



Agenda

Oxford City Council

Court House

TUESDAY, NOVEMBER 2, 2010

EXECUTIVE SESSION

7:15 P.M.

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

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 - 'RASKALS DAY'



Proclamation

B. Appointments to Boards and/or Commissions

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 14, 2010 City Council Work Session. (Mary Ann Eaton, Clerk of Council)



Minutes

B. Minutes of the October 19, 2010 City Council Work Session. (Mary Ann Eaton, Clerk of Council)



Minutes

C. Minutes of the October 19, 2010 City Council Meeting. (Mary Ann Eaton, Clerk of Council)



Minutes

D. Report regarding the October 27, 2010 Civil Service Commission Meeting. (Donna Heck, Human Resources Director)



Report

E. A Resolution authorizing the City Manager to enter into a contract with Rossman & Company for debt collection services. (Joe Newlin, Finance Director)



Staff Report/Resolution

F. A Resolution authorizing a \$62,085.00 reduction of a performance bond in the form of a letter of credit in the amount of \$105,244.00 for Campus Commons Subdivision, Phase One, and accepting a new performance bond in the form of a letter of credit in the amount of \$43,159.00. (Mike Dreisbach, Service Director)



Staff Report/Resolution

5. Resolutions.

1. A Resolution authorizing the City Manager to enter into a contract with Front Street Analytics to perform a Demographic/Marketing Study for the City of Oxford at a cost not to exceed \$40,000.00. (Alan Kyger, Economic Development Director)



Staff Report/Resolution

6. Ordinances.

A. First Reading.

1. 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, 2011. (Joe Newlin, Finance Director)



Staff Report/Ordinance

2. An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2011. (Joe Newlin, Finance Director)



Staff Report/Ordinance

3. An Ordinance Adopting Fees And Charges For Fiscal Year 2011. (Joe Newlin, Finance Director)



Staff Report/Ordinance

4. An Ordinance Establishing Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City of Oxford, Ohio, Paid From January 1, 2011 Through December 31, 2011. (Donna Heck, Human Resources Director)



Staff Report/Ordinance

B. Second Reading. None.

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

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

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

FRI - Nov 5 Student Community Relations Commission Meeting 3:30 p.m. LCNB

TUES - Nov 9 Planning Commission Work Session 6:00 p.m.

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

THUR - Nov 11 Veterans Day Ceremony 12:00 p.m. Martin Luther King Jr. Park

THUR - Nov11 Police Advisory Board Meeting 7:00 p.m. Senior Center

MON - Nov15 Housing Advisory Commission 7:00 p.m. Municipal Building

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

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

FRI - Nov 19 Community Improvement Corporation Meeting 12:00 p.m. LCNB

FRI - Nov 19 Student Community Relations Commission Meeting 3:30 p.m. LCNB

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

THUR - Nov 25 Holiday - City Offices Closed

FRI - Nov 26 Holiday - City Offices Closed

WED - Dec 1 Environmental Commission Meeting 7:00 p.m. Municipal Building

WED - Dec 1 Historic and Architectural Preservation Commission Meeting 7:30 p.m.

FRI - Dec 3 Student Community Relations Commission Meeting 3:30 p.m. LCNB

TUES - Dec 7 City Council Meeting 7:30 p.m.

THUR - Dec 9 Police Advisory Board Meeting 7:00 p.m. Senior Center

TUES - Dec 14 Planning Commission Meeting 7:30 p.m.

WED - Dec 15 Board of Zoning Appeals Meeting 7:30 p.m.

THUR - Dec16 Recreation Board Meeting 12:00 p.m. Cancelled

FRI - Dec 17 Community Improvement Corporation Meeting 12:00 p.m. LCNB

MON - Dec 20 Housing Advisory Board Meeting 7:00 p.m. Municipal Building

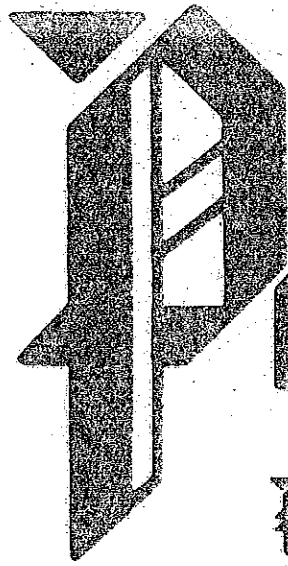
TUES - Dec 21 City Council Meeting 7:30 p.m.

WED - Dec 22 Civil Service Commission Meeting 7:00 p.m.

THUR - Dec 23 Holiday - City Offices Closed

FRI- Dec 24 Holiday - City Offices Closed

8. Adjourn.



Office of the Mayor

Proclamation

Whereas:

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

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

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

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

WHEREAS, the kick-off this year is Saturday, November 6, 2010 and RASKALS hopes for this event to grow in the upcoming year; and

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

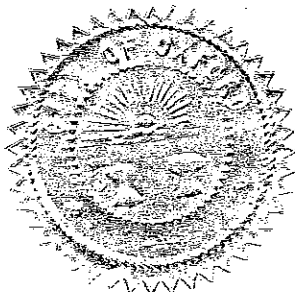
NOW, THEREFORE, I, Richard A. Keebler, Mayor of the City of Oxford, Ohio, do hereby proclaim November 6, 2010 as:

"RASKALS DAY"

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

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 2nd day of November, 2010.

RICHARD A. KEEBLER, MAYOR



A Work Session of the Oxford City Council was called to order by Mayor Richard Keebler on Thursday, October 14, 2010 at 7:00 P.M. Those Council members present were, Kate Currie, Ken Bogard, Bob Blackburn, John Harman and Kevin McKeehan. Greig Rutherford was absent.

Staff members present: Doug Elliott, City Manager; Mike Dreisbach, Service Director; Steve Schwein, Police Chief; Alan Kyger, Economic Development Director; Joe Newlin, Finance Director; Heidi Hill, Assistant Finance Director; Gail Brahier, Parks and Recreation Director and Jung-Han Chen, Community Development Director.

APPROVAL OF AGENDA

Ms. Currie moved approval of the Agenda. Mr. Bogard seconded. The motion carried 6-0-0.

PURPOSE

The purpose of the Work Session was for Council to review information from various social service agencies and to discuss the draft 2011 budget.

BUDGET (SOCIAL SERVICE AGENCIES)

Council heard reports and funding requests from the various agencies including the Oxford Community Foundation, Oxford Senior Citizens Center, the Family Resource Center, the Oxford College Corner Clinic and the Oxford Visitors and Convention Bureau.

2011 BUDGET

Mr. Elliott and Mr. Newlin presented the draft budget for 2011 and Council did not recommend any changes at this time.

ADJOURNMENT

Ms. Currie moved to adjourn at 9:20 p.m. Mr. Bogard seconded. The motion carried 6-0-0.

The Work Session of the Oxford City Council was called to order by Mayor Richard Keebler on Tuesday, October 19, 2010 at 6:30 p.m. Those Council members present were: Ken Bogard, Kate Currie, Greig Rutherford, Bob Blackburn, John Harman and Kevin McKeehan.

Staff members present: Mike Dreisbach Acting, City Manager; John Detherage, Fire Chief; Joe Newlin, Finance Director; Alan Kyger, Economic Development Director and Mary Ann Eaton, Clerk of Council.

Also present were Milford Township Trustees; Russell McMillian and Brad Mills.

APPROVAL
OF AGENDA

Mr. McKeehan moved to approve the Agenda. Mr. Blackburn seconded. The motion carried 7-0-0.

PURPOSE

The purpose of the Work Session was to discuss the EMS Contract between the City of Oxford and Milford Township.

DISCUSSION

Mr. Mills distributed a handout to Council and staff and discussed the existing contract between the City of Oxford and Milford Township, Oxford's call volume to Milford Township, a breakdown of the type of calls and the revenue potential for Oxford. Mr. Mills advised Milford Township would like propose a contribution of \$3,100 annually to the City of Oxford for EMS which was a substantial increase over what they were currently contributing.

A brief question and answer session followed.

Mayor Keebler noted the City wanted to be fair to Milford Township and to Oxford residents. Mayor Keebler presented his adjusted costs for the City of Oxford to provide EMS to Milford Township and advised based on his calculations Milford Township's share of the cost was \$12,000 annually.

Mr. Bogard suggested an increased contribution from Milford Township could be done incrementally. Mr. Bogard noted the City of Oxford had helped to obtain funds to improve intersections within Milford Township.

Mr. Rutherford noted the City was not looking to make up for lost revenue and the reason for the Work Session was to find a solution that was equitable for everyone.

Mayor Keebler noted perhaps Milford Township could propose a Fire/Ems Levy for a future election. Mayor Keebler asked the Trustees to think about the figures that were presented this evening.

