

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: November 1, 2011

Account Code #: 126.012.52401

Budgeted Amount: \$130,000

Office of the City Manager
Originating Department

Michael B. Dreisbach
Prepared By

October 18, 2011
Date Prepared

Agenda Title: Authorization to Submit Eligible Projects to Butler County Board of Commissioners for the 2012 Program Year Application

Recommendation: Approve

Discussion:

The 2012 "DRAFT" Operating Budget of the City of Oxford includes \$130,000 in the Community Development Block Grant fund. These funds will be used to pay eligible expenses for the projects improvements designated on the attached "Exhibit A".

These types of funds have been used for several years to assist the City in adding handicapped accessible ramps to the sidewalk system. This year's recommendation focuses on removing architectural barriers from street corners in the Southern Knolls neighborhood of the City.

This Resolution of Council will authorize the City Manager to submit to the Butler County Board of Commissioners this listing of eligible projects designated as the City's portion of the 2012 CDBG program.

Approved By:

Department Head:

City Manager:

Initial Date

MBD 10/27/11

Dre 10/25/11

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT TO BUTLER COUNTY THE FOLLOWING ELIGIBLE PROJECT(S) DESIGNATED AS THE CITY'S PORTION OF THE 2012 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM.

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

SECTION 1: Council accepts the recommendation of the City Manager for the following project(s) to be included in the 2012 CDBG Program and as listed on Exhibit "A" attached hereto.

1. Removal of architectural barriers	113,000
2. Administration	<u>17,000</u>

Total: **\$ 130,000**

SECTION 2: The City Manager is hereby authorized to submit to Butler County the recommended project(s) as listed on Exhibit "A" attached hereto for year 2012 funds and to take all actions necessary to comply with all requirements and commitments for approval of the projects.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

Exhibit "A"

2012 CDBG Walks and Ramps

Page 1
revised 10/7/11 - EK

Location	Lin Ft.Curb Removal & Replacement	Sq ft Sidewalk / Ramp Removal & Replacement	# of Detectable Warning Mats on each Sidewalk Ramp	Catch Basin repair @ ADA Ramp
1320 Dana	242	144	0	1
1321 Dana	10	9	0	
1341 Dana	20			
1340 Dana	10			
1328 Dana	10			
1329 Dana	15			
Dana & Daniel				
NE corner	53	174	1	
NW corner	43	114	1	
David & Dana (West End)				
NW corner	46	162	2	1
NE corner	81	264	2	
SW corner	59	132	2	1
SE corner	49	144	2	
David & Marcia (West end)				
SE corner	50	125	1	
SW corner	50	125	1	
David & David (across 718 David)				
	20	130	0	1
David & Marcia (East end)				
SE corner	70	250	1	1
SW corner	60	100	1	
David & Dana (East End)				
NW corner	92	306	1	
SW corner	50	200	2	1
SE corner	20	75	1	
Glenview & Dana				
NE corner	50	110	1	
SE corner	50	110	1	
501 Melissa	20			
541 Melissa	10		0	1
542 Melissa	10		0	1
530 Melissa	10		0	1
721 Melissa	13	16	0	1
724 Melissa	18		0	1
701 Melinda	15			
704 Melinda	15			
705 Malinda	15			
518 Glenview	30			1
519 Glenview	19			
520 Sandra	40		0	

2012 CDBG Walks and Ramps

Page 2
revised 10/7/11 - EK

Location	Lin Ft.Curb Removal & Replacement	Sq ft Sidewalk / Ramp Removal & Replacement	# of Detectable Warning Mats on each Sidewalk Ramp	Catch Basin repair @ ADA Ramp
Sandra & Locust @ Bridge				
NW	10	50		
NE	10	50		
SW	10	60		
City Park SE	260	1500		
Dana Dr Bridge Deck Repair & sidewalk Repair				
NW	20	90		
NE	20	90		
SW	20	60		
SE	20	78		
732 & Dana Dr				
NW	30	200	2	
NE	50	171	2	
SW	34	275	2	
SE	50	260	2	

Total Estimate for 2012 CDBG

	Lin Ft.Curb Removal & Replacement	Sq ft Sidewalk Removal & Replacement	# of Detectable Warning Mats on each Sidewalk Ramp	Catch Basin repair @ ADA Ramp
Totals of each	1899	5574	28	12
Total estimate based on 2010 Awarded Contract	\$ 36,081.00	\$ 27,870.00	\$ 6,300.00	\$ 2,400.00
Dana Dr Bridge Deck	\$20,000			
Pipe Extension at 732 & Dana for Sidewalk install	\$10,000			

Total Estimate \$ 102,651.00

Plus Administrative Costs

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation

Originating Department

Council Meeting Of: November 1, 2011

Gail Brahier

Account Code No. #: 110.620.52320

Prepared By

Budgeted Amount: \$67,216.36

October 25, 2011

Date Prepared

Agenda Title: Talawanda Recreation Incorporated - Two Year Lease Renewal.

Recommendation:

Discussion:

This Resolution authorizes a two year lease with Talawanda Recreation Incorporated (TRI Board) to expire 12/31/13.

The annual payments of \$33,608.18 reflect no increase in requested funds for 2012. A 2% increase will take effect in 2013. Payments to the TRI will be made on a quarterly basis.

The lease payments are the primary operating funds for the TRI facilities.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

GB / 10/25/11

[Signature] / 10/25/11

RESOLUTION NO.

RESOLUTION GRANTING THE TALAWANDA RECREATION, INC. (TRI) A TWO (2) YEAR LEASE AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE NEW LEASE.

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

SECTION 1: The City Manager having reviewed the proposed two (2) year lease between the City and the TRI, hereby recommends Council authorize him to sign on the City's behalf, the new Lease attached hereto as Exhibit "A".

SECTION 2: Council hereby accepts the City Manager's recommendation and authorizes the City Manager to execute on the City's behalf the new Lease with the TRI. Council supports the TRI facility and believes it is important to ensure continued use of the facility by the citizens of Oxford.

SECTION 3: This resolution shall take effect at the earliest date allowed by law.

MAYOR

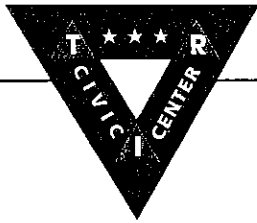
ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)



TALAWANDA RECREATION INC.

6025 FAIRFIELD ROAD, OXFORD, OHIO 45056

10/14/11

Dear Mr. Douglas Elliott,

The Talawanda Recreation Incorporated Board of Directors (TRI Board) has reviewed renewal of the two year lease agreement for use by the City of the TRI Community Center and TRI grounds.

Recognizing the City is presenting a level operating budget to Oxford City Council in 2012, we will honor that guidance and request the lease agreement be the same for 2012 at \$33,608.18. This will be the third year the lease has remained at this level. Because we are in a two year agreement with the City, we request a 2% increase in 2013 to \$34,280.34. This equates to an increase of \$672.13.

The lease funds are used for capital improvements and operations for the TRI Community Center and grounds, providing recreational services for the citizens of Oxford and the Talawanda School District.

Please let me know if you have any questions.

Sincerely,

Marvin Wilhelm, President
Talawanda Recreation, Inc.

Board Members

Douglas Curry
Jim Squance
Jay Bennett
Kris Winkler
Tom Holmes

LEASE AGREEMENT

This agreement entered into at Oxford, Ohio, this _____ day of _____, 2011, between Talawanda Recreation Incorporated, hereinafter referred to as "TRI" and the City of Oxford, Butler County, hereinafter referred to as "City". This lease supercedes the previous lease entered into by the parties.

WHEREAS, TRI, a corporation not for profit and being the owner of the following described real estate:

Situate in the City of Oxford, Butler County, Ohio, and being a part of Lot No. 1668 of said City and bounded as described as follows: Beginning at a point in the North line of Section 27, Town 5, Range 1 East and formerly of Oxford Township, located 936.45 feet West of the Northeast corner of the Northwest quarter of said Section; thence from said point of beginning South 0° 53' East 227.18 feet; thence South 88° 54'; West 334.37 feet; thence South 0° 53' East 390.82 feet; thence South 88° 54' West 300.00 feet; thence North 0° 53' West 618.00 feet to a point in the North line of said Section 27; thence North 88° 54' East along the Section line 634.37 feet to the point of beginning containing 6.00 acres of land more or less. The above described tract includes a strip of land 53 feet wide along the North line which will ultimately become a part of Fairfield Road, the North 40 feet being the portion already dedicated for said road.

desires to lease to the City the land, facilities and building, and;

WHEREAS, the City desires to lease said land, facilities and buildings.

NOW, THEREFORE, the parties hereto agree as follows:

SECTION 1: TRI does hereby lease unto the City the above described real estate, including buildings and facilities for the first year rent fee of \$33,608.18 during the first year of said lease and \$34,280.34 during the second year of said lease. The rent shall be paid quarterly on January 15, April 15, July 15 and October 15 of each year. The City shall be entitled to possession immediately upon the execution of this lease agreement, and the City shall quietly have and enjoy said premises during the lease term free from hindrance by TRI; and if any part of said premises

shall be destroyed or rendered untenable by fire or other unavoidable casualty, no rent shall be charged during the time that the same shall be untenable by the City because of such destruction or untenable condition and any rent previously paid shall be pro-rated and refunded to the City.

SECTION 2: The term of said lease shall be from January 1, 2012 through December 31, 2013. It is specifically provided that either party may terminate this lease at any time hereafter by giving a written six months advance notice to the other party of the termination date. Upon the termination by either party, the rent shall be prorated as of the effective termination date with the same paid on a pro-rated basis to TRI or refunded on a pro-rated basis to the City, as the case may be.

SECTION 3: City, at its own expense, agrees to provide janitorial and custodial services for said buildings and grounds.

SECTION 4: TRI agrees to provide repairs for the exterior and interior of said building. It is the obligation of TRI to see to it that the building and grounds are in compliance with the laws of Ohio so that the same may be lawfully used by the City for recreational and other public programs.

SECTION 5: It is further agreed that TRI shall continue to develop and improve the recreational site at the expense of TRI and in a manner that does not interfere with possession or use by the City and does not require an increased rental sum from the City.

SECTION 6: It is further agreed that TRI shall maintain insurance on the building and contents and shall carry public liability coverage, and shall hold the city harmless for liability related to defects in building, structures, contents, and grounds of which TRI has actual or constructive notice.

SECTION 7: It is further agreed that the City shall employ a full-time Recreation Director for said facility at the expense of the City, and an appropriate office will be provided for the Parks and Recreation Director by TRI.

SECTION 8: TRI agrees to provide heating and electrical service in good working order for said facility during the term of this lease.

SECTION 9: It is further agreed that the City shall be responsible for gas, electric, water, refuse collection and sewer charges for said facility at the expense of the City.

SECTION 10: The City shall maintain public liability insurance and shall hold TRI harmless for injuries resulting from any cause other than defects in the building, structures, contents, and grounds of which TRI has actual or constructive notice.

SECTION 11: It is understood between the parties that said facility shall be used for civic and recreational purposes only and cannot be used for partisan political purposes.

SECTION 12: It is further agreed between the parties that the Parks and Recreation Director shall be under the sole control of the City.

SECTION 13: It is further agreed by the parties that during the term of this lease the parties will work cooperatively to study the possibility of expanding the TRI recreation facility and how to fund any expansion.

IN WITNESS WHEREOF, the parties have caused signatures to be subscribed hereon binding the parties to the contents herein contained.

WITNESSES:

**TALAWANDA RECREATION,
INCORPORATED**

By: _____
President

By: _____
Secretary

CITY OF OXFORD, OHIO

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

State of Ohio,
County of Butler, ss:

The foregoing instrument was acknowledged before me this _____ day of _____, 2011, by _____, President of Talawanda Recreation, Inc., an Ohio corporation, on behalf of the corporation.

Notary Public

State of Ohio,
County of Butler, ss:

The foregoing instrument was acknowledged before me this _____ day of _____, 2011, by Douglas R. Elliott, Jr., City Manager, for the City of Oxford, on behalf of the City of Oxford.

