



Agenda

Oxford City Council

Court House

TUESDAY, NOVEMBER 1, 2016

EXECUTIVE SESSION

1. Roll call. Kate Rousmaniere, Mayor; Mike Smith, Vice-Mayor; Glenn Ellerbe; Bob Blackburn; Kevin McKeehan; Steve Dana; Edna Southard

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

REGULAR MEETING 7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

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

3. Public Participation.

A. Proclamation - 'Oxford Empty Bowls Day'.



Proclamation

- B. Notice to Legislative Authority - Transfer of C1 and C2 Permit from Shri Mahadevi Inc. DBA Red Ox 95 E. Chestnut Street, Oxford, Ohio 45056 to Red Ox Liquor Group Inc. DBA Red Ox 95 E. Chestnut Street, Oxford, Ohio 45056. (Alan Kyger, Economic Development Director)



Notice of Legislative Authority

C. Public Comments.

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

4. Consent Agenda.

- A. Minutes of the October 18, 2016 City Council Meeting. (Kim Newton, Acting Clerk of Council)



10.18.16 Minutes

- B. Report regarding the October 19, 2016 Board of Zoning Appeals Meeting (Jung-Han Chen, Community Development Director)



BZA Report

- C. Report regarding the October 11, 2016 Planning Commission Meeting. (Jung-Han Chen, Community Development Director)



Planning Commission Report

- D. A Resolution authorizing the City Manager to waive the fees adopted in the Fee Ordinance for the street closings for the Visitors Bureau for the 2017 annual Summer Concert Series. (Doug Elliott, City Manager)



Report and Resolution

5. Resolutions.

1. A Resolution Authorizing The City Manager To Enter Into A New Agreement With Oxford Township, Butler County Ohio, And Authorizing The City Of Oxford To Provide Fire Protection And Emergency Medical Services To Oxford Township Pursuant To The Terms Of The Agreement. (Doug Elliott, City Manager).



Report and Resolution

6. Ordinances.

A. First Reading.

1. An Ordinance Approving A Conditional Use Permit To Allow For An Addition And Site Modifications Of An Existing Fraternity House In A R2ms (Single And Two Family Mile Square Residential) District At 200 And 208 E. High Street, Oxford, Ohio 45056 With Conditions. (Jung-Han Chen, Community Development Director)



Report and Ordinance

2. An Ordinance Approving The Vacation Of An Easement Located Between Lots 3010 And 3011 On High Street, Beta Theta Pi Property. (Mike Dreisbach, Service Director)



Report and Ordinance

3. 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, 2017. (Joe Newlin, Finance Director)



Report and Ordinance

4. An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2017. (Joe Newlin, Finance Director)



Report and Ordinance

5. An Ordinance Outlining Budgeted Advances For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2017. (Joe Newlin, Finance Director)



Report and Ordinance

6. An Ordinance Adopting Fees and Charges For Fiscal Year 2017. (Joe Newlin, Finance Director)



Report and Ordinance

7. An Ordinance Amending Ordinance No. 3335 And Declaring It An Emergency. Supplemental Budget Ordinance Number 10 To Make Supplemental Appropriations For Fiscal Year 2016. (Joe Newlin, Finance Director)



Report and Ordinance

8. 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, 2017 Through December 31, 2017. (Candi Turpin, Human Resources Director)



Report and Ordinance

B. Second Reading.

1. An Ordinance Accepting The Annexation Petition From Douglas R. Elliott, Jr. For 0.458 Acres Of Land In The Township Of Oxford, Butler County, Ohio, And Accepting Said Territory To Be Annexed. (Doug Elliott, City Manager)



Report and Ordinance

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

1. Remarks from City Council and City Staff.

- B. Future Meetings.

WED - Nov 2 Historic and Architectural Preservation Commission Meeting 6:00 p.m.

WED - Nov 2 Environmental Commission Meeting 7:00 p.m. Municipal Building

FRI - Nov 4 Student Community Relations Commission Meeting 2:30 p.m. LCNB

TUES - Nov 8 Planning Commission Meeting 7:30 p.m.

THUR - Nov 10 Charter Advisory Meeting 3:00 p.m. City Manager's Office

TUES - Nov 15 Records Commission Meeting 5:00 p.m. City Manager's Office

TUES - Nov 15 City Council Meeting 7:30 p.m.

WED - Nov 16 Board of Zoning Appeals Meeting 7:30 p.m.

THUR -Nov 17 Recreation Board Meeting 4:00 p.m. Senior Center

FRI - Nov 18 Student Community Relations Commission Meeting 2:30 p.m. LCNB

MON - Nov 21 Housing Advisory Commission Meeting 7:00 p.m. Municipal Building

THUR -Nov 24 Holiday - City Offices Closed

FRI - Nov 25 Holiday - City Offices Closed

WED - Nov 30 Civil Service Commission Meeting 5:30 p.m. Municipal Building

8. Adjourn.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/1/2016

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/19/2016
Date Prepared

Agenda Title: 2017 ANNUAL TRANSFER ORDINANCE

Recommendation: Approve

Discussion:

Description of Budgeted Transfers for the 2017 Budget

Transfer from GENERAL FUND 110	
Transfer to STREET FUND 122	544,613.00
Annual General Fund Financial Support (quarterly)	
Transfer from GENERAL FUND 110	
Transfer to CAPITAL IMPROVEMENT FUND 141	385,000.00
Annual General Fund Financial Support (quarterly)	
Transfer from GENERAL FUND 110	
Transfer to PARKS IMPROVEMENT BOND DEBT SERVICE FUND 152	307,075.00
Annual General Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from GENERAL FUND 110	
Transfer to CAPITAL EQUIPMENT FUND 140	290,195.00
Annual General Fund Financial Support (quarterly)	
Transfer from GENERAL FUND 110	
Transfer to STORM WATER FUND 351	40,000.00
General Fund Financial Support (1 st quarter)	
Transfer from GENERAL FUND 110	
Transfer to SPECIAL ASSESSMENT FUND 417	30,000.00

General Fund Financial Support (1st quarter)

Transfer from GENERAL FUND 110	
Transfer to FIRE/EMS FUND 418	18,150.00

Annual General Fund Financial Support (quarterly)

Transfer from PARKING FUND 130	
Transfer to CAPITAL IMPROVEMENT FUND 141	110,000.00

Annual Parking Fund Loan Repayment (quarterly)

Transfer from PARKING FUND 130	
Transfer to PARKING IMPROVEMENT FUND 142	32,000.00

Annual Parking Fund Financial Support (1st quarter)

Transfer from PARKING FUND 130	
Transfer to GENERAL FUND 110	29,711.00

Annual Parking Fund Payment for Service department support (quarterly)

Transfer from PARKING FUND 130	
Transfer to STREET FUND 122	25,280.00

Annual Parking Fund Financial Support for work performed (quarterly)

Transfer from WATER FUND 321	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	518,043.00

Annual Water Fund Financial Support (1st quarter)

Transfer from WATER FUND 321	
Transfer to WATER CAPITAL EQUIPMENT FUND 320	125,478.00

Annual Water Fund Financial Support (quarterly)

Transfer from WATER FUND 321	
Transfer to GENERAL FUND 110	42,095.00

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

Transfer from WATER CAPACITY BENEFIT SE FUND 383	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	100,000.00

Water CBF – SW Fund Financial Support – Radio Meter Project (1st quarter)

Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL IMPROVEMENT FUND 332	200,000.00

Annual Wastewater Fund Financial Support (1st quarter)

Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL EQUIPMENT FUND 330	170,000.00

Annual Wastewater Fund Financial Support (quarterly)

Transfer from WASTEWATER FUND 331

Transfer to GENERAL FUND 110

42,095.00

Annual Wastewater Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)

Transfer from WASTEWATER CAPACITY BENEFIT SE FUND 393

Transfer to WATER CAPITAL IMPROVEMENT FUND 322

100,000.00

Wastewater CBF – SW Fund Financial Support – Radio Meter Project (1st quarter)

Transfer from REFUSE FUND 341

Transfer to GENERAL FUND 110

32,095.00

Annual Refuse Fund Financial Support – Muni-Building Expenses (quarterly)

Transfer from HOTEL TAX FUND 120

Transfer to GENERAL FUND 110

13,800.00

Annual Hotel Tax Fund Financial Support (monthly)

Approved By:

Department Head:

City Manager:

Initial Date

DRS 10/19/16
DRS 10/27/16

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED TRANSFERS FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2017.

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, 2017, as follows:

Transfer from:

General Fund 110	544,613.00
General Fund 110	385,000.00
General Fund 110	307,075.00
General Fund 110	290,195.00
General Fund 110	40,000.00
General Fund 110	30,000.00
General Fund 110	18,150.00
Parking Fund 130	110,000.00
Parking Fund 130	32,000.00
Parking Fund 130	29,711.00
Parking Fund 130	25,280.00
Water Fund 321	518,043.00
Water Fund 321	125,478.00
Water Fund 321	42,095.00
Water Capacity Benefit – SE Quadrant Fund 383	100,000.00
Wastewater Fund 331	200,000.00
Wastewater Fund 331	170,000.00
Wastewater Fund 331	42,095.00
Wastewater Capacity Benefit – SE Quadrant Fund 393	100,000.00
Refuse Fund 341	32,095.00
Hotel Tax Fund 120	13,800.00

Transfer to:

Street Fund 122	544,613.00
Capital Improvement Fund 141	385,000.00
Parks Improvements Bond Debt Service Fund 152	307,075.00
Capital Equipment Fund 140	290,195.00
Storm Water Fund 351	40,000.00
Special Assessment Fund 417	30,000.00
Fire/EMS Fund 418	18,150.00
Capital Improvement Fund 141	110,000.00
Parking Improvement Fund 142	32,000.00
General Fund 110	29,711.00
Street Fund 122	25,280.00
Water Capital Improvement Fund 322	518,043.00
Water Capital Equipment Fund 320	125,478.00

General Fund 110	42,095.00
Water Capital Improvement Fund 322	100,000.00
Wastewater Improvement Fund 332	200,000.00
Wastewater Capital Equipment Fund 330	170,000.00
General Fund 110	42,095.00
Water Capital Improvement Fund 322	100,000.00
General Fund 110	32,095.00
General Fund 110	13,800.00

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

MAYOR

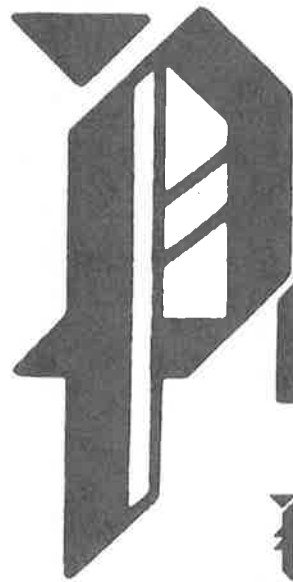
ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: STAFF



Office of the Mayor

Proclamation

Whereas:

Empty Bowls is an international grassroots hunger relief effort that is now held in 20 countries and has raised millions of dollars worldwide toward hunger relief; and

WHEREAS, more than \$68,000 has been raised locally in support of the Family Resource Center's and the Oxford Community Choice Pantry's efforts to combat hunger locally since Oxford Empty Bowls was started in 2002; and

WHEREAS, too many of our Oxford-area friends and neighbors are in need, with one-third of the children in the Talawanda School District receiving free or reduced-price meals, and the Oxford Community Choice Pantry serving 578 households, or 1,858 individuals (602 children, 316 aged 18-25, 749 aged 26-59, 162 aged 60-75, 29 aged 76 and older) who visited an average of 7.51 times during the year, in 2015; and

WHEREAS, donated items alone cannot fill all of the Oxford Community Choice Pantry's needs, and Oxford Empty Bowls provides unrestricted funds that help their dedicated staff, board and volunteers fill in the gaps and cover operating expenses; and

WHEREAS, the character of the Oxford community is dependent on each of us; we must make it kind, inclusive and caring, and build community by engaging people from all aspects of the Oxford and Miami University communities; and

WHEREAS, service learning, and the blending of art and service, are integral components of Oxford Empty Bowls, engaging youth through college-aged students in creative and meaningful ways to give collaboratively to their local community through addressing real issues; and

WHEREAS, Oxford's 14th almost-annual Empty Bowls benefit soup luncheon will be held Saturday, November 12, 11 a.m. to 2 p.m. at the Oxford Community Arts Center, and all luncheon guests will keep their bowls as reminders that there are always empty bowls in the world.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio, do hereby proclaim November 12, 2016:

'OXFORD EMPTY BOWLS DAY'



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, 2016.

KATE ROUSMANIERE, MAYOR

NOTICE TO LEGISLATIVE
AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

8113166		TRFO		SHRI MAHADEVI INC DBA RED OX 95 E CHESTNUT ST OXFORD OHIO 45056
PERMIT NUMBER				
06	01	2016		
ISSUE DATE				
10	12	2016		
FILING DATE				
C1 C2				
PERMIT CLASSES				
09	088	A	F17221	
TAX DISTRICT		RECEIPT NO.		

FROM 10/14/2016

7241550				RED OX LIQUOR GROUP INC DBA RED OX 95 E CHESTNUT ST OXFORD OHIO 45056
PERMIT NUMBER				
06	01	2016		
ISSUE DATE				
10	12	2016		
FILING DATE				
C1 C2				
PERMIT CLASSES				
09	088			
TAX DISTRICT		RECEIPT NO.		



MAILED 10/14/2016

RESPONSES MUST BE POSTMARKED NO LATER THAN. 11/14/2016

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES

A TRFO 8113166

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.

WE DO NOT REQUEST A HEARING. ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

**CLERK OF OXFORD CITY COUNCIL
101 E HIGH ST
OXFORD OHIO 45056**

PERMIT NUMBER (CORPORATION) 8113166
SHRI MAHADEVI INC
DBA RED OX
95 E CHESTNUT ST
OXFORD OHIO 45056

F.T.I. NUMBER 81-3590354
STATUS (ACTIVE OR INACTIVE) ACTIVE
SHARES OUTSTANDING 750.00
ACTIVE DATE 10/12/16
INACTIVE DATE
EXCEPTION CODE TEXT
STOCK TRANSFER CODE TEXT AND DATE
VANI S VUKANTI

750.00 10/12/16 ACTIVE CEO

A regular meeting of the Oxford City Council was called to order by Mayor Kate Rousmaniere on Tuesday, October 18, 2016 at 7:30 p.m. Those members present were Bob Blackburn, Steve Dana, Glenn Ellerbe, Kevin McKeehan, Mike Smith and Edna Southard.

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

PLEDGE OF ALLEGIANCE

Mayor Rousmaniere requested the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Dana moved to approve the agenda. Ms. Southard seconded. The motion passed 7-0-0.

PUBLIC PARTICIPATION

PROCLAMATION **'OXFORD CAROLINE SCOTT** **CHAPTER DAR'**

Mayor Rousmaniere read the Proclamation and presented it to DAR members, Elaine Ortman, Alexis Wiseman, Rachel Mehl, Lois Cocanougher and Trish Otto.

Ms. Elaine Ortman thanked Council for the Proclamation and noted she would hope Council would join them throughout the year in preserving education, patriotism and our country. Ms. Ortman advised they had 65 members in their chapter and the group meets the 2nd Monday of each month and the society is open to any woman 18 years and older who can prove their lineage back to a valid patriot of the American Revolutionary War. Mayor Rousmaniere noted there would be a luncheon on Saturday and advised Ms. Southard would be in attendance and the member advised the luncheon would be at 11:30 a.m. on Saturday at the Knolls of Oxford with 62 members present to celebrate their 100th celebration.

PUBLIC COMMENTS

Jackson Gray, 519 South College Avenue advised he is the founder of "Race the River 2017". Mr. Gray advised "Race the River" is a project that was started a year ago in Oxford and noted it is a multi-faceted project with very large goals. Mr. Gray noted they plan to be the youngest men in history to canoe the entire Ohio River, all 981 miles, in May 2017 while raising money for suicide awareness. Mr. Gray stated suicide prevention became a personal issue for him after he lost his best friend to suicide during his freshman year of college and noted he always wanted to do something about his friend's loss. Mr. Gray advised about a year later he came up with "Race the River 2017" while talking about a canoe trip and noted that is when he came up with the idea to canoe the Ohio River culminated with the desire to do something about suicide. Mr.

Gray advised within the past year they have started a national campaign through the American Foundation of Suicide Prevention (AFSP) and put together a team of six (6) motivated individuals from all different backgrounds to help with issues such as networking, social media, marketing, business models and more. Mr. Gray also advised the team has been involved with the mental health community in Oxford as well as Miami's campus and have held speaking events with the President of the University as well as the Lieutenant Governor of Ohio. Mr. Gray noted they have also held AFSP sponsored events to increase their presence in the Oxford community and support survivors of suicide and families who have lost loved ones to suicide. Mr. Gray stated he would like to partner with local Oxford businesses, organizations and individuals to help build their presence in the Oxford community as well as generate revenue, as they are looking for help in the form of partnerships and donations. Mr. Gray noted they would like to promote businesses on their social media outlets in exchange for sponsorships or donations and advised their first goal is to raise \$7000. Mr. Gray stated their second goal is to start the conversation about suicide and mental health, which is not an easy conversation to have, but is a vital one that could save a life. Mr. Gray noted by talking about these issues they could alleviate the stigma associated with mental health and help end the feelings of isolation that people struggling with this disorder feel. Mr. Gray advised with the communities help, they could not only benefit the people of Oxford but people across the nation. Mr. Gray stated by partnering with "Race the River" they will be changing lives for the better one paddle stroke, one dollar, and one conversation at a time.

Mayor Rousmaniere inquired how many miles they would be canoeing and Mr. Gray advised the trip would be 981 miles that begins in Pittsburg, PA and ends in Cairo, Illinois and will take approximately 40 plus days with two people. Mayor Rousmaniere suggested talking to the Chamber of Commerce and Mr. Blackburn suggested talking to the three (3) service clubs, Lions, Rotary and Kiwanis. Mr. McKeenan asked if they had an online presence and Mr. Gray advised they have a Facebook page named "Racetheriver2017".

Mayor Rousmaniere thanked Mr. Gray for his presentation.

Jessica Greene, Oxford Visitor's Bureau Director noted she wanted to say "thank you" and advised this is the first Council meeting after the OKI formal board announcement regarding the grant award for the Oxford Area Trails Phase II which will go from SR 73 over to SR 27. Ms. Greene thanked Council for their support and willingness to partner on this initiative for the City of Oxford and their partners. Ms. Greene stated this was one of her most proud moments in her career - getting to work for the City on something she really believes in and helping moving this initiative forward. Ms. Greene noted it takes a huge partnership to make this initiative work and thanked the City Manager and his staff, particularly Jung-Han Chen, Sam Perry, Mike Dreisbach and Alan Kyger. Ms. Greene also thanked Metro Parks of Butler County and Miami University who have offered matches and support and advised it is going to take a lot of work to make the trail system a reality. Ms. Greene expressed her opinion that she firmly believes it will be an excellent amenity and will be an economic driver to attract both residents and visitors to the community.

Mayor Rousmaniere inquired how much the City received for the OKI grant and Ms. Greene advised \$750,000 with a match of \$450,000 totaling 1.2 million dollars for the next section of the trail. Mayor Rousmaniere noted this amount is in addition to the \$500,000 grant received by the Clean Ohio Grant.

CONSENT AGENDA

MINUTES

Minutes of the October 4, 2016 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

Minutes of the October 6, 2016 City Council Work Session. (Mary Ann Eaton, Clerk of Council)

REPORTS

Report regarding the October 5, 2016 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

RESOLUTIONS

RESOLUTION **RETAIN PROPERTY**

A Resolution authorizing the Oxford Division of Police to retain for use by the municipality certain unclaimed property in its possession. (John Jones, Police Chief)

RESOLUTION **DONATE PROPERTY**

A Resolution declaring unclaimed cell phones and iPods not needed for any municipal purpose as surplus property and authorizing their donation to Smart Phone Recycling. (John Jones, Police Chief)

RESOLUTION **AUCTION PROPERTY**

A Resolution declaring certain City property no longer needed for municipal purposes as surplus and authorizing its advertisement and sale to the highest bidder at public auction or internet auction. (John Jones, Police Chief)

Mr. Dana moved to approve the consent agenda. Mr. Ellerbe seconded. The motion passed 7-0-0.

RESOLUTIONS

RESOLUTION **SALE OF PROPERTY**

A Resolution by Oxford City Council authorizing the City Manager to advertise and receive bids for the sale of property located at 4194 Millville Oxford Road; Oxford, Ohio pursuant to Ohio Revised Code Section 721.03. (Mike Dreisbach, Service Director)

Mr. Dana moved to amend the address in the title of Resolution No. 5020 and Section 1 to read 4134 and to strike 4194. Mr. Ellerbe seconded. The motion passed 7-0-0.

Mr. Dreisbach referred to his staff report in the agenda and advised this property was acquired during the right of way acquisition for the US27 South improvements. Mr. Dreisbach advised the City has no use for this property and is recommending the sale of the property by sealed bid for a minimum bid of \$70,000 noting if the City received an acceptable bid the sale would be finalized by a separate Ordinance by the highest bid received.

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

Mayor Rousmaniere inquired if someone wanted to buy the property would they contact the City Manager and Mr. Dreisbach advised the City would be advertising for sealed bids and the procedures will be clear in the advertisement as to where the bids should be delivered and the deadlines for submittal. Mr. Dreisbach also advised the City will be sending notices to all the realty firms in the area and a sign will be placed in front of the property notifying the public that the property will be available by bid.

Mr. Dana moved to adopt Resolution No. 5020. Mr. McKeehan seconded. The motion passed 7-0-0.

RESOLUTION **2017 CDBG**

A Resolution authorizing the City Manager to submit eligible projects to the Butler County Board of Commissioners for the 2017 Community Development Block Grant Program (CDBG) Year application. (Mike Dreisbach, Service Director)

Mr. Dreisbach referred to his staff report in the agenda and advised the City would be receiving approximately \$113,264 in 2017 from the Community Development Block Grant Program. Mr. Dreisbach noted \$16,989 will be used for staff administrative expenses and the remaining \$96,275 would be used to continue the practice of installing ADA handicap ramps and sidewalk improvements in advance of the City's street resurfacing program. Mr. Dreisbach advised the City has been using CDBG funds for ADA ramps for several years and noted the grant is 100% federal money and local funds do not need to be used for these improvements.

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

Ms. Rousmaniere inquired how far along the City was in completing ADA ramp improvements around the City and Mr. Dreisbach advised there was a long way to go noting the City has been doing this for several years and have invested close to a million dollars over the past few years and are less than fifty percent complete.

Mr. Dana inquired if the \$16,989 for administrative costs was comparable and in line with previous years and Mr. Dreisbach advised yes.

Ms. Southard inquired if the City has received these types of grants before and Mr. Dreisbach advised yes, noting the City has been using CDBG funds for handicap ramp improvements for approximately the last eight or nine years.

Mr. Dana moved to adopt Resolution No. 5021. Mr. McKeehan seconded. The motion passed 7-0-0.

RESOLUTION
AGREEMENT WITH TALAWANDA SCHOOL DISTRICT

A Resolution authorizing the City Manager to enter into an agreement with the Talawanda School District to construct a temporary parking lot at Kramer Elementary School. (Jung-Han Chen, Community Development Director)

Mr. Chen advised this is a temporary parking lot request from the Talawanda School District and noted the new elementary school has been constructed and a temporary parking lot will be needed during the demolition of the old elementary school and existing parking lot. Mr. Chen advised the temporary parking lot is designed to accommodate 28 parking spaces and will be removed by July 31, 2017. Mr. Chen referred to a Power Point overhead showing the approximate location of the temporary parking lot in relation to the new and existing building. Mr. Chen noted Talawanda Treasurer, Mike Davis was in attendance to answer any questions.

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

Mr. Davis advised Phase I of the construction project, which is the new building, would be wrapping up by December 9th noting they would start relocating their existing students out of the old building into the new building and start Phase II. Mr. Davis noted in order for Phase II to begin they will need to demolish the old building and stated in order to maintain the operation of the new building the Talawanda School District is requesting the approval of the temporary parking lot.

