

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/03/2020

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/29/2020
Date Prepared

Agenda Title: 2021 ANNUAL ADVANCE ORDINANCE

Recommendation: Approve

Discussion:

Description of Budgeted Advances for the 2021 Budget

Advance from GENERAL FUND 110
Advance to PARNING METER FUND 130
- Parking Garage Improvements

Funds to be reimbursed from Parking Meter Fund Operating Revenues	100,000.00
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This repayment to General Fund will be made when funds received or end of year.

Advance from GENERAL FUND 110
Advance to CAPITAL IMPROVEMENT FUND 141
- 72" & 42" Culvert Repairs US27 North

Funds to be reimbursed from Ohio Public Works Commission County MVLf	103,250.00
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This repayment to General Fund will be made when funds received or end of year.

Advance from GENERAL FUND 110
Advance to OXFORD AREA TRAIL CAPITAL IMPROVEMENT FUND 144
- West Side Connector Phase IV OAT design

Funds to be reimbursed from property taxes	550,000.00
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This repayment to General Fund will be made when funds received.

Advance from GENERAL FUND 110

Advance to HIGH ST PEDESTRIAN SAFETY MU CAPITAL IMPROVEMENT FUND 147

- High St Pedestrian Safety MU construction project

Funds to be reimbursed from the ODOT 1,000,000.00

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

Advance from GENERAL FUND 110

Advance to EMPLOYEE BENEFIT FUND 230

- Make whole account balance due to early use of plan which is repaid by the employees evenly throughout the year.

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

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

Advance from GENERAL FUND 110

Advance to SPECIAL ASSESSMENT FUND 417

- Sidewalk, curb & gutter repairs associated with repaving program

Funds to be reimbursed from the special assessments 150,000.00

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

Advance from GENERAL FUND 110

Advance to OVI TASK FORCE FUND 419

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

Funds to be reimbursed from Ohio Department of Public Safety 225,000.00

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

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 10/29/20
DRE 10/29/20

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED ADVANCES FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2021.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2021 and monies will be available for appropriation in those funds.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

SECTION 1: The following advances are to be executed for the City of Oxford during the fiscal year ending December 31, 2021, as follows:

Advance from:

General Fund 110	100,000.00
Parking Meter Fund 130	100,000.00
General Fund 110	103,250.00
Capital Improvement Fund 141	103,250.00
General Fund 110	550,000.00
Oxford Area Trail Capital Improvement Fund 144	550,000.00
General Fund 110	1,000,000.00
High St Pedestrian Safety MU Capital Improvement Fund 147	1,000,000.00
General Fund 110	5,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	150,000.00
Special Assessment Fund 417	150,000.00
General Fund 110	225,000.00
OVI Task Force Fund 419	225,000.00

Advance to:

Parking Meter Fund 130	100,000.00
General Fund 110	100,000.00
Capital Improvement Fund 141	103,250.00
General Fund 110	103,250.00
Oxford Area Trail Capital Improvement Fund 144	550,000.00
General Fund 110	550,000.00
High St Pedestrian Safety MU Capital Improvement Fund 147	1,000,000.00
General Fund 110	1,100,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	5,000.00
Special Assessment Fund 417	150,000.00
General Fund 110	150,000.00
OVI Task Force Fund 419	225,000.00
General Fund 110	225,000.00

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: STAFF

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Council Meeting Of :

11/3/2020

Account Code No. :

see below

Budgeted Amount :

Finance
Originating Department

Joe Newlin
Prepared By

10/28/2020
Date Prepared

Agenda Title:	2020 Supplemental Budget #8
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Recommendation:	Approve
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Issue 1

To make adjustment to budget for transfers to Southpoint TIF Debt Service Fund due to carryover balance of \$9,218.30 and current year interest income of 4,821.74

Action Needed:

Revenue Side

Southpoint TIF Improvement Debt Service Fund (151)	(14,040.04)	Transfers from TIF Districts
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Expense Side

Southpoint TIF District 1 (420)	(12,322.21)	Transfer to Southpoint TIF Improvement Debt Service Fund
Southpoint TIF District 2 (421)	(313.07)	Transfer to Southpoint TIF Improvement Debt Service Fund
Southpoint TIF District 3 (422)	(469.77)	Transfer to Southpoint TIF Improvement Debt Service Fund
Southpoint TIF District 4 (423)	(468.70)	Transfer to Southpoint TIF Improvement Debt Service Fund
Southpoint TIF District 5 (424)	(466.29)	Transfer to Southpoint TIF Improvement Debt Service Fund

Net Effect on Fund Balance/(s)	0.00	
Increase/(Decrease)		

Issue 2

To make adjustment to budget for the transfer of remaining balance to the General Fund from the Small Business Loan Fund due to the fact the program was changed to a grant program using CARES funding

Action Needed:

Revenue Side

General Fund (110)	196,461.90	Transfer from the Small Business Loan Fund
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Expense Side

Small Business Loan Fund (427)	196,461.90	Transfer to the General Fund
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Net Effect on Fund Balance/(s)	-	
Increase/(Decrease)		

Issue 3

To make adjustment to budget for the Cold Shelter and Transitional Homes for one year in the General Fund providing funds to the Family Resource Center

Action Needed:

Revenue Side

N/A

Expense Side

General Fund (110)	74,160.00	Provide funds to Family Resource Center
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Net Effect on Fund Balance/(s)	(74,160.00)	
Increase/(Decrease)		

Total Net Effect on Fund Balance/(s)	(74,160.00)	
Increase/(Decrease)		

Breakdown by Fund

General Fund (110)	122,301.90
Southpoint TIF Improvement Debt Service Fund (151)	(14,040.04)
Southpoint TIF District 1 (420)	12,322.21
Southpoint TIF District 2 (421)	313.07
Southpoint TIF District 3 (422)	469.77
Southpoint TIF District 4 (423)	468.70
Southpoint TIF District 5 (424)	466.29
Small Business Loan Fund (427)	(196,461.90)
Net Effect on Fund Balance/(s) Increase/(Decrease)	(74,160.00)

Approved By:

Department Head:

City Manager:

Initials	Date
<i>[Signature]</i>	10/29/20
<i>DRE</i>	10/29/20

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO.3538. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 8 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2020.

WHEREAS, additional appropriations are needed for the current fiscal year and monies are available for appropriation in those funds, and changes to estimated revenues.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

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

SECTION 2: The following increase/(decrease)in appropriations from unencumbered balances be made:

General Fund 110	74,160.00
Southpoint TIF District 1 420	(12,322.21)
Southpoint TIF District 2 421	(313.07)
Southpoint TIF District 3 422	(469.77)
Southpoint TIF District 4 423	(468.70)
Southpoint TIF District 5 424	(466.29)
Small Business Loan Fund 427	196,461.90

SECTION 3: The following transfer(s) be executed:

Transfer from:

Southpoint TIF District 1 420	(12,322.21)
Southpoint TIF District 2 421	(313.07)
Southpoint TIF District 3 422	(469.77)
Southpoint TIF District 4 423	(468.70)
Southpoint TIF District 5 424	(466.29)
Small Business Loan Fund 427	196,461.90

Transfer to:

General Fund 110	196,461.90
Southpoint TIF Imp. Debt Service Fund 151	(14,040.04)

SECTION 4: The following increase/(decrease)in revenues be made:

General Fund 110	196,461.90
Southpoint TIF Imp. Debt Service Fund 151	(14,040.04)

SECTION 5: In all other respects, Ordinance No. 3493 shall remain in full force and effect.

SECTION 6: This ordinance shall take effect immediately upon its adoption.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	October 29, 2020
COUNCIL MEETING DATE:	November 3, 2020
AGENDA TITLE:	October 14, 2020 Historic and Architectural Preservation Commission Summary (Virtual Meeting)
CITY MANAGER/DEPT HEAD APPROVAL: <i>DRE 10/29/20</i>	<i>Sam Perry</i>

This meeting was conducted virtually using Zoom and Youtube in accordance with House Bill 197.

HAPC-2020-12, 101 W Church St, Certificate of Appropriateness, demolition of existing building and proposed four story structure, **Norm Butt, The Architectural Group, Applicant/Agent;** This project is to demolish the existing 2 story 4,000 square foot building and replace it with a 4 story 19,000 square foot building with underground parking. During the September meeting, the Commission approved the demolition. During this meeting the Commission discussed the design of the new building. The architect utilized roof design and façade setbacks to lessen the impact of the building size. Material samples were provided. The Commission understood their limitations of input within the zoning rights of the Uptown District. The Commission approved the request 4-3-0 with two conditions: tree planting in the tree lawns and a historic marker.

HAPC-2020-09, 36 E High St, Brick Street, addition of a second floor patio, **Mark Weisman, Applicant;** This project is to add a second level to the existing outdoor patio structure facing North Poplar Street. Architect Bob Riggs was present for the case. The original approval happened during the July meeting. The building permit included changes that were not reviewed by the Commission: a bar/awning, glass railing and additional painted steel under the railing. The Commission approved the changes with conditions requiring further administrative review of the awning and paint color.

Staff presented an update on small cell pole requests from AT&T. The Commission decided to provide comments regarding the design and location.

Member Dana Miller was elected to serve as Vice-Chair and to assist staff in administrative reviews along with Chair Chris Skoglund.



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45215

STAFF REPORT

ORIGINATING DEPARTMENT:	Doug Elliott, City Manager
PREPARED BY:	Doug Elliott, Councilor
DATE PREPARED:	October 26, 2020
COUNCIL MEETING DATE:	November 3, 2020
AGENDA TITLE:	Reopening Oxford's DORA
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	<i>approval</i> <i>DIRE - 10/29/20</i>

DISCUSSION:

CITY COUNCIL APPROVED AN APPLICATION FOR A DESIGNATED OUTDOOR REFRESHMENT AREA (DORA) BY ADOPTION OF RESOLUTION 7192 ON JUNE 16, 2020. IT ALLOWS THE CITY MANAGER TO AMEND THE DATES AND TIMES OF THE DORA WITH CONSENT OF CITY COUNCIL. THE CITY MANAGER RECOMMENDS CITY COUNCIL APPROVE REOPENING THE DORA FROM NOVEMBER 27, 2020 TO JANUARY 22, 2021 TO PROVIDE A WINTER DESIGNATED OUTDOOR REFRESHMENT AREA FOR THE BENEFIT OF OXFORD CITIZENS, VISITORS AND UPTOWN BUSINESSES.

RESOLUTION NO.

A RESOLUTION APPROVING THE REOPENING OF THE DESIGNATED OUTDOOR REFRESHMENT AREA (DORA) IN THE CITY OF OXFORD FROM NOVEMBER 27, 2020 TO JANUARY 22, 2021.

WHEREAS, City Council approved an application for a Designated Outdoor Refreshment Area thereby establishing a Designated Outdoor Refreshment Area in the City of Oxford; and

WHEREAS, Resolution No. 7192 adopted by City Council on June 16, 2020 allows the City Manager to amend the dates and times of operation of the Designated Outdoor Refreshment Area with the consent of City Council; and

WHEREAS, the City Manager recommends City Council approve the reopening the Designated Outdoor Refreshment Area from November 27, 2020 to January 22, 2021 to provide for a Winter Designated Outdoor Refreshment Area.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and hereby approves the reopening of the Designated Outdoor Refreshment Area from November 27, 2020 to January 22, 2021 to provide a Winter Designated Outdoor Refreshment Area in the City of Oxford.

SECTION 2: This Resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

RESOLUTION NO. 7192

A RESOLUTION APPROVING AN APPLICATION FOR A “DESIGNATED OUTDOOR REFRESHMENT AREA” AND ESTABLISHING A DESIGNATED OUTDOOR REFRESHMENT AREA IN THE CITY OF OXFORD, OHIO.

WHEREAS, Section 4301.82 of the Ohio Revised Code permits a municipality with a population of less than thirty-five thousand to create a Designated Outdoor Refreshment Area within its corporate limits; and

WHEREAS, on May 11, 2020 the City Manager filed an application with City Council for approval of a Designated Outdoor Refreshment Area in a specified area of the City described in the application; and

WHEREAS, pursuant to Section 4301.82 (C) of the Ohio Revised Code, notice of the filing of the application for a Designated Outdoor Refreshment Area was published in a newspaper of general circulation in the City of Oxford on May 13, 2020 and on May 20, 2020; and

WHEREAS, Council received public comments on June 16, 2020 to consider the application; and

WHEREAS, City Council finds the application is in compliance with Section 4301.82(B) of the Ohio Revised Code and that the “Designated Outdoor Refreshment Area” to be created would be in compliance with Section 4301.82(D) of the Ohio Revised Code; and

WHEREAS, the approval of the Designated Outdoor Refreshment Area will serve to enhance the experiences of patrons of City business establishments and the attendees of special events held within the City.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council finds that the application meets the requirements of Section 4301.82 of the Ohio Revised Code and approves the application for the designation of certain property in the City as a Designated Outdoor Refreshment Area.

SECTION 2: Council determines that all public notice requirements of Section 4301.82 of the Ohio Revised Code prior to the passage of this Resolution have been met.

SECTION 3: In order to ensure the public health and safety within the Designated Outdoor Refreshment Area, City Council establishes the following requirements:

- (a) The specific boundaries of the Designated Outdoor Refreshment Area, including street addresses, are described in the application attached hereto as Exhibit “A” and incorporated herein.

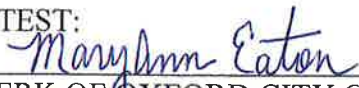
- (b) There shall be signs designating the boundary of the Designated Outdoor Refreshment Area (DORA). The number and location of the signs are described in the application attached hereto as Exhibit "A" and incorporated herein.
- (c) The DORA shall be in operation from May 20 to August 15 each calendar year. The hours of operation shall be from 11 AM to 11 PM seven days per week. Special hours of DORA operation shall be allowed as designated in advance by the City Manager with the consent of City Council.
- (d) A Safety Plan has been developed to ensure public safety in the DORA, which may be implemented with existing staff. The Police Division shall be responsible for providing law enforcement services within the DORA. There shall be a minimum of one police officer available to patrol the area during hours of operation. In the event a larger than normal crowd is present in the DORA, the on duty supervisor may assign additional officers to patrol the area. For planned events in the DORA that may draw larger than normal attendance, the Chief of Police may have additional officers and/or other agency personnel assigned specifically to the area. The Fire Division shall be responsible for providing Fire, Rescue, and EMS within the DORA.
- (e) A Sanitation Plan has been developed to maintain the appearance and public health of the DORA, which may be implemented with existing staff. The Service Department shall be responsible for ensuring that all trash receptacles in the DORA are emptied regularly and are ample to handle generated waste. The proposed DORA cups shall be recyclable and biodegradable.
- (f) For purposes of the DORA, beer, wine, and intoxicating liquor shall be served solely in plastic cups that are distinctly marked.

SECTION 4: Five years from the effective date of this Resolution, and every five years thereafter, Council shall review the operation of the DORA herein established and shall either approve its continued operation or dissolve it.

