



Agenda

Oxford City Council

Court House

TUESDAY, NOVEMBER 4, 2014

EXECUTIVE SESSION

7:15 P.M.

1. Roll call. Kevin McKeehan, Mayor; Kate Rousmaniere, Vice-Mayor; Mike Smith; Bob Blackburn; Steve Snyder; Richard Keebler; Edna Southard

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

REGULAR MEETING

7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

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

3. Public Participation.

- A. Appointments to Boards and Commissions.
- B. Public Comments.

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

4. Consent Agenda.

- A. Minutes of the October 21, 2014 City Council Meeting. (Mary Ann Eaton, Clerk of Council)



Minutes

- B. Report regarding the October 14, 2014 Planning Commission Meeting. (Jung-Han Chen, Community Development Director)



Report

- C. Report regarding the October 15, 2014 Board of Zoning Appeals Meeting. (Jung-Han Chen, Community Development Director)



Report

- D. Report regarding the October 16, 2014 Recreation Board Meeting. (Gail Brahier, Parks and Recreation Director)



Report

- E. Report regarding the October 22, 2014 Civil Service Commission Meeting. (Donna Heck, Human Resources Director)



Report

5. Resolutions.

- 1. A Resolution authorizing the City Manager to extend the addendum to the license agreement between the City of Oxford and the Oxford Community Foundation for a period of two (2) years. (Doug Elliott, City Manager)



Staff Report/Resolution

- 2. A Resolution authorizing the City Manager to enter into a contract with Rumpke of Ohio, Inc. for the collection and disposal of solid waste and for the collection and processing of recyclable materials for the City of Oxford and its residents for a two (2) year period beginning January 1, 2015. (Mike Dreisbach, Service Director).



Staff Report/Resolution

6. Ordinances. Ordinances are adopted using a two-step procedure. First reading introduces the Ordinance and provides an opportunity for public input on the subject as well as allowing Council to request more information as needed. Second reading is to provide Council with the opportunity to consider new information and to deliberate.

A. First Reading.

1. An Ordinance To Make Appropriations For Current Expenses And Other Expenditures Of The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2015. (Joe Newlin, Finance Director)



Staff Report/Ordinance

2. An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2015. (Joe Newlin, Finance Director)



Staff Report/Ordinance

3. An Ordinance Outlining Budgeted Advances For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2015. (Joe Newlin, Finance Director)



Staff Report/Ordinance

4. An Ordinance Adopting Fees And Charges For Fiscal Year 2015. (Joe Newlin, Finance Director)



Staff Report/Ordinance

5. An Ordinance Establishing Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1, 2015 Through December 31, 2015. (Doug Elliott, City Manager)



Staff Report/Ordinance

B. Second Reading.

1. An Ordinance Amending Section 521.08(b) Of The Codified Ordinances Of The City Of Oxford , Ohio, Entitled Littering Or Allowing Litter To Remain Upon Property; Corrupting Or Altering A Watercourse. (Bob Holzworth, Police Chief)



Staff Report/Ordinance

2. An Ordinance Amending Ordinance No. 3249. Supplemental Budget Ordinance Number 7 To Make Supplemental Appropriations For Fiscal Year 2014. (Joe Newlin, Finance Director)



Staff Report/Ordinance

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

the views of the City of Oxford, The Oxford City Council, or the City staff.

1. Remarks from City Council and City Staff.
- B. Future Meetings. (Note: Meetings will be held at the Court House unless otherwise indicated.)
 - WED - Nov 5 Historic and Architectural Preservation Commission Meeting 6:00 p.m.
 - WED - Nov 5 Environmental Commission Meeting 7:00 p.m. Municipal Building
 - TUES - Nov 11 Planning Commission Meeting 7:30 p.m.
 - THUR - Nov 13 Community Relations Commission Meeting 4:15 p.m. Municipal Building
 - FRI - Nov 14 Student Community Relations Commission Meeting 1:00 p.m. LCNB
 - MON - Nov 17 Housing Advisory Commission Meeting 7:00 p.m. Municipal Building
 - TUES - Nov 18 City Council Meeting 7:30 p.m.
 - WED - Nov 19 Board of Zoning Appeals Meeting 7:30 p.m.
 - THUR - Nov 20 Civil Service Commission Meeting 6:00 p.m.
 - THUR - Nov 27 Holiday - City Offices Closed
 - FRI - Nov 28 Holiday - City Offices Closed
 - TUES - Dec 2 City Council Meeting 7:30 p.m.
 - WED - Dec 3 Historic and Architectural Preservation Commission Meeting 6:00 p.m.
 - WED - Dec 3 Environmental Commission Meeting 7:00 p.m. Municipal Building
 - FRI - Dec 5 Student Community Relations Commission Meeting 1:00 p.m. LCNB
 - TUES - Dec 9 Planning Commission Meeting 7:30 p.m.
 - WED - Dec 10 Joint TRI-Recreation Board Meeting 12:00 p.m. Location TBA
 - MON - Dec 15 Housing Advisory Commission Meeting 7:00 p.m. Municipal Building
 - TUES - Dec 16 City Council Meeting 7:30 p.m.
 - WED - Dec 17 Board of Zoning Appeals Meeting 7:30 p.m.
 - WED - Dec 24 Civil Service Commission Meeting (to be rescheduled)
 - THUR - Dec 25 Holiday - City Offices Closed
 - FRI - Dec 26 Holiday - City Offices Closed
8. Adjourn.

A Regular meeting of the Oxford City Council was called to order by Mayor Kevin McKeehan on Tuesday, October 21, 2014 at 7:00 p.m. Those members present were Bob Blackburn, Richard Keebler, Kate Rousmaniere, Mike Smith, Steve Snyder and Edna Southard.

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

ADJOURN TO EXECUTIVE SESSION

Mr. Blackburn moved to adjourn to Executive Session immediately in accordance with Ohio Revised Code Section 121.22 (G) 2 and 3 for the purpose of discussing property acquisition and pending litigation. Mr. Smith seconded. The motion passed by the following roll call:

AYE: Mr. Smith, Mr. Snyder, Ms. Southard, Mr. Blackburn, Mr. Keebler, Ms. Rousmaniere
Mayor McKeehan (7)

NAY: None (0)

ABS: None (0)

RETURN FROM EXECUTIVE SESSION

Mr. Snyder moved to adjourn from Executive Session at 7:33 p.m. Ms. Southard seconded. The motion passed 7-0-0.

PLEDGE OF ALLEGIANCE

Mayor McKeehan requested the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Smith moved to approve the agenda. Mr. Snyder seconded. The motion passed 7-0-0.

PUBLIC PARTICIPATION

PRESENTATION **SHARE FEST 2014**

Dr. Carol Michael, provided a PowerPoint presentation with assistance from Andrew Wilson and advised ShareFest 2014 marked the 10th year for the annual donation drive and it was a record year for donations. Dr. Michael read the ShareFest Mission Statement as follows:

‘ShareFest is a service and environmental nonprofit corporation dedicated to the collection and redistribution of items donated by Miami University students and the Oxford community at the end of the academic year. Collected items benefit residents in need and social service agencies throughout the region.’

Dr. Michael noted ShareFest had 4 purposes which were to help individuals in need by providing them with access to furniture, household goods, clothing and food donated by Miami University students or by other community members at the end of each academic year, to teach sharing and environmental ethics and an awareness of diverse backgrounds to the young people who are students at Miami University, to protect and preserve the environment by preventing usable items from going into the landfill and to help the City of Oxford dispose of unwanted items and help clean the City quickly.

Dr. Michael provided the history of ShareFest noting in 2005 65 families were served, followed by 270 in 2006, and over 300 in 2007 and 2008. Dr. Michael advised in 2009, ShareFest served over 600 families. Dr. Michael advised organizations such as the Family Resource Center, Butler County Children Services and Lighthouse Food Pantry distribute items collected from ShareFest and in some years up to seven organizations were involved with ShareFest. Dr. Michael noted in 2010, the ShareFest Committee began allowing groups to sell the collected items with the condition that proceeds would benefit their clients. Dr. Michael advised in 2013 ShareFest was established as an official nonprofit corporation to manage event finances and donation collection as a separate entity from groups that receive ShareFest donations.

Dr. Michael shared the names of persons on the ShareFest Board and the ShareFest Planning Committee as well as information regarding the recipient groups.

Dr. Michael discussed the number of scheduled pick-ups both on campus and off campus and described the types of items that were collected. Dr. Michael noted while donations of furniture increased in 2014, donations of food, clothing, and televisions decreased significantly.

Dr. Michael advised the ShareFest Board required the recipient agencies to provide impact statements after ShareFest 2014 which included real or estimated numbers of persons that will benefit from ShareFest donations, and the number of volunteers and total number of volunteer hours. Dr. Michael noted an agency that sells ShareFest donations will report the real or estimated dollar amount of sales and the intended use of funds in the impact statement. Dr. Michael discussed the results from the Family Resource Center, Butler County Children Services and the Lighthouse Food Pantry.

Dr. Michael discussed the ShareFest marketing initiatives, financials and future goals which included:

- Increase donations and community support
- Improve donation inventory and volunteer hour tracking
- Improve process for picking up donations from High Street addresses
- Improve communication with donors
- Improve volunteer check-in and preparation
- Pick up all donations on time
- Increase the number of heavy lifter and driver volunteers

Improve the collaboration and cooperation among recipient groups focusing on the ShareFest mission and purpose

Dr. Michael thanked all of the donors from the university and the greater Oxford community, and all of the volunteers. Dr. Michael thanked Miami University for donating the former Talawanda High School building to ShareFest 2014 and thanked the various offices at Miami that participated in planning and executing the event. Dr. Michael thanked (individually) all of the companies and organizations that provided financial support, staff to help with planning, volunteers, and other assistance. Dr. Michael thanked the City's Community Development Department, specifically Jung-Han Chen and Andrew Wilson and noted an event of this size could not be successful without their assistance. Dr. Michael advised ShareFest was the longest lasting collection event involving a university in the country based on Andrew Wilson's research, and the only one organized with the close cooperation of a city, university and community working together. Dr. Michael noted Oxford should be proud that ShareFest had become an institution and much of that was due to the support of the City.

Mr. Snyder referred to the future goal of improving the collaboration and cooperation among recipient groups and inquired if Dr. Michael foresaw any changes in the way ShareFest 2015 would operate. Dr. Michael advised a Board Meeting would take place this fall and there were issues that needed to be discussed. Dr. Michael advised more cooperation was needed between groups and the Board would work to achieve that cooperation as there had been some challenges this year. Mr. Snyder noted his hope that would happen for the good of the community. Mayor McKeehan thanked Dr. Michael, Ms. Ruther-Vierling and everyone involved for their hard work, cooperation and collaboration and noted his hope the event would move forward and grow larger and larger.

PUBLIC COMMENTS

Ms. Jessica Greene, Oxford Visitors Bureau, announced the Visitors Bureau was awarded the Clean Ohio Grant through the Ohio Department of Natural Resources in the amount of \$500,000. Ms. Greene noted this award was only possible because of the partnership and support from the City of Oxford, Doug Elliott and staff, Miami University, Butler County Metro Parks and Oxford Township and because of the hard work of a small committee. Ms. Greene noted special thanks to Marty Creech and Doug Hamilton for all of their past knowledge of the Oxford Area Trails System and the work they had done for a decade. Ms. Greene thanked David Prytherch who drafted the language for the grant and Sam Perry who did the mapping. Ms. Greene advised these grants were difficult to obtain and she was excited for the City of Oxford. Ms. Greene thanked Council for their support and encouragement along the way.

Mayor McKeehan thanked Ms. Greene, Mr. Creech, Mr. Perry, Mr. Prytherch and everyone involved for their hard work and congratulated them for obtaining the grant. Mayor McKeehan inquired what the next steps were. Ms. Greene advised a formal hearing would take place at the state level and then a contract would be signed with the State of Ohio. Ms. Greene noted matching funds needed to be raised and to date \$35,000 of approximately \$135,000 had been raised. Ms. Greene noted her hope that with the momentum of this grant award the additional funds could be raised. Ms. Rousmaniere inquired what the grant award would be used for. Ms. Greene advised it would be used for the 'Black Bridge Connector' from the historic Black Bridge to the Leonard Howell Park and then from Bonham Road to the DeWitt log house.

