
☐ Revolving Loan Program	LTIP: Amount: _____ .00
☐ Small Government Program	Loan Assistance / Credit Enhancement: Amount: _____ .00
District SG Priority: _____	

For OPWC Use Only

STATUS	Grant Amount: _____ .00	Loan Type: ☐ SCIP ☐ RLP
Project Number: <u>C</u>	Loan Amount: _____ .00	Date Construction End: _____
<u>C</u>	Total Funding: _____ .00	Date Maturity: _____
Release Date: _____	Local Participation: _____ %	Rate: _____ %
OPWC Approval: _____	OPWC Participation: _____ %	Term: _____ Yrs

1.0 Project Financial Information (All Costs Rounded to Nearest Dollar)

1.1 Project Estimated Costs

Engineering Services

Preliminary Design:	<u>35,000</u>	.00	
Final Design:	<u> </u>	.00	
Construction Administration:	<u> </u>	.00	
Total Engineering Services:	a.) <u>35,000</u>	.00	<u>10</u> %
Right of Way:	b.) <u> </u>	.00	
Construction:	c.) <u>350,000</u>	.00	
Materials Purchased Directly:	d.) <u> </u>	.00	
Permits, Advertising, Legal:	e.) <u> </u>	.00	
Construction Contingencies:	f.) <u>35,000</u>	.00	<u>10</u> %
Total Estimated Costs:	g.) <u>420,000</u>	.00	

1.2 Project Financial Resources

Local Resources

Local In-Kind or Force Account:	a.) <u> </u>	.00	
Local Revenues:	b.) <u>88,200</u>	.00	
Other Public Revenues:	c.) <u> </u>	.00	
ODOT / FHWA PID: <u> </u>	d.) <u> </u>	.00	
USDA Rural Development:	e.) <u> </u>	.00	
OEPA / OWDA:	f.) <u> </u>	.00	
CDBG:	g.) <u> </u>	.00	
☐ County Entitlement or Community Dev. "Formula"			
☐ Department of Development			
Other: <u> </u>	h.) <u> </u>	.00	
Subtotal Local Resources:	i.) <u>88,200</u>	.00	<u>21</u> %

OPWC Funds (Check all requested and enter Amount)

Grant: <u>100</u> % of OPWC Funds	j.) <u>331,800</u>	.00	
Loan: <u>0</u> % of OPWC Funds	k.) <u> </u>	.00	
Loan Assistance / Credit Enhancement:	l.) <u>0</u>	.00	
Subtotal OPWC Funds:	m.) <u>331,800</u>	.00	<u>79</u> %
Total Financial Resources:	n.) <u>420,000</u>	.00	<u>100</u> %

1.3 Availability of Local Funds

Attach a statement signed by the Chief Financial Officer listed in section 5.2 certifying all local resources required for the project will be available on or before the earliest date listed in the Project Schedule section. The OPWC Agreement will not be released until the local resources are certified. Failure to meet local share may result in termination of the project. Applicant needs to provide written confirmation for funds coming from other funding sources.

2.0 Repair / Replacement or New / Expansion

2.1 Total Portion of Project Repair / Replacement:	<u>420,000</u> .00	<u>100</u> %
2.2 Total Portion of Project New / Expansion:	<u>0</u> .00	<u>0</u> %
2.3 Total Project:	<u>420,000</u> .00	<u>100</u> %

3.0 Project Schedule

3.1 Engineering / Design / Right of Way	Begin Date: <u>07/01/2016</u>	End Date: <u>10/01/2016</u>
3.2 Bid Advertisement and Award	Begin Date: <u>10/01/2016</u>	End Date: <u>12/31/2016</u>
3.3 Construction	Begin Date: <u>05/16/2017</u>	End Date: <u>07/31/2017</u>

Construction cannot begin prior to release of executed Project Agreement and issuance of Notice to Proceed.

Failure to meet project schedule may result in termination of agreement for approved projects.

Modification of dates must be requested in writing by project official of record and approved by the Commission once the Project Agreement has been executed.

4.0 Project Information

If the project is multi-jurisdictional, information must be consolidated in this section.

4.1 Useful Life / Cost Estimate / Age of Infrastructure

Project Useful Life: 20 Years Age: 1963 (Year built or year of last major improvement)

Attach Registered Professional Engineer's statement, with seal or stamp and signature confirming the project's useful life indicated above and detailed cost estimate.

4.2 User Information

Road or Bridge: Current ADT 9,000 Year 2012 Projected ADT 11,000 Year 2032

Water / Wastewater: Based on monthly usage of 4,500 gallons per household; attach current ordinances.

Residential Water Rate Current \$ _____ Proposed \$ _____

Number of households served: 0

Residential Wastewater Rate Current \$ _____ Proposed \$ _____

Number of households served: 0

Stormwater: Number of households served: 0

4.3 Project Description

- A: SPECIFIC LOCATION (Supply a written location description that includes the project termini; a map does not replace this requirement.) 500 character limit.

The project is located at the Collins Run Road - Chestnut St. intersection, and also the Chestnut St. - Campus Ave. intersection.

- B: PROJECT COMPONENTS (Describe the specific work to be completed; the engineer's estimate does not replace this requirement) 1,000 character limit.

Realign Collins Run road to create a four-way intersection with Chestnut St. and Main St. Install a traffic signal at this intersection. Install new underground utility infrastructure as needed.

Install a new traffic signal at the Chestnut St. - Campus Ave. intersection.

- C: PHYSICAL DIMENSIONS (Describe the physical dimensions of the existing facility and the proposed facility. Include length, width, quantity and sizes, mgd capacity, etc in detail.) 500 character limit.

The project will realign approximately 250' of Collins Run Road. Collins Run Road is a two lane road, 24' wide. Each leg of the new 4 way intersection at Chestnut - Collins Run - Main St. will consist of two lane roadway.

The Chestnut St. - Campus Ave. intersection will remain a 3 way intersection. Each leg of the intersection will consist of two lane roadway.

5.0 Project Officials

Changes in Project Officials must be submitted in writing from an officer of record.

5.1 Chief Executive Officer

(Person authorized in legislation to sign project agreements)

Name: Douglas R. Elliott Jr.
Title: City Manager
Address: 101 E. High St.

City: Oxford State: OH Zip: 45056
Phone: (513) 524-5201
FAX: (513) 523-7769
E-Mail: delliott@cityofoxford.org

5.2 Chief Financial Officer

(Can not also serve as CEO)

Name: Joseph Newlin
Title: Finance Director
Address: 101 E. High St.

City: Oxford State: OH Zip: 45056
Phone: (513) 524-5202
FAX: (513) 523-7298
E-Mail: jnewlin@cityofoxford.org

5.3 Project Manager

Name: Victor Popescu
Title: City Engineer
Address: 101 E. High St.

City: Oxford State: OH Zip: 45056
Phone: (513) 524-5208
FAX: (513) 524-5267
E-Mail: vpopescu@cityofoxford.org

6.0 Attachments / Completeness review

Confirm in the boxes below that each item listed is attached (Check each box)

- ☐ A certified copy of the legislation by the governing body of the applicant authorizing a designated official to sign and submit this application and execute contracts. This individual should sign under 7.0, Applicant Certification, below.
- ☐ A certification signed by the applicant's chief financial officer stating the amount of all local share funds required for the project will be available on or before the dates listed in the Project Schedule section. If the application involves a request for loan (RLP or SCIP), a certification signed by the CFO which identifies a specific revenue source for repaying the loan also must be attached. Both certifications can be accomplished in the same letter.
- ☐ A registered professional engineer's detailed cost estimate and useful life statement, as required in 164-1-13, 164-1-14, and 164-1-16 of the Ohio Administrative Code. Estimates shall contain an engineer's seal or stamp and signature.
- ☐ A cooperative agreement (if the project involves more than one subdivision or district) which identifies the fiscal and administrative responsibilities of each participant.
- ☐ Farmland Preservation Review - The Governor's Executive Order 98-IV, "Ohio Farmland Protection Policy" requires the Commission to establish guidelines on how it will take protection of productive agricultural and grazing land into account in its funding decision making process. Please include a Farm Land Preservation statement for projects that have an impact on farmland.
- ☐ Capital Improvements Report. CIR Required by O.R.C. Chapter 164.06 on standard form.
- ☐ Supporting Documentation: Materials such as additional project description, photographs, economic impact (temporary and/or full time jobs likely to be created as a result of the project), accident reports, impact on school zones, and other information to assist your district committee in ranking your project. Be sure to include supplements which may be required by your local District Public Works Integrating Committee.

7.0 Applicant Certification

The undersigned certifies: (1) he/she is legally authorized to request and accept financial assistance from the Ohio Public Works Commission as identified in the attached legislation; (2) to the best of his/her knowledge and belief, all representations that are part of this application are true and correct; (3) all official documents and commitments of the applicant that are part of this application have been duly authorized by the governing body of the applicant; and, (4) should the requested financial assistance be provided, that in the execution of this project, the applicant will comply with all assurances required by Ohio Law, including those involving Buy Ohio and prevailing wages.

