

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/06/12

Joe Newlin
Prepared By

Account Code No. #: see below

Budgeted Amount: _____

10/24/12
Date Prepared

Agenda Title: 2013 ANNUNAL ADVANCE ORDINANCE

Recommendation: Approve

Discussion:

Description of Budgeted Advances for the 2013 Budget

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 1,800,000.00

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

Advance from GENERAL FUND 110
Advance to CAPITAL IMPROVEMENT FUND 141
- South College Rebuild

Funds to be reimbursed from OPWC 395,000.00

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

Advance from GENERAL FUND 110
Advance to CAPITAL IMPROVEMENT FUND 141
- Dana Drive Bridge Replacement

Funds to be reimbursed from OPWC 172,500.00

This repayment to General Fund will be made when funds received

Approved By:

Department Head:
City Manager:

Initial Date

 10/24/12
 11/2/12

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED ADVANCES FOR THE CITY OF OXFORD, STATE OF OHIO,
DURING THE FISCAL YEAR ENDING DECEMBER 31, 2013.

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, 2013, as follows:

Advance from:

GENERAL FUND 110	1,800,000.00
GENERAL FUND 110	395,000.00
GENERAL FUND 110	172,500.00
CAPITAL IMPROVEMENT FUND 141	1,800,000.00
CAPITAL IMPROVEMENT FUND 141	395,000.00
CAPITAL IMPROVEMENT FUND 141	172,500.00

Advance to:

CAPITAL IMPROVEMENT FUND 141	1,800,000.00
CAPITAL IMPROVEMENT FUND 141	395,000.00
CAPITAL IMPROVEMENT FUND 141	172,500.00
GENERAL FUND 110	1,800,000.00
GENERAL FUND 110	395,000.00
GENERAL FUND 110	172,500.00

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

MAYOR

ADOPTED: _____

ATTEST: _____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: STAFF

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: November 6, 2012

Account Code #: N/A

Budgeted Amount: \$ N/A

Service Department
Originating Department

Michael B. Dreisbach
Prepared By

October 17, 2012
Date Prepared

Agenda Title: Ordinance 935.05 Modification Regulating Minimum Size of Street Tree Plantings

Recommendation: Approval

Discussion:

At the October 3, 2012 meeting of the Environmental Commission (EC), in their role as the City's Tree Authority, the EC made a formal recommendation to the City Council to require all trees planted as "street trees" (those planted between the curb and sidewalk in the public ROW) have a minimum diameter of **two inches** DBH (nursery term to measure growth as Diameter Breast Height).

Staff concurs with the recommendation and recommends the City Council approve the Ordinance modification.

Approved By:

Department Head: Initial Date
MBD 10/17/12

City Manager: Initial Date
MBD 11/7/12

ORDINANCE NO.

ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 935.05 ENTITLED STREET TREE SPECIES TO BE PLANTED, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 935.05 ENTITLED STREET TREE SPECIES TO BE PLANTED.

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

SECTION 1: Upon report from the Environmental Commission, the City Manager and the Service Director recommend Oxford Codified Ordinance Section 935.05 be repealed to incorporate additional language to include a minimum size specification for street trees to be planted in the community.

SECTION 2: Council hereby accepts the recommendation of the City Manager and the Service Director and hereby repeals Section 935.05 of the Oxford Code of Ordinances and adopts new Section 935.05 as follows: (additions are in bold)

935.05 STREET TREE SPECIES TO BE PLANTED.

The Tree Plan contains a list of the official Street Tree species for the City of Oxford. No species other than those included in this list may be planted as Street Trees without the written permission of the Service Director. **The tree(s) to be planted as street trees shall have calipers of at least two (2) inches diameter at breast height (DBH), with an appropriate height of branching for the tree's species.** The Tree Authority shall categorize street trees in three species size classes.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: November 6, 2012

Donna Heck

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

October 24, 2012

Date Prepared

Agenda Title: A Resolution approving revisions to the Employee Handbook

Recommendation:

Discussion: The Oxford City Charter requires in Article V, Section 5.03, that there be an Employee Handbook which is to be distributed to all divisions of the City. The Charter also requires that Council formally adopt any revisions to the Handbook.

The last review and update of the Employee handbook was approved by Council in 2009. It has been three years since the last full update and with the changing laws and regulations a complete review was needed. A Committee was formed consisting of employees and Department Heads who worked together to review and update the Handbook. A draft was then submitted to the Law Director for his legal review and to all Department Heads and the City Manager for their review and input.

A number of changes have been made in both the Employee Handbook and the Salary Ordinance in order to eliminate duplicate language and clarify procedures. This would include the removal of detail related to Longevity, Holidays and Vacation from the Handbook.

Additions are noted in bold and deletions or changes with strikeout.

The Handbook is included in your packet and referred to in the Resolution as Attachment 'A'.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

DJH 10/31/12

DJH 11/2/12

RESOLUTION NO.

A RESOLUTION APPROVING REVISIONS TO THE EMPLOYEE HANDBOOK.

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

SECTION 1: The City Manager and the Human Resources Director recommend the Employee Handbook be revised and said revisions be accepted and adopted by Council as submitted in Attachment 'A'.

SECTION 2: Council, in accordance with Article V, Section 5.03 of the Oxford City Charter, hereby accepts the recommendation of the City Manager and the Human Resources Director and approves the revisions to the Employee Handbook attached hereto and incorporated herein by reference as Attachment 'A'.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

ATTACHMENT "A" IS AVAILABLE FOR REVIEW
AT CITY HALL DURING NORMAL BUSINESS HOURS.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: November 6, 2012

Account Code #: N/A

Budgeted Amount: \$ N/A

Service Department

Originating Department

Michael B. Dreisbach

Prepared By

October 17, 2012

Date Prepared

Agenda Title: Removal of *Pyrus calleryana* From the Approved Tree List of the City's Urban Tree Management Plan

Recommendation: Approval

Discussion:

At the October 3, 2012 meeting of the Environmental Commission (EC), the EC made a formal recommendation to the City Council to remove *Pyrus calleryana* (*Callery Pear*) from the approved street tree planting list in the City's Urban Tree Management Plan.

While having initial success as an ornamental tree in the Midwest, the Callery Pear grew quickly and provided a desirable flowering display in the early spring. However, the branch structure has proven to be very weak, and is susceptible to storm damage from winds and winter precipitation. Cross pollination of the cultivar has led to progeny that are stout, thorny, and are rapidly colonizing waste areas and open fields in the Ohio landscape.

Staff recommends the City Council approve this resolution to remove *Pyrus calleryana* from the approved street tree planting list in the Urban Tree Management Plan.

Approved By:

Department Head:

Initial

Date

MBD \ 10/17/12

City Manager:

DRE \ 11/2/12

RESOLUTION NO.

A RESOLUTION AMENDING RESOLUTION NO. 3142 BY REMOVING TREES OF THE GENUS *PYRUS CALLERYANA* (CALLERY PEAR) FROM THE APPROVED TREE LIST AND RECLASSIFYING THESE TREES AS “TREES NOT ALLOWED” IN THE URBAN TREE MANAGEMENT PLAN.

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

SECTION 1: The City Manager and Service Director recommend amending Resolution No. 3142 by removing all trees of the genus *Pyrus calleryana* (Callery Pear) from the approved tree list and reclassifying these trees as “Trees Not Allowed” in the Urban Tree Management Plan.

SECTION 2: Council having reviewed the recommendation hereby accepts the recommendation and adopts the recommendation for the revised Street Tree List.

SECTION 3: Council hereby amends Resolution No. 3142 by removing trees of the genus *Pyrus calleryana* (Callery Pear) from the approved tree list and reclassifying these trees as “Trees Not Allowed” in the Urban Tree Management Plan and, except as herein amended, Resolution No. 3142 shall remain in full force and effect.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

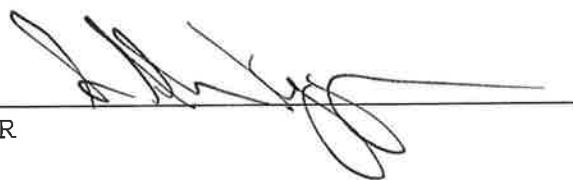
RESOLUTION NO. 3142

RESOLUTION ADOPTING THE TREE PLAN.

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

SECTION 1: Council pursuant to Chapter 935 of the Codified Ordinances of the City of Oxford, Ohio hereby adopts the tree plan as set forth in Exhibit "A", attached and incorporated herein as required to implement the tree ordinance.

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



MAYOR

ADOPTED: March 7, 1995

ATTEST:



CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: DUTTON/QUANTZ

PREPARED BY: LAW (STAFF)

RESOLUTION NO. 4238

A RESOLUTION AMENDING RESOLUTION NO. 3142 BY REMOVING ALL TREES OF THE GENUS *FRAXINUS* (ASH) FROM THE APPROVED TREE LIST AND RECLASSIFYING THESE TREES AS "TREES NOT ALLOWED" IN THE URBAN TREE MANAGEMENT PLAN.