Ms. Greene noted that would be phase I and the goal was with additional grant writing to build Phase II and III and slowly connect the Oxford Area Trails System (which was in the Comprehensive Plan) to circumnavigate the City of Oxford. Mr. Keebler noted it was the enthusiasm that Ms. Greene brought to the Oxford Visitors Bureau that got this project off the ground again. Mr. Keebler advised Ms. Greene had a great committee but it was her enthusiasm for the Visitors Bureau and for this project that got it back off the ground.

Mr. Kevin Krumpak, 307 N. Bishop, advised he was the new Secretary for Off Campus Affairs, Associated Student Government, taking over the role Ari Frum had served in for the last two years. Mr. Krumpak noted he would be happy to work with Council on any issue. Mr. Krumpak advised he had been working closely with Mr. Chen on the Student Community Relations Commission this year and on Miami University's Alcohol Task Force. Mr. Krumpak advised the Alcohol Task Force was looking at ways to make this a better community for everyone living in Oxford. Mr. Krumpak encouraged Council members to reach out to him with any concerns and noted he looked forward to working with them.

Mr. James Lee, 180 E. Broad Street, Columbus, Ohio, Ohio Public Utilities Commission, advised Council was familiar with the idea of being able to choose an electric supplier different from the utility since Oxford had an electric aggregation issue on the November ballot. Mr. Lee noted he wanted to make sure Council and the residents of Oxford were familiar with the new website launched by the PUCO called energychoice.ohio.gov. Mr. Lee advised the website served as a one-stop shop for all things related to choice in the State of Ohio in addition to a revamped interactive Apples to Apples Chart that showed dozens of offers from dozens of suppliers. Mr. Lee noted most relevant to Oxford residents was a link on the energychoice.ohio.gov website where a map could be found that showed where aggregations existed throughout the state and what rates individuals were paying through aggregation deals where they had been approved. Mr. Lee encouraged citizens to call the PUCO at 800-686-PUCO if they had general questions about choice or any issues regulated by PUCO as they had staff available and eager to answer questions. Mr. Lee noted the PUCO also had staff eager to speak to community groups if they were interested in learning about energy choice and how it applied to government aggregation programs. Mr. Lee advised approximately 50% of all utility customers in Ohio received their electric or natural gas from a supplier different than their utility. Mr. Lee encouraged everyone to visit the PUCO website for additional information.

Ms. Rousmaniere noted 50% of all utility customers in Ohio obtained energy from a choice program and not necessarily through aggregation. Mr. Lee advised aggregation represented part of the choice opportunities for Ohioans. Mr. Lee noted voters had the opportunity to choose to combine their buying power as a community not just as it related to price. Mr. Lee advised many communities were interested in choosing suppliers that supported green energy.

Mayor McKeehan thanked Mr. Lee for coming from Columbus to provide information to Council and to the residents of Oxford.

CONSENT AGENDA

MINUTES

Minutes of the October 7, 2014 City Council Work Session. (Mary Ann Eaton, Clerk of Council)

Minutes of the October 7, 2014 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

Minutes of the October 9, 2014 City Council Work Session. (Mary Ann Eaton, Clerk of Council)

REPORTS

Report regarding the October 1, 2014 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

Mr. Blackburn moved to approve the consent agenda. Mr. Smith seconded. The motion passed 7-0-0.

RESOLUTIONS

RESOLUTION **OVERLAY DISTRICT**

A Resolution No. 4867 of Council accepting the petition as required by Oxford Codified Ordinance Section 1146.03 to establish a Neighborhood Conservation Overlay District for that area of Country Club Drive, Olde Farm Road, and part of Contreras Road as set forth on Exhibit "A" attached hereto and referring the petition to the Oxford Planning Commission for recommendations to City Council. (Jung-Han Chen, Community Development Director)

Mr. Smith recused himself from the vote.

Mayor McKeehan advised there were three petitions to establish Neighborhood Conservation Overlay Districts on the agenda and Mr. Chen would address all three together. Mayor McKeehan noted public comments were welcome on any of the three petitions.

Mr. Chen advised the first petition encompassed the neighborhood of Country Club Drive and Olde Farm Road and included 91 parcels with 71 signatures being obtained from property owners which exceeded the 2/3 requirement of the zoning code. Mr. Chen noted the second petition encompassed the neighborhood of Fieldcrest Avenue, Timothy Lane, Devonshire Drive and Contreras Road and included 56 parcels with 44 signatures being obtained from property owners which exceeded the 2/3 requirement of the zoning code. Mr. Chen advised the third petition encompassed the neighborhood of Emerald Woods Drive, Glos Drive, Brigid Circle, Stone Hedge Circle and French Drive and included 57 parcels with 47 signatures being obtained from property owners which exceeded the 2/3 requirement of the zoning code. Mr. Chen noted all three petitions met the boundary requirements of the zoning code. Mr. Chen asked Council to accept the petitions and forward them to the Planning Commission for recommendations to City Council.

Mayor McKeehan inquired if members of the public wished to comment on any of the three petitions. There were no public comments.

Ms. Rousmaniere advised this was the first step in the process of establishing the neighborhood conservation overlay district and Council was only accepting the petition and referring it to the Planning Commission for recommendations. Ms. Rousmaniere noted the recommendations would then come to City Council.

Mr. Snyder moved to adopt Resolution No. 4867. Ms. Rousmaniere seconded. The motion passed 6-0-0.

RESOLUTION
OVERLAY DISTRICT

A Resolution No. 4868 of Council accepting the petition as required by Oxford Codified Ordinance Section 1146.03 to establish a Neighborhood Conservation Overlay District for that area of Fieldcrest Avenue, Devonshire Drive, Patrick Drive, Timothy Lane and Contreras Road as set forth on Exhibit "A" attached hereto and referring the petition to the Oxford Planning Commission for recommendations to City Council. (Jung-Han Chen, Community Development Director)

Mr. Snyder moved to adopt Resolution No. 4868. Ms. Rousmaniere seconded. The motion passed 7-0-0.

RESOLUTION
OVERLAY DISTRICT

A Resolution No. 4869 of Council accepting the petition as required by Oxford Codified Ordinance Section 1146.03 to establish a Neighborhood Conservation Overlay District for that area of Emerald Woods Drive, Glos Drive, Brigid Circle, Stone Hedge Circle and French Drive as set forth on Exhibit "A" attached hereto and referring the petition to the Oxford Planning Commission for recommendations to City Council. (Jung-Han Chen, Community Development Director)

Mr. Snyder moved to adopt Resolution No. 4869. Ms. Rousmaniere seconded. The motion passed 7-0-0.

RESOLUTION
CONTRACT WITH
BELGRAY, INC.

A Resolution No. 4870 accepting the bid submitted by Belgray, Inc. and authorizing the City Manager to enter into a contract with Belgray, Inc. for the reconstruction of High Street between Poplar Street and Campus Avenue and the intersection of High Street and Tallawanda Road at a cost of \$553,232.14 plus a contingency amount of ten percent (10%) of the contract price or \$55,323.00 for a total cost not to exceed \$608,555.14. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised over the past several years three blocks of High Street had been reconstructed (from College Avenue to Poplar Street) and College Avenue had been reconstructed from Spring Street to High Street. Mr. Dreisbach noted the City Manager asked staff to look into restoring the brick surface of High Street from Poplar Street to Campus Avenue. Mr. Dreisbach advised staff did the design work for that and applied to the Ohio Public Works Commission for a grant to help fund the project and the City was successful in obtaining the grant. Mr. Dreisbach noted the City advertised for bids and 6 qualified firms submitted bids with Belgray, Inc. being the lowest and best bidder. Mr. Dreisbach advised the City had no experience with Belgray, Inc. and conducted extensive reference checks with ODOT, Clermont County Engineer's Office and the City of Kettering among others who gave Belgray, Inc. very high marks for their quality and timeliness. Mr. Dreisbach noted the project must be under contract by the end of the year and the work would be performed next summer between Miami University's graduation and July 31, 2015. Mr. Dreisbach advised the project also included the reconstruction of the intersection of High Street and Tallawanda Road. Mr. Dreisbach noted the original bricks were reused for the previous projects but the bricks under this section of High Street were not reusable due to them being covered with asphalt and tar. Mr. Dreisbach advised staff specified a new brick paver to match the color of the existing brick and over time it should blend in with the existing brick. Mr. Dreisbach noted the grant reimbursement would be approximately \$523,000 and the local match would be approximately \$85,000 for the project. Mr. Dreisbach advised another project to replace water main on Campus Avenue from Spring Street to High Street was being looked at in conjunction with Miami University. Mr. Dreisbach advised it would be another very busy construction season for the City.

Mr. Blackburn inquired if the intersection of Tallawanda Road and High Street would be done first to make it easier to route traffic around the construction. Mr. Dreisbach advised that had not been decided yet but staff would do their best not to have that intersection closed at the same time Campus Avenue would be closed.

Mr. Snyder noted he recalled the last project of this nature included an incentive for the contractor to finish the work by a certain date and inquired if there was an incentive for this project. Mr. Dreisbach advised no, but there were penalties if the contractor did not finish the work by July 31, 2015.

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

Mr. Keebler moved to adopt Resolution No. 4870. Mr. Blackburn seconded. The motion passed 7-0-0.

RESOLUTION

AMENDING RESOLUTION NO. 4790

A Resolution No. 4871 of Council amending Resolution No. 4790 adopted November 4, 2013 and authorizing the full payment of \$143,035.00 to Bellefeuil, Szur, and Associates, Inc. for the acquisition of computer software and on site training plus \$13,710.00 for the second year annual software fee for a total cost not to exceed \$156,745.00. (Joe Newlin, Finance Director)

Mr. Newlin advised when the contract with BS&A was approved last year it included 27 days of training and it required 29 days. Mr. Newlin noted as a compromise, BS&A billed for 28 days so the proposed Resolution was for authorization to pay an additional \$1,000 which was their rate per day for training.

Mr. Keebler noted while to Resolution looked like an expenditure of \$156,745 it was really only \$1,000. Mr. Newlin advised this would satisfy any questions from the auditor.

Mr. Blackburn moved to adopt Resolution No. 4871. Mr. Smith seconded. The motion passed 7-0-0.

RESOLUTION **ACCEPT GRANT PROCEEDS**

A Resolution No. 4872 authorizing the City Manager to accept the Ohio Bureau of Workers Compensation Safety Grant in an amount not to exceed \$23,377.50 with a 25% match by the City in an amount not to exceed \$7,792.50 for the purchase of three (3) Ferno Power Traxx Stair Chairs and one (1) Rollnrack Hose Management System designed to reduce injuries to firefighters and emergency medical technicians. (John Detherage, Fire Chief)

Chief Detherage noted staff was asking Council's permission to accept the grant and make the purchase of three stair chairs to make it easier for firefighters and EMTs to move patients and a hose rolling system to make hose testing easier. Chief Detherage advised he included pictures of the equipment in Council's packet for their information. Chief Detherage noted there was a slight discrepancy in the numbers because better pricing was obtained for the stair chairs and some money would be returned to the state.

Mayor McKeehan congratulated Chief Detherage for obtaining the grant and for securing good pricing. Chief Detherage advised the credit should go to Jordan Gula as it was his project from start to finish.

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

Ms. Rousmaniere moved to adopt Resolution No. 4872. Mr. Blackburn seconded. The motion passed 7-0-0.

ORDINANCES **FIRST READING**

ORDINANCE **AMEND SECTION 521.08(B)**

An Ordinance Amending Section 521.08(b) Of The Codified Ordinances Of The City Of Oxford, Ohio, Entitled Littering Or Allowing Litter To Remain Upon Property; Corrupting Or Altering A Watercourse. (Bob Holzworth, Police Chief)

Chief Holzworth referred to Oxford Codified Ordinance Section 521.08(b) and advised he was asking for the addition of the word 'tenant'. Chief Holzworth noted a court case was lost due to that word being omitted from the first sentence of that subsection.

Ms. Rousmaniere inquired if any other words needed to be added so this situation would not occur in the future. Chief Holzworth advised he did not think so.

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

Mayor McKeehan noted the proposed Ordinance would be on the next agenda for the second reading.