Notary Public

State of Ohio,
County of Butler, ss:

The undersigned Clerk of Council of the City of Oxford, does hereby attest that the foregoing instrument was executed by, Douglas R. Elliott, Jr., City Manager pursuant to Resolution authorizing the execution of said instrument dated _____ 2011, and being Resolution No. _____ whereby Council of the City of Oxford expressly authorized the execution of said lease.

Clerk of Council

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/01/11

Heidi Hill
Prepared By

Account Code No. _____

Budgeted Amount: _____

10/07/2011
Date Prepared

Agenda Title: Resolution for advanced property tax payment from Butler County

Recommendation: Approve

Discussion:

This resolution is to request that Butler County remit 2012 property taxes which they have already received to the City earlier than their standard pay date in March. The early payment request can accelerate the receiving of a portion of the taxes by a month or more. To qualify for the early advance, the County requires the passage of a resolution each year.

Approved By:

Department Head:
City Manager:

Initial/Date

[Signature]
[Signature]

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO REQUEST ADVANCED PAYMENT OF PROPERTY TAXES TO THE CITY IN 2012 FROM BUTLER COUNTY.

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

SECTION 1: The City Manager and Finance Director recommend that the City Manager be authorized to request advanced payment of property taxes as soon as possible, from Butler County in order to maximize cash flow to meet the demands of financing operations and capital expenditures.

SECTION 2: Council hereby finds that it is in the best interest of the City of Oxford to request payment of property taxes that Butler County has collected in advance of the normal payment date.

SECTION 3: Council further determines that the early receipt of said property taxes will result in additional interest income for the City.

SECTION 4: Council hereby accepts the recommendation of the City Manager and Finance Director and hereby authorizes the City Manager to submit a request to Butler County for the advanced payment of property taxes as soon as possible.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: November 1, 2011

Jung-Han Chen
Prepared By

Account Code No. #:

Budgeted Amount:

October 25, 2011
Date Prepared

Agenda Title:	Resolution Authorizing the City Manager to Enter into an Addendum to the Agreement with Dennis Day to Amend an Existing Nonconforming Agreement Regarding 221 E Vine St. Oxford, Ohio.
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Recommendation:	Approval
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Discussion:

Under an agreement between the City of Oxford and the property owner since 1999, 221 E. Vine St. has been considered a lodging house, 8 person, nonconforming use in a R2MS Single Family Residential District. This agreement was recorded with the Butler County Recorder's Office. The said agreement is attached for your information.

The owner desires to demolish the existing lodging house and build a two-family dwelling. Each unit will be limited to 4 occupants. The new use will be a conforming use.

It is important to amend the existing agreement stipulating the lodging house use to be ceased in order for the current owner to move forward with the construction of a new two-family dwelling unit.

Approved By:	Department Head:	Initial	Date
	City Attorney:	JHC	10/21/11
	City Manager:		

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN ADDENDUM TO THE AGREEMENT BETWEEN THE CITY OF OXFORD AND D&B FAMILY LIMITED PARTNERSHIP TO AMEND A NONCONFORMING AGREEMENT REGARDING 221 E. VINE STREET, OXFORD, OHIO 45056.

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

SECTION 1: On June 29, 1999 the former City Manager entered into an agreement between the City of Oxford and D&B Family Limited Partnership regarding a property that is a non-conforming use (Lodging House) in the Single and Two-Family Mile Square Residential District.

SECTION 2: The property owners wish to change the pre-existing nonconforming use of the property from the lodging house use to a permitted two-family use by demolishing the lodging house and building a conforming two-family dwelling unit.

SECTION 3: The City Manager and Community Development Director recommend that an addendum to the aforementioned agreement is necessary to stipulate that the lodging house use shall cease after demolition and rebuild of a conforming two-family dwelling unit in accordance with the review and approval of the Board of Zoning Appeals Case number 03-2011 on September 21, 2011.

SECTION 4: Council hereby authorizes an addendum to the aforementioned agreement attached hereto as Exhibit "A" which stipulates that the nonconforming lodging house use shall cease after demolition and construction of a conforming two-family dwelling unit in accordance with the review and approval of the Board of Zoning Appeals Case number 03-2011 on September 21, 2011.

SECTION 5: All other terms of the original agreement executed on June 29, 1999 shall remain in full force and effect.

SECTION 6: This resolution shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

ADDENDUM TO AGREEMENT

This Addendum is entered into this _____ day of _____, 2011 by and between the City of Oxford, hereinafter referred to as "Oxford", and D & B Family Limited Partnership, an Ohio Limited Partnership, hereinafter referred to as "Owner", the original party to an agreement executed June 29, 1999, recorded in Official Record Book 6561, Pages 1194-1197 in the Butler County Recorder's Office, Butler County, Ohio.

All terms, duties & obligations contained within this Addendum supercede those contained in the aforementioned agreement. The parties hereby agree that this Addendum shall become part and parcel of the aforementioned agreement, which is incorporated by reference.

WHEREAS the property which is the subject matter of this Addendum and the aforesaid agreement is commonly known as 221 E. Vine Street, Oxford, Ohio, and is hereinafter referred to as the "Property" and is more particularly described as follows:

Situate in the City of Oxford, County of Butler, State of Ohio, and being parts of Inlots Numbered 594, 593, and 592, in said City, said premises being more fully bounded and described as follows: Beginning at a point in the north line of said Inlot Number 593 located 8 feet west from the northeast corner of said Inlot; thence south parallel with the east line of said Inlot Number 593 to a point in the southeast boundary thereof and continuing thence in the same direction across a part of Inlot Number 592 and with the east line of the south part of Inlot Number 592 to the southeast corner of said south part of Inlot Number 592; thence west with the south lines of said Inlots Numbered 592 and 593 a distance of 51-1/2 feet to a point in the south line of Inlot Number 593; thence due north on a line parallel with the west line of Inlot number 594 across parts of Inlots Numbered 593 and 594 to a point in the north line of Inlot Number 594 located 51-1/2 feet due west from the point of beginning; thence due east on said north line 51-1/2 feet to the point of beginning. Said premises being subject to an annual ground rent of \$2.50 due and payable to the Treasurer of Miami University on November 22nd of each year.

WHEREAS the property lies within the "R2MS" Single and Two-Family Mile Square Residential zoning district and is a pre-existing, nonconforming lodging house with a maximum occupancy of eight (8) persons established prior to 1979: and

WHEREAS the parties desire to change the pre-existing nonconforming use of said property from the lodging house use to a permitted two-family use, thereby diminishing the nonconformity of the said use.

NOW THEREFORE the parties, intending to be legally bound, do hereby mutually covenant and agree as follows:

- A. The nonconforming lodging house use shall cease after demolition and construction of a conforming two-family, in accordance with the review and approval of the BZA Case# 03-2011 on September 21, 2011.
- B. This Addendum shall be recorded in the Official Records of the Butler County Recorder, Butler County, Ohio and shall become part and parcel of the June 29, 1999 agreement.

All other terms of the original agreement executed on June 29, 1999 are hereby ratified as fully rewritten by the parties hereto.

IN WITNESS WHEREOF the parties have hereunto set their hands on the day and year first above written.

D & B FAMILY LIMITED PARTNERSHIP, AN
OHIO LIMITED PARTNERSHIP, OWNER

By: Dennis Day, Owner & Partner

CITY OF OXFORD

By: Douglas R. Elliott, City Manager

STATE OF OHIO, COUNTY OF BUTLER

Before me, a Notary Public, this _____ day of _____, 2011 personally appeared Dennis Day, Owner of D & B Family Limited Partnership, an Ohio Limited Partnership, and acknowledged the signing thereof to be his voluntary act and deed on behalf of the Partnership in his official capacity.

Notary Public

STATE OF OHIO, COUNTY OF BUTLER

Before me, a Notary Public, this _____ day of _____, 2011 personally appeared Douglas R. Elliott, City Manager of the City of Oxford, Ohio, and acknowledged the signing thereof to be his voluntary act and deed on behalf of the City of Oxford in his official capacity.

Notary Public

This document was prepared by:

Stephen M. McHugh - #0018788
Altick & Corwin Co., L.P.A.
One Dayton Centre, Suite 1590
One South Main Street
Dayton, Ohio 45402-2016
(937) 223-1201
Law Director for the City of Oxford, Ohio

AGREEMENT

200100009690
Filed for Record in
BUTLER COUNTY, OHIO
DANNY N CRANK
02-21-2001 02:07:30 PM.
AGREEMENT 22.00
OR Book 6561 Page 1194 - 1197

This Agreement made and concluded this 24 day of June, 1999, by and between the City of Oxford, Ohio, hereinafter referred to as "OXFORD", and D & B Family Limited Partnership, an Ohio Limited Partnership, hereinafter referred to as "OWNER".

For and in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

1. Owner represents that it owns the property located at 221 East Vine Street, Oxford, Ohio, 45056, hereinafter referred to as "PROPERTY" (and more particularly described in Exhibit "A" attached hereto).
2. The Property is zoned R-5.
3. The Owner represents that the use of the Property as of the date of this Agreement is a Lodging House residence with an occupancy of no more than 8 persons.
4. Owner agrees to reclassification of the Property as a non-conforming Lodging House residence with a maximum occupancy of 8 persons. This Agreement is alienable as such by Owner and its successors in interest. It is further understood and agreed that in the event of catastrophic loss or destruction, said Property may be rebuilt in accordance with §1133.05 of the Oxford Zoning Code.
5. The Owner and City agree to this classification to resolve a disputed claim. Both parties further acknowledge that this Agreement shall not be used against the other in this legal proceeding as neither party admits any of the allegations raised, but specifically denies the same, Oxford agrees to dismiss Owner from the suit.
6. Owner shall permit Oxford's Housing Inspector, during regular business hours and with reasonable notice to the Owner, to inspect the Property. If a citation is issued for violation of any Housing Regulations, Owner shall correct such violations within thirty (30) days after date of Owner's receipt of such citation.
7. Owner agrees to comply with all local, state and federal regulations concerning the use of the Property.
8. Owner hereby releases Oxford from any action or cause of action related to the use of the Property or related to the enforcement of any codes regulating the Property, and from any derivative claims arising from any cause of action (including those for attorneys' fees or costs). Owner further agrees to hold Oxford harmless from any damage resulting from such use and hereby waive any right to appeal to the Board of Zoning Appeals, Common Pleas Court and Federal Court with respect to the zoning classification and maximum occupancy agreed upon by the terms of this Agreement.

TRANSFER NOT NECESSARY

KAY ROGERS

BY 2-21-2001 DR DEPT.

AUDITOR, BUTLER CO., OHIO

9. This Agreement shall not be changed, modified or amended except in writing upon agreement of the parties.
10. The Owner shall notify any immediate successor entitled to the Property of the terms and conditions of this Agreement and, notify the occupants of the Property of the maximum number of persons that are permitted to reside in the Property. This Agreement is to be filed with the Butler County Recorder.
11. This Agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the parties and shall continue in full force and effect as long as the Property is used and occupied as contemplated herein.

Prior Deed Reference: Vol. 6078, Page 1045 of the Deed Records of Butler County, Ohio.

IN WITNESS WHEREOF, the parties hereto have set their hands on the date and year first written above.

WITNESSES:

CITY OF OXFORD, OHIO

Beth E. Kinsey
Kimberly C. Newton

Mark B. Roath
By: Mark B. Roath, City Manager

D & B FAMILY LIMITED PARTNERSHIP, AN
OHIO LIMITED PARTNERSHIP, OWNER

Cosmele S.
Cassandra Suarez
Lisa C. Barach

Dennis Day
By: Dennis Day, Partner

STATE OF OHIO

:

SS:

COUNTY OF BUTLER

:

Before me, a Notary Public, this 6th day of June, 1999, personally appeared Mark B. Roath, City Manager of the City of Oxford, Ohio, and acknowledged the signing thereof to be his voluntary act and deed on behalf of the City of Oxford in his official capacity.

Donna J. Heck
Notary Public

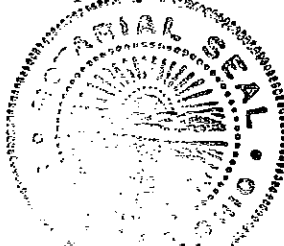
DONNA J. HECK
Notary Public, State of Ohio
My Commission Expires Oct. 31, 2002

STATE OF OHIO

SS:

COUNTY OF BUTLER

Before me, a Notary Public, this 24th day of June, 1999, personally appeared Dennis Day, and acknowledged the signing thereof to be his voluntary act and deed and in his official capacity for the Partnership.