Applicant certifies that physical construction on the project as defined in the application has NOT begun, and will not begin until a Project Agreement for this project has been executed with the Ohio Public Works Commission. Action to the contrary will result in termination of the agreement and withdrawal of Ohio Public Works Commission funding from the project.

Certifying Representative (Printed form, Type or Print Name and Title)

Original Signature / Date Signed

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: September 1, 2015

Account Code No. #:

Jung-Han Chen
Prepared By

Budgeted Amount:

August 25, 2015
Date Prepared

Agenda Title: Planning Commission Meeting Report – August 11, 2015

Zoning Items

PC-2015-17 PRELIMINARY PLANNED DEVELOPMENT, The Fields of Southpointe, Southpointe Crossing, Southpointe Parkway, 37.08 acres, Trinitas, Development LLC, Applicant

The attorney representing the applicant had submitted a letter requesting this case to be tabled from this month's consideration until September.

PC-2015-16 ZONING MAP AMENDMENT, 5990 Contreras Road, to rezone the subject property from R1B (Single-Family Medium Density Residential) District to R3 (Multi-Family Residential) District, Peter and Connie McCarthy, Applicants (Tabled 7/14/2015 Planning Commission Meeting)

Staff presented this map amendment request to the Planning Commission for consideration. After the public hearing, the Planning Commission voted 6-0-0 to recommend denial to City Council for consideration, based on the decision standards for a map amendment and the request not meeting any of the decision standards.

Approved by:

	Initial	Date
Department Head:	<u>JHC</u>	<u>8/25/15</u>
City Attorney:	<u>[Signature]</u>	
City Manager:	<u>DRE</u>	<u>8/28/15</u>

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: Aug. 18 and Sept. 1, 2015

Account Code #: N/A

Budgeted Amount: N/A

Service Department
Originating Department

Michael B. Dreisbach
Prepared By

August 12, 2015
Date Prepared

Agenda Title: Approval of Easements in Conjunction with the Replacement of the Bonham Rd. Bridge over Four Mile Creek.

Recommendation: Approve

Discussion:

The Butler County Engineer's Office (BCEO) will be replacing the existing Bonham Rd. bridge over Four Mile Creek in 2016. In order to achieve the design goal of improving safety by straightening the bridge approaches and by adding pedestrian sidewalk on the north side of the bridge, the BCEO has requested the City approve permanent and temporary easements for the project.

Attached to this report is Exhibit "D" detailing the parcels impacted and the easements necessary for the project. Parcel No. 3, owned by the City of Oxford, aka, Village of Oxford (City), indicates a permanent easement of ~ 0.56 acres to allow for straightening of the bridge deck approaches and land necessary for installation of sidewalk. This is generally a strip of land, ~ 20' in width, along the northern part of Bonham Rd. The area widens to ~ 50' in the area abutting the creek. This easement will not have a significant impact on the use of the City's property.

Exhibit "A", also attached to this report, includes a letter from Shirley A. Oney, agent for BCEO. The letter explains the rights available to the City and requests the signature of the City Manager indicating the City waives the right to compensation for easements, and releases BCEO from the expense of obtaining an appraisal for the property. Exhibit "B" indicates the legal description of the taking, and that the take will be used for road purposes. Exhibit "C" indicates the legal description of a temporary easement, only in effect during construction of the project. Upon completion of the project, all temporary easements will dissolve.

Staff recommends the City Council authorize the City Manager to take all actions necessary to execute these documents granting the BCEO a permanent easement and two temporary easements without compensation for the construction of the new Bonham Rd. bridge over Four Mile Creek.

Approved By:

Department Head:

City Manager:

Initial

Date

MB

8/12/15

MB 8/14/15

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO GRANT AN EASEMENT FOR ROAD PURPOSES IN 0.5573 ACRES OF RIGHT OF WAY TO THE BUTLER COUNTY BOARD OF COMMISSIONERS AND AUTHORIZING THE CITY MANAGER TO GRANT TEMPORARY EASEMENTS IN 0.0562 ACRES OF RIGHT OF WAY AND 0.0975 ACRES OF RIGHT OF WAY TO THE BUTLER COUNTY BOARD OF COMMISSIONERS TO ALLOW FOR THE COMPLETION OF THE BONHAM ROAD BRIDGE REPLACEMENT PROJECT OVER FOUR MILE CREEK PROJECT #BUT-TR58-0.39, PID NO. 90755, PARCEL #3, 3T1, & 3T2 IN OXFORD, OHIO AND WAIVING THE RIGHT TO RECEIVE JUST COMPENSATION.

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

SECTION 1: The City Manager is hereby authorized to grant an easement for road purposes in 0.5573 acres of right of way and grant temporary easements of 0.0562 acres and 0.0975 acres to the Butler County Board of County Commissioners to allow for the completion of the Bonham Road bridge replacement project #BUT-TR58-0.39, PID NO. 90755, Parcel #3, 3T1, & 3T2 in Oxford, Ohio.

SECTION 2: Oxford City Council acknowledges that Butler County is replacing the existing Bonham Road bridge over Four Mile Creek in 2016 in order to improve public safety by straightening the bridge approaches and adding sidewalks and therefore Oxford City Council hereby waives the right to receive just compensation for the property subject to these easements.

SECTION 3: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

DONATION LETTER

August 7, 2015

City of Oxford
101 East High St.
Oxford, OH 45056

Re: Bonham Road
Project # BUT-TR58-0.39
Parcel #3, 3T1, & 3T2
PID No. 90755

Dear Mr. Elliott:

Your real property is needed by the Board of County Commissioners, Butler County, Ohio, (Butler County), for a transportation improvement project. As such, you are hereby advised that you have the right to have your property appraised by a competent appraiser and you have the right to accompany the appraiser on the inspection of your property. You have the right to be provided a written offer for the full amount of the fair market value as determined by the agency based upon the appraisal. You have the right to negotiate with the agency and if an acceptable agreement cannot be reached, the right to have the value determined by a court of law. You also have the right to be paid the full amount of the fair market value before being required to surrender possession of your property. Notwithstanding these rights, we understand you are willing to waive all or any part of your rights noted and willingly agree to donate the property needed for the transportation project. The property is described in the attached Exhibit "A" which is incorporated herein.

Please be advised that if you desire to use the donation for a tax deduction, you should seek advice from the Internal Revenue Service or a tax expert regarding the current rules for appraisal valuation.

The undersigned hereby acknowledges that he has been fully advised by a Butler County representative of their rights reflected above and agrees to: (1) Waive the right to receive just compensation for the property, (2) Release Butler County from obtaining an appraisal of the acquired property and (3) Execute the necessary instruments.

Respectfully,



Shirley A. Oney, Agent
Butler County Engineer's Office
Right of Way Specialist

**The Village of Oxford, Ohio, a municipal corporation
aka City of Oxford, a Ohio Municipal Corporation**

By: _____
Douglas R. Elliott, Jr.
City Manager
City of Oxford

Date

EASEMENT FOR ROAD PURPOSES

KNOW ALL MEN BY THESE PRESENTS THAT: The Village of Oxford, Ohio, a municipal corporation, aka City of Oxford, a Municipal Corporation, the Grantor herein, as a DONATION to the Grantee named herein, does hereby grant, bargain, sell, convey and release to the Board of County Commissioners, Butler County, Ohio, the Grantee, its successors and assigns forever, an easement, which is more particularly described in Exhibit "A" attached hereto, within the following described real estate:

PARCEL # 3

PROJECT #BUT-TR58-0.39

SEE EXHIBIT "A" ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF

Auditor's Parcel ID: H4100-009.000-016

Prior Instrument Reference: Book 8796, Page 1921 (City of Oxford, Lot Consolidation)
Book 8769, Page 1637 (Annexation – Lot #3850)
DR 274, Page 371 (Deed No. 3816)

On record at the office of the Butler County Recorder.

The property conveyed herein is being acquired by Grantee for a public purpose, namely the establishment, construction, reconstruction, widening, repair or maintenance of a public road.

TO HAVE AND TO HOLD said easement and right of way unto the Grantee, its successors and assigns forever. And the Grantor, for itself and its successors and assigns, that it is the true and lawful owner of said premises, and is lawfully seized the same in fee simple, and has good right and full power to grant, bargain, sell, convey, and release the same in manner aforesaid, and that the same are free and clear from all liens and encumbrances whatsoever, and it will warrant and defend the same against all claims of persons whomever.

IN WITNESS WHEREOF, The Village of Oxford, Butler County, Ohio, a municipal corporation, aka City of Oxford, a Municipal Corporation, has caused its name to be subscribed by Douglas R. Elliott, Jr., its City Manager, and its duly authorized agent on the ____ day of _____, 2015.