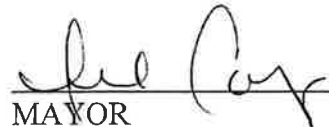
BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, THAT:

SECTION 1: The City Manager and Service Director recommend amending Resolution No. 3142 by removing all trees of the genus *fraxinus* (Ash) from the approved tree list and reclassifying these trees as "Trees Not Allowed" in the Urban Tree Management Plan.

SECTION 2: Council having reviewed the recommendation hereby accepts the recommendation and adopts the recommendation for the revised Street Tree List.

SECTION 3: Council hereby amends Resolution No. 3142 by removing all trees of the genus *fraxinus* (Ash) from the approved tree list and reclassifying these trees as "Trees Not Allowed" in the Urban Tree Management Plan and, except as herein amended, Resolution No. 3142 shall remain in full force and effect.

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


MAYOR

ADOPTED: MARCH 6, 2007

ATTEST:


CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: PRUE DANA

PREPARED BY: LAW (STAFF)

WEED of the MONTH

Callery Pear, *Pyrus calleryana*

ODNR Division of Forestry

360 East State Street

Athens, Ohio 45701

740-589-9910 or 614-247-8733

Contact annemarie.smith@dnr.state.oh.us or ann.bonner@dnr.state.oh.us



Callery Pear also known as ornamental or flowering pear is arguably the most popular urban tree in the Midwest. It is widely planted for its beautiful spring flowers, fast growth rate and tolerance to urban stresses. It can grow to 25-40 feet in height and 20 to 30 feet in width. The overall shape of the tree is often described as pyramidal and spreading. Leaves are alternate, simple, and shiny. Autumn leaves turn a striking orange and purplish red and persist into winter. Small ½ inch round fruits appear during late spring and summer.

WHY SHOULD I BE CONCERNED?

Original cultivars of callery pear were self sterile and very desirable urban trees. But cross pollination among many individuals of varied cultivars resulted in pollination, fruiting and spread from urban areas into the countryside. The progeny tend to be stout, thorny and multiple stemmed and are not as appealing or attractive as the original cultivars.

The European starling, a non-native invasive bird is associated with this tree. The starling can be a serious nuisance in urban areas. It congregates in pear trees, prefers the fruit and spreads the seeds along their migratory routes.



HABITAT IN THE UNITED STATES

Pear trees are notoriously tough. They can thrive in the smallest sidewalk cut out or in the most spacious of park settings. With that versatility, this tree represents a significant threat to early successional ecosystems. They tend to colonize waste areas and open fields. They don't appear to colonize undisturbed woods or shady areas.

MANAGEMENT OPTIONS

Seedlings have an extensive tap root and may not be pulled. If cutting the tree down is not possible, pear trees can be girdled effectively. Stumps sprouts may be later treated with an

appropriate systemic herbicide (e.g. glyphosate or triclopyr), or ground up to prevent re-sprouting.

SMALL TREES

To be planted in tree lawns or public right-of-way that is at least 3 feet wide. The average 30-year mature tree height less than 30 feet.

<u>Common Name(s)</u>	<u>Scientific Name</u>
Centurion Crabapple	<i>Malus 'Centzam'</i> (tree form)
Harvest Gold Crabapple	<i>Malus 'Hargozam'</i> (tree form)
Prairiefire Crabapple	<i>Malus 'Prairiefire'</i> (tree form)
Sugar Tyme Crabapple	<i>Malus 'Sutyzam'</i> (tree form)
Cornelian Cherry Dogwood	<i>Cornus mas</i> (tree form)
Pagoda Dogwood (Alternate Leaf Dogwood or Green Osier)	<i>Cornus alternifolia</i> (tree form)
Fringetree (Grancy Gray-Beard or Old Man's Beard)	<i>Chionanthus virginicus</i>
Thornless Cockspur Hawthorn	<i>Crataegus crusgalli 'Inermis'</i>
American Hop Hornbeam	<i>Ostrya virginiana</i>
Ivory Silk Tree Lilac	<i>Syringa reticulata 'Ivory Silk'</i>
Amur Maackia	<i>Maackia amurensis</i>
Saucer Magnolia	<i>Magnolia soulangeana</i>
Star Magnolia	<i>Magnolia stellata</i>
Amur Maple	<i>Acer ginnala</i>
Hedge Maple (Field Maple)	<i>Acer campestre</i>
Paperbark Maple	<i>Acer griseum</i>
Tartarian Maple	<i>Acer tartaricum</i>
Allegheny Serviceberry (Smooth Serviceberry)	<i>Amelanchier laevis</i>
Shadblow Serviceberry	<i>Amelanchier arborea</i>

SMALL TREES
(continued)

<u>Common Name(s)</u>	<u>Scientific Name</u>
Two-Winged Silverbell	<i>Halesia diptera</i> (Snowdrop Tree)
American Smoketree	<i>Cotinus obouatus</i>

MEDIUM TREES

To be planted in tree lawns or public right-of-way that is at least 5 feet wide. The average 30-year mature tree height less than 45 feet.

<u>Common Name(s)</u>	<u>Scientific Name</u>
American Hornbeam	<i>Carpinus caroliniana</i>
Black Alder	<i>Alnus glutinosa</i>
Heritage River Birch	<i>Betula nigra</i>
Katsura Tree	<i>Cercidiphyllum japonicum</i>
Sargent Cherry	<i>Prunus sargentii</i>
Sassafras	<i>Sassafras albidum nees</i>
Callery Pear	<i>Pyrus calleryana</i>
Thornless Honeylocust	<i>Gleditsia triacanthos</i>
Yellow Wood	<i>Cladrastis lutea</i>
Goldenrain Tree	<i>Koelreuteria paniculata</i>
Turkish Filbert (Hazelnut)	<i>Corylus colurna</i>
Hardy Rubber Tree	<i>Eucommia ulmoides</i> (tree form)
Zelkova	<i>Zelkova serrata</i>
Japanese Maple	<i>Acer palmatum</i>
Japanese Pagoda Tree	<i>Sophora japonica</i>
Crimean Linden	<i>Tilia euchlora</i> 'Crimean'

LARGE TREES

To be planted in tree lawns or public right-of-way that is at least 8 feet wide. The average 30-year mature tree height greater than 45 feet.

<u>Common Name(s)</u>	<u>Scientific Name</u>
Sugarberry	<i>Celtis laevigata</i>
All Seasons Sugarberry	<i>Celtis laevigata</i> 'sugarberry'
Prairie Pride Hackberry	<i>Celtis occidentalis</i> 'prairie pride'
Norway Maple	<i>Acer platanoides</i>
Red Maple	<i>Acer rubrum</i>
Autumn Blaze Freeman Maple	<i>Acer rubrum freemanii</i> 'Autumn Blaze'
Sugar Maple	<i>Acer saccharum</i>
European Larch	<i>Larix decidua</i>
Ginkgo (male only) (Maidenhair tree)	<i>Ginkgo biloba</i>
Kentucky Coffeetree	<i>Gymnocladus dioica</i>
Tuliptree	<i>Liriodendron tulipifera</i>
Sweetgum	<i>Liquidambar styraciflua</i>
Bald Cypress	<i>Taxodium distichum</i>
American Beech	<i>Fagus grandifolia</i>
European Beech	<i>Fagus sylvatica</i>
Black Tupelo (Blackgum)	<i>Nyssa sylvatica</i>
American Linden	<i>Tilia americana</i>
Littleleaf Linden	<i>Tilia cordata</i>
Bigleaf Linden	<i>Tilia heterophylla</i>
Silver Linden	<i>Tilia tomentosa</i>

LARGE TREES
(continued)

<u>Common Name(s)</u>	<u>Scientific Name</u>
Homestead Elm	<i>Ulmus 'Homestead'</i>
Pioneer Elm	<i>Ulmus 'Pioneer'</i>
Regal Elm	<i>Ulmus 'Regal'</i>
Amur Cork (Chinese Cork)	<i>Phellodendron amurense</i>
London Plane Tree	<i>Platanus x acerifolia</i>
Attention Oak	<i>Quercus ruba 'Attention'</i>
White Oak	<i>Quercus alba</i>
Scarlet Oak	<i>Quercus coccine</i>
Shingle Oak (Laurel Oak)	<i>Quercus imbricaria</i>
English Oak (Truffle or Pendunculate Oak)	<i>Quercus robur</i>
Red Oak (Northern Red or Gray Oak)	<i>Quercus Rubra</i>
Shumard Oak	<i>Quercus shumardii</i>
Burr Oak (Mossycup or Blue Oak)	<i>Quercus macrocarpa</i>
Chinkapin Oak (Yellow Chestnut or Rock Oak)	<i>Quercus muehlenbergii</i>
Sawtooth Oak	<i>Quercus acutissima</i>
Tamarack (Eastern or American Larch, or Hackmatack)	<i>Larix laricina</i>
Cucumbertree Magnolia (Indian Bitter)	<i>Magnolia acuminata</i>

LARGE TREES
(continued)

Common Name(s)

Scientific Name

Eastern Red Cedar

Juniperus virginiana

TREES NOT ALLOWED

These trees shall not be utilized as street trees due to inherent problems with the tree type such as susceptibility to limb or trunk breakage, disease(s), pests, large, messy, or odiferous fruits, invasive roots, etc.