Ms. Southard moved to adopt Resolution No. 5022. Mr. Dana seconded. The motion passed 7-0-0.

ORDINANCE
FIRST READING

ORDINANCE
ANNEXATION

An Ordinance Accepting The Annexation Petition From Douglas R. Elliott, Jr. For 0.458 Acres Of Land In The Township Of Oxford, Butler County, Ohio, And Accepting Said Territory To Be Annexed. (Doug Elliott, City Manager)

Mr. Elliott referred to his staff report in the agenda and advised this is the final step in the annexation of the Century 21 property located at 3996 Millville Oxford Road. Mr. Elliott reminded Council the City acquired right of way from this property for the US27 South improvements and noted as part of the settlement agreement the owners would agree to annex into the City.

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

Mr. Dana referred to Section 5 of the Ordinance and noted it stated in part, “in which the petition prayed for the annexation to the City of Oxford, Ohio” and inquired if the word “prayed” was legal language or historyonics and Mr. McHugh advised it was legal language.

ORDINANCES
SECOND READING

ORDINANCE
ASSESSMENTS

An Ordinance Levying Upon The Lots And Lands Enumerated In The List Of Estimated Assessments (Exhibit A) The Amounts Set Forth On Such List And Setting Forth Terms For Payment Of Assessments. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised there have been no written objections to the assessments and has no further information to add from the first reading.

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

Mr. Dana moved to adopt Ordinance No. 3373. Mr. McKeehan seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Dana, Mr. Ellerbe, Mr. McKeehan, Mr. Smith, Ms. Southard, Mr. Blackburn,
Mayor Rousmaniere (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
NEW CHAPTER 1157

An Ordinance Repealing Oxford Codified Ordinance Chapter 1157 Entitled “Wireless and Cellular Telecommunication Facilities”, And Adopting New Oxford Codified Ordinance Chapter 1157 Entitled “Wireless, Cellular And Small Cell Telecommunication Facilities. (Jung-Han Chen, Community Development Director)

Mr. Chen advised he had nothing new to add since the first reading of the proposed Ordinance.

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

Ms. Southard referred to page 80 of the agenda regarding a comment by Mr. Kyger regarding whether it was a conditional use or permitted use and what he meant by that comment and if it made sense to change it to permitted use. Mr. Chen advised it is a permitted use as long as they are located in the right of way and noted if they wanted to be located somewhere other than the right of way they would need a conditional use permit. Mr. Dana inquired why the location in the right of way is preferred and Mr. Chen advised the height is similar to the light poles and the

City has more governing authority in the right of way including the ability to negotiate with the provider for better service.

Ms. Southard moved to adopt Ordinance No. 3374. Mr. McKeehan seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Ellerbe, Mr. McKeehan, Mr. Smith, Ms. Southard, Mr. Blackburn, Mr. Dana, Mayor Rousmaniere (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
NEW SECTION 1305.01

An Ordinance Repealing Oxford Property Maintenance Code Section 1305.01 Entitled “Adoption” And Adopting New Oxford Property Maintenance Code Section 1305.01 Entitled “Adoption Of International Property Maintenance Code.” (Jung-Han Chen, Community Development Director)

Mr. Chen advised he had nothing new to add since the first reading of the proposed Ordinance.

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

Mr. Dana moved to adopt Ordinance No. 3375. Mr. Ellerbe seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. McKeehan, Mr. Smith, Ms. Southard, Mr. Blackburn, Mr. Dana, Mr. Ellerbe, Mayor Rousmaniere (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
NEW SECTION 1305.02

An Ordinance Repealing Oxford Property Maintenance Code Section 1305.02 Entitled “Additions, Insertions And Changes,” And Adopting New Oxford Property Maintenance Code Section 1305.02 Entitled “Additions, Deletions, And Revisions To The International Property

Maintenance Code” To Modify Oxford’s Property Maintenance Code And To Create A Process By Which A Search Warrant May Be Obtained To Inspect Rental Properties. (Jung-Han Chen, Community Development Director)

Mr. Chen advised he had nothing new to add since the first reading of the proposed Ordinance.

Mr. Dana inquired if there are instances in other municipalities in which an administrative warrant has been applied and with what results. Mr. Chen advised he has not seen any in his research and expressed his opinion that this is the best solution in which he, the City Manager and Law Director came up with and noted it is less burdensome and a lesser threshold than going through the normal warrant process.

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

Ms. Southard noted this Ordinance represents a lot of work on the part of City staff and expressed her feelings this is a very good thing to be moving forward on.

Mr. Dana moved to adopt Ordinance No. 3376. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Smith, Ms. Southard, Mr. Blackburn, Mr. Dana, Mr. Ellerbe, Mr. McKeehan, Mayor Rousmaniere (7)

NAY: None (0)

ABS: None (0)

ORDINANCE **SUPPLEMENTAL BUDGET**

An Ordinance Amending Ordinance No. 3335. Supplemental Budget Ordinance Number 9 To Make Supplemental Appropriations For Fiscal Year 2016. (Joe Newlin, Finance Director)

Mr. Newlin provided a summary of the three (3) issues as noted in his staff report in the agenda.

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

Mr. Ellerbe moved to adopt Ordinance No. 3377. Mr. Dana seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Southard, Mr. Blackburn, Mr. Dana, Mr. Ellerbe, Mr. McKeehan, Mr. Smith, Mayor Rousmaniere (7)

NAY: None (0)

ABS: None (0)

ANNOUNCEMENTS

1. Discussion – Housing Study.

Mr. Dana provided a background for this discussion noting at every meeting of the public in which Oxford's needs are raised, affordable housing rises to the top or very near the top. Mr. Dana noted leading professionals, like real estate agents and bankers, who deal with housing

agree that a study of housing needs in greater Oxford is warranted. Mr. Dana advised at a recent Council meeting that City Council heard from one of the best professionals in the Oxford area speak to this point noting Coe Potter presented a case for a housing study. Mr. Dana stated one of Mr. Potter's major points is that housing needs at every level should be explored and by doing so the term "affordable" will be unpacked and we could see the extent for the need of housing at various income levels. Mr. Dana noted the overall point of the study is to go beyond opinion to see where the data leads us and is worthy of Council's consideration. Mayor Rousmaniere noted many people have been talking about the need for a housing study in the Oxford community for some time and advised Mr. Dana found out that there was a fund in the Housing Advisory Commission (HAC) that could cover some of the cost of the study. Mayor Rousmaniere also noted that the cost of the study or when it would be done is unknown at this time and stated this is more to see where Council may identify some funds for such a study.

Mr. Dana advised Mr. Chen made a presentation to the HAC regarding a housing study which is in conformity with the mission of the HAC. Mr. Chen stated he believed Mr. Dana was referring the Housing Trust Fund and advised the Housing Trust Fund does not include an affordable housing study. Mr. Chen also advised the HAC believes that the Housing Trust Fund could be amended to use the funds for an affordable housing study and noted the HAC will be meeting next Monday and could have it approved and forwarded to Council to amend the eligible activity of using the Housing Trust Fund. Mayor Rousmaniere inquired how much was in the Housing Trust Fund and where the money came from and Mr. Chen advised the fund has a balance of approximately \$5,600 and noted Council allocated \$10,000 about six or seven years ago.

Ms. Southard inquired who would do the study and Mr. Chen advised nothing has been discussed at this time. Mayor Rousmaniere noted the reason for the discussion tonight was to give direction to the HAC that Council, if they wanted to, would approve of using the Housing Trust Fund for a housing study when it is needed. Mr. Ellerbe noted he was on the HAC and inquired what criteria should we look for if we go after a housing study noting there should be some requirements or some indicators that whoever does the study can give us some findings that we are actually asking for. Mr. Dana asked Mr. Chen if a Request for Proposal (RFP) is made there would be an explicit request and criteria to give us boundaries which can be presented to Council before any money is spent. Mr. Chen advised staff would come up with a scope of the study for the RFP and noted Council would approve the contract with the consultant. Mr. Elliott advised as the City Manager he has the authority to sign contracts up to \$20,000 and noted he believes this study would be in that realm. Mr. Elliott also noted because this study is being driven by City Council he would bring a Resolution to Council for a vote before signing a contract.

Mr. Blackburn advised in Arlington County, Virginia they are trying to make senior friendly improvements for homeowners and noted they have authorized or allowed for "granny flats" and suggested Council look into that as an alternative housing option that someone could build on their property for their parents.

Mayor Rousmaniere moved to signal to the Housing Advisory Commission that City Council approves the idea of being able to draw from the Housing Trust Fund to go towards a housing study when it is necessary. Mr. Dana seconded. The motion passed, 7-0-0.

2. Remarks from City Council and City Staff.

Mr. Elliott advised he held a second meeting with the Oxford Township Trustees to discuss a new Fire and EMS contract noting they have reached a tentative agreement. Mr. Elliott advised he would be working up a contract for the Township to review and noted he planned on bringing the contract to Council on November 1st for approval.

Mr. Elliott shared a news release from the Government Finance Officers Association in the United States and Canada and noted the City will be receiving a "Certificate of Achievement" for excellence in financial reporting. Mr. Elliott advised the achievement is for the Comprehensive Annual Financial Report (CAFR) and noted this certificate achievement is the highest form of recognition in the area of governmental accounting and financial reporting and its attainment represents a significant accomplishment by government and its management. Mr. Elliott thanked Mr. Newlin and his staff for accomplishing this achievement and advised this is the 32nd year the City has reported a CAFR and noted it is available on the City's website.

Mr. Elliott advised the Police Community Relations and Review Commission (PCRRC) held its community meeting on Tuesday, October 11th at the Oxford Lane Library noting the Community Meeting is required by the Ordinance which City Council adopted in December of 2015 establishing the Commission. Mr. Elliott noted there were seven (7) Commission members in attendance including several Council members and City staff and approximately ten (10) members of the general public. Mr. Elliott advised the agenda for the meeting included an introduction of the Commission members, the history of the PCRRC, as well as a summary of the enabling Ordinance and review of past meetings and future meetings. Mr. Elliott expressed his feelings that it was a good meeting and noted this Commission will serve to increase public understanding of the nature of police work and further improve the good relationship and image of the Oxford Police Division within the community. Mr. Elliott also noted it provides a forum where the public can share their concerns regarding police accountability and community trust within our Oxford Police Division as well as furthering the City's goals and efforts of community policing demonstrating that the City of Oxford is proactive rather than reactive.

Mr. Elliott advised himself, Mayor Rousmaniere, Mr. Blackburn, Mr. Dana and Jessica Greene met with Congressman Warren Davidson last Wednesday evening.

Acting Police Chief, Lieutenant Robinson advised on Friday, October 21st Public Safety Communications Officer, Patty DeMarco will be retiring after 35 years of service and noted the Police Department would be hosting an open house in celebration of Ms. DeMarco's retirement at LaRosa's on Friday, October 21st from 5 p.m. to 7 p.m. Lieutenant Robinson advised the Police Chief asked him to extend the invitation to the open house to City Council as well as the Oxford Community.

Mr. McKeehan extended his congratulations and thanks to Mr. Newlin and his staff for their good work. Mr. McKeehan also congratulated and thanked Acting Police Chief, Lieutenant Robinson and the Oxford Police Department for the quick arrest of one of the shooting suspects and expressed his hope the second suspect would be arrested soon in regard to the sad shooting which took place a couple of weeks ago.

Mr. McKeehan reminded Council and the public that the Lions Club will be hosting their 69th annual Halloween Parade on Thursday, October 27th and advised in conjunction with the parade, the Oxford Parks and Recreation Department will also be sponsoring events uptown. Mr. McKeehan also advised the Uptown businesses will have trick or treating that evening noting all the events will happen between 5 p.m. to 8 p.m. Mayor Rousmaniere inquired when the parade will start and Mr. McKeehan advised 7 p.m. and Mr. Blackburn noted the lineup for the parade begins at 6:30 p.m. in front of the former Princess Theater on North Beech Street.

Mr. Dana referred to Mr. Kyger's weekly report regarding the updated projected financial calculations that a business improvement district would generate. Mr. Dana inquired how much revenue would it generate and also inquired if his research indicated that a business improvement district was likely to emerge. Mr. Kyger advised it would emerge if there is a group that wants to form a business improvement district and the amount of revenue it would collect would be based on what it self imposes, noting in his research Hamilton uses \$10 a linear foot and is calculated by taking the width of a property times that amount. Mr. Kyger also advised it would depend on if the City would participate or not, noting the City could exempt its land which a big factor due to the City being the largest, single owner of square footage in the Uptown district. Mr. Kyger noted a business improvement district could possibly bring in forty to fifty thousand dollars a year depending on how big you wanted to make it. Mr. Dana inquired if there has been any indication from the businesses that they wanted to move in that direction. Mr. Kyger advised he has broached this topic with several different organizations and none have said they wanted to take it on. Mayor Rousmaniere advised there are a lot of cities that have business improvement districts and expressed her feelings that they are really great.

Mr. Dana advised the League of Woman Voters of Oxford's "Voters Information Guide" is available with very detailed answers to very specific questions to help voters determine how they will vote. Mr. Dana noted Election Day is November 8th.

Mr. Smith advised on Sunday, October 9th he had the pleasure of giving opening remarks at the 1st Annual Association for Suicide Prevention 5K Walk and noted there was a really good turnout and hoped this is the first of many Town-Gown events.

Ms. Southard advised the annual Council and Staff Retreat would be held on Thursday which is an opportunity to work together on strategic planning noting it is a wonderful event to share ideas and have an opportunity to think about where we are going and what we are doing.

Ms. Southard advised the Recreation Board will be meeting in November to continue talking about plans for the aquatic center.

Ms. Southard congratulated Parks and Recreation Director, Mr. Casey Wooddell and his family on the arrival of their third baby boy born on October 7th.

Mr. Blackburn advised the Talawanda Band would be participating in the Lion's Club Halloween Parade, the lion will be on the fire truck and the kids will be all happy noting free pizzas will be given away to the winners. Mr. Blackburn expressed his feelings the parade has been a good event for Oxford and the Lions Club.

Mayor Rousmaniere advised there will be a drug prevention forum on Monday, October 24th at the Talawanda High School from 7 p.m. to 8:30 p.m. Mayor Rousmaniere noted the State of Ohio had the second largest number of opioid related deaths nationwide and noted there has been a significant increase in opioid heroine and prescription drug abuse in Butler County. Mayor Rousmaniere advised this has not significantly affected the Talawanda School District but they are trying to get ahead of it and that is why they are holding this forum on drug prevention.

ADJOURN

Mr. Dana moved to adjourn at 8:28 p.m. Mr. Smith seconded. The motion passed 7-0-0.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: November 1, 2016

Sam Perry
Prepared By

Account Code No. #:

October 26, 2016
Date Prepared

Budgeted Amount:

Agenda Title:	Board of Zoning Appeals Meeting Report – October 19, 2016
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Adjudication Hearing

BZA-2016-09, 311-311-1/2 W. Church Street, Variance to Section 1143.05(c)(2)B, Minimum Rear Yard Setback and Section 1143.05(c)(4)A1 Total Lot Coverage, Terry Dudley, Applicant

In 2013, Mr. Dudley was approved for three variances at 311-311-1/2 W. Church Street: rear yard setback, building coverage and lot coverage. The approved variance brought the building/site into closer conformity with the zoning code. In 2016, during final building and zoning inspections, it was discovered to have an unapproved deck addition located 4 feet from the property line. Staff directed Mr. Dudley to apply for a zoning variance for rear yard setback and lot coverage. After discussion, the BZA approved 1143.05(c)(4)A.1 Total Lot Coverage and denied 1143.05(c)(2)B Minimum Rear Yard Setback, both by votes of 5-0-0. A condition was placed on the Total Lot Coverage variance stating, that, a maximum of 250 square foot of additional lot coverage at the rear of the house for a ground level patio of 192 feet and an additional 58 feet for the very specific purpose of sidewalk and steps.

The next regular BZA meeting is Wednesday, November 16, 2016 at 7:30 p.m.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial	Date
JHC	10/26/16
DRE	10/27/16

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: November 1, 2016

Account Code No. #:

Jung-Han Chen
Prepared By

Budgeted Amount:

October 18 2016
Date Prepared

Agenda Title: <u>Planning Commission Meeting Report –October 11, 2016</u>

Work Session

The Planning Commission met with Ms. Wendy Moeller, Compass Point, consultant, to continue discussion regarding non-conforming issues.

Zoning Items

PC-2016-18, Conditional Use, 200 & 208 E. High Street, Beta Theta Pi House, to allow for a renovation and addition to an existing structure, Renouveau Design, Inc., Applicant, Agent

The applicant is seeking a recommendation for approval of a conditional use for an existing fraternity located at 200 and 208 East High Street. The site location is at the intersection of Campus Avenue and High Street. The intersection acts as a gateway between the City and the University. Although the use is not changing, the proposed building addition and site modifications require the conditional use approval prior to the issuance of building permits.

The proposed redevelopment will utilize an existing fraternity and historic site conditions to modernize the facility for improved usage. The proposal represents a significant effort to preserve the historic architecture and institutional legacy. The proposed Campus Avenue loading zone and any increased traffic from building residents were the only two noticeable impacts to the general public. All other additional details are typically handled administratively during the building plan/site review.

Overall, the Planning Commission was pleased to learn that the architect was very thoughtful in making sure the addition would not distract from the character of the intersection. However, the Planning Commission had a lengthy discussion on the proposal, particularly with the following issues: open space, off-street parking, existing outdoor activity area, the alley access for parking and the fraternity in general. The Commission also had a lengthy dialogue with the project architect and attempted to find solutions on those issues.

After the public hearing, the Commission voted 6-1-0 to recommend approval of the Conditional Use Permit Application, subject to the following conditions:

1. Consolidation of lots prior to building permit issuance.
2. Review and approval of a right of way permit for Campus Avenue loading zone.
3. Evaluation of mature trees on-site for potential preservation.
4. No roof areas are to be used as outdoor activity areas.
5. Provide screening along the eastern side of the parking lot.

Concept Review, Walmart, 5720 College Corner Pike, to allow for an online grocery pickup/driveup

Staff shared that this request may be considered an Accessory Use, not as a Conditional Use and may be withdrawn. The Planning Commission inquired about signage, lighting, and public safety.

Approved by:

Initial

Date

Department Head:

JHC

10/26/16

City Attorney:

/

/

City Manager:

DRE

10/27/16

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: November 1, 2016

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

October 10, 2016

Date Prepared

Agenda Title: Resolution authorizing the City Manager to waive the fees adopted in the Fee Ordinance for the street closures for the Visitors Bureau for the 2017 annual Summer Music Festival.

Recommendation: n/a

Discussion:

Council has approved this request every year since 2005. The fee for each street closure is \$135.00.

Approved By:

Department Head:

Initial Date

City Manager:

DRE

10/27/16

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO WAIVE THE FEES
ADOPTED IN THE FEE ORDINANCE FOR THE STREET CLOSINGS FOR THE
VISITORS BUREAU FOR THE 2017 ANNUAL SUMMER MUSIC FESTIVAL.

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

SECTION 1: The Visitors Bureau hereby requests Council's
consideration of their request for waiver of the street closure
fees for the 2017 Annual Summer Music Festival.

SECTION 2: Council having considered the request
determined that the Summer Music Festival is a benefit to the
entire community and that waiving the fees for the street
closings is in the best interest of the community, hereby
authorizes the City Manager to waive the fees for the street
closings for the 2017 Annual Summer Music Festival.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

RECEIVED

SEP 27 2016

Rev. 2/16



☒ REQUEST FOR PUBLIC PARK PERMIT

☒ REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: Thursdays 6/1/17 through 8/31/17 From: 6 a.m./p.m. To: 10:30 a.m./p.m.

Today's Date: 9/28/16 ☐ Emergency Utility Repair (check box, if applicable)

--- Applicant shall allow a minimum of 3 business days for processing ---

Responsible Adult:
(18 years of age or older)*

Address:

Telephone:

Cellular:

Fax:

Email:

Organization:

Advisor:

Address:

Telephone:

Cellular:

Fax:

Email:

Non-Profit:

* Person in charge - Primary contact

PARK REQUESTED

- ☐ Merry Day Park (adjacent to the Miami Mobile Home Park, Reagh Way Drive)
☐ Leonard Howell Park (Bonham Road)
☐ Oxford Community Park (Fairfield Road) – Contact 523-6314 to confirm date(s)
☒ Memorial Park (E. Park Place & N. Main Street – has pavilion)
☒ Martin Luther King Jr. Park (W. Park Place & N. Main Street – animal sculptures & fountain)
☐ Other: _____

TITLE OF EVENT (be specific and include projected attendance)

Oxford Summer Concert Series

Projected Attendance: 500-1,000 Has this event been held previously? ☒ Yes ☐ No If "YES", when? Annual

Will food, goods, services or merchandise be sold at the event? ☐ Yes ☐ No

If "YES", please see Section 729.05, Sales on Certain Municipal Property Prohibited (attached to last page of application.)

Note: If you or your organization are handing out information on the public sidewalk, no permit is required.

DESCRIPTION OF EVENT

Place a description of the event, along with additional requests, on the appropriate attachment. If request is only for use of a right-of-way, use the attachment labeled City of Oxford / Right-of-Way Request Details.

Applicant's Signature: Jessica Greene

Date: 9/28/16

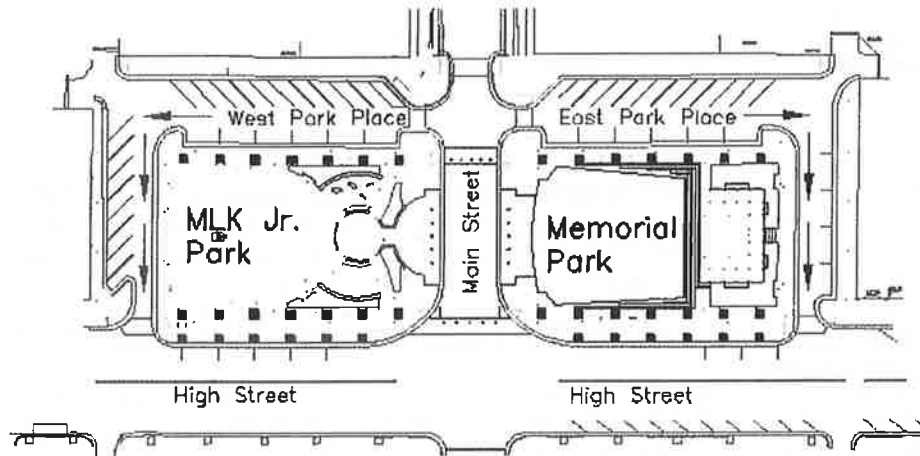
I have read and understand the rules, guidelines and conditions. Furthermore, I understand that acceptance of them is a condition of approval; and, if approval is granted, it is only for the event specified above. I also understand that the request will be reviewed by various City of Oxford officials and additional conditions may be required before final approval is granted. If additional conditions are required, I agree to meet with the appropriate officials and/or the Oxford Community Event Coordinating Committee.

M.U. Use Only

The organization listed above is a registered student organization in good standing with Miami University.

Signature: _____

Date: ____/____/____



OXFORD MEMORIAL PARK & MARTIN LUTHER KING JR. PARK

Instructions for Applicant: Please clearly denote (1) the sections of the parks that you are requesting, (2) parking spots needed and (3) proposed street closures. Place a concise narrative explanation on the following lines. Attach additional pages if necessary.

Requesting use of both parks.

will occasionally need electric at trees

Requesting that businesses may sell items if they choose.

Requesting waiver of fees.

Additional Requests:
(Include details in narrative)

- ☒ Pavilion
- ☒ Extra trash cans*
- ☐ Sound system (with operator)*
- ☒ Stage lighting*
- ☒ Special power requirements (explain in narrative) *@ Trees*
- ☒ Other: *Vendors to sell (potentially)*

Time Details

	Start	End
Setup	<i>6pm</i>	<i>7pm</i>
Event	<i>7pm</i>	<i>9:30pm</i>
Breakdown	<i>9:30pm</i>	<i>10:30pm</i>

*See fee sheet

NOTE: Street closures will be at the discretion of the Oxford Police Department

	Applicant's Initials	Review Date
Police Department		
1		
2		
3		
4		
Fire Department		
1		
2		
3		
4		
Service Department		
1		
2		
3		
4		
Recreation Department (if applicable)		
1		
2		
3		
4		
City Manager		
1		
2		
3		
4		

Pre-Meeting (if applicable): Reviewed with _____ on _____.