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


MAYOR

ADOPTED: June 16, 2020

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/03/2020

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/29/2020
Date Prepared

Agenda Title: ANNUAL TRANSFER ORDINANCE

Recommendation: Approve

Discussion:

Description of Budgeted Transfers for the 2021 Budget

Transfer from GENERAL FUND 110	
Transfer to STREET FUND 122	447,665.00
Annual General Fund Financial Support (quarterly)	
Transfer from GENERAL FUND 110	
Transfer to CAPITAL EQUIPMENT FUND 140	187,450.00
Annual General Fund Financial Support (quarterly)	
Transfer from GENERAL FUND 110	
Transfer to CAPITAL IMPROVEMENT FUND 141	239,330.00
Annual General Fund Financial Support (quarterly)	
Transfer from GENERAL FUND 110	
Transfer to AQUATIC CENTER DEBT SERVICE FUND 150	269,791.00
Annual General Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from GENERAL FUND 110	
Transfer to SPECIAL ASSESSMENT FUND 417	50,000.00
General Fund Financial Support (1 st quarter)	
Transfer from GENERAL FUND 110	
Transfer to FIRE/EMS FUND 418	20,000.00

Annual General Fund Financial Support (quarterly)

Transfer from PARKING FUND 130	
Transfer to GENERAL FUND 110	33,302.00

Annual Parking Fund Payment for Service department support (quarterly)

Transfer from PARKING FUND 130	
Transfer to STREET FUND 122	29,409.00

Annual Parking Fund Financial Support for work performed (quarterly)

Transfer from PARKING FUND 130	
Transfer to PARKING IMPROVEMENT FUND 142	10,000.00

Annual Parking Fund Financial Support (1st quarter)

Transfer from WATER FUND 321	
Transfer to GENERAL FUND 110	37,784.00

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

Transfer from WATER FUND 321	
Transfer to WATER CAPITAL EQUIPMENT FUND 320	86,000.00

Annual Water Fund Financial Support (1st quarter)

Transfer from WATER FUND 321	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	459,348.00

Annual Water Fund Financial Support (1st quarter)

Transfer from WASTEWATER FUND 331	
Transfer to GENERAL FUND 110	37,784.00

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

Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL EQUIPMENT FUND 330	12,600.00

Annual Wastewater Fund Financial Support (1st quarter)

Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL IMPROVEMENT FUND 332	350,655.00

Annual Wastewater Fund Financial Support (1st quarter)

Transfer from WASTEWATER CAPACITY BENEFIT SW-QUADRANT FUND 394	
Transfer to WASTEWATER CAPITAL IMPROVEMENT FUND 332	75,000.00

Annual Wastewater Fund Financial Support (1st quarter)

Transfer from REFUSE FUND 341	
Transfer to GENERAL FUND 110	27,784.00

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

Transfer from SOUTHPOINTE TIF DISTRICT 1 FUND 420	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	270,161.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 2 FUND 421	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	6,864.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 3 FUND 422	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	10,301.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 4 FUND 423	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	10,276.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 5 FUND 424	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	10,223.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from OXFORD AREA TRAIL PROPERTY TAX FUND 425	
Transfer to OXFORD AREA TRAIL CAP. IMPROVEMENT FUND 144	1,036,020.00
Annual Property Tax Transfer (bi-annual to match receipt of property taxes)	

Approved By:

Department Head:
City Manager:

Initial Date
[Signature] 10/29/20
[Signature] 10/29/20

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED TRANSFERS FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2021.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2021 and monies will be available for appropriation in those funds.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

SECTION 1: The following transfers are to be executed for the City of Oxford during the fiscal year ending December 31, 2021, as follows:

Transfer from:

General Fund 110	447,665.00
General Fund 110	187,450.00
General Fund 110	239,330.00
General Fund 110	269,791.00
General Fund 110	50,000.00
General Fund 110	20,000.00
Parking Fund 130	33,302.00
Parking Fund 130	29,409.00
Parking Fund 130	10,000.00
Water Fund 321	37,784.00
Water Fund 321	86,000.00
Water Fund 321	459,348.00
Wastewater Fund 331	37,784.00
Wastewater Fund 331	12,600.00
Wastewater Fund 331	350,655.00
Wastewater Capacity Benefit-SW Quadrant Fund 394	75,000.00
Refuse Fund 341	27,784.00
Southpointe TIF District 1 Fund 420	270,161.00
Southpointe TIF District 2 Fund 421	6,864.00
Southpointe TIF District 3 Fund 422	10,301.00
Southpointe TIF District 4 Fund 423	10,276.00
Southpointe TIF District 5 Fund 424	10,223.00
Oxford Area Trail Property Tax Fund 425	1,036,020.00

Transfer to:

Street Fund 122	447,665.00
Capital Equipment Fund 140	187,450.00
Capital Improvement Fund 141	239,330.00
Aquatic Center Debt Service Fund 150	269,791.00
Special Assessment Fund 417	50,000.00
Fire/EMS Fund 418	20,000.00
General Fund 110	33,302.00
Street Fund 122	29,409.00
Parking Improvement Fund 142	10,000.00
General Fund 110	37,784.00

Water Capital Equipment Fund 320	86,000.00
Water Capital Improvement Fund 322	459,348.00
General Fund 110	37,784.00
Wastewater Capital Equipment Fund 330	12,600.00
Wastewater Capital Improvement Fund 332	350,655.00
Wastewater Capital Improvement Fund 332	75,000.00
General Fund 110	27,784.00
Southpointe TIF Debt Service Fund 151	270,161.00
Southpointe TIF Debt Service Fund 151	6,864.00
Southpointe TIF Debt Service Fund 151	10,301.00
Southpointe TIF Debt Service Fund 151	10,276.00
Southpointe TIF Debt Service Fund 151	10,223.00
Oxford Area Trail Capital Improvement Fund 144	1,036,020.00

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

MAYOR

ADOPTED: _____

ATTEST: _____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: STAFF



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45215

STAFF REPORT

ORIGINATING DEPARTMENT:	City Council
PREPARED BY:	David Prytherch, Councilor
DATE PREPARED:	October 26, 2020
COUNCIL MEETING DATE:	November 3, 2020
AGENDA TITLE:	Planning for a safe, healthy and equitable Oxford.
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	<i>DRE 10-29-20</i>

DISCUSSION:

AS REQUESTED AND DRAFTED BY COUNCILOR PRYTHERCH.



RESOLUTION NO.

A RESOLUTION SUPPORTING COLLABORATION BETWEEN THE OXFORD POLICE DIVISION AND COMMUNITY PARTNERS TO ADDRESS SOCIAL ISSUES THROUGH BOTH TARGETED RECOMMENDATIONS FOR ENHANCING POLICE RESPONSE TO SOCIAL AND BEHAVIORAL HEALTH ISSUES AND MORE COMPREHENSIVE PLANNING FOR A SAFE, HEALTHY, AND EQUITABLE OXFORD.

WHEREAS, City Council, as elected representatives of the people of Oxford, supports the Oxford Police Division (OPD) in its mission “to promote a personalized, proactive partnership between the Police and the Oxford community to reduce fear and incidence of crime, and to solve contemporary problems with the goal of improving the quality of life for all;” and

WHEREAS, City Council supports the OPD’S collaborative approach embodied in its vision “Based on earned trust and confidence, coupled with the highest standards of professionalism and accountability, we envision a police division that totally embraces its values and is committed to working in partnership with our citizens to continually improve the quality of life in Oxford;” and

WHEREAS, City Council created the Police Community Relations and Review Commission (PCRRC) to “improve communication between the City of Oxford Police Division and the community, increase police accountability and credibility with the public, and to create a fair and impartial complaint process” with a charge limited to providing recommendations about matters related to police operations “and such other questions as may seem pertinent to the safety and protection of the citizenry;” and

WHEREAS, police officers by the nature of round-the-clock, public safety work must confront issues that reach beyond crime, including social and behavioral health and other challenges which cannot be solved by police alone but are also a wider community responsibility; and

WHEREAS, recent national events have prompted local reflection about wider issues of public health and safety and social justice, and how policing relates to systemic social challenges; and

WHEREAS, community members including members of Black Lives Matter – Oxford, Ohio proposed to the PCRRC that City Council “research, engage in, and/or fund complements and alternatives to policing” through a task force exploring a broad range of social issues including “racial discrimination, mental health, substance abuse, homelessness/poverty, interpersonal violence, international and immigrant experiences;” and

WHEREAS, the PCRRC voted on September 17, 2020 to recommend “The City Council should form a taskforce to research and fund alternatives to traditional policing. The makeup of the task force should include representatives from the stakeholders who brought forth the proposal,” and

WHEREAS, City Council has the responsibility to consider and respond to the recommendations of its boards and commissions, while balancing competing priorities to best promote the public, health, safety, and general welfare of the City of Oxford and efficiency in the work of municipal decision-making and operations and public engagement guiding them.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: City Council directs the Oxford Police Division and the Police Community Relations and Review Commission to collaboratively explore the specific question of how the City of Oxford can better support the OPD in responding to social and behavioral health challenges in the community, including but not limited to improved training and operational procedures, enhanced collaborations with local social service and mental health agencies/providers, and/or hiring of a police social worker. City Council requests OPD and the PCRRC provide its recommendations no later than June 1, 2021 to enable possible inclusion of any relevant funding in the 2022 budget.

SECTION 2: City Council accepts the spirit of the PCRRC recommendation to address broader social issues that transcend traditional policing (and the narrow PCRRC charge) to involve the entire community by committing to a public engagement process within the framework of the upcoming revision of the City of Oxford Comprehensive Plan. Specifically, in 2021 City Council will appoint a Comprehensive Plan working group to develop a chapter focused on “A Safe, Healthy, and Equitable Oxford” (or similar theme to be determined through public engagement). The working group shall incorporate representatives from relevant City departments (e.g. OPD and Oxford Fire Department), relevant boards and commissions (e.g. PCRRC, HAC), and diverse community members (including stakeholders who brought forth the aforementioned PCRRC proposal and others). It shall engage the public in a comprehensive and strategic planning process towards a “A Safe, Healthy, and Equitable Oxford,” including: establishing long-range goals and objectives, researching existing conditions, needs, and best practices, and proposing alternative implementation strategies both short and long-term (including possible funding sources). This work shall be undertaken alongside and coordinated with other working groups to produce a draft Comprehensive Plan chapter by September 1, 2021.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: DAVID PRYTHERCH

PREPARED BY: DAVID PRYTHERCH

A virtual meeting of the Oxford City Council was called to order by Mayor Mike Smith on Tuesday, October 20, 2020 at 7:30 p.m. Members participating were Jason Bracken, Glenn Ellerbe, David Prytherch, Chantel Raghu, William Snavelly and Edna Southard.

Staff members participating were: Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Joe Newlin, Finance Director; Mr. John Jones, Police Chief; Mr. Sam Perry, Community Development Director; Mr. Mike Dreisbach, Service Director; Mr. Casey Wooddell, Parks and Recreation Director; Mr. John Detherage, Fire Chief; Mr. Chris Conard, Law Director; and Ms. Mary Ann Eaton, Clerk of Council.

APPROVAL OF AGENDA

Mr. Snavelly moved to approve the agenda. Ms. Southard seconded. The motion passed by the following roll call:

AYE: Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Ms. Southard, Mr. Bracken
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

PUBLIC PARTICIPATION

PRESENTATION

BUTLER COUNTY

ELDERLY SERVICES PROGRAM

Ms. Sabrina Jewell, Outreach & Marketing Coordinator, Oxford Seniors, discussed Issue 34 on the November ballot for the Butler County Elderly Services Program, which would be funded by the Butler County Senior Services property tax levy renewal. Ms. Jewell encouraged anyone interested in having a yard sign for Issue 34 to contact Oxford Seniors. Ms. Jewell noted Medicare Open Enrollment began October 15 and goes through December 7 for people who need to look at their prescription drug plans with Medicare or if they are an OPERS retiree. Ms. Jewell advised if anyone had questions regarding this matter they were welcome to call the Senior Center for assistance.

Mayor Smith thanked Ms. Jewell for her presentation noting he felt Council supported the levy.

Ms. Southard advised free rides are available to any voter to the Butler County Board of Elections through the Senior Center noting she felt it was a wonderful project.

PROCLAMATION
“SAFE RETURN TO CAMPUS COMMITTEE”

Mayor Smith read the Proclamation and advised each of the 40 committee members would receive the Proclamation noting they spent a lot of time over the summer to ensure Miami University students could return to Oxford this fall.

PROCLAMATION
“DIVERSITY, EQUITY & INCLUSION TASK FORCE”

Mayor Smith read the Proclamation and advised everyone on the committee will receive a copy of the Proclamation noting they were also cited by the university President for the work they put in. Mayor Smith advised we would await progress on both initiatives.

NOTICE TO
LEGISLATIVE AUTHORITY

New permit for Hotel Development Services LLC 75-77 S. Main Street Oxford, Ohio 45056.
(Doug Elliott, City Manager)

Mr. Elliott addressed his staff report as presented on page 7 of Council’s packet and offered to answer any questions.

Mr. Snavelly moved to receive the Notice to Legislative Authority without comment. Mr. Prytherch seconded. The motion passed by the following roll call:

AYE: Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

PUBLIC COMMENTS

The following comments were received electronically prior to the meeting:

Comments submitted on Monday, October 19, 2020 - 2:18pm:

- **Name:** Alexandra W Marsh
- **Address:** 49 Spartan Dr.
- **Email Address:** marsh.lexi@gmail.com
- **Meeting Date:** Tue, 10/20/2020
- **Agenda Item:** Adding a safety railing on the retaining wall on phase 2 of the Oxford Area Trail.
- **Comments:**

First, let me begin by writing how in love I am with the Oxford area trail! My husband walks to work on it every day and has said how amazed he is by the regular maintenance to keep the path clear and accessible.

I am in support of adding the safety railing on the retaining wall. I take my 3 year old on the path often and this is the only "dangerous" concern I have. The retaining wall would give me a huge relief as a parent of a young child.

I would also like to add that while I do not feel unsafe about some of the corners, I do think that it would be helpful to discuss adding mirrors to help see around some of the sharp turns. There are cyclists who ride fast, so being able to see them come will ensure safety for all.

Thank you,
Lexi

- **Position:** Support

Comments submitted on Tuesday, October 20, 2020 - 3:10pm:

- **Name:** Sherry House
- **Address:** 720 ERIN DR
- **Email Address:** housesl@miamioh.edu
- **Meeting Date:** Tue, 10/20/2020
- **Agenda Item:** Mask Ordinance
- **Comments:**

Talawanda has started in person school again; today being their first day. We also have many of these children in our community working as front line workers too. Some of these teens have even complained about people not wearing masks in their workplaces. What are we doing to enforce the mask ordinance? I have also seen many who will walk right by the door to only pull their mask down to their chin, leave their nose out, etc. I am concerned about keeping these kids and everyone healthy. These kids want to remain healthy and to be able to continue having their school in person. They can not do this if people are not wearing masks in their places of employment. I also have not heard of our mask ordinance being enforced or even signage that we have \$100 fines.