ADJOURNMENT

Ms. Currie moved to adjourn at 7:20 p.m. Mr. Bogard seconded. The motion carried 7-0-0.

A Regular meeting of the Oxford City Council was called to order by Mayor Richard Keebler on Tuesday, October 19, 2010 at 7:30 p.m. Those members present were Ken Bogard, Kate Currie, Greig Rutherford, Bob Blackburn, John Harman and Kevin McKeehan.

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

PLEDGE OF ALLEGIANCE

Mayor Keebler called for the Pledge of Allegiance.

APPROVAL OF AGENDA

Ms. Currie moved to approve the agenda, Mr. McKeehan seconded. The motion passed 7-0-0.

NOTICE TO LEGISLATIVE AUTHORITY

Transfer permit from Twins Group PH LLC 135 Lynn Street Oxford, Ohio 45056 to SCAP PH LLC DBA Pizza Hut 135 Lynn Street Oxford, Ohio 45056.

Chief Schwein advised there were no liquor violations pending at this location.

Ms. Currie moved to accept the notice without comment. Mr. Bogard seconded. The motion passed 7-0-0.

PUBLIC COMMENTS

Mr. Danny Gudorf, 118 E. Sycamore Street, advised he was a senior at Miami University majoring in Economics and Finance. Mr. Gudorf noted he and his room-mate received two noise violation tickets over the past semester and they tried to handle them in good fashion but had not received much response. Mr. Gudorf noted students provided a vital role to the community as far as income and jobs and he felt they were being discriminated against because they liked to party and hangout. Mr. Gudorf advised the tickets were issued for their music being too loud (over 65 decibels) although the noise level had not been measured by the police department. Mr. Gudorf noted he felt this was selective enforcement as the bars were not cited for playing music extremely loud on Thursday, Friday and Saturday nights. Mr. Gudorf encouraged Council to order noise meters or scrap the Ordinance in general.

Chief Schwein advised there was an appeal process for a civil citation and a citation written under the General Offenses Code could be appealed at Area One Court. Chief Schwein noted the codes were written to enhance the student's ability not to receive a noise violation. Chief Schwein advised Mr. Gudorf's case was under appeal and should not be discussed. Chief Schwein noted his feeling the code was good for the general public.

Ms. Bobbe Burke, advised she was happy to bring new information to Council regarding ways Miami students were doing things to benefit the Oxford community. Ms. Burke noted two students were present who instigated a new project that would benefit the local United Way.

Ms. Emily Jeffers, advised she was the Director of Logistics for Greek Week this year.

Ms. Maggie McLoughlin, advised she was Vice President of Programming on Panhellenic for Miami University. Ms. McLoughlin advised Greek Week was a ten day event where Fraternities and Sororities competed in physical, mental and philanthropic events. Ms. McLoughlin noted she and Ms. Jeffers served on an 8 member committee that planned and ran all of the events. Ms. McLoughlin advised in addition to traditional events a softball game took place this year to benefit United Way and over \$520.00 was raised. Ms. McLoughlin noted the group had bigger expectations for the future.

Ms. Emily Jeffers, advised another group that participated in Greek Week was Autism Speaks who also raised money for their cause. Ms. Jeffers advised this was the first year Greek Week held a softball game and was able to raise money for the community and noted her hope they would be able to raise more money in the future.

Ms. Kathleen Zien, 6060 Joseph Drive, noted her concerns continued with regard to Oxford's 'of standing' caveat for anyone addressing the Board of Zoning Appeals. Ms. Zien advised the regular BZA Meeting was rescheduled to Thursday, October 28, 2010 and noted her hope necessary changes and new directives would be given to BZA members by then. Ms. Zien advised these were public hearings and when the public showed up they should be permitted to speak. Ms. Zien noted the posture of the BZA Chair has made that very difficult and virtually impossible which was unacceptable. Ms. Zien advised the statement on the BZA cover stated that 'we only hear relevant, sworn testimony from the Applicant; his/her duly appointed agent or attorney, and any other person with standing to testify in a particular matter. Our hearings are open to public attendance, but public comment, opinion and discussion are not considered testimony and will not be heard'. Ms. Zien noted the job of any board was to create a record after listening to all testimony and then determine what was of merit. Ms. Zien advised standing was a requirement only to appeal a decision in court and it was not appropriate for a lay commission like the BZA. Ms. Zien noted Oxford's practice ensured hearings were one sided with only the applicant or their agent presenting the case and members of the public who had interest in the variance or who had knowledge of the matter were barred from this group. Ms. Zien advised standing was a complex legal topic and BZA members were not lawyers or judges. Ms. Zien noted BZA's job was to gather fact, listen to testimony, weigh it against variance standards set by Council and make the best decision they could. Ms. Zien advised Attorney John Chambers Work Session with BZA in July of 2008 did not address the issue of standing. Ms. Zien noted she found no reference to the issue of standing in the Oxford Zoning Code or in the Ohio Revised Code and the Oxford BZA was not qualified to determine standing. Ms. Zien advised if a person or a neighborhood felt they would be affected by a variance request they had the right to address that board and if there was relevant and credible public testimony it must be heard. Ms. Zien inquired when and by whom the Oxford BZA got the authority to cut people off or refuse to hear from them. Ms. Zien advised she contacted various cities in Ohio including Beaver Creek, Hudson and Sunbury and they had no requirement for standing before any board. Ms. Zien advised she would like to know how the issue of standing became a policy in Oxford.

Mr. Matt Ciccone, Secretary, Off Campus Affairs, advised Mr. Heath Ingram, President of the Student Body would address Council. Mr. Ciccone noted the Oxford Tenants Association was hosting a pumpkin carving event on Sunday from 2:00 p.m. to 4:00 p.m. at former Council member Alysia Fischer's house and invited everyone to attend.

Mr. Heath Ingram, noted it was an honor to address Council this evening. Mr. Ingram advised he was a senior majoring in Public Administration and his mentor was Dr. Phil Russo with whom he had attended several Civil Service Commission meetings during his time at Miami. Mr. Ingram advised working with Dr. Russo had been a phenomenal learning experience as a Public Administration major and he had received great exposure to the workings of State and Local government. Mr. Ingram thanked the City of Oxford for being so willing to welcome students to the decision making process and welcoming them to City government so they could have a better idea of how to become engaged citizens and ultimately civic leaders. Mr. Ingram discussed his campaign platform last spring noting the overall theme was to enhance the value of the Miami degree. Mr. Ingram noted he looked at ways to perpetuate Miami's reputation as a premier public institution of higher education not just in the State of Ohio but across the country as a way to attract top talent from out of state and within the state to Miami University. Mr. Ingram advised he felt the university needed to start engendering incoming students with a sense of institutional history and institutional pride to create a greater sense of respect among the student body for Miami and the City as the two were tied together. Mr. Ingram noted he felt if Miami students had a greater appreciation for the history of the community they might treat the community with more respect and have a greater sense of where the community had been in the past and how it affected Miami. Mr. Ingram advised he wanted to continue to maintain a good relationship between the City of Oxford and Miami University student government. Mr. Ingram noted he would be happy to be a resource for Council whenever they needed his assistance.

Council members thanked Mr. Ingram for his efforts and encouraged him to keep up the good work.

CONSENT AGENDA

MINUTES

Minutes of the October 5, 2010 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORTS

Report regarding the October 6, 2010 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

RESOLUTION

CAMPUS COMMONS

A Resolution No. 4566 authorizing a \$40,710.00 reduction of a performance bond in the form of a letter of credit in the amount of \$105,244.00 for Campus Commons Subdivision, Phase One, and accepting a new performance bond in the form of a letter of credit in the amount of \$64,534.00. (Mike Dreisbach, Service Director)

Mr. Bogard moved to approve the consent agenda. Ms. Currie seconded. The motion passed 7-0-0.

ORDINANCES
SECOND READING

ORDINANCE
NEW CHAPTER 1153

An Ordinance No. 3128 Repealing Zoning Code Chapter 1153 of the Codified Ordinances Of The City Of Oxford, Ohio Entitled Flood Plain Regulations And Flood Damage Prevention, And Adopting New Chapter 1153, Entitled Flood Plain Regulations And Flood Damage Prevention. (Jung-Han Chen, Community Development Director)

Mr. Chen advised he had no new information to present.

Mr. Bogard moved to adopt Ordinance No. 3128. Mr. Blackburn seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Harman, Mr. McKeehan, Mr. Rutherford, Mr. Blackburn, Mr. Bogard, Ms. Currie, Mr. Keebler (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
NEW SECTION 509.10

An Ordinance No. 3129 Repealing Oxford Code Of Ordinances Section 509.10, Entitled "Noise Restrictions", And Adopting New Section 509.10, Entitled "Noise Restrictions". (Steve Schwein, Police Chief)

Chief Schwein advised he had no new information to present and noted the slight change would allow construction work to be performed on weekends.