LISA C. BARACH
Notary Public, State of Ohio
My Comm. Expires July 20, 1999

Lisa C. Barach

This instrument prepared by:

Stephen M. McHugh - #0018788
ALTICK & CORWIN CO., L.P.A.
One Dayton Centre, Suite 1700
One South Main Street
Dayton, Ohio 45402-2016
(937) 223-1201
Law Director for City of Oxford, Ohio

EXHIBIT "A"

Tract XXXVII H4100-006.000-040

Situate in the City of Oxford, County of Butler, State of Ohio, and being parts of Inlots Numbered 594, 593, and 592, in said City, said premises being more fully bounded and described as follows: Beginning at a point in the north line of said Inlot Number 593 located 8 feet west from the northeast corner of said Inlot; thence south parallel with the east line of said Inlot Number 593 to a point in the southeast boundary thereof and continuing thence in the same direction across a part of Inlot Number 592 and with the east line of the south part of Inlot Number 592 to the southeast corner of said south part of Inlot Number 592; thence west with the south lines of said Inlots Numbered 592 and 593 a distance of 51-1/2 feet to a point in the south line of Inlot Number 593; thence due north on a line parallel with the west line of Inlot number 594 across parts of Inlots Numbered 593 and 594 to a point in the north line of Inlot Number 594 located 51-1/2 feet due west from the point of beginning; thence due east on said north line 51-1/2 feet to the point of beginning. Said premises being subject to an annual ground rent of \$2.50 due and payable to the Treasurer of Miami University on November 22nd of each year.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/01/11

Joe Newlin
Prepared By

Account Code No. #: see below

Budgeted Amount: _____

10/27/11
Date Prepared

Agenda Title: 2012 ANNUNAL BUDGET ORDINANCE

Recommendation: Approve

Discussion:

Description of 2012 Budget

The current piece of legislation is a reflection of the information presented to Council at its October 18th work session. The only changes made are explained in the attachment. (See attachment)

Approved By:

Department Head:
City Manager:

Initial Date

10/27
10/28/11

General Fund 110 (page 1)

	Work Session 2012 <u>Budget</u>	Ordinance 2012 <u>Budget</u>	<u>Delta</u>
TOTAL RECEIPTS	9,823,627	9,826,372	2,745 - Increase in Hotel Tax
TOTAL EXPENDITURES	<u>8,744,227</u>	<u>8,744,591</u>	<u>364</u> - Fringe Benefit Senior Center Health Care
NET OPERATIONS	1,079,400	1,081,781	2,381
CAPITAL IMPROVEMENTS	0	0	0
TRANSFERS IN	136,409	136,574	165 - Transfer from Hotel and Convention Tax Fund 120
TRANSFERS OUT	1,594,288	1,594,288	0
ADVANCES IN	400,000	530,000	130,000 - Advance from CDBG Fund 126
ADVANCES OUT	<u>0</u>	<u>130,000</u>	<u>130,000</u> - Advance to CDBG Fund 126
NET INCOME (DEFICIT)	21,521	24,067	2,546
BEG FUND BALANCE	<u>6,762,832</u>	<u>6,762,832</u>	<u>0</u>
ENCUMBRANCE			
ENDING FUND BALANCE	<u>6,784,353</u>	<u>6,786,899</u>	<u>2,546</u>

Fire/EMS Fund 418 (page 41)

	Work Session 2012 <u>Budget</u>	Ordinance 2012 <u>Budget</u>	<u>Delta</u>
TOTAL RECEIPTS	1,402,639	1,402,639	0
TOTAL EXPENDITURES	<u>1,344,237</u>	<u>1,344,237</u>	<u>0</u>
NET OPERATIONS	58,402	58,402	0
CAPITAL IMPROVEMENTS	0	0	0
TRANSFERS IN	18,150	18,150	0
TRANSFERS OUT	0	0	0
ADVANCES IN	0	66,860	66,860 - Advance from FEMA Fund 416
ADVANCES OUT	<u>0</u>	<u>0</u>	<u>0</u>
NET INCOME (DEFICIT)	76,552	143,412	66,860

BEG FUND BALANCE	187,958	121,098	(66,860)
ENCUMBRANCE			
ENDING FUND BALANCE	<u>264,510</u>	<u>264,510</u>	<u>0</u>

CDBG Fund 126 (page 58)

	Work Session 2012 Budget	Ordinance 2012 Budget	Delta
TOTAL RECEIPTS	130,000	260,000	130,000 - Carryover of 2011 CDBG Project plus 2012 Project
TOTAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>
NET OPERATIONS	130,000	260,000	130,000
CAPITAL IMPROVEMENTS	130,000	260,000	130,000 - Carryover of 2011 CDBG Project plus 2012 Project
TRANSFERS IN	0	0	0
TRANSFERS OUT	0	0	0
ADVANCES IN	0	130,000	130,000 - Advance from General Fund 110
ADVANCES OUT	<u>0</u>	<u>130,000</u>	<u>130,000 - Advance to General Fund 110</u>

NET INCOME (DEFICIT)

BEG FUND BALANCE	150,001	150,001	<u>0</u>
ENCUMBRANCE			
ENDING FUND BALANCE	<u>150,001</u>	<u>150,001</u>	<u>0</u>

Water Fund 321 (page 72)

	Work Session 2012 Budget	Ordinance 2012 Budget	Delta
TOTAL RECEIPTS	2,664,049	2,664,049	0
TOTAL EXPENDITURES	<u>1,862,396</u>	<u>1,858,896</u>	(3,500) - Decrease funding request for Family Resource Center (Utilities Assistance)
NET OPERATIONS	801,653	805,153	3,500
CAPITAL IMPROVEMENTS	0	0	0
TRANSFERS IN	0	0	0

TRANSFERS OUT	1,113,645	1,113,645	0	
ADVANCES IN	0	0	0	
ADVANCES OUT	0	0	0	
NET INCOME (DEFICIT)	(311,992)	(308,492)	3,500	
BEG FUND BALANCE	2,130,731	2,130,731	0	
ENCUMBRANCE				
ENDING FUND BALANCE	1,818,739	1,822,239	3,500	
Sewer Fund 331 (page 94)				
	Work	Ordinance	Delta	
	Session	2012		
	Budget	Budget		
TOTAL RECEIPTS	2,911,778	2,911,778	0	
TOTAL EXPENDITURES	2,735,564	2,732,064	(3,500)	- Decrease funding request for Family Resource Center (Utilities Assistance)
NET OPERATIONS	176,214	179,714	3,500	
CAPITAL IMPROVEMENTS	0	0	0	
TRANSFERS IN	0	0	0	
TRANSFERS OUT	408,295	408,295	0	
ADVANCES IN	0	0	0	
ADVANCES OUT	0	0	0	
NET INCOME (DEFICIT)	(232,081)	(228,581)	3,500	
BEG FUND BALANCE	2,298,103	2,298,103	0	
ENCUMBRANCE				
ENDING FUND BALANCE	2,066,022	2,069,522	3,500	
Hotel and Convention Tax Fund 120 (page 128)				
	Work	Ordinance	Delta	
	Session	2012		
	Budget	Budget		
TOTAL RECEIPTS	168,000	170,745	2,745	- Increase in Hotel and Convention Tax
TOTAL EXPENDITURES	159,920	162,500	2,580	- Increase in amount owed to VCB

NET OPERATIONS	8,080	8,245	165
CAPITAL IMPROVEMENTS	0	0	0
TRANSFERS IN	0	0	0
TRANSFERS OUT	7,024	7,189	165 - Increase in City's portion of receipts
ADVANCES IN	0	0	0
ADVANCES OUT	0	0	0
NET INCOME (DEFICIT)	1,056	1,056	0
BEG FUND BALANCE	944	944	0
ENCUMBRANCE			
ENDING FUND BALANCE	2,000	2,000	0

ORDINANCE NO.

AN ORDINANCE TO MAKE APPROPRIATIONS FOR CURRENT EXPENSES AND OTHER EXPENDITURES OF THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2012.

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

SECTION 1: To provide for the current expenses and expenditures of the City of Oxford during the fiscal year ending December 31, 2012, the following sums be and they are hereby set aside and appropriated as follows:

GENERAL FUND

SECURITY OF PERSONS & PROPERTY

Personnel Services	4,089,140
Other Services & Charges	<u>574,633</u>
Total Appropriation	4,663,773

PUBLIC HEALTH AND WELFARE

Personnel Services	-
Other Services & Charges	<u>123,846</u>
Total Appropriation	123,846

LEISURE TIME ACTIVITIES

Personnel Services	953,575
Other Services & Charges	<u>398,149</u>
Total Appropriation	1,351,724

COMMUNITY ENVIRONMENT

Personnel Services	495,695
Other Services & Charges	<u>322,036</u>
Total Appropriation	817,731

GENERAL GOVERNMENT

Personnel Services	848,220
Other Services & Charges	<u>939,297</u>
Total Appropriation	1,787,517

TRANSFERS TO OTHER FUNDS

Personnel Services	-
Other Services & Charges	<u>1,594,288</u>
Total Appropriation	1,594,288

ADVANCES TO OTHER FUNDS

Personnel Services	-
Other Services & Charges	<u>130,000</u>
Total Appropriation	130,000

TOTAL GENERAL FUND APPROPRIATIONS	10,468,879
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Fire/EMS Fund

Personnel Services	1,012,481
Other Services & Charges	<u>331,756</u>
TOTAL FIRE/EMS FUND APPROPRIATIONS	1,344,237

STREET FUND

Personnel Services	628,094
Other Services & Charges	<u>187,000</u>
TOTAL STREET FUND APPROPRIATIONS	815,094

STATE HIGHWAY IMPROVEMENT FUND

Personnel Services	-
Other Services & Charges	<u>25,000</u>
TOTAL STATE HIGHWAY IMPROVEMENT FUND APPROPRIATIONS	25,000

PARKING FUND

Personnel Services	381,745
Other Services & Charges	108,703
Transfer to Other Funds	<u>283,393</u>
TOTAL PARKING FUND APPROPRIATIONS	773,841

PARKING IMPROVEMENT FUND

Personnel Services	-
Other Services & Charges	<u>125,000</u>
TOTAL PARKING IMPROVEMENT FUND APPROPRIATIONS	125,000

CAPITAL IMPROVEMENT FUNDS

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Personal Services	-
Other Services & Charges	260,000
Advance to Other Funds	<u>130,000</u>
Total Appropriations	390,000

COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND

Personal Services	-
Other Services & Charges	<u>200,000</u>
Total Appropriations	200,000

CAPITAL EQUIPMENT FUND

Personal Services	-
Other Services & Charges	<u>238,000</u>
Total Appropriations	238,000

CAPITAL IMPROVEMENT FUND

Personal Services	-
Other Services & Charges	451,000
Transfers to Other Funds	-
Advance to Other Funds	<u>400,000</u>
Total Appropriations	851,000

TOTAL CAPITAL IMPROVEMENT FUND APPROPRIATIONS 1,679,000

WATER FUNDS

WATER (OPERATING) FUND

Personal Services	1,237,966
Other Services & Charges	620,930
Transfers to Other Funds	<u>1,113,645</u>
Total Appropriations	2,972,541

WATER IMPROVEMENT FUND

Personal Services	-
Other Services & Charges	<u>1,595,600</u>
Total Appropriations	1,595,600

WATER CAPACITY FUND - NE

Personal Services	-
Other Services & Charges	-
Transfers to Other Funds	<u>-</u>
Total Appropriations	-

WATER CAPACITY FUND - NW

Personal Services	-
Other Services & Charges	-
Transfers to Other Funds	<u>-</u>
Total Appropriations	-

WATER CAPACITY FUND - SE

Personal Services	-
Other Services & Charges	-
Transfers to Other Funds	<u>75,000</u>
Total Appropriations	75,000

WATER CAPACITY FUND - SW

Personal Services	-
Other Services & Charges	-
Transfers to Other Funds	<u>75,000</u>
Total Appropriations	75,000