The Village of Oxford, Butler County, Ohio, a
municipal corporation, aka City of Oxford, a
Municipal Corporation

By: _____
Douglas R. Elliott, Jr., City Manager
City of Oxford

STATE OF OHIO, COUNTY OF BUTLER ss:

BE IT REMEMBERED, that on the ____ day of _____, 2015, before me the subscriber, a Notary Public in and for said state and county, personally came the above named Douglas R. Elliott, Jr., who acknowledged being the City Manager and duly authorized agent of The Village of Oxford, Butler County, Ohio, a municipal corporation, aka City of Oxford, a Municipal Corporation, and who acknowledged the foregoing instrument to be his voluntary act and deed and the voluntary act and deed of said entity.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

Notary Public

This instrument was prepared by:
Butler County Engineer's Office

EXHIBIT "A"
BUTLER COUNTY
BUT-TR58-0.39
BONHAM ROAD BRIDGE REPLACEMENT
PARCEL 3

Situated in Section 23, Town 5, Range 1, Miami River Survey, City of Oxford, Butler County, Ohio and being more particularly described as follows;

COMMENCING at an existing ½" iron pin with cap stamped DDS Assoc. 7121 in the north line of Section 23 and at the northeast corner of Lot No. 4 of the Subdivision of Lands of the Miami University;

Thence along the east line of said Lot 4, South 01°59'11" West, 699.48 feet to a point in the proposed north right of way line of Bonham Road and the **POINT OF BEGINNING**;

Thence continuing along said east line of Lot 4, South 01°59'11" West, 46.06 feet to a point the centerline of Bonham Road AND South 03°25'07" West, 48.82 feet to a point in the proposed south right of way line of Bonham Road;

Thence leaving said east line along the proposed south right of way line of Bonham Road the following three (3) courses:

- 1) South 67°45'20" West, 118.36 feet,
- 2) South 69°28'27" West, 100.04 feet,
- 3) North 88°29'41" West, 27.31 feet to a point in the existing south right of way line of Bonham Road;

Thence along the existing south right of way line of Bonham Road, South 67°45'20" West, 178.12 feet AND South 50°58'19" West, 18.14 feet to a point in the west line of the Grantor;

Thence leaving said south line along the west line of the Grantor the following four (4) courses:

- 1) North 07°11'06" West, 35.32 feet,
- 2) South 50°58'19" West, 180.09 feet,
- 3) South 70°44'34" West, 77.59 feet,
- 4) North 27°18'56" West, 80.41 feet to a point in the proposed north right of way line of Bonham Road;

Page 2
Parcel 3
BUT-TR58-0.39
Bonham Road Bridge Replacement

Thence leaving said west line along the proposed north right of way line of Bonham Road the following five (5) courses:

- 1) Along an arc deflecting the to the right having a radius of 1,101.74 feet, central angle of $11^{\circ}22'17''$, arc length of 218.66 feet, the chord of said arc bears North $60^{\circ}15'54''$ East, 218.30 feet,
- 2) South $82^{\circ}58'15''$ East, 19.33 feet,
- 3) North $67^{\circ}45'20''$ East, 270.02 feet,
- 4) South $22^{\circ}14'40''$ East, 8.00 feet,
- 5) North $67^{\circ}45'20''$ East, 223.40 feet to the **POINT OF BEGINNING**.

Containing 1.3601 acres - Gross Take Area and being subject to all legal easements of record.

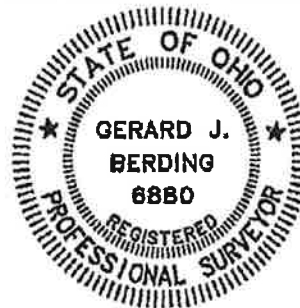
Present Roadway Occupied – 0.8028 Acres

Net Take Area – 0.5573 Acres.

Being part of those lands conveyed to The City of Oxford, Ohio, AKA The Village of Oxford, Butler County, Ohio by deed and recorded in Deed Book 274, Page 371 of the Butler County Recorder's Office and also identified as Parcel No. H4100009000016 of the Butler County Auditor's Office.

The bearings on this legal description are based upon Ohio State Plane Coordinate System, South Zone (NAD 83).

Gerard J. Berding 07/22/2015
Gerard J. Berding, P.S. 6880 Date



TEMPORARY EASEMENT

KNOW ALL MEN BY THESE PRESENTS THAT: The Village of Oxford, Butler County, Ohio, a municipal corporation, aka City of Oxford, a Municipal Corporation, the Grantor herein, as a DONATION, does hereby authorize the Board of County Commissioners, Butler County, Ohio, the Grantee herein, or their duly authorized agents or contractors to enter upon and use its land as recorded in Book 8796, Page 1921, (City of Oxford, Lot Consolidation), Book 8769, Page 1637 (Annexation — Lot #3850), and DR 274, Page 371 (Deed No. 3816), in the office of the Butler County Recorder, hereinafter described as Parcel # 3T1 & 3T2, during the period beginning with the breaking of ground for the construction of the road improvement, and terminating when the completed work has been fully accepted by the Butler County Engineer's Office. The temporary easement interest granted herein is being acquired by Grantee for a public purpose, namely the establishment, construction, reconstruction, widening, repair or maintenance of a public road.

PARCEL # 3T1 & 3T2

SEE EXHIBIT "A" ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF

Project # BUT-TR58-0.39

IN WITNESS WHEREOF, The Village of Oxford, Butler County, Ohio, a municipal corporation, aka City of Oxford, a Municipal Corporation, has caused its name to be subscribed by Douglas R. Elliott, Jr., its City Manager, and its duly authorized agent on the _____ day of _____, 2015.

The Village of Oxford, Butler County, Ohio, a
municipal corporation, aka City of Oxford, a
Municipal Corporation

By: _____
Douglas R. Elliott, Jr., City Manager
City of Oxford

STATE OF OHIO, COUNTY OF BUTLER ss:

BE IT REMEMBERED, that on the _____ day of _____, 2015, before me the subscriber, a Notary Public in and for said state and county, personally came the above named Douglas R. Elliott, Jr., who acknowledged being the City Manager and duly authorized agent of The Village of Oxford, Butler County, Ohio, a municipal corporation, aka City of Oxford, a Municipal Corporation, and who acknowledged the foregoing instrument to be his voluntary act and deed and the voluntary act and deed of said entity.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

Notary Public

EXHIBIT "A"
BUTLER COUNTY
BUT-TR58-0.39
BONHAM ROAD BRIDGE REPLACEMENT
PARCEL 3T1

Situated in Section 23, Town 5, Range 1, Miami River Survey, City of Oxford, Butler County, Ohio and being more particularly described as follows;

COMMENCING at an existing 1/2" iron pin with cap stamped DDS Assoc. 7121 in the north line of Section 23 and at the northeast corner of Lot No. 4 of the Subdivision of Lands of the Miami University, Thence along the east line of said Lot 4, South 01°59'11" West, 699.48 feet to a point in the proposed north right of way line Bonham Road, Thence leaving said east line along the proposed north right of way line of Bonham Road the following three courses: 1) South 67°45'20" West, 223.40 feet, 2) North 22°14'40" West, 8.00 feet and 3) South 67°45'20" West, 252.00 feet to the **POINT OF BEGINNING**;

Thence continuing along said north line the following three (3) courses

- 1) South 67°45'20" West, 18.02 feet,
- 2) North 82°58'15" West, 19.33 feet,
- 3) along an arc deflecting to the left having a radius of 1101.74 feet, central angle of 11°22'17", arc length of 218.66 feet the chord of said arc bears South 60°15'54" West, 218.30 feet to a point in the west line of the Grantor;

Thence leaving said north line along the west line of the Grantor, North 27°18'56" West, 10.10 feet;

Thence leaving said west line through the lands of the Grantor along an arc deflecting to the right having a radius of 1111.74, central angle of 11°17'52", arc length of 219.22 feet the chord of said arc bears North 60°18'06" East, 218.86 feet, AND South 83°19'22" East, 40.21 feet to the **POINT OF BEGINNING**.

Page 2
Parcel 3T1
BUT-TR58-0.39
Bonham Road Bridge Replacement

Containing 0.0562 acres and being subject to all legal easements of record.

Being part of those lands conveyed to The City of Oxford, Ohio, AKA The Village of Oxford, Butler County, Ohio by deed and recorded in Deed Book 274, Page 371 of the Butler County Recorder's Office and also identified as Parcel No. H4100009000016 of the Butler County Auditor's Office.