Thanks,
Sherry

Comments submitted on Tuesday, October 20, 2020 - 4:09pm:

- **Name:** Hannah
- **Address:** 626 Brill Dr. Apt. 11
- **Email Address:** strohrhr@miamioh.edu
- **Meeting Date:** Tue, 10/20/2020
- **Agenda Item:** Public Comment about PCRRC and BLM
- **Comments:**

As a community member and member of the Police Community Relations and Review Commission (PCRRC), I wanted to share my thoughts.

I would like to suggest City Council to carefully review the submitted PCRRC recommendations regarding the BLM 3 suggested proposals, which was per City Council's request that PCRRC make recommendations. As someone who voted in support of the 3 proposed solutions put forth by Oxford Black Lives Matter, I suggest that City Council seriously consider making an official vote to support the 3rd proposal, the formation of a Task Force as outlined in their proposal. Please read it carefully because the information is there to detail some of the concerns that were raised in the last City Council meeting, and as was read out loud by citizens during public comment. To reiterate, the recommended Task Force is beyond the scope of the PCRRC. We are not equipped to shoulder the burden, based on the given purpose of our Commission, as well as the limitations of sunshine laws. And, to reiterate someone else's ideas, to put the Task Force onto the shoulders of the PCRRC would center policing as its focus and narrowing its scope to potentially miss out on other community concerns related to mental health, homelessness, domestic violence, poverty, substance abuse, to name a few.

The Task Force would be a good first step to IDENTIFYING what our community needs and then making City Council-related decisions regarding how to address them. Thank you for your time and all of the hard work you do to ensure a democratic process, a fair process listening to the needs of each and every citizen in this town.

Ms. Shana Rosenberg, 1036 Arrowhead Drive, noted she was speaking as a member of Black Lives Matter – Oxford. Ms. Rosenberg expressed her gratitude to all of the people who have been part of the process of bringing BLM's three proposals to life. Ms. Rosenberg noted she was grateful for the continued attention of City Council about these matters and to the PCRRC members for deliberating thoughtfully about the proposals. Ms. Rosenberg advised she appreciated Ms. Greene for working with the PCRRC and OPD and Chief Jones all working on the spirit of the proposals as well. Ms. Rosenberg noted she knew these were trying, busy times for everyone, and advised it was gratifying to see that these types of initiatives are still seen as important. Ms. Rosenberg noted she would address some of the misconceptions she has heard about the BLM proposals. Ms. Rosenberg referred to the third proposal to ask that an independent task force be assigned to research and propose funding for alternatives to traditional police responses to crisis in the community such as mental illness and addiction. Ms. Rosenberg noted some have said this will cost the City money and is not worth it although a task force formed by City Council is composed of volunteers and would require minimal investment from the City. Ms. Rosenberg advised there are many people in the community ready and willing to volunteer their time. Ms. Rosenberg noted some have said the PCRRC was formed for exactly this purpose - to make recommendations on changes to the police department. Ms. Rosenberg advised it is not the scope of the PCRRC to have expertise in the issues of crisis response and it may be better be served by services outside of the police force. Ms. Rosenberg noted if the PCRRC were to be the task force they would need to find input from the same volunteers willing to serve on an independent task force now. Ms. Rosenberg advised PCRRC members voted to recommend an independent task force rather than taking the task on themselves.

Ms. Rosenberg noted there is the misconception that the BLM proposals are anti-police and advised they were not here as enemies of the Oxford Police Department. Ms. Rosenberg noted BLM feels their third proposal would unburden OPD officers from the aspects of crises response that do not affect public safety. Ms. Rosenberg advised the issue at hand is appropriate response for crises that help the diverse citizenry feel safe. Ms. Rosenberg noted this was bigger than our local police department in this snapshot in time and advised there is a national reckoning about racial justice which is also throwing a light on the idea that policing can change to address the concerns of a changed society with increased diversity. Ms. Rosenberg advised BLM feels Oxford has the opportunity to be a model for other communities in how police and other services respond to crises. Ms. Rosenberg noted the formation of an independent task force is supported by many respected organizations in the community including the Miami Departments of Psychology and Family and Social Work. Ms. Rosenberg advised she felt this support should inform Councilors that the proposals including the creation of an independent task force are not unreasonable. Ms. Rosenberg noted she looked forward to when this matter will be before Council on their agenda.

Ms. Debbie Anderson, 3903 Harris Road, advised she was speaking in support of the Oxford Police Department. Ms. Anderson noted like everyone at this meeting she loves Oxford, the people of Oxford including all ethnicities and all nationalities. Ms. Anderson advised her concern was for the treatment of the Oxford Police Department. Ms. Anderson noted Council received 146 more signatures to equal 721 voices for support of OPD. Ms. Anderson inquired if there had been any allegations in the last 12-24 months that show misconduct in the OPD regarding minority relations noting if so, the PCRRC should look at any problems that might arise. Ms. Anderson advised she believed OPD should be given the respect and the trust of City Council to continue their professional work and determine their own improvements as they see fit. Ms. Anderson noted BLM is asking for authorization to form a task force to research alternatives to policing through City Council for funding with taxpayer dollars and perhaps to partially defund the police department. Ms. Anderson inquired if City Council did not initiate the research why is it being done or funded or who would fill the seats or what would be the scope and sequence of the task force. Ms. Anderson noted would it not be best for all including the BLM group to do their own research with their own funds and they could submit their findings to City Council at a later date. Ms. Anderson advised without being City mandated they have much more freedom to explore options as an independent group noting Council would not have to appoint task force members representative of the whole community or oversee the work with an already busy schedule. Ms. Anderson advised she and hundreds of others believe it is best for OPD to improve themselves noting they are very open to comments and the concerns from the community. Ms. Anderson advised she believes it is best for Oxford to allow BLM to conduct their own research and findings independently and report them respectively to City Council.

Ms. Jean Pateman, advised she was a student at Talawanda High School and has lived in Oxford most of her life. Ms. Pateman noted living here she herself has had experiences and she has heard of experiences from others and seen experiences where there has been misconduct by police. Ms. Pateman advised there have been situations where a different organization or a different group could have handled the situations much better than OPD. Ms. Pateman noted while Butler County and Oxford has a mask mandate in place the police provided security at a rally where no masks were worn. Ms. Pateman advised she sees these kind of things happen all of the time noting these issues can be solved by investigating these issues taking place in the OPD. Ms. Pateman noted the request for the task force is not asking for the erasure of police or defunding the police it is asking for us to look into the police to see what can be done to improve. Ms. Pateman advised she cared a lot about Oxford and the people in it and wants the community to be the best it can be. Ms. Pateman noted the way to do that is by consistently improving our programs and community programs to make them the best they can be. Ms. Pateman advised the only way to do that is to continue to review and look into the programs we have and the systems we have to make sure they fit the way the world works now.

Ms. Jennifer Witt, 6015 Joseph Drive, advised she is a longtime Oxford resident. Ms. Witt noted concern with the City's mask ordinance and advised she submitted a form on the City's website and has communicated with Seth Copenbaker, Assistant to the City Manager. Ms. Witt noted recently she observed an Oxford Township police officer hanging out inside a local business without a mask. Ms. Witt advised she submitted a photo of the incident to Seth noting she asked him about the mask ordinance and whether it was being enforced. Ms. Witt advised Seth informed her zero citations have been written. Ms. Witt noted she and many others have observed numerous businesses not enforcing masks and numerous town folks and students not wearing masks. Ms. Witt advised she has observed police officers observing people without masks entering stores and doing nothing. Ms. Witt stated she would like to know why the mask ordinance is not being enforced noting she felt if citations were given in a very visible and very frequent manner it could make a difference in people obeying the mask ordinance.

CONSENT AGENDA

Minutes of the October 6, 2020 City Council Work Session. (Mary Ann Eaton, Clerk of Council)

Minutes of the October 6, 2020 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

Report regarding the October 7, 2020 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

Report regarding the October 8, 2020 Recreation Board Meeting. (Casey Wooddell, Parks and Recreation Director)

A Resolution No. 7227 authorizing the sale of salvaged, junk and/or abandoned motor vehicles. (John Jones, Police Chief)

Mr. Snavely moved to approve the consent agenda. Ms. Southard seconded. The motion passed by the following roll call:

AYE: Ms. Raghu, Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

RESOLUTION
AGREEMENT WITH POWERNET

A Resolution No. 7228 authorizing the City Manager to enter into an agreement with PNG Telecommunications, Inc. dba Powernet to install infrastructure on the Butler County Cell Tower located at 945 S. Main Street utilizing CARES Act funds to provide Wi-Fi services in selected portions of the City of Oxford at a cost not to exceed \$327,186.00. (Jessica Greene, Assistant City Manger)

Ms. Greene advised she would explain three options the City has for this program to make sure Council can make a fully informed decision. Ms. Greene noted the first option was to provide services in public parks only including the Uptown Parks, Oxford Community Park, Merry Day Park, and the TRI Center and/or the Leonard Howell Park. Ms. Greene noted the cost for infrastructure and installation would be \$140,108 from the CARES Act and an annual service fee of \$36,000 from the General Fund. Ms. Greene advised this option provides Wi-Fi to anyone in a public park and is open to all residents and visitors. Ms. Greene noted it was not a good tool for school/work during colder months.

Ms. Greene advised the second option was to provide Wi-Fi services for neighborhoods only including Park View Arms and the Mobile Home Park for in home use. Ms. Greene noted the cost for infrastructure and installation is \$239,091 from the CARES Act and an annual service fee of \$36,000 from the General Fund. Ms. Greene advised this option provides Wi-Fi to every resident in a neighborhood that is home for lower income residents and it will replace their personal internet costs saving the family money and saving the school district money because they will no longer have to provide a hot spot to these homes. Ms. Greene noted the cons of this option are that internet is available in these neighborhoods and many families subscribe to service already, which the City would be replacing. Ms. Greene advised she was not sure if the City service would be better or different from what families already have. Ms. Greene noted another con was that this option is not open to all residents of Oxford, especially in other lower income areas of town and it is making an assumption of need based on an address and not tied to a needs assessment of the family.

Ms. Greene advised if service was provided in the parks and the two neighborhoods the cost for infrastructure and installation would be \$327,186 from the CARES Act and an annual service fee of \$36,000 from the General Fund. Ms. Greene noted this option provides a broad Wi-Fi program providing service to public parks and two targeted neighborhoods using CARES Act funds for equipment and installation and the service fee is the same.

Ms. Greene suggested staff could proceed with the public parks right away and do more research on Wi-Fi options that might be more equitable.

There were no comments from the public.

Mr. Bracken advised he would like to see the service provided in the parks and in the two neighborhoods mentioned noting he felt this was one of the biggest things Council could do to help those most in need in the community.

Ms. Raghu noted the original proposal included the two neighborhoods because it was where the school district was providing hot spots noting the school district had already done a needs assessment. Ms. Raghu advised the only area this does not include is the area north of Sycamore that they also found needed hot spots. Ms. Raghu advised she felt option three would be a very equitable situation. Ms. Raghu noted this was the most needed utility that the City is not already providing which she felt needed to be addressed.

Mr. Ellerbe thanked Ms. Greene for the work she has done so far. Mr. Ellerbe inquired if Ms. Greene has looked into providing Wi-Fi for the entire City of Oxford region and Ms. Greene advised she has not asked for that pricing.

Mr. Prytherch thanked Ms. Greene for her research. Mr. Prytherch inquired how long it would take Ms. Greene to research additional options. Ms. Greene advised she would like another few weeks to get enough information to create another option and noted she would bring something to the November 3 meeting if Council wanted her to. Mr. Prytherch advised he would like to compare apples to apples.

Mr. Elliott advised staff knows there are other families that do not have internet and do not live in the two neighborhoods mentioned and there are families that already have internet. Mr. Elliott noted he and Ms. Greene thought maybe Council should pause and not rush the residential portion of the project but go ahead with the park project. Mr. Elliott advised he and Ms. Greene wanted to present this concept to City Council so a needs based test could be done to reach more families that do not have internet.

Ms. Southard advised she felt this was a very important project noting she was glad staff was working on it. Ms. Southard noted she felt it was essential to bridge the digital divide and make sure everyone has access to the internet as it was becoming more and more crucial. Ms. Southard advised she does not know enough about the details to make many comments noting she trusts those who are doing the research and making it happen with the CARES funds before the deadline.

Mr. Snavelly advised he was very excited about the project and agrees with everything Ms. Southard and others have said about its importance and appreciation to Ms. Greene and the City Manager. Mr. Snavelly noted concern that there are people outside of the two neighborhoods who are just as much in need. Mr. Snavelly advised they need the opportunity to at least apply for it or ask for it.

Mr. Snavelly noted he felt the City Manager's idea of doing part of the project now and having something on the agenda for the next meeting to do the rest makes sense and in the meantime, kids have hot spots. Mr. Snavelly advised he felt rushing to take care of two neighborhoods will miss other people that need to be accommodated.

Mr. Bracken advised if we were talking about making sure we get it installed in time and we are only talking about expanding to more people that need it he was all for that. Mr. Bracken noted he absolutely did not want to loose the two neighborhoods because he knows they need it.

Mr. Ellerbe noted he preferred the proposal Ms. Greene made to adopt the Resolution and start the implementation of the park wire mesh and then look into serving the needs of at least the two communities mentioned and hopefully more.

Ms. Raghu noted the idea to have a big infrastructure purchase before the end of December was attractive because it satisfies the CARES needs. Ms. Raghu inquired where the hot spot money would come from post December if they are being rented month by month.

Mr. Prytherch advised he felt Council shared the goal of providing Wi-Fi in the parks and wanting to serve residents in these communities. Mr. Prytherch inquired how to proceed with adopting the Resolution.

Mr. Elliott advised the Resolution as worded authorizes spending up to a certain amount. Mr. Elliott noted staff could do just as described last time or staff could go ahead with the first part and come back to Council with possibly another Resolution that either amends that or just describe to Council what staff has come up with and ask for a motion. Mr. Elliott advised staff may come right back to where we are now. Mr. Elliott noted staff's only concern was that there is only a certain sum of money and he would like to reach all of the families in need. Mr. Elliott advised staff could pause and talk to the consultants about a citywide net. Mr. Elliott noted if Council adopts the Resolution, staff will quickly move forward with getting infrastructure on the tower and come back to Council on November 3.

Ms. Raghu noted she wanted to make sure Council would touch on what Mr. Ellerbe said about what the feasibility and cost would be for citywide service just to see if it is possible. Ms. Raghu advised if Council votes on this and goes with option A Council would still be allocating up to that total amount, which would be allocated just for internet. Ms. Raghu noted there was a general understanding that the remaining internet money will be used for the people who need it not just for people who are walking in a park. Ms. Raghu referred to the hot spots and inquired how many months they could be rented for. Ms. Raghu noted the hot spot solution did not sound like something that could be paid for in advance and last a prolonged amount of time. Ms. Raghu advised she was curious to know what the timeline would be if money is allocated to hot spots instead of hard wiring it into specific neighborhoods.

Mr. Elliott advised staff would move forward with option A noting the rest of the money will not be spent until staff comes back to Council with another proposal to make sure Council agrees with it.

Mr. Prytherch inquired if CDBG funds could be used to pay for the \$36,000 annual service fee and Mr. Elliott advised he felt future CDBG funds could be used.