Reviewer(s): _____

APPROVAL SECTION (with conditions)

Police Chief: ☒ Approved ☐ Not Approved

Fire Chief: ☐ Approved ☐ Not Approved

Service Director: ☒ Approved ☐ Not Approved

Recreation Director: ☐ Approved ☐ Not Approved

City Manager: ☒ Approved ☐ Not Approved

9/28/16

9/28/16

DRE

City Manager's Signature

Date: _____

Reason(s) event not approved:

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: November 1, 2016

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

October 24, 2016

Date Prepared

Agenda Title: Resolution authorizing the City Manager to enter into a new agreement with Oxford Township, Butler County, Ohio, and authorizing the City of Oxford to provide Fire Protection and Emergency Medical Services to Oxford Township pursuant to the agreement.

Recommendation: Adopt the Resolution.

Discussion:

The current agreement between the City of Oxford and Oxford Township for the City of Oxford to provide Fire Protection and Emergency Medical Services to the Township expires December 31, 2016. The proposed agreement is for three (3) years and will increase the agreement amount paid by the township for operations plus an additional amount to compensate the city for the operation, maintenance, and replacement of emergency vehicles.

Therefore, the new contract amount for operations is \$90,000 per year. The additional amount to compensate for emergency vehicle operation, maintenance, and replacement is \$80,000 per year for the first two years of the agreement. Beginning January 1, 2017 title to the 2003 ambulance and 1992 tanker will be transferred from Oxford Township to the City of Oxford.

Approved By:

Initial Date

Department Head:

City Manager:

DRE 10/27/16

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A NEW AGREEMENT WITH OXFORD TOWNSHIP, BUTLER COUNTY OHIO, AND AUTHORIZING THE CITY OF OXFORD TO PROVIDE FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES TO OXFORD TOWNSHIP PURSUANT TO THE TERMS OF THE AGREEMENT.

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

SECTION 1: The City Manager and the Fire Chief recommend Council authorize the City Manager to enter into a new agreement with Oxford Township, Butler County Ohio, and authorizing the City of Oxford to provide Fire Protection and Emergency Medical Services to Oxford Township pursuant to an agreement in a form substantially similar to the agreement attached hereto as Exhibit "A" and acceptable to the Law Director.

SECTION 2: Council accepts the recommendation of the City Manager and the Fire Chief and hereby authorizes the City Manager to enter into a new agreement with Oxford Township, Butler County Ohio, and authorizing the City of Oxford to provide Fire Protection and Emergency Medical Services to Oxford Township pursuant to an agreement in a form substantially similar to the agreement attached hereto as Exhibit "A" and acceptable to the Law Director.

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

MAYOR

ADOPTED: November 1, 2016

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)

Exhibit A

AGREEMENT BETWEEN THE CITY OF OXFORD AND OXFORD TOWNSHIP, BUTLER COUNTY, OHIO

This **Agreement** is made and entered into this 1st day of December, 2016, by and between the City of Oxford and Oxford Township, Butler County, Ohio.

WITNESSETH:

Whereas, Oxford Township desires to avail itself of the fire protection and emergency medical service offered and provided by the City of Oxford and to fairly compensate the City of Oxford for such services; and

Whereas, the City of Oxford wishes to provide such services and to be fairly compensated.

Now, therefore, it is mutually agreed and undertaken by and between the parties as follows:

1. The City of Oxford, Ohio agrees to furnish Oxford Township, Ohio fire protection and emergency medical services for a period beginning January 1, 2017 and continuing through December 31, 2019, unless sooner terminated by either party as provided hereafter.
2. The City of Oxford agrees to provide the above services on a twenty-four (24) hours per day, seven (7) days per week basis for the term of this agreement.
3. Oxford Township agrees to compensate the City of Oxford a total sum of \$90,000 each year. Payment for services will be due as follows: 50% or \$45,000 on June 30 of the contract year and the remaining amount of \$45,000 on or before December 31 of the same year.
4. As part of the consideration for this Agreement, pursuant to O.R.C. §505.441 and O.R.C. §505.84, Oxford Township hereby delegates to the City of Oxford the authority to bill, collect and retain all applicable charges for emergency medical services, the charge as set by the City of Oxford and as adopted by Oxford Township. No credit will be given for any of the money collected by the City of Oxford, as this Agreement is based on the City of Oxford receiving that money. No accounting of the money collected for emergency medical services provided to unincorporated Township residents shall be required by the City of Oxford.
5. The parties agree that negotiations for a new contract will begin no later than September 1, 2019. The parties also agree to meet annually to discuss equipment replacement plans and other Fire/EMS issues of mutual interest.

6. The parties agree that all equipment including the 2003 ambulance and 1992 pumper/tanker owned by Oxford Township will be transferred to the City of Oxford on or after January 1, 2017. Thereafter, the City of Oxford shall be responsible for all maintenance and repair costs for these emergency vehicles. The City of Oxford agrees to maintain emergency vehicle capability for addressing the unique fire suppression needs of Oxford Township including a 4x4 emergency vehicle and pumper/tanker with a tank capacity of at least 1,500 gallons. Furthermore, Oxford Township agrees to compensate the City of Oxford an additional amount of \$80,000 per year for the first two years of this agreement. This additional amount is to compensate the City of Oxford for the operation, maintenance, and replacement of emergency vehicles utilized by the Oxford Division of Fire and EMS for the benefit of Oxford Township and the City of Oxford. Oxford Township agrees to pay this amount by January 31, 2017 for the first payment and January 31, 2018 for the second payment. Also, both parties recognize that future contracts will include a contribution amount for future Fire/EMS vehicle purchases.
7. The City agrees to provide general liability insurance with a limit of One Million Dollars (\$1,000,000) and to list Oxford Township as an additional insured for any and all claims related to the services performed under this agreement. Oxford Township agrees to carry general liability insurance with a limit of One Million Dollars (\$1,000,000) with the City of Oxford listed as an additional insured for any and all claims related to the services performed under this agreement. Each party shall be responsible for the cost of its own insurance.
8. An Advisory Committee consisting of at least two Oxford City Councilors, two Oxford Township Trustees, the Oxford City Manager, and the City of Oxford Fire Chief will be formed to review the Oxford Fire/EMS operation and to make recommendations to the Oxford City Council for improvements. The Advisory Committee shall meet at least once each year before April 30th and at such other times as may be requested by either or both of the parties.
9. City of Oxford agrees to provide Oxford Township with an annual report of all calls/runs in Oxford Township including type of response.
10. The City of Oxford agrees to provide computer access to Oxford Township so that Oxford Township can obtain a report or compile a report monthly of all calls/runs in Oxford Township including type of response, and the amount billed for each run and the amount received for each run from the person or entity, for each run. Annually the total amount collected will be provided. The cost of preparing any additional reports required by Oxford Township will be billed to Oxford Township.
11. This Agreement constitutes the entire understanding between the parties concerning the City of Oxford's obligation to Oxford Township for providing fire protection and emergency medical service in Oxford Township, Butler County, Ohio. Any

amendment or modifications to this Agreement shall only be effective when reduced to writing and signed by both parties.

12. In order to facilitate communications between the City of Oxford and Oxford Township, the following individuals are designated as the persons to whom all inquiries or communication should be directed on behalf of their respective entity:

City of Oxford
Douglas R. Elliott Jr.
City Manager
101 E. High St.
Oxford, OH 45056

Oxford Township
Gary Salmon
Oxford Township Trustee
Collins Run Road
Oxford, OH 45056

13. This contract shall become effective upon its execution by both parties.
Executed on the day and date first above written.

CITY OF OXFORD, OHIO

OXFORD TOWNSHIP

Douglas R. Elliott, Jr.
City Manager
Pursuant to Resolution
No.

Larry Frimerman
Trustee

Gary Salmon
Board President

John Kinne
Trustee

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: November 1, 2016

Sam Perry

Account Code No. #:

Prepared By:

Budgeted Amount:

October 26, 2016

Date Prepared:

PC-2016-18, CONDITIONAL USE, to permit Beta Theta Pi to renovate and add to the existing fraternity at 200 and 208 East High Street, Renouveau Design, Inc. / Tom Converse Architect

Recommendation by the Planning Commission: Approval with Conditions

Discussion:

This application is to allow the existing fraternity use to continue through the approval of a conditional use for a major interior renovation. There would also be a two-story addition which would connect the two existing buildings. The R2MS Zoning District permits fraternities as conditional uses. The site is also within the University Historic District. Beta Theta Pi existed at this site at least fifty years before the current land use regulations existed. The conceptual design has been reviewed by the Historic and Architectural Preservation Commission with no major concerns. A final review by HAPC has not yet been scheduled.

The intent of the applicant is to maintain the existing character of both streetscapes by retaining the historic architecture. The connector addition would be set back from the historic buildings. The renovations would keep the same number of students as currently permitted (50), while improving the on-site facilities for accessory uses such as food preparation, dining, gathering and study. An on-site, non-student staff member would be added as part of the project. An access improvement for food service delivery trucks twice per week is requested by the applicant. Original plans for a curb cut access from Campus Avenue have been replaced with a proposed loading zone along the street. The loading zoning conceptual alternative has been reviewed and preferred by the Service Department.

A portion of the rear parking spaces are to be replaced with a granular pervious parking system which would be the first such type installed in Oxford. 2014 Zoning Code parking revisions allow alternative surfaces. Additionally, the conditional use process allows the City to waive or modify zoning requirements such as setbacks, lot coverage and parking requirements. An acceptance of Commission's recommendation would approve the plan as presented, including the waivers of zoning code sections.

There are currently two lots on the site which require consolidation due to setback requirements. The Mile Square Design Guidelines encourage preservation of mature trees. The Planning Commission discussed additional concerns of Campus Avenue traffic, roof access and parking screening. The applicant agreed these would be addressed with the permit submittal to staff. Following the Commission review, the applicant notified the City they would pursue the elimination of an unused utility easement on this site.

After the public hearing, the Commission voted 6-1-0 to recommend approval of the Conditional Use Permit Application, subject to the following conditions:

1. Consolidation of lots prior to building permit issuance.
2. Review and approval of a right of way permit for Campus Avenue loading zone.
3. Evaluation of mature trees on-site for potential preservation.
4. No roof areas are to be used as outdoor activity areas.
5. Provide screening along the eastern side of the parking lot.

Approved by:

Department Head:

City Attorney:

City Manager:

JHC , 10/26/16
DRE , 10/27/16

ORDINANCE NO.

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT TO ALLOW FOR AN ADDITION AND SITE MODIFICATIONS OF AN EXISTING FRATERNITY HOUSE IN A R2MS (SINGLE, TWO FAMILY MILE SQUARE RESIDENTIAL) DISTRICT AT 200 and 208 E. HIGH STREET, OXFORD, OHIO 45056 WITH CONDITIONS.

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

SECTION 1: Council hereby finds that the Planning Commission held a public hearing on October 11, 2016 in accordance with Section 1147.02 of the Codified Ordinances of the City of Oxford, on the application of Renouveau Design Inc., Applicant, for a conditional use permit to allow for an addition and site modifications of an existing Fraternity House in a R2MS (Single, Two-Family Mile Square Residential) District at 200 and 208 E. High Street, Oxford, Ohio 45056.

SECTION 2: The Planning Commission, after a public hearing and discussion, voted to approve a motion recommending approval of the conditional use permit application to allow for an addition and site modifications of an existing Fraternity House in a R2MS (Single, Two-Family Mile Square Residential) District at 200 and 208 E. High Street, Oxford, Ohio 45056 with the following conditions:

1. That the consolidation of lots will occur prior to a building permit being issued;
2. That the review and approval of a right-of-way permit for Campus Avenue loading zone takes place;
3. That an evaluation of mature trees on site for potential preservation takes place;
4. That no roof areas are to be used as outdoor activity areas;
5. That screening will be provided along the eastern side of the parking lot.

SECTION 3: Council hereby accepts the recommendation of the Planning Commission and accepts the recommendation report submitted by the Planning Commission and incorporates the same herein and further grants the conditional use permit application to allow for an addition and site modifications of an existing Fraternity House in a R2MS (Single, Two-Family Mile Square Residential) District at 200 and 208 E. High Street, Oxford, Ohio 45056 in accordance with the conditions set forth above.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)

Certification of Action Oxford Planning Commission Recommendation to City Council

<u>Report Date</u>	November 1, 2016
<u>Case Number</u>	PC-2016-18
<u>Applicant Information</u>	Renouveau Design, Inc. Beta Theta Pi
<u>Requested Action</u>	Conditional Use
<u>Summary of Request</u>	Renovation of an Existing Fraternity and Addition
<u>Public Hearing Information</u>	A Public Hearing took place at 118 W. High Street on October 11, 2016. A Public Hearing notice was published in the Journal News on September 11, 2016. Courtesy notices were mailed to adjacent property owners on September 26, 2016. Signage was posted at the site on October 4, 2016.
<u>Commission Action</u>	The Planning Commission voted 6-1-0 recommending approval with conditions.
<u>Commission Findings and Conclusions</u>	The proposal assured that the overall character of the site would remain and that the addition would not distract from the existing structures. The Planning Commission did share their concerns and after discussion with their recommendation for approval made the following conditions: That the consolidation of lots would occur prior to a building permit being issued; That, the review and approval of a right-of-way permit for Campus Avenue loading zone takes place; That, an evaluation of mature trees on site for potential preservation takes place; That, no roof areas are to be used as outdoor activity areas; That, screening will be provided along the eastern side of the parking lot.
<u>Exhibits Submitted to the Commission</u>	1. Staff Report Dated October 5, 2016 2. Interoffice Review Transmittal Sheets 3. Surrounding Property Owner Notifications Map 4. Letter of Agency 5. Conditional Use Application and Pertinent Documents Submitted by Applicant

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2016-18

Date – October 11, 2016

APPLICATION

Applicant:	Tom Converse, Architect, Renouveau Design, Inc. (RDI)
Location:	200 and 208 East High Street
Owner:	Beta Theta Pi
Action Request:	Conditional Use Permit Application
Current Use:	Fraternity
Zoning:	R2MS (Single, Two-Family Mile Square Residential) District University Historic District Overlay
Surrounding Existing Land Uses:	Two-Family Residences, Fraternity, Professional Office

GENERAL DESCRIPTION

The applicant is seeking a recommendation of approval of a conditional use for an existing fraternity located at 200 and 208 East High Street. The site location is at the intersection of Campus Avenue and High Street. The intersection acts as a gateway between the City and the University. Although the use is not changing, the proposed building addition and site modifications require the conditional use approval prior to the issuance of building permits.

Architect Tom Converse, on behalf of Beta Theta Pi, proposes to retain the existing two historic buildings and to install a new two story addition which connects the buildings. The interiors would be fully remodeled with the addition of a sprinkler system, improved food service and an on-site staff suite. Enhanced parking and loading access is also proposed. The renderings of the improvements have been presented to the Historic and Architectural Preservation Commission. The role of the Planning Commission is to use the requirements of the Zoning Code to formulate a recommendation to City Council.

PUBLIC COMMENTS

Public notices were mailed to surrounding property owners and a notice sign was placed on the property. No comments were received as of this writing.

AGENCY REVIEWS

Requests for review were made to the Police, Fire, Engineering and Economic Development Departments. The following comments have been received:

Police:	Returned without comments.
Fire:	Returned with comments.
Engineering:	Returned with comments.
Econ. Dev.:	Returned with comments.

ZONING CODE REVIEW

Below is an excerpt from Oxford Zoning Code Section 1147.03, Use-Specific Regulations with staff comments in ***bold/italic***:

- (19) Fraternity and Sorority Houses.
 - A. Potential Concerns.
 - 1. Aesthetic Concerns:
 - a. Historical characteristics of existing structures.
Pre-application complete

- b. Residential scale and character.
Altered somewhat
 - c. Yards and landscaping.
Maintained
 - d. Walls and fences.
Alterations including mechanical yards
 - 2. Activities Areas:
 - a. Porches and patios.
Maintained (one in street right of way)
 - b. Locations of recreational areas and courts.
N/A
 - c. Locations of accessory structures.
N/A
 - 3. Vehicle Management:
 - a. Site access.
Maintain alley access. New loading zone.
 - b. Required parking.
Maintain 14 of 21 required
 - c. Emergency access.
No change
 - d. Deliveries.
New loading zone for food service 2x/week
 - e. Occasional and excess parking management.
On-street, pedestrian-only and Miami lots.
 - 4. Adequate Public Utilities:
 - a. Water.
No change expected to domestic supply. Fire sprinkler proposed.
 - b. Sewer.
No change expected.
 - c. Storm water management.
Increased impervious proposed to be mitigated
 - d. Other services.
 - 5. Nuisance:
 - a. Waste/trash management.
Increase of food services
 - b. Noise and off-site impact.
Mechanical equipment noise directed upward.
 - c. Lighting and off-site impact.
Additional site lighting not yet designed
- B. Requirements:
- 1. New Structures: Building shall be of a size and scale that approximates neighboring structures.
N/A
 - 2. Existing Structures: Exterior renovation and improvements shall be maintained to protect existing architectural details, materials and ornamentation.
Existing structures to be retained. Restoration details not yet submitted.
 - 3. Addition: Building expansions shall be sympathetic to the architectural scale and style of the existing building.
The two-story building addition is similar scale and style to existing. A Certificate of Appropriateness is being sought from HAPC.
 - 4. Outdoor Areas: Activity areas shall be designed and located to contain noise and light within the property. Activity areas shall be appropriately screened from adjacent properties.
Front outdoor patios only.
 - 5. Waste facilities: Trash and recycling containers and material shall be stored in a fully enclosed area and properly screened.

The waste enclosure shall be adequate for the occupancy and accessible to service vehicles.

New enclosure proposed in rear; existing alley access.

6. **Parking and Transportation Demand Management:** Parking shall meet requirements of Zoning Code Chapter 1149 and shall be properly designed, screened and maintained.

No change in parking layout or number of spaces.

General Decision Standards for Conditional Uses — Section 1147.02(c)(2)

- (2) General Decision Standards. All Conditional Uses shall satisfy these General Decision Standards.

A. The proposed use is in fact a Conditional Use appropriate for in the zoning district in which it is proposed.

Yes, the use can be allowed as a conditional use.

B. The use and site will satisfy the general intent of this Zoning Code.

Yes, the site changes can satisfy the intent.

C. The use and site will be compatible with the general intent of the Comprehensive Plan.

Yes, the Comp Plan encourages redevelopment, infill and preservation or existing resources.

D. The size and shape of the site are sufficient for the proposed use.

The size of the site is undersized to provide outdoor activity and sufficient parking but is in close proximity to similar available services.

E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.

None expected.

F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.

New mechanical noise is intended to be directed upward by enclosures.

G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.

No additional accessory uses expected.

H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.

Opportunity for comment has been provided to Police, Fire and Service Department. Additional detail will be provided with building plans.

I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.

Beta is expected to pay for any on or off-site infrastructure necessary to support the proposed redevelopment. The proposed loading zone is within the public right of way which will require further engineering details and right of way permit if the conditional use is approved as submitted.

J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.

The rendering of the proposed central addition is harmonious with the character of the general vicinity. No elevation drawing of the west façade has been provided. Detailed elevation drawings will be required before final approval of the Historic and Architectural Preservation Commission.

K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.

The Campus Avenue site access point is no longer being considered. The site access from the public alley off Church Street is existing with no change proposed.

L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.

The structures are historic buildings in the University District Historic overlay. The renderings were reviewed by the Oxford Historic and Architectural Preservation Commission and will require a second, more detailed review before approval.

M. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

Yes, as stated by applicant.

Below is an excerpt of Oxford Zoning Code 1143.05(c), the R2-MS (Single and Two-Family Residential Mile Square, Site Development Regulations:

		1-family	2-family
(1)	<u>Lots requirements.</u>		
	A. Minimum lot area	5,000 sq. ft.	7,500 sq. ft.
	B. Minimum lot width	50 feet	75 feet
(2)	<u>Yard requirements.</u>		
	A. Minimum front yard depth	20 feet	20 feet
	B. Minimum rear yard depth	35 feet	35 feet
	C. Minimum side yard width	7.5 feet	7.5 feet
(3)	<u>Structural requirements.</u>		
	A. Maximum building height	35 feet	35 feet
(4)	<u>Lot coverage.</u>		
	A. Lots with vehicular access from a public street		
	1. Lot total – 35 percent		
	2. All enclosed buildings – 25 percent of lot		
	3. Front yard – 25 percent of front yard		
	B. Lots with vehicular access from a rear or side alley, and no access from a public street		
	1. Lot total – 40 percent		
	2. All enclosed buildings – 25 percent of lot		
	3. Front yard – 5 percent of front yard		

There are existing nonconformities with the above R2-MS zoning code requirements:

- The interior setback issue will be resolved by consolidation of the two lots*
- The existing buildings extend 3-25' into the front yard setbacks from both streets*
- The lot coverage is 15% over the 40% limit. The increase due to building addition is proposed to be partially mitigated by converting existing impervious asphalt parking to pervious brick paver parking.*
- The Mile Square Guidelines of the R2MS require that existing mature trees should be preserved when possible. There are existing mature trees on the site that should be evaluated.*

Below is an excerpt of Oxford Zoning Code Section 1149.02 Parking and Site Access:

- (a) Any new development, redevelopment, or change to a use or structure or site (whether conforming or nonconforming) shall meet the current parking and site access regulations for the entire use

and structure and site. Any nonconforming uses, structures or sites shall follow the provisions in Chapter 1137.

Regarding subsection A, above, the proposal is considered a change to the structure which requires existing parking to meet current design requirements such as access, aisles and setbacks.

- *The use is not considered a non-residential parking lot by zoning code, so the only requirement is a three-foot setback.*
- *Stacked parking is not permitted but is an existing condition.*
- *Alley access is required by the Mile Square guidelines, however, the alley available is not a through alley. Alley access is proposed as an existing condition.*
- *Pervious pavement is not a requirement but is proposed to mitigate the existing impervious lot coverage.*

ANALYSIS

The proposed fraternity redevelopment utilizes an existing fraternity and historic site conditions to modernize the facilities for improved usage. The proposal represents significant effort to preserve historic architecture and institutional legacy. The proposed Campus Avenue loading zone as well as any increased traffic from building residents would be the only two noticeable impacts to the general public. All other additional details are typically handled administratively during the building plan/site review.

RECOMMENDATION

Based upon the zoning code review within and the above analysis, if the Planning Commission finds the proposal to meet the general and site specific requirements, it can forward a recommendation of approval to the City Council with the following potential conditions:

1. Consolidation of lots prior to building permit issuance
2. Review and approval of right of way permit for Campus Avenue loading zone
3. Evaluation of mature trees on-site for potential preservation

Staff recommends forwarding a recommendation of approval to City Council with the above conditions.

SUBMITTED BY:



Sam Perry, AICP
Planner

DATE: October 5, 2016

ATTACHMENT

(c) Planning Commission Review. The Planning Commission shall base its review of a proposed Conditional Use upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. If the Planning Commission finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

(1) Burden of proof.

- A. Planning Commission has no obligation to recommend approval and City Council has no obligation to approve a Conditional Use. This Zoning Code assumes that the uses listed in this section are not appropriate unless an Applicant proves that the use will not be detrimental to the public health, safety, or general welfare of the City or the neighborhood in which it is proposed.
- B. Applicants shall prove that potential negative impacts of elements such as location, size and extent of facilities and operations, site design, traffic generation, site access, and potential impact upon public facilities will be adequately mitigated.

(2) General decision standards. All Conditional Uses shall satisfy these General Decision Standards:

- A. The proposed use is in fact a Conditional Use in the zoning district in which it is proposed.
- B. The use and site will satisfy the general intent of this Zoning Code.
- C. The use and site will be compatible with the general intent of the Comprehensive Plan.
- D. The size and shape of the site are sufficient for the proposed use.
- E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
- F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
- G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.
- H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
- I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
- J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
- K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.
- L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
- M. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: September 6, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2016-18, Conditional Use, 200 & 208 E. High Street, Beta Theta Pi House, to allow for a renovation and addition to an existing structure, **Renouveau Design, Inc., Applicant, Agent**

 X Review Revisions Other

Please return no later than: **October 3, 2016** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

It will be important to this project that the information submitted in regard to supervision and fire safety are strictly adhered to.