WATER CAPITAL EQUIPMENT FUND

Personal Services	-
Other Services & Charges	<u>110,750</u>
Total Appropriations	110,750

TOTAL WATER FUNDS APPROPRIATIONS 4,828,891

SEWER FUNDS

SEWER (OPERATING) FUND

Personal Services	1,399,535
Other Services & Charges	1,332,529
Transfers to Other Funds	<u>408,295</u>
Total Appropriations	3,140,359

SEWER IMPROVEMENT FUND	
Personal Services	-
Other Services & Charges	3,299,600
Total Appropriations	3,299,600
SEWER CAPITAL EQUIPMENT FUND	
Personal Services	-
Other Services & Charges	312,850
Total Appropriations	312,850
TOTAL SEWER FUNDS APPROPRIATIONS	6,752,809
<u>STORM WATER FUND</u>	
Personal Services	-
Other Services & Charges	40,000
TOTAL STORM WATER FUND APPROPRIATIONS	40,000
<u>RUFUSE FUNDS</u>	
REFUSE (OPERATING) FUND	
Personal Services	125,521
Other Services & Charges	1,730,702
Transfer to Other Funds	28,295
Total Appropriations	1,884,518
LANDFILL POST-CLOSURE INVESTMENT FUND	
Personal Services	-
Other Services & Charges	3,000
Transfer to Other Funds	195,000
Total Appropriations	198,000
TOTAL REFUSE FUNDS APPROPRIATIONS	2,082,518
<u>HOTEL & CONVENTION TAX FUND</u>	
Personnel Services	-
Other Services & Charges	162,500
Transfer to Other Funds	7,189
TOTAL HOTEL & CONVENTION TAX FUND APPROPRIATIONS	169,689
<u>LIFE SQUAD GIFT FUND</u>	
Personnel Services	-
Other Services & Charges	5,000
TOTAL LIFE SQUAD GIFT FUND APPROPRIATIONS	5,000
<u>AFFORDABLE HOUSING TRUST FUND</u>	
Personnel Services	-
Other Services & Charges	-
TOTAL AFFORDABLE HOUSING TRUST FUND APPROPRIATIONS	-
<u>EMPLOYEE BENEFITS FUND</u>	
Personnel Services	-
Other Services & Charges	1,641,335
TOTAL EMPLOYEE BENEFITS FUND APPROPRIATIONS	1,641,335

INTERNAL SERVICE FUND

Personnel Services	-
Other Services & Charges	269,509
TOTAL INTERNAL SERVICE FUND APPROPRIATIONS	269,509

LAW ENFORCEMENT TRUST FUND

Personnel Services	76,600
Other Services & Charges	12,000
TOTAL LAW ENFORCEMENT TRUST FUND APPROPRIATIONS	88,600

ENFORCEMENT & EDUCATION FUND

Personnel Services	50,553
Other Services & Charges	35,580
TOTAL ENFORCEMENT & EDUCATION FUND APPROPRIATIONS	86,133

BOARD OF BUILDING STANDARDS FUND

Personnel Services	-
Other Services & Charges	2,850
TOTAL BOARD OF BLD STANDARDS FUND APPROPRIATIONS	2,850

OXFORD NATURAL GAS REFUND FUND

Personnel Services	-
Other Services & Charges	150
TOTAL OXFORD NATURAL GAS REFUND FUND APPROPRIATIONS	150

FEMA FUND

Personnel Services	-
Other Services & Charges	-
Advance to Other Funds	66,860
TOTAL SPECIAL ASSESSMENT FUND APPROPRIATIONS	66,860

SPECIAL ASSESSMENT FUND

Personnel Services	-
Other Services & Charges	50,000
TOTAL SPECIAL ASSESSMENT FUND APPROPRIATIONS	50,000

DEBT SERVICE FUNDS

1999 PARKS IMPROVEMENT BOND FUND

Personal Services	-
Other Services & Charges	307,450
Total Appropriations	307,450

WATER BOND RETIREMENT FUND

Personal Services	-
Other Services & Charges	890,350
Total Appropriations	890,350

TOTAL DEBT SERVICE FUND APPROPRIATIONS 1,197,800

TOTAL 2012 BUDGET APPROPRIATIONS 32,513,195

SECTION 2: The City Auditor (Finance Director) is here by authorized to draw warrants upon the Treasury from the amounts appropriated in this ordinance whenever claims are made, with the approval of the City Manager, where appropriate, and are legally contracted for in accordance with the law.

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

MAYOR

ADOPTED: _____

ATTEST: _____

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: STAFF

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: November 1, 2011

Kim Newton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

October 27, 2011

Date Prepared

Agenda Title: Report regarding the October 26, 2011 Civil Service Commission Meeting.

Recommendation:

Discussion: The Civil Service Commission held a regular meeting on Wednesday, October 26, 2011 at 7:00 p.m. Those members present were: Phil Russo, Chair; Susan Lipnickey, Karen Martino, Mike Pavloff and Charles Crain.

Donna Heck, Human Resources Director; Kim Newton, Recording Secretary; Tom Horvath, Lieutenant, were in attendance for the City.

The Commission approved the Police Officer and Sergeant eligibility lists.

The next meeting is scheduled for Wednesday, November 23, 2011.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

DJH

10/27/11

DKE

10/28/11

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: November 12, 2011

Donna Heck

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

October 26, 2011

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, 2012 Through December 31, 2012.

Recommendation: Approve.

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

Section 1. The Utility Billing and Collections Supervisor position in the Finance Department has been eliminated resulting in a reduction in full time employees.

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

Section 7. F. The City contribution for health insurance has increased from \$950.00 to \$1,011.00 per employee per month. Employee contributions will also be increased from \$12.87 to \$23.36 for single coverage and from \$29.61 to \$59.23 for family coverage, each pay period.

Attachment A: The pay bands have been increased by 2% for 2012.

Approved By:

Department Head:
City Attorney:
City Manager:

Initial Date

DJH 10/27/11

DH 10/27/11

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, ~~2011~~ **2012** THROUGH DECEMBER 31, ~~2011~~ **2012**.

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

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

<i>POSITION TITLE</i>	<i>AUTHORIZATION</i>		
	<i>TYPE</i>	<i># OF EMPLOYEES</i>	<i>PAY BAND</i>
<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/AIII	(NC)	(1)	4
<i>ECONOMIC DEVELOPMENT DEPARTMENT</i>			
Economic Development Director	(NC)	(1)	7
<i>FINANCE DEPARTMENT</i>			
Finance Director	(NC)	(1)	By Contract
Assistant Finance Director	(C)	(1)	6
Utility Billing and Collections Supervisor	(C)	(1)	6
Payroll and Benefits Specialist	(C)	(1)	5
Utility Collections Specialist II	(C)	(1)	4
Utility Collection Spec. I.	(C)	(1)	2
Accounting Specialist	(C)	(2)	4
Accounting Assistant	(C)	(1) *	2
<i>LAW DEPARTMENT</i>			
Law Director	(NC)	(1)	By Contract

***Authorized-not budgeted.**

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

COMMUNITY DEVELOPMENT DEPARTMENT

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

SAFETY DEPARTMENT - FIRE DIVISION

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

SAFETY DEPARTMENT - POLICE DIVISION

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

SERVICE DEPARTMENT

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

***19 Authorized – 15 Budgeted**

****Authorized – Part Time**

ENGINEERING DIVISION

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

STREETS AND MAINTENANCE DIVISION

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

WASTEWATER DIVISION

Collection

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

Plant

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

WATER DIVISION

Distribution

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

Plant

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

***authorized-not budgeted**

****2 authorized - 1 budgeted**

*****10 authorized 9 budgeted**

TOTAL Full-Time Budgeted:

~~114~~ **111** (122 authorized
not budgeted)

NC = Non-Classified Employee

C = Classified Employee

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

- A. Adoption of this ordinance reflects a 2%(COLA) increase of all employees not covered by a collective bargaining agreement. The Finance Director, Law Director and City Manager shall also receive the same increase to their current base salaries.
- B. The City Manager, except as otherwise provided in the charter, is authorized to establish the starting salary not to exceed the position's market midpoint.
- C. The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year.
- D. The City Manager is hereby authorized to increase an employee's salary not to exceed the market midpoint of the new position when a promotion occurs where an employee moves to a higher job classification.
- ~~E. Employees who are below market midpoint will receive an additional 0% annual increase for 2011 provided they have a satisfactory performance evaluation.~~

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

<i>POSITION TITLE</i>	<i>AUTHORIZATION</i>	
	<i># OF</i>	<i>PAY</i>
	<i><u>EMPLOYEES</u></i>	<i><u>RATE</u></i>
<i>ADMINISTRATION</i>		
Receptionist	1	\$14.00/hr
Human Resources Director	1	\$40.1849/hr \$40.9886
<i>FINANCE DEPARTMENT</i>		
Accounting Assistant	1	\$14.00/hr
<i>PARKS & RECREATION DEPARTMENT</i>		
Park/Recreation Technician	5	\$11.00/hour
Program/Facility Coordinator	3	\$14.00/hour
Senior Program Coordinator	1	\$16.25/hour
<i>SERVICE DEPARTMENT</i>		
Laborers	4	\$12.00/hour
Streets & Maintenance Division		
Wastewater Collection		
Water Plant Operators	2	\$20.2528/hour
<i>SAFETY DEPARTMENT - FIRE DIVISION</i>		
Part-Time Firefighters/EMT's	30	up to \$14.80/hr 15.10
Firefighters and/or EMT's	64	up to \$14.80/hr 15.10
Fire Division Captains	3	up to \$15.80/hr 16.12
Fire Division Lieutenants	3	up to \$15.30/hr 15.61
	\$16.12	15.80/12-hr shift 1 run
	\$32.23	\$31.60/24-hr shift 2 runs
<i>SAFETY DEPARTMENT - POLICE DIVISION</i>		
Assistant to the Chief-Parking & Transportation	1	\$39.1394/hr \$39.9222
Police Officer	6	contract base pay
Public Safety Assistant	3	contract base pay
Public Safety Communications Officer	4	contract base pay
Parking Interns	8*	\$14.00/hr
*Reimbursed		
TOTAL Part-Time Authorized Strength: 139		
<i>CITY-WIDE</i>		
Intern/Temporary Part-time		\$14.00/hour

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

<i>POSITION TITLE</i>	<i>AUTHORIZATION</i> <i># OF</i> <i><u>EMPLOYEES</u></i>	<i>PAY</i> <i><u>RATE</u></i>
<i>PARKS & RECREATION DEPARTMENT</i>		
Park/Recreation Technician	36	\$11.00/hour
Program/Facility Coordinator	3	\$14.00/hour
<i>SERVICE DEPARTMENT</i>		
<i>STREET DIVISION</i>		
Laborer	7	\$12.00/hour
<i>WASTEWATER DIVISION</i>		
<u>Plant</u>		
Laborer	1	\$12.00/hour
<u>Collections</u>		
Laborer	1	\$12.00/hour
<i>WATER DIVISION</i>		
<u>Plant</u>		
Laborer	1	\$12.00/hour
TOTAL Seasonal Part-Time Authorized Strength: 49		

SECTION 5: Department Heads and Supervisory Employees.

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

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

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

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

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

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

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

SECTION 6: General Provisions

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

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

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

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

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

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

SECTION 7: Employee Benefits

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

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

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

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

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

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

reinstatement repurchase their accumulated sick leave by repaying at the same rate as the pay-off. Such repayment may be in cash, by payroll deduction or use of newly accumulated vacation time.

E. Funeral Leave. Full-time employees will be permitted to use up to three (3) days funeral leave per calendar year for such time as may be reasonably needed for the purpose of attending the funeral of a member of their immediate family. After exhausting this annual allowance, an employee will be permitted to use up to three (3) days of sick leave as may be reasonably needed for the purpose of attending the funeral of a member of their immediate family. In no case shall an employee use more than a combined total of three (3) days funeral and/or sick leave for a single funeral. Immediate family shall be construed to mean spouse, child, parent, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, spouse's grandparent or grandchild. Leave of absence without pay is allowed for other funerals when approved by the employee's supervisor.