Ms. Currie moved to adopt Ordinance No. 3129. Mr. Blackburn seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. McKeehan, Mr. Rutherford, Mr. Blackburn, Mr. Bogard, Ms. Currie, Mr. Harman, Mr. Keebler (7)

NAY: None (0)

ABS: None (0)

ANNOUNCEMENTS

Mr. Dreisbach advised staff had been working with Duke Energy to ensure all street light outages within the City were repaired. Mr. Dreisbach thanked Kevin Livingston of Associated Student Government for his efforts to continue monitoring street light outages.

Mr. Chen noted Miami's Homecoming Parade would take place on Saturday and a float created by City staff would be part of the parade. Mayor Keebler noted several City vehicles would also be in the parade in celebration of the City's Bicentennial. Mayor Keebler thanked the Miami student committee for the opportunity to participate in the parade.

Mr. Kyger advised Pita Pit reopened last week, Oxford Diner moved from US-27 North to the Uptown District and Quarter Barrel Brewery and Pub opened this week.

Mr. McKeehan requested an update on the Deer Management Program. Mr. Dreisbach advised four antlerless deer had been harvested so far and the venison was donated to the Meal Center in Hamilton.

Mr. Rutherford thanked Mr. Dreisbach for the memo regarding erosion issues related to Bill Run Creek. Mr. Rutherford advised at the last Environmental Commission Meeting the Institute of Environmental Science gave a brief on the matter. Mr. Rutherford noted a stop work order had been issued by the City related to the Bull Run Creek area and the stop work order was violated. Mr. Rutherford requested staff to address how the violation would be handled at the next meeting. Mr. Rutherford inquired who had jurisdiction over the creek and Mr. Dreisbach advised the Army Corps of Engineers. Mr. Dreisbach advised the Army Corps of Engineers was aware of the violation and were investigating the matter. Mr. Rutherford asked staff to advise Council what they as a body needed to do to remedy the situation noting perhaps a Work Session should be held as there were implications downstream. Mr. Dreisbach advised a Work Session would be appropriate when staff could address Council with thorough knowledge regarding the matter. Mr. Rutherford advised the Environmental Commission could assist with gathering information and data regarding the matter.

Mr. Rutherford referred to a memo from the City Manager regarding the Environmental Commission's request to have an email address. Mr. Rutherford noted the Environmental Commission was fine with the memo and wanted to make their minutes and other information available to the public via email as part of their educational responsibility.

Mr. Rutherford advised the Oxford Parking and Transportation Advisory Board would be making recommendations to Council regarding parking in the RO District and parking Uptown on weekends. Mr. Rutherford noted the issue of parking Uptown was formally moved to their agenda and would require a significant amount of research.

Mr. Rutherford referred to Ms. Zien's comments regarding the BZA and the issue of standing and inquired if there was written criteria for the determination of standing when someone came before one of the City's boards or commissions. Mr. Rutherford inquired if the written criteria was available to the public so they could make a self determination as to whether they met the criteria for standing.

Mr. Rutherford advised if there was not written criteria he would be very concerned because it raised the issue of personal prejudice against citizens. Mr. Rutherford requested staff to provide Council with information regarding how standing was determined.

Mr. Bogard asked Ms. Burke to address 'Make a difference Day'. Ms. Burke advised National Make a Difference Day was Saturday, October 23, 2010 and since that was Miami's Homecoming the local Make a Difference Day would take place on Saturday, November 6, 2010 from 11:00 a.m. to 3:00 p.m.

Ms. Currie reminded everyone that 'Ghost Story Night' would take place on Saturday at 6:00 p.m. at the Community Arts Center.

Mr. Harman reminded everyone the Historical Marker Work Shop would take place on Thursday at 7:00 p.m. at the Smith Library of Regional History.

Mr. Harman advised the last quarterly report from the Oxford Visitors and Convention Bureau showed over \$5,000,000 in economic impact from events held in Oxford.

Mr. Blackburn advised last weekend men from Kappa Alpha participated in a 40 mile Freedom Walk in Cincinnati representing Miami and the City of Oxford. Mr. Blackburn noted his feeling the community was fortunate to have the fraternity on campus.

Mayor Keebler reminded everyone the October 26th and October 28th Budget Work Sessions were cancelled since the entire budget was discussed at the October 14, 2010 Work Session.

ADJOURNMENT

Ms. Currie moved to adjourn at 8:11 p.m. Mr. Rutherford seconded. The motion passed 7-0-0.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: November 2, 2010

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

October 28, 2010

Date Prepared

Agenda Title: Report regarding the October 27, 2010 Civil Service Commission Meeting.

Recommendation:

Discussion: The Civil Service Commission held a regular meeting on Wednesday, October 27 2010 at 7:00 p.m. Those members present were: Phil Russo, Chair; Susan Lipnickey; Karen Martino and Charles Crain.

Donna Heck, Human Resources Director; Mike Dreisbach, Service Director; Bob Holzworth, Police Lieutenant; Tom Horvath, Police Lieutenant and Mary Ann Eaton, Recording Secretary were in attendance for the City.

Also present were Shaunna Tafelski and Linda Wendt from the Talawanda School District.

The Commission approved the extension of a Temporary Appointment for the Police Records Specialist and the Eligibility List for the same position.

The Commission reviewed and approved a job description as amended and an Eligibility List as amended for the Talawanda School District.

The Commission approved two promotional opportunities within the Service Department.

Lt. Holzworth addressed the need to administer a Police Officer Examination in the near future.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

djh 10/28/10

DME 10/29/10

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance

Originating Department

Council Meeting Of: 11/2/10

Heidi Hill

Account Code No. #: NA

Prepared By

Budgeted Amount: NA

10/27/10

Date Prepared

Agenda Title: Resolution for Debt Collection Services

Recommendation: Approve

Discussion:

Four proposals were submitted for debt collection services. The Finance department reviewed the proposals and after scoring each of the four proposals submitted, two were selected for further consideration. The Assistant Finance Director and the Utility Billing Collections Specialist met with representatives from Rossman Co. and Eric Jones' office. Further discussion with these two companies resulted in a recommendation for the City Manager to enter into contract with Rossman Co. Rossman Co. has what we consider to be the better service, more experience, and a better price.

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 10/27/10
[Signature] 10/27/10

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY MANGER TO ENTER INTO A CONTRACT WITH ROSSMAN & COMPANY FOR DEBT COLLECTION SERVICES.

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

SECTION 1: The City Manager and Finance Director recommend the City Manager be authorized to enter into a contract with Rossman & Company for debt collection services in a form acceptable to the Law Director.

SECTION 2: City Council hereby accepts the recommendation of the City Manger and Finance Director and authorizes the City Manager to enter into a contract with Rossman & Company for delinquent collections primarily for debt collection services.

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: November 2, 2010

Account Code #: N/A

Budgeted Amount: N/A

Service Department
Originating Department

Michael Dreisbach, Service Director
Prepared By

October 26, 2010
Date Prepared

Agenda Title: Partial release of a Performance Bond in the amount of \$62,085 for Campus Commons Subdivision (Phase One) and acceptance of a new Performance and Maintenance Bond.

Recommendation: Approval

Discussion:

At the regular Council meeting of October 19, 2010, the Oxford City Council passed Resolution No. 4566 authorizing the reduction in bond for the Campus Commons Subdivision (Phase 1). Following the passage of that Resolution, the City has accepted the installation of the final course of asphalt for the project.

The Engineering Division has inspected Campus Commons Subdivision, Phase 1, and determined that the subdivision has been constructed in conformance with the plans and specifications. Planned public improvements have been completed, and the City will hold 10% bond of the total value of all public improvements, \$43,159, for a one year maintenance period. For this development, the owners have submitted a letter of credit drawn on First Financial Bank.

The City of Oxford holds a performance bond (First Financial Bank Letter of Credit) valued at \$105,244. The Developer has requested that the above bond be reduced to the 10% maintenance requirement of \$43,159.

Staff recommends City Council approve the reduction of the Letter of Credit in the amount of \$62,085. Upon Council's approval, a new Letter of Credit will be issued payable to the City of Oxford in the amount of \$43,159.00. This amount warrants the public improvements within the project footprint for a period of one year from acceptance.

Approved By:

Department Head:

City Manager:

Initial MD Date 10/27/10

DRE 10/29/10

RESOLUTION NO.

A RESOLUTION AUTHORIZING A \$62,085.00 REDUCTION OF A PERFORMANCE BOND IN THE FORM OF A LETTER OF CREDIT IN THE AMOUNT OF \$105,244.00 FOR CAMPUS COMMONS SUBDIVISION, PHASE ONE, AND ACCEPTING A NEW PERFORMANCE BOND IN THE FORM OF A LETTER OF CREDIT IN THE AMOUNT OF \$43,159.00.