Mr. Bracken advised he felt if Council made the service needs based the two communities mentioned would be almost universally included. Mr. Bracken noted he felt the annual cost was relatively small compared to the benefits. Mr. Bracken advised if Council moves forward he would like assurance that the two communities mentioned receive the benefit noting he felt that was much more important than the parks.

Mr. Newlin reminded everyone according to the CARES rules equipment must be received or services rendered by December 20, 2020. Mr. Newlin noted if this is pushed out another two weeks he was concerned about getting the equipment and having it installed by December 20.

Ms. Southard advised she favored option C which is coverage in the parks and in the two communities. Ms. Southard noted it would be great if citywide service could be provided in the future.

Mr. Ellerbe advised he felt everyone was in favor of authorizing the spending of the money and Council was arguing about how to spend the other \$237,000. Mr. Ellerbe advised he wanted to call the question because he wanted the money spent. Mr. Snavely seconded.

Ms. Raghu inquired if Council was voting on one of the three options. Mr. Elliott advised it was his understanding that Council was voting on what was originally proposed which was to provide service in the parks and in the two housing complexes without any concern about needs based.

Mr. Snavely moved to adopt Resolution No. 7228. Ms. Southard seconded. The Resolution was adopted by the following roll call:

AYE: Mr. Snavely, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

Mr. Snavely advised he would still like staff to come back to Council at the next meeting to see if there are options for expanding the services beyond what Council just agreed to. Mr. Snavely noted he did not want to give up on other people in town.

Ms. Greene committed to getting Council information about both a citywide program and an application-based program by the next Council meeting.

RESOLUTION
CARES ACT FUNDING (TOPSS)

A Resolution No. 7229 authorizing the donation of fifty three thousand dollars (\$53,000.00) to Talawanda Oxford Pantry & Social Services (TOPSS) as a sub-recipient of Federal CARES Act funds to assist with the purchase of a refrigerated truck to be used for food distribution by TOPSS and by the Oxford Farmer's Market. (Jessica Greene, Assistant City Manager)

Ms. Greene noted the proposed Resolution was based on a discussion at the last Council meeting. Ms. Greene advised TOPSS received the first round of funding from the City to buy a used refrigerated truck and when they learned about the third round of funding they asked for additional funds for a new refrigerated truck. Ms. Greene noted TOPSS and the Farmers Market developed a joint proposal where TOPSS will own and operate the truck and the Farmers Market will have usage rights as well. Ms. Greene advised the truck will serve as a mobile pantry to deliver food and will also be used by the Farmers Market for their e-commerce program. Ms. Greene noted TOPSS will maintain control, liability and maintenance of the truck and advised they have developed a usage agreement with the Farmers Market.

Ms. Raghu inquired what the difference was between the used and new truck as far as specifications.

Ms. Ann Fuehrer, advised TOPSS has not developed exact specifications although board member Dave Rosenthal has been talking with Premier Conversions in Cincinnati. Ms. Fuehrer noted the difference is between used and new and advised she felt it be much easier and it would give TOPSS a longer lasting product by having a new truck.

Mr. Snavelly moved to adopt Resolution No. 7229. Ms. Southard seconded. The Resolution was adopted by the following roll call:

AYE: Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavelly
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

RESOLUTION
CARES ACT FUNDING (CHAMBER OF COMMERCE)

A Resolution No. 7230 authorizing the donation of one hundred ninety five thousand dollars (\$195,000.00) to the Oxford Chamber of Commerce as a sub-recipient of Federal CARES Act funds to administer a grant program for local businesses as set forth in Exhibit "A" attached hereto. (Jessica Greene, Assistant City Manager)

Ms. Greene advised at the last meeting Council expressed they would like to do more for businesses and noted staff is proposing to donate the remainder of the CARES Act funding to the Oxford Chamber of Commerce for the purpose of a business grant program. Mr. Greene noted the Chamber would be the administrators of the grant program making sure businesses apply and meet the criteria staff has established. Ms. Greene advised the Chamber will provide grants to businesses for up to \$5,000. Ms. Greene noted the Chamber will take an administrative fee to help the City with the program.

There were no comments from the public.

Mr. Snavely inquired if the City meets the criteria of spending by December 20 by making the grants to the businesses or if the businesses have to expend those funds in order to meet the criteria. Ms. Greene advised the funds need to be expended by December 20 noting it can be used for payroll, rent and COVID related expenses back to March 1, 2020.

Mr. Prytherch thanked staff for coming up with this idea noting he felt the Chamber of Commerce is the natural partner to help distribute the funding.

Mr. Bracken asked for an update on the cold shelter funding. Ms. Greene advised in November she planned to bring forward a cold shelter and transitional housing proposal noting the funding would come from the General Fund not the CARES Act.

Ms. Raghu inquired if businesses had to be Chamber members to receive a grant and Ms. Greene advised no.

After further discussion, Mr. Ellerbe advised he had full confidence the Oxford Chamber of Commerce could adjudicate this money. Mr. Ellerbe called the question. Mr. Prytherch seconded.

Mr. Prytherch moved to adopt Resolution No. 7230. Ms. Southard seconded. The Resolution was adopted by the following roll call:

AYE: Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavely, Ms. Southard
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ORDINANCE

FIRST READING

REPEAL ORDINANCE NO. 3555

An Ordinance No. 3590 Repealing Ordinance No. 3555 Creating The Oxford Small Business Stimulus Program And Declaring An Emergency. (Jessica Greene, Assistant City Manager)

Ms. Greene advised the proposed Ordinance would repeal the Gift Card program that was established in April. Ms. Greene noted the City bought gift cards from businesses in town and resold them to the general public. Ms. Greene advised the businesses would have to redeem the gift cards and be out the cost of the food or service later. Ms. Greene noted staff recommends the gift cards be destroyed and the program essentially becomes a grant and the businesses can keep their money. Ms. Greene advised businesses would be paid for the gift cards that have already been sold to the general public and they would be given a detailed report of gift cards sold that would need to be honored if presented. Ms. Greene noted businesses would also be given a report of the gift cards destroyed. Ms. Greene advised the money will go back to the General Fund to be used for other purposes such as a cold shelter program.

There were no comments from the public.

Ms. Southard noted she thought the gift card program was a good one although it did not take off as well as Council had hoped. Ms. Southard inquired if there was a way the businesses could use the cards rather than have them destroyed. Ms. Greene advised she felt it would be better to destroy the gift cards so businesses would not have to redeem them and not have the cost of the cards come out of their businesses later. Ms. Greene noted now that the CARES Act exists the City can redeem the General Fund.

Mr. Newlin advised having Council vote on this matter and turning it into a grant program will help backup the use of the CARES Act funding.

Mr. Prytherch moved to adopt Ordinance No. 3590. Mr. Ellerbe seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Ms. Southard, Mr. Bracken
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ORDINANCES **SECOND READING**

CONDITIONAL USE PERMIT

An Ordinance No. 3591 Approving A Conditional Use Permit To Allow An Existing Detached Garage Structure at 305 N. Main Street To Be Used As An Accessory Dwelling Unit (ADU) In The R-3MS Single, Two, And Three Family Mile Square Residential District With Conditions. (Sam Perry, Community Development Director)

Mr. Snavelly recused himself.

Mr. Perry advised there were no changes since the first reading of the proposed Ordinance. Mr. Perry noted this was the first of its kind accessory dwelling unit that has gone through the Planning Commission and now Council to convert an existing building behind a house at 305 N. Main Street into a dwelling.

There were no comments from the public.

Ms. Southard noted concern with the Decision Standards especially regarding the safety of the proposal. Ms. Southard advised objections were raised by the Fire Chief and the Police Chief and inquired if they had any comments or if they stand by their previous recommendations. Mr. Perry advised staff worked with the Fire Chief and the Police Chief after the Planning Commission meeting and he believes the proposal is now satisfactory and consistent with the original concerns and comments. Mr. Perry noted there were concerns about the visibility of the building and the address from the street and he believes those concerns were addressed with some changes to make the building visible and accessible.

Mr. Prytherch moved to adopt Ordinance No. 3591. Mr. Ellerbe seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Prytherch, Ms. Raghu, Mr. Bracken, Mr. Ellerbe, Mayor Smith (5)

NAY: Ms. Southard (1)

ABS: None (0)

ORDINANCE
TEXT AMENDMENT

An Ordinance No. 3592 Repealing Oxford Codified Ordinance Section 931.13 Entitled Charges, And Adopting New Oxford Codified Ordinance Section 931.13 Entitled Charges. (Doug Elliott, City Manager)

Mr. Elliott advised the codified ordinance section the Clerk referenced requires compactor users who contract directly with Rumpke to pay a landfill charge. Mr. Elliott noted this charge no longer serves any purpose and asked Council to repeal the provision.

There were no comments from the public or from Council.

Mr. Snavely moved to adopt Ordinance No. 3592. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Raghu, Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
SUPPLEMENTAL BUDGET

An Ordinance No. 3593 Amending Ordinance No. 3538. Supplemental Budget Ordinance Number 7 To Make Supplemental Appropriations For Fiscal Year 2020. (Joe Newlin. Finance Director)

Mr. Newlin addressed his staff report as presented on page 98 of Council's packet and offered to answer any questions.

There were no comments from the public or from Council.

Ms. Southard moved to adopt Ordinance No. 3593. Mr. Snavelly seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Snavelly, Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ANNOUNCEMENTS

Mr. Elliott noted at the last Council meeting a comment was made that the City of Oxford spends more on the Police Division than the City of Bowling Green and noted the City of Bowling Green in fiscal year 2018 spent \$6,363,000 on Police out of all of its governmental funds. Mr. Elliott advised the City of Oxford spent approximately \$5,000,000. Mr. Elliott noted the comment was also made that the City of Oxford does not spend much on public health and welfare. Mr. Elliott advised when he compared Oxford to Bowling Green the City of Oxford spent \$129,000 whereas the City of Bowling Green spent \$87,000.

Mr. Elliott discussed the delay on the City's ban of expanded polystyrene set to go in effect December 31 for national food service operations. Mr. Elliott advised HB242 adopted by the General Assembly preempts the City of Oxford from enforcing the regulation.

Mr. Elliott advised Councilors received a letter from the Oxford Community Arts Center (OCAC) requesting that the DORA be extended to include them. Mr. Elliott noted he planned to recommend reopening the DORA from November 27 to January 22 at the next meeting.

Mr. Elliott advised a public notice would need to be published to amend the City's DORA and noted he would do that for the summer DORA program.

Mr. Elliott updated everyone on the local COVID response.

Mr. Elliott referred to a public comment this evening regarding lack of enforcement of the mask ordinance and advised it was correct that the City has not cited anyone under the mask ordinance. Mr. Elliott noted several citations have been issued under the mass gathering ordinance. Mr. Elliott advised he felt encouragement and education is the way to go regarding the mask ordinance. Mr. Elliott noted the City acts on the comments received about violations of the mask ordinance.

Chief Jones noted the Talawanda School District started face to face instruction today and reminded everyone to watch for school buses and to be more alert. Chief Jones advised everyone to expect heavy traffic this week while OPD works with the school district on their new drop-off procedures on US27 by the high school, 732 by the middle school and Sycamore and Locust by Kramer Elementary school.

Mr. Wooddell reminded everyone of the Drive Thru Circus taking place Thursday, October 29th from 5-8 p.m. in the TRI parking lot.

Mr. Wooddell advised at the November 3 meeting he would share the details for Veteran's Day and how it will be celebrated virtually.

Mr. Wooddell thanked the Talawanda School District for allowing access to their schools to run the youth basketball league noting he appreciated the willingness of the school to allow that opportunity to happen.

Mr. Conard advised the sunset date for HB197 will take effect soon which among many things governs virtual meetings. Mr. Conard noted the Ohio Municipal Attorneys Association is asking for legislation that will allow the continued use of virtual meetings under certain circumstances. Mr. Conard advised sooner rather than later Council will need to discuss how they want to move forward.

Ms. Raghu thanked Mr. Conard noting she felt Council has noticed the virtual meetings have been well attended noting many people have been engaged and want to make comments. Ms. Raghu advised she felt there could be a "new normal" noting beyond how Council meets she felt it was more important to engage the public as much as possible and be as transparent and accessible as possible. Ms. Raghu noted her hope Council can continue to allow people to have a platform like this to make comments online.

Ms. Raghu referred to the polystyrene phase out plan and noted HB242 was passed with language making the tax and fee prohibitions on bags and other auxiliary containers effective for only 12 months rather than permanent. Ms. Raghu inquired if that was Mr. Elliott's understanding as well. Mr. Elliott advised the City was delayed one year for banning polystyrene.

Mr. Conard advised he felt it was important the messaging continue to go on with the Oxford businesses so they can begin the transition noting it should be pro-active time to get in front of the issue.

Mr. Ellerbe advised it was exactly two weeks until Election Day and encouraged everyone to vote, wear a mask and try to consider other people when out in public doing everyday tasks. Mr. Ellerbe noted we should start caring about each other especially since we have had the year we have had.

Mr. Snavelly reminded everyone early voting has started noting people could vote at the Board of Elections and could get a ride if they do not have the ability to get there. Mr. Snavelly advised having voted early he found it to be quick, easy and well organized.

Ms. Southard agreed early voting was easy and encouraged everyone to do so.

Ms. Southard noted school was in session and with daylight savings time she and her neighbors have agreed they should have their front lights on in the early morning so students can walk more safely in the streets.

Ms. Southard advised Trick or Treat was Saturday, October 31 from 5:30 to 7:30 and encouraged everyone to be safe and follow the guidelines.

Ms. Southard noted Wi-Fi and internet was important for everyone and advised ILR (Institute for Learning in Retirement) is in session right now for anyone over 55 years of age. Ms. Southard noted this session of ILR was entirely online and hundreds of seniors were participating in classes. Ms. Southard advised because no travel is involved people as far away as Portland, Oregon were participating. Ms. Southard noted everyone was getting involved in the new methods of learning and advised she felt it was important for people's mental health.

Mr. Bracken advised he was happy the City was moving forward with the Wi-Fi project noting he felt it was huge. Mr. Bracken noted his hope the City could move forward with the shelter proposals. Mr. Bracken advised between that and the help the City has just provided to local businesses he felt the City has done a great service to the City by keeping commerce going, providing services, keeping people employed and keeping businesses sustainable while helping those at the bottom work their way up during a tough time. Mr. Bracken thanked staff for all of the hard work they have done to distribute the CARES Act funds.

Mr. Prytherch thanked Council and staff for the time he has asked for regarding an agenda item to discuss the Comprehensive Plan noting he looked forward to it. Mr. Prytherch advised he was planning to introduce a Resolution to respond to the PCRRC and their recommendation. Mr. Prytherch noted he knew what the spirit and intent was and advised he would craft a Resolution to address that in relation to the Comprehensive Plan.

Mayor Smith asked Councilors to submit their staff evaluation forms to the Clerk prior to the next meeting.

Mayor Smith suggested scheduling a Work Session to discuss the Comprehensive Plan at the second meeting in November.