The bearings on this legal description are based upon Ohio State Plane Coordinate System, South Zone (NAD 83)

Gerard J. Berding 07/22/2015
Gerard J. Berding, P.S. 6880 Date

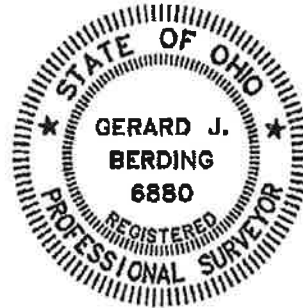


EXHIBIT "A"
BUTLER COUNTY
BUT-TR58-0.39
BONHAM ROAD BRIDGE REPLACEMENT
PARCEL 3T2

Situated in Section 23, Town 5, Range 1, Miami River Survey, City of Oxford, Butler County, Ohio and being more particularly described as follows;

COMMENCING at an existing ½" iron pin with cap stamped DDS Assoc. 7121 in the north line of Section 23 and at the northeast corner of Lot No. 4 of the Subdivision of Lands of the Miami University, Thence along the east line of said Lot 4, South 01°59'11" West, 745.53 feet to a point in the centerline of Bonham Road, Thence continuing along said east line South 03°25'07" West, 48.82 feet to the **POINT OF BEGINNING**;

Thence continuing along said east line, South 03°25'07" West, 7.77 feet;

Thence leaving said east line through the lands of the Grantor the following six (6) courses:

- 1) South 69°31'05" West, 65.03 feet,
- 2) South 67°22'25" West, 150.00 feet,
- 3) South 83°23'53" West, 25.96 feet,
- 4) South 67°45'20" West, 175.00 feet,
- 5) South 48°30'20" West, 18.20 feet,
- 6) South 65°49'59" West, 7.08 feet to a point in the west line of the Grantor;

Thence along said west line of the Grantor, North 07°11'06" West, 14.50 feet to a point in the existing south right of way line of Bonham Road;

Thence along the existing south right of way line of Bonham Road, North 50°58'19" East, 18.14 feet AND North 67°45'20" East, 178.12 feet to a point;

Thence leaving said south line along the proposed south right of way line of Bonham Road the following three (3) courses:

- 1) South 88°29'41" East, 27.31 feet,
- 2) North 69°28'27" East, 100.04 feet,
- 3) North 67°45'20" East, 118.36 feet to the **POINT OF BEGINNING**.

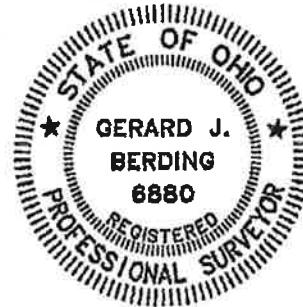
Containing 0.0975 acres and being subject to all legal easements of record.

Page 2
Parcel 3T2
BUT-TR58-0.39
Bonham Road Bridge Replacement

Being part of those lands conveyed to The City of Oxford, Ohio, AKA The Village of Oxford, Butler County, Ohio by deed and recorded in Deed Book 274, Page 371 of the Butler County Recorder's Office and also identified as Parcel No. H4100009000016 of the Butler County Auditor's Office.

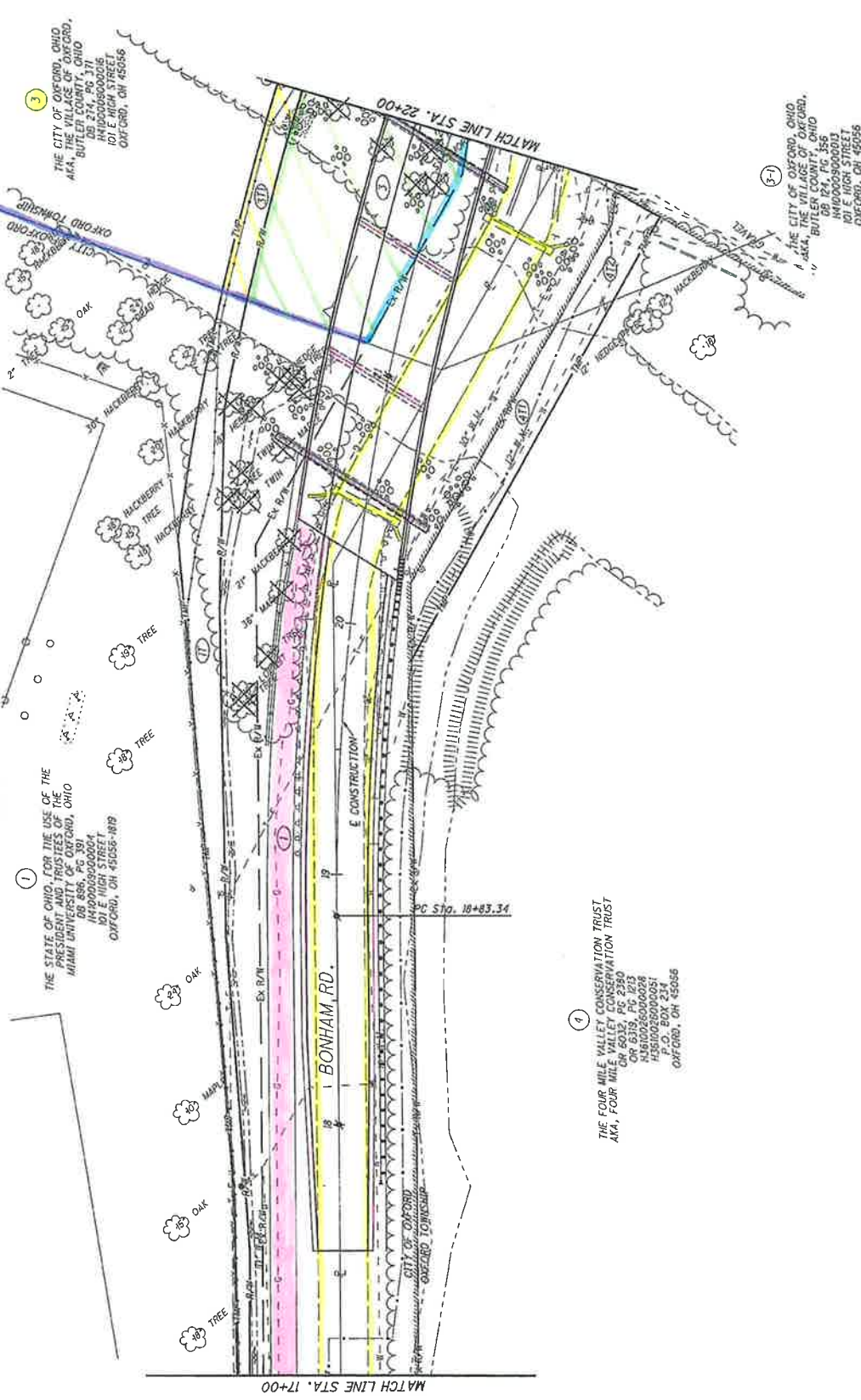
The bearings on this legal description are based upon Ohio State Plane Coordinate System, South Zone (NAD 83)

Gerard J. Berding 07/22/2015
Gerard J. Berding, P.S. 6880 Date



ELLEN BUERK, TRUSTEE
OR 6215, PG 405
H3620045000001
LOT 18
SHADOWY HILLS SUBDIVISION
PG 196, PG B
520 N PATTERSON AVE
OXFORD, OH 45056