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

SECTION 1: The developer, having met the terms and conditions for which a letter of credit in the amount of \$105,244.00 was given, is hereby released by Council, and a new performance bond in the form of a letter of credit in the amount of \$43,159.00 is hereby accepted. This amount warranties the public improvements within the project footprint for a period of one year.

SECTION 2: The City Manager and the Clerk of Council are hereby authorized to execute the necessary paperwork, reducing the letter of credit performance bond and to take all other steps necessary.

SECTION 3: This reduction is hereby given upon report of the City Engineer that the work secured by the letter of credit performance bond has been satisfactorily completed.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Economic Development
Originating Department

Council Meeting Of: 11/2/2010

Alan Kyger
Prepared By

Account Code No. #: 110.360.52340

Budgeted Amount: \$36,538.00

10/26/2010
Date Prepared

Agenda Title: A Resolution authorizing the City Manager to enter into a contract with Front Street Analytics to perform a Marketing/Demographic study for the City of Oxford.

Recommendation: The Oxford Community Improvement Corporation recommends approval.

Discussion: The primary purpose of this Marketing/Demographic Study is to document and quantify, using industry accepted methods, the effect and purchasing power of both the Miami University students living in Oxford, but also the multitude of guests who annually visit and shop in the Oxford community.

In a typical demographic report, the large number of Miami students in our community dilutes the "average income per household" and increases the percent of unemployed in our community. Also in a traditional demographic report, the 500,000 to 800,000 annual visitors to our community, who spend millions of dollars in Oxford, are completely unaccounted.

The 2010 Oxford City Budget has a \$36,538 appropriation for this study. Front Street Analytics proposal is \$40,000. The Oxford Community Improvement Corporation has financial commitments from Oxford businesses and organizations to fund the \$3,462 balance.

The goal of this study is to be able to provide all commercial developers in Oxford the best information possible to assist them in attracting the retail establishments the citizens of Oxford desire.

Attached is Front Street Analytics proposed scope of services.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

OK 11-26-2010

DKE 10/29/10

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH FRONT STREET ANALYTICS TO PERFORM A DEMOGRAPHIC/MARKETING STUDY FOR THE CITY OF OXFORD AT A COST NOT TO EXCEED \$40,000.00.

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

SECTION 1: The City of Oxford advertised for a Request for Proposal and five (5) firms responded. Of those five (5), three (3) were selected to make presentations and were evaluated by Council, staff and the Community Improvement Corporation.

SECTION 2: The City Manager and Economic Development Director recommend Front Street Analytics be retained to perform the Demographic/Marketing Study for the City of Oxford at a cost not to exceed \$40,000.00, of which the City of Oxford's portion is \$36,538.00. The balance will be funded through outside contributions.

SECTION 3: Council hereby accepts the recommendation of the City Manager and Economic Development Director and authorizes the City Manager to enter into a contract with Front Street Analytics to perform the Demographic/Marketing Study for the City of Oxford at a cost not to exceed \$40,000.00. The contract shall be in a form acceptable to the Law Director.

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

MAYOR

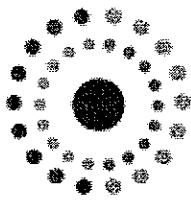
ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)



OXFORD COMMUNITY IMPROVEMENT CORPORATION

Demographic/Marketing Study - Funding

4/20/2010 Front Street Analytics original proposal	\$45,000
10/2/2010 Front Street Analytics revised scope	\$40,000

Funding Sources

City of Oxford	\$36,538
Contributors	\$ 4,650
• Chamber of Commerce • CKC Rentals • Goldner Management • Miami University • Miami University Community Credit Union • Mike Rudolph / Bailey and Associates • Park Place Property Management • Red Brick Property Management	

Total Pledged	\$41,188
---------------	----------



FSA

front
street
analytics

Ohio:
444 South Front Street
Columbus, Ohio 43215

614 899 1193 tel
614 224 6607 fax

Kentucky:
27 West 7th Street
Covington, KY 41011

513 225 0803 tel
859 957 0950 fax

Development Analytics
Market Assessment
Financial Feasibility
Implementation
Planning Strategy

Leadership:
Aaron Whittaker
Chris Breda
Ed Hartman

October 4, 2010

Mr. Alan Kyger
Economic Development Director
City of Oxford
101 East High Street
Oxford, OH 45056

**Re: Revised Scope of Work – Reduced Project Fee
for Demographic / Marketing Materials & Study**

Dear Mr. Kyger,

As a follow up to our recent discussions, we are attaching a revised scope of work to meet the reduced budget of \$40,000 from our original fee of \$45,000.

The scope focuses on Oxford Retail Mass analysis including assessment of the student spending profile; Best Practices learned from other "town-gown" retail districts; Retail audit and recruitment strategy. We have cut the following components of the study – the Main Street Property Database and detailed analysis to specific development opportunities. These items are not necessary for the primary directive of the study and can easily be addressed in additional work in the future.

Our team is energized by this opportunity and we look forward to presenting this proposal in detail to you. We are anxious to begin our collaboration with City officials and the entire Oxford community on this important initiative.

Thank you, in advance, for your consideration of the following prepared materials.

Sincerely,

Aaron Whittaker, CRE
Principal / Managing Partner
Front Street Analytics

Oxford Retail Analysis Scope

Revised Scope of Work - Sept. 20, 2010

Addendum to Original Project Proposal - March 30, 2010

Phase Activities

1 Oxford Retail Mass

- Local Market Demographics
- Local Market Psychographics
- Miami Student Profile - Collect Available Data
- Secondary Research of Buying Behaviors
- Combined Spending Power / Needs Analysis
- Interview University Officials
 - Admissions, Financial Aid, Student Life

2 Best Practices

- Research other similar communities
- Analyze retail assortment, merchandising and adjacencies
- Interview Merchant Associations / Chamber Contacts

3 Urban Retail Audit

- Summarize Strengths, Weaknesses, Opportunities and Threats
 - Merchandising effectiveness
 - Assortment Analysis - are the correct goods / services available
 - Pedestrian circulation - wayfinding - parking access
- Relationships / Cannibalization of Other Retail in Oxford
- Merchant Round Table Focus Group
 - Recruit for Breakfast Meeting Discussion of Issues and Opportunities
- Map Existing Retail, Parking and Circulation
 - By Merchant Type
 - Note Hurdles, Vacancies

4 Retail Recruitment Strategy

- Develop roles, responsibilities
- Action Plans
 - Recruiting Planning - Merchant Targets
 - Re-active Strategies
- Identify Categories of Unmet Demand
 - Potential Retailers
- Identify Potential Incentives / Programs

Project Fee: \$40,000

Project Duration: +/-5 Months (Starting Oct 1)

Projects starting in the fall are frequently delayed due to holidays.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/2/10

Account Code No. #: N/A

Joe Newlin
Prepared By

Budgeted Amount: N/A

10/20/10
Date Prepared

Agenda Title: 2011 BUDGET

Recommendation: Approve

Discussion:

This ordinance reflects the 2011 Operating and Capital Proposed Budget as presented and discussed with City Council in the work session on October 14th. No changes have been incorporated to this legislation since that meeting. As instructed by our City Manager, all department heads have submitted a level loaded budget based off of our 2010 approved budget. The Fire budget includes 24 hour a day manning of the station with 3 part-time firefighter/EMT's per 12 hour shift. The only other manpower change is a part-time Assistant to the Chief of Police in the Parking Control budget. This change is due to the retirement of a Lieutenant who supervised this department in the past.

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 10/20/10
[Signature] 10/20/10

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, 2011.