<u>Common Name(s)</u>	<u>Scientific Name</u>
White Pine (Eastern or Northern White Pine)	<i>Pinus strobus</i>
Scotch Pine (Scots Pine)	<i>Pinus sylvestris</i>
Japanese Black Pine (Kuro-matsu)	<i>Pinus thunbergiana</i>
Austrian Pine (European Black Pine)	<i>Pinus nigra</i>
Silver Maple (Soft, White, or River Maple)	<i>Acer saccharinum</i>
Osage Orange (Hedge-apple, Bois D'arc, Bodark)	<i>Maclura pomifera</i>
Boxelder (Ash-leaved or Manitoba Maple)	<i>Acer negundo</i>
Tree of Heaven	<i>Ailanthus altissima</i>
Russian Olive (Oleaster)	<i>Elaeagnus angustifolia</i>
Modesto Ash (Velvet Ash)	<i>Fraxinus velutina glabra 'Modesto'</i>
Female Ginkgo (Maidenhair tree)	<i>Ginkgo biloba</i>
Mulberry	<i>Morus alba</i>
White Poplar (Silver-leaved or Silver Poplar)	<i>Populus alba</i>
Lombardy Black Poplar	<i>Populus nigra 'Italica'</i>

TREES NOT ALLOWED
(continued)

<u>Common Name(s)</u>	<u>Scientific Name</u>
Cottonwood (Eastern or Southern Cottonwood, Eastern or Carolina Poplar)	<i>Populus deltoides</i>
Willow (any variety)	<i>Salix</i>
American Elm (White, Gray, Water, Swamp or Soft Elm)	<i>Ulmus americana</i>
Siberian Elm (Asiatic or Dwarf Elm)	<i>Ulmus pumila</i>
Witch Hazel (any variety)	<i>Hamameli</i>
American Holly (White Holly)	<i>Ilex opaca</i>
Butternut (White Walnut or Oilnut)	<i>Juglans cinerea</i>
Black Walnut	<i>Juglans nigra</i>
Horsechestnut	<i>Aesculus hippocastanum</i>
Pin Oak (Swamp, Willow or Peach Oak)	<i>Quercus phellos</i>
Green Ash	<i>Fraxinus pennsylvanica</i>
Hesse European Ash	<i>Fraxinus excelsior "hessei"</i>
White Ash	<i>Fraxinus americana</i>
Blue Ash	<i>Fraxinus quadrangulata</i>
Callery Pear	<i>Pyrus calleryana</i>

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Clerk of Council
Originating Department

Council Meeting Of: November 6, 2012

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

October 25, 2012

Date Prepared

Agenda Title: Legislative Authority Notice - Transfer permit from Buttar Brothers Inc. DBA Tajmahal 2 339 Foxfire Dr. Oxford, Ohio 45056 to One T Inc. 10 W. Park Pl. 1st Floor Oxford, Ohio 45056.

Recommendation: N/A

Discussion:

The permit is for:

- D1 - Beer only for on premises consumption or in sealed containers for carry out.
- D2 - Wine and mixed beverages for on premises consumption or in sealed containers for carryout.
- D3 - Spirituous liquor for on premises consumption only until 1:00 a.m.

This permit will go through the normal process with all required inspections being conducted by the Ohio Liquor Commission.

Approved By:

Initial Date

Department Head:
City Manager:

 11/2/12

NOTICE TO LEGISLATIVE
AUTHORITY

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

TO

65484130005			TFOL	ONE T INC
PERMIT NUMBER			TYPE	10 W PARK PL 1ST FL
06	01	2012		OXFORD OH 45056
ISSUE DATE				
10	18	2012		
FILING DATE				
D1	D2	D3		
PERMIT CLASSES				
09	088	A	F08612	
TAX DISTRICT			RECEIPT NO.	

FROM 10/22/2012

1151887				BUTTAR BROTHERS INC
PERMIT NUMBER			TYPE	DBA TAJMAHAL 2
06	01	2012		339 FOXFIRE DR
ISSUE DATE				OXFORD OH 45056
10	18	2012		
FILING DATE				
D1	D2	D3		
PERMIT CLASSES				
09	088			
TAX DISTRICT			RECEIPT NO.	

RECEIVED

OCT 24 2012

City of Oxford



MAILED 10/22/2012

RESPONSES MUST BE POSTMARKED NO LATER THAN. 11/23/2012

IMPORTANT NOTICE

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

REFER TO THIS NUMBER IN ALL INQUIRIES

A TFOL 6548413-0005

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

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

WE DO NOT REQUEST A HEARING. ☐

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

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

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

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

FOR OFFICIAL USE ONLY	
NEW	TRANSFER
PERMIT # <u>6548413-0005</u>	

**OHIO DEPARTMENT OF COMMERCE
DIVISION OF LIQUOR CONTROL**
6606 Tussing Road, P.O. Box 4005, Reynoldsburg, Ohio 43068-9005
Telephone: (614) 644-2431 <http://www.com.ohio.gov/liqr>
OFFICER/ SHAREHOLDERS DISCLOSURE FORM



SECTION A. (This form must accompany all applications of a corporate business entity)

Name of Corporation <u>One T, Inc.</u>	DBA Name	
Permit Premises Address <u>10 West Park Place, 1st FL</u>	City, State <u>Oxford, OH</u>	Zip Code <u>45056</u>
Township, if in Unincorporated Area	Tax Identification No. (TIN) <u>35-2275552</u>	

SECTION B.

1. Is stock publicly traded? If "YES", indicate exchange _____ & Do NOT complete SECTION D.	☐ YES	☒ NO
2. Does any stockholder own 5% or more shares? IF YES, complete SECTION D.	☒ YES	☐ NO
3. Total Number of shares issued <u>100</u>		

Please be advised that any social security numbers provided to the Division of Liquor Control in this application may be released to the Ohio Department of Public Safety, the Ohio Department of Taxation, the Ohio Attorney General, or to any other state or local law enforcement agency if the agency requests the social security number to conduct an investigation, implement enforcement action, or collect taxes.

SECTION C. List the top five (5) officers of the captioned corporation. If an office is NOT held please indicate by writing NONE.

THE INDIVIDUALS LISTED BELOW MUST HAVE A BACKGROUND CHECK PERFORMED BY BC&I AND SUBMIT A PERSONAL HISTORY BACKGROUND FORM. PLEASE READ "BACKGROUND CHECK INFORMATION" DLC4191

NAME OF OFFICER	SOCIAL SECURITY NUMBER	DATE OF BIRTH
1) CEO <u>NONE</u>		
2) President <u>Theodore Wood</u>		<u>8/28/1961</u>
3) Vice-President <u>NONE</u>		
4) Secretary <u>NONE</u>		
5) Treasurer <u>NONE</u>		

SECTION D. Stockholders holding 5% or more outstanding shares. Note: If you answered Question 1 YES, do not complete this section

THE INDIVIDUALS LISTED BELOW MUST HAVE A BACKGROUND CHECK PERFORMED BY BC&I AND SUBMIT A PERSONAL HISTORY BACKGROUND FORM. PLEASE READ "BACKGROUND CHECK INFORMATION" DLC4191. If none, please indicate by writing "NONE".

1) Stockholder's Name <u>Theodore Wood</u>	Social Security No. (if Individual)	NUMBER OF SHARES HELD (NOT PERCENTAGE) <u>100</u>
Residence Address <u>20 Red Cedar Circle</u>	Tax Identification No. (if applicable)	
City and State <u>Oxford, OH</u>	Zip Code <u>45056</u>	
Telephone No. <u>513 461-9032</u>	Date of Birth <u>8/28/1961</u>	
2) Stockholder's Name	Social Security No. (if Individual)	NUMBER OF SHARES HELD (NOT PERCENTAGE)
Residence Address	Tax Identification No. (if applicable)	
City and State	Zip Code	
Telephone No.	Date of Birth	

(PLEASE SEE REVERSE SIDE SHOULD YOU NEED ADDITIONAL SPACE TO LIST STOCKHOLDERS)

STATE OF OHIO,

COUNTY ss

I, Theodore Wood being first duly sworn, according to law, deposes and says that he/she is (Title) President of the One T, Inc., a corporation duly authorized by law to do business in the State of Ohio, and that the

statements made in the foregoing affidavit are true.