ORDINANCE
SUPPLEMENTAL BUDGET

An Ordinance Amending Ordinance No. 3249. Supplemental Budget Ordinance Number 7 To Make Supplemental Appropriations For Fiscal Year 2014. (Joe Newlin, Finance Director)

Mr. Newlin advised last year \$2,000,000 was transferred into a fund for property acquisition and renovation of municipal buildings but none of it was appropriated for this year. Mr. Newlin noted the proposed Ordinance would appropriate the funds and if at the end of the year nothing was spent, an encumbrance purchase order would be done so the funds would be available for 2015. Mr. Newlin advised this was a bookkeeping item.

Mayor McKeehan inquired if there were any comments from the public or from Council and there were none. Mayor McKeehan noted the proposed Ordinance would be on the next agenda for the second reading.

ORDINANCES
SECOND READING

ORDINANCE
CONDITIONAL USE PERMIT

An Ordinance No. 3282 Approving A Conditional Use Permit To Allow For Professional Office Use In A R3 (Multi-Family Residential) District To Be Located At 10 Reagh's Way, Oxford, Ohio 45056. (Jung-Han Chen, Community Development Director)

Mr. Chen advised he had no new information since the first reading of the proposed Ordinance and staff was asking Council to approve the recommendation from the Planning Commission.

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

Mr. Snyder noted Council had a good discussion about the proposed Ordinance at the last meeting.

Mr. Snyder moved to adopt Ordinance No. 3282. Mr. Blackburn seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Smith, Mr. Snyder, Ms. Southard, Mr. Blackburn, Mr. Keebler, Ms. Rousmaniere
Mayor McKeehan (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
SUPPLEMENTAL BUDGET

An Ordinance No. 3283 Amending Ordinance No. 3249. Supplemental Budget Ordinance Number 6 To Make Supplemental Appropriations For Fiscal Year 2014. (Joe Newlin, Finance Director)

Mr. Newlin referred to page 109 of the agenda and discussed the adjustments he made to Supplemental Budget No. 6 since the first reading.

Mayor McKeehan inquired if there were any comments from the public or from Council and there were none.

Mr. Snyder moved to adopt Ordinance No. 3283. Mr. Blackburn seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Snyder, Ms. Southard, Mr. Blackburn, Mr. Keebler, Ms. Rousmaniere, Mr. Smith,
Mayor McKeehan (7)

NAY: None (0)

ABS: None (0)

ANNOUNCEMENTS

Mr. Elliott advised two weeks from today voters in the City of Oxford would have the opportunity to vote on establishing an Electric Aggregation Program. Mr. Elliott noted if a majority of voters approved Issue 2, then the City of Oxford would move forward with establishing an electric aggregation program. Mr. Elliott advised aggregation was the process in which electric energy was sold to consumers who joined together as a group to buy electricity and it was expected that a lower rate for electric energy would be obtained by consumers through this process. Mr. Elliott noted presently electric customers in the City of Oxford who were served by Duke Energy had two choices to meet their electric generation needs one being the standard Duke Energy rate and the other was to select a supplier through the Ohio Electric Choice Program which Mr. Lee discussed earlier this evening. Mr. Elliott advised if Issue 2 was approved by the voters, consumers would have a third option. Mr. Elliott noted the Issue 2 proposal was an opt out form of governmental aggregation meaning each customer was automatically included in the aggregated pool unless they decided not to participate.

Mr. Elliott advised he had the opportunity to speak to service groups in Oxford including the Lions Club, Rotary, Kiwanis and the League of Women Voters about the program. Mr. Elliott thanked Mr. Lee for attending tonight's meeting to provide information on the Ohio Electric Choice program. Mr. Elliott noted his hope citizens would vote on this important issue.

Chief Holzworth advised he was pleased to announce the almost two week strike at Schneider Electric had been resolved and OPD officers were able to clear the scene yesterday morning. Chief Holzworth noted everyone was well behaved and cooperative during the strike.

Mayor McKeehan noted the OPD presence was paid for by Schneider Electric.

Mr. Kyger noted it was great to hear about the grant for the bike path. Mr. Kyger advised Marty Creech and his group who researched this idea for many years provided a 'leap frog' forward on the project.

Mr. Kyger noted the Stadium Bar and Grill was torn down last week and part of this week. Mr. Kyger advised Chick-Fil-A Express was coming to Stewart Square filling that development to 100% occupancy again.

Ms. Eaton reminded Council members to let her know if they would be out of town over the holidays.

Mayor McKeehan advised Susan Lipnickey, Chair of the Miami University Alcohol Task Force requested an hour long Work Session with City Council to speak to them and to get their input. Mayor McKeehan inquired if Council was amenable to scheduling a Work Session before the regular meeting on November 4, 2014. Council agreed to scheduling the Work Session.

Mayor McKeehan expressed his condolences and sadness with the passing of Dr. Bhattacharjee noting Oxford lost a fine person. Mayor McKeehan noted he met and spoke to Dr. Bhattacharjee at numerous events and he was always happy, smiling and always interested in the good of Oxford.

Ms. Rousmaniere advised tomorrow October 22nd at 5:00 p.m. a public session would take place regarding the America's Best Communities grant. Ms. Rousmaniere noted Alan Kyger, Jessica Greene, herself and others had been working on the grant with the ultimate goal being a \$3,000,000 prize for the City. Ms. Rousmaniere advised the gist of the grant was to describe Oxford as the best community. Ms. Rousmaniere advised the open forum would be held at the Oxford Community Arts Center where ideas would be collected from people about what they thought was great about Oxford. Ms. Rousmaniere noted the prize would be funded by Frontier Communications and Dish Network and Ms. Greene identified the grant and had been urging community members to move it forward.

Ms. Southard advised the Institute for Learning in Retirement had begun its season and two of her classes had taken place regarding local government and how Oxford runs as a City. Ms. Southard noted she was honored to have the City Manager speak and the Mayor and Vice Mayor speak about their roles in local government.

Ms. Southard advised there was so much interest in how the City runs and lots of good questions had come forward. Ms. Southard noted Mr. Elliott gave an excellent presentation and also discussed electric aggregation which the League of Women Voters had studied and brought to Council. Ms. Southard encouraged everyone to vote for Issue 2 as it was a non-partisan issue and it would benefit everyone.

Mr. Blackburn encouraged everyone to vote on November 4th.

ADJOURN

Ms. Rousmaniere moved to adjourn at 8:39 p.m. Mr. Snyder seconded. The motion passed 7-0-0.

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: November 4, 2014

Account Code No. #:

Jung-Han Chen
Prepared By

Budgeted Amount:

October 29, 2014
Date Prepared

PLANNING COMMISSION MEETING REPORT – October 14, 2014

Public Hearings

PC-2014-10 PRELIMINARY PLANNED DEVELOPMENT, Collegiate of Oxford, Southpointe Parkway, 37.08 acres, **Trinitas Development LLC, Travis Vencel, Applicant, Agent**

This item had been tabled September 9th. The applicant revised their plans as enumerated below. The staff and applicant discussed the case with the Planning Commission, reviewing the changes and answering questions of the Planning Commission. Staff reported that after discussion, outstanding issues remained. The Planning Commission voted 7-0-0 to forward a recommendation of denial to the City Council because the Preliminary Planned Development Decision Standards (3), (4), (9) and (11) had not been met.

	September 9 review	October 14 review
Dwelling units	222	192
Bedrooms	784	650
Single family buildings	102	83
Two family buildings	61	54
Total residential buildings	163	137
Parking ratio	1 space/bedroom	0.78 space/bedroom
Total lot coverage	37.2%	37.6%
Open space	28.9%	28.3%
Site perimeter connections	6	6
Gross Density (of 28.61 acres)	7.76 dwelling units/acre	6.71 dwelling units/acre

PC-2014-13 ZONING CODE TEXT AMENDMENT to Amend Chapter 1143 Districts, Specifically 1143.12 (b)(2)(c) GB General Business to include mini-warehouse (self-storage unit) and business incubator as conditional uses; and Chapter 1147 Conditional Use, specifically, 1147.03 Use specific regulations and potential concerns related to mini-warehouse (self-storage unit) and business incubator; and Chapter 1159 Definition, specifically adding definitions for mini-warehouse (self-storage unit) and business incubator, **City of Oxford, Applicant**

This application is seeking to amend the current Oxford Zoning Code to include mini warehouse (self-storage units) and business incubators as a conditional use in the General Business (GB) District and amend Chapter 1147 Conditional Uses to prescribe regulations for such uses, and to include the definitions of such uses in Chapter 1159 Definitions.

The Planning Commission felt that the proposed amendment provided a good start for the Planning Commission to consider the changes, but felt that the proposed uses should also be considered in Light Industrial District as well, therefore, the Planning Commission voted to table the amendment for consideration until next month in order to include other districts for discussion and recommendation.

Next Meeting

The next regularly scheduled Planning Commission meeting will take place November 11, 2014.

Approved by:

	Initial	Date
Department Head:	JHC	10/30/14
City Attorney:		
City Manager:	JRE	10/31/14

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: November 4, 2014

Sam Perry
Prepared By

Account Code No. #:

October 27, 2014
Date Prepared

Budgeted Amount:

Agenda Title: Board of Zoning Appeals Meeting Report – October 15, 2014

Adjudication Hearing

BZA-2014-11 7 Wooster Place variance to Section 1143.03(c)(3)C1 Total Lot Coverage, R1MS District, **Scott Webb, Petitioner, Agent**

This variance request resulted from the total remodel project of a vacant house on the corner of South Poplar Street and Wooster Place. The plan was administratively approved because it met all of the dimensional requirements of the zoning district. An in-the-field change of additional concrete was added to connect two rear doorways, which increased the lot coverage 2% above the 35% limit. The owner decided to apply for a variance first before removing the additional concrete.

After staff and applicant presentations, the BZA deliberated using the decision criteria. The majority of the BZA determined that the variance was not substantial; did not negatively alter the essential character of the neighborhood; and that the overall improvement of the property was a relevant factor. The BZA therefore found that there was substantial evidence sufficient to determine a practical difficulty existed. The BZA voted 4-1-0 approving the lot coverage variance.

Next Meeting

The next BZA meeting is scheduled for November 19, 2014

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

JHC 10/27/14

DAE 10/21/14

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation
Originating Department

Council Meeting Of: 11/4/14

Gail S. Brahier
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

10/30/14
Date Prepared

Agenda Title: Recreation Board Meeting, 10/16/14

Recommendation: N/A

Discussion:

In attendance: Edna Southard, Council Rep., Melissa Engelhard, Jamie MaHaffey, and Ken Bogard. Staff: Gail Brahier, Deanna Barbour. Public guest, Larry Rankin.

Mr. Rankin introduced himself, noting he had an interest in the new aquatic center listed in the City's 5 year Capital Improvement Plan and offered his experience in accounting to the Board in relation to the development of the center.

Mr. MaHaffey, as new member to the Board, gave a brief history of his professional career and noted he is excited to be in Oxford as Athletic Director for the TSD.

Ms. Brahier asked as TSD is a pay to play school system, do they offer scholarships for economically disadvantaged youth to play sports? Mr. Mahaffey noted he is looking into a business to work with that would allow him to offer scholarships.

Ms. Brahier reviewed the recent grounds projects in the parks: the drive on the TRI grounds, re-stain of the skate park and the removal of old playground equipment at Leonard Howell.

Ms. Southard asked about the Leonard Howell equipment, noting it seemed to be in an isolated location. Ms. Brahier reported they would install two smaller pieces of equipment next spring and remove some of the shrubs for visibility.

~ continue

Approved By:

Initial Date

Department Head:

gb 10/30/14

City Attorney:

City Manager:

JMB 10/30/14

Mr. Bogard asked if the TRI projects came out of the City's general fund. Ms. Brahier explained the operating funds for the TRI Board come for the annual Lease Agreement with the City, which is app. 34k, and the TRI Board votes on capital projects to be completed each year.

Ms. Brahier noted in 2015 some repairs would be made on the playgrounds throughout the City; and improvements at the Oxford Community Park would include fence cap replacement, dugout covers, and perhaps two more scoreboards.

Mr. Bogard inquired about the proposed land swap. Ms. Brahier noted she has followed up with MU and they are to be checking on any restrictions to the airport property.

Discussion continued regarding the aquatic center. Mr. Bogard said he would like more details regarding plans and costs in order to plan for any fundraising. Ms. Brahier noted she will communicate with the City Manager and suggested 2016 would be the year for active fundraising. Ms. Brahier said she will report to the Board at the next meeting. Mr. Mahaffey stated his interest in a new pool to serve the high school Swim Team and mentioned a bubble for year round use.