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, 2011, the following sums be and they are hereby set aside and appropriated as follows:

GENERAL FUND

SECURITY OF PERSONS & PROPERTY

Personnel Services	5,027,513
Other Services & Charges	<u>850,603</u>
Total Appropriation	5,878,116

PUBLIC HEALTH AND WELFARE

Personnel Services	-
Other Services & Charges	<u>123,379</u>
Total Appropriation	123,379

LEISURE TIME ACTIVITIES

Personnel Services	901,407
Other Services & Charges	<u>395,855</u>
Total Appropriation	1,297,262

COMMUNITY ENVIRONMENT

Personnel Services	473,780
Other Services & Charges	<u>333,301</u>
Total Appropriation	807,081

GENERAL GOVERNMENT

Personnel Services	808,279
Other Services & Charges	<u>934,071</u>
Total Appropriation	1,742,350

TRANSFERS TO OTHER FUNDS

Personnel Services	-
Other Services & Charges	<u>1,135,020</u>
Total Appropriation	1,135,020

ADVANCES TO OTHER FUNDS

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

TOTAL GENERAL FUND APPROPRIATIONS	10,983,208
-----------------------------------	------------

STREET FUND

Personnel Services	580,574
Other Services & Charges	<u>187,000</u>
TOTAL STREET FUND APPROPRIATIONS	767,574

STATE HIGHWAY IMPROVEMENT FUND

Personnel Services	-
Other Services & Charges	25,000
TOTAL STATE HIGHWAY IMPROVEMENT FUND APPROPRIATIONS	25,000

PARKING FUND

Personnel Services	388,379
Other Services & Charges	109,153
Transfer to Other Funds	188,081
TOTAL PARKING FUND APPROPRIATIONS	685,613

PARKING IMPROVEMENT FUND

Personnel Services	-
Other Services & Charges	40,000
TOTAL PARKING IMPROVEMENT FUND APPROPRIATIONS	40,000

CAPITAL IMPROVEMENT FUNDS

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Personal Services	-
Other Services & Charges	130,000
Advance to Other Funds	-
Total Appropriations	130,000

COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND

Personal Services	-
Other Services & Charges	350,000
Total Appropriations	350,000

CAPITAL EQUIPMENT FUND

Personal Services	-
Other Services & Charges	98,270
Total Appropriations	98,270

CAPITAL IMPROVEMENT FUND

Personal Services	-
Other Services & Charges	492,600
Transfers to Other Funds	-
Advance to Other Funds	-
Total Appropriations	492,600

TOTAL CAPITAL IMPROVEMENT FUND APPROPRIATIONS 1,070,870

WATER FUNDS

WATER (OPERATING) FUND

Personal Services	1,138,858
Other Services & Charges	614,318
Transfers to Other Funds	1,143,126
Total Appropriations	2,896,302

WATER IMPROVEMENT FUND

Personal Services	-
Other Services & Charges	801,400
Total Appropriations	801,400

WATER CAPACITY FUND - NE

Personal Services	-
Other Services & Charges	-
Transfers to Other Funds	-
Total Appropriations	-

WATER CAPACITY FUND - NW

Personal Services	-
Other Services & Charges	-
Transfers to Other Funds	-
Total Appropriations	-

WATER CAPACITY FUND - SE

Personal Services	-
Other Services & Charges	-
Transfers to Other Funds	55,605
Total Appropriations	55,605

WATER CAPACITY FUND - SW

Personal Services	-
Other Services & Charges	-
Transfers to Other Funds	-
Total Appropriations	-

WATER CAPITAL EQUIPMENT FUND

Personal Services	-
Other Services & Charges	130,000
Total Appropriations	130,000

TOTAL WATER FUNDS APPROPRIATIONS 3,883,307

SEWER FUNDS

SEWER (OPERATING) FUND

Personal Services	1,330,129
Other Services & Charges	1,321,604
Transfers to Other Funds	406,976
Total Appropriations	3,058,709

SEWER IMPROVEMENT FUND

Personal Services	-
Other Services & Charges	1,200,600
Total Appropriations	1,200,600

SEWER CAPITAL EQUIPMENT FUND

Personal Services	-
Other Services & Charges	45,600
Total Appropriations	45,600

TOTAL SEWER FUNDS APPROPRIATIONS 4,304,909

STORM WATER FUND

Personal Services	-
Other Services & Charges	55,000
TOTAL STORM WATER FUND APPROPRIATIONS	55,000

REFUSE FUNDS

REFUSE (OPERATING) FUND

Personal Services	120,003
Other Services & Charges	1,680,415
Transfer to Other Funds	26,976
Total Appropriations	1,827,394

LANDFILL POST-CLOSURE INVESTMENT FUND

Personal Services	-
Other Services & Charges	3,500
Transfer to Other Funds	195,000
Total Appropriations	198,500

TOTAL REFUSE FUNDS APPROPRIATIONS 2,025,894

HOTEL & CONVENTION TAX FUND

Personnel Services	-
Other Services & Charges	159,920
Transfer to Other Funds	10,500

TOTAL HOTEL & CONVENTION TAX FUND APPROPRIATIONS 170,420

LIFE SQUAD GIFT FUND

Personnel Services	-
Other Services & Charges	4,000

TOTAL LIFE SQUAD GIFT FUND APPROPRIATIONS 4,000

AFFORDABLE HOUSING TRUST FUND

Personnel Services	-
Other Services & Charges	-

TOTAL AFFORDABLE HOUSING TRUST FUND APPROPRIATIONS -

EMPLOYEE BENEFITS FUND

Personnel Services	-
Other Services & Charges	1,422,378

TOTAL EMPLOYEE BENEFITS FUND APPROPRIATIONS 1,422,378

INTERNAL SERVICE FUND

Personnel Services	-
Other Services & Charges	275,993

TOTAL INTERNAL SERVICE FUND APPROPRIATIONS 275,993

LAW ENFORCEMENT TRUST FUND

Personnel Services	91,280
Other Services & Charges	61,839

TOTAL LAW ENFORCEMENT TRUST FUND APPROPRIATIONS 153,119

ENFORCEMENT & EDUCATION FUND

Personnel Services	50,300
Other Services & Charges	70,330

TOTAL ENFORCEMENT & EDUCATION FUND APPROPRIATIONS	120,630
<u>BOARD OF BUILDING STANDARDS FUND</u>	
Personnel Services	-
Other Services & Charges	3,500
TOTAL BOARD OF BLD STANDARDS FUND APPROPRIATIONS	3,500
<u>OXFORD NATURAL GAS REFUND FUND</u>	
Personnel Services	-
Other Services & Charges	150
TOTAL OXFORD NATURAL GAS REFUND FUND APPROPRIATIONS	150
<u>FEMA FUND</u>	
Personnel Services	-
Other Services & Charges	-
Advance to Other Funds	-
TOTAL SPECIAL ASSESSMENT FUND APPROPRIATIONS	-
<u>SPECIAL ASSESSMENT FUND</u>	
Personnel Services	-
Other Services & Charges	-
TOTAL SPECIAL ASSESSMENT FUND APPROPRIATIONS	-
<u>DEBT SERVICE FUNDS</u>	
1999 PARKS IMPROVEMENT BOND FUND	
Personal Services	-
Other Services & Charges	312,150
Total Appropriations	312,150
WATER BOND RETIREMENT FUND	
Personal Services	-
Other Services & Charges	921,150
Total Appropriations	921,150
TOTAL DEBT SERVICE FUND APPROPRIATIONS	1,233,300
TOTAL 2011 BUDGET APPROPRIATIONS	27,224,865

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

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

MAYOR

ADOPTED: _____

ATTEST: _____

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: STAFF

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/02/10

Joe Newlin
Prepared By

Account Code No. #: see below

Budgeted Amount: _____

10/20/10
Date Prepared

Agenda Title: 2011 ANNUNAL TRANSFER ORDINANCE

Recommendation: Approve

Discussion:

Description of Budgeted Transfers for the 2011 Budget

Transfer from GENERAL FUND 110
Transfer to STREET FUND 122

Annual General Fund Financial Support (quarterly) 413,000.00

Transfer from GENERAL FUND 110
Transfer to CAPITAL IMPROVEMENT FUND 141

Annual General Fund Financial Support (quarterly) 292,600.00

Transfer from GENERAL FUND 110
Transfer to CAPITAL EQUIPMENT FUND 140

Annual General Fund Financial Support (quarterly) 72,270.00

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

Annual General Fund Debt Service Payment (bi-annual to match debt payment) 312,150.00

Transfer from GENERAL FUND 110
Transfer to STORM WATER FUND 351

General Fund Financial Support (1st quarter) 45,000.00

Transfer from PARKING FUND 130	
Transfer to PARKING IMPROVEMENT FUND 142	
Annual Parking Fund Financial Support (quarterly)	40,000.00
Transfer from PARKING FUND 130	
Transfer to STREET FUND 122	
Annual Parking Fund Financial Support for work performed (quarterly)	23,581.00
Transfer from PARKING FUND 130	
Transfer to CAPITAL IMPROVEMENT FUND 141	
Annual Parking Fund Loan Repayment (quarterly)	100,000.00
Transfer from PARKING FUND 130	
Transfer to GENERAL FUND 110	
Annual Parking Fund Payment for Service department support (quarterly)	24,500.00
Transfer from WATER FUND 321	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	
Annual Water Fund Financial Support (quarterly)	100,000.00
Transfer from WATER FUND 321	
Transfer to WATER BOND DEBT SERVICE FUND 312	
Annual Water Fund Debt Service Payment (bi-annual to match debt payment)	921,150.00
Transfer from WATER FUND 321	
Transfer to WATER CAPITAL EQUIPMENT FUND 320	
Annual Water Fund Financial Support (quarterly)	85,000.00
Transfer from WATER FUND 321	
Transfer to GENERAL FUND 110	
Annual Water Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)	36,976.00
Transfer from SEWER FUND 331	
Transfer to SEWER CAPITAL IMPROVEMENT FUND 332	
Annual Sewer Fund Financial Support (quarterly)	200,000.00
Transfer from SEWER FUND 331	
Transfer to SEWER CAPITAL EQUIPMENT FUND 330	
Annual Sewer Fund Financial Support (quarterly)	170,000.00
Transfer from SEWER FUND 331	
Transfer to GENERAL FUND 110	
Annual Sewer Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)	36,976.00

Transfer from LANDFILL POST-CLOSURE FUND 353
Transfer to REFUSE FUND 341

Annual Post-Closure Fund Financial Support (4th quarter) 195,000.00

Transfer from REFUSE FUND 341
Transfer to GENERAL FUND 110

Annual Refuse Fund Financial Support – Muni-Building Expenses (quarterly) 26,976.00

Transfer from HOTEL TAX FUND 120
Transfer to GENERAL FUND 110

Annual Hotel Tax Fund Financial Support (monthly) 10,500.00

Transfer from WATER CAPACITY BENEFIT - SE FUND 383
Transfer to WATER IMPROVEMENT FUND 322

SE Fund Financial Support (quarterly) 55,605.00

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 10/20/10
[Signature] 10/29/10.