(Signature)

Theodore Wood

(Print Name and Corporate Title)

Theodore Wood President One T, Inc

Sworn to and subscribed to my presence this

11th

day of

October

2012

Karen Gault

(Notary Public)

(Notary Expiration)

March 21, 2017

DLC4191-0 KAREN GAULT - NOTARY PUBLIC

FOR FTY USERS DIAL 1-800-750-0750

Rev 4-2012



09 BUTLER		088 OXFORD		POPULATION	21,444
CLASS	RATIO	PERMIT QUOTA	PERMITS ISSUED	PERMITS AVAILABLE	APPLICATIONS ON FILE
C1	1,000	22	20	2	1
C2	1,000	22	21	1	1
D1	2,000	11	10	1	4
D2	2,000	11	12	1-	4
D3	2,000	11	11	0	0
D3A	0	0	7	7	0
D4	2,000	11	1	10	0
D5	2,000	11	12	1-	3

Ohio Division of Liquor Control October 25, 2012

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: November 6, 2012

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

October 29, 2012

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 which required the residence at 338 North Locust Street to be owner occupied. The Addendum Agreement was for a period of two (2) years from the date of execution.

The residence at 338 North Locust Street was vacant from the time of purchase by the foundation in April of 2009 to January 2011. The first lease was for the period of January 2011 to April 2011. The second lease was from July 1, 2011 to June 30, 2012 and the same occupant signed another lease from July 1, 2012 to June 30, 2013. The proposed Resolution would extend the addendum agreement for a period of two (2) years. The previous legislation and agreements are attached for Council's reference.

Approved By:

Initial Date

Department Head:

City Manager:

 11/2/12

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: April 7, 2009

Account Code #: _____

Budgeted Amount: n/a

Service Department
Originating Department

Michael Dreisbach
Prepared By

March 31, 2009
Date Prepared

Agenda Title: Granting the Oxford Community Foundation a License to improve a portion of a dedicated alley immediately to the South of 338 North Locust St.

Recommendation:

Discussion: The City Council has expressed a desire to return a greater portion of the Mile Square to single family residential use. Such an opportunity has arisen at 338 N. Locust St. (see attached map indicating proximity to the Locust / Sycamore intersection). The Oxford Community Foundation is investigating the purchase of this property and being the catalyst of home ownership for a family at this location. Through an attractive financing arrangement with the Foundation, the potential owner could receive a mortgage, with a portion being forgivable, conditioned upon the owner residing in the dwelling for a set period of time. Penalties would be invoked should all conditions of the mortgage not be met (including duration of ownership and occupancy).

The city manager and service director met with representatives of the Oxford Community Foundation, Mr. Coe Potter and Mr. Jim Robinson. The Foundation is requesting the improvement of the "paper" alley immediately to the south of the subject property. By paving a portion of this right-of-way, the new owner of 338 N. Locust St. would be able to access off street parking on their property in the rear yard. The Foundation stated that some type of alley improvement is paramount to the transaction and requested staff bring the matter forward to the City Council.

Staff evaluated the site and it is important to note one of the largest trees in the Mile Square resides in the southern part of the alley. Staff does NOT recommend removal of this tree. For this reason, staff is recommending a paved surface of no more than 10' wide so as not to impact this tree. The improvement would not go beyond the rear lot line of the subject property.

Staff recommends that Council grant the Oxford Community Foundation a License to improve a portion of the alley immediately to the South of 338 North Locust Street.

Approved By:

Department Head:

City Manager:

Initial Date

 4/7/09

RECEIVED

SEP 17 2009

City of Oxford

Image ID: 000007402498 Type: OFF
Kind: AGREEMENT
Recorded: 09/10/2009 at 12:26:12 PM
Fee Amt: \$68.00 Page 1 of 7
Workflow# 0000039945-0001
Butler County, Ohio
Dan Crank COUNTY RECORDER
File# 2009-00045858

BK 8153 PG 382

CERTIFICATION

I hereby certify that the documents listed below are true and correct copies pertaining to a License Agreement between the City of Oxford and the Oxford Community Foundation.

1. 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.
2. A License Agreement between the City of Oxford and the Oxford Community Foundation.

August 19, 2009
Date

Mary Ann Eaton
Mary Ann Eaton
Clerk of Council

TRANSFER NOT NECESSARY
ROGER REYNOLDS, CPA
BY 9-10-09 RD DEPT.
AUDITOR, BUTLER CO., OHIO

RESOLUTION NO. 4428

A RESOLUTION 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.

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

SECTION 1: Council supports the goals of a diverse and balanced residential Mile Square and supports returning a greater portion of the Mile Square to year round owner-occupied residential use.

SECTION 2: In support of this initiative, the Oxford Community Foundation shall be granted a License to improve a portion of the alley immediately South of 338 North Locust Street by paving or having paved the agreed portion of this alley for the purpose of allowing the owner of 338 North Locust Street to access off street parking at the rear yard.

SECTION 3: Council hereby authorizes the granting of a License to the Oxford Community Foundation to improve a portion of the alley located immediately South of 338 North Locust Street to provide accessible off street parking.

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



MAYOR

ADOPTED: April 7, 2009

ATTEST:



DEPUTY CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: PRUE DANA

PREPARED BY: LAW(STAFF)



Image ID: 000007402499 Type: OFF
Kind: AGREEMENT

Page 2 of 7
File# 2009-00045858

BK 8153 PG 383

LICENSE AGREEMENT

THIS AGREEMENT, made and entered into this 19th day of August, 2009, by and 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 a "LICENSEE".

WITNESSETH:

For and in consideration of the mutual promises and agreements hereinafter set forth, the parties hereto agree as follows:

1. The Licensor hereby licenses and authorizes the Licensee to improve a portion of the alley located immediately South of 338 North Locust Street for the purpose of allowing the owner of 338 North Locust Street to provide off street parking. The license area is more particularly described on exhibit 'A' incorporated herein and attached hereto.
2. In consideration of the granting of the license herein, Licensee agrees to pave a portion of the alley located immediately South of 338 North Locust Street. If requested and by separate agreement the Licensor will pave the agreed portion of the alley provided Licensors costs are as previously estimated and as provided Licensee are paid by Licensee.
3. The Licensor and the Licensee also agree that the house located at 338 North Locust Street is to remain owner-occupied and shall not be used as a rental. The license will terminate automatically if the house ceases to be owner-occupied.
4. Licensee specifically agrees that it shall defend, indemnify and hold harmless the Licensor and its officials, officers and employees from any and all damages, injuries or losses suffered by any person coming upon said alley during the paving process.
5. Licensor further grants unto Licensee or its Assignee the right to repair and maintain said property at the sole cost of the Licensee. Licensor reserves the right to inspect the licensed area at any and all reasonable times.
6. This License Agreement shall be for an indefinite period of time commencing on the date of signing hereof.


Image ID: 000007402500 Type: OFF
Kind: AGREEMENT Page 3 of 7
File# 2009-00045858
BK 8153 PG 384

7. Either party hereto shall have the right to revoke and terminate this Agreement and the license granted herein for any reason or no reason by giving thirty (30) days written notice to the other party of its intention to do so.
8. LICENSEE ACKNOWLEDGES THAT THE PROPERTY WHICH IS THE SUBJECT OF THE LICENSE GRANTED HEREIN IS HELD BY THE CITY AND IS THEREFORE CONSIDERED TO BE PUBLIC PROPERTY.
9. This License Agreement is a license in real estate and the rights created by it are personal to those named herein. Licensee may assign this license to other parties, including Neighborhood Housing Services and the purchaser of the house. The Licensee shall first request approval from Licensor before assigning the License. The assignment without the express written approval of Licensor is prohibited. Licensor agrees to evaluate any request for assignment and shall not unreasonably withhold approval of the requested assignment. Any party to whom Licensee assigns this license shall agree in writing and shall sign an assignment agreeing to be bound by the same terms as Licensee. Licensor may request the assignee to so acknowledge in writing. This License Agreement does not pass any interest in the property described above.
10. This License Agreement shall be interpreted in accordance with the laws of the State of Ohio

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

Signed in the presence of:

Mary Ann Eaton

King C. Newton

CITY OF OXFORD, OHIO

Douglas R. Elliott, Jr.
By: Douglas R. Elliott, Jr., City Manager



Image ID: 000007402501 Type: OFF
Kind: AGREEMENT

Page 4 of 7
File# 2009-00045858

BK 8153 PG 385

Mary Ann Eaton
Kj C. Norton

**OXFORD COMMUNITY
FOUNDATION**

By: J.K. Bhattacharjee
J.K. Bhattacharjee, President

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

Before me, a Notary Public in and for said County and State, did personally appeared 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.