Drawings reviewed by:



Date:

9-9-16

John Detherage

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: September 6, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2016-18, Conditional Use, 200 & 208 E. High Street, Beta Theta Pi House, to allow for a renovation and addition to an existing structure, **Renouveau Design, Inc., Applicant, Agent**

 X Review Revisions Other

Please return no later than: **October 3, 2016** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

SEE ATTACHED MEMO DATED 10-4-2016

Drawings reviewed by: *V. Popescu* Date: 10-4-2016

 VICTOR POPESCU

PRINTED NAME



Memo

Service Department
Engineering Division

513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Victor Popescu, PE
City Engineer

RE: PC - 2016-18
Conditional Use
200 & 208 E. High St. - Beta Theta Pi House

DATE: October 4, 2016

The following are comments from the Engineering Division.

- The proposed access from Campus Avenue is not recommended. Although it is proposed to be "one way" only, the width does not accommodate entry for average size vehicles, let alone delivery trucks and/or emergency vehicles. Additionally, large size vehicles would find it difficult to negotiate the turn into the north-south alley.
- An alternate to the above, it is proposed to modify the tree lawn, so as to create a loading zone. What this would do is to reduce the width of the existing tree lawn by 4 linear feet (only in the area of the loading zone), create north and south bound travel lanes of 11 linear feet width, and a loading zone of 10 linear feet. The Engineering Division finds this proposal acceptable.
- The addition to the Beta Theta Pi House will increase the potential of storm water runoff from the site. The plans shall account for the increase by various available design methods.

If there are questions, please contact the Engineering Division.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: September 6, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2016-18, Conditional Use, 200 & 208 E. High Street, Beta Theta Pi House, to allow for a renovation and addition to an existing structure, Renouveau Design, Inc., Applicant, Agent

 X Review Revisions Other

Please return no later than: **October 3, 2016** Note: If no comments are received, we will assume the project meets your department's standards.

.....

Drawings are returned: w/comments without/comments

Drawings reviewed by:  Date: 9/15/16

John A. Jones

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: September 6, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2016-18, Conditional Use, 200 & 208 E. High Street, Beta Theta Pi House, to allow for a renovation and addition to an existing structure, Renouveau Design, Inc., Applicant, Agent

 X Review Revisions Other

Please return no later than: **October 3, 2016** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

LOOKS GREAT!

Drawings reviewed by: _____

Date: _____

G. ALAN KUBER

PRINTED NAME



PC-2016-18

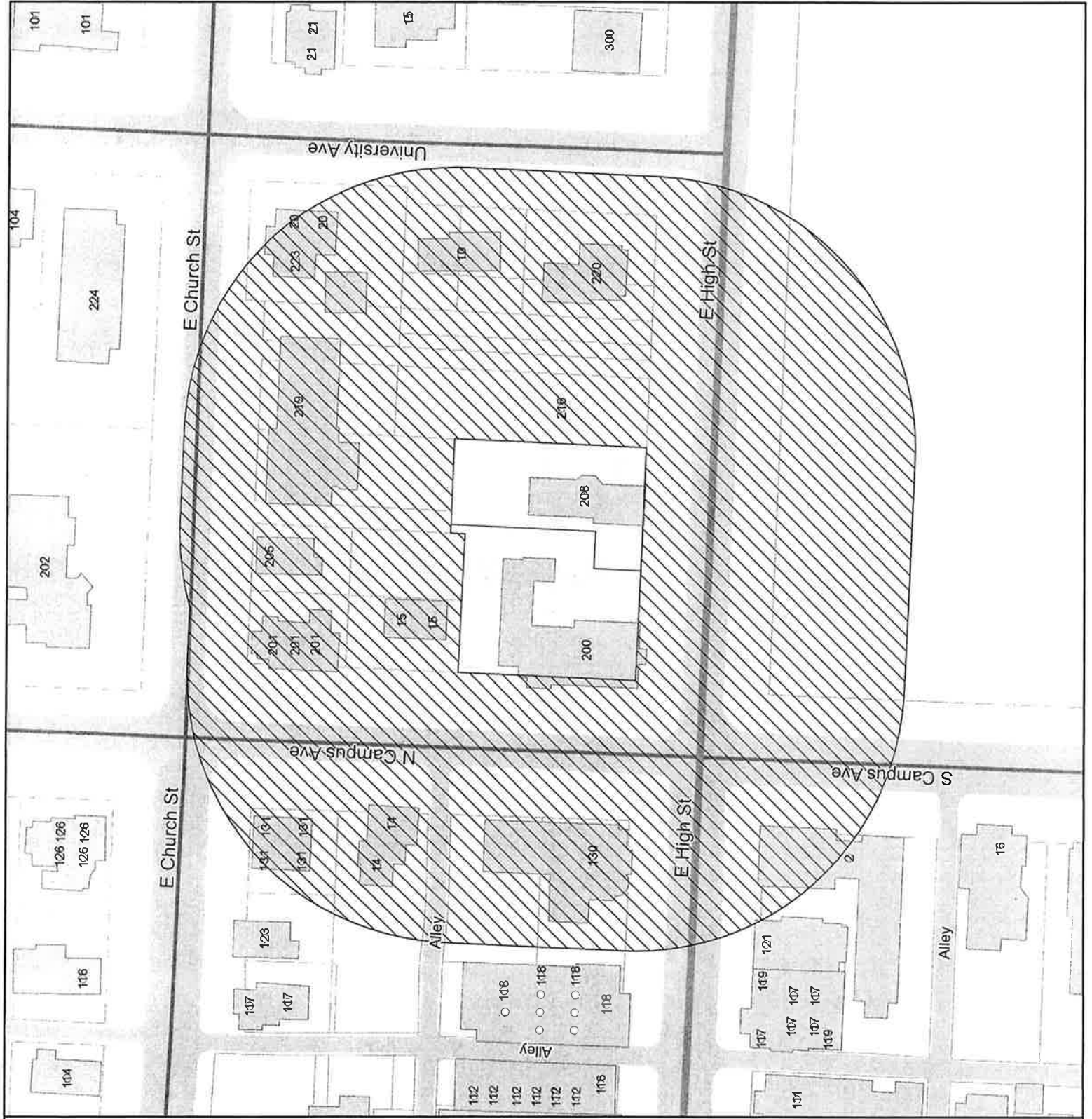
Surrounding Property Owners Notifications Map

Legend

-  Subject Parcels
-  200 Ft. Buffer
-  Oxford Corp. Limit
-  Address Point
-  Parcel
-  Building Footprint
-  Paved Roadway



1 inch = 100 feet



Prepared on Thursday, September 15, 2016

The City of Oxford does not guarantee the dimensional accuracy of this map. Precise dimensional accuracy should be based upon recorded deeds, plats or a professional survey.



ALPHA CHAPTER HOUSE COMPANY

P.O. Box 943
Oxford, OH 45056

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that Renouveau Design, Inc. has permission to represent our interest with the City of Oxford and act on our behalf for the Planning Commission hearing October 11, 2016 regarding The Alpha Chapter House Company of Beta Theta Pi Fraternity, Renovation and Expansion at our property located at 208 East High Street Oxford, Ohio 45056

Thank-you,

Signed:

Phil Fernandez, Treasurer

Date:

The Alpha Chapter House Company of Beta Theta Pi Fraternity



Internal Use Only:	
Case No.	PC-2016-18
Date Filed	8/26/16

Conditional Use Permit Application

Applicant Information

Attach a Letter of Agency if the Applicant is not the property owner.

Name * Renouveau Design, Inc., Agent

Mailing Address * 1570 Fishinger Road

City, State & Zip Code * Columbus, Ohio 43221

Telephone Number(s) * 614 538 8780

Email Address TConverse@RDIColumbus.com

Owner Information

Name * Alpha Chapter of Beta Theta Pi House Company

Mailing Address * P.O. Box 943

City, State & Zip Code * Oxford, Ohio 45056

Telephone Number(s) * 513 273 2208

Email Address

Location and Lot Information

Location of Property * 200 and 208 East High Street, Oxford, Ohio 45056

Legal Description * O.R. 5236, PG. 693, Lot #3010 and Lot #3011

Zoning District * R2MS

Total Area * 0.595 → Check One * Acres ☒ Square Feet ☐

Existing Use Description * Fraternity House

Proposed Use Description * Fraternity House

Submission Requirements and Documentation

From Section 1147.02(a)¹.

- (1) Contents of application for conditional use permit. Thirteen complete sets of all information shall be submitted with an application. The Zoning Administrator may modify this requirement based upon the type of materials included. Please contact the Zoning Administrator prior to submitting an application to discuss the submission requirement. If any information is submitted in color or on non-standard paper, more copies may be required.
- Application Fee.
 - Description of Use and Site.
 - A written, detailed description shall include the following information. A separate response is required for each subsection.
 - The name, mailing address, and telephone number of the applicant and the property owner.
 - If the applicant is not the owner, a statement from the owner that the applicant is entitled to apply on his or her behalf.
 - A legal description of the site, including all separate lots.

- A. The proposed use is in fact a Conditional Use appropriate for the zoning district in which it is proposed.
- B. The use and site will satisfy the general intent of this Zoning Code.
- C. The use and site will be compatible with the general intent of the Comprehensive Plan.
- D. The size and shape of the site are sufficient for the proposed use.
- E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
- F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
- G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.
- H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
- I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
- J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
- K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.
- L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
- M. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

Fees & Receipt

The required fee is \$400.00, plus postage charge. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover. To calculate the postage charge, multiply the number of adjoining properties by current postage rate³.

Sign and Date

Applicant Signature *

 Tom Converse

Date *

8/26/16

Submit Application, Submission Requirements and Documentation, and Fees

We will not accept incomplete applications and/or plans and documentation.

Send or drop off this application with required plans and documentation as attachments and a check for fee and postage charges made payable to **City of Oxford**, to Community Development Director, 101 East High Street, Oxford, OH 45056.

Direct questions to the Community Development Dept. at (513) 524-5204. The application will be placed on the next possible agenda.

Note: You must adhere to notification and publication requirements. Submit materials 45 days prior to the Planning Commission meeting on which the action is requested. City Staff will place a public hearing sign on the subject property. **The Applicant is responsible for removing the signage at the completion of the hearing(s).**

For Staff Use Only

Fee Paid Date *

8/26/16

Receipt Number *

107258

¹ City of Oxford Codified Ordinances: <http://www.cityofoxford.org/fees-ordinances-and-charter/>

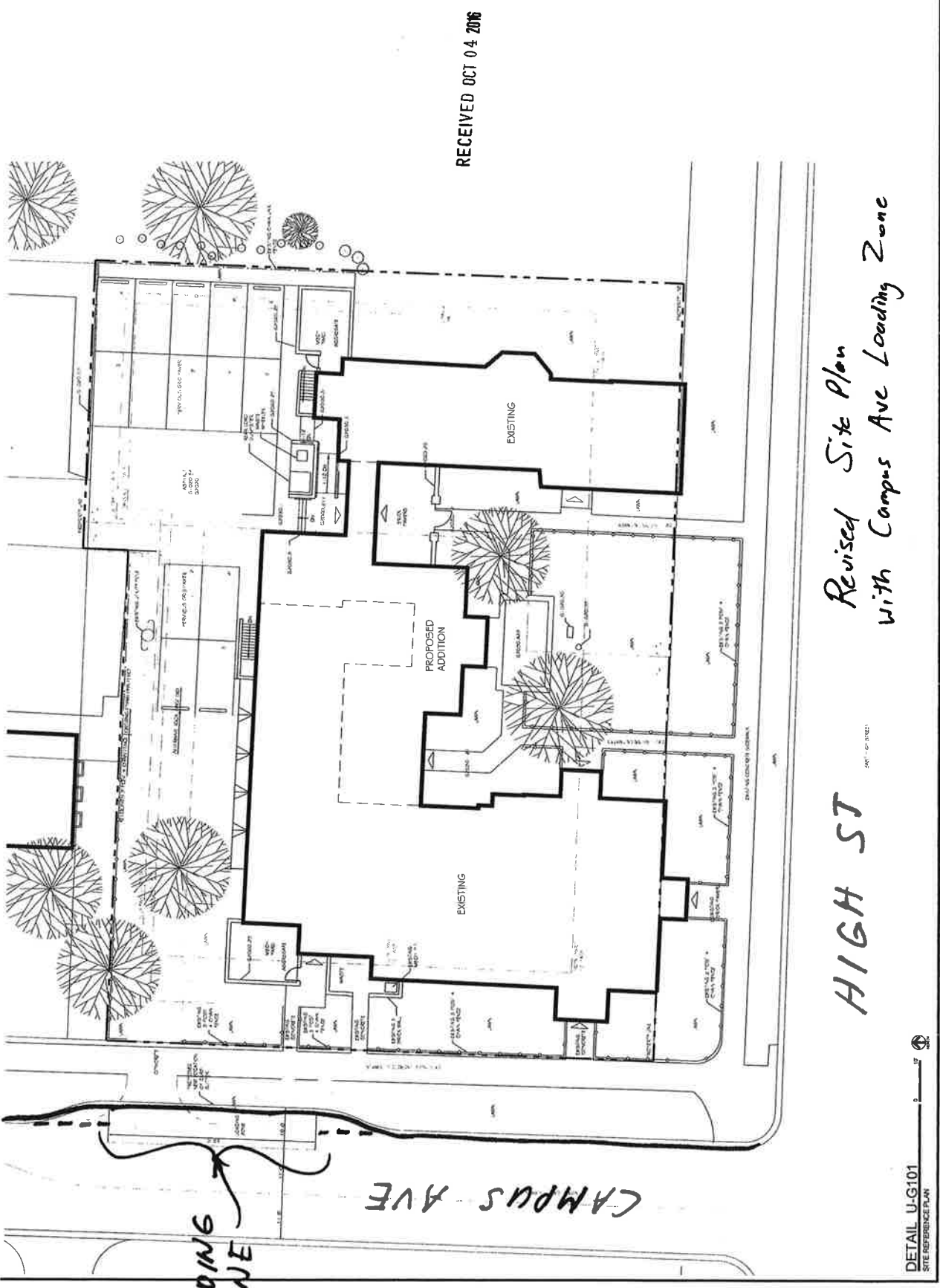
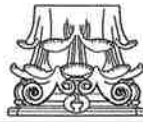
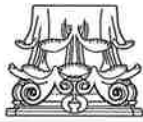
² Butler County Auditor Real Estate Search: <http://www.butlercountyauditor.org/>

³ The United States Postal Service: <http://www.usps.com/>



MAJOR ADDITION SCHEME

ELEVATION AT EAST HIGH STREET



RECEIVED OCT 04 2016

*Revised Site Plan
 with Campus Ave Loading Zone*

HIGH ST

DETAIL U-G101
 SITE REFERENCE PLAN



October 3, 2016

Sam Perry
Community Development Department
City of Oxford
101 East Main Street
Oxford, Ohio 45056

RECEIVED OCT 04 2016

re: Conditional Use Permit Application
200 and 208 East High Street

Dear Sam,

Following our conversations of September 14th and 22nd, we've undertaken some additional consideration of concerns Oxford has raised concerning Beta's Conditional Use Permit Application. These are broadly grouped into three areas.

Lot Coverage

The proposed Lot Coverage is 66% (within property line and including walks and patios). Of this, 16% is pervious and 49% is impervious. The property line was established along the south facades of the existing historic buildings; however, if the property had been established such that there was a complying 20' front yard the lot coverage would be 54% (40% impervious lot coverage based on revised site plan).

Access Drive

Studies of the proposed Alternate IGC1 Access Drive from North Campus Avenue determined that the expected food service delivery truck would not be able to make the turn where the access drive meets the existing alley. Vehicles larger than a Paramedic Unit would have to back out on to Campus Avenue to exit the site (Paramedic Units could make the turn).

Eliminating the three additional parking spaces on the north side of the access drive, permits widening the access drive to 12 feet, the parking spaces on the south side to 9 feet, and provides 5 feet of lawn between pavement at property line. The parking spaces are 5 feet from the building façade. Trucks larger than a paramedic unit could still not make the turn.

Since Oxford is concerned that the proposed access drive would change the character of North Campus Avenue from High Street to Church Street, a loading zone on the east side of North Campus Avenue is proposed. The loading zone would have limited use, expected to be 2 hours twice a week, weekdays. The loading zone would be 9-foot-wide and traffic lanes north of it 9.5-foot-wide each.

Parking

Beta has not been able to develop an economically feasible approach to requiring residents without on-site assigned parking spaces to obtain off-site and off-street parking spaces. However,

Beta has authorized revising the site design responding to the proposed Oxford Stormwater Best Management Practices.

The revised site design reduces the impervious lot coverage from 55% before improvements to 49% with improvements, a reduction in site runoff. The proposed storm sewer will also be designed to reduce the rate of run-off into the city storm sewer to less than that required by current storm water management regulations.

Please let us know if there is any additional information you would like prior to, or at, the October 11th Commission meeting.

Sincerely,



Thomas I. Converse
President

16321 PC 160930.docx

Enclosures:

Copy to:
R Kirschner
P Hernandez

RECEIVED OCT 04 2016

Renovation and Expansion of

ALPHA CHAPTER HOUSE

Beta Theta Pi Fraternity

26-Sep-16

Lot Coverages

RECEIVED OCT 04 2016

WITHIN EXISTING PROPERTY LINE

	Existing	%	Base	%	Alternate	%
Total Lot	25,580 SF	100%	25,580 SF	100%	25,580 SF	100%
Lot Coverage	15,162 SF	59%	16,762 SF	66%	18,473 SF	72%
Building	7,670 SF	30%	9,740 SF	38%	9,740 SF	38%
Walks/Patios	2,524 SF	10%	3,410 SF	13%	3,702 SF	14%
Parking	4,968 SF	19%	3,612 SF	14%	5,031 SF	20%
Pervious	980 SF	4%	4,207 SF	16%	4,327 SF	17%
Impervious	14,182 SF	55%	12,555 SF	49%	14,146 SF	55%

PROPERTY LINE 20' FROM BUILDING

	Existing	%	Base	%	Alternate	%
Total Lot	32,633 SF	100%	32,633 SF	100%	32,633 SF	100%
Lot Coverage	15,968 SF	49%	17,568 SF	54%	19,279 SF	59%
Building	7,746 SF	24%	9,816 SF	30%	9,816 SF	30%
Walks/Patios	3,254 SF	10%	4,140 SF	13%	4,432 SF	14%
Parking	4,968 SF	15%	3,612 SF	11%	5,031 SF	15%
Pervious	1,401 SF	4%	4,628 SF	14%	4,748 SF	15%
Impervious	14,567 SF	45%	12,940 SF	40%	14,531 SF	45%



Oxford, Ohio
PLANNING COMMISSION
CONDITIONAL USE PERMIT APPLICATION
200 and 208 East High Street
Supporting Documentation

BETA THETA PI
— MEN OF PRINCIPLE —



**THE ALPHA CHAPTER OF BETA THETA PI
HOUSE COMPANY**
P.O. Box 943
Oxford, Ohio 45056
Columbus, Ohio 43215

August 26, 2016

1570 Fishinger Road • Columbus, Ohio 43221 • 614 538 8780

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PROJECT DESCRIPTION

General Description

The Project consists of renovation and additions to the Alpha Chapter House of Beta Theta Pi Fraternity at Miami University and located at 200 + 208 East High Street in Oxford, Ohio's R-2MS Zoning District and University Historic District.

Owner

The Alpha Chapter House Company of the
Beta Theta Pi Fraternity
P.O. Box 943
Oxford, Ohio 45056
513 273 2208

Applicant

Renouveau Design, Inc.
1570 Fishinger Road
Columbus, Ohio 43221
614 538 8780

Legal Description - 200 East High Street

O.R. 5236, PG. 693 Lot #3010

Legal Description - 208 East High Street

O.R. 5236, PG. 693 Lot #3010

Background

Alpha Chapter is the oldest chapter of the national Beta Theta Pi Fraternity, which was the first collegiate fraternal organization established west of the Allegheny Mountains. Betas first occupied the site in 1896 and have owned the site since 1918. A Project goal is to complete construction by mid summer 2018 for the 100th year of Betas at 200 East High Street.

The facility consists of an historic residence at the northeast corner of East High Street and North Campus Avenue, at the historical 'entrance' to Miami University. As the university and chapter grew an addition was added in the mid-20th century. The Beta Theta Pi National Headquarters moved into an historic residence at 208 East High Street and the two buildings shared a courtyard, presenting a common image. The national headquarters has since moved to newer facilities in the Oxford area.

Program of Requirements

The Project plans to expand the chapter house to include, and connect to the 208 building. The chapter house expansion plans include new classroom, lounge, bedrooms, elevator, and exit stair. The historic 200 structure would undergo significant interior renovation including bathrooms and some room reconfigurations. The 200 mid-century addition would undergo major interior renovation of bathrooms and room reconfigurations. The 208 facility would undergo major interior renovation relocating bathrooms and room configurations. It is planned the facility will continue as Beta's Alpha Chapter fraternity house and be occupied by Beta actives, current students at Miami University.

An important aspect of the Project is to preserve the historic character of the buildings with renovations and additions designed in character with the existing buildings.

Alternate IGC3 -(1) - Campus Avenue Vehicular Access and Additional Parking

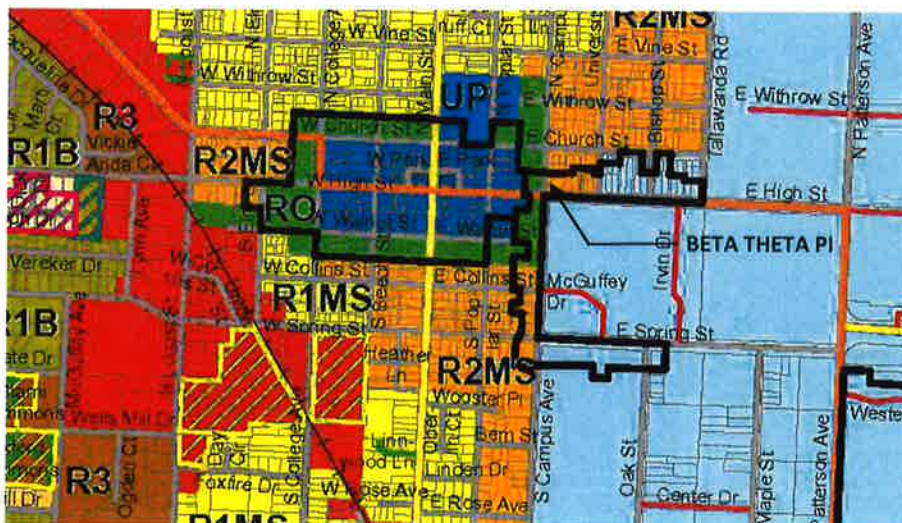
The Project is being managed within a construction budget that is expected to be supported by gifts and ongoing operating income. Alternates are a budget management tool used to postpone cost commitments until costs and resources become more certain. Alternate IGC3 - Campus Avenue Vehicular Access and Additional Parking is optional additional improvements that are planned to be undertaken if others costs and funding permit.