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED TRANSFERS FOR THE CITY OF OXFORD, STATE OF OHIO,
DURING THE FISCAL YEAR ENDING DECEMBER 31, 2011.

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, 2011, as follows:

Transfer from:

GENERAL FUND 110	413,000.00
GENERAL FUND 110	292,600.00
GENERAL FUND 110	72,270.00
GENERAL FUND 110	312,150.00
GENERAL FUND 110	45,000.00
PARKING FUND 130	40,000.00
PARKING FUND 130	23,581.00
PARKING FUND 130	100,000.00
PARKING FUND 130	24,500.00
WATER FUND 321	100,000.00
WATER FUND 321	921,150.00
WATER FUND 321	85,000.00
WATER FUND 321	36,976.00
SEWER FUND 331	200,000.00
SEWER FUND 331	170,000.00
SEWER FUND 331	36,976.00
LANDFILL POST-CLOSURE FUND 353	195,000.00
REFUSE FUND 341	26,976.00
HOTEL TAX FUND 120	10,500.00
WATER CAPACITY BENEFIT FUND – SE FUND 383	55,605.00

Transfer to:

STREET FUND 122	413,000.00
CAPITAL IMPROVEMENT FUND 141	292,600.00
CAPITAL EQUIPMENT FUND 140	72,270.00
PARKS IMPROVEMENTS BOND DEBT SERVICE FUND 152	312,150.00
STORM WATER FUND 351	45,000.00
PARKING IMPROVEMENT FUND 142	40,000.00
STREET FUND 122	23,581.00
CAPITAL IMPROVEMENT FUND 141	100,000.00
GENERAL FUND 110	24,500.00
WATER CAPITAL IMPROVEMENT FUND 322	100,000.00
WATER BOND DEBT SERVICE FUND 312	921,150.00
WATER CAPITAL EQUIPMENT FUND 320	85,000.00
GENERAL FUND 110	36,976.00
SEWER IMPROVEMENT FUND 332	200,000.00
SEWER CAPITAL EQUIPMENT FUND 330	170,000.00
GENERAL FUND 110	36,976.00
REFUSE FUND 341	195,000.00
GENERAL FUND 110	26,976.00
GENERAL FUND 110	10,500.00
WATER CAPITAL IMPROVEMENT FUND 322	55,605.00

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

MAYOR

ADOPTED: _____

ATTEST: _____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: STAFF

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/2/10

Account Code No. #: NA

Heidi Hill
Prepared By

Budgeted Amount: NA

10/22/10
Date Prepared

Agenda Title: 2011 Fee ordinance

Recommendation: Approve

Discussion:

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

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

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

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 10/28/10
[Signature] 10/29/10

ORDINANCE NO.

ORDINANCE ADOPTING FEES AND CHARGES FOR FISCAL YEAR 2011.

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

SECTION 1: The City Manager recommends the Council adopt fees for 2011 as itemized below.

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

	<u>\$ Amount</u>	<u>\$ Amount</u>		
	<u>Residents</u>	<u>Non-residents</u>		
1) <u>FITNESS</u>				
Drop-in-fees	3.50	4.00	4.00	4.50
Aerobics per class	3.00	3.25	3.50	3.75

2)WEIGHT ROOM FEES

Adults				
1 Year	90.00	95.00	95.00	100.00
6 Months	75.00	80.00	80.00	85.00
3 Months	65.00	70.00	70.00	75.00
Drop-ins	3.50	4.00	4.00	4.50
High School				
1 Year	55.00	60.00	60.00	65.00
6 Months	45.00	50.00	50.00	55.00
3 Months	40.00	45.00	45.00	50.00
Drop-ins	3.50	4.00	4.00	4.50

3) PRESCHOOL (per week)

Mon/Wed/Fri	33.00	35.00
Tues/Thurs	24.00	26.00

5) PLAYGROUND/SUMMER DAY CAMPS 10 WKS.

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

6) DAY CAMPS

Half-day:

Pre-school camps	60.00	65.00 66.00
------------------	-------	------------------------

7) YOUTH SPORTS LEAGUES

Basketball (11 wks)		
Instructional League	45.00	50.00
Competitive League	70.00	75.00 77.00

8) ADULT SPORTS LEAGUES

Adult softball	400.00
Tournament	110.00

9) RENTAL FEES

Municipal pool

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

Athletic Field Rental Fees

Per game, per field (rental)	25.00	30.00
Per game, per field (prep)	30.00	35.00
Per hour, per field (lights)	30.00	35.00
Per day, per field (Rental)	110.00	160.00

Community Park Gazebo Rental (Minimum 2 hours)	25.00	30.00
---	-------	-------

Leonard Howell, TRI Shelter		
Half Day	25.00	30.00
Full Day	50.00	55.00

Electric Tap Fee	50.00	(First 3 hours)
(Large machines such as ice machine Inflatable's, etc.)	25.00	(Each additional hour)

10) MUNICIPAL POOL

Season pool passes

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

General admission				
Adult	4.00	4.00		
High School	3.75	3.75		
Child over 3 years	2.75	2.75		
Swimming lessons				
Parent/toddler (6 mo. - 5 yr.)	32.00	35.00	33.00	36.00
Skill Level I and II	34.00	36.00	35.00	37.00
Skill Level III thru IV	37.00	39.00	38.00	40.00

11) SENIOR CITIZEN CENTER RENTAL
 (minimum 2 hour rental)

60/hr includes kitchen/great room

Plus \$1 per person deposit

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

B.COMMUNITY DEVELOPMENT DEPARTMENT

1) ADMINISTRATIVE ZONING REVIEW

Building Accessory, Minor Improvements	15.00
One or Two-Family Residential	25.00 per unit
Three-Family or more Residential	50.00 25.00 per unit
Commercial	50.00 200.00 per unit
Sidewalk Use Permit	50.00
Signs (per sign)	25.00 per sign plus \$1 per sq. ft. per side
Signs in conjunction with building application	10.00 per sign 25.00 per sign plus 1.00 per sq. ft. per side
Face changes of signs	no fee 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

PLANNING COMMISSION

Additional Use Special Use and Conditional Use Permits	400.00, plus actual postage
Alternate Landscaping Plan	25.00
Annexation	
100% owner petition	300.00 plus 1.00 per acre
Others	300.00 plus 3.00 per acre
Conceptual Review	No fee
Lot Changes	
Subdivision Development	
Preliminary	400.00 plus 10.00 per lot, plus actual postage
Final	400.00 plus 10.00 per lot, plus actual postage
Planned Development	
Preliminary	400.00 plus 100.00 per acre, plus actual postage
Final	400.00 plus 100.00 per acre, plus actual postage
Lot Consolidation	20.00
Lot Split	20.00
Zoning Amendments	
Code (per topic)	150.00, plus actual postage
Map	150.00, plus actual 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	150.00 400.00, plus actual 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 - Ohio Building Officials Association)

a. New Construction

Building	25.00 plus 10.00 per 100 square feet of gross floor area.
----------	--

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

b. Miscellaneous

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

a. New Construction

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

b. Miscellaneous

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

OBBC Surcharge

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

3. Other Fees

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

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

Fuel Storage Tank (per tank)	25.00
Sidewalk-Curb-Gutter Permit	25.00
Certificate of Use and Occupancy	
(not associated with building permit)	80.00
Awnings, tents	25.00
Signs	50.00
Fences	20.00
Reinspection Fee	30.00
(Charge for the third and subsequent inspection each time for the same permit)	

Backflow Prevention Permit	25.00
Work without a permit	Greater of \$200.00 or twice the cost of the permit fee

(Starting construction without a permit)

Gas Line (per meter)	30.00
Re-review fee (charge for	30.00
Re-review of building/	
Site plans for 3rd	
Revision or beyond)	

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

5. Rental Housing Permits

Initial Establishment (or if inactive for 2 years or more)	
First unit	100.00 110.00
Each additional unit	25.00 30.00
Fraternity	300.00 330.00 for first 50 persons,
	10.00 15.00 for each additional person

Late Fee 10.00 after 60 days expired.