Mayor Smith encouraged everyone to check the City's website for Halloween and Trick or Treat guidelines noting Council wants it to be safe and fun.

Mayor Smith encouraged everyone to vote.

Mr. Prytherch suggested scheduling the Comprehensive Plan Work Session before the second reading of the budget Ordinance.

ADJOURN

Mr. Snavelly moved to adjourn at 9:24 p.m. Mr. Prytherch seconded. The motion passed by the following roll call:

AYE: Ms. Southard, Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavelly
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/03/2020

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/29/2020
Date Prepared

Agenda Title: 2021 ANNUAL BUDGET ORDINANCE

Recommendation: Approve

Discussion:

Description of 2021 Budget

The current piece of legislation is a reflection of the information presented to Council at its October 15th work session.

Highlights: 3% COLA for all non-contractual fulltime employees, contracted employees received their respective increases, no increases for full-time Firefighter/Paramedics due to the fact they are unionizing and will then receive their contractual increases

17.50% increase Workers Compensation payment for Fire & EMS Fund
5.16% increase Workers Compensation payment for all other Funds

5.3% decrease in income tax receipts

48.9% decrease in hotel tax receipts

45.6% decrease in interest income receipts

5% increase in General Liability Insurance rates compared to 2020 actual

An approximate 1.3% increase in refuse rates for residential customers (0.20 cents per month) & 1.3% average increase for commercial customers

\$11,000 appropriation in Refuse Fund for curb side composing trial

Capital Improvement Fund Spending \$1,521,000

Capital Equipment Fund Spending \$187,450

OATS Trail Improvements Fund Spending \$770,000 engineering costs and \$31,214 personnel costs for maintenance of trail

Water Capital Improvement Fund Spending \$680,000

Water Capital Equipment Spending \$86,000

Wastewater Capital Improvement Fund Spending \$834,000

Wastewater Capital Equipment Fund Spending \$12,600

Adjustments made to budget after the October 15th work session:

Additional \$1,000 in both revenue and expenditures in the CBDG Fund

Increased High St. Pedestrian Safety (MU) Construction expenditures by \$2,084,503, Miami's contribution to \$1,084,503 match Mike's estimate in our CIP, decrease repayment of advance to the General Fund by \$630,000

Additional appropriation to Legislative Department of \$36,000 to contractual Services for Wi-Fi payments

An additional \$21,000 was added to the Human Resources - Communications - Assistant City Manager Department budget to Police Education Reimbursement

Decreased appropriation to Finance Department of Auditor & Treasurer Fees by \$13,980 and increased appropriation in the OAT Property Tax Fund for Auditor & Treasurer Fees by \$13,980 in order to match revenue with expenditure associated with it

Decreased appropriation to advance to High St. Pedestrian Safety MU Fund by \$630,000

Increased appropriation to Advance to Parking Fund to \$100,000 in the General Fund as well as increased appropriation to Repayment of Advance to General Fund to \$100,000 in the Parking Fund

Decreased appropriation to transfer to Capital Improvement Fund by \$43,020 in order to balance the General Fund budget

Finally included the transfer of \$\$196,416.90 from the Small Business Loan Fund to the General Fund as well as the increased in appropriation of \$74,160 to the Family Resource Center in the projected 2020 numbers in budget

Approved By:

Department Head:

City Manager:

Initial Date

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

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, 2021.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2021 and monies will be available for appropriation in those funds.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

SECTION 1: To provide for the current expenses and expenditures of the City of Oxford during the fiscal year ending December 31, 2021, the following sums be and they are hereby set aside and appropriated as follows:

GENERAL FUND 110

SECURITY OF PERSONS & PROPERTY	
Personnel Services	4,811,116
Other Services & Charges	<u>1,046,766</u>
Total Appropriation	5,857,882
PUBLIC HEALTH AND WELFARE	
Other Services & Charges	<u>135,574</u>
Total Appropriation	135,574
LEISURE TIME ACTIVITIES	
Personnel Services	1,299,566
Other Services & Charges	<u>503,689</u>
Total Appropriation	1,803,255
COMMUNITY ENVIRONMENT	
Personnel Services	658,592
Other Services & Charges	<u>530,088</u>
Total Appropriation	1,188,680
GENERAL GOVERNMENT	
Personnel Services	935,252
Other Services & Charges	<u>1,149,825</u>
Total Appropriation	2,085,077
TRANSFERS TO OTHER FUNDS	
Other Services & Charges	<u>1,214,236</u>
Total Appropriation	1,214,236
ADVANCES TO OTHER FUNDS	
Other Services & Charges	<u>2,133,250</u>
Total Appropriation	2,133,250
TOTAL GENERAL FUND APPROPRIATIONS	14,417,954

FIRE/EMS FUND 418

Personnel Services	1,834,804
Other Services & Charges	<u>605,027</u>
TOTAL FIRE/EMS FUND APPROPRIATIONS	2,439,831

STREET FUND 122

Personnel Services	794,827
Other Services & Charges	<u>424,517</u>
TOTAL STREET FUND APPROPRIATIONS	1,219,344

STATE HIGHWAY IMPROVEMENT FUND 123

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

PARKING FUND 130

Personnel Services	455,868
Other Services & Charges	109,476
Transfer to Other Funds	72,711
Advance to Other Funds	<u>100,000</u>
TOTAL PARKING FUND APPROPRIATIONS	738,055

PARKING IMPROVEMENT FUND 142

Other Services & Charges	<u>100,000</u>
TOTAL PARKING IMPROVEMENT FUND APPROPRIATIONS	100,000

CAPITAL IMPROVEMENT FUNDS

COMMUNITY DEVELOPMENT BLOCK GRANT FUND 126

Other Services & Charges	<u>221,450</u>
Total Appropriations	221,450

COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND 128

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

CAPITAL EQUIPMENT FUND 140

Other Services & Charges	<u>187,450</u>
Total Appropriations	187,450

CAPITAL IMPROVEMENT FUND 141

Other Services & Charges	1,521,000
Advance to Other Funds	<u>103,250</u>
Total Appropriations	1,624,250

OAT CAPITAL IMPROVEMENT FUND 144

Personnel Services	31,214
Other Services & Charges	770,000
Advance to Other Funds	<u>550,000</u>
Total Appropriations	1,351,214

HIGH ST. PEDESTRIAN SAFETY (MU) CAPITAL IMPROVEMENT FUND 147	
Other Services & Charges	3,714,503
Advance to Other Funds	<u>1,000,000</u>
Total Appropriations	4,714,503
TOTAL CAPITAL IMPROVEMENT FUND APPROPRIATIONS	8,258,867
<u>WATER FUNDS</u>	
WATER (OPERATING) FUND 321	
Personal Services	1,463,210
Other Services & Charges	673,337
Transfers to Other Funds	<u>583,132</u>
Total Appropriations	2,719,679
WATER IMPROVEMENT FUND 322	
Other Services & Charges	<u>680,000</u>
Total Appropriations	680,000
WATER CAPITAL EQUIPMENT FUND 320	
Other Services & Charges	<u>86,000</u>
Total Appropriations	86,000
TOTAL WATER FUNDS APPROPRIATIONS	3,485,679
<u>WASTEWATER FUNDS</u>	
WASTEWATER (OPERATING) FUND 331	
Personal Services	1,738,662
Other Services & Charges	841,350
Transfers to Other Funds	<u>401,039</u>
Total Appropriations	2,981,051
WASTEWATER IMPROVEMENT FUND 332	
Other Services & Charges	<u>834,000</u>
Total Appropriations	834,000
WASTEWATER CAPITAL EQUIPMENT FUND 330	
Other Services & Charges	<u>12,600</u>
Total Appropriations	12,600
WASTEWATER CAPACITY BENEFIT SW QUADRANT FUND 394	
Transfers to Other Funds	<u>75,000</u>
Total Appropriations	75,000
TOTAL WASTEWATER FUNDS APPROPRIATIONS	3,902,651

STORM WATER FUND 351

Other Services & Charges	30,000
TOTAL STORM WATER FUND APPROPRIATIONS	30,000

SOLID WASTE FUNDS

SOLID WASTE (OPERATING) FUND 341

Personal Services	227,466
Other Services & Charges	1,630,277
Transfer to Other Funds	27,784
Total Appropriations	1,885,527

LANDFILL POST-CLOSURE INVESTMENT FUND 353

Other Services & Charges	1,200
Total Appropriations	1,200

TOTAL SOLID WASTE FUNDS APPROPRIATIONS	1,886,727
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HOTEL & CONVENTION TAX FUND 120

Other Services & Charges	135,400
TOTAL HOTEL & CONVENTION TAX FUND APPROPRIATIONS	135,400

EMPLOYEE BENEFITS FUND 230

Other Services & Charges	2,365,792
Advance to Other Funds	5,000
TOTAL EMPLOYEE BENEFITS FUND APPROPRIATIONS	2,370,792

INTERNAL SERVICE FUND 370

Other Services & Charges	256,729
TOTAL INTERNAL SERVICE FUND APPROPRIATIONS	256,729

LAW ENFORCEMENT TRUST FUND 410

Other Services & Charges	22,460
TOTAL LAW ENFORCEMENT TRUST FUND APPROPRIATIONS	22,460

ENFORCEMENT & EDUCATION FUND 412

Other Services & Charges	16,000
TOTAL ENFORCEMENT & EDUCATION FUND APPROPRIATIONS	16,000

BOARD OF BUILDING STANDARDS FUND 414

Other Services & Charges	6,900
TOTAL BOARD OF BLD STANDARDS FUND APPROPRIATIONS	6,900

SPECIAL ASSESSMENT FUND 417

Other Services & Charges	150,000
Advance to Other Funds	150,000
TOTAL SPECIAL ASSESSMENT FUND APPROPRIATIONS	300,000

<u>OVI TASK FORCE FUND 419</u>	
Personnel Services	59,355
Other Services & Charges	165,645
Advance to Other Funds	<u>225,000</u>
TOTAL OVI TASK FORCE FUND APPROPRIATIONS	450,000
 <u>SOUTHPOINTE TIF DISTRICT 1 FUND 420</u>	
Transfers to Other Funds	<u>270,161</u>
Total Appropriations	270,161
 <u>SOUTHPOINTE TIF DISTRICT 2 FUND 421</u>	
Transfers to Other Funds	<u>6,864</u>
Total Appropriations	6,864
 <u>SOUTHPOINTE TIF DISTRICT 3 FUND 422</u>	
Transfers to Other Funds	<u>10,301</u>
Total Appropriations	10,301
 <u>SOUTHPOINTE TIF DISTRICT 4 FUND 423</u>	
Transfers to Other Funds	<u>10,276</u>
Total Appropriations	10,276
 <u>SOUTHPOINTE TIF DISTRICT 5 FUND 424</u>	
Transfers to Other Funds	<u>10,223</u>
Total Appropriations	10,223
 <u>OXFORD AREA TRAIL PROPERTY TAX FUND 425</u>	
Other Services & Charges	13,980
Transfers to Other Funds	<u>1,036,020</u>
Total Appropriations	1,050,000
 TOTAL MISCELLANEOUS FUNDS APPROPRIATIONS	4,916,106
 <u>DEBT SERVICE FUNDS</u>	
 AQUATIC CENTER IMPROVEMENT DEBT SERVICE FUND 150	
Other Services & Charges	<u>309,450</u>
Total Appropriations	309,450
 SOUTHPOINTE TIF IMPROVEMENT DEBT SERVICE FUND 151	
Other Services & Charges	<u>307,825</u>
Total Appropriations	304,725
 TOTAL DEBT SERVICE FUND APPROPRIATIONS	617,275
 TOTAL 2021 BUDGET APPROPRIATIONS	42,032,689

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

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: STAFF



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Zachary Moore
DATE PREPARED:	October 28, 2020
COUNCIL MEETING DATE:	November 3, 2020
AGENDA TITLE:	October 21, 2020 Board of Zoning Appeals Summary (Virtual Meeting)
CITY MANAGER/DEPT HEAD APPROVAL: <i>DRE 10-29-20</i>	<i>Sam Perry</i>

Chair Michael Schnipper ran the meeting, with Planner Zachary Moore providing staff reporting. All five BZA members attended. Attorney Ben Mazer provided legal support.

BZA-2020-09, 420 N. Campus Avenue, Variance to Section 1143.05(c) maximum lot coverage, Scott Webb, Appellant

This case involved adding a new front porch feature to an existing duplex, with no changes to the interior living space. The subject property is already legally nonconforming with respect to the existing lot coverage (62.92%), which exceeds the district maximum (45%). The applicant had requested a variance in order to increase the total lot coverage to 64.17% to accommodate the new porch. The board heard from staff, the applicant, and the property owner. The board discussed the case using the seven decision standards. The board approved the request 5-0-0, allowing the project to move forward as-proposed.

BZA-2020-10, 116 E. Withrow Street, Variances to Sections 1143.09(c)(4)(B)(1) total lot coverage, Section 1143.09(c)(4)(B)(3) front yard coverage, and Section 1149.04(a)(1) more than one parking space in the front yard, Scott Webb, Appellant

This case involved a vacant alley lot directly behind an existing three-family at 116 E Withrow. The applicant proposed a new single-family dwelling, which would be addressed 114 E Withrow when built. Though the lot is deficient with respect to the minimum lot size (5,000 sq ft) in the RO district, it is still large enough to permit a single-family dwelling per Chapter 1137 – Nonconformities. The applicant proposed increasing the number of parking spaces in the front yard from 1 to 2, and increasing the overall lot coverage by 3.2% as well as front yard coverage by 28.9%. The board heard from staff and the applicant.



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

Staff made the suggestion for additional front yard coverage, to further assist with maneuverability on a proposed drive to access what will become the back portion of 116 E Withrow. The applicant expressed he felt the coverage amount was sufficient for accessibility. The board discussed the case using the seven decision standards. The board approved all three requests 5-0-0, allowing the project to move forward as-proposed.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/03/20

Heidi Hill
Prepared By

Account Code No. #: NA

Budgeted Amount: NA

10/23/2020
Date Prepared

Agenda Title: **2021 Fee Ordinance**

Recommendation: **Approve**

Discussion:

Additions, changes, or deletions in the ordinance are shown as follows:

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

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

Approved By:

Department Head:
City Manager:

Initial Date
10/23/20
DRE 10/29/20

ORDINANCE NO.

AN ORDINANCE TO ADOPT FEES AND CHARGES FOR THE FISCAL YEAR 2021.

WHEREAS, the City Manager and the Finance Director recommend City Council adopt fees for 2021, as itemized below.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Finance Director 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.