F. Payment of Health Insurance Premiums. For each full-time, employee (forty hours per week) and Law Director who participates in the City group medical insurance programs, the City will pay ~~nine hundred fifty dollars (\$950.00)~~ **one thousand and eleven dollars (\$1,011.00)** per month per employee during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay ~~\$12.87~~ **\$23.36** for single coverage and ~~\$29.61~~ **\$59.23** for family coverage, each pay period, with deductions being made from gross pay before taxes resulting in the cost being reduced to ~~\$9.27~~ **\$17.52** for single and ~~\$21.32~~ **\$44.42** for family.

G. Holiday Schedule. There shall be fourteen (14) paid holidays for full-time employees as follows:

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

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

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

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

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

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

I. Group Life and Accidental Death and Dismemberment Insurance.

The City will pay 100% of the premium for these fringe benefits for coverage in an amount equal to the employee's annual base salary, except that the amount of the insurance coverage provided will be subject to a reduction schedule included in the group policy. Such reductions generally begin at age 65 and are subject to ADEA regulations. These fringe benefits apply only to full-time employees working at least forty (40) hours per week and the Law Director. The City will pay 100% of the premium group life insurance coverage on the Police Chief in an amount equal to one and one-half (1-1/2) times the Police Chief's annual salary.

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

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

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

Full-time employees who leave the City's employment and are eligible to receive longevity pay based on the anniversary date in ~~2011~~ **2012** shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November ~~2011~~ **2012**. All eligible full-time employees shall be paid in accordance with the following schedule. Contract employees shall be paid according to the appropriate contracts. The Chief of Police shall be paid longevity according to the current schedule in the Police Supervisors' contract.

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

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

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

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

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

SECTION 8: Disability Income Continuation Benefit

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

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

SECTION 9: Applicability

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

SECTION 10: Repeal of Conflicting Ordinances

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

ATTACHMENT A
CITY OF OXFORD OHIO
PAY BANDS (2011) (2012)

		<u>MINIMUM</u>	<u>MAXIMUM</u>
PAY BAND 7			
Annual	\$57,591	\$56,462.00	\$101,504 \$103,534
Hourly	\$27.6880	\$27.1451	\$48.8001 \$49.7760
PAY BAND 6			
Annual	\$44,790	\$43,912.00	\$77,981 \$79,541
Hourly	\$21.5337	\$21.1115	\$37.4908 \$38.2406
PAY BAND 5			
Annual	\$38,376	\$37,624.00	\$63,402 \$64,670
Hourly	\$18.4502	\$18.0884	\$30.4818 \$31.0913
PAY BAND 4			
Annual	\$33,728	\$33,067.00	\$53,613 \$54,685
Hourly	\$16.2155	\$15.8975	\$25.7755 \$26.2909
PAY BAND 3			
Annual	\$30,560	\$29,961.00	\$50,509 \$51,519
Hourly	\$14.6924	\$14.4043	\$24.2833 \$24.7688
PAY BAND 2			
Annual	\$28,589	\$28,028.00	\$45,489 \$46,399
Hourly	\$13.7445	\$13.4750	\$21.8696 \$22.3071
PAY BAND 1			
Annual	\$25,836	\$25,329.00	\$41,085 \$41,907
Hourly	\$12.4209	\$12.1774	\$19.7522 \$20.1474

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: October 18, 2011

Service Department
Originating Department

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

October 6, 2011
Date Prepared

Agenda Title:	Environmental Commission Meeting of October 5, 2011
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Recommendation:	For Review and Consideration
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Discussion:

Environmental Commission members present at the Wednesday, October 5, 2011 meeting were: Vice-Chair, Mr. Wright Gwyn; City Council Representative, Mr. Greig Rutherford; Planning Commission Representative, Mr. Ted Wong, Mr. Vince Hand, Ms. Kelly Church, and Mr. Kevin Armitage. A quorum was present. Chair, Mr. Charlie Ford, had previously notified the Commission that he would be unable to attend the meeting.

Minutes from the September 7, 2011 Commission meetings were unanimously accepted as presented.

Mr. Hand requested Commissioner's assistance in interviewing community stake holders to gauge receptiveness to an Oxford-specific storm water management ordinance, and encourage public involvement in development of an ordinance. The stake holders are estimated to be up to 20 entities, and are considered to be those that would be affected by a city-specific storm water ordinance, such as the City of Oxford, Miami University, developers and realtors, property management companies, "industrial" users (Wal-Mart, Schneider Electric, Kroger's, McCullough-Hyde Hospital, etc.), as well as several private property owners. A script of 5 - 6 questions/topics of conversation has been drafted. The Storm Water Sub-Committee would like to have an educational session for the Commissioners regarding the interviews, tentatively on October 12th. The Commission was informed the independent study modeling storm water runoff at the Western Knolls subdivision and the adjacent undeveloped land is to be completed by the end of this November.

Mr. Ted Wong informed Commissioners that the Municipal Energy Efficiency Sub-Committee's summary report on energy efficient/alternative energy vehicles had been delivered to Oxford's Director of Service. The next Sub-Committee meeting is tentatively scheduled for October 12th to examine other investigations/projects that the Sub-Committee could consider.

Commissioners discussed introducing the Environmental Commission to the new City Council members following the upcoming November 8, 2011 elections. It was concluded to invite the City Council to the December 7, 2011 regularly scheduled Environmental Commission meeting. Vice-Chair Gwyn volunteered to prepare a presentation for the Counselors.

The Commission adjourned at 8:35 p.m. The next regularly scheduled meeting of the Environmental Commission is on Wednesday, November 2, 2011 at 7:00 p.m. in the Municipal Building's Second Floor Conference Room.

Approved By:	Department Head:	Initial	Date
	City Manager:	<u>DZE</u>	<u>10/10/11</u>

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/1/11

Joe Newlin
Prepared By

Account Code No. #: see below

Budgeted Amount: _____

10/27/11
Date Prepared

Agenda Title: **2012 ANNUNAL TRANSFER ORDINANCE**

Recommendation: **Approve**

Discussion:

Description of Budgeted Transfers for the 2012 Budget

Transfer from GENERAL FUND 110
Transfer to STREET FUND 122

Annual General Fund Financial Support (quarterly) 433,000.00

Transfer from GENERAL FUND 110
Transfer to CAPITAL IMPROVEMENT FUND 141

Annual General Fund Financial Support (quarterly) 335,688.00

Transfer from GENERAL FUND 110
Transfer to CAPITAL EQUIPMENT FUND 140

Annual General Fund Financial Support (quarterly) 430,000.00

Transfer from GENERAL FUND 110
Transfer to PARKS IMPROVEMENT BOND DEBT SERVICE FUND 152

Annual General Fund Debt Service Payment (bi-annual to match debt payment) 307,450.00

Transfer from GENERAL FUND 110
Transfer to FIRE/EMS FUND 418

Annual General Fund Financial Support (quarterly) 18,150.00

Transfer from GENERAL FUND 110
Transfer to STORM WATER FUND 351

General Fund Financial Support (1st quarter) 40,000.00

Transfer from GENERAL FUND 110
Transfer to SPECIAL ASSESSMENT FUND 417

General Fund Financial Support (1st quarter) 30,000.00

Transfer from PARKING FUND 130
Transfer to PARKING IMPROVEMENT FUND 142

Annual Parking Fund Financial Support (1st quarter) 120,000.00

Transfer from PARKING FUND 130
Transfer to STREET FUND 122

Annual Parking Fund Financial Support for work performed (quarterly) 23,581.00

Transfer from PARKING FUND 130
Transfer to CAPITAL IMPROVEMENT FUND 141

Annual Parking Fund Loan Repayment (quarterly) 115,312.00

Transfer from PARKING FUND 130
Transfer to GENERAL FUND 110

Annual Parking Fund Payment for Service department support (quarterly) 24,500.00

Transfer from WATER FUND 321
Transfer to WATER CAPITAL IMPROVEMENT FUND 322

Annual Water Fund Financial Support (quarterly) 100,000.00

Transfer from WATER FUND 321
Transfer to WATER BOND DEBT SERVICE FUND 312

Annual Water Fund Debt Service Payment (bi-annual to match debt payment) 890,350.00

Transfer from WATER FUND 321
Transfer to WATER CAPITAL EQUIPMENT FUND 320

Annual Water Fund Financial Support (quarterly) 85,000.00

Transfer from WATER FUND 321
Transfer to GENERAL FUND 110

Annual Water Fund Financial Support – Mowing & Muni-Building Expenses (quarterly) 38,295.00

Transfer from WATER CAPACITY BENEFIT - SE FUND 383	
Transfer to WATER IMPROVEMENT FUND 322	
SE Fund Financial Support (quarterly)	75,000.00
Transfer from WATER CAPACITY BENEFIT - SW FUND 384	
Transfer to WATER IMPROVEMENT FUND 322	
SW Fund Financial Support (quarterly)	75,000.00
Transfer from SEWER FUND 331	
Transfer to SEWER CAPITAL IMPROVEMENT FUND 332	
Annual Sewer Fund Financial Support (quarterly)	200,000.00
Transfer from SEWER FUND 331	
Transfer to SEWER CAPITAL EQUIPMENT FUND 330	
Annual Sewer Fund Financial Support (quarterly)	170,000.00
Transfer from SEWER FUND 331	
Transfer to GENERAL FUND 110	
Annual Sewer Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)	38,295.00
Transfer from LANDFILL POST-CLOSURE FUND 353	
Transfer to REFUSE FUND 341	
Annual Post-Closure Fund Financial Support (4 th quarter)	195,000.00
Transfer from REFUSE FUND 341	
Transfer to GENERAL FUND 110	
Annual Refuse Fund Financial Support – Muni-Building Expenses (quarterly)	28,295.00
Transfer from HOTEL TAX FUND 120	
Transfer to GENERAL FUND 110	
Annual Hotel Tax Fund Financial Support (monthly)	7,189.00
Approved By: Department Head: City Manager: Initial Date <i>[Signature]</i> <i>10/27</i> <i>[Signature]</i> <i>10/28/11</i>	

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED TRANSFERS FOR THE CITY OF OXFORD, STATE OF OHIO,
DURING THE FISCAL YEAR ENDING DECEMBER 31, 2012.

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

SECTION 1: The following transfers are to be executed for the City of Oxford during the fiscal year
ending December 31, 2012, as follows:

Transfer from:

GENERAL FUND 110	433,000.00
GENERAL FUND 110	335,688.00
GENERAL FUND 110	430,000.00
GENERAL FUND 110	307,450.00
GENERAL FUND 110	18,150.00
GENERAL FUND 110	40,000.00
GENERAL FUND 110	30,000.00
PARKING FUND 130	120,000.00
PARKING FUND 130	23,581.00
PARKING FUND 130	115,312.00
PARKING FUND 130	24,500.00
WATER FUND 321	100,000.00
WATER FUND 321	890,350.00
WATER FUND 321	85,000.00
WATER FUND 321	38,295.00
WATER CAPACITY BENEFIT FUND – SE FUND 383	75,000.00
WATER CAPACITY BENEFIT FUND – SE FUND 384	75,000.00
SEWER FUND 331	200,000.00
SEWER FUND 331	170,000.00
SEWER FUND 331	38,295.00
LANDFILL POST-CLOSURE FUND 353	195,000.00
REFUSE FUND 341	28,295.00
HOTEL TAX FUND 120	7,189.00

Transfer to:

STREET FUND 122	433,000.00
CAPITAL IMPROVEMENT FUND 141	335,688.00
CAPITAL EQUIPMENT FUND 140	430,000.00
PARKS IMPROVEMENTS BOND DEBT SERVICE FUND 152	307,450.00
FIRE/EMS FUND 418	18,150.00
STORM WATER FUND 351	40,000.00
SPECIAL ASSESSMENT FUND 417	30,000.00
PARKING IMPROVEMENT FUND 142	120,000.00
STREET FUND 122	23,581.00
CAPITAL IMPROVEMENT FUND 141	115,312.00
GENERAL FUND 110	24,500.00
WATER CAPITAL IMPROVEMENT FUND 322	100,000.00
WATER BOND DEBT SERVICE FUND 312	890,350.00
WATER CAPITAL EQUIPMENT FUND 320	85,000.00
GENERAL FUND 110	38,295.00
WATER CAPITAL IMPROVEMENT FUND 322	75,000.00
WATER CAPITAL IMPROVEMENT FUND 322	75,000.00
SEWER IMPROVEMENT FUND 332	200,000.00
SEWER CAPITAL EQUIPMENT FUND 330	170,000.00
GENERAL FUND 110	38,295.00
REFUSE FUND 341	195,000.00
GENERAL FUND 110	28,295.00

GENERAL FUND 110

7,189.00

SECTION 2: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED: _____

ATTEST: _____

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: STAFF

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/1/11

Heidi Hill
Prepared By

Account Code No. #: NA

Budgeted Amount: NA

10/13/11
Date Prepared

Agenda Title: 2012 Fee Ordinance

Recommendation: Approve

Discussion:

This memo explains the modifications to the current city code as reflected in the accompanying fee ordinance. Additions, changes, or deletions in the ordinance are shown as follows:

- Additions are in bold
- Deletions are in strikeout type
- Fees not changed are in normal type

Any questions regarding fee changes should be directed to the respective department head.