Annual Renewal & Ownership Transfer

First unit	50.00	55.00
Each additional unit	25.00	30.00
Rooming house or lodging house	100.00	110.00

Fraternity ~~300.00~~ 330.00 for first 50 persons,
~~10.00~~ 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 per hour
Each additional Officer	35.00 per hour
Police Supervisor	45.00 per hour

(Required for each four Police Officers)

Police Command Officer 55.00 per hour

(Required for two squads of five Officers)

Fingerprinting 15.00

Records Checks 15.00

Alarm User Permit Fees

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

False Alarm Fees

Residential, Commercial & Industrial

1 to 2 Annually No charge

Residential

3 or more 50.00 per occurrence

Commercial/Industrial

3 to 4 Annually 50.00 per occurrence

5 to 6 Annually 100.00 per occurrence

7 to 8 Annually 200.00 per occurrence

9 or more 400.00 per occurrence

Accident, crime, other reports

Under 20 pages, no charge

21 or more pages, 0.05 per page

Purchase Meter time,

Fee for Special Event
(Meter Bags)

~~5.00~~ 15.00 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."

~~0.25~~ 0.35 per sign

Impound/Immobilization Fees

100.00 1st 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 1st 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 1st day or any part thereof
13.50 each subsequent day or any
part thereof

Parking

Short Term Meters	0.25 per 20 minutes
High Density Parking Areas	0.50 per hour
Street side hourly meters	0.25 per hour
Parking garage meters	0.50 per hour
10 hour meters	0.50 for two hours
Monthly garage lease	75.00 per space
Residential Permitted Parking	25.00 annually

Parking Collection Fees

Retrieval of vehicle record	1.95 per look up
Citations collection fee	27.00% of unpaid fine

~~Alcohol Offense Diversion Program~~ Up to ~~900.00~~

Alcohol Education Program Admin Fee 350.00

Alcohol Education Instructional Fee 125.00

E. FIRE/EMS DEPARTMENT

EMS Runs	BLS-E	551.25 578.81 per run
	ALS-1 E	799.32 839.29 per run
	ALS-2 E	992.25 1041.86 per run
EMS Mileage Rate		13.23 13.89 per loaded mile

Court ordered restitution for
Transport refusal

~~275.00~~ 288.75

F. SERVICE DEPARTMENT

1) Water service

Temporary meter deposit (hydrant connection)

5/8 Inch 500.00

2 Inch 1600.00

Daily set-up and removal of device 100.00

Cost of water by volume (**temporary meter**) 3.20 per 100 cubic feet

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

5/8 x 3/4" 63.75

1" 165.75

1 1/2" 331.50

2" 535.50

3" 1,071.00

4" 1,670.25

6" 3,347.00

Bulk Water Service

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

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

Water rates

Volume charge per 100 cu feet 2.37

Base monthly charge Meter size

(inch): 3/4 or smaller 8.64

1 14.39

1 & 1/2 28.77

2 46.05

3 86.34

4 143.92

6 287.83

Outside city limits 35% added to amounts above

Late fee 10%

Reconnection fee following
service termination 10.00 when past due payment is
received before 3:00 PM.
50.00 after 3:00 PM and for
weekends/holidays
reconnection

Irrigation meter 50.00

Tap-in fees

Based on tap size (inch)

1	2,500.00
2	2,845.00
4	3,500.00
6	4,325.00
8	6,525.00
10	8,995.00
12	10,295.00

On brick street Add 30.00/per sq ft of affected area

Outside City Limits

35% added to amounts above time and materials

Separate meter pits

Meter Vault and Lid (based on meter size)

5/8 & 3/4 (inch) One Included in tap fee; 515.00 each additional

1 One Included in tap fee; 515.00 each additional

2 One Included in tap fee; 515.00 each additional

3" and greater installed by the contractor at developer's expense.

Water Meter including RF remote sending unit.

5/8 & 3/4 (inch) ~~300.00~~ 330.00

1 ~~335.00~~ 368.50

1 & 1/2 ~~580.00~~ 720.50

2 ~~750.00~~ 844.00

3 2,400.00

4 3,750.00

Larger than 4 Cost to the City plus 10% administrative fee.

Water Capacity benefit charges

Meter size (inch):

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

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

Interest rate on past due capacity benefit permits unpaid after 30 days

Highest rate allowable by law

New construction inspection

50.00 (initial inspection)

50.00 (re-inspection of failed work)

New Water Main Chlorination / Disinfection Inspection	150.00
New water main valve operation / And line flushing	150.00
New Water Main Hydrostatic Testing	100.00 per test
New Water Main Bacteria sampling / Testing	150.00 per event (includes outside laboratory fees)
Water main installation inspection / Outside of normal working hours	City cost for inspection expense
Fire Hydrant Flow Testing	100.00 per hydrant test
Damage to City facilities	Repair cost plus 40%

2. Sanitary Sewer service

Sewer rates

Volume charge Per 100 cu feet	3.72
Base monthly fee	3.63
Surcharges	
Excess suspended solids	0.177/lb
Excess biochemical oxygen demand	0.182/lb
Excess oil and grease	0.20/lb

Commercial preparer or server of food	0.10 per 100 cu feet
Sewage Sampling fee	75.00
Late fee	10%

Sewer Capacity benefit charges

Meter size (inch):

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

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

Interest rate on past due capacity benefit permits unpaid after 30 days	Highest rate allowable by law
---	----------------------------------

New construction and Sanitary	50.00 (initial inspection)
-------------------------------	----------------------------

Lateral repair inspection	50.00 (reinspection of failed work)
	50.00 Inspection of existing sanitary lateral repairs
Sanitary Sewer Cleaning (jet truck)	280.00 per hour (1 hr. min.)
Sanitary Sewer Main Video Inspection	280.00 per hour (1 hr. min.)
Sanitary Lateral Video Inspection	280.00 per hour (1 hr. min.)
Sanitary Sewer Manhole Inspection (vacuum method)	50.00 per manhole
Staff monitoring of private contractor Video inspection	25.00 per hour (1 hr. min.)
Sanitary Sewer Low Pressure Air Test (per City specifications)	25.00 per test section
Sanitary Sewer Main Construction (inspection services beyond normal working hours - overtime expense)	Cost to City of Oxford
Sanitary sewer Lift Station District Surcharge	Charge 50% surcharge to volume fee.
Locating service for private sanitary lateral	280.00 per hour (1 hr min.)
Damage to City facilities	Repair cost plus 40%
Special Wastewater Discharge Application (tank pumping, V groundwater, etc.)	25.00
Special Wastewater Contaminated Discharge Treatment	11.16 per 100 cubic feet

3. Refuse service

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

Hand Service refuse	29.00
Hand Service recycling	11.60

Residential service 16.76

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

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

Waste-wheeler	16.76 if owned
Waste-wheeler rental	3.00

Commercial Service

Waste-wheeler customer	20.38
Waste-wheeler rental	9.00
Two cubic yard dumpster	72.26

Two cubic yard dumpster rental	14.00
Three cubic yard dumpster	95.44
Three cubic yard dumpster rental	17.00
Four cubic yard dumpster	121.80
Four cubic yard dumpster rental	20.00
Six cubic yard dumpster	177.76
Six cubic yard dumpster rental	23.00
Eight cubic yard dumpster	232.67
Eight cubic yard dumpster rental	26.00
Charge per additional pickup	
Waste-wheeler customer	16.61
Two cubic yard dumpster	52.02
Three cubic yard dumpster	71.27
Four cubic yard dumpster	93.56
Six cubic yard dumpster	134.28
Eight cubic yard dumpster	175.02
Recycling	
Waste wheeler	9.92
Waste wheeler rental	9.00
Two cubic yard dumpster	33.97
Two cubic yard dumpster rental	14.00
Three cubic yard dumpster	45.56
Three cubic yard dumpster rental	17.00
Four cubic yard dumpster	57.11
Four cubic yard dumpster rental	20.00
Six cubic yard dumpster	74.69
Six cubic yard dumpster rental	23.00
Eight cubic yard dumpster	93.74
Eight cubic yard dumpster rental	26.00
Late fee	10%
One-time additional pickup permit Stickers	10.00 per Sticker
Yard Waste Stickers	3.00 per Sticker
Compactor Tickets	29.50 per 1 Cu. Yd.
Portable Toilet Rental and Servicing	Contract cost to city
<u>4. Cable franchise agreement fee</u>	5% of annual gross revenue
<u>5. Miscellaneous</u>	
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