There was some discussion regarding the City's electric aggregation program and getting the word out to the public.

Ms. Brahier updated the Board on upcoming programs and events.

Ms. Engelhard noted the Oxford Chamber of Commerce was hosting the Holiday Walk on Dec. 4. Ms. Brahier said she will include that date on the Holiday Festival flier, as the City will host holiday events on Dec. 4, 5 and 6th.

Mr. Bogard and Ms. Southard congratulated the planning committee for the Freedom Summer Conference held at MU. Ms. Southard noted it was very successful and well attended.

Next Meeting - Joint TRI-Recreation Board Mtg., Dec. 10 at Noon
Location TBA

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: November 4, 2014

Kim Newton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

October 23, 2104

Date Prepared

Agenda Title: Report regarding the October 22, 2014 Civil Service Commission Meeting.

Recommendation:

Discussion: The Civil Service Commission held their regular meeting on Wednesday, October 22, 2014. Those members present were: Karen Martino, Chair; James Burchyett, Vice-Chair, Greg Smith, Bill Brewer and Brian Martin.

Donna Heck, Human Resources Director; Kim Newton, Recording Secretary; Tom Horvath, Lieutenant and John Detherage, Fire Chief were in attendance for the City. Dennis Malone, Human Resources Director and Don Gabbard, Facilities Director were in attendance for Talawanda Schools.

The Commission reviewed and approved the Fire Captain Job Description for the Oxford Fire Department.

The Commission also reviewed and approved three exams and protocols. Two of the exams were for the Talawanda School District, including the Head Secretary & Assistant Secretary IPMA Examination and Protocol and the revised District Maintenance Exam and Protocol. The third exam and protocol approved was the Police Officer IPMA Examination and Protocol for the City of Oxford.

The next meeting is scheduled for November 20, 2014 at 5:30 pm at the City Building.

Approved By:

Initial Date

Department Head:

City Attorney:

City Manager:

[Signature] 10/23/14

[Signature] 10/31/14

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: November 4, 2014

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

October 27, 2014

Date Prepared

Agenda Title: A Resolution authorizing the City Manager to extend the addendum to the License Agreement between the City of Oxford and the Oxford Community Foundation.

Recommendation: Approve.

Discussion:

On April 7, 2009 City Council adopted Resolution No. 4428 granting the Oxford Community Foundation a License to improve a portion of a dedicated alley immediately South of 338 North Locust Street to provide accessible off street parking. Provision number three (3) of the License Agreement required the residence at 338 North Locust Street to be owner occupied.

On September 21, 2010 City Council adopted Resolution No. 4562 which authorized the City Manager to enter into an addendum agreement between the City of Oxford and the Oxford Community Foundation to waive provision number three(3) of the License Agreement. The Addendum Agreement was for a period of two (2) years from the date of execution.

On November 6, 2012 City Council adopted Resolution No. 4706 extending the addendum for a period of two years.

The residence at 338 North Locust Street is still being rented and it is still being marketed for sale. The proposed Resolution would extend the addendum for an additional two years.

Approved By:

Initial Date

Department Head:

City Manager:

 10/31/14

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXTEND THE ADDENDUM TO THE LICENSE AGREEMENT BETWEEN THE CITY OF OXFORD AND THE OXFORD COMMUNITY FOUNDATION FOR A PERIOD OF TWO (2) YEARS

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

SECTION 1: A Request was made in 2010 by the Licensee, the Oxford Community Foundation to waive provision number three (3) of the License Agreement between the City of Oxford and the Oxford Community Foundation which requires the residence at 338 North Locust Street to be owner-occupied.

SECTION 2: Council agreed to an addendum in 2010 to waive provision number three (3) of the License Agreement for two years and Council subsequently agreed to a two year extension of the addendum in 2012.

SECTION 3: Licensee has again requested a two year extension to the addendum to the License Agreement to waive provision number three (3) of the License Agreement between the City of Oxford and the Oxford Community Foundation which requires the residence at 338 North Locust Street to be owner-occupied.

SECTION 4: Council hereby authorizes the City Manager to extend the addendum agreement between the City of Oxford and the Oxford Community Foundation to waive provision number three (3) which requires the residence at 338 North Locust Street to be owner-occupied. The extension of the waiver shall be in effect for a period of two (2) years.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

ADDENDUM EXTENSION

A second extension of the Addendum previously entered into on the 1st day of November, 2010 and recorded in Butler County Book 8280 pages 2048 through 2050 and November, 14, 2012 and recorded in Butler County Book 8519 pages 163 through 165 is hereby entered into this _____ day of _____, between the **City of Oxford, Ohio**, an Ohio Municipal Corporation, hereinafter referred to as "LICENSOR", and the **Oxford Community Foundation**, a Not For Profit Corporation, hereinafter referred to as "LICENSEE"

WHEREAS, the Licensor and Licensee originally entered into a License Agreement dated August 19, 2009, and it was recorded in Butler County Book 8153 pages 382 through 388; and

WHEREAS, Licensor agreed to an addendum to the License Agreement in November of 2010 for a two (2) year term to waive the requirements of Paragraph 3 of the License Agreement which requires the house to be owner occupied, and to allow the Licensee to lease to interested renters the house located at 338 North Locust Street with a Right of First Refusal; and

WHEREAS, Licensor agreed to a two (2) year extension to the addendum in November of 2012; and

WHEREAS, the parties are in agreement to again extend the waiver of the requirements of Paragraph 3 of said original License Agreement which requires the house to be owner occupied, and to allow the Licensee to lease to interested renters the house located at 338 North Locust Street with a Right of First Refusal, for a period not to exceed two years from the date of the execution of this extension of the Addendum; and

WHEREAS, the parties are further in agreement that the property shall remain for sale, subject to the reasonable rights of any tenants during this period.

NOW THEREFORE the parties hereby enter into this extension of the Addendum on the date first noted above.

1. The Licensor and Licensee agree to modify Paragraph 3 of the original license agreement for a period of no more than two years from the date of the execution of this Addendum Extension. The Licensee during the period as defined at no more than two years shall have right to rent subject to a Right of First Refusal, the premises located at 338 North Locust Street, Oxford Ohio.

2. The Licensors and Licensee agree during the period of the temporary waiver of the requirement of Paragraph 3 of the Agreement, the property shall remain for sale subject to reasonable rights of Licensee tenants during this period.
3. Licensors and Licensee agree that at the expiration of the two year period or at the time of the sale of the property, whichever occurs first, the provisions of this Addendum Extension shall terminate.

Licensors and Licensee agree that except as modified herein the Agreement dated August 19, 2009, entitled License Agreement, shall otherwise remain in full force and effect.

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

Signed in the presence of:

CITY OF OXFORD, OHIO

By: Douglas R. Elliott, Jr.
City Manager

**OXFORD COMMUNITY
FOUNDATION**

By: Jerome U. Conley, President

**STATE OF OHIO,
COUNTY OF BUTLER, SS:**

Before me, this _____ day of _____ 2014, a Notary Public in and for said County and State, did personally appear the City of Oxford, Ohio by Douglas R. Elliott, Jr., City Manager, who acknowledged that he did sign the foregoing instrument and the same is the free act and deed of said City.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name affixed my notarial seal on the day and year first above written.

Notary Public

My Commission Expires: _____

**STATE OF OHIO,
COUNTY OF BUTLER, SS:**

Before me, this _____ day of _____ 2014, a Notary Public in and for said County and State, did personally appear the Oxford Community Foundation by Jerome U. Conley, President, its duly authorized agent, who acknowledged that he did sign the foregoing instrument and the same is the free act and deed of said Foundation.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name affixed my notarial seal on the day and year first above written.

Notary Public

My Commission Expires: _____

APPROVED AS TO FORM:

Stephen M. McHugh, Esq.
City Law Director

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: November 4, 2014

Service

Originating Department

Account Code #: N/A

David Treleaven

Prepared By

Budgeted Amount: N/A

October 21, 2014

Date Prepared

Agenda Title: 2015-2016 Refuse and Recycling Collection and Disposal Contract

Recommendation: Approve

Discussion:

The City of Oxford's (City) current contract with Rumpke of Ohio, Inc. will expire December 31, 2014. The City has exercised all three option years of the contract obtaining a 2.5% rate increase in 2013 and a 0% increase in 2014. The City developed specifications and advertised for bids for the collection of solid waste and recyclable materials in the *Hamilton Journal-News* on September 19 and 26, 2014.

The City requested bids for two contract periods. The first was for solid waste services for the 2015 and 2016 time period, with the possibility of three additional one-year extensions (2017, 2018 and 2019), with not-to-exceed annual percentage increases allowed. This is similar to the existing contract period. The second was for the entire five year time period of 2015-2019. Additionally, the City of Oxford requested bids for various levels of residential refuse service: up to ten items and/or containers of refuse weekly (the existing level of service), and a tiered, volume-based service utilizing one 65-gallon container, a 90-gallon (or equivalent volume) container, two 90-gallon containers, or three 90-gallon containers.

Sealed proposals from Best Way Disposal (Best Way) and Rumpke of Ohio, Inc. (Rumpke) were publicly opened and read aloud on October 9, 2014. Best Way submitted a bid to only service the 42-cubic yard compactor at the Streets and Maintenance Garage's transfer station and for 15-, 20-, and 30-cubic yard roll off containers. Rumpke submitted bids for all of the requested services. After analyzing the data for the compactor / roll off container specification, Staff has determined Rumpke to be the lowest bidder for this service by ~ \$3,000 annually.

The total cost difference between Rumpke's two-year contract with annual extension options versus the five year contract has the two year contract being slightly less for both residential and commercial service, even assuming the maximum annual increases of 2.5% not-to exceed amount included in Rumpke's bid.

(Continued)

Approved By:

Department Head:
City Manager:

Initial Date

WBT 10/27/14
[Signature] 10/31/14

The use of standardized sizes of containers was required to utilize the tiered, volume-base residential refuse service. Review of the tiered, volume-based prices indicated that while the bids for collection and disposal were lower than the 10-item bid, once the cost of container rental (\$1.50 per month per container) or the containers' purchase cost (with over a five-year pay-back period) was included, the tiered service was more expensive.

Rumpke's bid price for weekly residential, curb-side refuse and recycling collection and disposal increased by \$0.58 per month (a 5.07% increase) over the current price, effective since January 1, 2013. In the bid, Rumpke has included the option for a third size of residential recycling container (a 35-gallon lidded, wheeled tote) in addition to the existing 18-gallon bin or 65-gallon lidded, wheeled tote.

Monthly commercial refuse collection prices for once weekly collection increased \$0.36 (2.64%) for a 96-gallon lidded, wheeled tote. Commercial dumpster service has decreased in cost between 30.97% (\$233.38 per month for an eight-cubic yard refuse dumpster collected six-times weekly) and 37.58% (\$20.47 per month for a two-cubic yard dumpster collected one time per week). While Rumpke was the sole bidder for this service, prices will decline compared to the current contract.

It is the recommendation of staff that Council authorize the City Manager to enter into an agreement with Rumpke of Ohio, Inc. for the collection and disposal of solid waste and for the collection and processing of recyclable materials. This agreement would be for a two-year period commencing on January 1, 2015 and could be extended by annual options through December 31, 2019.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH RUMPKE OF OHIO, INC. FOR THE COLLECTION AND DISPOSAL OF SOLID WASTE AND FOR THE COLLECTION AND PROCESSING OF RECYCLABLE MATERIALS FOR THE CITY OF OXFORD AND ITS RESIDENTS FOR A TWO (2) YEAR PERIOD BEGINNING JANUARY 1, 2015.

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

SECTION 1: The City advertised for bids in the *Hamilton Journal-News* on September 19, 2014 and September 26, 2014. Two (2) sealed bids were opened and publicly read on October 9, 2014. The lowest and best bid was provided by Rumpke of Ohio, Inc.

SECTION 2: The City Manager and the Service Director recommend City Council accept the bid of Rumpke of Ohio, Inc. as the lowest and best bid for the collection and disposal of solid waste and for the collection and processing of recyclable materials for the City of Oxford and its residents for a two year period commencing on January 1, 2015. The contract could be extended by annual options through December 31, 2019.