Mary Ann Eaton
Notary Public

My Commission Expires: 8/20/13

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

**Mary Ann Eaton
Notary Public, State of Ohio
My Commission Expires Aug. 20, 2013**

Before me, a Notary Public in and for said County and State, did personally appeared the Oxford Community Foundation by J.K. Bhattacharjee 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.

Mary Ann Eaton
Notary Public

My Commission Expires: 8/20/13

**Mary Ann Eaton
Notary Public, State of Ohio
My Commission Expires Aug. 20, 2013**

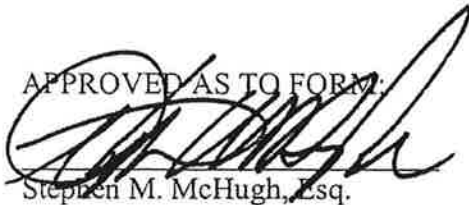


Image ID: 000007402502 Type: OFF
Kind: AGREEMENT

Page 5 of 7
File# 2009-00045858

BK 8153 PG 386

APPROVED AS TO FORM:



Stephen M. McHugh, Esq.
City Law Director



Image ID: 000007402503 Type: OFF
Kind: AGREEMENT

Page 6 of 7
File# 2009-00045858

BK **8153** PG **387**



Image ID: 000007402504 Type: OFF
Kind: AGREEMENT

Page 7 of 7

File# 2009-00045858

BK 8153 PG 388

Alley adjacent to lot 2796 City of Oxford

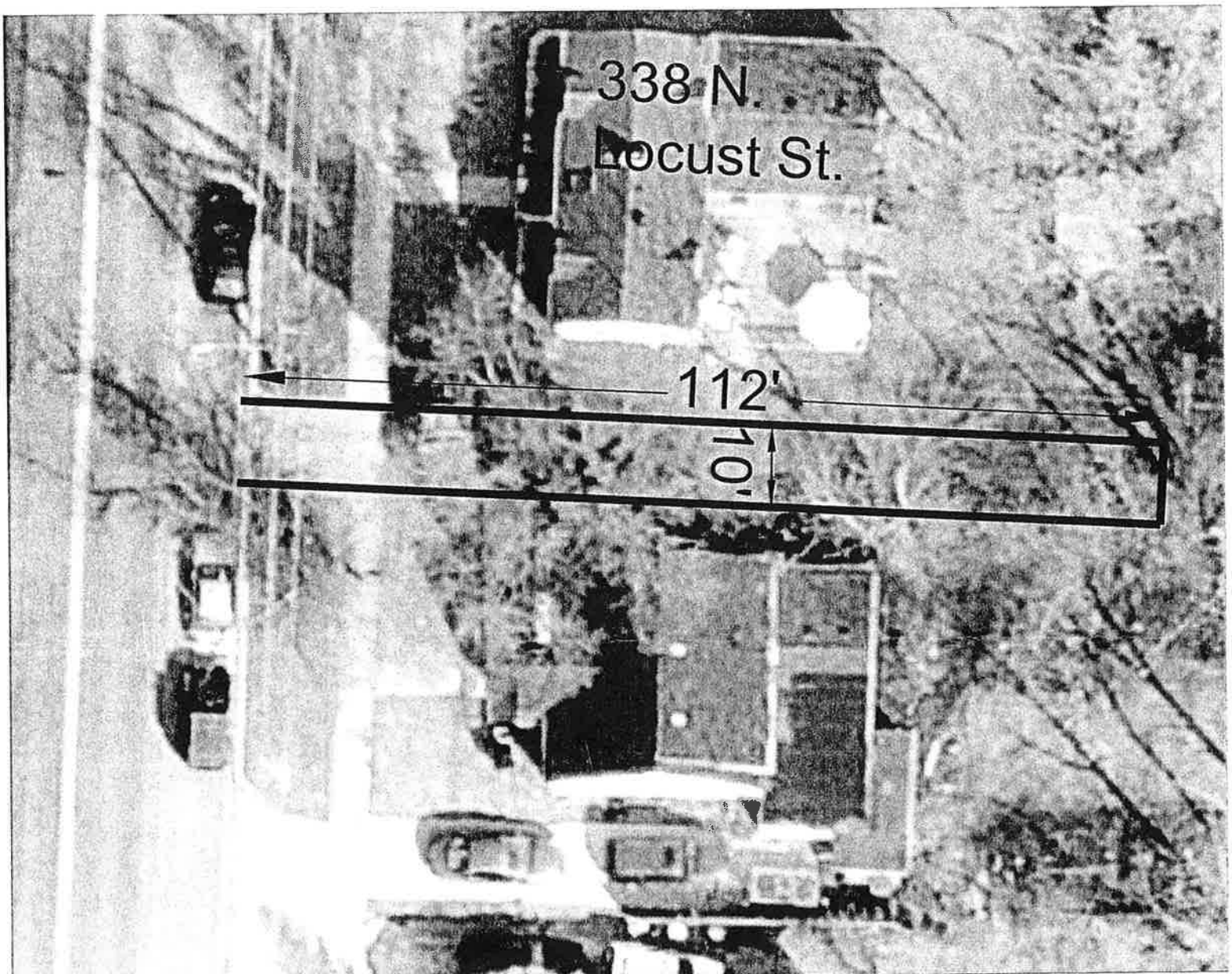


EXHIBIT "A"

Footage not to exceed
dimensions shown.

RESOLUTION NO. 4562

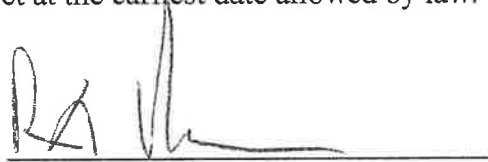
A RESOLUTION AUTHORIZING THE CITY MANAGER TO AMEND THE LICENSE AGREEMENT BETWEEN THE CITY OF OXFORD AND THE OXFORD COMMUNITY FOUNDATION.

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

SECTION 1: A Request was made 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 South Locust Street to be owner-occupied.

SECTION 2: Council hereby authorizes 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) which requires the residence at 338 South Locust Street to be owner-occupied. The waiver shall be in effect for a period of two (2) years.

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


MAYOR

ADOPTED: September 21, 2010

ATTEST:


CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

TRANSFER NOT NECESSARY
ROGER REYNOLDS, CPA
BY 11/15/10 DEPT.
AUDITOR, BUTLER CO., OHIO

CERTIFICATION

I hereby certify that the document attached hereto is a true and correct copy of an Addendum to an agreement entered into by and between the City of Oxford, Ohio and the Oxford Community Foundation previously recorded in Butler County Book 8153 pages 383 through 387.

November 11, 2010
Date

MaryAnn Eaton
Mary Ann Eaton
Deputy Clerk of Council



Image ID: 000007717227 Type: OFF
Recorded: 11/15/2010 at 02:37:59 PM
Fee Amt: \$44.00 Page 1 of 4
Workflow# 0000079173-0001
Butler County, Ohio
Dan Crank COUNTY RECORDER
File# 2010-00048649

BK **8280** PG **2047**



ADDENDUM

This Addendum is hereby entered into this 1st day of November, 2010, 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 previously entered into a License Agreement dated August 19, 2009; and

WHEREAS: the parties are in agreement to temporarily waive the requirements of Paragraph 3 of said 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 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 addendum on the date first noted above.

1. The Licensor and Licensee agree to modify Paragraph 3 for a period of no more than two years from the date of the execution of this Addendum. 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 Licensor 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. Licensor and Licensee agree that at the expiration of the two year period for the sale of the property as required in Paragraph 3 of the Agreement, whichever occurs first, the provisions of this Addendum shall terminate.
4. Licensor and Licensee agree that except as modified herein the Agreement dated August 19, 2009, entitled License Agreement shall otherwise remain in full force effect.

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

Signed in the presence of:

Kj E. Sutton
MaryAnn Eaton

CITY OF OXFORD, OHIO

Douglas R. Elliott, Jr.
By: Douglas R. Elliott, Jr.
City Manager

Joann T. Murphy
MaryAnn Eaton

**OXFORD COMMUNITY
FOUNDATION**

Judy Schiller
By: Judy Schiller, President

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

Before me, a Notary Public in and for said County and State, did personally appeared 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.

MaryAnn Eaton
Notary Public

My Commission Expires: 8/20/13

**Mary Ann Eaton
Notary Public, State of Ohio
My Commission Expires Aug. 20, 2013**



Image ID: 000007717229 Type: OFF
Page 3 of 4
File# 2010-00048649

BK 8280 PG 2049

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

Before me, a Notary Public in and for said County and State, did personally appeared the Oxford Community Foundation by Judy Schiller, President its duly authorized agent, who acknowledged that she 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.

