

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

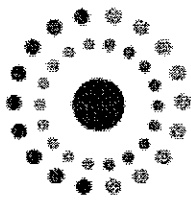
ADOPTED:

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
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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

October 4, 2010

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

Leadership:
Aaron Whittaker
Chris Breda
Ed Hartman

**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: 11/02/10

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

11/2/10
10/28/10
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>1) FITNESS</u>	<u>Residents</u>	<u>Non-residents</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
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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
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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.
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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.
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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 ~~5.00~~ 15.00 per meter per day
(Meter Bags)

Purchase Meter time,
Fee for Construction 10.00 per meter per day
(Meter Bags)

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

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
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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

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

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

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

[Signature]

10/27/10

[Signature]

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><u>EMPLOYEES</u></i>	<i><u>RATE</u></i>
<i>ADMINISTRATION</i>		
Receptionist	1	\$14.00/hr
Human Resources Director	1	\$40.1849/hr
<i>FINANCE DEPARTMENT</i>		
Accounting Assistant	1	\$14.00/hr
<i>PARKS & RECREATION DEPARTMENT</i>		
Park/Recreation Technician	5	\$11.00/hour
Program/Facility Coordinator	3	\$14.00/hour
<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:

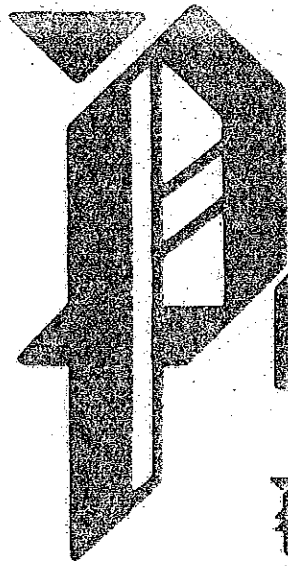
CLERK OF OXFORD CITY COUNCIL

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



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.

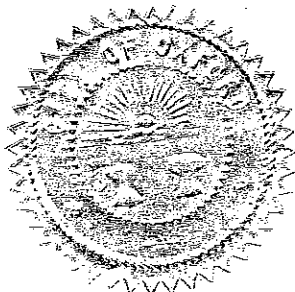
NOW, THEREFORE, I, Richard A. Keebler, Mayor of the City of Oxford, Ohio, do hereby proclaim November 6, 2010 as:

"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



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)