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 10/13
[Signature] 10/26/11

ORDINANCE NO.

ORDINANCE ADOPTING FEES AND CHARGES FOR FISCAL YEAR 2012.

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

SECTION 1: The City Manager recommends the Council adopt fees for 2012 as itemized below.

A. RECREATION DEPARTMENT (A resident lives or works in the City of Oxford.)

	<u>\$ Amount</u> <u>Residents</u>	<u>\$ Amount</u> <u>Non-residents</u>
<u>1) FITNESS</u>		
Drop-in-fees	4.00	4.50
Aerobics per class	3.50	3.75

2)WEIGHT ROOM FEES

Adults			
1 Year	95.00	100.00	105.00
6 Months	80.00	85.00	90.00
3 Months	70.00	75.00	80.00
1 Month	30.00	35.00	
Drop-ins	4.00	4.50	
High School			
1 Year	60.00	65.00	66.00
6 Months	50.00	55.00	
3 Months	45.00	50.00	
1 Month	25.00	30.00	
Drop-ins	4.00	4.50	

3) PRESCHOOL (per week)

Mon/Wed/Fri	33.00	35.00	35.00	39.00
Tues/Thurs	24.00	25.00	26.00	29.00

5) PLAYGROUND/SUMMER DAY CAMPS 10 WKS.

Daily	25.00	27.00	28.00	30.00
each additional child in family	23.00	25.00	26.00	28.00
Weekly	85.00	90.00	94.00	100.00
each additional child in family	80.00	85.00	88.00	94.00

6) DAY CAMPS

Half-day:

Pre-school camps	60.00	63.00	66.00	70.00
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7) YOUTH SPORTS LEAGUES

Basketball (11 wks)

Instructional League	45.00	46.00	50.00	52.00
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Competitive League	70.00	72.00	77.00	80.00
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8) ADULT SPORTS LEAGUES

Adult softball	400.00
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Tournament	110.00
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9) RENTAL FEES

Municipal pool

Pool rental, per hour (minimum 2 hours)	50.00	55.00
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Guard fee, per hour	10.00	12.00
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Athletic Field Rental Fees

Per game, per field (rental)	25.00	30.00
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Per game, per field (prep)	30.00	35.00
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Per hour, per field (lights)	30.00	35.00
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Per day, per field (Rental)	110.00	160.00
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Community Park Gazebo Rental (Minimum 2 hours)	25.00	30.00
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Leonard Howell, TRI Shelter Half Day	25.00	30.00
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Full Day	50.00	55.00
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Electric Tap Fee	50.00 (First 3 hours)
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(Large machines such as ice machine Inflatable's, etc.)	25.00 (Each additional hour)
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10) MUNICIPAL POOL

Season pool passes

Family (5 or less)	120.00	125.00	135.00	140.00
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Family (6 or less)	125.00	130.00	140.00	145.00
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Adult	90.00	95.00	100.00	105.00
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High School	70.00	75.00	80.00	85.00
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Child over 3 years	65.00	70.00	75.00	80.00
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General admission

Adult	4.00	4.00
High School	3.75	3.75
Child over 3 years	2.75	2.75

Swimming lessons

Parent/toddler (6 mo. - 5 yr.)	33.00	36.00
Skill Level I and II	35.00	37.00 39.00
Skill Level III thru IV	38.00	40.00 42.00

11) SENIOR CITIZEN CENTER RENTAL

(minimum 2 hour rental)

60/hr includes kitchen/great room

~~Plus \$1 per person deposit~~

Special events and specialty class fees are established to cover the direct cost of each class/activity offered.

B. COMMUNITY DEVELOPMENT DEPARTMENT

1) ADMINISTRATIVE ZONING REVIEW

Building Accessory, Minor Improvements

Residential	15.00
Commercial	20.00
One or Two-Family Residential	25.00 per unit
Three-Family or more Residential	25.00 per unit
Commercial	200.00 per unit
Sidewalk Use Permit	50.00
Signs (per sign)	25.00 per sign plus \$1 per sq. ft. per side
Signs in conjunction with building application	25.00 per sign plus 1.00 per sq. ft. per side
Face changes of signs	25.00
Zoning Verification Letter	35.00

2) BOARD OR COMMISSION REVIEW

GENERAL FEES FOR ALL BOARDS AND COMMISSIONS

Significant changes to original application

may be subject to new fees as determined by the Community Development Director at a cost not to exceed original application.

(Revisions beyond the 3rd submittal, requiring planning or engineering review, will be charged a re-review fee per review.) 30.00

List of property owners for notification purposes 30.00

Ohio Building Officials Association)

a. New Construction

Building	25.00 plus 10.00 per 100 square feet of gross floor area.
Mechanical	25.00 plus 4.00 per 100 square feet of gross floor area.
Electrical	25.00 plus 3.00 per 100 square feet of gross floor area.
Third and subsequent plan review	40.00 per hour

b. Miscellaneous

Accessory Buildings	
0 200-600 square feet	40.00 per structure
601 + square feet	7.00 per 100 square feet
Furnace installation/replacement	30.00
Central air condition installation/replacement	30.00
Combination furnace/central air Installation/replacement	60.00
Minor Electric	30.00
Demolition	50.00
Alterations/Remodeling/Fire Repair	
0-600 square feet	40.00
601 + square feet	10.00 per 100 square feet
Partial permits (where granted)	50.00
Temporary Certificate of Occupancy	40.00
Swimming Pool	
In-ground	90.00
Above ground	40.00
2. Commercial and Residential Buildings (Ohio Basic Building Code)	
<u>Commercial and residential</u>	

a. New Construction

Building	120.00 plus 7.00 per 100 square feet of gross floor area, including accessory buildings
Mechanical	100.00 plus 3.00 per 100 square feet of gross floor area, including accessory buildings
Electrical	150.00 plus 2.50 per 100 square feet of gross floor area, including accessory buildings
Alterations/Remodeling/Fire Repair	80.00 plus 3.00 per 100 square feet
Fire Suppression Systems	150.00 plus 3.20 per 100 square feet of gross floor area.
Hood Suppression Systems	100.00
Hood System	80.00
Fire Alarm System	100.00 plus 1.00 per 100 square feet of gross floor area
Minor Electric	80.00
Third and subsequent plan review	75.00 per hour

b. Miscellaneous

Demolition	80.00
Furnace/AC Replacement	80.00
Partial Permit (where granted)	100.00
Temporary Certificate of Occupancy	80.00

OBBC Surcharge

Applications covered by the OBBC will be assessed an additional 3% surcharge fee as mandated by Ohio Administrative Code Section 4101:2-1-50(b).

3. Other Fees

(Applies to both OBOA and OBBC buildings unless otherwise noted.)

Moving or relocating buildings	250.00
Building Permit Renewal	50.00
Electric Service Upgrade	35.00
Temporary Pole	30.00
Change of Building Plans (after approval)	
50.00 plus cost of plan review (40.00 for residential, 75-dollar 75.00 for commercial per hour) when building plans are revised after issuance of permit.	

Fuel Storage Tank (per tank)	25.00
Sidewalk-Curb-Gutter Permit	25.00
Certificate of Use and Occupancy (not associated with building permit)	80.00
Awnings, tents	25.00
Signs	50.00
Fences	20.00
Reinspection Fee	30.00
(Charge for the third and subsequent inspection each time for the same permit)	
Backflow Prevention Permit	25.00
Work without a permit	Greater of \$200.00 or twice the cost of the permit fee
(Starting construction without a permit)	
Gas Line (per meter)	30.00

<u>4. Removal of structure prior to receipt of Certificate of Appropriateness</u>	50% of estimated demolition cost for each day after notification until a plan for reuse of property and a bond is filed.
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5. Rental Housing Permits

Initial Establishment (or if inactive for 2 years or more)	
First unit	110.00
Each additional unit	30.00
Fraternity	330.00 for first 50 persons, 15.00 for each additional person

Invalid rental permit: The rental permit shall be invalid if the permit has not been renewed for over one year after the expiration date or the subject property has not been inspected for over 24 months, unless an active building permit is in progress.

Late Fee	10.00 after 60 days expired.
	20.00 after 120 days expired.
	30.00 after 180 days expired.

Annual Renewal & Ownership Transfer	
First unit	55.00
Each additional unit	30.00
Rooming house or lodging house	110.00

Fraternity	330.00 for first 50 persons,
	15.00 for each additional person

Re-inspection (charge for a second site visit to re-inspection and each subsequent re-inspection. This charge also applies to additional site visits due to "no show" by agent/owner/designee)

First unit	75.00
Each additional unit	10.00
Rooming house or lodging house	75.00
Fraternity	75.00

Board of Appeal Application	150.00
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D. POLICE DEPARTMENT

Events requiring Officers for Crowd or Traffic Control:

One Officer	35.00 per hour
Each additional Officer	35.00 per hour
Police Supervisor	45.00 per hour

(Required for each four Police Officers)

Police Command Officer	55.00 per hour
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(Required for two squads of five Officers)

Per arrestee processed and transported to Butler County Jail by Oxford Police Department on City of Oxford criminal charges

200.00

Subsequent per diem for inmates incarcerated in Butler County Jail on City of Oxford criminal charges	100.00
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Fingerprinting	15.00
Records Checks	15.00

Alarm User Permit Fees

New Residential	20.00 annually
New Commercial/Industrial	25.00 annually
Renewal	10.00 annually

False Alarm Fees

Residential, Commercial & Industrial	
1 to 2 Annually	No charge
Residential	
3 or more	50.00 per occurrence
Commercial/Industrial	

3 to 4 Annually	50.00 per occurrence
5 to 6 Annually	100.00 per occurrence
7 to 8 Annually	200.00 per occurrence
9 or more	400.00 per occurrence
Accident, crime, other reports	Under 20 pages, no charge 21 or more pages, 0.05 per page
Purchase Meter time, Fee for Special Event (Meter Bags)	10.00 per meter per day
Purchase Meter time, Fee for Construction (Meter Bags)	10.00 per meter per day
Signs: "No Parking by Order of the Oxford P.D."	0.35 per sign
Impound/Immobilization Fees	100.00 1 st offense 200.00 2 nd offense 300.00 3 rd and all subsequent for the first day or any part thereof 12.00 each subsequent day or any part thereof 20.00 each subsequent day or any part thereof for vehicles covered or stored within a building
Towing Charges	100.00 1 st offense 200.00 2 nd offense 300.00 3 rd offense plus any additional charges for services requiring specialized equipment or extra personnel
Administrative Citation Hearing Fee	20.00 per appeal (lost appeal only)
Administrative Citation Collection Fee	27% of unpaid fine
Animal Boarding	21.50 1 st day or any part thereof 13.50 each subsequent day or any part thereof
Parking	
Short Term Meters	0.25 per 20 minutes
High Density Parking Areas	0.50 per hour
Street side hourly meters	0.25 per hour
Parking garage meters	0.50 per hour
10 hour meters	0.50 for two hours
Monthly garage lease	75.00 per space
Residential Permitted Parking	25.00 annually
Parking Collection Fees	
Retrieval of vehicle record	1.95 per look up
Citations collection fee	27.00% of unpaid fine
Alcohol Education Program Admin Fee	350.00
Alcohol Education Instructional Fee	125.00

E. FIRE/EMS DEPARTMENT

EMS Runs	BLS-E	580.00 per run
	ALS-1 E	840.00 per run
	ALS-2 E	1042.00 per run
EMS Mileage Rate		14.00 per loaded mile
Court ordered restitution for Transport refusal		289.00
Fire Watch		35.00 per hour per person Two hour minimum
EMS Stand-By		35.00 per hour per person Two hour minimum
Civil Citation Hearing Fee		Actual cost of Hearing Officer (lost appeal only, does not apply on first offense)

F. SERVICE DEPARTMENT

1) Water service

Temporary meter deposit (hydrant connection)

5/8 Inch	500.00
2 Inch	1600.00
Daily set-up and removal of device	100.00

Cost of water by volume (temporary meter) 3.20 per 100 cubic feet
Temporary Water Service through
an approved meter pit device prior
to meter installation:

5/8 x 3/4"	64.00
1"	166.00
1 1/2"	332.00
2"	536.00
3"	1,071.00
4"	1,670.00
6"	3,347.00

Bulk Water Service 3.20 per 100 cubic feet;
requires new account fee for
service. Sanitary fees in
effect for water entering the
Sanitary system. Service
available under authority of
Service Director or his/her
designee.