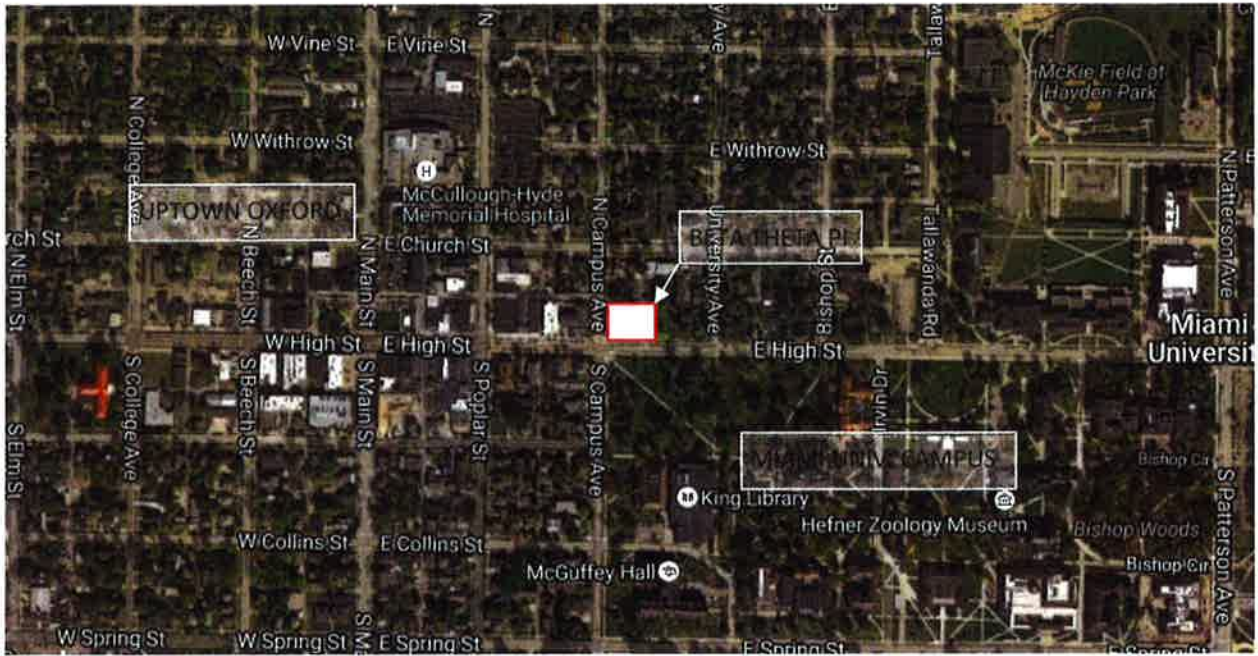
A photograph of a large, two-story brick building with white window shutters, surrounded by mature trees and a clear blue sky. The building has a central section and two wings. A paved road with a yellow curb is in the foreground.

The existing facilities operate as a fraternity house, providing housing for 51 students of Miami University. The facilities are occupied as living quarters for the students and include bathrooms, sleeping areas, and living areas. Due to the facilities' location, the students have a pedestrian relationship to Miami University and uptown Oxford, and most of the places they need to go. There is little occupant generated vehicular traffic at the site.

Existing Zoning District



EXISTING CONDITIONS



Vicinity Environs



Immediate Environs

EXISTING CONDITIONS



N Campus View South 1



N Campus View South 2



EXISTING CONDITIONS



N Campus View South 3



N Campus E High Intersection View South



EXISTING CONDITIONS



N Campus E High Intersection View East



N Campus E High Intersection View North



EXISTING CONDITIONS



N Campus E High Intersection View West



E High View North West



PROPOSED USE AND IMPROVEMENTS



Renderings by Michael S. Hug, Architect

Description of Operations

The facility will remain a fraternity house. The number of active members, Miami University students, residing at the facility is proposed to remain at 51. The facilities are proposed to be occupied as living quarters for the residents and include bathroom facilities and kitchen facilities in addition to sleeping and living areas.

The principal purpose of the expanded facilities is to provide community eating, study, and living areas for all active members of Alpha Chapter (planned to be 80-120). It is intended to provide facilities that support Beta programs for developing personal responsibility and community through training, commitment, and evaluation. Beta believes this is foundational to developing principled, responsible members and citizens.

The proposed addition provides for numerous spaces for small study groups, a large classroom that can accommodate all active members, a dining room that can accommodate all active members, common living room, and TV room. Alpha Chapter considers these necessary for learning and practicing Beta values of integrity, mutual assistance, cultivation of the intellect, trust, and responsible conduct.

Like any residential facility, there is expected to be more activity weekday mornings and evenings. No alcohol or illegal drugs would be permitted.

There will be a full-time, in-residence adult house director living in a dwelling unit at the facility.

Consequently, pedestrian traffic from Miami University campus areas to the facility at meal times, evenings, and weekends is expected to return to pre-1996 levels. Food deliveries are expected to return to pre-1996 levels, twice a week, the last time food was prepared on site for 3-meals a day. Refuse collection and recycling, is expected to remain five times a week.

PROPOSED USE AND IMPROVEMENTS



Renderings by Michael S. Hug, Architect

Beta Principles: Integrity, Mutual Assistance, Cultivation of the Intellect, Trust, and Responsible Conduct

Compatibility with General Vicinity and Adjoining Properties

Fraternity house use is a natural social bridge between university and community. Therefore, they are naturally located to create a transition between university and community. Fraternity house uses are common in R-2MS districts, particularly along streets that border Miami University, like Campus Avenue and Tallawanda Road.

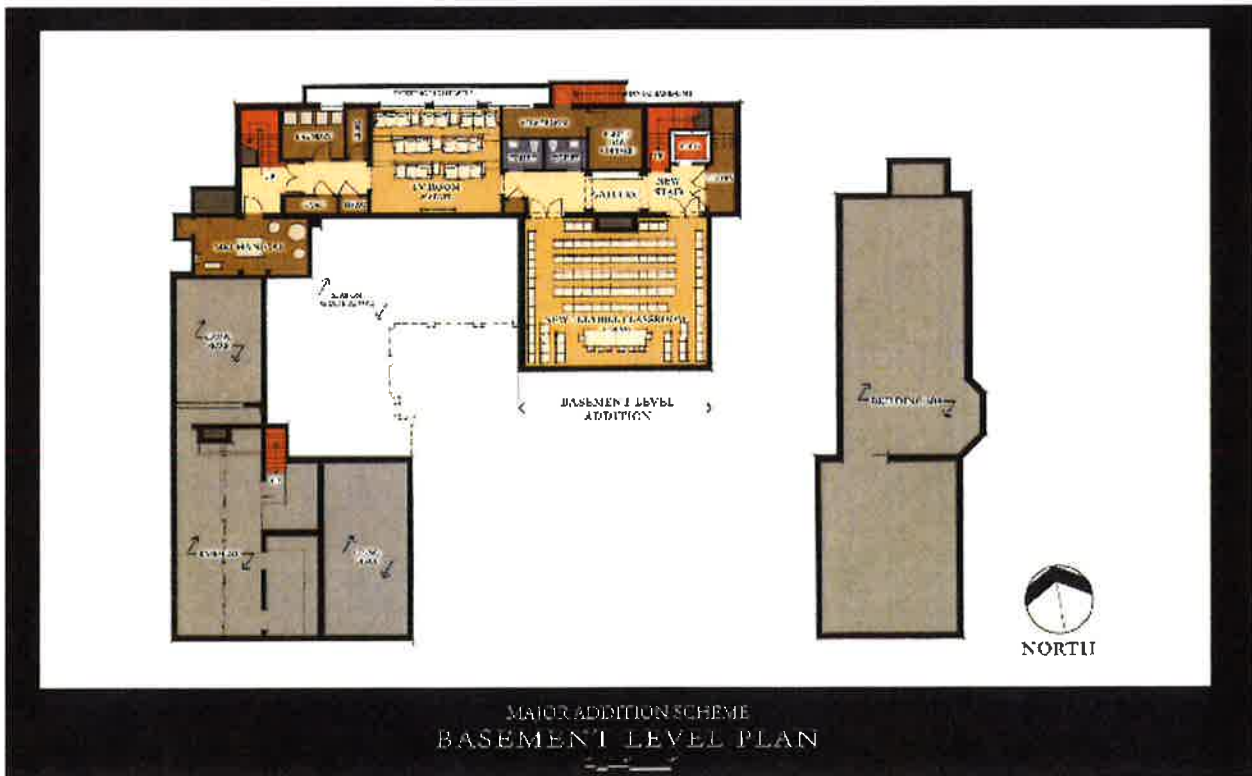
Most Appropriate Location

From the early 19th century a path, known since the early 20th century as 'Slant Walk', has represented the relationship between Oxford and Miami University. Since the early 20th century, Alpha Chapter of Beta Theta Pi fraternity has occupied the site at the east end of Uptown Oxford and the northwest end of Slant Walk, the most visible fraternity house location in Oxford. A residence for men of principle is an appropriate linchpin for the transition from the academy to civil society.

200 East High Street is the ancestral home to all Alpha Betas and, by extension Betas worldwide. Excepting two brief periods, Betas have occupied the structure for 98 years. History and tradition are important aspects of teaching young people Beta principles.

Desirability of the Proposed Use to the Neighborhood and Community

Oxford, and Miami University, will benefit from young men learning and practicing the principles of integrity, mutual assistance, cultivation of the intellect, trust, and responsible conduct, the characteristics of good citizens



RDI

PROPOSED USE AND IMPROVEMENTS



Renderings by Michael S. Hug, Architect

Accessory Uses

Fences, Walls, and Hedges (1141.01 (c) (4)) A.

Location	Type	Permitted		Existing		Proposed	
		Height	To PL	Height	To PL	Height	To PL
Front Yards							
East High Street	Post + Chain	4'	2'	3'	(1)	3'	(1)
North Campus Avenue	Post + Chain	4'	2'	3'	0'	3'	0' (2)
	Brick	4'	2'	5'	13'	5' (3)	13'
Side Yards							
North	Post + Chain	8'	2'	3'	3'	3'	6" (4)
	Chain Link	8'	2'	4'	3'	4'	6" (4)
East	Chain Link	8'	2'	4'	0' (5)	4'	0' (5)
	Brick	8'	2'			5'	4'

- (1) Existing condition, at sidewalk, beyond property line. Provides for improved security and landscaping maintenance. This is an existing condition and exists elsewhere in the immediate neighborhood to help manage pedestrian traffic.
- (2) Existing condition, at sidewalk. Provides for improved security and landscaping maintenance. This is an existing condition and exists elsewhere in the immediate neighborhood to help manage pedestrian traffic.
- (3) Matches existing wall heights and is needed to visually screen mechanical equipment.
- (4) Required for Alt IGC3 - Campus Avenue Vehicular Access and Additional Parking. The distance between existing structures and north property line is principally used for pavements, forcing the fence close to the property line.
- (5) Existing condition to remain.

PROPOSED USE AND IMPROVEMENTS

Trash/Recycling Facility (1141.04 (j))

Trash and recycling receptacles are planned to be enclosed in by a 5-foot-high brick wall on three sides and open on a long side for access by collection vehicles. The enclosure is screened from public streets by the proposed building structures. The open side faces an existing alley. Maneuvering space for collection vehicle access is provided in the on-site aisle between parking areas.

The adjoining properties are an multi-family residential with parking and unscreened trash collection facilities in the rear yard facing the alley and a fraternity house with parking and unscreened trash collection facilities in the rear yard facing the alley. Both rear yards adjoin the side yard of the Beta property where parking and trash collection are proposed. The decreased safety, increased debris, and increased difficulty maintaining gates from a totally enclosed space would not seem to offset the enclosure of the side facing an alley, parking, and other unenclosed trash facilities.

Site Development Regulations (1143.05 (c))

Location	Required	Existing	Proposed	w/ Alt IGC3 (1)
Minimum Lot Area	7,500 sf	25,934 sf	25,934 sf	25,934,sf
Minimum Lot Width				
East High Street	75'	189'	189'	189'
North Campus Avenue	75'	132'	132'	132'
Minimum Front Yard				
East High Street	20'	0' (2)	0' (2)	0' (2)
North Campus Avenue	20'	9'	9' (3)	9' (3)
Minimum Side Yard				
East High Street	7.5'	20'	20'	20'
North Campus Avenue	7.5'	32'	32'	32'
Maximum Building Height	35'	40'	40' (4)	40' (4)
Lot Coverage				
With Alley Access				
Lot	40%	52%	66% (5) :	
Building	25%	30%	38% (5)	
Front Yard				
East High Street	5%	(2)	(2)	
North Campus Avenue	5%	11%	11%	
With Access to Public Street				
Lot	35%	59%		68% (6)
Building	25%	30%		38% (6)
Front Yard				
East High Street	25%	(2)		(2)
North Campus Avenue	25%	11%		19% (6)

(1) Alt IGC3 - Campus Avenue Vehicular Access and Additional Parking

(2) The building is on the Lot Line: There is no front yard. Existing condition to remain. There is 18.5' from property line to lot side of sidewalk with 9% 'Lot Coverage' in this area.

(3) Existing condition to remain.

(4) The addition building height is 30'. The existing structures remain their existing height.

(5) The Site Plan proposes to mitigate the 3,577 sf increase in Lot Coverage with 780 sf of pervious walks in the courtyard to reduce the increased impervious lot coverage from 14% to 11%.

(6) The Site Plan proposed to mitigate the 1,951 sf increase in Lot Coverage with 1,010 sf of pervious parking spaces to reduce impervious lot coverage from 8% to 4%.

PROPOSED USE AND IMPROVEMENTS

Parking (1149)

Minimum Parking Space	Required Width	Required Length	Existing Spaces	Proposed Spaces	w/ Alt IGC3 (1) Spaces
Parallel					
Compact	8'0"	22'0"			7
90-degree					
Standard	9'0"	18'0"	6	5	5
Compact	8'0"	16'0"	2	2	
Stacked					
Standard	9'0"	18'0"	6	5	5
Compact	8'0"	16'0"		2	
Total (21 required)			14	14	17

Minimum Aisle	Required One-Way Width	Required Two-Way Width	Existing Two-Way Width	Proposed Two-Way Width	w/ Alt IGC3 One-Way Width (1)	w/ Alt IGC3 Two-Way Width (1)
Parallel						
Compact	11'				10' (2)	
90-degree						
Standard		24'	24'	24'		24'
Compact		24'	24'	24'		24'

Required Parking Spaces	Beds	Required	Existing	Proposed	w/Alt IGC3 (1)
	52	21	14	14	17

Compact Spaces	Total Spaces	Permitted Compact	Existing Compact	Proposed Compact
Proposed	14	3	2	0
With Alt IGC3	17	4	2	7 (2)

Stacked Parking Spaces	Permitted	Existing	Proposed	w/Alt IGC3 (1)
	1	6	7 (4)	5 (3)

Parking Setback from Lot Line	Required	Existing	Proposed	w/Alt IGC3 (1)
North Side Yard	10'	6'	1' (4)	1' (2)
East Side Yard	10'	1'	1' (5)	1' (5)

- (1) w/Alt IGC3 - Campus Avenue Vehicular Access and Additional Parking
- (2) The distance between the existing structure and the north property line require 8-foot-wide spaces (Compact Car Space width) and 10-foot-wide one-way aisle. This is expected to reasonably accommodate actual needs, since it is assumed students are more likely than others to use a compact car.
- (3) Use of Stacked Parking Spaces for more than 85% of the parking spaces is an existing condition. It is a reasonable accommodation in a fraternity where communal living agreements govern assignment of on-site parking. Fewer students than the general adult population have cars at Oxford. Students with cars and without assigned on-site parking will park with permit in Miami University parking lots and on city streets.
- (4) Existing condition; adjoins parking areas on adjoining lots.
- (5) Existing condition.

POTENTIAL CONCERNS



Renderings by Michael S. Hug, Architect

Aesthetic Concerns (See Site Plan for yards, landscaping, walls, and fences)

An important aspect of the Project is to preserve the historic character of the buildings with renovations and additions designed in character with the existing buildings. The street side exterior facades of the original 200 East High Street building and the 208 East High Street building are planned to remain substantially unaltered (except the addition of a two-story connecting hallway to 208 East High Street).

Proposed additions are planned to be complementary to the existing Greek Revival Style of 200 East High Street and the Federal style of 208 East High Street. Exposed portions of exterior walls are planned to be face brick, aluminum windows with muntin bars, raised panel painted wood exterior doors, Federal style wood trim, and asphalt shingle roofing.

The Project is seeking a Certificate of Appropriateness from the Oxford Historic Architecture Preservation Commission.

Activities Areas

Outdoor activity areas are located in the courtyard at grade level and set back from East High Street. These locations are isolated from adjoining property owners by the existing and proposed two-story structures on the north, east, and west sides, which are expected to limit light and noise from outdoor activities reaching adjoining properties.

Vehicle Management

The Project is not expected to appreciably increase traffic in the neighborhood or require street improvements. If funding permits, an alternate is planned to provide a one-way vehicular site access drive from North Campus Avenue. This access drive would divert some deliveries from trucks parked on North Campus Avenue, to the new rear entrance on the north side. It would provide better access for emergency and service vehicles.

POTENTIAL CONCERNS



Renderings by Michael S. Hug, Architect

The number of parking spaces would not be reduced from the current 14 spaces and continue to rely on almost 50% of the spaces be stacked. A planned Alternate would increase on site parking to 17 and reduce the number of stacked spaces, but relies on compact spaces and a narrow aisle between parallel parking spaces. This is expected to reasonably accommodate actual needs, since it is assumed students are more likely than others to use a compact car.

Residents without on-site parking spaces will park with permit in Miami University parking lots and on city streets. Nearly all special occasions attended by visitors, who are expected to be students at Miami University and utilize pedestrian access to the site.

Adequate Public Utilities

There appears to be adequate public utility service to the site for proposed use.

Since the number of residents is not increasing, the domestic water demand is expected to remain about the same. An automatic sprinkler system is planned to be added to the entire facility. Water main sizes, pressures, and flow rates along East High Street and Campus Avenue appear to be adequate for sprinkler connections.

The existing sanitary service facilities are expected to be adequate. Flow rates are expected to remain about the same since the number of residents is not changing.

Storm water will be collected on site in a piped storm water system and connected to existing City of Oxford storm mains. The system is expected to utilize detention and flow restriction so flow rates comply with City of Oxford requirements.

POTENTIAL CONCERNS

Nuisance

See 'Trash/Recycling Facility (1141.04 (j))' in Proposed Use and Improvements section.

For noise and off-site impact mitigation, see 'Activities Areas' earlier in the Potential Concerns section. Noise from outdoor heating, ventilating, and air-conditioning equipment is expected to be directed upward by brick wall enclosures. The kitchen exhaust fan is located on the North Campus Avenue side of the building, away from adjoining property owners and is expected to be lower decibel levels than street traffic in the area.

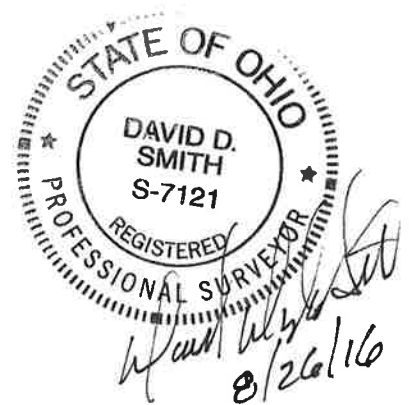
It is planned that existing exterior building lighting would remain, including parking lighting. The proposed addition exterior lighting would comply with Oxford Zoning Code section 1141.04 (f).

Odors from food preparation are planned to exhaust on the North Campus Avenue side of the building above pedestrian and vehicle height and away from adjoining properties.

Date: August 18, 2016
Description: Lot #3010 & #3011
Location: City of Oxford
Butler County, Ohio



Situated in the State of Ohio, Congress Lands West of the Miami River, City of Oxford, Butler County and being entire Lots #3010 & #3011 as known and designated on the list of lots in said City of Oxford.



6900 Tylersville Road, Suite A 110 South College Ave, Suite 101 1404 Race Street, Suite 204
Mason, OH 45040 Oxford, OH 45056 Cincinnati, OH 45202
513-336-6600 513-523-4270 513-834-6151

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

<http://www.bayerbecker.com>

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: November 1, 2016

Account Code #: N/A

Budgeted Amount: N/A

Service Department

Originating Department

Michael Dreisbach, Service Director

Prepared By

October 26, 2016

Date Prepared

Agenda Title: Ordinance Authorizing the Vacation of an Easement

Recommendation: Approve

Discussion:

On November 16, 1993, by Ordinance No. 2332, the City vacated a portion of alley right of way (between new Lot 3010 and Lot 3011; aka, the north / south alley just east of Campus Ave. and north of High St.) abutting the Beta Theta Pi property. As a condition of the alley vacation, a utility easement was granted to the City in the area that was vacated.

The owner of said lots desires to consolidate the lots into one in advance of a construction project to merge the two existing structures into one. In order to accomplish this, the owner has requested the City vacate its utility easement in the vacated alley.

This easement has never been improved and the City has no foreseeable plans to improve or construct utilities in this area. It is Staff's recommendation that the easement described on Exhibit "A" be vacated.

Approved By:

Department Head:

Initial Date
MBD \ 10/26/16

City Manager:

DRE \ 10/27/16

ORDINANCE NO.

AN ORDINANCE APPROVING THE VACATION OF AN EASEMENT LOCATED BETWEEN LOTS 3010 AND 3011 ON HIGH STREET, BETA THETA PI PROPERTY.

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

SECTION 1: Council finds that a vacation request to vacate an easement between Lots 3010 and 3011 on High Street has been made by the owner of the Beta Theta Pi property as part of the consolidation of Lots 3010 and 3011, which easement is described on the document attached hereto as Exhibit "A", and that said request was presented to Council.

SECTION 2: Council finds that there is good cause for the vacation of the easement between Lots 3010 and 3011 on High Street, as described in the document attached hereto as Exhibit "A"; that said vacation of easement is not detrimental to the general public interest.

SECTION 3: Council hereby orders that the easement between Lots 3010 and 3011 on High Street described on the document attached hereto as Exhibit "A" be vacated.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

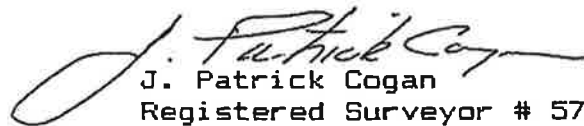
PREPARED BY: LAW (STAFF)

"EXHIBIT A"

DESCRIPTION FOR ALLEY VACATION FOR THE CITY OF OXFORD

Situate between Lots # 278 and # 279 of the City of Oxford, Butler County, Ohio an alley 16 feet in width is vacated as described as follows: Beginning at a point marking the southeast corner of said Lot # 278 said point being 120.92 feet east of the southwest corner of Lot # 277 of said City; thence due north along the east line of said Lot # 278 a distance of 65 feet to the TRUE POINT OF BEGINNING of the tract herein vacated; thence from said TRUE POINT OF BEGINNING continuing due north 78.66 feet to the northeast corner of said Lot # 278; thence south $89^{\circ}57'$ east 16.00 feet to the northwest corner of said Lot # 279; thence due south along the west line of said Lot # 279 a distance of 78.64 feet; thence south $89^{\circ}54'$ west 16.00 feet to the TRUE POINT OF BEGINNING containing 0.053 acre.

I hereby certify this easement description is from a field survey made by me and is correct to the best of my information, knowledge and belief.



J. Patrick Cogan
Registered Surveyor # 5754
Oxford, Ohio

August 24, 1993





ALPHA CHAPTER HOUSE COMPANY

P.O. Box 943
Oxford, OH 45056

October 24, 2016

Mr. Victor Popescu, P.E.
City Engineer
City of Oxford
Oxford, OH 45056

Dear Mr. Popescu:

It has come to our attention that the City of Oxford has a utility easement that runs in the north-south direction between 200 and 208 East High Street (Lots 3010 and 3011), the use of which may no longer be required. Copies of the plat obtained from the Butler County Recorder's Office website and the easement are attached. On behalf of The Alpha Chapter House Company of the Beta Theta Pi Fraternity, Inc. this letter is to request that the City of Oxford vacate the easement in order to facilitate the fraternity's construction of a walkway connector linking the buildings at 200 and 208 East High Street. Thank you very much for your assistance in reviewing and processing our request. Should you have any questions regarding this matter, please do not hesitate to call our representative, Mr. Randy Kirschner, A.I.A. at 614-600-5872.

Very Truly Yours,

Phil Fernandez
The Alpha Chapter House Company of the Beta Theta Pi Fraternity, Inc.
Treasurer

Encl.

CC: P. Fernandez, J. Budde, R. Kirschner, T. Converse, E. Reed

APPROVED

AN ORDINANCE APPROVING VACATING OF AN ALLEY LOCATED BETWEEN NEW LOTS 3010 AND 3011 ON HIGH STREET, BETA THETA PI PROPERTY.