BUT-TR58-0.39
 BONHAM ROAD
 BUTLER COUNTY
 OXFORD TOWNSHIP,
 CITY OF OXFORD,
 SEC. 23, T.5, R. 1
 MIAMI RIVER SURVEY



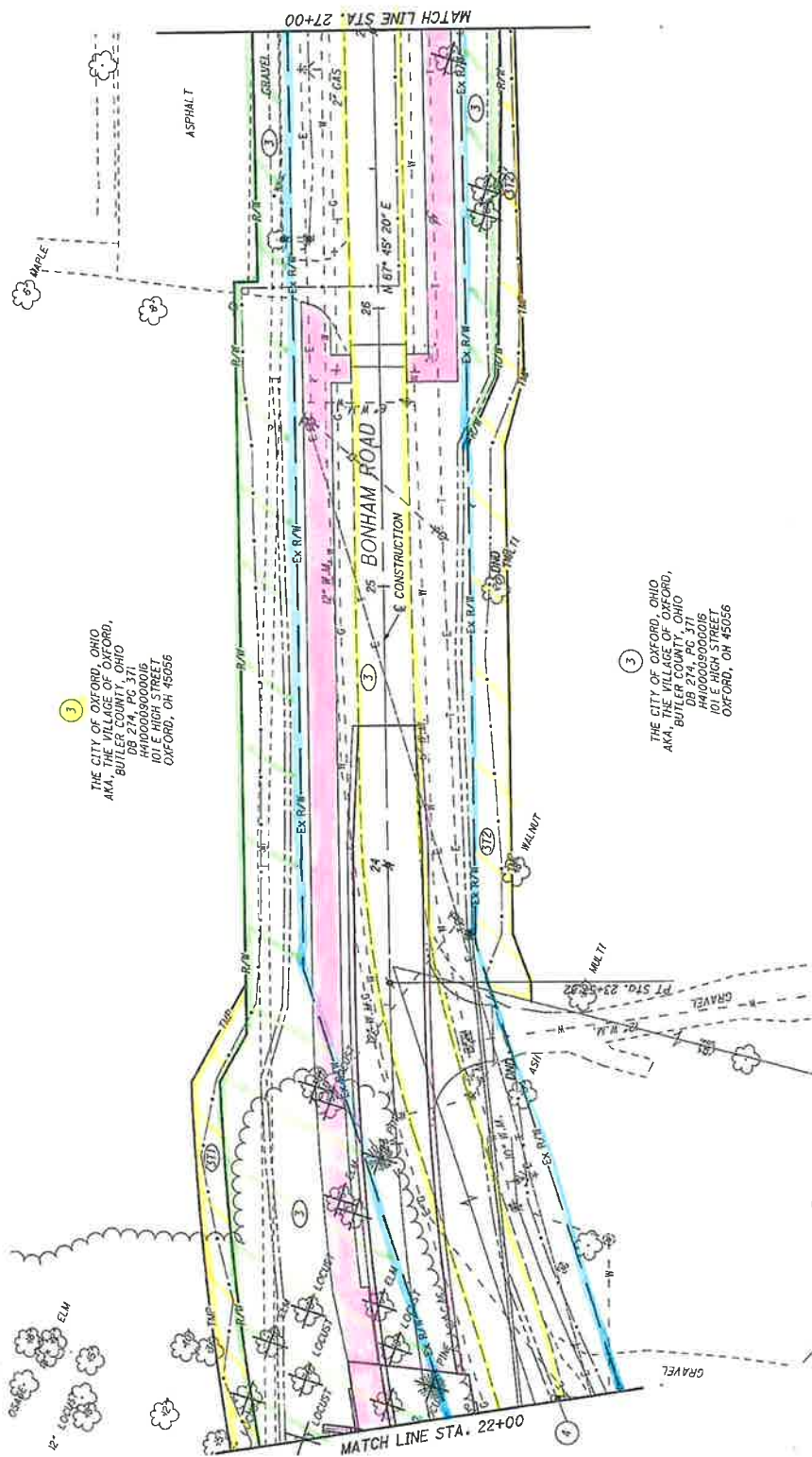
①
 THE FOUR MILE VALLEY CONSERVATION TRUST
 AKA, FOUR MILE VALLEY CONSERVATION TRUST
 400 E. 12TH ST.
 OXFORD, OH 43080
 614-233-1233
 43080-0000
 P.O. BOX 2314
 OXFORD, OH 43080

①
 THE STATE OF OHIO, FOR THE USE OF THE
 PRESIDENT AND TRUSTEES OF THE
 MIAMI UNIVERSITY OF OXFORD, OHIO
 400 E. 12TH ST.
 OXFORD, OH 43080-0000
 614-233-1233

②
 THE CITY OF OXFORD, OHIO,
 AKA, THE VILLAGE OF OXFORD,
 BUTLER COUNTY, OHIO
 101 E. HIGH STREET
 OXFORD, OH 43080

③
 THE CITY OF OXFORD, OHIO,
 AKA, THE VILLAGE OF OXFORD,
 BUTLER COUNTY, OHIO
 101 E. HIGH STREET
 OXFORD, OH 43080

THE FOUR MILE VALLEY CONSERVATION TRUST
AKA, FOUR MILE VALLEY CONSERVATION TRUST
4
CR 6350, PG 2380
QR 6350, PG 213
H360026000028
H360926500051
P.O. BOX 234
OXFORD, OH 45056



THE CITY OF OXFORD, OHIO
AKA, THE VILLAGE OF OXFORD,
BUTLER COUNTY, OHIO
DB 274, PG 371
H410009000016
101 E HIGH STREET
OXFORD, OH 45056



Office of the Mayor

Proclamation

Whereas: prostate cancer is the most commonly diagnosed non-skin cancer in men and the second leading cause of cancer death in men. Approximately 1 in 36 men die of prostate cancer; and

WHEREAS, prostate cancer is rare before the age of 40 and occurs mainly in older men. Approximately 60 percent of cases are diagnosed in men aged 65 or older; and

WHEREAS, African-American males are more likely to develop prostate cancer compared with Caucasian males; and

WHEREAS, during the early stages of prostate cancer, there are no symptoms. Most prostate cancer is found as a result of prostate cancer screening tests; and

WHEREAS, all men are at risk for prostate cancer, and I encourage the citizens of Oxford to increase their awareness of the importance of prostate cancer screenings.

NOW, THEREFORE, I, Kevin D. McKeehan, Mayor of the City of Oxford, Ohio, do hereby recognize September 2015 as:

"PROSTATE CANCER AWARENESS MONTH"

in Oxford and encourage all citizens to join in this observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 28th day of August, 2015.


KEVIN D. MCKEEHAN, MAYOR





Office of the Mayor

Proclamation

Whereas:

The American Cancer Fund for Children and Kids Cancer Connection report cancer is the leading cause of death by disease among U.S. children between infancy and age 15. This tragic disease is detected in nearly 15,000 of our country's young people each and every year; and

WHEREAS, one in five of our nation's children loses his or her battle with cancer. Many infants, children and teens will suffer from long-term effects of comprehensive treatment, including secondary cancers; and

WHEREAS, founded over twenty years ago by Steven Firestein, a member of the philanthropic Max Factor cosmetics family, the American Cancer Fund for Children, Inc. and Kids Cancer Connection, Inc. are dedicated to helping these children and their families; and

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection provide a variety of vital patient psychosocial services to children undergoing cancer treatment at Nationwide Children's Hospital in Columbus, and Cincinnati Children's Hospital Medical Center, as well as participating hospitals throughout the country, thereby enhancing the quality of life for these children and their families; and

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection also sponsor Courageous Kid Recognition Award presentations, community get well cards and hospital celebrations in honor of a child's determination and bravery to fight the battle against childhood cancer.

NOW, THEREFORE, I, Kevin D. McKeegan, Mayor of the City of Oxford, Ohio, do hereby proclaim September 2015 as:

"CHILDHOOD CANCER AWARENESS MONTH"

in Oxford and encourage all citizens to join in this observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 28th day of August, 2015.



**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Council Meeting Of :

9/1/2015

Account Code No. :

see below

Budgeted Amount :

Finance

Originating Department

Joe Newlin

Prepared By

8/26/2015

Date Prepared

Agenda Title: 2015 Supplemental Budget #5

Recommendation: Approve

Issue 1

To reflect proceeds from deposit of \$72,000 from New Village Construction for traffic light installation on Locust St.

Action Needed:

Revenue Side

General Fund (110) 72,000.00 Miscellaneous receipt from developer (\$72,000)

Expense Side

General Fund (110) 72,000.00 Appropriation from unencumbered balance for the reimbursement to developer once work is completed

Net Effect on Fund Balance/(s)
Increase/(Decrease)

-

Issue 2

To reflect money received from FEMA after FEMA reconciled our smoke detector project completed in 2012 and transfer it to Fire & EMS Fund

Action Needed:

Revenue Side

FEMA (416) 7.00 Monies received from FEMA

Fire & EMS (418) 7.00 Transferred from FEMA

Expense Side

FEMA (416) 7.00 Appropriation from unencumbered balance to transfer to Fire & EMS Fund

Net Effect on Fund Balance/(s)
Increase/(Decrease)

7.00

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

7.00

Breakdown by Fund

General (110)

-

FEMA (416)

-

Fire & EMS (418)

7.00

Net Effect on Fund Balance/(s)
Increase/(Decrease)

7.00

Approved By:

Department Head:

City Manager:

Initials

Date

[Handwritten signatures and dates]
8/26/15
8/28/15

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3286. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 5 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2015.

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

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

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

General Fund 110	72,000.00
FEMA Fund 416	7.00

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

General Fund 110	72,000.00
FEMA Fund 416	7.00

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

Transfer from:	
FEMA Fund 416	7.00

Transfer to:	
Fire & EMS Fund 418	7.00

SECTION 5: The following increase/(decrease)in revenues be made:

Fire & EMS Fund 418	7.00
---------------------	------

SECTION 6: In all other respects, Ordinance No. 3286 shall remain in full force and effect.

SECTION 7: This ordinance shall take effect immediately upon its adoption.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

A Regular meeting of the Oxford City Council was called to order by Mayor Kevin McKeehan on Tuesday, August 18, 2015 at 7:09 p.m. Those members present were Bob Blackburn, Richard Keebler, Kate Rousmaniere, Mike Smith, Steve Snyder and Edna Southard.

Staff members present: Mr. Doug Elliott, City Manager; Mr. Mike Dreisbach, Service Director; Mr. Bob Holzworth, Police Chief; Mr. Joe Newlin, Finance Director; Mr. Jung-Han Chen, Community Development Director; Ms. Candi Turpin, Human Resources Director; Mr. 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) and (3) for the purpose of discussing appointments to Boards and Commissions and pending litigation. Mr. Snyder seconded. The motion passed by the following roll call:

AYE: Mr. Keebler, Ms. Rousmaniere, Mr. Smith, Mr. Snyder, Ms. Southard, Mr. Blackburn
Mayor McKeehan (7)

NAY: None (0)

ABS: None (0)

RETURN FROM EXECUTIVE SESSION

Mr. Blackburn moved to return from Executive Session at 7:30 p.m. Ms. Southard seconded. The motion passed 7-0-0.