Account Initiation Fee 50.00 (50% Water, 50% Sewer)

Water rates

Volume charge per 100 cu feet	2.37
Base monthly charge Meter size (inch):	
3/4 or smaller	8.64
1	14.39
1 & 1/2	28.77
2	46.05
3	86.34
4	143.92
6	287.83
Outside city limits	35% added to amounts above
Late fee	10%
Reconnection fee following service termination	10.00 when past due payment is received before 3:00 PM. 50.00 after 3:00 PM and for weekends/holidays reconnection
Irrigation meter	50.00
Tap-in fees	
Based on tap size (inch)	
1	2,500.00
2	2,845.00
4	3,500.00
6	4,325.00
8	6,525.00
10	8,995.00
12	10,295.00
On brick street	Add 30.00/per sq ft of affected area
Outside City Limits	35% added to amounts above
Separate meter pits	time and materials
Meter Vault and Lid (based on meter size)	
5/8 & 3/4 (inch)	One Included in tap fee; 515.00 each additional
1	One Included in tap fee; 515.00 each additional
2	One Included in tap fee; 515.00 each additional
3" and greater	installed by the contractor at developer's expense.
Water Meter including RF remote sending unit.	
5/8 & 3/4 (inch)	330.00
1	369.00
1 & 1/2	721.00
2	844.00
3	2,400.00
4	3,750.00
Larger than 4	Cost to the City plus 10% administrative fee.

Water Capacity benefit charges
Meter size (inch):

5/8 & 3/4	1,550.00
1	4,020.00
1 & 1/2	8,090.00
2	13,090.00
3	26,100.00
4	40,700.00
6	81,600.00
8	130,500.00
10	187,900.00

Fifty percent of the required capacity benefit charge will become due for all lots platted at time of recording. The remaining fees will become due with application for a building permit.

Interest rate on past due capacity benefit permits unpaid after 30 days	Highest rate allowable by law
New construction inspection	50.00 (initial inspection) 50.00 (re-inspection of failed work)
New Water Main Chlorination / Disinfection Inspection	150.00
New water main valve operation / And line flushing	150.00
New Water Main Hydrostatic Testing	100.00 per test
New Water Main Bacteria sampling / Testing	150.00 per event (includes outside laboratory fees)
Water main installation inspection / Outside of normal working hours	City cost for inspection expense
Fire Hydrant Flow Testing	100.00 per hydrant test
Damage to City facilities	Repair cost plus 40%

2. Sanitary Sewer service

Sewer rates

Volume charge Per 100 cu feet	3.72
Base monthly fee	3.63
Surcharges	
Excess suspended solids	0.177/lb
Excess biochemical oxygen demand	0.182/lb
Excess oil and grease	0.20/lb
Commercial preparer or server of food	0.10 per 100 cu feet
Sewage Sampling fee	75.00
Late fee	10%

Sewer Capacity benefit charges

Meter size (inch):

5/8 & 3/4	1,550.00
1	4,020.00
1 & 1/2	8,090.00
2	13,090.00
3	26,100.00
4	40,700.00
6	81,600.00
8	130,500.00
10	187,900.00

Fifty percent of the required capacity benefit charge will become due for all lots platted at time of recording. The remaining fees will become due with application for a building permit.

Interest rate on past due capacity benefit permits unpaid after 30 days	Highest rate allowable by law
New construction and Sanitary	50.00 (initial inspection)
Lateral repair inspection	50.00 (reinspection of failed work) 50.00 Inspection of existing sanitary lateral repairs
Sanitary Sewer Cleaning (jet truck)	280.00 per hour (1 hr. min.)
Sanitary Sewer Main Video Inspection	280.00 per hour (1 hr. min.)
Sanitary Lateral Video Inspection	280.00 per hour (1 hr. min.)
Sanitary Sewer Manhole Inspection (vacuum method)	50.00 per manhole
Staff monitoring of private contractor Video inspection	25.00 per hour (1 hr. min.)
Sanitary Sewer Low Pressure Air Test (per City specifications)	25.00 per test section
Sanitary Sewer Main Construction (inspection services beyond normal working hours - overtime expense)	Cost to City of Oxford
Sanitary sewer Lift Station District Surcharge	Charge 50% surcharge to volume fee.
Locating service for private sanitary lateral	280.00 per hour (1 hr min.)
Damage to City facilities	Repair cost plus 40%
Special Wastewater Discharge Application	25.00

(tank pumping, V groundwater, etc.)

Special Wastewater Contaminated Discharge Treatment 11.16 per 100 cubic feet

3. Refuse service

Monthly rate (includes ~~2.75~~ 2.90 Recycle fee or ~~3.75~~ 4.00 fee with larger 65 gallon container):

Hand Service refuse	29.00 29.80
Hand Service recycling	11.60 11.90

Residential service ~~16.80~~ 17.30 or 18.40 with 65 gallon recycling container

~~Collection/disposal of solid wastes and reecelable materials for up to 10 containers (with up to 40/45 gallon capacity, recycling bins or 65 gallon recycling totes (or similar))~~

(Single Family or Multi-unit dwellings with four or less units)

Waste-wheeler	16.80 17.30 if owned or 18.40 with 65 Gallon recycling container
Waste-wheeler rental	3.00

Commercial Service

Waste-wheeler customer	23.40 24.00
Waste-wheeler rental	9.00
Two cubic yard dumpster	72.30 74.20
Two cubic yard dumpster rental	14.00
Three cubic yard dumpster	95.50 97.90
Three cubic yard dumpster rental	17.00
Four cubic yard dumpster	121.80 124.90
Four cubic yard dumpster rental	20.00
Six cubic yard dumpster	177.80 182.30
Six cubic yard dumpster rental	23.00
Eight cubic yard dumpster	232.70 238.60
Eight cubic yard dumpster rental	26.00

Charge per additional pickup

Waste-wheeler customer	16.70 17.20
Two cubic yard dumpster	52.00 53.30
Three cubic yard dumpster	71.30 73.10
Four cubic yard dumpster	93.60 96.00
Six cubic yard dumpster	134.30 137.70
Eight cubic yard dumpster	175.00 179.40

Recycling

Waste wheeler	9.90 10.20
Waste wheeler rental	9.00
Two cubic yard dumpster	34.00 34.90
Two cubic yard dumpster rental	14.00
Three cubic yard dumpster	45.60 46.80
Three cubic yard dumpster rental	17.00
Four cubic yard dumpster	57.10 58.60
Four cubic yard dumpster rental	20.00
Six cubic yard dumpster	74.70 76.60
Six cubic yard dumpster rental	23.00
Eight cubic yard dumpster	93.70 96.10

Eight cubic yard dumpster rental 26.00

Late fee	10%
One-time additional pickup permit Stickers	10.00 per Sticker
Yard Waste Stickers	3.00 per Sticker
Compactor Tickets	29.50 30.50 per 1 Cu. Yd.
Portable Toilet Rental and Servicing	Contract cost to city
<u>4. Cable franchise agreement fee</u>	5% of annual gross revenue

5. Miscellaneous

DVD Copies 5.00

G. ENGINEERING DIVISION

1) Design manual fees:

Water and Sanitary Sewer Improvement Specifications	30.00
Storm Water Management Design	20.00
Digital city standard drawings	15.00 per compact disc

2) Map Order

Media:

Bond	8 1/2 x 11	B/W	4.00
Bond	8 1/2 x 11	Color	4.00
Bond	11 x 17	B/W	4.00
Bond	11 x 17	Color	4.50
Bond	24 x 36	B/W	10.00
Bond	24 x 36	Color	11.00
Bond	36 x 48	B/W	18.00
Bond	36 x 48	Color	20.00
Mylar	24 x 36	B/W	12.00
Mylar	24 x 36	Color	14.00
Mylar	36 x 48	B/W	20.00
Mylar	36 x 48	Color	22.00

Dry Mounted

24 x 36	NA	10.00 + map fee
36 x 48	NA	22.00 + map fee

Base and Zoning maps		
Lots	5.00	plus media cost
Oxford Historic District	1.00	plus media cost
Corporation limits	Free	
Water lines	5.00	plus media cost
Sewer lines	5.00	plus media cost
Base and Zoning maps (continued)		
Storm sewer lines	5.00	plus media cost
Zoning	5.00	plus media cost
Proposed development	5.00	plus media cost
Additional use permits	5.00	plus media cost
P.U.D.'s	5.00	plus media cost
Special use permits	5.00	plus media cost
Street index	1.00	plus media cost
Digital base map section	15.00	per diskette
3) Plans and Specifications Sales	20.00	to 500.00
(dependent on the size of the project)		
4) Document handling/forwarding fee	25.00	
to regulating agencies		

H. STREET DIVISION

Street cut surface repair	Up to 40 sq.ft. - \$100.00 (or 40 linear ft of curb totaling less than 40 sq. ft.) >40 sq.ft. - \$100.00 + 2.50 per additional sq.ft. Brick Street Repair - \$30.00 per sq. ft.
Work without a permit in ROW (Starting construction or without a permit)	Greater of \$200.00 or twice the cost of the permit fee
Street Tree Permits	No charge
Removal of hazardous trees from private property	At cost to city plus 5% Administrative fee
Street Spills	Cost of time and materials for cleanup + 10% Administrative Fee
Right-of-way Requests	
Personnel (misc. tasks)	25.00 hr
Event Electrician	100.00 + necessary materials at cost
Road Closures/Detours	135.00
Event Trash cans	5.00
Street Signs	Cost of labor/materials used + 10% administrative fee

Gravesite Plots	100.00
Woodside Cemetery gravesite After 3:30 Monday-Friday And weekends	200.00 250.00 Opening and closing Additional 100.00

Street Banner Installation And removal	Single banner 100.00
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Damage to City Facilities	Costs plus 40%
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I. FINANCE DEPARTMENT

Misc. Copies	
(Under 20 pages)	No charge
(21 or more pages) per copy	.05 .10 per Page

Final Annual Budget Document	
Paper	No charge At cost to City
Electronic	5.00 per DVD/CD
Any Other Method	At cost to City

Comprehensive Annual Financial Report	
Paper	No charge At cost to City
Electronic	5.00 per DVD/CD
Any Other Method	At cost to city

Hotel tax rates:	
Hotel tax	3.00%
Convention tax	3.00%

Motor vehicle license tax	5.00 per motor vehicle
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Motor Coach or Bus (Each)	25.00 per Year
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Taxicab (Each)	10.00 per Year
Minimum fee per company	25.00 per Year

Vendor License	50.00 per Calendar Month, or 300.00 per Year
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NSF check Fee	5.00 per Check
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Collections Fee on Delinquent Accounts	
Phase I	10.00 per written off account
Phase II	45.00% of the amount due on accounts more than \$250.00 35.00% of the amount due on accounts less than \$250.00

Dog License	0.75 per Tag (City Share), plus amount charged by County
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J. HUMAN RESOURCES

Non refundable Civil Service Exam Fee 15.00

SECTION 2: Council hereby accepts the recommendation of the City Manager and authorizes the adoption of the fees as contained herein. Additionally, the Council authorizes the City Manager to implement changes to existing fees or add new fees as deemed appropriate.