SECTION 3: Council hereby accepts the recommendation of the City Manager and the Service Director and finds Rumpke of Ohio, Inc. to be the lowest and best bidder for the collection and disposal of solid waste and for the collection and processing of recyclable materials for the City of Oxford and its residents.

SECTION 4: The City Manager is hereby authorized to enter into a two (2) year contract with three (3) one (1) year options in a form acceptable to the Law Director with Rumpke of Ohio, Inc. for the collection and disposal of solid waste and for the collection and processing of recyclable materials for the City of Oxford and its residents effective January 1, 2015 pursuant to the terms of the bid submitted by Rumpke, Inc. by reference herein.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW(STAFF)

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/4/2014

Joe Newlin

Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/20/2014

Date Prepared

Agenda Title: 2015 ANNUAL BUDGET ORDINANCE

Recommendation: Approve

Discussion:

Description of 2015 Budget

The current piece of legislation is a reflection of the information presented to Council at its October 9th work session.

Highlights: 2% COLA for all fulltime employees as agreed upon at our work session

27 pay periods for the year (effect approximately \$300,000 spread over all funds)

Eleven retirements included

Capital Improvement & Equipment Spending \$4,610,523

An additional \$1,000,000 transfer to the Municipal Facilities Improvement Fund

Decreased revenue and expenditures in Refuse Fund 341 by \$120,000 due to favorable pricing in new agreement with Rumpke

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 10/29/14
[Signature] 10/31/14

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, 2015.

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

SECTION 1: To provide for the current expenses and expenditures of the City of Oxford during the fiscal year ending December 31, 2015, the following sums be and they are hereby set aside and appropriated as follows:

GENERAL FUND 110

SECURITY OF PERSONS & PROPERTY

Personnel Services	4,230,471
Other Services & Charges	<u>605,739</u>
Total Appropriation	4,836,210

PUBLIC HEALTH AND WELFARE

Personnel Services	-
Other Services & Charges	<u>122,664</u>
Total Appropriation	122,664

LEISURE TIME ACTIVITIES

Personnel Services	1,016,926
Other Services & Charges	<u>420,964</u>
Total Appropriation	1,437,890

COMMUNITY ENVIRONMENT

Personnel Services	533,195
Other Services & Charges	<u>346,428</u>
Total Appropriation	879,623

GENERAL GOVERNMENT

Personnel Services	957,997
Other Services & Charges	<u>834,376</u>
Total Appropriation	1,792,373

TRANSFERS TO OTHER FUNDS

Personnel Services	-
Other Services & Charges	<u>2,428,802</u>
Total Appropriation	2,428,802

ADVANCES TO OTHER FUNDS

Personnel Services	-
Other Services & Charges	<u>944,941</u>
Total Appropriation	944,941

TOTAL GENERAL FUND APPROPRIATIONS	12,442,503
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FIRE/EMS FUND 418

Personnel Services	1,109,362
Other Services & Charges	<u>685,418</u>
TOTAL FIRE/EMS FUND APPROPRIATIONS	1,794,780

STREET FUND 122

Personnel Services	658,240
Other Services & Charges	<u>203,949</u>
TOTAL STREET FUND APPROPRIATIONS	862,189

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	385,926
Other Services & Charges	103,712
Transfer to Other Funds	<u>204,088</u>
TOTAL PARKING FUND APPROPRIATIONS	693,726

PARKING IMPROVEMENT FUND 142

Other Services & Charges	<u>41,553</u>
TOTAL PARKING IMPROVEMENT FUND APPROPRIATIONS	41,553

CAPITAL IMPROVEMENT FUNDS

COMMUNITY DEVELOPMENT BLOCK GRANT FUND 126

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

COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND 128

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

CAPITAL EQUIPMENT FUND 140

Other Services & Charges	<u>233,859</u>
Total Appropriations	233,859

CAPITAL IMPROVEMENT FUND 141

Other Services & Charges	586,501
Transfers to Other Funds	-
Advance to Other Funds	<u>944,941</u>
Total Appropriations	1,531,442

MUNICIPAL FACILITIES CAPITAL IMPROVEMENT FUND 140

Other Services & Charges	<u>1,000,000</u>
Total Appropriations	1,000,000

TOTAL CAPITAL IMPROVEMENT FUND APPROPRIATIONS	3,044,301
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WATER FUNDS

WATER (OPERATING) FUND 321

Personal Services	1,374,300
Other Services & Charges	636,307
Transfers to Other Funds	<u>224,769</u>
Total Appropriations	2,235,376

WATER IMPROVEMENT FUND 322

Other Services & Charges	<u>1,384,277</u>
Total Appropriations	1,384,277

WATER CAPACITY FUND – NE 381

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

WATER CAPACITY FUND – NW 382

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

WATER CAPACITY FUND – SE 383

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

WATER CAPACITY FUND – SW 384

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

WATER CAPITAL EQUIPMENT FUND 320

Other Services & Charges	<u>134,230</u>
Total Appropriations	134,230

TOTAL WATER FUNDS APPROPRIATIONS

3,753,883

WASTEWATER FUNDS

WASTEWATER (OPERATING) FUND 331

Personal Services	1,514,606
Other Services & Charges	1,355,197
Transfers to Other Funds	<u>409,769</u>
Total Appropriations	3,279,572

WASTEWATER IMPROVEMENT FUND 332

Other Services & Charges	<u>283,559</u>
Total Appropriations	283,559

WASTEWATER CAPACITY FUND – NE 391	
Other Services & Charges	-
Transfers to Other Funds	-
Total Appropriations	-
WASTEWATER CAPACITY FUND – NW 392	
Other Services & Charges	-
Transfers to Other Funds	-
Total Appropriations	-
WASTEWATER CAPACITY FUND – SE 393	
Other Services & Charges	-
Transfers to Other Funds	-
Total Appropriations	-
WASTEWATER CAPACITY FUND – SW 394	
Other Services & Charges	-
Transfers to Other Funds	-
Total Appropriations	-
WASTEWATER CAPITAL EQUIPMENT FUND 330	
Other Services & Charges	465,030
Total Appropriations	465,030
TOTAL WASTEWATER FUNDS APPROPRIATIONS	4,028,161
<u>STORM WATER FUND 351</u>	
Personal Services	-
Other Services & Charges	40,000
TOTAL STORM WATER FUND APPROPRIATIONS	40,000
<u>RUFUSE FUNDS</u>	
REFUSE (OPERATING) FUND 341	
Personal Services	155,098
Other Services & Charges	1,482,323
Transfer to Other Funds	29,769
Total Appropriations	1,667,190
LANDFILL POST-CLOSURE INVESTMENT FUND 353	
Other Services & Charges	1,020
Transfer to Other Funds	-
Total Appropriations	1,020
TOTAL REFUSE FUNDS APPROPRIATIONS	1,668,210
<u>HOTEL & CONVENTION TAX FUND 120</u>	
Other Services & Charges	204,920
Transfer to Other Funds	13,080
TOTAL HOTEL & CONVENTION TAX FUND APPROPRIATIONS	218,000

LIFE SQUAD GIFT FUND 210

Other Services & Charges	-
TOTAL LIFE SQUAD GIFT FUND APPROPRIATIONS	-

AFFORDABLE HOUSING TRUST FUND 212

Other Services & Charges	-
TOTAL AFFORDABLE HOUSING TRUST FUND APPROPRIATIONS	-

EMPLOYEE BENEFITS FUND 230

Other Services & Charges	1,641,335
TOTAL EMPLOYEE BENEFITS FUND APPROPRIATIONS	1,641,335

INTERNAL SERVICE FUND 370

Other Services & Charges	276,009
TOTAL INTERNAL SERVICE FUND APPROPRIATIONS	276,009

LAW ENFORCEMENT TRUST FUND 410

Personnel Services	-
Other Services & Charges	12,000
TOTAL LAW ENFORCEMENT TRUST FUND APPROPRIATIONS	12,000

ENFORCEMENT & EDUCATION FUND 412

Personnel Services	45,190
Other Services & Charges	60,853
TOTAL ENFORCEMENT & EDUCATION FUND APPROPRIATIONS	106,043

BOARD OF BUILDING STANDARDS FUND 414

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

OXFORD NATURAL GAS REFUND FUND 415

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

FEMA FUND 416

Personnel Services	-
Other Services & Charges	-
Advance to Other Funds	-
TOTAL FEMA FUND APPROPRIATIONS	-

SPECIAL ASSESSMENT FUND 417

Other Services & Charges	60,000
TOTAL SPECIAL ASSESSMENT FUND APPROPRIATIONS	60,000

DEBT SERVICE FUNDS

1999 PARKS IMPROVEMENT BOND FUND 152

Other Services & Charges	309,300
Total Appropriations	309,300

TOTAL DEBT SERVICE FUND APPROPRIATIONS

309,300

TOTAL 2015 BUDGET APPROPRIATIONS

31,015,043

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

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: STAFF

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/4/2014

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount:

10/17/2014
Date Prepared

Agenda Title: 2015 ANNUAL TRANSFER ORDINANCE

Recommendation: Approve

Discussion:

Description of Budgeted Transfers for the 2015 Budget

Transfer from GENERAL FUND 110
Transfer to MUNICIPAL FACILITIES IMPROVEMENT FUND 143 1,000,000.00

General Fund Financial Support (1st quarter)

Transfer from GENERAL FUND 110
Transfer to STREET FUND 122 521,664.00

Annual General Fund Financial Support (quarterly)

Transfer from GENERAL FUND 110
Transfer to CAPITAL IMPROVEMENT FUND 141 335,688.00

Annual General Fund Financial Support (quarterly)

Transfer from GENERAL FUND 110
Transfer to CAPITAL EQUIPMENT FUND 140 174,000.00

Annual General Fund Financial Support (quarterly)

Transfer from GENERAL FUND 110
Transfer to PARKS IMPROVEMENT BOND DEBT SERVICE FUND 152 309,300.00

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

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

Annual General Fund Financial Support (quarterly)

Transfer from GENERAL FUND 110	
Transfer to STORM WATER FUND 351	40,000.00
General Fund Financial Support (1 st quarter)	
Transfer from GENERAL FUND 110	
Transfer to SPECIAL ASSESSMENT FUND 417	30,000.00
General Fund Financial Support (1 st quarter)	
Transfer from PARKING FUND 130	
Transfer to PARKING IMPROVEMENT FUND 142	41,553.00
Annual Parking Fund Financial Support (1 st quarter)	
Transfer from PARKING FUND 130	
Transfer to STREET FUND 122	23,947.00
Annual Parking Fund Financial Support for work performed (quarterly)	
Transfer from PARKING FUND 130	
Transfer to CAPITAL IMPROVEMENT FUND 141	110,000.00
Annual Parking Fund Loan Repayment (quarterly)	
Transfer from PARKING FUND 130	
Transfer to GENERAL FUND 110	28,588.00
Annual Parking Fund Payment for Service department support (quarterly)	
Transfer from WATER FUND 321	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	100,000.00
Annual Water Fund Financial Support (quarterly)	
Transfer from WATER FUND 321	
Transfer to WATER CAPITAL EQUIPMENT FUND 320	85,000.00
Annual Water Fund Financial Support (quarterly)	
Transfer from WATER FUND 321	
Transfer to GENERAL FUND 110	39,769.00
Annual Water Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)	
Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL IMPROVEMENT FUND 332	200,000.00
Annual Wastewater Fund Financial Support (1 st quarter)	
Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL EQUIPMENT FUND 330	170,000.00
Annual Wastewater Fund Financial Support (quarterly)	

Transfer from WASTEWATER FUND 331

Transfer to GENERAL FUND 110

39,769.00

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

Transfer from REFUSE FUND 341

Transfer to GENERAL FUND 110

29,769.00

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

Transfer from HOTEL TAX FUND 120

Transfer to GENERAL FUND 110

13,080.00

Annual Hotel Tax Fund Financial Support (monthly)

Approved By:

Department Head:

City Manager:

Initial Date

CV 10/17/14
DCE 10/3/14

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED TRANSFERS FOR THE CITY OF OXFORD,
STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2015.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER
COUNTY,

STATE OF OHIO, THAT:

SECTION 1: The following transfers are to be executed for the City of Oxford during
the fiscal year ending December 31, 2015, as follows:

Transfer from:

General Fund 110	1,000,000.00
General Fund 110	521,664.00
General Fund 110	335,688.00
General Fund 110	174,000.00
General Fund 110	309,300.00
General Fund 110	18,150.00
General Fund 110	40,000.00
General Fund 110	30,000.00
Parking Fund 130	41,553.00
Parking Fund 130	23,947.00
Parking Fund 130	110,000.00
Parking Fund 130	28,588.00
Water Fund 321	100,000.00
Water Fund 321	85,000.00
Water Fund 321	39,769.00
Wastewater Fund 331	200,000.00
Wastewater Fund 331	170,000.00
Wastewater Fund 331	39,769.00
Refuse Fund 341	29,769.00
Hotel Tax Fund 120	13,080.00

Transfer to:

Municipal Facilities Improvement Fund 143	1,000,000.00
Street Fund 122	521,664.00
Capital Improvement Fund 141	335,688.00
Capital Equipment Fund 140	174,000.00
Parks Improvements Bond Debt Service Fund 152	309,300.00
Fire/EMS Fund 418	18,150.00
Storm Water Fund 351	40,000.00
Special Assessment Fund 417	30,000.00
Parking Improvement Fund 142	41,553.00
Street Fund 122	23,947.00
Capital Improvement Fund 141	110,000.00
General Fund 110	28,588.00
Water Capital Improvement Fund 322	100,000.00
Water Capital Equipment Fund 320	85,000.00

General Fund 110	39,769.00
Wastewater Improvement Fund 332	200,000.00
Wastewater Capital Equipment Fund 330	170,000.00
General Fund 110	39,769.00
General Fund 110	29,769.00
General Fund 110	13,080.00

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: STAFF

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/4/2014

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/16/2014
Date Prepared

Agenda Title: 2015 ANNUAL ADVANCE ORDINANCE
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Recommendation: Approve

Discussion:

Description of Budgeted Advances for the 2015 Budget

Advance from GENERAL FUND 110
Advance to CAPITAL IMPROVEMENT FUND 141
- High Street Poplar to Campus Rebuild

Funds to be reimbursed from OPWC 568,700.00

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

Advance from GENERAL FUND 110
Advance to CAPITAL IMPROVEMENT FUND 141
- US 27 South Right-A-Way

Funds to be reimbursed from ODOT/Federal Earmark Funds 256,241.00

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

Advance from GENERAL FUND 110
Advance to CAPITAL IMPROVEMENT FUND 141
- North Locust & Brown Sidewalks, Signalization

Funds to be reimbursed from OKI 120,000.00

This repayment to General Fund will be made when funds received

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 10/17/14
[Signature] 10/31/14

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED ADVANCES FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2015.

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

SECTION 1: The following advances are to be executed for the City of Oxford during the fiscal year ending December 31, 2015, as follows:

Advance from:

General Fund 110	568,700.00
General Fund 110	256,241.00
General Fund 110	120,000.00
Capital Improvement Fund 141	568,700.00
Capital Improvement Fund 141	256,241.00
Capital Improvement Fund 141	120,000.00

Advance to:

Capital Improvement Fund 141	568,700.00
Capital Improvement Fund 141	256,241.00
Capital Improvement Fund 141	120,000.00
General Fund 110	568,700.00
General Fund 110	256,241.00
General Fund 110	120,000.00

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: STAFF

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/04/14

Heidi Hill
Prepared By

Account Code No. #: NA

Budgeted Amount: NA

10/29/14
Date Prepared

Agenda Title: **2015 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

10/29/14
10/29/14

ORDINANCE NO.

ORDINANCE ADOPTING FEES AND CHARGES FOR FISCAL YEAR 2015.

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

SECTION 1: The City Manager recommends City Council adopt fees for 2015 as itemized below.

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

	<u>\$ Amount</u> <u>Residents</u>	<u>\$ Amount</u> <u>Non-residents</u>
<u>1) FITNESS</u>		
Drop-in-fees	4.50	5.00
Aerobics per class	3.75	4.00

2) WEIGHT ROOM FEES

Adults		
1 Year	100.00	115.00
6 Months	85.00	95.00
3 Months	70.00	80.00
1 Month	30.00	35.00
Drop-ins	5.00	5.50
High School		
1 Year	60.00	70.00 66.00 77.00
6 Months	50.00	60.00 55.00 66.00
3 Months	45.00	50.00
1 Month	25.00	30.00
Drop-ins	4.00	5.00 4.50 6.00

3) PRESCHOOL (per week)

Mon/Wed/Fri	35.00	39.00
Tues/Thurs	25.00	29.00

5) PLAYGROUND/SUMMER DAY CAMPS 10 WKS.

Daily	30.00	33.00
each additional child in family	27.00	30.00
Weekly	95.00	98.00 105.00 108.00
each additional child in family	90.00	92.00 99.00 100.00

6) DAY CAMPS

Half-day:

Pre-school camps	65.00	76.00
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7) 6 YOUTH SPORTS LEAGUES

Basketball (11 wks)

Instructional League, Grade K	46.00	48.00	52.00	53.00
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Competitive League, Grade 1-2	60.00	62.00	66.00	68.00
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Competitive League, Grade 3-10	75.00	83.00
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8) 7 ADULT SPORTS LEAGUES

Adult softball	400.00
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9) 8 RENTAL FEES

Municipal pool

Pool rental, per hour	50.00	55.00
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(minimum 2 hours)

Guard fee, per hour	11.00	13.00
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Athletic Field Rental Fees

Per game, per field (rental)	25.00	30.00
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Per game, per field (prep)	30.00	35.00
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Per hour, per field (lights)	30.00	35.00
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Per day, per field (Rental)	110.00	175.00
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Community Park Gazebo Rental 4 hrs	25.00	30.00	30.00	33.00
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(Minimum 2 hours) 5+hrs	60.00	65.00
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Leonard Howell, TRI Shelter Half Day	25.00	30.00
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Full Day	50.00	55.00
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Park Shelter Rental	4 hrs	25.00	30.00
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5+ hrs	50.00	55.00
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Electric Tap Fee	50.00	(First 3 hours) per day
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(Large machines such as ice machine	25.00	(Each additional hour)
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Inflatable's, etc.)

10) 9 MUNICIPAL POOL

Season pool passes

Family (5 or less)	130.00	135.00	145.00	150.00
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Family (6 or less) 10.00 each additional	135.00	150.00	11.00 each additional
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Adult	95.00	105.00
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High School	75.00	85.00
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Child over 3 years	70.00	80.00
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General admission

Adult	4.00	4.00	4.25
Age 13-17	3.75	3.75	4.00
Age 3-12	3.00	3.00	3.25
2 and under Free			

Swimming lessons

Parent/toddler (6 mo. - 5 yr.)	33.00	35.00	36.00	38.00
Skill Level I and II	35.00	38.00	39.00	42.00
Skill Level III thru IV	38.00	40.00	42.00	44.00

11) 10 SENIOR CITIZEN CENTER RENTAL

(minimum 2 hour rental)

60/hr includes kitchen/great room

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

B.COMMUNITY DEVELOPMENT DEPARTMENT

1) ADMINISTRATIVE ZONING REVIEW

Building Accessory, Minor Improvements

Residential	20.00
Commercial	25.00
One or Two-Family Residential	25.00 per unit
New home	100.00
Existing	50.00
Three-Family or more Residential	25.00 50.00 per unit
Commercial (existing and new)	200.00 per unit
Revision after the 2nd submittal	100.00
Sidewalk Use Permit	50.00
Signs (per sign)	25.00 per sign plus \$1 per sq. ft. per side
Face changes of signs	25.00
Zoning verification letter	35.00

2) BOARD OR COMMISSION REVIEW

GENERAL FEES FOR ALL BOARDS AND COMMISSIONS

Significant changes to original application

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

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

List of property owners for notification purposes 30.00

PLANNING COMMISSION

Conditional Use Permits	400.00 plus actual postage
Alternate Landscaping Plan	25.00
Annexation	
100% owner petition	300.00 plus 1.00 per acre
Conceptual Review	No fee
Lot Changes	
Subdivision Development	
Preliminary	400.00 plus 10.00 per lot, plus actual postage
Final	400.00 plus 10.00 per lot, plus actual postage
Planned Development	
Preliminary	400.00 plus 100.00 per acre, plus actual postage
Final	400.00 plus 100.00 per acre, plus actual postage
Minor Amendment	50.00
Lot Consolidation	20.00
Lot Split	20.00
Zoning Amendments	
Code (per topic)	150.00, plus actual postage
Map	150.00, plus actual postage
All other for Planning Commission	
Review at public meeting only	25.00
Requiring one or more legal notices	100.00

HISTORIC & ARCHITECTURAL PRESERVATION COMMISSION

Certificate of Appropriateness	30.00
Sketch Review	No fee

BOARD OF ZONING APPEALS

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

3) DOCUMENTS, MAPS, & OTHER MATERIALS At Cost

C. INSPECTIONS

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

a. New Construction

Building	25.00 50.00 plus 10.00 20.00 per 100 square feet of gross floor area
Mechanical	25.00 plus 4.00 per 100 square feet of gross floor area.
Electrical	25.00 plus 3.00 4.00 per 100 square feet of gross floor area.
Third and subsequent plan review	40.00 per hour

b. Miscellaneous

Accessory Buildings 200 square feet or more	20.00 plus .50 per 10 square foot over 200 square feet
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Furnace installation/replacement	30.00
Central air condition installation/ replacement	30.00
Combination furnace/central air Installation/replacement	60.00
Minor Electric	30.00
Demolition	50.00
Alterations/Remodeling/Fire Repair	40.00 100.00 plus 10.00 20.00 per 100 square feet
Partial permits (where granted)	50.00
Temporary Certificate of Occupancy	40.00
Swimming Pool	
In-ground	90.00
Above ground	40.00

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

a. New Construction

Building	120.00 plus 7.00 10.00 per 100 square feet of gross floor area, including accessory buildings
Mechanical	100.00 plus 3.00 5.00 per 100 square feet of gross floor area, including accessory buildings
Electrical	150.00 100.00 plus 2.50 5.00 per 100 square feet of gross floor area, including accessory buildings
Alterations/Remodeling/Fire Repair	80.00 plus 3.00 6.00 per 100 square feet
Fire Suppression Systems	150.00 100.00 plus 3.20 5.00 per 100 square feet of gross floor area.
Hood Suppression Systems	100.00
Hood System	80.00
Fire Alarm System	100.00 plus 1.00 per 100 square feet of gross floor area
Minor Electric	80.00
Third and subsequent plan review	75.00 per hour

b. Miscellaneous

Demolition	80.00
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Furnace/AC Replacement, including	
roof top units	80.00
Partial Permit (where granted)	100.00
Temporary Certificate of Occupancy	80.00

OBBC Surcharge

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

3. Other Fees

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

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

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

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

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

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

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

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

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

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

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

Board of Appeal Application	150.00
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D. POLICE DEPARTMENT

Events requiring Officers for Crowd or Traffic Control:

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

(Required for each four Police Officers)

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

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

200.00

Subsequent per diem for inmates incarcerated in Butler County Jail on City of Oxford criminal charges

100.00

Fingerprinting	15.00
Records Checks	15.00

Alarm User Permit Fees

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

False Alarm Fees

Residential, Commercial & Industrial	
1 to 2 Annually	No charge

Residential	
3 or more	50.00 per occurrence

Commercial/Industrial	
3 to 4 Annually	50.00 per occurrence
5 to 6 Annually	100.00 per occurrence
7 to 8 Annually	200.00 per occurrence
9 or more	400.00 per occurrence
Accident, crime, other reports	.10 per page
Purchase Meter time,	
Fee for Special Event	10.00 per meter per day
(Meter Bags)	
Purchase Meter time,	
Fee for Construction	10.00 per meter per day
(Meter Bags)	
Signs: "No Parking by Order of	
the Oxford P.D."	0.35 per sign
Impound/Immobilization Fees	
	100.00 1 st offense
	200.00 2 nd offense
	300.00 3 rd and all subsequent for
	the first day or any part
	thereof
	12.00 each subsequent day or any
	part thereof
	20.00 each subsequent day or any
	part thereof for vehicles covered
	or stored within a building
Towing Charges	100.00 1 st offense
	200.00 2 nd offense
	300.00 3 rd offense plus any
	additional charges for services
	requiring specialized equipment or
	extra personnel
Administrative Citation Hearing Fee	20.00 per appeal (lost appeal only)
Administrative Citation Collection Fee	27% of unpaid fine
Animal Boarding	
	21.50 1 st day or any part thereof
	13.50 each subsequent day or any
	part thereof
Parking	
Short Term Meters	0.25 per 20 minutes
High Density Parking Areas	0.50 per hour
Street side hourly meters	0.25 per hour
Parking garage meters	0.50 per hour
10 hour meters	0.50 for two hours
Monthly garage lease	475.00 biannually
	900.00 annually
Residential Permitted Parking	25.00 annually
Parking Collection Fees	
Retrieval of vehicle record	1.95 per look up
Citations collection fee	27% of unpaid fine
Alcohol Education Program Admin Fee	350.00