Mary Ann Eaton
Notary Public

My Commission Expires: 8/20/13

APPROVED AS TO FORM:
Stephen M. McHugh, Esq.
City Law Director

**Mary Ann Eaton
Notary Public, State of Ohio
My Commission Expires Aug. 20, 2013**

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/06/12

Heidi Hill
Prepared By

Account Code No. _____

Budgeted Amount: _____ 10/23/2012
Date Prepared

Agenda Title: Resolution for advanced property tax payment from Butler County

Recommendation: Approve

Discussion:

This resolution is to request that Butler County remit 2013 property taxes which they have already received to the City earlier than their standard pay date in March. The early payment request can accelerate the receiving of a portion of the taxes by a month or more. To qualify for the early advance, the County requires the passage of a resolution each year.

Approved By:

Department Head:
City Manager:

Initial Date

10/23/12
11/12/12

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO REQUEST ADVANCED PAYMENT OF PROPERTY TAXES TO THE CITY IN 2013 FROM BUTLER COUNTY.

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

SECTION 1: The City Manager and the Finance Director recommend that the City Manager be authorized to request advanced payment of property taxes, as much as available, as soon as possible, from Butler County in order to maximize cash flow to meet the demands of financing operations and capital expenditures.

SECTION 2: Council hereby finds that it is in the best interest of the City of Oxford to request payment of property taxes that Butler County has collected in advance of the normal payment date.

SECTION 3: Council further determines that the early receipt of said property taxes will result in additional interest income for the City.

SECTION 4: Council hereby accepts the recommendation of the City Manager and the Finance Director and hereby authorizes the City Manager to submit a request to Butler County for the advanced payment of property taxes, as much as available, as soon as possible.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: November 6, 2012

Donna Heck

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

October 30, 2012

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, 2013 Through December 31, 2013.

Recommendation: Approve.

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

Section 1. The Deputy Director position in the Service Department has been changed to a Part Time position.

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

Section 3. Two part-time positions have been added resulting in an increased number of part-time positions (Deputy Director and Assistant to the Chief - Business Liaison). This brings the total part-time positions to 143. (Note: This includes the Assistant to the Chief-Technical which has been utilized as a part-time position and is currently vacant.)

Section 6. General Provisions. A number of changes have been made in order to eliminate redundant language and clarify procedures in the Salary Ordinance and Employee Handbook. This includes the removal of Item E. Funeral Leave and Section 8. Disability Income Continuation Benefit from the Salary Ordinance as both are addressed in the Employee Handbook.

Attachment A: The pay bands have been increased by 2% for 2013.

Approved By:

Department Head:
City Attorney:
City Manager:

Initial Date

[Signature] / 10/31/12
[Signature] / 11/2/12

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, 2012 **2013** THROUGH DECEMBER 31, 2012. **2013**

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

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

<i>POSITION TITLE</i>	<i>AUTHORIZATION</i>		
	<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/AAIL	(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
Accounting Assistant	(C)	(1) *	2
<i>LAW DEPARTMENT</i>			
Law Director	(NC)	(1)	By Contract

***Authorized-not budgeted.**

****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
Custodian	(NC)	(1)	1
Recreation Programs Coordinator	(C)	(1) **	3
Sports Coordinator	(C)	(1)	3

COMMUNITY DEVELOPMENT DEPARTMENT

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

SAFETY DEPARTMENT - FIRE DIVISION

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

SAFETY DEPARTMENT - POLICE DIVISION

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

SERVICE DEPARTMENT

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

***19 Authorized – 16 Budgeted**

****Authorized – Part Time**

ENGINEERING DIVISION

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

STREETS AND MAINTENANCE DIVISION

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

WASTEWATER DIVISION

Collection

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

Plant

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

WATER DIVISION

Distribution

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

Plant

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

***authorized-not budgeted**

****2 authorized - 1 budgeted**

*****10 authorized 9 budgeted**

TOTAL Full-Time Budgeted: 110 ~~111~~ (122 authorized not budgeted)

NC = Non-Classified Employee

C = Classified Employee

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

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

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

<i>POSITION TITLE</i>	<i>AUTHORIZATION</i>	
	<i># OF</i>	<i>PAY</i>
	<i><u>EMPLOYEES</u></i>	<i><u>RATE</u></i>
<i>ADMINISTRATION</i>		
Receptionist	1	\$14.00/hr
Human Resources Director	1	\$40.9886/hr 41.8083
<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
<i>SERVICE DEPARTMENT</i>		
Deputy Director	1	\$36.0799/hr 36.8014
Laborers	4	\$12.00/hour
Streets & Maintenance Division		
Wastewater Collection		
Water Plant Operators	2	\$20.2528/hour 20.6578
<i>SAFETY DEPARTMENT - FIRE DIVISION</i>		
Part-Time Firefighters/EMT's	30	up to \$15.10/hr 15.4020
Firefighters and/or EMT's	64	up to \$15.10/hr 15.4020
Fire Division Captains	3	up to \$16.12/hr 16.4424
Fire Division Lieutenants	3	up to \$15.61/hr 15.9222
		\$16.12/12-hr shift 1 run 16.4424
		\$32.23-hr shift 2 runs 32.8746
<i>SAFETY DEPARTMENT - POLICE DIVISION</i>		
Assistant to the Chief-Parking & Transportation	1	\$24.3055/hr 24.7916
Assistant to the Chief - Technical	1	VACANT
Asst. to Chief - Business Liaison	1	\$24.3055/hr 24.7916
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: 140		143
<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

TOTAL Seasonal Part-Time Authorized Strength: 49

SECTION 5: Department Heads and Supervisory Employees.

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

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

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

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

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

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

- D. Other Benefits and Provisions.** Except as superseded by the provisions of this section, department heads and supervisory employees shall be entitled to all other benefits and provisions of this ordinance applicable to full-time employees of the City of Oxford.

- E. Sick Leave.** The Police Chief shall receive a bonus of \$310 per calendar quarter if he uses no sick leave during that quarter. If the Police Chief uses no sick leave for the calendar year, he shall receive an additional \$360. The bonus payment shall be issued at the end of each calendar quarter.

SECTION 6: General Provisions

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

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

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

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

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

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

SECTION 7: Employee Benefits

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

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

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

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

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

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

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

~~E. Funeral Leave. Full-time employees will be permitted to use up to three (3) days funeral leave per calendar year for such time as may be reasonably needed for the purpose of attending the funeral of a member of their immediate family. After exhausting this annual allowance, an employee will be permitted to use up to three (3) days of sick leave as may be reasonably needed for the purpose of attending the funeral of a member of their immediate family. In no case shall an employee use more than a combined total of three (3) days funeral and/or sick leave for a single funeral. Immediate family shall be construed to mean spouse, child, parent, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, spouse's grandparent or grandchild. Leave of absence without pay is allowed for other funerals when approved by the employee's supervisor.~~

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 pay one thousand and eleven dollars (\$1,011.00) per month per employee during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay \$23.36 for single coverage and \$59.23 for family coverage, each pay period, with deductions being made from gross pay before taxes resulting in the cost being reduced to \$17.52 for single and \$44.42 for family.

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, 2013 and are full-time employees of the City on or before December 31, 2013. 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 2013 shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 2013. 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. ~~(except a first year employee who shall receive the employee's vacation accrual after the completion of the twelfth month):~~ **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 2013 - \$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: ~~Disability Income Continuation Benefit~~

~~Each full-time employee of the City of Oxford, who is disabled to the extent that the employee cannot perform regular duties as a result of injuries sustained in an identifiable incident while in the course of public employment with the City, not through the employee's own negligence, shall after exhaustion of the employee's accumulated sick leave, continue to receive, for a period not to exceed one calendar year from the date of sick leave exhaustion, an amount of compensation equivalent to the employee's full salary less any and all funds received from all public or private agencies by way of pension, compensation or indemnity for such disability. The employee shall make application for "Temporary Total" disability compensation under Workers' Compensation law of Ohio. Provided that where the disability is of a type or nature which will prevent the employee from returning to municipal employment, the employee shall apply for such available benefits of said funds or money that may accrue to the employee and be payable from the Public Employees Retirement System or Police and Fire Pension Fund. Provided further, that in the case of firefighters, the initial determination and recommendation of compensation shall be made by the Firefighters Dependents Board. The City Manager shall cause the employee to be examined, by a physician of the City's choice, to determine the extent of the disability and may require subsequent examinations during the period of disability.~~

SECTION 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: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