PLEDGE OF ALLEGIANCE

Mayor McKeehan requested the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Snyder moved to approve the agenda. Ms. Rousmaniere seconded. The motion passed 7-0-0.

PROCLAMATION **'FEED OHIO 2015'**

Mayor McKeehan read the Proclamation and presented it to Mr. Jerry Flyr and Mr. Robert Wicks.

Mr. Robert Wicks, noted he was honored the City of Oxford issued the Proclamation and he looked forward to working with Bethel AME Church in Oxford on the food drive in September.

Mr. Jerry Flyr, advised this was the third year for the food drive which had been very successful. Mr. Flyr noted over 186,000 pounds of food and \$80,000 in cash was collected for Ohio food pantries last year. Mr. Flyr advised he was pleased that Cities were taking part in making the event public for all to have an opportunity to donate to Ohio food pantries.

Ms. Rousmaniere inquired if the food collected would go to the Oxford food pantry and Mr. Flyr advised yes. Ms. Southard noted the Oxford Community Choice Pantry was always grateful for this effort and thanked Mr. Flyr on behalf of the pantry.

UPDATE **QUARTER BARREL BREWERY & PUB**

Mr. Kyger advised on Monday the Journal News published a report on Revolving Loan Fund (RLF) loans pertaining to Butler County. Mr. Kyger noted Oxford's RLF loan to Quarter Barrel Brewery & Pub would be retired this evening. Mr. Kyger advised RLF loans helped people in business become business owners which was true with Quarter Barrel Brewery & Pub. Mr. Kyger provided background information regarding how the idea for Quarter Barrel Brewery & Pub came about and how the owners got started noting it was a place locals could visit for a great meal in a great atmosphere. Mr. Kyger advised on July 15, 2010, City Council approved a \$98,989 Revolving Loan Fund loan for Quarter Barrel which created a \$294,889 project. Mr. Kyger noted the loan was paid in full and tore the promissory note and mortgage into pieces. Mr. Kyger handed Brandon Ney the actual paid copies and advised the City would release the lien.

Mr. Brandon Ney, thanked Mr. Kyger noting Mr. Kyger kept things moving when he and his partners didn't know if the idea for Quarter Barrel was going to go anywhere or not. Mr. Ney thanked his funding partner, Janet Holmes and his Executive Chef partner, Patrick. Mr. Ney noted customers told management what they wanted Quarter Barrel to be after they opened and they tried to listen. Mr. Ney advised he and his partners tried to make Quarter Barrel a place people in the community wanted to go and they hoped it was a place people could see the effort in the industry and the artisanship of local community members being expressed in what they could find to enjoy. Mr. Ney thanked City Council for the RLF loan opportunity.

Council members congratulated Mr. Ney for his accomplishments.

APPOINTMENTS TO **BOARDS AND COMMISSIONS**

Mr. Keebler moved to appoint Dan Umbstead to the Board of Appeals (Building/Housing) for a term ending in 2020 and Patrick Meade to the Community Relations Commission for a term ending in 2017. Mr. Snyder seconded. The motion passed 7-0-0.

PUBLIC COMMENTS

There were no comments from the public.

CONSENT AGENDA

MINUTES

Minutes of the August 4, 2015 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORT

Report regarding the August 5, 2015 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

RESOLUTION
COPIER LEASE

A Resolution No. 4924 rescinding Resolution No. 4886 adopted January 20, 2015 and authorizing the City Manager to enter into an agreement with Woodhull for a 60-month lease of a Ricoh MPC5503 color copier. (Gail Brahier, Parks and Recreation Director)

Mr. Blackburn moved to approve the consent agenda. Mr. Snyder seconded. The motion passed 7-0-0.

RESOLUTIONS

RESOLUTION
EXTENSION AGREEMENT

A Resolution No. 4925 authorizing the City Manager to enter into an Extension Agreement of the Law Enforcement Mutual Assistance Agreement with Miami University. (Bob Holzworth, Police Chief)

Chief Holzworth advised there were no changes to the agreement and staff was asking for an extension until October 31, 2015 to study the agreement further. Chief Holzworth noted an adjusted agreement would be presented to Council assuming there might be some adjustments.

Mr. Keebler inquired if October 31st was a realistic date and advised the original agreement expired June 30, 2015 and he did not want to see the extension lapse. Mr. McHugh advised he, the Police Chief and City Manager felt they could present a new agreement within the October 31st timeframe.

Mayor McKeehan inquired if there were any comments from the public and there were none.

Mr. Snyder moved to adopt Resolution No. 4925. Ms. Rousmaniere seconded. The motion passed 7-0-0.

RESOLUTION
TAX LEVIES

A Resolution No. 4926 accepting the amounts and rates as determined by the Budget Commission of Butler County, Ohio, and authorizing the necessary tax levies and certifying them to the County Auditor. (Joe Newlin, Finance Director)

Mr. Newlin advised this item was handled each year as part of the Tax Budget process. Mr. Newlin noted the City's inside millage never changed and the amount the Budget Commission predicted it would bring in for property tax would increase depending on what they had the City assessed at. Mr. Newlin advised per the Ohio Revised Code the Resolution must be sent to the County Auditor along with the Tax Budget.

Mr. McHugh advised a roll call vote was required for the Resolution.

Mayor McKeehan inquired if there were any comments from the public or from Council and there were none.

Mr. Snyder moved to adopt Resolution No. 4926. Ms. Rousmaniere seconded. The Resolution was adopted by the following roll call:

AYE: Ms. Rousmaniere, Mr. Smith, Mr. Snyder, Ms. Southard, Mr. Blackburn, Mr. Keebler,
Mayor McKeehan (7)

NAY: None (0)

ABS: None (0)

RESOLUTION
SPECIAL ASSESSMENT

A Resolution No. 4927 authorizing the assessment of delinquent charges for the removal or destruction of noxious vegetation to be placed on the Butler County, Ohio property tax duplicate. (Jung-Han Chen, Community Development Director)

Mr. Chen advised staff dealt with this issue annually and when property owners failed to abate tall grass the City caused it to be cut. Mr. Chen noted the delinquent charges for cutting the tall grass were sent to the Butler County Auditor to recoup the money when the tax bill was paid. Mr. Chen advised the charges for grass cutting were paid from the General Fund and would be paid back to the General Fund.

Mayor McKeehan inquired if there were any comments from the public and there were none.

Ms. Rousmaniere noted for the public that property owners who had not taken care of noxious vegetation were notified multiple times of the City's process for abating the problem.

Mr. Snyder moved to adopt Resolution No. 4927. Mr. Blackburn seconded. The motion passed 7-0-0.

ORDINANCES
FIRST READING

ORDINANCE
EASEMENTS

An Ordinance Authorizing The City Manager To Grant An Easement For Road Purposes In 0.5573 Acres Of Right Of Way To The Butler County Board Of Commissioners And Authorizing The City Manager To Grant Temporary Easements In 0.0563 Acres Of Right Of Way And 0.0975 Acres Of Right Of Way To The Butler County Board Of Commissioners To Allow For The Completion Of The Bonham Road Bridge Replacement Project Over Four Mile Creek Project#BUT-TR58-0.39, PID NO. 90755, Parcel #3, 3T1 & 3T2 In Oxford, Ohio And Waiving The Right To Receive Just Compensation. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised this was one of the final steps the Butler County Engineer required before the design could be approved for the new bridge over Four Mile Creek on Bonham Road. Mr. Dreisbach noted the project was still projected to be constructed in 2016 at no expense to the City. Mr. Dreisbach referred to pages 40-55 of the agenda and advised Exhibit "A" discussed the City's rights including the right to an appraisal and the right to be compensated. Mr. Dreisbach advised staff was asking Council to waive those rights and donate the easements to the county. Mr. Dreisbach reminded Council that Miami University donated right-of-way to the City for the City's US 27 S project. Mr. Dreisbach noted Exhibit "B" was the legal description of the easement, Exhibit "C" discussed the temporary easements needed and Exhibit "D" was a chart detailing the parcel and acreage information for the project. Mr. Dreisbach recommended Council's approval of the proposed Ordinance after the second reading.

Mayor McKeehan inquired if there were any comments from the public and there were none.

Mayor McKeehan noted he was sure the project would get underway eventually.

ORDINANCE
2016 SALARY ORDINANCE

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, 2016 Through December 31, 2016. (Candi Turpin, Human Resources Director)

Ms. Turpin referred to pages 56 and 57 of the agenda and advised the proposed salary Ordinance contained additions and corrections for 2016 and the items to be eliminated or changed were indicated by strike-out. Ms. Turpin noted the Human Resources Director position was amended from a part-time position to a fulltime position, the Finance Department was amended to remove the Utility Collections Specialist I and II and add two full-time Utility Collection Specialists, the Accounting Specialist was amended to one position instead of two positions and there was an addition of one full-time Finance Specialist.