H. STREET DIVISION

Street cut surface repair	Up to 40 sq.ft. - \$100.00 (or 40 linear ft of curb totaling less than 40 sq. ft.) >40 sq.ft. - \$100.00 + 2.50 per additional sq.ft. Brick Street Repair - \$30.00 per sq. ft.
Work without a permit in ROW (Starting construction or without a permit)	Greater of \$200.00 or twice the cost of the permit fee
Street Tree Permits	No charge
Removal of hazardous trees from private property	At cost to city plus 5% Administrative fee
Street Spills	Cost of time and materials for cleanup + 10% Administrative Fee
Right-of-way Requests	
Personnel (misc. tasks)	25.00 hr
Event Electrician	100.00 + necessary materials at cost
Road Closures/Detours	135.00
Event Trash cans	5.00
Street Signs	Cost of labor/materials used + 10% administrative fee
Woodside Cemetery gravesite After 3:30 Monday-Friday And weekends	200.00 Opening and closing Additional 100.00
Street Banner Installation And removal	Single banner 75.00 100.00 Double banner 150.00
Damage to City Facilities	Costs plus 40%

I. FINANCE DEPARTMENT

Misc. Copies	
(Under 20 pages)	No charge
(21 or more pages)	.05 per Page
Final Annual Budget Document	
Paper	No charge
Electronic	5.00 per DVD/CD
Any Other Method	At cost to city
Comprehensive Annual Financial Report	
Paper	No charge
Electronic	5.00 per DVD/CD
Any Other Method	At cost to city

Income tax rate	1.75%
Hotel tax rates:	
Hotel tax	3.00%
Convention tax	3.00%
Motor vehicle license tax	5.00 per motor vehicle
Property tax rate	3.65 mills
Motor Coach or Bus (Each)	25.00 per Year
Taxicab (Each)	10.00 per Year
Minimum fee per company	25.00 per Year
Vendor License	50.00 per Calendar Month, or 300.00 per Year
NSF check Fee	5.00 per Check
Collections Fee on Delinquent Accounts	
Phase I	10.00 per written off account
Phase II	45.00% of the amount due on accounts more than \$250.00 35.00% of the amount due on accounts less than \$250.00
Dog License	0.75 per Tag (City Share), plus amount charged by County

J. HUMAN RESOURCES

Non refundable Civil Service Exam Fee 15.00

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

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

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: November 2, 2010

Donna Heck

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

October 27, 2010

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, 2011 Through December 31, 2011.

Recommendation: Approve.

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

Section 1. There are a number of positions noted in the Ordinance, with asterisks, that are authorized but not budgeted. Also included in this Section is the reduction in Police Lieutenants from 3 to 2. These changes result in a reduction in the number of full-time employees.

Section 2. Staff is not recommending a cost of living (COLA) increase or a market adjustment.

Section 3. Part-time positions include the addition of an Assistant to the Chief for Parking and Transportation bringing the total part-time employees to 138.

Section 7. F. The City contribution for health insurance remains the same at \$950.00 per employee per month. Employee contributions also remain the same. These items will be reviewed again after the first of the year for possible increases depending on renewal costs and the affects of Health Care Reform.

Attachment A: There are no changes in the pay bands for 2011.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

dlh

10/27/10

DLH

10/29/10

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, ~~2010~~ **2011** THROUGH DECEMBER 31, ~~2010~~ **2011**.

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

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

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

****Authorized-not budgeted.**

PARKS & RECREATION DEPARTMENT

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

COMMUNITY DEVELOPMENT DEPARTMENT

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

SAFETY DEPARTMENT - FIRE DIVISION

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

SAFETY DEPARTMENT - POLICE DIVISION

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

SERVICE DEPARTMENT

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

***Reduce to 2 Lieutenants.**

****19 Authorized - 18 Budgeted**

*****Authorized - not Budgeted**

ENGINEERING DIVISION

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

STREETS AND MAINTENANCE DIVISION

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

WASTEWATER DIVISION

Collection

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

Plant

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

WATER DIVISION

Distribution

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

Plant

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

***authorized-not budgeted**

****2 authorized - 1 budgeted**

*****10 authorized 9 budgeted**

TOTAL Full-Time Authorized Strength: ~~116~~ **114** (~~124~~ 123 authorized not budgeted)

NC = Non-Classified Employee

C = Classified Employee

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

- A.** Adoption of this ordinance reflects a 0%(COLA) increase of all employees not covered by a collective bargaining agreement. The Finance Director, Law Director and City Manager shall also receive the same increase to their current base salaries.
- B.** The City Manager, except as otherwise provided in the charter, is authorized to establish the starting salary not to exceed the position's market midpoint.
- C.** The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year.
- D.** The City Manager is hereby authorized to increase an employee's salary not to exceed the market midpoint of the new position when a promotion occurs where an employee moves to a higher job classification.
- E.** Employees who are below market midpoint will receive an additional 0% annual increase for ~~2010~~ **2011** provided they have a satisfactory performance evaluation.

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

<i>POSITION TITLE</i>	<i>AUTHORIZATION</i>	
	<i># OF</i>	<i>PAY</i>
	<i>EMPLOYEES</i>	<i>RATE</i>
<i>ADMINISTRATION</i>		
Receptionist	1	\$14.00/hr
Human Resources Director	1	\$40.1849/hr
<i>FINANCE DEPARTMENT</i>		
Accounting Assistant	1	\$14.00/hr
<i>PARKS & RECREATION DEPARTMENT</i>		
Park/Recreation Technician	5	\$11.00/hour
Program/Facility Coordinator	3	\$14.00/hour
<i>SERVICE DEPARTMENT</i>		
Laborers	4	\$12.00/hour
Streets & Maintenance Division		
Wastewater Collection		
Water Plant Operators	2	\$20.2528/hour
<i>SAFETY DEPARTMENT - FIRE DIVISION</i>		
Part-Time Firefighters/EMT's	30	\$14.50/hr
Firefighters and/or EMT's	64	\$14.50/hr
Fire Division Captains	3	\$15.50
Fire Division Lieutenants	3	\$15.00
		\$15.50/12-hr shift 1 run
		\$31/24-hr shift 2 runs
<i>SAFETY DEPARTMENT - POLICE DIVISION</i>		
Assistant to the Chief - Parking & Transportation	1	\$39.1394/hr
Police Officer	6	contract base pay
Public Safety Assistant	3	contract base pay
Public Safety Communications Officer	4	contract base pay
Parking Interns	8*	\$14.00/hr *Reimbursed
TOTAL Part-Time Authorized Strength: 138 139		
<i>CITY-WIDE</i>		
Intern/Temporary Part-time		\$14.00/hour

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

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

SECTION 5: Department Heads and Supervisory Employees.

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

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

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

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

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

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

SECTION 6: General Provisions

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

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

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

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

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

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

SECTION 7: Employee Benefits

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

J. Longevity Bonus Pay. Longevity Bonus Pay will only be paid to eligible employees who accrue the required years of service on or before December 31, ~~2010~~ **2011** and are full-time employees of the City on or before December 31, ~~2010~~ **2011**. To be eligible for Longevity Bonus Pay an employee must meet both requirements.

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

Full-time employees who leave the City's employment and are eligible to receive longevity pay based on the anniversary date in ~~2010~~ **2011** shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November ~~2010~~ **2011**. All eligible full-time employees shall be paid in accordance with the following schedule. Contract employees shall be paid according to the appropriate contracts. The Chief of Police shall be paid longevity according to the current schedule in the Police Supervisors' contract.

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

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

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

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

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

SECTION 8: Disability Income Continuation Benefit

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

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

SECTION 9: Applicability

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

SECTION 10: Repeal of Conflicting Ordinances

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

SECTION 11: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

ATTACHMENT A
CITY OF OXFORD OHIO
PAY BANDS (2010) (2011)

	<u>MINIMUM</u>	<u>MAXIMUM</u>
PAY BAND 7		
Annual	\$56,462.00	\$91,297.00
Hourly	\$27.1451	\$43.8929
PAY BAND 6		
Annual	\$43,912.00	\$70,139.00
Hourly	\$21.1115	\$33.7206
PAY BAND 5		
Annual	\$37,624.00	\$57,027.00
Hourly	\$18.0884	\$27.4168
PAY BAND 4		
Annual	\$33,067.00	\$50,059.00
Hourly	\$15.8975	\$24.0668
PAY BAND 3		
Annual	\$29,961.00	\$45,430.00
Hourly	\$14.4043	\$21.8413
PAY BAND 2		
Annual	\$28,028.00	\$42,473.00
Hourly	\$13.4750	\$20.4197
PAY BAND 1		
Annual	\$25,329.00	\$38,361.00
Hourly	\$12.1774	\$18.4427