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

	<u>\$ Amount</u> <u>Residents</u>		<u>\$ Amount</u> <u>Non-residents</u>
<u>1) YEARLY MEMBERSHIP FEES - TRI COMMUNITY CENTER</u> (INCLUDES OPEN GYM AND WEIGHT ROOMS - for eligible ages)			
Child (Ages 0-9)	FREE		FREE
Youth (Ages 10-17)	6.00		7.00
Adult (Ages 18+)	12.00		14.00
<u>2) PRESCHOOL (per month)</u>			
Mon/Wed/Fri	180.00		198.00
Tues/Thurs	125.00		138.00
Mon-Fri All Day	599.00		659.00
Mon-Fri Half Day	330.00		363.00
Mon/Wed/Fri All Day	380.00		418.00
Mon/Wed/Fri Half Day	200.00		220.00
Tues/Thur All Day	570.00		297.00
Tues/Thur Half Day	140.00		154.00
<u>3) SUMMER CAMP PROGRAM</u>			
Daily	32.00		36.00
each additional child in family	28.00		31.00
Weekly	115.00	120.00	127.00
each additional child in family	100.00		110.00
Half-day:			
Pre-school camps	65.00	70.00	72.00
			77.00
<u>4) YOUTH SPORTS LEAGUES</u>			
Basketball			
Instructional League, Grade K	60.00		66.00
Competitive League, Grade 1-2	75.00		83.00
Competitive League, Grade 3-12	90.00		99.00
Flag Football League	70.00		77.00
<u>5) ADULT SPORTS LEAGUES</u>			
Adult softball	425.00		
Adult kickball	200.00		
<u>6) RESERVATION FEES</u>			
Oxford Aquatic Center			
Reservation, per hour	100.00		110.00
Guard fee, per hour	15.00		15.00
Reservation, per hour (competition pool only)	150.00		165.00
Reservation, per hour (activity pool only)	200.00		220.00
Reservation, per hour (both pools)	220.00		242.00
Athletic Fields			
Per game, per field	30.00		33.00
Per day, per field	140.00		160.00
Per game, per field (preps)	35.00		39.00
Per hour, per field (lights)	30.00		33.00

Community Park Gazebo Reservation

Up to 2 hours	30.00	33.00
Up to 4 hours	50.00	55.00
Over 4 hours	65.00	72.00

Park Shelter Reservation

Up to 2 hours	25.00	28.00
Up to 4 hours	40.00	44.00
Over 4 hours	50.00	55.00

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

7) AQUATIC CENTER

Season pool passes

Adult (18-59)	75.00	100.00	83.00	110.00
Senior (60+)	65.00	80.00	72.00	88.00
Youth (2-17)	50.00	80.00	55.00	88.00
Child under 2	FREE		FREE	
Household (4 or less)	210.00		231.00	

General admission

Adult (18-59)	8.00
Senior (60+)	6.00
Youth (2-17)	5.00
Child under 2	FREE

Swimming lessons

Parent/child	38.00	40.00	44.00	
Preschool & Level I	42.00	45.00	46.00	50.00
Skill Level II thru V	45.00	50.00	50.00	55.00

8) SENIOR CITIZEN CENTER RENTAL

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

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

B. COMMUNITY DEVELOPMENT DEPARTMENT

1) ADMINISTRATIVE ZONING REVIEW

Administrative Zoning Review Item

Building Accessory, Minor Improvement, including Shed, Fence, and Temporary Tent - Residential	50.00	
Building Accessory, Minor Improvement, including Shed, Fence, and Temporary Tent - Commercial	100.00	
One or Two-Family Residential, New home or unit addition	100.00	
One or Two-Family Residential, Existing	50.00	
Three-Family or more Residential	50.00	per unit
Commercial (existing and new)	200.00	per unit
Revision after the 2nd submittal	100.00	
Sidewalk Use Permit	50.00	
Signs	25.00	plus \$1 per sq. ft. per side, per sign
Sign Face Change	25.00	per face
Zoning verification letter	50.00	
Site work permit or Construction Drawings	200.00	plus \$10.00 per acre
Demolition	50.00	
Zoning approval extension	50.00	

2) BOARD OR COMMISSION REVIEW

a) Planning Commission

Planning Commission Item

Conditional Use Permit	400.00	500.00	plus 10.00 postage
Annexation 100% owner petition	300.00	400.00	plus 1.00 per acre
Conceptual Review	No fee		
Subdivision Development, Preliminary	470.00	570.00	plus 10.00 per lot, plus 10.00 postage
Subdivision Development, Final	470.00	570.00	plus 10.00 per lot, plus 10.00 postage
Planned Development, Preliminary	470.00	570.00	plus 100.00 per acre, plus 10.00 postage
Planned Development, Final	470.00	570.00	plus 100.00 per acre, plus 10.00 postage
Minor Amendment to Conditional Use Permit or Planned Development	50.00	150.00	
Lot Consolidation	50.00		
Lot Split	50.00		
Zoning Code Amendment	150.00	250.00	plus 10.00 postage, per toj
Zoning Map Amendment	150.00	250.00	plus 10.00 postage
Significant changes to original application	Determined by the Community Development Director at a cost not to exceed original application		

Revision beyond the 2nd submittal, requiring
zoning or engineering review.

100.00 per review

b) Historic & Architectural Preservation Commission

HAPC Item

Certificate of Appropriateness	50.00		
Pre-application	No fee		
Certificate of Appropriateness for demolition of Historic Structure	250.00		
Demolition permit historic district	10% demolition cost per HAPC code		

c) Board of Zoning Appeals

BZA Item

Variance Petition	200.00	300.00	plus 100.00 for each additional variance request up to 1,000.00, plus 10.00 postage
Appeal of Administrator's Decision	50.00		
Appeal of HAPC Decision	100.00	200.00	

3) DOCUMENTS, MAPS, & OTHER MATERIALS

At Media or Copy Cost Otherwise Noted

4) PLANNING AND DATA SERVICES

45.00 per hour

C) INSPECTIONS (Building Official)

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

Residential Building Item

Building - 1Fam/2Fam/3Fam - New / Add / Alt / Remodel	100.00	/ 0.30 per sq ft
Mechanical (HVAC) - New / Add / Remodel	80.00	/ 0.04 per sq ft
Electrical - New / Add / Remodel	80.00	/ 0.04 per sq ft
Second and subsequent plan review (1/4 hr increments)	60.00	per hour
Minor Alteration (per each type of permit, Bldg, Elect, HVAC)	75.00	
Accessory structures: Awnings, Decks, Sheds (Accessory building <200 sq ft do not require building review)	80.00	plus 0.15 per sq ft
Furnace or A/C Replacement	80.00	per unit
Heat Pump	80.00	
Gas Piping	75.00	
Geothermal trench/pressure test	75.00	per inspection
Electrical Service Upgrade / New / Reconnect	70.00	
Electric for Swimming Pool (In ground/above ground bonding/wiring)	90.00	
Demolition	75.00	per structure

Industrialized Unit - Foundation Only	125.00	
(Does not include elec. Service, decks, porches, garages or other add.)		
Roof Replacement or Structural Change	50.00	
Partial permits (where granted)	50.00	
Temporary Certificate of Occupancy (30 days)	150.00	
Certificate of Occupancy	50.00	
Occupying without a Certificate of Occupancy	250.00	
Permit extension if approved	100.00	
Copy Plans and Re-stamp	50.00	plus copy cost - estimate provided
Re-Inspection (Charge for the third and subsequent inspection)	75.00	
Non-Permit Inspection Request	75.00	
Out of Normal Hours Inspection	125.00	per hour/3 hr min
Swimming Pool deeper than 24"	90.00	
Solar Array	80.00	plus 5.00/panel
Temporary Supply	70.00	
Temporary Tent 400-699 sq. ft. with sides	75.00	plus 0.10 per sq. ft.
Temporary Tent 700 sq. ft. or more with or without sides	75.00	plus 0.10 per sq. ft.
Fence over 6 feet tall	40.00	
Work Without Permit		Doubled permit fee
Change of Building Plans (after approval)	50.00	plus 60.00 per hour (1/4 hr increments)
Residential Code of Ohio Surcharge		Applicants covered by this Code will be assessed an additional 1% surcharge fee as mandated by Ohio Administrative Code Section 4101:8-1-03

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

Commercial Building Item

Building (Except Multi-Family)	200.00	plus 0.15 per sq ft
Building (Multi-Family)	200.00	plus 0.20 per sq ft
Mechanical	200.00	plus 0.05 per sq ft
Electrical	200.00	plus 0.05 per sq ft
Minor Alteration (Per each type of Permit: Building, Electric, HVAC, etc.)	100.00	
Fire Suppression Systems (all suppressed areas)	250.00	plus 0.065 per sq ft
Kitchen Exhaust Hood	250.00	
Hood Suppression System	250.00	plus 50.00 each addl unit
Underground Fire Line	250.00	plus 0.065 per linear ft
Fire Alarm System	250.00	plus 6.50 per device
Plan Review (1/4 hr increments)	80.00	per hour
Revision to approved plans	100.00	plus plan review
Demolition	100.00	per structure
Roof Replacements	250.00	
Storage Rack Systems	250.00	plus 0.015 per sq ft
Furnace or A/C Replacement	150.00	plus 50.00 per each addl unit
Geothermal Trench/Pressure Test	100.00	per inspection
Solar Arrays	200.00	plus 5.00 per panel
Industrialized Unit	200.00	plus 0.015 per sq ft
Partial Permit (where granted)	100.00	
Temporary Certificate of Occupancy (30 days)	350.00	
Certificate of Use and Occupancy (not associated with building permit)	250.00	
Certificate of Occupancy with a permit	100.00	
Re-Inspection (Charge for the third and subsequent inspection)	100.00	per inspection
Non-Permit Inspection Request	150.00	
Out of Normal Hours Inspection	125.00	per hour/ 3 hour min
Permit extension, if approved	100.00	
Temporary-Supply	80.00	
Change of Building Plans (after approval)	50.00	plus 100.00 per hour
Fuel Storage Tank	75.00	per tank

Temporary structures, including tents	75.00	plus 0.10 per sq. ft.
Awnings	75.00	
Signs	125.00	without electric
	150.00	with electric
Fence over 6 feet tall	50.00	
Work without a permit	Doubled Permit Fee	
Gas Piping	75.00	
OBC Surcharge	Applications covered by the OBC will be assessed an additional 3% surcharge fee as mandated by Ohio Administrative Code Section 4101:2-1-50(b)	

3) Rental Permits

a) Initial Establishment, Annual Renewal & Ownership Transfer

One-, Two-, Three-Family, Multi-Family (per structure)	110.00	30.00 each additional unit
One-Family Structure	55.00	
Two-Family Structure	90.00	
Three-Family Structure	120.00	
Four-Family Structure	140.00	
Five or More Unit Structure	30.00	per unit

Fraternity or Sorority House (First 50 persons)	330.00	15.00 per additional person
Condominium	55.00	
Lodging House	110.00	
Condo	110.00	
Short Term Rental, One, Two or Three Family (per structure)	110.00	30.00 each additional unit

~~b) Annual Renewal & Ownership Transfer~~

One-, Two-, Three-Family, Multi-Family (per structure)	55.00	30.00 each additional unit
Fraternity or Sorority House (First 50 persons)	330.00	15.00 per additional person
Lodging House	110.00	
Condo	55.00	
Short Term Rental, One, Two or Three Family (per structure)	55.00	30.00 each additional unit

b) Late Renewal

After 30 days expired	10.00
After 60 days expired	20.00
After 90 days expired	30.00

c) Re-inspection **75.00**
Charge for second re-inspection and each subsequent re-inspection. This charge also applies to second re-inspections due to "no show" by agent or owner.

One-, Two-, Three-Family, Multi-Family (per structure)	75.00	10.00 each additional unit
Fraternity or Sorority House (First 50 persons)	75.00	
Lodging House	75.00	
Short Term Rental, One, Two or Three Family (per structure)	75.00	10.00 each additional unit

d) Board of Appeals

Application	150.00
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D) POLICE DEPARTMENT

Events requiring Officers for Crowd or Traffic Control:

One Officer	50.00	per hour
Each additional Officer	50.00	per hour
Police Supervisor	60.00	per hour
(Required for each 4 Police Officers)		
Police Command Officer	70.00	per hour
(Required for two squads of five Officers)		

Per arrestee processed and transported to Butler County Jail by Oxford Police Department on City of Oxford criminal charges	200.00
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Subsequent per diem for inmates incarcerated in Butler County Jail on City of Oxford criminal charges	100.00
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Fingerprinting	15.00
Records Checks	15.00

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	0.10	per page

Purchase Meter time

Fee for Special Event/Construction at Smartmeter	15.00	per meter per day
Fee for Special Event/Construction at meters	10.00	per meter per day
Signs: "No Parking by Order of the Oxford P.D."	1.00	per sign

Other fees

Impound/Immobilization Fees	125.00	
Each subsequent day or any part thereof	15.00	
Each subsequent day or any part thereof for vehicles covered or stored within a building	20.00	
Towing Charges	125.00	plus charges for services requiring specialized equipment or extra personnel
Administrative Citation Hearing Fee	20.00	per appeal (lost appeal only)
Administrative Citation Collection Fee	30%	of unpaid fine
Animal Boarding		
1 st day or any part thereof	21.50	
Each subsequent day or any part thereof	13.50	

Shared Active Transportation Permit Fees

Annual Permit Fee	500.00
Annual Public Infrastructure and Property Maintenance Fee per approved small vehicle	40.00
Small Vehicle Impound Fee	50.00

Parking

Short Term Meters	0.25	per 30 minutes
High Density Parking Areas	0.50	per hour
South Campus Avenue	0.50	per hour
Side street 2 hour meters	0.25	per hour
Side Street 10 hour meters	0.25	per hour
Parking garage meters	0.50	per hour
Smart Meter/pay station rate	up to 1.00	per hour

Parking Garage lease

Summer lease only (June 1- August 14)	150.00	
School year (August 15-May 31)	1,100.00	
Annual (August 15 - August 14)	1,200.00	
Per Semester (August 15-December 31) January 1-May 31)	600.00	
Parking garage replacement/lost card	25.00	
Residential Permitted Parking	15.00	annually

Parking Collection Fees

Retrieval of vehicle record	2.00	per look up
Citations collection fee	30%	of unpaid fine

E) FIRE/EMS DEPARTMENT

EMS Runs		
BLS-E	640.00	650.00 per run
ALS-1 E	958.00	970.00 per run
ALS-2 E	1,190.00	1200.00 per run
EMS Mileage Rate	18.50	18.75 per loaded mile

Non-Emergency Transport		
BLS	640.00	650.00 per run
ALS	958.00	970.00 per run
Mileage	18.50	18.75 per loaded mile
Court ordered restitution for transport refusal	350.00	
Fire Watch	35.00	per hour per person (2 hour min.)
EMS Stand-By	35.00	per hour per person (2 hour min.)
Fire and or EMS Coverage for Miami Events	45.00	per hour per person (2 hour min.)
CPR/AED/First Aid Training	20.00	each participant
Civil Citation Hearing Fee	Actual cost of Hearing Officer (lost appeal only, does not apply on first offense)	
Failure to show for scheduled inspection	75.00	
Building Plans Review	100.00	
Fire Suppression Plans Review	100.00	
Underground Fire Line/Fire Dept. Connection	75.00	
Fire Alarm Plan Review	100.00	
Kitchen Hood	100.00	
Kitchen Hood Suppression System	100.00	
Revision/Change to Approved Plans	100.00	
Tent Plan Review/Inspection	150.00	
Demolition	50.00	Residential
	100.00	Commercial