ATTACHMENT A
CITY OF OXFORD OHIO
PAY BANDS (2012) 2013

		<u>MINIMUM</u>	<u>MAXIMUM</u>	
PAY BAND 7				
Annual	\$58,743	\$57,591	\$103,534	\$105,605
Hourly	\$28.2417	\$27.6880	\$49.7760	\$50.7714
PAY BAND 6				
Annual	\$45,686	\$44,790	\$79,541	\$81,132
Hourly	\$21.9643	\$21.5337	\$38.2406	\$39.0056
PAY BAND 5				
Annual	\$39,144	\$38,376	\$64,670	\$65,963
Hourly	\$18.8190	\$18.4502	\$31.0913	\$31.7131
PAY BAND 4				
Annual	\$34,403	\$33,728	\$54,685	\$55,779
Hourly	\$16.5396	\$16.2155	\$26.2909	\$26.8166
PAY BAND 3				
Annual	\$31,171	\$30,560	\$51,519	\$52,549
Hourly	\$14.9861	\$14.6924	\$24.7688	\$25.2641
PAY BAND 2				
Annual	\$29,161	\$28,589	\$46,399	\$47,327
Hourly	\$14.0196	\$13.7445	\$22.3071	\$22.7533
PAY BAND 1				
Annual	\$26,353	\$25,836	\$41,907	\$42,745
Hourly	\$12.6695	\$12.4209	\$20.1474	\$20.5505

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Clerk of Council
Originating Department

Council Meeting Of: November 6, 2012

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

October 25, 2012

Date Prepared

Agenda Title: Legislative Authority Notice - New permit for Moon Cooperative Services Inc. DBA Moon Market 512-16 S. Locust Street Oxford, Ohio 45056.

Recommendation: N/A

Discussion:

The permit is for:

- C1 - Beer only in original sealed containers for carry out only.
- C2 - Wine and mixed beverages in sealed containers for carry out only.

This permit will go through the normal process with all required inspections being conducted by the Ohio Liquor Commission.

Approved By:

Initial Date

Department Head:

City Manager:

DAE 11/7/12

NOTICE TO LEGISLATIVE
AUTHORITY

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

TO

6119492		NEW		MOON COOPERATIVE SERVICES INC DBA MOON MARKET 512-16 S LOCUST ST OXFORD OH 45056
PERMIT NUMBER		TYPE		
ISSUE DATE				
10 22 2012				
FILING DATE				
C1 C2		PERMIT CLASSES		
09	088	A	291618	
TAX DISTRICT		RECEIPT NO.		

FROM 10/24/2012

PERMIT NUMBER		TYPE		RECEIVED OCT 25 2012 City of Oxford
ISSUE DATE				
FILING DATE				
PERMIT CLASSES				
TAX DISTRICT		RECEIPT NO.		



MAILED 10/24/2012

RESPONSES MUST BE POSTMARKED NO LATER THAN. 11/26/2012

IMPORTANT NOTICE

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

REFER TO THIS NUMBER IN ALL INQUIRIES

A NEW 6119492

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

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

WE DO NOT REQUEST A HEARING. ☐

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

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

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

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

FOR OFFICE USE ONLY	
NEW	TRANSFER
PERMIT # <u>6119492</u>	

**OHIO DEPARTMENT OF COMMERCE
DIVISION OF LIQUOR CONTROL**
6606 Tussing Road, P.O. Box 4005, Reynoldsburg, Ohio 43068-9005
Telephone: (614) 644-2431 <http://www.com.ohio.gov/liqr>
OFFICER/ SHAREHOLDERS DISCLOSURE FORM

SECTION A. (This form must accompany all applications of a corporate business entity)

Name of Corporation MOON Cooperative Services, Inc.	DBA Name MOON Market	
Permit Premises Address 512-516 South Locust St.	City, State Oxford, OH	Zip Code 45056
Township, if in Unincorporated Area	Tax Identification No (TIN) 27-0095460	

SECTION B.

1 Is stock publicly traded? ☐ YES ☒ NO
If "YES", indicate exchange _____ & Do NOT complete SECTION D

2 Does any stockholder own 5% or more shares? If YES, complete SECTION D. ☒ YES ☐ NO

3 Total Number of shares issued 267

Please be advised that any social security numbers provided to the Division of Liquor Control in this application may be released to the Ohio Department of Public Safety, the Ohio Department of Taxation, the Ohio Attorney General, or to any other state or local law enforcement agency if the agency requests the social security number to conduct an investigation, implement enforcement action, or collect taxes.

SECTION C. List the top five (5) officers of the captioned corporation If an office is NOT held please indicate by writing NONE.

THE INDIVIDUALS LISTED BELOW MUST HAVE A BACKGROUND CHECK PERFORMED BY BCI&I AND SUBMIT A PERSONAL HISTORY BACKGROUND FORM. PLEASE READ "BACKGROUND CHECK INFORMATION" DLC4191

NAME OF OFFICER	SOCIAL SECURITY NUMBER	DATE OF BIRTH
1) CEO None		
2) President Bernadette Unger		1/21/1959
3) Vice-President Robert Bell		3/5/1966
4) Secretary None		
5) Treasurer Beth Eacker		8/25/1955

SECTION D. Stockholders holding 5% or more outstanding shares Note: If you answered Question 1 YES, do not complete this section

THE INDIVIDUALS LISTED BELOW MUST HAVE A BACKGROUND CHECK PERFORMED BY BCI&I AND SUBMIT A PERSONAL HISTORY BACKGROUND FORM. PLEASE READ "BACKGROUND CHECK INFORMATION" DLC4191. If none, please indicate by writing "NONE".

1) Stockholder's Name Bernadette Unger	Social Security No (if Individual) _____	NUMBER OF SHARES HELD (NOT PERCENTAGE) 22 <i>please see attached</i>
Residence Address 1 Oakhill Dr.	Tax Identification No (if applicable) _____	
City and State Oxford, OH 45056	Zip Code 45056	
Telephone No. (513) 523-3990	Date of Birth 1-21-59	
2) Stockholder's Name James Rubenstein	Social Security No (if Individual) _____	NUMBER OF SHARES HELD (NOT PERCENTAGE) 22 <i>please see attached</i>
Residence Address 1 Oakhill Dr.	Tax Identification No (if applicable) _____	
City and State Oxford, OH	Zip Code 45056	
Telephone No. (513) 523-3990	Date of Birth 8-24-49	

(PLEASE SEE REVERSE SIDE SHOULD YOU NEED ADDITIONAL SPACE TO LIST STOCKHOLDERS)

STATE OF OHIO, Butler COUNTYas

I, **Beth Eacker** being first duly sworn, according to law, deposes and says that he/she is (Title) **Treasurer**
of the **Board of MOON Cooperative Services, Inc.**, a corporation duly authorized by law to do business in the State of Ohio, and that the

statements made in the foregoing affidavit are true

(Signature) *Beth Eacker* (Print Name and Corporate Title) **BETH EACKER**

Sworn to and subscribed in my presence this 14 day of September 2012



TARA R. JONES, ATTORNEY AT LAW
My Commission has no expiration date.
Sec. 147.03 R.C.

Isaac Jones
(Notary Public) (Notary Expiration)

DLC4030

FOR TTY USERS DIAL 1-800-750-0750

Rev 6-08

OHIO DIVISION OF LIQUOR CONTROL
LICENSES 502 & 504 1-8

2012 SEP 28 AM 10 49

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/6/12

Joe Newlin
Prepared By

Account Code No. #: see below

Budgeted Amount: _____

10/24/12
Date Prepared

Agenda Title: 2013 ANNUNAL TRANSFER ORDINANCE

Recommendation: Approve

Discussion:

Description of Budgeted Transfers for the 2013 Budget

Transfer from GENERAL FUND 110

Transfer to STREET FUND 122

Annual General Fund Financial Support (quarterly) 433,000.00

Transfer from GENERAL FUND 110

Transfer to CAPITAL IMPROVEMENT FUND 141

Annual General Fund Financial Support (quarterly) 335,688.00

Transfer from GENERAL FUND 110

Transfer to CAPITAL EQUIPMENT FUND 140

Annual General Fund Financial Support (quarterly) 75,000.00

Transfer from GENERAL FUND 110

Transfer to PARKS IMPROVEMENT BOND DEBT SERVICE FUND 152

Annual General Fund Debt Service Payment (bi-annual to match debt payment) 313,050.00

Transfer from GENERAL FUND 110

Transfer to FIRE/EMS FUND 418

Annual General Fund Financial Support (quarterly) 18,150.00

Transfer from GENERAL FUND 110

Transfer to STORM WATER FUND 351

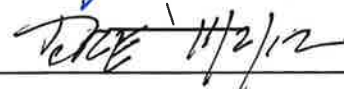
General Fund Financial Support (1st quarter) 40,000.00