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

SECTION 1: Council finds that a petition signed by the owner of property abutting upon the alley between new Lot 3010 and 3011 on High Street, Oxford, Ohio, was presented to this Council, praying that said alley be vacated.

SECTION 2: Council held a public hearing on October 19, 1993, on said petition, notice of such hearing and pendency and prayers of said petition was given, according to the provisions of Revised Code Section 723.04 by publishing the same in a newspaper of general circulation in the City of Oxford, Ohio, for six (6) consecutive weeks.

SECTION 3: Council further finds that there is good cause for such vacation of said alley as prayed for; that said vacation will not be detrimental to the public general interest; and it ought to be made subject to the reservation of a public utility easement.

SECTION 4: Petitioners shall furnish the City a permanent easement reserving to the City a public utility easement of the alley which shall be reviewed and approved by the City Engineer.

SECTION 5: The alley located between new Lot 3010 and 3011 be, and the same is hereby vacated subject to the public utility easement.

SECTION 6: The City Engineer is hereby instructed to have the applicant prepare a vacation plat of said vacated alley; the Clerk of Council is instructed to endorse upon such plat, the action of this Council in vacating such portions of said alley; and to cause the applicant to have said plat and easement recorded at the office of the Recorder of Butler County, Ohio.

SECTION 7: This Ordinance shall take effect at the earliest time allowed by law.

00029036
Filed for Record in:
Butler County Ohio
Joyce B. Thall, Recorder
On 05/11/1994 At 02:41P
AGR 18.00
BOOK 5113 PAGE 128

William Snavelly
MAYOR

TRANSFER NOT NECESSARY

JAMES M. BROWN

BY 5-11-94 AM DEPT.
AUDITOR, BUTLER CO., OHIO

00061398
Filed for Record in:
Butler County Ohio
Joyce B. Thall, Recorder
On 11/01/1994 At 02:03P
AGR 14.00
Book 5236 Page 694

ADOPTED: November 16, 1993

ATTEST:

Douglas L. Brown
DEPUTY CLERK OF COUNCIL

INTRODUCED BY: William Snavelly

LAW (STAFF)

TRANSFER NOT NECESSARY
JAMES M. BROWN
BY 5-11-94 DEPT.
AUDITOR, BUTLER CO., OHIO

E A S E M E N T

That BETA THETA PI FRATERNITY and THE ALPHA CHAPTER HOUSE COMPANY OF THE BETA THETA PI FRATERNITY, INC. do hereby grant to the CITY OF OXFORD, BUTLER COUNTY, OHIO, a municipal corporation, a permanent easement for purposes of installation of public utilities over and through an alley vacated by the City of Oxford: The legal description for said vacated alley is attached hereto as "Exhibit A" and incorporated herein.

To have and to hold said easement unto the said City of Oxford, Butler County, Ohio, its successors and assigns forever.

It is understood that at such time as the City shall install any utilities, it shall restore said property to its original condition and repair any damage caused hereby.

IN WITNESS WHEREOF, Beta Theta Pi Fraternity has caused these presents to be signed by Robert Cottrell, Administrative Secretary, and The Alpha Chapter House Company of The Beta Theta Pi Fraternity, Inc. has caused these presents to be signed by Jonathan Brandt, President and Thomas C. Fey, Secretary this 30th day of December, 1993.

Signed in the presence of: BETA THETA PI FRATERNITY

Mary E. Sharp

By: Robert Cottrell
Robert Cottrell, Administrative Secretary

Brenda E. Fryman

THE ALPHA CHAPTER HOUSE COMPANY OF
THE BETA THETA PI FRATERNITY, INC.

Charles W. Long

By: Jonathan Brandt
Jonathan Brandt, President

Mary E. Sharp

By: Thomas C. Fey
Thomas C. Fey, Secretary

STATE OF OHIO, COUNTY OF BUTLER, SS:

The foregoing instrument was acknowledged before me
this 30th day of December, 1993 by Robert Cottrell,
Administrative Secretary of Beta Theta Pi Fraternity.

Kristy E. Lorentsen
Notary Public, State of Ohio
Kristy E. Lorentsen
Notary Public, State of Ohio
My Commission Expires Aug. 16, 1995

STATE OF OHIO, COUNTY OF BUTLER, SS:

The foregoing instrument was acknowledged before me
this 6th day of January, 1994 by Jonathan Brandt,
President and Thomas C. Fey, Secretary of The Alpha Chapter House
Company of The Beta Theta Pi Fraternity, Inc.

Ruth T. Cookman
Notary Public, State of Ohio
Ruth T. Cookman
Notary Public, State of Ohio
My Commission Expires Aug. 14, 1998

This instrument was prepared by:
Robert E. Fryman, Attorney at Law.

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/1/2016

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/19/2016
Date Prepared

Agenda Title: **2017 ANNUAL BUDGET ORDINANCE**

Recommendation: **Approve**

Discussion:

Description of 2017 Budget

The current piece of legislation is a reflection of the information presented to Council at its October 6th work session.

Highlights: **2% COLA for all fulltime employees**

21.5% decrease Workers Compensation payment for Fire & EMS Fund
12.5% decrease Workers Compensation payment for all other Funds

Capital Improvement & Equipment Spending \$3,498,200
- Includes \$2,213,500 for Municipal Facilities improvements

Water Capital Improvement & Equipment Spending \$1,087,400

Waste Water Capital Improvement & Equipment Spending \$592,000

Decreased revenue Refuse Fund 341 by \$61,636 due to reduced overhead cost associated with Landfill Closure Bond being retired.

2% increase in Water & Sewer rates

- In the Employee Benefit Fund (tracks City's self-insured medical plan) Increase in City's contribution for medical insurance from \$1,198 to \$1,275 per employee per month as well as an increase in employee's monthly contribution. This was done to balance revenues to meet anticipated expenses for 2017.

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 10/20/16
[Signature] 10/27/16

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, 2017.

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, 2017, the following sums be and they are hereby set aside and appropriated as follows:

GENERAL FUND 110

SECURITY OF PERSONS & PROPERTY

Personnel Services	4,155,001
Other Services & Charges	<u>955,317</u>
Total Appropriation	5,110,318

PUBLIC HEALTH AND WELFARE

Personnel Services	-
Other Services & Charges	<u>131,064</u>
Total Appropriation	131,064

LEISURE TIME ACTIVITIES

Personnel Services	1,005,595
Other Services & Charges	<u>431,563</u>
Total Appropriation	1,437,158

COMMUNITY ENVIRONMENT

Personnel Services	562,169
Other Services & Charges	<u>373,400</u>
Total Appropriation	935,569

GENERAL GOVERNMENT

Personnel Services	1,010,318
Other Services & Charges	<u>884,061</u>
Total Appropriation	1,894,379

TRANSFERS TO OTHER FUNDS

Personnel Services	-
Other Services & Charges	<u>1,615,033</u>
Total Appropriation	1,615,033

ADVANCES TO OTHER FUNDS

Personnel Services	-
Other Services & Charges	<u>1,419,550</u>
Total Appropriation	1,419,550

TOTAL GENERAL FUND APPROPRIATIONS	12,543,071
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FIRE/EMS FUND 418

Personnel Services	1,402,067
Other Services & Charges	<u>691,687</u>
TOTAL FIRE/EMS FUND APPROPRIATIONS	2,093,754

STREET FUND 122

Personnel Services	688,953
Other Services & Charges	<u>208,116</u>
TOTAL STREET FUND APPROPRIATIONS	897,069

STATE HIGHWAY IMPROVEMENT FUND 123

Other Services & Charges	<u>20,200</u>
TOTAL STATE HIGHWAY IMPROVEMENT FUND APPROPRIATIONS	20,200

PARKING FUND 130

Personnel Services	400,608
Other Services & Charges	100,490
Transfer to Other Funds	<u>196,991</u>
TOTAL PARKING FUND APPROPRIATIONS	698,089

PARKING IMPROVEMENT FUND 142

Other Services & Charges	<u>50,000</u>
TOTAL PARKING IMPROVEMENT FUND APPROPRIATIONS	50,000

CAPITAL IMPROVEMENT FUNDS

COMMUNITY DEVELOPMENT BLOCK GRANT FUND 126

Other Services & Charges	<u>119,000</u>
Total Appropriations	119,000

COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND 128

Other Services & Charges	<u>160,000</u>
Total Appropriations	160,000

CAPITAL EQUIPMENT FUND 140

Other Services & Charges	<u>308,200</u>
Total Appropriations	308,200

CAPITAL IMPROVEMENT FUND 141

Other Services & Charges	876,500
Advance to Other Funds	<u>521,550</u>
Total Appropriations	1,398,050

MUNICIPAL FACILITIES CAPITAL IMPROVEMENT FUND 140

Other Services & Charges	<u>2,213,500</u>
Total Appropriations	2,213,500

OAT CAPITAL IMPROVEMENT FUND 144

Other Services & Charges	-
Advance to Other Funds	<u>668,000</u>
Total Appropriations	668,000

TOTAL CAPITAL IMPROVEMENT FUND APPROPRIATIONS 4,866,750

WATER FUNDS

WATER (OPERATING) FUND 321

Personal Services	1,359,412
Other Services & Charges	645,561
Transfers to Other Funds	<u>685,616</u>
Total Appropriations	2,690,589

WATER IMPROVEMENT FUND 322

Other Services & Charges	<u>865,000</u>
Total Appropriations	865,000

WATER CAPACITY FUND – NE 381

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

WATER CAPACITY FUND – NW 382

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

WATER CAPACITY FUND – SE 383

Other Services & Charges	-
Transfers to Other Funds	<u>100,000</u>
Total Appropriations	100,000

WATER CAPACITY FUND – SW 384

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

WATER CAPITAL EQUIPMENT FUND 320

Other Services & Charges	<u>222,400</u>
Total Appropriations	222,400

TOTAL WATER FUNDS APPROPRIATIONS 3,877,989

WASTEWATER FUNDS

WASTEWATER (OPERATING) FUND 331

Personal Services	1,535,993
Other Services & Charges	1,342,003
Transfers to Other Funds	<u>412,095</u>
Total Appropriations	3,290,091

WASTEWATER IMPROVEMENT FUND 332

Other Services & Charges	<u>171,000</u>
Total Appropriations	171,000

WASTEWATER CAPACITY FUND – NE 391

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

WASTEWATER CAPACITY FUND – NW 392

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

WASTEWATER CAPACITY FUND – SE 393

Other Services & Charges	-
Transfers to Other Funds	<u>100,000</u>
Total Appropriations	100,000

WASTEWATER CAPACITY FUND – SW 394

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

WASTEWATER CAPITAL EQUIPMENT FUND 330

Other Services & Charges	<u>421,000</u>
Total Appropriations	421,000

TOTAL WASTEWATER FUNDS APPROPRIATIONS

3,982,091

STORM WATER FUND 351

Personal Services	-
Other Services & Charges	<u>45,000</u>

TOTAL STORM WATER FUND APPROPRIATIONS

45,000

RUFUSE FUNDS

REFUSE (OPERATING) FUND 341

Personal Services	175,131
Other Services & Charges	1,411,700
Transfer to Other Funds	<u>32,095</u>
Total Appropriations	1,618,926

LANDFILL POST-CLOSURE INVESTMENT FUND 353	
Other Services & Charges	1,200
Transfer to Other Funds	-
Total Appropriations	1,200
TOTAL REFUSE FUNDS APPROPRIATIONS	1,620,126
<u>HOTEL & CONVENTION TAX FUND 120</u>	
Other Services & Charges	216,200
Transfer to Other Funds	13,800
TOTAL HOTEL & CONVENTION TAX FUND APPROPRIATIONS	230,000
<u>LIFE SQUAD GIFT FUND 210</u>	
Other Services & Charges	-
TOTAL LIFE SQUAD GIFT FUND APPROPRIATIONS	-
<u>AFFORDABLE HOUSING TRUST FUND 212</u>	
Other Services & Charges	-
TOTAL AFFORDABLE HOUSING TRUST FUND APPROPRIATIONS	-
<u>EMPLOYEE BENEFITS FUND 230</u>	
Other Services & Charges	2,040,528
Advance to Other Funds	5,000
TOTAL EMPLOYEE BENEFITS FUND APPROPRIATIONS	2,045,528
<u>INTERNAL SERVICE FUND 370</u>	
Other Services & Charges	265,509
TOTAL INTERNAL SERVICE FUND APPROPRIATIONS	265,509
<u>LAW ENFORCEMENT TRUST FUND 410</u>	
Personnel Services	-
Other Services & Charges	59,000
TOTAL LAW ENFORCEMENT TRUST FUND APPROPRIATIONS	59,000
<u>ENFORCEMENT & EDUCATION FUND 412</u>	
Personnel Services	-
Other Services & Charges	49,403
TOTAL ENFORCEMENT & EDUCATION FUND APPROPRIATIONS	49,403
<u>BOARD OF BUILDING STANDARDS FUND 414</u>	
Other Services & Charges	2,850
TOTAL BOARD OF BLD STANDARDS FUND APPROPRIATIONS	2,850
<u>FEMA FUND 416</u>	
Personnel Services	-
Other Services & Charges	-
Advance to Other Funds	-
TOTAL FEMA FUND APPROPRIATIONS	-

SPECIAL ASSESSMENT FUND 417

Other Services & Charges	130,000
TOTAL SPECIAL ASSESSMENT FUND APPROPRIATIONS	130,000

OVI TASK FORCE FUND 419

Personnel Services	58,640
Other Services & Charges	166,277
Advance to Other Funds	225,000
TOTAL OVI TASK FORCE FUND APPROPRIATIONS	449,917

DEBT SERVICE FUNDS

1999 PARKS IMPROVEMENT BOND FUND 152	
Other Services & Charges	307,075
TOTAL DEBT SERVICE FUND APPROPRIATIONS	307,075

TOTAL 2017 BUDGET APPROPRIATIONS	34,233,421
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SECTION 2: The City Auditor (Finance Director) is hereby 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:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: STAFF

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/1/2016

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/19/2016
Date Prepared

Agenda Title: 2017 ANNUAL ADVANCE ORDINANCE

Recommendation: Approve

Discussion:

Description of Budgeted Advances for the 2017 Budget

Advance from GENERAL FUND 110
Advance to CAPITAL IMPROVEMENT FUND 141
- Collins Run Rd Imp & Chestnut Rd Signal

Funds to be reimbursed from Ohio Public Works Commission	521,550.00
--	------------

This repayment to General Fund will be made when funds received.

Advance from GENERAL FUND 110
Advance to OAT CAPITAL IMPROVEMENT FUND 144
- Phase I OAT construction

Funds to be reimbursed from ODNR - Clean Ohio Trail Fund & Donations	668,000.00
--	------------

This repayment to General Fund will be made when funds received.

Advance from GENERAL FUND 110
Advance to EMPLOYEE BENEFIT FUND 230
- Make whole account balance due to early use of plan which is repaid by the employees evenly throughout the year.

Funds to be reimbursed from employees' contribution for flexible spending program.	5,000.00
--	----------

This repayment to General Fund will be made by year end.

Advance from GENERAL FUND 110

Advance to OVI TASK FORCE FUND 419

- Federal funds received pursuant to the OVI Task Force Grant for OVI Task Force activities

Funds to be reimbursed from Ohio Department of Public Safety

225,000.00

This repayment to General Fund will be made when funds received.

Approved By:

Department Head:

City Manager:

Initial Date

[Signature] 10/18/16
[Signature] 10/27/16

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED ADVANCES FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2017.

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, 2017, as follows:

Advance from:

General Fund 110	521,550.00
Capital Improvement Fund 141	521,550.00
General Fund 110	668,000.00
OAT Capital Improvement Fund 144	668,000.00
General Fund 110	5,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	225,000.00
OVI Task Force Fund 419	225,000.00

Advance to:

Capital Improvement Fund 141	521,550.00
General Fund 110	521,550.00
OAT Capital Improvement Fund 144	668,000.00
General Fund 110	668,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	5,000.00
OVI Task Force Fund 419	225,000.00
General Fund 110	225,000.00

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/01/16

Heidi Hill
Prepared By

Account Code No. #: NA

Budgeted Amount: NA

10/25/16
Date Prepared

Agenda Title: **2017 Fee Ordinance**

Recommendation: **Approve**

Discussion:

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] 10/25/16
[Signature] 10/27/16

ORDINANCE NO.

ORDINANCE ADOPTING FEES AND CHARGES FOR FISCAL YEAR 2017.

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

SECTION 1: The City Manager recommends City Council adopt fees for 2017 as itemized below.

A. RECREATION DEPARTMENT (Residents living in the City of Oxford)

	<u>\$ Amount</u> <u>Residents</u>	<u>\$ Amount</u> <u>Non-residents</u>
1) <u>FITNESS</u>		
Drop-in-fees	4.50	5.00
Drop-in (Senior 60+)	4.00	4.50
10 sessions	42.50	46.50
20 sessions	80.00	88.00
30 sessions	112.50	123.75
Aerobics per class	3.75	4.00

2) WEIGHT ROOM FEES

Adults (18+)			
1 Year	100.00	105.00	115.00
6 Months	85.00	95.00	94.00
3 Months	70.00	80.00	77.00
1 Month	30.00	35.00	33.00
Drop-in	5.00	5.50	
Drop-in (Senior 60+)	4.00	4.50	
High School (14-17)			
1 Year	70.00	80.00	77.00 88.00
6 Months	60.00	65.00	66.00 72.00
3 Months	45.00	50.00	
1 Month	25.00	20.00	30.00 22.00
Drop-ins	5.00	4.50	6.00 5.00

3) PRESCHOOL (per week)

Mon/Wed/Fri	35.00	37.00	39.00	41.00
Tues/Thurs	25.00	26.00	29.00	

5) PLAYGROUND/SUMMER DAY CAMPS 10 WKS.

Daily	30.00	32.00	33.00	36.00
each additional child in family	27.00	28.00	30.00	31.00
Weekly	98.00	105.00	108.00	115.00
each additional child in family	92.00	95.00	100.00	105.00

Half-day:

Pre-school camps	65.00	76.00	72.00
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6) YOUTH SPORTS LEAGUES

Basketball ~~(11 wks)~~

Instructional League, Grade K	48.00	55.00	53.00	61.00
Competitive League, Grade 1-2	62.00	70.00	68.00	77.00
Competitive League, Grade 3-12	75.00	85.00	83.00	94.00

Flag Football League	54.00	60.00
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7) ADULT SPORTS LEAGUES

Adult softball	400.00
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8) RENTAL RESERVATION FEES

Municipal pool

Reservation Pool rental , per hour	50.00	55.00
(minimum 2 hours)		
Guard fee, per hour	11.00	12.00 13.00 12.00

~~Athletic Fields Rental Fees~~

Per game, per field	25.00	30.00	30.00	33.00
Per day, per field (Rental)	110.00	140.00	175.00	160.00
Per game, per field (prep)	30.00	35.00	35.00	39.00
Reservation & Prep	60.00	66.00		
Per hour, per field (lights)	30.00	35.00	33.00	

~~Community Park Gazebo Rental~~ **Reservation**

Up to 2 hrs 4 hrs	30.00	33.00
Up to 4 hrs	50.00	55.00
Over 4 hrs 5+ hrs	60.00	65.00 66.00

~~Park Shelter Rental~~ **Reservation**

Up to 2 hrs 4 hrs	25.00	30.00 28.00
Up to 4 hrs 5+ hrs	50.00 40.00	55.00 44.00
Over 4 hrs	50.00	55.00

Electric Tap Fee	50.00 per day
(Large machines such as ice machine	
Inflatable's, etc.)	

9) MUNICIPAL POOL

Season pool passes

Family (5 4 or less)	135.00	150.00	149.00
each additional		10.00	11.00
Adult (18 & over)	95.00	90.00	105.00 99.00
High School Youth (3-17) & Senior (60+)	75.00	70.00	85.00 77.00
Child over 3 years Child 2 & under	70.00	80.00	Free

General admission

Adult (18 & over)	4.25 4.50
Age 13-17 Youth (3-17) & Senior (60+)	4.00 3.50
Age 3-12	3.25
Child 2 and under	Free

Swimming lessons

Parent/toddler (6 mo. - 5 yr.)	35.00	38.00 39.00
Skill Level I and II	38.00	42.00
Skill Level III thru IV	40.00	44.00

10) SENIOR CITIZEN CENTER RENTAL

Includes kitchen & great room 60.00/hr 66.00/hr
(minimum 2 hour rental)

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	50.00
Commercial	100.00

One or Two-Family Residential

New home	100.00
Existing	50.00

Three-Family or more Residential

50.00 per unit

Commercial (existing and new)

200.00 per unit

Revision after the 2nd submittal

100.00

Sidewalk Use Permit

50.00

Signs (per sign)

25.00 per sign plus
\$1 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

PLANNING COMMISSION

Conditional Use Permits

400.00 plus
~~actual postage~~ 10.00 postage

Annexation

100% owner petition

300.00 plus 1.00 per acre

Conceptual Review	No fee
Lot Changes	
Subdivision Development	
Preliminary	400.00 plus 10.00 per lot, plus actual postage 10.00 postage
Final	400.00 plus 10.00 per lot, plus actual postage 10.00 postage
Planned Development	
Preliminary	400.00 plus 100.00 per acre, plus actual postage 10.00 postage
Final	400.00 plus 100.00 per acre, plus actual postage 10.00 postage
Minor Amendment	50.00
Lot Consolidation	20.00
Lot Split	20.00
Zoning Amendments	
Code (per topic)	150.00, plus actual postage 10.00 postage
Map	150.00, plus actual postage 10.00 postage
All other for Planning Commission	
Review at public meeting only	25.00
Requiring one or more legal notices	100.00

HISTORIC & ARCHITECTURAL PRESERVATION COMMISSION

Certificate of Appropriateness	30.00
Sketch Review	No fee

BOARD OF ZONING APPEALS

Variance Petition	200.00 plus 100.00 for each additional variance request up to a maximum of 1,000.00 plus actual postage 10.00 postage
Appeal of Administrator's Decision	50.00
Appeal of HAPC Decision	100.00

3) DOCUMENTS, MAPS, & OTHER MATERIALS At Cost

C. INSPECTIONS

1) One, Two, and Three-Family Dwellings and Accessory Buildings (OBOA - Residential Code of Ohio - Ohio Building Officials Association)

a. New Construction

Building	80.00 plus 30.00 per 100 square feet of gross floor area
Mechanical	50.00 plus 4.00 per 100 square feet of gross floor area.
Electrical	50.00 plus 4.00 per 100 square feet of gross floor area.
Third and subsequent plan review	60.00 per hour

b. Miscellaneous

Accessory Buildings	30.00 plus 1.00 per 10 square foot over 200 square feet
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Furnace installation/replacement	50.00 per unit
Central air condition installation/ replacement	50.00 per unit
Combination furnace/central air Installation/replacement	100.00
Minor Electric	45.00
Demolition	50.00
Alterations/Remodeling/Fire Repair	80.00 plus 30.00 per 100 sq. ft.
Partial permits (where granted)	50.00
Temporary Certificate of Occupancy	100.00
Certificate of Occupancy	50.00
Re-Inspection	60.00
(Charge for the third and subsequent inspection each time for the same permit)	
Swimming Pool > 24" deep	90.00
Temporary Pole	50.00
Temporary structure, including tents (when applicable)	
Fence	10.00
Awning	25.00
Gas Line (per meter)	30.00
Permit renewal	50.00
Relocate Building	250.00
Work Without Permit	Greater of \$200.00 or twice of the cost of the permit fee.
Residential Code of Ohio Surcharge	Applicants covered by this Code will be assessed an additional 1% surcharge fee as mandated by Ohio Administrative Code Section

2. Commercial Buildings (Ohio Building Code) Commercial and residential

a. New Construction

Building	100.00 plus 20.00 per 100 square feet of gross floor area, including accessory buildings
Mechanical	100.00 plus 5.00 per 100 square feet of gross floor area, including accessory buildings
Electrical	100.00 plus 5.00 per 100 square feet of gross floor area, including accessory buildings
Alterations/Remodeling/Fire Repair	100.00 plus 10.00 per 100 square feet
Fire Suppression Systems	150.00 plus 5.00 per 100 square feet of gross floor area.
Hood Suppression Systems	150.00
Hood System	150.00
Fire Alarm System	150.00 plus 1.00 per 100 square feet of gross floor area
Minor Electric	80.00
Third and subsequent plan review	100.00 per hour

b. Miscellaneous

Demolition	80.00
Furnace/AC Replacement, including roof top units	150.00 each

Partial Permit (where granted)	100.00
Temporary Certificate of Occupancy	250.00
Certificate of Use and Occupancy	250.00
Reinspection Fee	100.00

(Charge for the third and subsequent inspection each time for the same permit)

OBC Surcharge

Applications covered by the OBC 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 OBC buildings unless otherwise noted.)