Alcohol Education Instructional Fee 125.00

E. FIRE/EMS DEPARTMENT

EMS Runs	BLS-E	601.00 610.00 per run
	ALS-1 E	869.00 882.00 per run
	ALS-2 E	1081.00 1097.00 per run
EMS Mileage Rate		15.00 16.00 per loaded mile

Court ordered restitution for
Transport refusal 300.00

Fire Watch 35.00 per hour per person
Two hour minimum

EMS Stand-By 35.00 per hour per person
Two hour minimum

Civil Citation Hearing Fee Actual cost of Hearing Officer
(lost appeal only, does not apply
on first offense)

F. SERVICE DEPARTMENT

1) Water service

Temporary meter deposit (hydrant connection)	
5/8 Inch	500.00
2 Inch	1600.00
Daily set-up and removal of device	100.00

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

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

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

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

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

Water rates	
Volume charge per 100 cu feet	2.37
Base monthly charge Meter size	
(inch): 3/4 or smaller	8.64
1	14.39
1 & 1/2	28.77
2	46.05
3	86.34
4	143.92
6	287.83
Outside city limits	35% added to amounts above
Late fee	10%
Green Card distribution	5.00 if card leaves office
Gold Card distribution	5.00 charge would be in addition to turn on fee if the service is terminated.
Reconnection fee following service termination	10.00 1 st occurrence when past due payment is received before 3:00 PM. 20.00 2 nd occurrence when past due payment is received before 3:00 PM. 30.00 3 rd and subsequent occurrences when past due payment is received before 3:00 PM. 50.00 after 3:00 PM and for weekends/holidays reconnection
Irrigation meter	At cost to City
Irrigation meter repair	5.00 + costs
"No show" on scheduled appointment	25.00
Tap-in fees	
Based on tap size (inch)	
1	2,500.00
2	2,845.00
4	3,500.00
6	4,325.00
8	6,525.00
10	8,995.00
12	10,295.00
On brick street	Add 30.00/per sq ft of affected area
Outside City Limits	35% added to amounts above
Separate meter pits	time and materials

Meter Vault and Lid (based on meter size)

5/8 & 3/4 (inch) One Included in tap fee; 515.00 each additional (max of four pits per residential tap)

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

Water Meter including RF remote sending unit.

5/8 & 3/4 (inch)	330.00
1	369.00
1 & 1/2	721.00 1390.00
2	844.00 1750.00
3	2,400.00
4	3,750.00
Larger than 4	Cost to the City plus 10% administrative fee.

Water Capacity benefit charges

Meter size (inch):

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

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

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

Sewer rates

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

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

Sewer Capacity benefit charges

Meter size (inch):

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

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

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

New construction and Sanitary	50.00 (initial inspection)
Lateral repair inspection	50.00 (reinspection of failed work) 50.00 Inspection of existing sanitary lateral repairs
Sanitary Sewer Cleaning (jet truck)	280.00 per hour (1 hr. min.)
Sanitary Sewer Main Video Inspection	280.00 per hour (1 hr. min.)
Sanitary Lateral Video Inspection	280.00 per hour (1 hr. min.)
Sanitary Sewer Manhole Inspection (vacuum method)	50.00 per manhole
Staff monitoring of private contractor Video inspection	25.00 per hour (1 hr. min.)

Sanitary Sewer Low Pressure Air Test (per City specifications)	25.00 per test section
Sanitary Sewer Main Construction (inspection services beyond normal working hours - overtime expense)	Cost to City of Oxford
Sanitary sewer Lift Station District Surcharge	Charge 50% surcharge to volume fee.
Locating service for private sanitary lateral	280.00 per hour (1 hr min.)
Non-Compliance causing blockage or damage to City facilities	Response or repair cost plus 40%
Special Wastewater Discharge Application (tank pumping, groundwater, etc.)	25.00
Special Wastewater Contaminated Discharge Treatment	11.16 per 100 cubic feet

Damage to City facilities

Repair costs plus 40%

3. Refuse service

Monthly rate (includes 2.95 Recycle fee or 4.00 fee with larger
65 gallon container):

Hand Service refuse	30.40 37.00
Hand Service recycling	12.10 13.00

Residential service (**per month**) 17.60 or 18.80 with **35 or 65**
gallon recycling container

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

Waste-wheeler	17.60 if owned or 18.80 with 35 or 65 Gallon recycling container
Waste-wheeler rental	3.00

**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. 2.10**

Commercial Service (solid waste)

Waste-wheeler customer	24.50 24.90
Waste-wheeler rental	9.00
Two cubic yard dumpster	75.70 55.25
Two cubic yard dumpster rental	14.00
Three cubic yard dumpster	99.90 73.80
Three cubic yard dumpster rental	17.00
Four cubic yard dumpster	127.40 95.55
Four cubic yard dumpster rental	20.00
Six cubic yard dumpster	186.00 140.60

Six cubic yard dumpster rental	23.00	
Eight cubic yard dumpster	243.40	185.00
Eight cubic yard dumpster rental	26.00	

Charge per additional pickup

Waste-wheeler customer	17.50	17.60
Two cubic yard dumpster	54.40	46.00
Three cubic yard dumpster	74.60	60.00
Four cubic yard dumpster	97.90	79.00
Six cubic yard dumpster	140.50	114.00
Eight cubic yard dumpster	183.00	148.00

Recycling

Waste wheeler	10.40	
Waste wheeler rental	9.00	
Two cubic yard dumpster	35.60	36.00
Two cubic yard dumpster rental	14.00	
Three cubic yard dumpster	47.70	48.00
Three cubic yard dumpster rental	17.00	
Four cubic yard dumpster	59.80	60.00
Four cubic yard dumpster rental	20.00	
Six cubic yard dumpster	78.10	82.00
Six cubic yard dumpster rental	23.00	
Eight cubic yard dumpster	98.00	99.00
Eight cubic yard dumpster rental	26.00	

Late fee	10%
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One-time additional pickup
permit Stickers

10.00 per Sticker
(Cost determined by Oxford)
3.00 per Sticker

Yard Waste Stickers

Compactor Tickets

~~37.50~~ **45.00** per 1 Cu. Yd.

Portable Toilet Rental and Servicing Contract cost to city

4. Cable franchise agreement fee **Video service provider fee**

5% of annual gross revenue

5. Miscellaneous

DVD Copies 5.00

G. ENGINEERING DIVISION

1) Design manual fees:

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

2) Map Order

Media:

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

Dry Mounted

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

Base and Zoning maps

Lots	5.00	plus media cost
Oxford Historic District	1.00	plus media cost
Corporation limits	Free	
Water lines	5.00	plus media cost
Sewer lines	5.00	plus media cost
Base and Zoning maps (continued)		
Storm sewer lines	5.00	plus media cost
Zoning	5.00	plus media cost
Proposed development	5.00	plus media cost
Additional use permits	5.00	plus media cost
P.U.D.'s	5.00	plus media cost
Special use permits	5.00	plus media cost
Street index	1.00	plus media cost
Digital base map section	15.00	per diskette

3) Plans and Specifications Sales 20.00 to 500.00
(depending on the size of the project)

4) Document handling/forwarding fee 25.00
to regulating agencies

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

H. STREET DIVISION

Street cut surface repair Up to 40 sq.ft. - \$100.00 (or 40
linear ft of curb totaling less
than 40 sq. ft.)
>40 sq.ft. - \$100.00 + 2.50 per
additional sq.ft.
Brick Street Repair - \$30.00 per
sq. ft.

Work without a permit in ROW (Starting construction or without a permit)	Greater of \$200.00 or twice the cost of the permit fee
Street Tree Permits	No charge
Removal of hazardous trees from private property	At cost to city plus 5% Administrative fee
Street Spills	Cost of time and materials for cleanup + 10% Administrative Fee
Right-of-way Requests	
Personnel (misc. tasks)	25.00 hr
Event Electrician	100.00+ necessary materials at cost
Road Closures/Detours	135.00
Event Trash cans	5.00
Street Signs	Cost of labor/materials used + 10% administrative fee
Woodside Cemetery	
gravesite plots	100.00
Woodside Cemetery gravesite	250.00 Opening and closing
After 3:30 Monday-Friday	Additional 100.00
And weekends	
Street Banner Installation	Single banner 100.00
And removal	
Damage to City Facilities	Costs plus 40%
<u>I. FINANCE DEPARTMENT</u>	
Misc. Copies	
per copy .10 per Page	
Final Annual Budget Document	
Paper	At cost to City
Electronic	5.00 per DVD/CD
Any Other Method	At cost to City
Comprehensive Annual Financial Report	
Paper	At cost to City
Electronic	5.00 per DVD/CD
Any Other Method	At cost to city
Hotel tax rates:	
Hotel tax	3.00%
Convention tax	3.00%
Motor vehicle license tax	5.00 per motor vehicle

Motor Coach or Bus (Each)	25.00 per Year
Taxicab (Each)	10.00 per Year
Minimum fee per company	25.00 per Year
Vendor License	50.00 per Calendar Month, or 300.00 per Year
NSF check Fee	At cost to City
Collections Fee on Delinquent Accounts	
Phase I	10.00 per written off account
Phase II	45% of the amount due on accounts more than \$250.00 35% of the amount due on accounts less than \$250.00
Dog License	0.75 per Tag (City Share), plus amount charged by County

J. HUMAN RESOURCES

Non refundable Civil Service Exam Fee 15.00

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

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

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY:

PREPARED BY: LAW (STAFF)

. CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: November 4, 2013

Donna Heck

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

October 29, 2014

Date Prepared

Agenda Title: An Ordinance Establishing Salaries And Certain Benefits For Salaried and Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1, 2015 Through December 31, 2015.

Recommendation: Approve.

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

Section 1. The Parks and Recreation Department is amended to change the Custodian position from a full-time position to a part-time position.

Section 1. The Fire Department is amended to remove the Assistant Chief/Inspector position and add two full-time Fire Captain positions.

These changes will result in total authorized personnel of one hundred and eleven (111) full time employees. There are four (4) positions that are filled part-time. These are noted by two asterisks (**) and are listed with pay in Section 3. There are also seven (7) additional positions that are authorized, not budgeted (1 Accounting Assistant, 3 Police Officers, 1 Engineer, 1 Equipment Mechanic, and 1 Service Worker). I have listed these together at the bottom of Section 1.

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

Section 3. Reduce Fire Division Captains from three (3) to one (1).

Attachment A: The pay bands have been increased by 2% for 2015.