Ms. Turpin advised the Parks and Recreation Department was amended to add one additional part-time custodian and the Fire Department was amended to add an additional Fire Captain for a total of three Ms. Turpin noted the changes would result in total authorized personnel of 111 full time employees. Ms. Turpin advised staff recommended a 2% cost of living increase. Ms. Turpin referred to Section 3 of the proposed Ordinance and noted the part-time Human Resources Director position was removed and the Assistant to the Police Chief Technical position was removed as it would not be filled. Ms. Turpin advised the pay-bands were increased by 2% for 2016 and an attachment was added which included policies and wage rates for Fire Captains. Ms. Turpin noted the salary ordinance was being presented early for next year and she and the City Manager worked together to correct things that needed changed now and into the next year.

Mayor McKeehan inquired if there were any comments from the public and there were none.

Mr. Keebler advised previously the number of full time authorized employees was 118 of which 7 were not budgeted which was still 111 full time employees. Mr. Keebler noted although there were some internal changes there was no change in the number of personnel hired by the City.

ORDINANCES
SECOND READING

ORDINANCE
NEW SECTION 1143.10

An Ordinance No. 3323 Repealing Oxford Codified Ordinance Section 1143.10 Entitled Uptown District, And Adopting New Oxford Codified Ordinance Section 1143.10 Entitled Uptown District. (Jung-Han Chen, Community Development Director)

Mr. Chen referred to page 77 of the agenda which included the amendment to add the words stairways, hallways and elevators.

Mayor McKeehan inquired if there were any comments from the public or from Council and there were none.

Mr. Snyder moved to adopt Ordinance No. 3323. Mr. Keebler seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Smith, Mr. Snyder, Ms. Southard, Mr. Blackburn, Mr. Keebler, Ms. Rousmaniere,
Mayor McKeehan (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
NEW SECTION 1159.07

An Ordinance No. 3324 Repealing Oxford Codified Ordinance Section 1159.07 Entitled Definitions (Beginning With The Letter "F") And Adopting New Oxford Codified Ordinance Section 1159.07 Entitled Definitions (Beginning With The Letter "F") (Sam Perry, Planner)

Mr. Chen advised the amended definition was on page 92 of the agenda.

Mayor McKeehan inquired if there were any comments from the public or from Council and there were none.

Mr. Snyder moved to adopt Ordinance No. 3324. Ms. Rousmaniere seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Snyder, Ms. Southard, Mr. Blackburn, Mr. Keebler, Ms. Rousmaniere, Mr. Smith, Mayor McKeehan (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
CONDITIONAL USE PERMIT

An Ordinance No. 3325 Approving A Conditional Use Permit To Allow For The Alteration Of An Existing Fraternity House In A R2MS (Single and Two Family Mile Square Residential) District At 110 E. Spring Street, Oxford, Ohio 45056 With Conditions. (Jung-Han Chen, Community Development Director)

Mr. Chen advised he had no new information since the first reading of the proposed Ordinance and asked for Council's approval of the Conditional Use Permit for the fraternity house.

Mr. Norman Butt, The Architectural Group, thanked Mayor McKeehan and Council for their time this evening. Mr. Butt noted a public thanks to the Planning Commission and the Community Development Department for their assistance in moving this forward on behalf of Phi Delta Theta.

Mayor McKeehan inquired if there were any comments from the public or from Council and there were none.

Mr. Snyder moved to adopt Ordinance No. 3325. Mr. Keebler seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Southard, Mr. Blackburn, Mr. Keebler, Ms. Rousmaniere, Mr. Smith, Mr. Snyder
Mayor McKeehan (7)

NAY: None (0)

ABS: None (0)

ANNOUNCEMENTS

Mr. Elliott advised the temporary closure of Chestnut Street would occur next week for 30 days and the City recognized it would be a challenge. Mr. Elliott encouraged everyone to be patient and to drive safely. Mr. Elliott noted Miami University sent notice of alternative routes into Oxford to incoming students. Ms. Rousmaniere inquired if Patterson Avenue (U.S. 27) would remain open and Mr. Elliott advised yes.

Mr. Elliott advised the CIP Work Session would take place Thursday, August 20, 2015 at 6:00 p.m. Mr. Elliott noted he would review the proposed CIP with Council focusing on fiscal year 2016 and any changes resulting from the Work Session would be incorporated and presented in the City Manager's proposed budget for 2016 which would be provided to Council on October 2. Mr. Elliott noted the first Budget Work Session was scheduled for October 8, 2015.

Mr. Elliott advised he Mr. Keebler and Chief Detherage met with the Oxford Township Trustees to begin negotiations for a new contract for providing Fire and EMS to the township. Mr. Elliott noted the current contract would expire at the end of the year.

Mr. Elliott advised Council members toured the Fire Station this evening and noted the City invested approximately \$470,000 to build an addition to the existing facility. Mr. Elliott advised he was very pleased with the project and happy to be able to address some of the City's space needs.

Chief Holzworth advised the retirement of Wayne Phillips was celebrated this evening noting it was a nice festive occasion. Chief Holzworth advised Mr. Phillips had a wonderful career with the City as an Animal Control Officer. Chief Holzworth noted Mr. Phillips was enjoying retirement and wished him well. Chief Holzworth advised Sergeant Pete Reising was able to attend the retirement celebration and he remained very optimistic about his recovery. Chief Holzworth noted Sergeant Reising was meeting with his medical team soon and would have a better idea of what his immediate future might look like.

Chief Holzworth advised the annual Pig Roast would take place next week and thanked all of those attending, cooking, serving and volunteering noting it took a lot of volunteers to make it successful. Chief Holzworth advised approximately 3,500 students and community members were expected to attend and it was a great way to start the academic year.

Mr. Kyger advised Great Clips moved to their new location at Bishop Square and had been open a couple of days there. Mr. Kyger noted Root Yoga held their grand opening on Saturday and they were up and running at the former Seaview Outfitters location.

Mr. Kyger noted with the return of students, the population in Oxford would triple.

Mr. Smith reminded everyone Thursday was freshmen move-in day and encouraged drivers to be patient on the roadways.

Mr. Smith noted the Mile Square Walk About would occur Sunday and Monday and volunteers were still needed.

Ms. Rousmaniere praised Ms. Brahier and her staff for hosting the Perseid Meteor Shower event noting she attended last Thursday at mid-night with about 50 others at the Oxford Community Park and it was a fantastic night. Ms. Rousmaniere noted it was nice so many people were there to appreciate it.

Mr. Keebler noted he attended the retirement celebration this evening for Wayne Phillips. Mr. Keebler advised he spoke with Sergeant Reising who ask him to say hello to all Council members.

Mr. Blackburn advised the Porsche Show Uptown was very successful.

Mr. Blackburn encouraged everyone to attend the Pig Roast on Thursday, August 26th.

Mayor McKeehan advised Miami University was welcoming 3,880 Freshmen on Thursday and they came from 31 countries and 40 of our United States. Mayor McKeehan noted he felt that was very impressive.

ADJOURN

Mr. Keebler moved to adjourn at 8:10 p.m. Ms. Rousmaniere seconded. The motion passed 7-0-0.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources
Originating Department

Council Meeting Of: September 1, 2015

Account Code No. #: N/A

Candi Turpin
Prepared By

Budgeted Amount: N/A

August 24, 2015
Date Prepared

Agenda Title: 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, 2016 Through December 31, 2016.

Recommendation: Approve.

Discussion: Additions/corrections are noted in bold and items to be eliminated/changed are indicated by strikeout.

Section 1. The Human Resources Director position is amended to change from a part-time position to a full-time position.

Section 1. The Finance Department is amended to remove the Utility Collections Specialist I and Utility Collections Specialist II and add two full-time Utility Collection Specialists. The Accounting Specialist is amended to one (1) position instead of two (2) positions. There is an addition of one (1) full-time Finance Specialist.

Section 1. The Parks & Recreation Department is amended to add one (1) additional part-time custodian.

Section 1. The Safety Department – Fire Division is amended to add an additional Fire Captain for a total of three (3) Fire Captains.

These changes will result in total authorized personnel of one hundred and eleven (111) full time employees. There are three (3) positions that are filled part-time. These are noted by two asterisks (**) and are listed with pay in Section 3. We removed the language regarding seven (7) additional positions that are authorized, not budgeted (1 Accounting Assistant, 3 Police Officers, 1 Engineer, 1 Equipment Mechanic, and 1 Service Worker). We do not intend on filling these positions.

Section 2. Staff is recommending a two percent (2%) cost of living (COLA) increase or a market adjustment.

Section 3. The part-time Human Resources Director position has been removed. An additional part-time custodian has been added to the Parks & Recreation Department. The Assistant to the Chief – Technical position in the Safety Department – Police Division has been removed as this position will not be filled.

Section 6.D. A clause indicating that there is an additional Attachment B is added. This Attachment includes the policies and wage rates for Fire Captains.

Attachment A: The pay bands have been increased by 2% for 2015.

Attachment B: This attachment has been added and includes policies and wage rates for Fire Captains.