SECTION 3: This ordinance repeals ordinance adopted by the City of Oxford, but does not repeal the enabling language of the legislation by which these fees were previously adopted, which language shall otherwise remain in full force and effect.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/01/11

Joe Newlin
Prepared By

Account Code No. #: see below

Budgeted Amount: _____

10/27/11
Date Prepared

Agenda Title: 2012 ANNUNAL ADVANCE ORDINANCE

Recommendation: Approve

Discussion:

Description of Budgeted Advances for the 2012 Budget

Advance from CAPITAL IMPROVEMENT FUND 141
Advance to GENERAL FUND 110

Funds to be reimbursed from ODOT 400,000.00

This repayment to General Fund will be made when funds received or completion of project.

Advance from GENERAL FUND 110
Advance to CDBG FUND 126

Funds to be reimbursed from County 130,000.00

Advance will be made prior to the letting of the 2012 CDBG project.

Advance from CDBG FUND 126
Advance to GENERAL FUND 110

Funds to be reimbursed from County 130,000.00

This repayment to General Fund will be made when funds received or completion of project.

Advance from FEMA FUND 416
Advance to FIRE/EMS FUND 418

Funds to be reimbursed from FEMA 66,860.00

This repayment to Fire/EMS Fund will be made when funds received or completion of project.

Approved By:	Department Head: City Manager:	Initial Date <i>[Signature]</i> 10/27 <i>[Signature]</i> 10/28/11

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED ADVANCES FOR THE CITY OF OXFORD, STATE OF OHIO,
DURING THE FISCAL YEAR ENDING DECEMBER 31, 2012.

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

SECTION 1: The following advances are to be executed for the City of Oxford during the fiscal year
ending December 31, 2012, as follows:

Advance from:

CAPITAL IMPROVEMENT FUND 141	400,000.00
GENERAL FUND 110	130,000.00
CDBG FUND 126	130,000.00
FEMA FUND 416	68,860.00

Advance to:

GENERAL FUND 110	400,000.00
CDBG FUND 126	130,000.00
GENERAL FUND 110	130,000.00
FIRE/EMS FUND 418	68,860.00

SECTION 2: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED: _____

ATTEST: _____

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: STAFF

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: November 1, 2011

Account Code #: Not Applicable

Budgeted Amount: Not Applicable

Service Department
Originating Department

Michael Dreisbach
Prepared By

October 20, 2011
Date Prepared

Agenda Title: Authorization to Amend an Agreement for Engineering Services

Recommendation: Approval

Discussion:

The City has used Arcadis Engineering (formerly Finkbeiner, Pettis & Strout, Inc.) for several years to provide professional engineering services. This work has been done predominately at the City's wastewater treatment plant (WWTP), and the City has been very pleased with Arcadis' services. Recent improvements at the WWTP have included a new disc aeration installation that has not only kept the Plant in compliance with our OEPA permit, but has also netted a savings of approximately \$5,000 per month in electricity expenditures. Arcadis has also completed a thorough study of the WWTP's anaerobic digesters and return activated sludge pumping systems and are approximately 75% complete in engineering designs for a rehabilitation project in 2012.

The City's current general agreement with Arcadis will expire on December 31, 2011. Under this agreement, Arcadis performs design and engineering work for projects and improvements defined in the WWTP Master Plan as well as improvements for our public water system. Arcadis' design work has been very thorough and accurate, and change orders have been held to less than 3% for our most recent multi-million dollar projects.

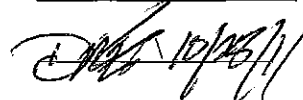
This Resolution will authorize the City Manager to amend our existing Agreement for Engineering Services for an additional four years through the end of 2015. No additional work is being authorized at this time, and there is no financial obligation on the City's part in extending our existing agreement for services.

Approved By:

Department Head:

City Manager:

Initial Date
MBD 10/20/11



RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN AMENDMENT NO. 3 OF THE AGREEMENT FOR ENGINEERING SERVICES WITH ARCADIS U.S., INC. EXTENDING THE EXPIRATION DATE FROM DECEMBER 31, 2011 TO DECEMBER 31, 2015.

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

SECTION 1: The City Manager and Service Director recommend Council authorize the City Manager to sign Amendment No. 3 of the agreement for engineering services with Arcadis U.S., Inc. extending the expiration date from December 31, 2011 to December 31, 2015 attached hereto as Exhibit "A".

SECTION 2: Council accepts the recommendation of the City Manager and Service Director and authorizes the City Manager to sign Amendment No. 3 of the agreement for engineering services with Arcadis U.S., Inc. extending the expiration date from December 31, 2011 to December 31, 2015.

SECTION 3: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

Exhibit "A"

CITY OF OXFORD, OHIO

AMENDMENT NO. 3

TO

AGREEMENT FOR
ENGINEERING SERVICES

ARCADIS U.S., INC.

CINCINNATI, OHIO

(FORMERLY ARCADIS G&M OF OHIO, INC., HAMILTON, OHIO)

(FORMERLY FINKBEINER, PETTIS & STROUT, INC., HAMILTON, OHIO)

2011

AMENDMENT NO. 3 TO AGREEMENT FOR ENGINEERING SERVICES

_____, 2011
Date

WHEREAS, an Agreement was entered into on June 5, 1997 by and between the **CITY OF OXFORD, OHIO**, hereinafter called the "**OWNER**", and **ARCADIS U.S., INC., of CINCINNATI, OHIO (FORMERLY ARCADIS G&M of OHIO, INC., of HAMILTON, OHIO; FORMERLY FINKBEINER, PETTIS & STROUT, INC., of HAMILTON, OHIO)**, their successors or assigns, hereinafter called the "**ENGINEER**", for professional engineering services; and

WHEREAS, the OWNER now desires to extend the Agreement with the ENGINEER beyond its original expiration date as noted in "Section 5 - Times for Rendering Services";

NOW, THEREFORE, be it resolved:

- (1) That the date of termination of this Agreement shall be December 31, 2015; and
- (2) That this Amendment is hereby incorporated into and made part of said Agreement and subsequent amendments, which Agreement and Amendments, however, shall remain in full force and effect except as provided herein.

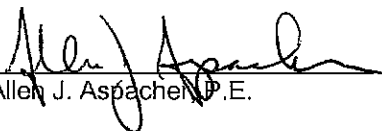
IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

CITY OF OXFORD, OHIO
(OWNER)

ARCADIS U.S., INC.
(ENGINEER)

By: _____
Douglas R. Elliott, Jr.

City Manager
Title

By: 
Allen J. Aspachen, P.E.

Vice President
Title

APPROVED AS TO FORM:

By: _____

Title: _____

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: October 17, 2011

Kim Newton

Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

September 30, 2011

Date Prepared

Agenda Title: Report regarding the September 28, 2011 Civil Service Commission Meeting.

Recommendation:

Discussion: The Civil Service Commission held a regular meeting on Wednesday, September 28, 2011 at 7:00 p.m. Those members present were: Phil Russo, Chair; Karen Martino, Mike Pavloff and Charles Crain. Susan Lipnickey was excused.

Donna Heck, Human Resources Director; Kim Newton, Recording Secretary; Mike Dreisbach, Service Director were in attendance for the City.

Dr. Jean Eagle, Director of Human Relations was in attendance for Talawanda School District.

The Commission reviewed and discussed the Police Officer physical agility test report provided by Ms. Heck.

The Commission approved the eligibility list for the Wastewater Collection Manager.

The Commission approved the IPMA test and three part weighting protocol for the Talawanda Assistant Secretary exam.

The Commission approved the overall protocol for the Talawanda Assistant Secretary exam.

The next meeting is scheduled for Wednesday, October 26, 2011.

Approved By:

Department Head:

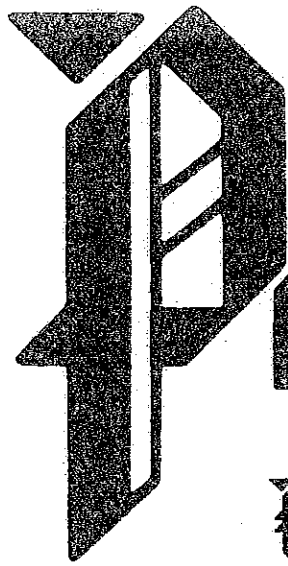
City Attorney:

City Manager:

Initial Date

[Signature] 10/4/11

[Signature] 10/28/11



Office of the Mayor

Proclamation

Whereas:

smoke alarms are present in 96% of American homes, of which 20% do not work because of dead or missing batteries preventing the United States from achieving the full potential of increased fire safety from smoke alarms; and

WHEREAS, smoke alarms are still missing in 4% of U.S. homes, and this group accounts for 39% of reported fires and nearly half of all the reported home fire deaths; and

WHEREAS, if a fire occurs, working smoke alarms reduce the risk of dying in a home fire by nearly half by providing an early warning and critical extra seconds to escape; and

WHEREAS, smoke alarm maintenance is a simple, effective way to reduce home fire deaths; and

WHEREAS, national fire safety standards recommend a minimum of one smoke alarm on each level of a home, one inside each bedroom and one outside each sleeping area; and

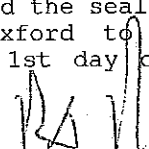
WHEREAS, 'Change Your Clock, Change Your Battery' is a national fire safety program which urges Americans to change smoke alarm batteries when changing their clocks back to standard time each fall.

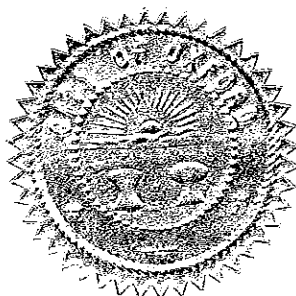
NOW, THEREFORE, I, Richard A. Keebler, Mayor of the City of Oxford, Ohio, do hereby proclaim November 6, 2011 as:

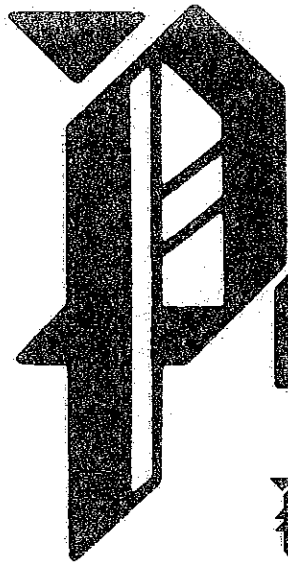
'CHANGE YOUR CLOCK, CHANGE YOUR BATTERY DAY'

in the City of Oxford, and call upon all residents to participate in 'Change Your Clock, Change Your Battery Day' to ensure your safety and the safety of your families in the event of a fire.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 1st day of November, 2011.


RICHARD A. KEEBLER, MAYOR





Office of the Mayor

Proclamation

Whereas:

Random Acts of Simple Acts Kindness Affecting Local Seniors (RASKALS) began in the fall of 1996 in West Chester when an 11 year old girl sent a letter to the township administer searching for a project that would help her community; and

WHEREAS, Senior Action Group Exchange (SAGE) which is based out of McCullough-Hyde Memorial Hospital will sponsor RASKALS in the City of Oxford and local senior citizens can sign up for help raking leaves and picking up sticks this fall; and

WHEREAS, RASKALS provides a special opportunity to encourage men, women, and children of all ages to get involved in the community by assisting local senior citizens; and

WHEREAS, RASKALS volunteers have included families, youth organizations, church groups, college students, older adults and just good neighbors; and

WHEREAS, the kick-off this year is Saturday, November 5, 2011 and RASKALS hopes for this event to grow in the upcoming year; and

WHEREAS, volunteering for such an event provides a variety of personal benefits and satisfaction.

NOW, THEREFORE, I, Richard A. Keebler, Mayor of the City of Oxford, Ohio, do hereby proclaim November 5, 2011 as:

"RASKALS DAY"

in the City of Oxford and urge all citizens to find out how they can share their time for this worthwhile event.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 1st day of November, 2011.

RICHARD A. KEEBLER, MAYOR