Approved By:

Initial Date

Department Head:

City Attorney:

City Manager:

DRE 10/30/14

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, ~~2014~~ 2015 THROUGH DECEMBER 31, ~~2014~~. 2015

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

**Authorized-Part Time

PARKS & RECREATION DEPARTMENT

Parks & Recreation Director	(NC)	(1)	7
Recreation Programs Supervisor	(C)	(1)	5
Sports Activities Supervisor	(C)	(1)	5
Office Manager	(NC)	(1)	5
Receptionist	(C)	(1)	1
Sports Coordinator	(C)	(1)	3
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)	(2)	6
Assistant Chief/Inspector	(NC)	(1)	6
Administrative Assistant II	(NC)	(1)	3

SAFETY DEPARTMENT - POLICE DIVISION

Police Chief	(NC)	(1)	7
Police Lieutenant	(C)	(2)	By Contract
Police Sergeant	(C)	(6)	By Contract
Police Officer	(C)	(16)	By Contract
Public Safety Assistant	(C)	(3)	By Contract
Police Records Specialist	(C)	(1)	By Contract
Public Safety Communications Officer	(C)	(9)	By Contract
Office Manager	(NC)	(1)	5
Properties Custodian	(C)	(1)	2
Parking Clerk	(NC)	(1)	2

SERVICE DEPARTMENT

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

**Authorized - Part Time

ENGINEERING DIVISION

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

STREETS AND MAINTENANCE DIVISION

Streets and Maintenance Manager	(C)	(1)	6
Equipment Mechanic	(C)	(1)	5
Parks Maintenance Supervisor	(C)	(1)	5
Street Operations Specialist	(C)	(1)	4
Service Workers		(9)	

*WASTEWATER DIVISION**Collection*

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

Plant

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

*WATER DIVISION**Distribution*

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

Plant

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

TOTAL Full-Time Budgeted:	111	110	(122 118 authorized not budgeted)
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Positions that are authorized but not budgeted:

Accounting Assistant	(C)	(1)	2
Police Officers	(C)	(3)	Contract
Engineer	(C)	(1)	6
Equipment Mechanic	(C)	(1)	5
Service Workers		(1)	

NC = Non-Classified Employee

C = Classified Employee

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

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

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

POSITION TITLE	AUTHORIZATION	
	# OF	PAY
	<u>EMPLOYEES</u>	<u>RATE</u>
<i>ADMINISTRATION</i>		
Human Resources Director	1	\$ 42.65 /hr \$43.51
<i>FINANCE DEPARTMENT</i>		
Accounting Assistant	1	\$14.00/hr
<i>PARKS & RECREATION DEPARTMENT</i>		
Park/Recreation Technician	5	\$11.00/hour
Program/Facility Coordinator	3	\$14.00/hour
Senior Program Coordinator	1	\$16.25/hour
Recreation Programs Coordinator	1	\$12.00/hour
Custodian	1	\$13.00/hour
<i>SERVICE DEPARTMENT</i>		
Deputy Director	1	\$ 37.55 /hr \$38.31
Laborers	4	\$12.00/hour
Streets & Maintenance Division		
Wastewater Collection		
Water Plant Operators	2	\$20.66/hour
<i>SAFETY DEPARTMENT - FIRE DIVISION</i>		
Part-Time Firefighters/EMT's	30	up to \$ 15.72 /hr \$16.04
Firefighters and/or EMT's	64	up to \$ 15.72 /hr \$16.04
Fire Division Captains	3 1	up to \$ 16.78 /hr \$17.12
Fire Division Lieutenants	3	up to \$ 16.25 /hr \$16.58
		\$ 16.78 /\$17.12 12-hr shift 1 run
		\$ 33.55 /\$34.22 24-hr shift 2 runs
<i>SAFETY DEPARTMENT - POLICE DIVISION</i>		
Assistant to the Chief-Parking & Transportation	1	\$ 25.30 /hr \$25.81
Assistant to the Chief - Technical	1	VACANT
Asst. to Chief - Business Liaison	1	\$ 25.30 /hr \$25.81
Police Officer	6	contract base pay
Public Safety Assistant	3	contract base pay
Public Safety Communications Officer	4	contract base pay
Parking Interns	8*	\$14.00/hr
*Reimbursed		
TOTAL Part-Time Authorized Strength: 142		
<i>CITY-WIDE</i>		
Intern/Temporary Part-time		\$14.00/hour

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

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

SECTION 5: Department Heads and Supervisory Employees.

A. Defined. The positions of City Manager, Finance Director, Law Director, Police Chief, Community Development Director, Service Director, Parks and Recreation Director, Fire Chief, Human Resource Director and Economic Development Director are department heads. These employees in addition to Assistant Finance Director, Deputy Service Director, Streets and Maintenance Manager, Wastewater Collection Manager, Water Distribution Manager, Water Plant Manager and Wastewater Plant Manager for the purposes of group life and accidental death and dismemberment, are considered supervisory employees.

B. Overtime. Department heads are salaried employees and are not entitled to overtime.

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

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

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

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

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

SECTION 6: General Provisions

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

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

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

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

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

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

SECTION 7: Employee Benefits

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

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

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

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

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

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

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

- E. Payment of Health Insurance Premiums.** For each full-time, employee (forty hours per week) and Law Director who participates in the City group medical insurance programs, the City will make a per month per employee contribution as determined by the budget during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay a contribution for single coverage or for family coverage, each pay period, with deductions being made from gross pay before taxes resulting in the cost being reduced.
- F. Holiday Schedule.** There shall be fourteen (14) paid holidays for full-time employees as follows: (10 holidays/4 personal days)

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

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

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

inclusive, on the designated holiday. When such an employee works on a holiday, the employee shall be entitled to an additional day off in lieu of the holiday.

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

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

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

H. Group Life and Accidental Death and Dismemberment Insurance.

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

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

- I. **Longevity Bonus Pay.** Longevity Bonus Pay will only be paid to eligible employees who accrue the required years of service on or before December 31, ~~2014~~ 2015 and are full-time employees of the City on or before December 31, ~~2014~~ 2015. 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 ~~2014~~ 2015 shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November ~~2014~~ 2015. All eligible full-time employees shall be paid in accordance with the following schedule. Contract employees shall be paid according to the appropriate contracts. The Chief of Police shall be paid longevity according to the current schedule in the Police Supervisors' contract.

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

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

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

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

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

L. Continuing Education/Tuition Reimbursement. For 2014 2015 \$1,000 will be budgeted. Depending upon the availability of funds, an employee may be reimbursed for the cost of tuition and required course books for any job-related course, provided that the employee submits a written request for reimbursement on the appropriate form, with a copy of the course description, before taking the class. If only one employee submits a request for a class and receives at least a "B" average in the class, the employee will receive 50% of the amount budgeted. An employee who receives a final grade of "A" will receive 100% of the amount budgeted as

reimbursement. Should there be more than one employee requesting tuition reimbursement, the funds will be distributed equally among those employees who have completed their classes and received their final grades as noted above. For example, if three (3) employees submit requests and all three receive a final grade of "A" for their classes, the amount budgeted will be divided among the three and the funds will be distributed equally at the end of the year. Requests for reimbursement should be submitted to the Human Resources Director.

SECTION 8: Applicability

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

SECTION 9: Repeal of Conflicting Ordinances

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

ATTACHMENT A

CITY OF OXFORD OHIO
PAY BANDS (2014) (2015)

		<u>MINIMUM</u>	<u>MAXIMUM</u>	
PAY BAND 7				
Annual	\$61,131	\$59,918	\$107,717	\$109,886
Hourly	\$29.39	\$28.82	\$51.80	\$52.83
PAY BAND 6				
Annual	\$47,549	\$46,599	\$82,754	\$84,427
Hourly	\$22.86	\$22.41	\$39.79	\$40.59
PAY BAND 5				
Annual	\$40,726	\$39,926	\$67,282	\$68,640
Hourly	\$19.58	\$19.20	\$32.35	\$33.00
PAY BAND 4				
Annual	\$35,797	\$35,091	\$56,894	\$58,032
Hourly	\$17.21	\$16.88	\$27.36	\$27.90
PAY BAND 3				
Annual	\$32,448	\$31,794	\$53,600	\$54,683
Hourly	\$15.60	\$15.29	\$25.77	\$26.29
PAY BAND 2				
Annual	\$30,347	\$29,744	\$48,273	\$49,254
Hourly	\$14.59	\$14.31	\$23.21	\$23.68
PAY BAND 1				
Annual	\$27,435	\$26,880	\$43,599	\$44,491
Hourly	\$13.19	\$12.93	\$20.97	\$21.39

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Douglas R. Elliott, Jr.

Police

Originating Department

Council Meeting Of: October 21, 2014

Robert Holzworth

Account Code No. #:

Prepared By

Budgeted Amount:

October 14, 2014

Date Prepared

Agenda Title: Ordinance amending Section 521.08 of the Codified Ordinances of the city of Oxford, Ohio, entitled Littering Or Allowing Litter To Remain Upon Property; Corrupting Or Altering A Watercourse.

Recommendation: Amend OCC 521.08 to consistently identify those parties that can be cited for a violation of 521.08(b).

Discussion:

A defendant was found not guilty in Area One Court because of inconsistent wording in OCC 521.08, the litter ordinance. The first sentence of 521.08(b) reads "No person, being the owner, manager or person in charge of any property or business..." The last sentence basically repeats the first sentence, except for the addition of the word "tenant", which makes it read "The owner, manager, tenant (my emphasis) or person in charge of any property or business..."

The Division of Police recommends amending the ordinance to include the word "tenant" in the first sentence of 521.08(b) in order to consistently identify those parties that can be cited for a violation of 521.08(b).

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

RP 10/15/2014

[Signature] 10/17/14

ORDINANCE NO.

ORDINANCE AMENDING SECTION 521.08 (b) OF THE CODIFIED ORDINANCES OF THE CITY OF OXFORD, OHIO, ENTITLED LITTERING OR ALLOWING LITTER TO REMAIN UPON PROPERTY; CORRUPTING OR ALTERING A WATERCOURSE.

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

- SECTION I: The City Manager and the Police Chief recommend Section 521.08(b) of the Codified Ordinances of the City of Oxford, Ohio be amended to consistently identify those parties that can be cited for a violation of Chapter 521.
- SECTION II: City Council hereby accepts the recommendation of the City Manager and the Police Chief that Section 521.08(b) of the Codified Ordinances of the City of Oxford, Ohio be modified to make Chapter 521 read consistently throughout.
- SECTION III: Section 521.08(b) of the Codified Ordinances of the City of Oxford, Ohio, is hereby amended to read as follows (language to be adopted is in **bold**):

521.08 LITTERING OR ALLOWING LITTER TO REMAIN UPON PROPERTY;
CORRUPTING OR ALTERING A WATERCOURSE.

(a) No person shall, without lawful authority, place, or dispose of in any manner, upon any public property, private property, semi-public property or upon the premises of another, any paper, trash, garbage, waste, rubbish, refuse, junk or any substance or material which is or may become noxious, offensive, unsightly, or injurious to others or to the public.

(b) No person, being the owner, manager, **tenant** or person in charge of any property or business, shall allow paper, trash, garbage, waste, rubbish, junk or any substance or material which is or may become noxious, offensive, unsightly or injurious to others or to the public, to remain on the property of said owner, manager, or person in charge of the property or business, or, upon the public sidewalks or grass strips adjacent to such property or business, or, upon public or private alley upon which the business has its main or primary entrance. The owner, manager, tenant or person in charge of any property or business shall immediately cause any material forbidden herein to be removed.

(c) No person shall unlawfully obstruct, impede, divert, alter, corrupt or render unwholesome or impure any natural water course, ditch or drainage area.

(d) Whoever violates subsections (a) or (b) hereof shall be guilty of a minor misdemeanor and shall be subject to a fine not to exceed one hundred fifty dollars (\$150.00).

(e) Whoever violates subsection (c) hereof is guilty of a misdemeanor in the fourth degree on the first offense; for the second offense the person is guilty of a misdemeanor in the third degree; for the third offense the person is guilty of a misdemeanor in the second degree; and each subsequent offense after the third offense shall render such person guilty of a misdemeanor of the first degree.

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Council Meeting Of : 10/21/2014

Account Code No. : see below

Budgeted Amount :

Finance
Originating Department

Joe Newlin
Prepared By

10/15/2014
Date Prepared

Agenda Title: 2014 Supplemental Budget #7

Recommendation: Approve

Issue 1

- Encumber funds for Acquisition of Property & Renovation Municipal Buildings

Action Needed:

Revenue Side

- N/A

Expense Side

Municipal Facilities Capital Improvement Fund 143 2,000,000.00 Increase of unencumbered fund balance

Net Effect on Fund Balance/(s) (2,000,000.00)
Increase/(Decrease)

Total Net Effect on Fund Balance/(s) (2,000,000.00)
Increase/(Decrease)

Total Net Effect on Fund Balance/(s) (2,000,000.00)
Increase/(Decrease)

Breakdown by Fund

Municipal Facilities Capital Improvement Fund 143 (2,000,000.00)

Net Effect on Fund Balance/(s) (2,000,000.00)
Increase/(Decrease)

Approved By:	Department Head:	Initials Date 10/15/14
	City Manager:	10/17/14

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3249. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 7 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2014.

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

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

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

Municipal Facilities Capital Improvement Fund 143 2,000,000

SECTION 3: In all other respects, Ordinance No. 3249 shall remain in full force and effect.

SECTION 4: This ordinance shall take effect immediately upon its adoption.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)