**** An additional change to the Salary Ordinance has been made. After further review, the number of part-time Public Safety Assistants should read a total count of four (4).**

Approved By:

Department Head:

Initial Date

_____\

City Manager:

_____\

ORDINANCE NO. _____

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, ~~2015-2016~~ THROUGH DECEMBER 31, ~~2015~~2016.

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		
	<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/AAll	(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
Payroll and Benefits Specialist	(C)	(1)	5
Utility Collections Specialist II	(C)	(12)	4
Utility Collection Spec. I.	(C)	(1)	2
Accounting Specialist	(C)	(21)	4
Finance Specialist	(C)	(1)	5
<i>LAW DEPARTMENT</i>			
Law Director	(NC)	(1)	By Contract

~~**Authorized-Part Time~~

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
Sports Coordinator	(C)	(1)	3
Recreation Programs Coordinator	(C)	(1)**	3
Custodian	(NC)	(42)**	1

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
Fire Captains	(C)	(23)	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)	(16)	By Contract
Public Safety Assistant	(C)	(33)	By Contract
Police Records Specialist	(C)	(1)	By Contract
Public Safety Communications Officer	(C)	(9)	By Contract
Office Manager	(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

**Authorized – Part Time

ENGINEERING DIVISION

City 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)	(1)	5
Parks Maintenance Supervisor	(C)	(1)	5
Street Operations Specialist	(C)	(1)	4
Service Workers		(9)	

WASTEWATER DIVISIONCollection

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 DIVISIONDistribution

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)	

TOTAL Full-Time Budgeted: 111 (~~118 authorized 7 not budgeted~~)

Positions that are authorized but not budgeted:

Accounting Assistant	(C)	(1)	2
Police Officers	(C)	(3)	Contract
Engineer	(C)	(1)	6
Equipment Mechanic	(C)	(1)	5
Service Workers		(1)	

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 2%(COLA) increase rounded up to the nearest penny 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.

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 # OF EMPLOYEES</i>	<i>PAY RATE</i>
ADMINISTRATION		
Human Resources Director	1	\$43.51/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
Recreation Programs Coordinator	1	\$12.00/hour
Custodian	1 <u>2</u>	\$13.00/hour
<i>SERVICE DEPARTMENT</i>		
Deputy Director	1	\$38.31/hr
Laborers	4	\$12.00/hour
Streets & Maintenance Division		
Wastewater Collection		
Water Plant Operators	2	\$20.66/hour
<i>SAFETY DEPARTMENT - FIRE DIVISION</i>		
Part-Time Firefighters/EMT's	30	up to \$16.04/hr
Firefighters and/or EMT's	64	up to \$16.04/hr
Fire Division Captains	3	up to \$17.12/hr
Fire Division Lieutenants	3	up to \$16.58/hr
<i>SAFETY DEPARTMENT - POLICE DIVISION</i>		
Assistant to the Chief—Parking & Transportation	1	\$25.81/hr
Assistant to the Chief—Technical	1	VACANT
Asst. to Chief - Business Liaison	1	\$25.81/hr
Police Officer	6	contract base pay
Public Safety Assistant	4 <u>3</u>	contract base pay
Public Safety Communications Officer	4	contract base pay
Parking Interns	8*	\$14.00/hr *Reimbursed

TOTAL Part-Time Authorized Strength: 144

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):

<i>POSITION TITLE</i>	<i>AUTHORIZATION # OF <u>EMPLOYEES</u></i>	<i><u>PAY 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** (excluding Fire Captains. See Attachment B). 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. **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 make a per month per employee contribution as determined by the budget 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 a contribution for single coverage or for family coverage, each pay period, with deductions being made from gross pay before taxes resulting in the cost being reduced.

- F. Holiday Schedule.** There shall be fourteen (14) paid holidays for full-time employees as follows: (10 holidays/4 personal days)

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.

- G. 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. (Employees working less than eight (8) hours on a holiday have two options: 1) the employee can claim the eight (8) hour holiday and overtime for the actual number of hours worked; or 2) the employee can claim overtime for the number of hours worked, and use personal, vacation or comp time to make up the remaining hours and receive the holiday off at another time.)

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.

H. 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.

I. 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, ~~2015~~2016 and are full-time employees of the City on or before December 31, ~~2015~~2016. 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 ~~2015~~2016 shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November ~~2015~~2016. 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

- J. Vacation.** An employee shall accrue vacation monthly at the following rate unless otherwise covered by a collective bargaining unit. At the end of the first year (after 12 months) a non-contract employee will be credited with eighty (80) hours of vacation. At that time the employee will start accruing monthly vacation according to the following schedule:

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.

- K. 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.

- L. Continuing Education/Tuition Reimbursement.** For ~~2015~~2016, \$1,000 will be budgeted. Depending upon the availability of funds, an employee may be reimbursed for the cost of tuition and required course books for any job-related course, provided that the employee submits a written request for reimbursement on the appropriate form, with a copy of the course description, before taking the class. If only one employee submits a request for a class and receives at least a "B" average in the class, the employee will receive 50% of the amount budgeted. An employee who receives a final grade of "A" will receive 100% of the amount budgeted as reimbursement. Should there be more than one employee requesting tuition reimbursement, the funds will be distributed equally among those employees who have completed their classes and received their final grades as noted above. For example, if three (3) employees submit requests and all three receive a final grade of "A" for their classes, the amount budgeted will be divided among the three and the funds will be distributed equally at the end of the year. Requests for reimbursement should be submitted to the Human Resources Director.

SECTION 8: 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 9: 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.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

ATTACHMENT A

CITY OF OXFORD OHIO

PAY BANDS (~~2015~~2016)

	<u>MINIMUM</u>		<u>MAXIMUM</u>	
<i>PAY BAND 7</i>				
Annual	\$61,131	\$62,358	\$109,886	\$112,091
Hourly	\$29.39	\$29.98	\$52.83	\$53.89
<i>PAY BAND 6</i>				
Annual	\$47,549	\$48,506	\$84,427	\$86,112
Hourly	\$22.86	\$23.32	\$40.59	\$41.40
<i>PAY BAND 5</i>				
Annual	\$40,726	\$41,538	\$68,640	\$70,012
Hourly	\$19.58	\$19.97	\$33.00	\$33.66
<i>PAY BAND 4</i>				
Annual	\$35,797	\$36,504	\$58,032	\$59,197
Hourly	\$17.21	\$17.55	\$27.90	\$28.46
<i>PAY BAND 3</i>				
Annual	\$32,448	\$33,093	\$54,683	\$55,786
Hourly	\$15.60	\$15.91	\$26.29	\$26.82
<i>PAY BAND 2</i>				
Annual	\$30,347	\$30,950	\$49,254	\$50,032
Hourly	\$14.59	\$14.88	\$23.68	\$24.15
<i>PAY BAND 1</i>				
Annual	\$27,435	\$27,976	\$44,491	\$45,386
Hourly	\$13.19	\$13.45	\$21.39	\$21.82

ATTACHMENT B

CITY OF OXFORD OHIO
Fire Captains' Policies and Wage Rates

Holidays

Fire Captains working a 24/48 schedule will be paid a holiday check on December 1 of each year. This check will consist of eight (8) hours pay for each of the 10 holidays (80 hours total) at \$27.88 per hour or \$2,230.40 total. For 2015, this amount will be for five holidays or \$1,115.20 total. If a Fire Captain is called in to work on an unscheduled Holiday, hours worked will be paid at a double-time rate.

Personal Days

Fire Captains working a 24/48 schedule will be entitled to take two (2) 24 hour personal days per calendar year. These hours must be taken each year and may not be accrued.

Sick Leave

Fire Captains working a 24/48 schedule shall accrue sick leave hours at a rate of 13 hours per calendar month. Sick leave may be accumulated without maximum.

Sick Leave Incentive

Fire Captains working a 24/48 schedule will be eligible to receive a sick leave incentive which is the same as other city employees.

Vacation

Fire Captains working a 24/48 schedule will be eligible for vacation after one year of employment and as follows: on the first anniversary date 72 hours; on the second through ninth anniversary date 120 hours; on the 10th anniversary date and thereafter 168 hours.

Funeral Leave

Fire Captains working a 24/48 schedule will be eligible to take up to two (2) 24 hour days per calendar year for the purpose of attending the funeral of a member of the employee's immediate family. The definition of immediate family is outlined in the personnel handbook.

Kelly Days

Fire Captains working a 24/48 schedule will be entitled to a Kelly day (day off on the 10th scheduled day) when the employee is scheduled to work 10 24 hour days in a 28 day cycle. This will amount to three or four Kelly days per year depending on each employee's schedule.

Life Insurance

Fire Captains working a 24/48 schedule will be eligible for premium group life insurance (term) coverage in an amount equal to 1.5 times the employee's annual base salary paid for by the City.

Compensatory Time

Fire Captains working a 24/48 schedule are not eligible to receive compensatory time (hours) for overtime hours worked.

All other employee benefits are outlined in the salary ordinance and employee handbook.