F) SERVICE DEPARTMENT

1) Water Service

Temporary meter deposit (hydrant connection)		
5/8 inch	520.00	
2 inch	1,665.00	
Daily set up and removal of device	106.00	
Cost of water by volume (temporary meter)	3.50	per 100 cubic feet
Temporary Water Service for new construction through an approved meter pit device prior to meter installation:		
5/8 x 3/4 inch	68.00	
1 inch	175.00	
1 1/2 inch	353.00	
2 inch	570.00	
3 inch	1,140.00	
4 inch	1,770.00	
6 inch	3,550.00	
Bulk Water Service	3.50	per 100 cubic feet
Requires new account fee for service. Sanitary fees in effect for water entering sanitary system. Service available under the authority of the Service Director or his/her designee.		
Account Initiation Fee	50.00	(50% Water, 50% Sewer)
<u>Water rates</u>		
Volume charge	2.50	per 100 cubic feet
Base monthly charge Meter size (inch):		
3/4	9.20	
1	15.25	
1 1/2	30.55	
2	48.85	
3	91.65	
4	152.75	
6	305.50	
Outside city limits	35.00%	added to amounts above
Late fee	10.00%	

Green Card distribution	5.00	
Gold Card distribution	5.00	
(If card leaves office, charge would be in additional to turn on fee if service is terminated.)		
Reconnection fee when payment is received before 3:00 PM	10.00	
After 3:00 PM and for weekends/holidays	50.00	
Irrigation Meter	At cost to City	
Irrigation Meter repair	5.00	plus costs
"No show" on scheduled appointment	25.00	
Tap in fees		
Based on tap size (inch):		
1	2,650.00	
2	3,020.00	
4	3,710.00	
6	4,590.00	
8	6,925.00	
10	9,550.00	
12	10,950.00	
Outside city limits	35%	added to amounts above
Separate meter pits	Time and materials	
Meter vault and Lid (based on meter size)	535.80	each additional (max
5/8 & 3/4 Inch - one included in tap fee		of 4 pits per residential tap)
3" and greater installed by the contractor at developer's expense		
<u>Water Meter including RF remote sending unit (inch):</u>		
5/8 & 3/4	325.00	
Ally Remote Meter & Valve assembly	616.00	
1	400.00	
1 1/2	1,680.00	
2	1,905.00	
3	2,450.00	
4	4,080.00	
>4	Cost to City plus 10% administrative fee	
<u>Water Capacity benefit charges</u>		
Meter size (inch):		
5/8 & 3/4	1,680.00	
1	4,350.00	
1 1/2	8,760.00	
2	14,200.00	
3	28,250.00	
4	44,050.00	
6	88,330.00	
8	141,270.00	
10	203,400.00	
Fifty percent of the required capacity benefit charge will become due for all lots platted at time of recording. The remaining fees will become due with application for a building permit.		
Interest rate on past due capacity benefit permits		
unpaid after 30 days	Highest rate allowable by law	
New construction inspection	50.00	initial inspection
	50.00	re-inspection of failed work
New water main Chlorination/Disinfection Inspection	150.00	
New water main valve operation/and line flushing	150.00	
New water main Hydrostatic testing	100.00	per test
New water main bacteria sampling/testing	150.00	per event (includes laboratory fees)
Water main installation inspection/outside normal working hours	City cost for inspection expense	
Fire Hydrant flow testing	100.00	per hydrant test
Backflow Prevention Permit	25.00	
Damage to City facilities	Repair cost plus 40%	
Participation in City Lead/Copper Sampling Program	25.00 credit to participant utility account	

2) Sanitary Sewer service

Sewer rates

Volume charge per 100 cubic feet	4.00
Base monthly fee	3.90
Surcharges for High Strength Waste	
Excess suspended solids	1.0-2.0 X Allowable Strength - 0.25 x Base Rate 2.1-3.0 X Allowable Strength - 0.50 x Base Rate 3.1-4.0 X Allowable Strength - 1.00 x Base Rate Over 4.01 X Allowable Strength - 2.00 x Base Rate
Excess biochemical oxygen demand	1.0-2.0 X Allowable Strength - 0.25 x Base Rate 2.1-3.0 X Allowable Strength - 0.50 x Base Rate 3.1-4.0 X Allowable Strength - 1.00 x Base Rate Over 4.01 X Allowable Strength - 2.00 x Base Rate
Excess oil and grease	1.25 / lb. > 50 mg/l
Commercial preparer or server of food	0.10 per 100 cubic feet
Sewage sampling fee	100.00
Late fee	10%

Sewer Capacity benefit charges

Meter size (inch):

5/8 & 3/4	1,680.00
1	4,350.00
1 1/2	8,760.00
2	14,200.00
3	28,250.00
4	44,050.00
6	88,330.00
8	141,270.00
10	203,400.00

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 sanitary inspection

Lateral repair inspection	50.00	initial inspection
reinspection of failed work	50.00	
inspection of existing sanitary lateral repairs	50.00	
Sanitary sewer cleaning (jet truck)	295.00	per hour (1 hour min.)
Sanitary sewer main video inspection	295.00	per hour (1 hour min.)
Sanitary lateral video inspection	295.00	per hour (1 hour min.)
Sanitary sewer manhole inspection (vacuum method)	50.00	per manhole
Staff monitoring of private contractor video inspection	25.00	per hour (2 hour min.)
Sanitary sewer low pressure air test (per city specs)	25.00	per test section
Sanitary sewer main construction (inspection beyond normal working hours - overtime expense)	Cost to City	
Sanitary sewer Lift Station District Surcharge	Charge 50% surcharge to volume fee	
Locating service for private sanitary lateral	295.00	per hour (1 hour min.)
Non-compliance causing blockage or damage to City facilities	Response or repair cost plus 40%	
Special wastewater discharge application (tank pumping, groundwater, etc.)	25.00	
Special wastewater contaminated discharge treatment	0.10	per gallon
Acceptable analytical data required for special waste		
Damage to City facilities	Repair costs plus 40%	

3) Refuse service

Service Type

	<u>Monthly Charge</u>
Hand Service refuse	32.95
Hand Service recycling	15.00

Move in/out solid waste removal fee for all dwelling units with Rental permits within the Mile Square "Plus" area, as designated by Section 931.02 of the Oxford Codified Ordinance, excluding multiple dwelling units utilizing commercial dumpsters. 4.50

	Rumpke	Admin		Total
<u>Refuse</u>				
Residential	12.95	2.52	2.72	15.47
(Single family or multi-unit dwellings with four or less units)				
Rental for Waste wheeler	3.00	-		3.00
Residential rates include 4.00 Recycle fee				
Commercial				
2 Cubic Yard dumpster				
1x/week	37.27	7.26	7.86	45.13
2x/week	59.02	11.52	12.47	71.49
3x/week	88.39	17.24	18.64	107.03
4x/week	114.50	22.28	24.18	138.68
5x/week	142.78	27.81	30.16	172.94
6x/week	171.06	33.40	36.15	207.21
Requested extra pick up (outside of normal schedule)	27.19	5.28	5.73	32.92
Rental fee	14.00	-		14.00
3 Cubic Yard dumpster				
1x/week	48.20	9.37	10.12	58.32
2x/week	85.18	16.55	18.00	103.18
3x/week	123.26	24.07	25.97	149.23
4x/week	161.32	31.51	34.01	195.33
5x/week	198.31	38.59	41.79	240.10
6x/week	236.39	45.96	49.96	286.35
Requested extra pick up (outside of normal schedule)	28.25	5.49	5.94	34.19
Rental fee	17.00	-		17.00
4 Cubic Yard dumpster				
1x/week	62.41	12.16	13.16	75.57
2x/week	110.26	21.48	23.28	133.54
3x/week	158.12	30.80	33.40	191.52
4x/week	207.07	40.43	43.63	250.70
5x/week	254.93	49.80	53.80	308.73
6x/week	301.71	58.87	63.67	365.38
Requested extra pick up (outside of normal schedule)	32.64	6.36	6.86	39.50
Rental fee	20.00	-		20.00
6 Cubic Yard dumpster				
1x/week	92.92	18.09	19.59	112.51
2x/week	160.36	31.20	33.70	194.06
3x/week	227.80	44.21	47.96	275.76
4x/week	282.19	55.03	59.53	341.72
5x/week	367.04	71.68	77.18	444.22
6x/week	436.65	85.34	91.84	528.49
Requested extra pick up (outside of normal schedule)	35.64	6.92	7.52	43.16
Rental fee	23.00	-		23.00
8 Cubic Yard dumpster				
1x/week	122.35	23.83	25.83	148.18
2x/week	211.55	41.28	44.58	256.13
3x/week	299.66	58.52	63.02	362.68
4x/week	388.85	75.97	81.97	470.82
5x/week	476.95	93.13	100.13	577.08
6x/week	566.14	110.27	119.02	685.16
Requested extra pick up (outside of normal schedule)	38.08	7.42	8.02	46.10
Rental fee	26.00	-		26.00

Waste wheeler	Rumpke	Admin		Total
1x/week	15.25	2.97	3.21	18.46
2x/week	26.10	5.09	5.49	31.59
3x/week	36.99	7.22	7.77	44.76
4x/week	47.86	9.35	10.05	57.91
5x/week	58.74	11.48	12.38	71.12
6x/week	69.62	13.58	14.68	84.30
Requested extra pick up (outside of normal schedule)	10.88	2.12	2.27	13.15
Rental fee	9.00	-		9.00
<u>Recycling</u>				
2 Cubic Yard dumpster				
1x/week	25.54	-	25.54	
2x/week	43.12	-	43.12	
3x/week	58.49	-	58.49	
4x/week	76.06	-	76.06	
5x/week	91.45	-	91.45	
Requested extra pick up (outside of normal schedule)	27.46	-	27.46	
Rental fee	14.00	-	14.00	
3 Cubic Yard dumpster				
1x/week	35.72	-	35.72	
2x/week	59.89	-	59.89	
3x/week	84.05	-	84.05	
4x/week	110.42	-	110.42	
5x/week	134.59	-	134.59	
Requested extra pick up (outside of normal schedule)	28.53	-	28.53	
Rental fee	17.00	-	17.00	
4 Cubic Yard dumpster				
1x/week	45.90	-	45.90	
2x/week	78.86	-	78.86	
3x/week	111.81	-	111.81	
4x/week	144.77	-	144.77	
5x/week	177.71	-	177.71	
Requested extra pick up (outside of normal schedule)	32.96	-	32.96	
Rental fee	20.00	-	20.00	
6 Cubic Yard dumpster				
1x/week	67.06	-	67.06	
2x/week	114.30	-	114.30	
3x/week	162.63	-	162.63	
4x/week	212.06	-	212.06	
5x/week	262.59	-	262.59	
Requested extra pick up (outside of normal schedule)	35.96	-	35.96	
Rental fee	23.00	-	23.00	
8 Cubic Yard dumpster				
1x/week	82.75	-	82.75	
2x/week	148.65	-	148.65	
3x/week	214.56	-	214.56	
4x/week	280.46	-	280.46	
5x/week	346.37	-	346.37	
Requested extra pick up (outside of normal schedule)	38.45	-	38.45	
Rental fee	26.00	-	26.00	

Waste wheeler	Rumpke	Admin	Total
1x/week	4.25	-	4.25
2x/week	10.87	-	10.87
3x/week	17.49	-	17.49
4x/week	24.12	-	24.12
5x/week	30.73	-	30.73
Requested extra pick up (outside of normal schedule)	11.05	-	11.05
Rental fee	9.00		9.00
Late fee			10%
One time additional pickup permit stickers			15.00 per sticker
Compactor tickets			45.00 per 1 cubic yard

4) Video service provider fee 5% of annual gross revenue

5) Miscellaneous

DVD Copies	5.00
Tree Plantings required by Codified Ordinance Chapter 1148	458.00 per tree

G) ENGINEERING DIVISION

1) Design manual fees:

Water and sanitary sewer improvement specifications	30.00
Storm water management design	25.00
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

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
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 plus media cost

3) Plans and Specifications Sales 20.00-500.00 dependent on size of project

4) Document handling/forwarding fee to regulating agencies 25.00

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

H) STREET DIVISION

Street cut surface repair - April through November:

Up to 40 sq. ft. (or 40 linear ft of curb totaling less than 40 sq. ft.)

128.00

More than 40 sq. ft.

128.00 plus 3.20 per additional sq. ft.

December through March:

add 50% to above costs

Brick Street Repair

30.00 per sq. ft.

Sidewalk Curb Gutter Permit

25.00

Work without a permit in ROW (Starting construction or work without permit)

Greater of \$200.00 or twice the cost of permit

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 plus

10% administrative fee

Right-of-way Requests

Personnel (misc. tasks

25.00 per hour

Event Electrician

100.00 plus necessary materials at cost

Road Closures/Detours

135.00

Event Trash cans

5.00

Street Signs

Cost of labor/materials used plus 10% administrative fee

Woodside Cemetery

Gravesite plots

100.00

Opening and closing of gravesite

250.00

Additional charge after 3:30 weekdays and on weekends

100.00

Street Banner Installation and removal

100.00 Single banner

Damage to City Facilities

Cost to City plus 40%

I) FINANCE DEPARTMENT

Miscellaneous copies

0.10 per page per copy

Final Annual Budget Document

Paper

At cost to City

Electronic

5.00 per DVD/CD

Any other method

At cost to City

Comprehensive Annual Financial Report

Paper

At cost to City

Electronic

5.00 per DVD/CD

Any other method

At cost to City

Hotel tax rates:

Hotel tax

3%

Convention tax

3%

Motor Vehicle license tax

5.00 per motor vehicle

Motor Coach or Bus

25.00 each per year

Taxicab Company License

25.00 per year

Taxicab per Operator License

25.00 per year

Taxicab per Vehicle License

25.00 per year

Vendor License

50.00 per Calendar month or

300.00 per Calendar year

NSF check Fee

At cost to City

Dog License

0.75 per Tag (City share), plus amount charged by Butler County

~~D) HUMAN RESOURCES~~

~~Non refundable Classified exam fee~~

—————15.00

SECTION 2: 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 3: This ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY : LAW (STAFF)



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Human Resources
PREPARED BY:	Kim Newton
DATE PREPARED:	October 23, 2020
COUNCIL MEETING DATE:	November 3, 2020
AGENDA TITLE:	2021 Salary Ordinance
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 10-29-20</i>

DISCUSSION:

Changes are indicated by yellow highlight and/or strikeout and have been approved by the City Manager.

Section 1.

- Office of City Manager
 - Add Human Resources Director and Economic Development Director to Assistant City Manager role
 - Add Human Resources Manager
- Remove Economic Development Director

Section 2:

- Staff is implementing a three percent (3%) cost of living (COLA) increase.

Section 3:

- Staff is raising the minimum and maximum compensation of year round part-time positions by increasing the rate by three percent (3%).
- Parks and Recreation
 - Increase PT Custodians from 0 to 1
- City-Wide
 - Increase Intern/Temporary Part-Time from 4 to 5
- These changes will result in total authorized part time personnel of one hundred two (102) employees.



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

Section 4:

- Staff is raising the minimum and maximum compensation of part-time positions by increasing the rate by three percent (3%).