Moving or relocating buildings	250.00
Building Permit Renewal	50.00
Electric Service Upgrade	80.00
Temporary Pole	80.00
Change of Building Plans (after approval)	
50.00 plus cost of plan review (60.00 for residential, 100.00 for commercial per hour) when building plans are revised after issuance of permit.	
Fuel Storage Tank (per tank)	75.00
Sidewalk-Curb-Gutter Permit	25.00
Temporary structures, including tents	75.00 plus 0.50 0.10 per sq. ft.
Awnings	75.00
Signs	100.00 plus 0.40 per sq. ft.
Fences	40.00
Backflow Prevention Permit	25.00
Work without a permit	Greater of \$200.00 or twice the cost of the permit fee
Gas Line (per meter)	75.00

4. <u>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 30 days expired.
	20.00 after 60 days expired.
	30.00 after 90 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

D. POLICE DEPARTMENT

Events requiring Officers for Crowd or Traffic Control:

One Officer	35.00 45.00 per hour
Each additional Officer	35.00 45.00 per hour
Police Supervisor	45.00 55.00 per hour
(Required for each four Police Officers)	
Police Command Officer	55.00 65.00 per hour
(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

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	.10 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 2nd offense 300.00 3rd 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 2nd offense 300.00 3rd 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	525.00 biannually 1,000.00 annually
Residential Permitted Parking	25.00 annually
Parking Collection Fees	
Retrieval of vehicle record	1.95 per look up
Citations collection fee	27% of unpaid fine

E. FIRE/EMS DEPARTMENT

EMS Runs	BLS-E	620.00 630.00 per run
	ALS-1 E	890.00 910.00 per run
	ALS-2 E	1,110.00 1,130.00 per run
EMS Mileage Rate		17.00 17.50 per loaded mile
Court ordered restitution for Transport refusal		300.00 350.00

Fire Watch	35.00 per hour per person Two hour minimum
EMS Stand-By	35.00 per hour per person Two hour minimum
Fire and or EMS Coverage for Miami Events	45.00 per hour per person Two hour minimum
CPR/AED/First Aid Training	20.00 each participant
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	510.00
2 Inch	1,632.00
Daily set-up and removal of device	102.00

Cost of water by volume (temporary meter) ~~3.25~~ **3.35** per 100 cubic feet

Temporary Water Service through
an approved meter pit device prior
to meter installation:

5/8 x 3/4"	65.00
1"	169.00
1 1/2"	339.00
2"	547.00
3"	1,092.00
4"	1,703.00
6"	3,414.00

Bulk Water Service ~~3.25~~ **3.35** 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 ~~2.40~~ **2.45**

Base monthly charge Meter size

(inch):	3/4 or smaller	8.80 9.00
	1	14.65 14.95
	1 & 1/2	29.35 29.95
	2	46.95 47.90
	3	88.05 89.85
	4	146.80 149.75
	6	293.60 299.50

Outside city limits	35%	added to amounts above
Late fee	10%	
Green Card distribution	5.00	if card leaves office
Gold Card distribution	5.00	charge would be in addition to turn on fee if the service is terminated.
Reconnection fee following service termination	10.00	1 st occurrence when past due payment is received before 3:00 PM.
	20.00	2 nd occurrence when past due payment is received before 3:00 PM.
	30.00	3 rd and subsequent occurrences when past due payment is received before 3:00 PM.
	50.00	after 3:00 PM and for weekends/holidays reconnection
Irrigation meter	At cost to City	
Irrigation meter repair	5.00 + costs	
"No show" on scheduled appointment	25.00	

Tap-in fees

Based on tap size (inch)

1	2,550.00
2	2,902.00
4	3,570.00
6	4,412.00
8	6,656.00
10	9,175.00
12	10,501.00

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; 525.30 each additional (max of four pits per residential tap)
 3" and greater installed by the contractor at developer's expense.
 Water Meter including RF remote sending unit.

5/8 & 3/4 (inch)	337.00
1	376.00
1 & 1/2	1,418.00
2	1,785.00
3	2,448.00
4	3,825.00
Larger than 4	Cost to the City plus 10% administrative fee.

Water Capacity benefit charges

Meter size (inch):

5/8 & 3/4	1,581.00	1,613.00
1	4,100.00	4,182.00
1 & 1/2	8,252.00	8,417.00

2	13,352.00	13,619.00
3	26,622.00	27,155.00
4	41,514.00	42,345.00
6	83,232.00	84,897.00
8	133,110.00	135,772.00
10	191,658.00	195,491.00

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 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	3.80 3.90
Base monthly fee	3.70 3.80
Surcharges	
Excess suspended solids	0.41 0.42 /lb > 200 mg/l
Excess biochemical oxygen demand	0.42 0.43 /lb > 200 mg/l
Excess oil and grease	0.76 0.78 /lb > 50 mg/l

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	1,581.00	1,613.00
1	4,100.00	4,182.00
1 & 1/2	8,252.00	8,417.00
2	13,352.00	13,619.00
3	26,622.00	27,155.00
4	41,514.00	42,345.00
6	83,232.00	84,897.00
8	133,110.00	135,772.00
10	191,658.00	195,491.00

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)	286.00 per hour (1 hr. min.)
Sanitary Sewer Main Video Inspection	286.00 per hour (1 hr. min.)
Sanitary Lateral Video Inspection	286.00 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	286.00 per hour (1 hr min.)
Non-Compliance causing blockage or damage to City facilities	Response or repair cost plus 40%
Special Wastewater Discharge Application (tank pumping, groundwater, etc.)	25.00
Special Wastewater Contaminated Discharge Treatment	11.40 11.63 per 100 cubic feet

Damage to City facilities

Repair costs plus 40%

3. Refuse service

<u>Service Type</u>	<u>Monthly Charge</u>
Hand Service refuse	37.00
Hand Service recycling	13.00
65 gallon recycle container rental	1.00
Move in/out solid waste removal	4.00
Fee for all dwelling units with Rental permits within the Mile Square "Plus" area, as designated by section 931.02 of the Oxford Codified Ordinance, excluding multiple dwelling units utilizing commercial dumpsters.	

<u>Refuse</u>	<u>Rumpke</u>	<u>Admin</u>	<u>Total</u>
<u>Residential</u> (Single family or multi-unit dwellings with four or less units)	11.74	4.56	16.30
Rental for Waste wheeler	3.00	-	3.00
Residential rates include 3.54 Recycle fee			
<u>Commercial</u> 2 Cubic Yard dumpster			
1x/week	34.85	13.55	48.40
2x/week	55.35	21.50	76.85
3x/week	83.03	32.22	115.25
4x/week	107.63	41.77	149.40
5x/week	134.28	52.12	186.40
6x/week	160.93	62.52	223.45
Requested extra pick up (outside of normal schedule)	25.63	9.97	35.60
Rental fee	14.00	-	14.00
3 Cubic Yard dumpster			
1x/week	45.10	17.55	62.65
2x/week	79.95	31.05	111.00
3x/week	115.83	45.12	160.95
4x/week	151.70	59.05	210.75
5x/week	186.55	72.65	259.20
6x/week	222.43	86.32	308.75
Requested extra pick up (outside of normal schedule)	25.63	9.97	35.60
Rental fee	17.00	-	17.00

4 Cubic Yard dumpster

1x/week	58.43	22.77	81.20
2x/week	103.53	40.17	143.70
3x/week	148.63	57.72	206.35
4x/week	194.75	75.55	270.30
5x/week	239.85	93.05	332.90
6x/week	283.93	110.57	394.50
Requested extra pick up (outside of normal schedule)	30.75	11.95	42.70
Rental fee	20.00	-	20.00

6 Cubic Yard dumpster

1x/week	87.13	33.87	121.00
2x/week	150.68	58.52	209.20
3x/week	214.23	83.17	297.40
4x/week	265.48	103.32	368.80
5x/week	345.43	134.17	479.60
6x/week	411.03	159.72	570.75
Requested extra pick up (outside of normal schedule)	35.88	13.97	49.85
Rental fee	23.00	-	23.00

8 Cubic Yard dumpster

1x/week	114.80	44.60	159.40
2x/week	198.85	77.20	276.05
3x/week	281.88	109.82	391.70
4x/week	365.93	142.57	508.50
5x/week	448.95	174.85	623.80
6x/week	533.00	206.78	739.78
Requested extra pick up (outside of normal schedule)	35.88	13.97	49.85
Rental fee	26.00	-	26.00

Waste wheeler

1x/week	14.35	5.60	19.95
2x/week	24.60	9.55	34.15
3x/week	34.85	13.55	48.40
4x/week	45.10	17.50	62.60
5x/week	55.35	21.50	76.85
6x/week	65.60	25.50	91.10
Requested extra pick up (outside of normal schedule)	10.25	4.00	14.25
Rental fee	9.00	-	9.00

<u>Recycling</u>	<u>Rumpke</u>	<u>Admin</u>	<u>Total</u>
2 Cubic Yard dumpster			
1x/week	22.90	-	22.90
2x/week	39.30	-	39.30
3x/week	53.65	-	53.65
4x/week	70.05	-	70.05
5x/week	84.40	-	84.40
Requested extra pick up	20.50	-	20.50
(outside of normal schedule)			
Rental fee	14.00	-	14.00
3 Cubic Yard dumpster			
1x/week	32.20	-	32.20
2x/week	54.75	-	54.75
3x/week	77.30	-	77.30
4x/week	101.90	-	101.90
5x/week	124.45	-	124.45
Requested extra pick up	20.50	-	20.50
(outside of normal schedule)			
Rental fee	17.00	-	17.00
4 Cubic Yard dumpster			
1x/week	41.50	-	41.50
2x/week	72.25	-	72.25
3x/week	103.00	-	103.00
4x/week	133.75	-	133.75
5x/week	164.50	-	164.50
Requested extra pick up	26.63	-	26.63
(outside of normal schedule)			
Rental fee	20.00	-	20.00
6 Cubic Yard dumpster			
1x/week	61.05	-	61.05
2x/week	105.13	-	105.13
3x/week	150.23	-	150.23
4x/week	196.35	-	196.35
5x/week	243.50	-	243.50
Requested extra pick up	26.63	-	26.63
(outside of normal schedule)			
Rental fee	23.00	-	23.00
8 Cubic Yard dumpster			
1x/week	75.48	-	75.48
2x/week	136.98	-	136.98
3x/week	198.48	-	198.48
4x/week	259.98	-	259.98

5x/week	321.48	-	321.48
Requested extra pick up (outside of normal schedule)	30.75	-	30.75
Rental fee	26.00	-	26.00
Waste wheeler			
1x/week	12.30	-	12.30
2x/week	18.45	-	18.45
3x/week	24.60	-	24.60
4x/week	30.75	-	30.75
5x/week	36.90	-	36.90
Requested extra pick up (outside of normal schedule)	10.25	-	10.25
Rental fee	9.00	-	9.00

See Exhibit A for rate history

Late fee	10%
One-time additional pickup permit stickers	10.00 per Sticker
Compactor Tickets	45.00 per 1 Cu. Yd.

4.Video service provider fee 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
(depending on the size of the project)

4) Document handling/forwarding fee 25.00
to regulating agencies

5) Engineering plan review for revisions
after 2nd submittal. 100.00 per submission

H. STREET DIVISION

Street cut surface repair April through November
Up to 40 sq.ft. - ~~\$100.00~~ 128.00
(or 40 linear ft of curb totaling
less than 40 sq. ft.)
>40 sq.ft. - ~~\$100.00~~ 128.00 + ~~2.50~~
3.20 per additional sq.ft.
December through March
Add 50% to costs above

Brick Street Repair - \$30.00 per
sq. ft.

Work without a permit in ROW Greater of \$200.00 or twice
(Starting construction or the cost of the permit fee
without a permit)

Street Tree Permits

Removal of hazardous trees from private property	No charge At cost to city plus 5% Administrative fee
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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
Woodside Cemetery gravesite plots	100.00
Woodside Cemetery gravesite After 3:30 Monday-Friday And weekends	250.00 Opening and closing Additional 100.00
Street Banner Installation And removal	Single banner 100.00
Damage to City Facilities	Costs plus 40%

I. FINANCE DEPARTMENT

Misc. Copies	
per copy	.10 per Page
Final Annual Budget Document	
Paper	At cost to City
Electronic	5.00 per DVD/CD
Any Other Method	At cost to City
Comprehensive Annual Financial Report	
Paper	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
Motor Coach or Bus (Each)	25.00 per Year
Taxicab per vehicle Company license	25.00 per Year
Taxicab per Operator License	50.00 (includes background) per year
Taxicab per Vehicle License	25.00 per year
Vendor License	50.00 per Calendar Month, or 300.00 per Year
NSF check Fee	At cost to City
Collections Fee on Delinquent Accounts	
Phase I	10.00 per written off account

Phase II	45% of the amount due on
	accounts more than \$250.00
	35% 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: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

EXHIBIT A

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>Delta</u>	<u>%</u>
Residential	16.30	17.10	17.60	17.60	(1.30)	-7.6%
Commercial						
2 YD						
1x/week	48.40	50.75	55.25	75.70	(27.30)	-53.8%
2x/week	76.85	80.65	101.25	130.10	(53.25)	-66.0%
3x/week	115.25	120.90	145.05	184.50	(69.25)	-57.3%
4x/week	149.40	156.60	188.60	238.90	(89.50)	-57.2%
5x/week	186.40	195.50	231.20	293.30	(106.90)	-54.7%
6x/week	223.45	234.45	275.35	347.70	(124.25)	-53.0%
Extra each	35.60	37.30	54.55	54.40	(18.80)	-50.4%
3 YD						
1x/week	62.65	65.65	73.80	99.90	(37.25)	-56.7%
2x/week	111.00	116.40	134.35	174.50	(63.50)	-54.6%
3x/week	160.95	168.60	194.35	249.10	(88.15)	-52.3%
4x/week	210.75	221.00	254.35	323.70	(112.95)	-51.1%
5x/week	259.20	271.50	313.30	398.30	(139.10)	-51.2%
6x/week	308.75	323.75	373.25	472.90	(164.15)	-50.7%
Extra each	35.60	37.30	74.30	74.60	(39.00)	-104.6%
4 YD						
1x/week	81.20	85.10	95.55	127.40	(46.20)	-54.3%
2x/week	143.70	150.85	174.50	225.30	(81.60)	-54.1%
3x/week	206.35	216.55	253.35	323.20	(116.85)	-54.0%
4x/week	270.30	283.70	331.65	421.10	(150.80)	-53.2%
5x/week	332.90	349.50	410.55	519.00	(186.10)	-53.2%
6x/week	394.50	413.50	490.00	616.90	(222.40)	-53.8%
Extra each	42.70	44.80	102.15	97.90	(55.20)	-123.2%
6 YD						
1x/week	121.00	126.80	140.60	186.00	(65.00)	-51.3%
2x/week	209.20	219.40	254.90	326.50	(117.30)	-53.5%
3x/week	297.40	311.90	367.55	467.00	(169.60)	-54.4%
4x/week	368.80	386.80	466.70	607.50	(238.70)	-61.7%
5x/week	479.60	502.80	593.85	748.00	(268.40)	-53.4%
6x/week	570.75	598.45	707.00	888.50	(317.75)	-53.1%
Extra each	49.85	52.25	137.05	140.50	(90.65)	-173.5%
8 YD						
1x/week	159.40	167.05	185.00	243.40	(84.00)	-50.3%
2x/week	276.05	289.47	332.90	426.40	(150.35)	-51.9%
3x/week	391.70	410.72	480.85	609.40	(217.70)	-53.0%
4x/week	508.50	532.61	629.30	792.40	(283.90)	-53.3%
5x/week	623.80	654.20	776.70	975.40	(351.60)	-53.7%
6x/week	739.78	776.38	925.15	1,158.40	(418.62)	-53.9%

EXHIBIT A

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>Delta</u>	<u>%</u>
Extra each	49.85	52.25	179.05	183.00	(133.15)	-254.8%
WWT						
1x/week	19.95	20.90	24.90	24.50	(4.55)	-21.8%
2x/week	34.15	35.80	42.50	42.00	(7.85)	-21.9%
3x/week	48.40	50.75	60.10	59.50	(11.10)	-21.9%
4x/week	62.60	65.70	77.70	77.00	(14.40)	-21.9%
5x/week	76.85	80.65	95.30	94.50	(17.65)	-21.9%
6x/week	91.10	95.50	112.90	112.00	(20.90)	-21.9%
Extra each	14.25	14.95	17.55	17.50	(3.25)	-21.7%
Check	-	-	-	-		

CITY OF OXFORD STAFF SUMMARY REPORT

Report to City Manager

Council Meeting Of : 11/1/2016

Account Code No. : see below

Budgeted Amount :

Finance
Originating Department

Joe Newlin
Prepared By

10/26/2016
Date Prepared

Agenda Title:	2016 Supplemental Budget #10
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Recommendation:	Approve
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Issue 1

To make adjustment to amended budget for projected increase in Hotel Tax Receipts and related expenses.

Action Needed:

Revenue Side

General Fund (110)	25,000.00	Hotel Tax Receipts
Hotel Tax Agency Fund (120)	25,000.00	Hotel Tax Receipts
General Fund (110)	1,500.00	Transfer from Hotel Tax Agency Fund

Expense Side

Hotel Tax Agency Fund (120)	1,500.00	Transfer to General Fund (6% of receipts)
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Net Effect on Fund Balance/(s) Increase/(Decrease)	50,000.00
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Issue 2

To make adjustment to amended budget for health care reimbursements and associated expenditures over the \$75,000 budgeted amount

Action Needed:

Revenue Side

Employee Benefits (230)	104,477.00	Reimbursements from carrier
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Expense Side

Employee Benefits (230)	104,477.00	Appropriation from unencumbered balance for medical expenses
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Net Effect on Fund Balance/(s) Increase/(Decrease)	-
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Issue 3

To make adjustment to amended budget for unencumbered funds moving \$000,000 from US 27 South project to realign Collins Run Road with Main St. and to install traffic signals at Chestnut / Main & Chestnut / Campus project

Action Needed:

Revenue Side

NA

Expense Side

Capital Improvement (141)	(165,000.00)	Decrease appropriation from unencumbered balance for US 27 South project
Capital Improvement (141)	165,000.00	Appropriation from unencumbered balance for Collins Run Road project

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

Total Net Effect on Fund Balance/(s)
Increase/(Decrease) 50,000.00

Breakdown by Fund

General Fund (110)	26,500.00
Hotel Tax Agency Fund (120)	23,500.00
Capital Improvement (141)	-
Employee Benefits (230)	-

Net Effect on Fund Balance/(s)
Increase/(Decrease) 50,000.00

Approved By:

Department Head:

City Manager:

Initials

Date

YU | 10/27/16
DRE | 10/27/16

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3335 AND DECLARING IT AN EMERGENCY. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 10 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2016.

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

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

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

General Fund 110	25,000.00
Hotel Tax Agency Fund 120	25,000.00
Employee Benefit Fund 230	104,477.00

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

Hotel Tax Agency Fund 120	1,500.00
Employee Benefit Fund 230	104,477.00
Capital Improvement Fund 141	(165,000.00)
Capital Improvement Fund 141	165,000.00

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

Transfer from:	
Hotel Tax Agency Fund 120	1,500.00

Transfer to:	
General Fund 110	1,500.00

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

General Fund 110	1,500.00
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SECTION 6: In all other respects, Ordinance No. 3335 shall remain in full force and effect.

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

MAYOR

ADOPTED: _____

ATTEST:

DEPUTY CLERK OF CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: November 1, 2016

Candi Turpin

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

November 1, 2016

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, 2017 Through December 31, 2017.

Recommendation: Approve.

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

Section 1. The Assistant Finance Director position has been corrected to reflect that the position is Non-Civil Service.

Section 1. The Parks & Recreation Department has been amended by removing the part-time positions of Recreation Programs Coordinator and Custodian and placing them in the appropriate section under part-time positions.

Section 1. The Safety Department-Fire Division has amended the Fire Captains' section to reflect an additional Attachment B has been added. Three full-time Firefighters have also been added to this section.

Section 1. The Safety Department – Police Division has amended the Public Safety Communications Officer positions to their new designation of Dispatcher/Clerk and reduced the number of positions from nine (9) to six (6).

Section 1. The Safety Department – Police Division has also eliminated the positions of Properties Custodian and Parking Clerk.

Section 1. The Service Department has been amended by removing the part-time Deputy Director and placing it in the appropriate part-time section.

These changes will result in total authorized personnel of one hundred and eight (108) full time employees.

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

Section 3. Staff is requesting an increase to the maximum compensation of part-time positions by increasing the rate to the nearest dollar amount not to exceed a \$1.00 increase except for the Deputy Service Director and Assistants to the Chief in the Police Department who received 4% increases

due to not having increases for the last two years.

Section 3. Parks& Recreation Department has increased the number of Program/Facility Coordinators by one (1) position for a total of four (4) and has revised the name of the position to "Program Coordinator". In addition, the Recreation Programs Coordinator position has been eliminated.

Section 3. The Safety Department – Police Division has increased the number of Public Safety Assistants to four (4). In addition, the Public Safety Communications Officer has been changed to Dispatcher/Clerk. The Parking Intern position has been eliminated.

Section 4. The Safety Department – Fire Division has added a seasonal pay rate for those Fire/EMS personnel who provide Miami University coverage on a seasonal basis.

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

Section 7. C. The work "recuperative" has been replaced by "Worker's Compensation".

Attachment A: The pay bands have been increased by 2% for 2017.

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

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 10/26
[Signature] 10/27/16

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING SALARIES AND CERTAIN BENEFITS FOR SALARIED AND HOURLY FULL-TIME AND PART-TIME EMPLOYEES WITHIN THE SERVICE OF THE CITY OF OXFORD, OHIO, PAID FROM JANUARY 1, ~~2015~~2017 THROUGH DECEMBER 31, ~~2015~~2017.

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

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

Position	Type	Authorization # of Employees	Pay Band
Office of the City Manager			
City Manager	NC	1	By Contract
Assistant to the City Manager	NC	1	5
Human Resources Director	NC	1	7
Clerk of Council/AAll	NC	1	4
Economic Development Department			
Economic Development Director	NC	1	7
Finance Department			
Finance Director	NC	1	By Contract
Assistant Finance Director	NC	1	6
Payroll & Benefits Specialist	C	1	5
Finance Specialist	C	1	5
Accounting Specialist	C	1	4
Utility Collections Specialist	C	2	4
Law Department			
Law Director	NC	1	By Contract
Parks & Recreation Department			
Parks & Recreation Director	NC	1	7
Recreation Programs Supervisor	C	1	5
Sports Activities Supervisor	C	1	5
Office Manager	NC	1	5
Receptionist	C	1	1
Sports Coordinator	C	1	3
Recreation Programs Coordinator	C	1**	3
Custodian	NC	1**	4

Community Development Department			
Community Development Director	NC	1	7
Planner	C	1	6
Admin Asst to Director (Tech)	NC	1	5
Administrative Assistant II	NC	2	3
Safety Department – Fire Division			
Fire Chief/Inspector	NC	1	7
Fire Captains <i>*See Attachment B</i>	CC	33	66
Firefighters <i>*See Attachment B</i>	C	3	5
Administrative Assistant II	NC	1	3
Safety Department – Police Division			
Police Chief	NC	1	7
Police Lieutenant	C	2	By Contract
Police Sergeant	C	6	By Contract
Police Officer	C	16	By Contract
Public Safety Assistant	C	3	By Contract
Police Records Specialist	C	1	By Contract
Public Safety Communications Officer/Dispatcher/Clerk	C	96	By Contract
Office Manager	NC	1	5
Properties Custodian	C	4	2
Parking Clerk	NC	4	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
Engineering Division			
City Engineer	C	1	6
Engineer-In-Training (EIT)	C	1	5
Engineering Aide	C	1	4
Streets and Maintenance Division			
Streets and Maintenance Manager	C	1	6
Equipment Mechanic	C	1	5
Parks Maintenance Supervisor	C	1	5
Street Operations Specialist	C	1	4
Service Workers		9	
Wastewater 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	
TOTAL Full-Time Budgeted:		111108	

~~Authorized Part-Time~~**

NC = Non-~~Classified~~~~Classified~~ Employee

C = ~~Classified~~~~Classified~~ Employee

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

- A.** Adoption of this ordinance reflects a 2%(COLA) increase rounded up to the nearest penny of all employees not covered by a collective bargaining agreement. The Finance Director, Law Director and City Manager shall also receive the same increase to their current base salaries.
- B.** The City Manager, except as otherwise provided in the charter, is authorized to establish the starting salary not to exceed the position's market midpoint.
- C.** The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year.
- D.** The City Manager is hereby authorized to increase an employee's salary not to exceed the market midpoint of the new position when a promotion occurs where an employee moves to a higher job classification.