Section 5:

- Eliminate Economic Development Director.

Section 6:

- No changes

Section 7:

- **L. Continuing Education/Tuition Reimbursement.**
 - Changed date to 2021 and changed Human Resources Director to Human Resources Department.

Attachment A:

- The pay bands have been increased by 3% for 2021

Attachment B.

- No changes pending SERB Election (Collective Bargaining Unit) November, 4, 2020

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, ~~2020~~ 2021 THROUGH DECEMBER 31, ~~2020~~ 2021.

WHEREAS, the City Manager recommends the adoption of the 2021 Salary and Benefit Ordinance.

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

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

Position	Classified(C) or Non-Classified (NC)	Number of Employees Authorized	Pay Band
Office of the City Manager			
City Manager	NC	1	By Contract
Assistant to the City Manager	NC	1	5
Assistant City Manager/Human Resources & Economic Development	NC	1	7
Human Resources Manager	NC	1	6
Clerk of Council/AAll	NC	1	4
Economic Development Department			
Economic Development Director	NC	4	7
Finance Department			
Finance Director	NC	1	By Contract
Assistant Finance Director	NC	1	6
Payroll Specialist	C	1	5
Finance Specialist	C	1	5
Accounting Specialist	C	1	4
Utility Collections Specialist	C	2	4
Parks & Recreation Department			
Parks & Recreation Director	NC	1	7
Aquatics & Recreation Programs Supervisor	C	1	5
Sports Activities Supervisor	C	1	5

Office Manager	NC	1	5
Receptionist	C	1	1
Sports Coordinator	C	1	3
Aquatics & Recreation Programs Coordinator	C	1	3
Custodian	NC	1	1
Community Development Department			
Community Development Director	NC	1	7
Planner	C	1	6
Admin Asst to Director (Tech)	NC	1	5
Administrative Assistant II	NC	2	3
Safety Department – Fire Division			
Fire Chief/Inspector	NC	1	7
Fire Captains	C	3	Attachment B
Firefighter/Paramedics	C	6	Attachment B
Administrative Assistant II	NC	1	3
Safety Department – Police Division			
Police Chief	NC	1	7
Police Lieutenant	C	2	By Contract
Police Sergeant	C	6	By Contract
Police Officer	C	19	By Contract
Public Safety Assistant	C	3	By Contract
Police Records Specialist	C	1	By Contract
Dispatcher/Clerk	C	6	By Contract
Office Manager	NC	1	5
Service Department			
Service Director	NC	1	7
Environmental Specialist	C	1	5
Administrative Assistant III	NC	1	4
Custodian	NC	2	1
Engineering Division			
City Engineer	C	1	6
Engineering Technician	C	1	5
Engineering Aide	C	1	4
Streets and Maintenance Division			
Streets and Maintenance Manager	C	1	6
Equipment Mechanic	C	1	5
Parks Maintenance Supervisor	C	1	5

Street Operations Specialist	C	1	4
Service Workers	C & NC	11	Varies
Wastewater Division			
Collection			
Wastewater Collection Manager	C	1	6
Service Workers	C & NC	4	Varies
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	C	3	5
Water Division			
Distribution			
Water Distribution Manager	C	1	6
Service Workers	C & NC	4	Varies
Plant			
Water Plant Manager	C	1	6
Utility Maintenance Technician	C	1	2
Utility Meter Reader	NC	1	1
Water Plant Operators	C	2	Varies
TOTAL Full-Time Budgeted:		121	

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 3% increase rounded up to the nearest penny of all employees not covered by a collective bargaining agreement. The Finance 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. Where salaried employee(s) of the City of Oxford are traveling outside of Butler County, Ohio under O.R.C. 5502.35; to work under state or federal declared emergency conditions, said employee will be entitled to overtime at a rate determined as follows: divide the employee's annual salary by the sum by 2080 hours and multiply that dividend by 1.5. This will equal the rate of expected reimbursement (from either OEMA, EMAC , FEMA, etc.) for any work exceeding 8 hours per day. Work hours are determined by employee(s) normal scheduled work hours. Salaried employees will be paid the "overtime amount" in the form of a bonus. Furthermore, the City Manager authorizes employees to utilize either vacation time or comp time during EMAC / National deployments.

SECTION 3: The following part-time positions are hereby established with respect to position title, authorized number, minimum and maximum compensation (rate per hour except as otherwise indicated) The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year not to exceed the maximum rate per hour.

Year Round Part Time	Number of Employees Authorized	Minimum Pay Rate	Maximum Pay Rate
City Manager			
Community Outreach Specialist	1	\$20.60 \$21.22	\$29.94 \$30.84
Parks & Recreation Department			
Park/Recreation Technician	5	\$9.00 \$9.27	\$13.42 \$13.52
Program Coordinator	3	\$9.00 \$9.27	\$16.39 \$16.89
Senior Program Coordinator	1	\$10.30 \$10.61	\$17.76 \$18.30
Custodian	0-1	\$11.33 \$11.67	\$15.30 \$15.76
Service Department			
Deputy Director	1	\$25.75 \$26.53	\$44.42 \$45.76
Laborers	4	\$9.00 \$9.27	\$14.20 \$14.63
Water Plant Operators	2	\$17.51 \$18.04	\$21.28 \$21.92
Safety Department – Fire Division			
Part-Time Firefighters/EMTs	30	\$12.36 \$12.74	\$18.59 \$19.15
Firefighters or EMTs (single certification)	30	NA	\$12.00 \$12.36

Fire Division Captains	3	NA	\$19.68 \$20.28
Fire Division Lieutenants	1	NA	\$18.59 \$19.15
Safety Department – Police Division			
Property Custodian	1	\$20.60 \$21.22	\$29.94 \$30.84
Police Officer	6	\$28.84 \$29.71	\$35.02 \$36.08
Public Safety Assistant	4	\$20.60 \$21.22	\$26.78 \$27.59
Dispatcher/Clerk	4	\$20.60 \$21.22	\$26.78 \$27.59
City-Wide			
Intern/Temporary Part-Time	4-5	\$10.00 \$10.30	\$14.00 \$14.42
Total Year Round PT Employees	100 102		

SECTION 4: The following seasonal part-time positions are hereby established with respect to position title, authorized number, minimum and maximum compensation (rate per hour except as otherwise indicated) The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year not to exceed the maximum rate per hour.

Seasonal Part Time	Number of Employees Authorized	Minimum Pay Rate	Maximum Pay Rate
Safety Department – Fire Division			
Fire/EMS for Miami University Coverage	N/A	N/A	\$45.00
Parks & Recreation Department			
Park/Recreation Technician	50	\$9.00 \$9.27	\$11.85 \$12.21
Program Coordinator	3	\$9.00 \$9.27	\$14.94 \$15.39
Service Department			
Street Department			
Laborer	7	\$9.00 \$9.27	\$14.00 \$14.42
Wastewater Division			
Plant			
Laborer	1	\$9.00 \$9.27	\$14.00 \$14.42
Collections			
Laborer	1	\$9.00 \$9.27	\$14.00 \$14.42

Water Division			
Plant			
Laborer	1	\$9.00 \$9.27	\$14.00 \$14.42
TOTAL Seasonal Part-Time:	63		

SECTION 5: Department Heads and Supervisory Employees.

- A. Defined.** The positions of City Manager, Assistant City Manager, Finance Director, Police Chief, Community Development Director, Service Director, Parks and Recreation Director, Fire Chief, and ~~Economic Development Director~~ are department heads. These employees in addition to Assistant Finance Director, Deputy Service Director, Streets and Maintenance Manager, Wastewater Collection Manager, Water Distribution Manager, Water Plant Manager and Wastewater Plant Manager for the purposes of group life and accidental death and dismemberment, are considered supervisory employees.
- B. Overtime.** Department heads are salaried employees and are not entitled to overtime.
- C. Vacation.** Department heads shall accrue vacation leave monthly at the following rates (except a first year department head who shall receive vacation accrual after the completion of the twelfth month):

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

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

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

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

SECTION 6: General Provisions

- A. Pay Periods.** Employees shall be paid bi-weekly. Pay days shall be on Friday,

except when City offices are closed for a holiday on Friday, in which case payday shall be the last workday preceding the holiday.

- B. **Hours of Work.** Full-time, non-salaried employees' work week shall be forty hours. When directed by their supervisor to work overtime, such employees shall be compensated at the rate of one and one-half (1-1/2) times their base rate of pay for all hours actually worked in excess of forty hours per week. An employee who is called to work following the completion of their normal work day and one-half (1/2) or more hours prior to the commencement of their next normal work day shall receive a minimum of two (2) hours compensation for such call-in at one and one-half (1-1/2) times their normal rate.
- C. **Emergency Appointments.** In case of civil unrest or other like emergency, the City Manager may appoint emergency police officers or other volunteer citizens as may be necessary for temporary service during the emergency and shall report this action to the City Council at its next meeting. Such emergency appointees shall be compensated for all time actually worked on behalf of the City.
- D. **Firefighters** (excluding full-time Fire Captains and Firefighter/Paramedics. See Appendix B). Firefighters are paid according to the schedule in Section 3 hereof of part-time employees. A firefighter may receive a supplement equal to one-half their ordinary job wage if their employer does not continue pay while they are away from work attending to a fire.

No Paid-on-Call or Part-time firefighter may work in excess of fifteen hundred sixty (1560) hours in any given Calendar year to stay compliant with ACA requirements. Nor shall any paid-on-call or part-time firefighter work in excess of one hundred-six (106) hours in any pay period as part of FLSA over-time regulations.

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 Worker's Compensation leave as defined in the Employee Handbook shall not be considered sick leave used for purposes of this paragraph.

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

- D. Sick leave conversion.** Prior to retirement, an employee with a banked sick leave balance of 280 hours up to a maximum of 1200 hours may convert the balance to vacation or pay at a rate of 5:1. However, there must be 240 hours remaining, and such conversion may only be made by written application to the Finance Department during the month of April, and pay, when requested, will be made on or before May 20th. Should an employee on lay-off (who has converted sick leave to vacation) return to City employment, they may within one year of reinstatement repurchase their accumulated sick leave by repaying at the same rate as the pay-off. Such repayment may be in cash, by payroll deduction or use of newly accumulated vacation time.
- F. Payment of Health Insurance Premiums.** For each full-time employee who participates in the City group medical insurance programs, the City will make a per month per employee contribution as determined by the budget during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay a contribution for single coverage or for family coverage, each pay period, with deductions being made from gross pay before taxes resulting in the cost being reduced.
- F. Holiday Schedule.** There shall be fifteen (15) paid days off for full-time employees as follows: (10 holidays/5 personal days)

New Year's Day (January 1)
Martin Luther King, Jr. Day (third Monday in January)
Washington/Lincoln Day (third Monday in February)

Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving Day (fourth Thursday in November)
Day after Thanksgiving
Christmas Eve
Christmas Day
Five (5) Personal Days - 40 Hours

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

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

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

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

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

H. Group Life and Accidental Death and Dismemberment Insurance.

The City will pay 100% of the premium for these fringe benefits for coverage in an amount equal to the employee's annual base salary, except that the amount of the insurance coverage provided will be subject to a reduction schedule included in the group policy. Such reductions generally begin at age 65 and are subject to ADEA regulations. These fringe benefits apply only to full-time employees working at least forty (40) hours per week. 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 to a maximum of \$175,000.

For each firefighter, the City will pay 100% of the premium for a Firefighter's Accident

Policy, not to exceed \$10,000 in insurance coverage.

- I. **Longevity Bonus Pay.** Longevity Bonus Pay will only be paid to eligible employees who accrue the required years of service on or before December 31, 2020 and are full-time employees of the City on or before December 31, 2020. 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 2020 shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 2020. 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	\$1,000
After 15 years	\$700	After 28 years	\$1,025
After 16 years	\$725	After 29 years	\$1,050
After 17 years	\$750	After 30 years	\$1,075

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

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

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

- K. Reimbursement.** Employees authorized and required by the assigned supervisor to drive personal vehicles on official City business shall be reimbursed for actual miles driven at the IRS standard mileage rate in effect. Employees who are out of the City on official business or at authorized training functions shall be reimbursed for meals at the actual meal cost not to exceed IRS recognized per diem rate including those rates for high cost cities (receipts are required). The City Manager is authorized to adopt specific procedures regarding travel reimbursement.
- L. Continuing Education/Tuition Reimbursement.** For 2021, \$1,000 will be budgeted. Depending upon the availability of funds, an employee may be reimbursed for the cost of tuition and required course books for any job-related course, provided that the employee submits a written request for reimbursement on the appropriate form, with a copy of the course description, before taking the class. If only one employee submits a request for a class and receives at least a "B" average in the class, the employee will receive 50% of the amount budgeted. An employee who receives a final grade of "A" will receive 100% of the amount budgeted as reimbursement. Should there be more than one employee requesting tuition reimbursement, the funds will be distributed equally among those employees who have completed their classes and received their final grades as noted above. For example, if three (3) employees submit requests and all three receive a final grade of "A" for their classes, the amount budgeted will be divided among the three and the funds will be distributed equally at

the end of the year. Requests for reimbursement should be submitted to the Human Resources ~~Director~~ Department.

SECTION 8: Applicability

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

SECTION 9: Repeal of Conflicting Ordinances

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

ADOPTED: _____ MAYOR _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

ATTACHMENT A

CITY OF OXFORD OHIO

PAY BANDS (2021)

	<u>MINIMUM</u>	<u>MAXIMUM</u>
PAY BAND 7		
Annual	\$73,050	\$131,290
Hourly	\$35.12	\$63.12
PAY BAND 6		
Annual	\$56,846	\$100,880
Hourly	\$27.33	\$48.50
PAY BAND 5		
Annual	\$48,672	\$81,994
Hourly	\$23.40	\$39.42
PAY BAND 4		
Annual	\$42,765	\$69,347
Hourly	\$20.56	\$33.34
PAY BAND 3		
Annual	\$38,771	\$65,374
Hourly	\$18.64	\$31.43
PAY BAND 2		
Annual	\$36,275	\$58,843
Hourly	\$17.44	\$28.29
PAY BAND 1		
Annual	\$32,781	\$53,186
Hourly	\$15.76	\$25.57

ATTACHMENT B

CITY OF OXFORD OHIO

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

Holidays

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

Personal Days

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

Sick Leave

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

Sick Leave Incentive

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

Vacation

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

Funeral Leave

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

Kelly Days

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

Life Insurance

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

Compensatory Time

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

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

Fire Captain Base Salary

2020	\$77,962
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2020 Holiday pay check will equal (80 hours total) at \$37.49 per hour or \$2,998.53 total.

Firefighter/Paramedic Base Salary

2020	\$69,704.22
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2020 Holiday pay check will equal (80 hours total) at \$33.52 per hour or \$2,680.94 total.

Any newly hired Fire Captain or newly hired Firefighter/Paramedic in 2020 will be paid according to the salary schedule below:

Starting salary	85% of applicable base rate
With 12 mos of service	90% of applicable base rate
With 24 mos of service	95% of applicable base rate
With 36 mos of service	100% of applicable base rate