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

Position	Authorization	Maximum
	# of Employees	Pay Rate
Finance Department		
Accounting Assistant	1	\$14.00/hr <u>\$15.00/hr</u>
Parks & Recreation Department		
Park/Recreation Technician	5	\$11.00/hr <u>\$12.00/hr</u>
Program/ Facility Coordinator	43	\$14.00/hr <u>\$15.00/hr</u>
Senior Program Coordinator	1	\$16.25/hr
Recreation Programs Coordinator	1	\$12.00/hr
Custodian	2	\$13.00/hr <u>\$14.00/hr</u>
Service Department		
Deputy Director	1	\$38.31/hr <u>\$39.84/hr</u>
Laborers	4	\$12.00/hr <u>\$13.00/hr</u>
Streets & Maintenance Division		
Wastewater Collection		
Water Plant Operators	2	\$20.66/hr <u>\$21.00/hr</u>
Safety Department – Fire Division		
Part-Time Firefighters/EMTs	30	Up to \$16.04/hr <u>\$17.00/hr</u>
Firefighters and/or EMTs	64	Up to \$16.04/hr <u>\$17.00/hr</u>
Fire Division Captains	3	Up to \$17.12/hr <u>\$18.00/hr</u>
Fire Division Lieutenants	31	Up to \$16.58/hr <u>\$17.00 per hour</u>
Safety Department – Police Division		
Assistant To the Chief – Parking & Transportation	1	\$25.81/hr <u>\$26.84/hr</u>
Assistant to Chief – Business Liasion	1	\$25.81/hr <u>\$26.84/hr</u>
Police Officer	6	Contract base pay
Public Safety Assistant	34	Contract base pay
Public Safety Communications Officer <u>Dispatcher/Clerk</u>	4	Contract base pay
Parking Interns (Reimbursed)	8*	\$14.00/hr
TOTAL Part-Time Authorized Strength:	144 <u>136</u>	
City-Wide		
Intern/Temporary Part-Time		\$14.00/hr

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

Position	Authorization	Pay Rate
	# of Employees	
Safety Department – Fire Division		
<u>Fire/EMS for Miami University Coverage</u>		<u>\$45.00 per hour</u>
Parks & Recreation Department		
Park/Recreation Technician	36	\$11.00/hr <u>\$11.50/hr</u>
Program/ Facility Coordinator	3	\$14.00/hr <u>\$14.50/hr</u>
Service Department		
Street Department		
Laborer	7	\$12.00/hr <u>13.00/hr</u>
Wastewater Division		
Plant		
Laborer	1	\$12.00/hour <u>13.00/hr</u>
Collections		
Laborer	1	\$12.00/hour <u>13.00/hr</u>
Water Division		
Plant		
Laborer	1	\$12.00/hour <u>13.00/hr</u>
TOTAL Seasonal Part-Time Authorized Strength:	49	

SECTION 5: Department Heads and Supervisory Employees.

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

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

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

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

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

- D. Other Benefits and Provisions.** Except as superseded by the provisions of this section, department heads and supervisory employees shall be entitled to all other benefits and provisions of this ordinance applicable to full-time employees of the City of Oxford.
- E. Sick Leave.** The Police Chief shall receive a bonus of \$310 per calendar quarter if he uses no sick leave during that quarter. If the Police Chief uses no sick leave for the calendar year, he shall receive an additional \$360. The bonus payment shall be issued at the end of each calendar quarter.

SECTION 6: General Provisions

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

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

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

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

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

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

SECTION 7: Employee Benefits

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

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

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

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

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

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

- E. **Payment of Health Insurance Premiums.** For each full-time, employee (~~forty hours per week~~) and Law Director who participates in the City group medical insurance programs, the City will make a per month per employee contribution as determined by the budget during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay a contribution for single coverage or for family coverage, each pay period, with deductions being made from gross pay before taxes resulting in the cost being reduced.

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

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

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

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

Employees called to work on a designated holiday (to perform a special project or emergency repair) may receive pay in the amount equal to one and one-half (1-1/2) times the employee's base hourly rate of pay for all hours actually worked on the holiday in addition to the eight hours straight time pay for the holiday at the discretion of the City Manager. (Employees working less than eight (8) hours on a holiday have two options: 1) the employee can claim the eight (8) hour holiday and overtime for the actual number of hours worked; or 2) the employee can claim overtime for the number of hours worked, and use personal, vacation or comp time to make up the remaining hours and receive the holiday off at another time.)

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

- a) If an employee works the designated holiday, the employee is entitled to:

- 1) One and one-half (1-1/2) times their base
_____ hourly rate for the hours worked, and
2) a paid day to be taken at another time.

- _____ b) If an employee works a true calendar holiday(s) that falls on Saturday or Sunday, the employee is entitled to pay at one and one-half (1-1/2) times the base hourly rate for the hours worked.

H. Group Life and Accidental Death and Dismemberment Insurance.

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

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

I. Longevity Bonus Pay. Longevity Bonus Pay will only be paid to eligible employees who accrue the required years of service on or before December 31, 201562017-and are full-time employees of the City on or before December 31, 201562017. 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 201562017 shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 201562017. All eligible full-time employees shall be paid in accordance with the following schedule. Contract employees shall be paid according to the appropriate contracts. The Chief of Police shall be paid longevity according to the current schedule in the Police Supervisors' contract.

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

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

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

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

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

- L. Continuing Education/Tuition Reimbursement.** For ~~20156~~ 2017, \$1,000 will be budgeted. Depending upon the availability of funds, an employee may be reimbursed for the cost of tuition and required course books for any job-related course, provided that the employee submits a written request for reimbursement on the appropriate form, with a copy of the course description, before taking the class. If only one employee submits a request for a class and receives at least a "B" average in the class, the employee will receive 50% of the amount budgeted. An employee who receives a final grade of "A" will receive 100% of the amount budgeted as reimbursement. Should there be more than one employee requesting tuition reimbursement, the funds will be distributed equally among those employees who have completed their classes and received their final grades as noted above. For example, if three (3) employees submit requests and all three receive a final grade of "A" for their classes, the amount budgeted will be divided among the three and the funds will be distributed equally at the end of the year. Requests for reimbursement should be submitted to the Human Resources Director.

SECTION 8: Applicability

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

SECTION 9: Repeal of Conflicting Ordinances

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

| INTRODUCED BY: ~~KEVIN MCKEEHANK~~ Kate Rousmaniere

| ~~PREPARED BY: LAW (STAFF)~~

ATTACHMENT A

CITY OF OXFORD OHIO

PAY BANDS (~~2015~~2017)

	<u>MINIMUM</u>	<u>MAXIMUM</u>
PAY BAND 7		
Annual	\$62,358 \$63,605	\$112,091 \$114,333
Hourly	\$29.98 \$30.58	\$53.89 \$54.97
PAY BAND 6		
Annual	\$48,506 \$49,476	\$86,112 \$87,834
Hourly	\$23.32 \$23.79	\$41.40 \$42.23
PAY BAND 5		
Annual	\$41,538 \$42,369	\$70,012 \$71,412
Hourly	\$19.97 \$20.37	\$33.66 \$34.34
PAY BAND 4		
Annual	\$36,504 \$37,234	\$59,197 \$60,381
Hourly	\$17.55 \$17.91	\$28.46 \$29.03
PAY BAND 3		
Annual	\$33,093 \$33,755	\$55,786 \$56,902
Hourly	\$15.91 \$16.23	\$26.82 \$27.36
PAY BAND 2		
Annual	\$30,950 \$31,569	\$50,232 \$51,237
Hourly	\$14.88 \$15.18	\$24.15 \$24.64
PAY BAND 1		
Annual	\$27,976 \$28,536	\$45,386 \$46,294
Hourly	\$13.45 \$13.72	\$21.82 \$22.26

ATTACHMENT B

CITY OF OXFORD OHIO

Full-Time Fire Captains' and Firefighter's Policies and Wage Rates

Holidays

Full time Fire Captains and Firefighters working a 24/48 schedule will be paid a holiday check on December 1 of each year. This check will consist of eight (8) hours pay for each of the 10 holidays. If a fire captain or Firefighter is called in to work on an unscheduled Holiday, hours worked will be paid at a double-time rate.

Personal Days

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

Sick Leave

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

Sick Leave Incentive

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

Vacation

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

Funeral Leave

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

Kelly Days

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

Life Insurance

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

Compensatory Time

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

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

Fire Captain Salary Schedule

The following salary schedule shall take effect 1/1/2017 for all full-time Fire Captains. Fire Captains who are employed on January 1 of 2017 will receive the amount listed below plus any additional overall adjustment granted by Council.

<u>2017</u>	<u>\$65,258</u>
-------------	-----------------

2017 Holiday pay check will equal (80 hours total) at \$31.37 per hour or \$2509.60 total.

Firefighter Salary Schedule

Any newly hired firefighter in 2017 will be paid the following rate.

<u>2017</u>	<u>\$53,125</u>
-------------	-----------------

2017 Holiday pay check will equal (80 hours total) at \$25.54 per hour or \$2043.20 total.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: October 18, 2016

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

October 10, 2016

Date Prepared

Agenda Title: An Ordinance accepting the annexation petition from Douglas R. Elliott, Jr. for 0.458 acres of land in the township of Oxford, Butler County Ohio, and accepting said territory to be annexed.

Recommendation: Adopt the Ordinance

Discussion:

This is the final legislation necessary as part of the settlement agreement with Century 21 located at 3996 Millville Oxford Road for the US 27 S. improvement project. The property owners agreed to the annexation of their property to the City of Oxford. The annexation petition was filed with the Butler County Commissioners on Tuesday, July 19, 2016. An expedited Type II process was utilized for this annexation. The City Manager served as the statutory agent for the petitioners. After the property is annexed to the City, the current Township zoning will continue (A-1 Agricultural) until it is rezoned (GB) by the City.

Approved By:

Department Head:

Initial Date

City Manager:

DRE

10/14/16

ORDINANCE NO.

AN ORDINANCE ACCEPTING THE ANNEXATION PETITION FROM DOUGLAS R. ELLIOTT, JR. FOR 0.458 ACRES OF LAND IN THE TOWNSHIP OF OXFORD, BUTLER COUNTY OHIO, AND ACCEPTING SAID TERRITORY TO BE ANNEXED.

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

SECTION 1: On July 19, 2016 Douglas R. Elliott, Jr., Agent for the petitioners, filed a petition with the Board of County Commissioners of Butler County, Ohio, to obtain annexation to the City of Oxford, Butler County, Ohio, territories consisting of 0.458 acres of land contiguous to the City of Oxford and the existing corporation line of the Township of Oxford, Ohio. Said petition was filed with the consent of all parties utilizing the annexation procedure set forth in Sections 709.021 and 709.023 of the Ohio Revised Code.

SECTION 2: The Board of County Commissioners did, by Resolution No.16-08-03126 adopted on August 15, 2016, approve the annexation of the proposed territory to the City of Oxford as hereinafter described. Such approval was subject to the terms and conditions contained in the Statement of Services Resolution No. 4999 a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference.

SECTION 3: The Board of County Commissioners did, through the Clerk of the Board of County Commissioners, Butler County, Ohio, certify a transcript of the proceedings in connection with the map and petition required herein to the Clerk of Oxford City Council who received the same on or about August 16, 2016.

SECTION 4: A certified transcript of the proceedings for annexation with an accurate map of the territory, together with the petition for annexation and the papers relating to all proceedings heretofore with the County Commissioners, are all on file with the Clerk of the City of Oxford and have been for sixty days.

SECTION 5: The proposed annexation, as applied for in the petition of the owners of the real estate in the territory sought to be annexed and filed with the Board of County Commissioners, Butler County, Ohio, in which the petition prayed for annexation to the City of Oxford, Ohio, of certain territory adjacent thereto as hereinafter described, be and the same is hereby accepted and deemed annexed to the City of Oxford, subject to all the terms and conditions provided herein and contained within the Statement of Services Resolution No. 4999 attached hereto and incorporated herein as Exhibit "A". The territory to be annexed is more particularly described in Exhibits "B" and "C," attached hereto and incorporated herein.

SECTION 6: The Clerk of the City of Oxford be and is hereby authorized and directed to make five copies of this ordinance, to each of which shall be attached a copy of the map accompanying this petition for annexation, a copy of the transcript of the proceedings of the Board of County Commissioners of Butler County, Ohio, related thereto, and certified as to the correctness thereof. The Clerk shall then forthwith deliver one copy to the County Auditor, one copy to the County Recorder, one copy to the County Engineer, and one copy to the Ohio Secretary of State and shall file notice of this annexation with the Board of Elections within thirty (30) days after it becomes effective and the Clerk shall do all other things as required by law.

SECTION 7: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

RESOLUTION NO. 4999

A RESOLUTION REGARDING ZONING BUFFERS AND ADOPTING A STATEMENT INDICATING THE SERVICES THE CITY OF OXFORD, OHIO WILL PROVIDE TO THE TERRITORY PROPOSED TO BE ANNEXED TO THE CITY OF OXFORD, OHIO PURSUANT TO A PETITION FILED WITH THE BOARD OF COUNTY COMMISSIONERS OF BUTLER COUNTY, OHIO FILED BY THE PETITIONERS, SHAWN BAKER, HOLLY BAKER, AND THE CITY OF OXFORD, OHIO, FOR THE ANNEXATION OF 0.458 ACRES OF LAND MORE OR LESS IN OXFORD TOWNSHIP, BUTLER COUNTY, OHIO TO THE CITY OF OXFORD, OHIO AS PROVIDED BY SECTION 709.023(C) OF THE OHIO REVISED CODE.

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

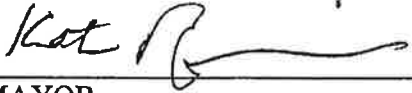
SECTION 1: Council, having received the notification of a petition for annexation from Shawn Baker, Holly Baker, and the City of Oxford, Ohio for 0.458 acres of land in Oxford Township, Butler County, Ohio ("the Territory"), hereby accepts said petition.

SECTION 2: The City hereby states that it will provide immediately, upon final approval and acceptance of the annexation, the following services to the Territory: law enforcement, recreation programming, maintenance of any and all public streets and alleyways, keeping same open, in repair and free from nuisance, and professional planning staff all shall be available immediately upon annexation; in addition, a sanitary sewer connection shall be made available to the Territory within five (5) years. Extension of all public utility services shall be subject to such regulations and conditions as the City deems appropriate.

SECTION 3: If the Territory becomes subject to zoning by the City and the City permits uses in the annexed territory that the City determines are clearly incompatible with the uses permitted under current county or township zoning regulations in the adjacent land remaining within the township from which the Territory was annexed, City Council will require, in the zoning ordinance permitting the incompatible uses, the Petitioners to provide a buffer separating the use of the Territory and the adjacent land remaining within the township.

SECTION 3: The Clerk is hereby directed to forward a certified copy of this resolution to the Board of County Commissioners of Butler County, Ohio.

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


MAYOR

ADOPTED: August 2, 2016

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

EXHIBIT "B"

Date: May 16, 2016
Description: 0.458 Acres to be Annexed
Lot #3, Edwards Subdivision
Location: Oxford Township
Butler County, Ohio



Situated in State of Ohio, Congress Lands West of the Miami River, Section 36, Town 5, Range 1, Oxford Township and being all of Lot #3, Edwards Subdivision as recorded in Plat Envelope 318, Page "B" and being all of the lands of City of Oxford, as recorded in Official Record 8801, Page 2203 and all of the lands of Shawn and Holly Baker, as recorded in Official Record 8458, Page 1464 of the Butler County, Ohio Recorder's Office and being more further described as follows:

Beginning at the southwest corner of said Lot #3 and being on the easterly right of way of Millville Oxford Road (U.S. S.R. #27) and being the northwest corner Lot #2 of said Edwards Subdivision and being the lands of the City of Oxford as recorded in Official Record 8719, Page 1387 of the Butler County, Ohio Recorder's Office and the **True Point of Beginning**;

thence, leaving the northerly line of said Lot #2 and with the easterly right of way of said Millville Oxford Road (U.S. S.R. #27), North 33° 20' 39" West, 109.77 feet to the southerly right of way of Southpointe Parkway;

thence, leaving the easterly right of way of said Millville Oxford Road (U.S. S.R. #27) and with the southerly right of way of said Southpointe Parkway, with a curve to the right, having a central angle of 90° 52' 30", a radius of 15.00 feet, an arc length of 23.79 feet and a chord bearing and distance of North 12° 05' 36" East, 21.37 feet;

thence, with the southerly right of way of said Southpointe Parkway, North 57° 31' 51" East, 144.77 feet to the southwest corner of Lot #4 of said Edwards Subdivision and being the lands of Michael M. Tholen as recorded in Official Record 8491, Page 1792 of the Butler County, Ohio Recorder's Office;

thence, leaving the southerly right of way of Southpointe Parkway and with the westerly line of said Lot #4, South 33° 20' 39" East, 125.00 feet to the northerly line of said Lot #2;

thence, leaving the westerly line of said Lot #4 and with the northerly line of said Lot #2, South 57° 31' 51" West, 160.00 feet to the **True Point of Beginning** containing 0.458 acres more or less and being subject to all legal highways, easements, restrictions and agreements of record.

The above description was prepared from an annexation plat by Bayer Becker, David Douglas Smith, Registered Surveyor #7121 in the State of Ohio, May 16, 2016.

6900 Tylersville Road, Suite A
Mason, OH 45040
513-338-8800

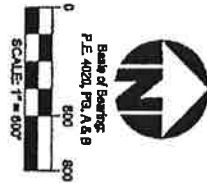
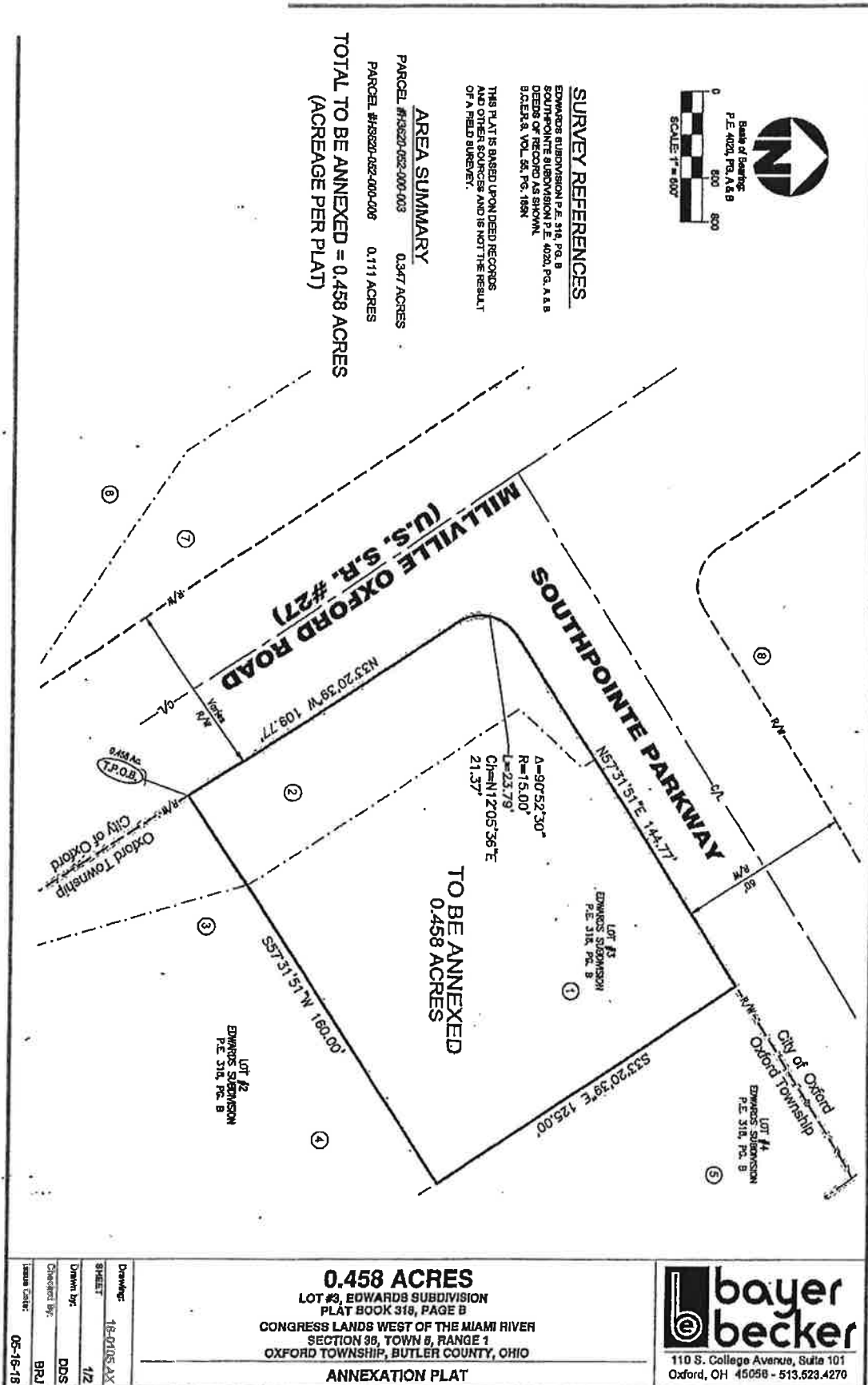
110 South College Ave, Suite 101
Oxford, OH 45056
613-523-4270

1404 Race Street, Suite 204
Cincinnati, OH 45202
513-834-8151

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

<http://www.bayerbecker.com>

EXHIBIT "C"



SURVEY REFERENCES

EDWARDS SUBDIVISION P.E. 318, P.G. B
SOUTHPOINTE SUBDIVISION P.E. 402A, P.G. A & B
DEEDS OF RECORD AS SHOWN
B.C.E.R. VOL. 50, P.G. 185N

THIS PLAT IS BASED UPON DEED RECORDS
AND OTHER SOURCES AND IS NOT THE RESULT
OF A FIELD SURVEY.

AREA SUMMARY

PARCEL #10320-052-000-003 0.347 ACRES

PARCEL #10320-052-000-008 0.111 ACRES

**TOTAL TO BE ANNEXED = 0.458 ACRES
(ACREAGE PER PLAT)**

0.458 ACRES

LOT #3, EDWARDS SUBDIVISION
PLAT BOOK 318, PAGE B
CONGRESS LANDS WEST OF THE MIAMI RIVER
SECTION 38, TOWN 8, RANGE 1
OXFORD TOWNSHIP, BUTLER COUNTY, OHIO

ANNEXATION PLAT



110 S. College Avenue, Suite 101
Oxford, OH 45056 - 513.623.4270

Drawing:	18-0105.AX
SHEET:	1/2
Drawn by:	DDS
Checked by:	BRJ
Issue Date:	05-16-18