Transfer from GENERAL FUND 110	
Transfer to SPECIAL ASSESSMENT FUND 417	
General Fund Financial Support (1 st quarter)	30,000.00
Transfer from PARKING FUND 130	
Transfer to PARKING IMPROVEMENT FUND 142	
Annual Parking Fund Financial Support (1 st quarter)	276,000.00
Transfer from PARKING FUND 130	
Transfer to STREET FUND 122	
Annual Parking Fund Financial Support for work performed (quarterly)	22,625.00
Transfer from PARKING FUND 130	
Transfer to CAPITAL IMPROVEMENT FUND 141	
Annual Parking Fund Loan Repayment (quarterly)	110,000.00
Transfer from PARKING FUND 130	
Transfer to GENERAL FUND 110	
Annual Parking Fund Payment for Service department support (quarterly)	26,574.00
Transfer from WATER FUND 321	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	
Annual Water Fund Financial Support (quarterly)	100,000.00
Transfer from WATER FUND 321	
Transfer to WATER BOND DEBT SERVICE FUND 312	
Annual Water Fund Debt Service Payment (bi-annual to match debt payment)	889,500.00
Transfer from WATER FUND 321	
Transfer to WATER CAPITAL EQUIPMENT FUND 320	
Annual Water Fund Financial Support (quarterly)	85,000.00
Transfer from WATER FUND 321	
Transfer to GENERAL FUND 110	
Annual Water Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)	38,672.00
Transfer from SEWER FUND 331	
Transfer to SEWER CAPITAL IMPROVEMENT FUND 332	
Annual Sewer Fund Financial Support (1 st quarter)	200,000.00
Transfer from SEWER FUND 331	
Transfer to SEWER CAPITAL EQUIPMENT FUND 330	

Annual Sewer Fund Financial Support (quarterly)	170,000.00
Transfer from SEWER FUND 331	
Transfer to GENERAL FUND 110	
Annual Sewer Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)	38,672.00
Transfer from SEWER CAPACITY BENEFIT - NE FUND 391	
Transfer to SEWER IMPROVEMENT FUND 332	
SE Fund Financial Support (1 st quarter)	43,750.00
Transfer from SEWER CAPACITY BENEFIT - NW FUND 392	
Transfer to SEWER IMPROVEMENT FUND 332	
SW Fund Financial Support (1 st quarter)	143,750.00
Transfer from LANDFILL POST-CLOSURE FUND 353	
Transfer to REFUSE FUND 341	
Transfer from SEWER CAPACITY BENEFIT - SE FUND 393	
Transfer to SEWER IMPROVEMENT FUND 332	
SE Fund Financial Support (1 st quarter)	43,750.00
Transfer from SEWER CAPACITY BENEFIT - SW FUND 394	
Transfer to SEWER IMPROVEMENT FUND 332	
SW Fund Financial Support (1 st quarter)	143,750.00
Transfer from LANDFILL POST-CLOSURE FUND 353	
Transfer to REFUSE FUND 341	
Annual Post-Closure Fund Financial Support (4 th quarter)	195,000.00
Transfer from REFUSE FUND 341	
Transfer to GENERAL FUND 110	
Annual Refuse Fund Financial Support – Muni-Building Expenses (quarterly)	28,295.00
Transfer from HOTEL TAX FUND 120	
Transfer to GENERAL FUND 110	
Annual Hotel Tax Fund Financial Support (monthly)	7,189.00

Approved By:

Department Head:
City Manager:

Initial Date
 10/24/12
 11/2/12

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED TRANSFERS FOR THE CITY OF OXFORD, STATE OF OHIO,
DURING THE FISCAL YEAR ENDING DECEMBER 31, 2013.

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, 2013, as follows:

Transfer from:

GENERAL FUND 110	433,000.00
GENERAL FUND 110	335,688.00
GENERAL FUND 110	75,000.00
GENERAL FUND 110	313,050.00
GENERAL FUND 110	18,150.00
GENERAL FUND 110	40,000.00
GENERAL FUND 110	30,000.00
PARKING FUND 130	276,000.00
PARKING FUND 130	22,625.00
PARKING FUND 130	110,000.00
PARKING FUND 130	26,574.00
WATER FUND 321	100,000.00
WATER FUND 321	889,500.00
WATER FUND 321	85,000.00
WATER FUND 321	38,672.00
SEWER FUND 331	200,000.00
SEWER FUND 331	170,000.00
SEWER FUND 331	38,672.00
SEWER CAPACITY BENEFIT FUND – NE FUND 391	43,750.00
SEWER CAPACITY BENEFIT FUND – NW FUND 392	143,750.00
SEWER CAPACITY BENEFIT FUND – SE FUND 393	43,750.00
SEWER CAPACITY BENEFIT FUND – SW FUND 394	143,750.00
LANDFILL POST-CLOSURE FUND 353	195,000.00
REFUSE FUND 341	28,672.00
HOTEL TAX FUND 120	7,189.00

Transfer to:

STREET FUND 122	433,000.00
CAPITAL IMPROVEMENT FUND 141	335,688.00
CAPITAL EQUIPMENT FUND 140	75,000.00
PARKS IMPROVEMENTS BOND DEBT SERVICE FUND 152	313,050.00
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	276,000.00
STREET FUND 122	22,625.00
CAPITAL IMPROVEMENT FUND 141	110,000.00
GENERAL FUND 110	26,574.00
WATER CAPITAL IMPROVEMENT FUND 322	100,000.00
WATER BOND DEBT SERVICE FUND 312	889,500.00
WATER CAPITAL EQUIPMENT FUND 320	85,000.00
GENERAL FUND 110	38,672.00
SEWER IMPROVEMENT FUND 332	200,000.00
SEWER CAPITAL EQUIPMENT FUND 330	170,000.00
GENERAL FUND 110	38,672.00
SEWER CAPITAL IMPROVEMENT FUND 332	143,750.00
SEWER CAPITAL IMPROVEMENT FUND 322	43,750.00

SEWER CAPITAL IMPROVEMENT FUND 332	143,750.00
SEWER CAPITAL IMPROVEMENT FUND 322	43,750.00
REFUSE FUND 341	195,000.00
GENERAL FUND 110	28,672.00
GENERAL FUND 110	7,189.00

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

MAYOR

ADOPTED: _____

ATTEST: _____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: STAFF

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: November 6, 2012

Account Code No. #:

Jung-Han Chen
Prepared By

Budgeted Amount:

October 29, 2012
Date Prepared

PLANNING COMMISSION MEETING REPORT – October 9, 2012

Communication:

Staff updated the Planning Commission regarding the Subcommittee's progress on their discussion of the nonconformity chapter of the Oxford Zoning Code. Future meetings will be scheduled to continue those discussions.

Mr. Wong reported that the Environmental Commission has been going over different model ordinances related to Storm water management, permeable surface, and runoff reduction to develop recommendations to the Planning Commission to consider making changes to the current regulations. There will be more to come from the Environmental Commission on these topics.

Public Hearing:

PC-11-2012 Proposed Changes to an Approved PUD- to approve the installation of an internally illuminated monument sign located on Spring Street for a new hotel located at Stewart Square, **Scott Webb, Applicant and agent**

The Applicant is requesting a determination from the Planning Commission that a proposed new freestanding sign for the nearly completed hotel is considered a minor change that can be approved administratively. The sign would be an internally illuminated monument design, six feet overall height, with a sign area of approximately 20 square feet.

After the Public Hearing, the Commission felt the proposed signage could be considered as a minor modification to the approved PUD. However, the Commission felt that the signage should be smaller, since it is basically directing traffic onto the site where the hotel is. The Commission was also in agreement that one additional directional sign would be acceptable on S. College Ave. The franchise sign should be smaller with an arrow indicating the hotel. The Commission voted 6-0-0 to consider this modification as a minor amendment to an approved PUD and the approval of such signage shall follow the procedure prescribed in the Oxford Zoning Code.

New Business:

- Consider the acceptance of "Shifting Gears- A Bicycle and Pedestrian Plan for Oxford, Ohio" by Anna Dragovich, as reference material, and
- Consider the proposed Oxford Bicycle and Pedestrian Concept Plan encompassing goals and objectives and the Corridor Safety Improvement for Bicycles and Pedestrians.

The report compiled by Anna Dragovich was helpful to identify bicycle and pedestrian issues in Oxford. However, her report did not have the technical analysis to support her recommendations. Therefore, staff utilized her report to develop a concept study for the Planning Commission to review. Additionally, staff also developed some goals and objectives to provide some general direction to guide the concept plan to the next phase, so the Commission can build support in the development of a detailed analysis and

implementation mechanism.

The maps show safety improvement on a corridor basis, but also breaks down improvements in a broad phasing term. The rationale behind this is to allow flexibility and direction from the City Council on how and when the improvements could be implemented.

The Commission felt this report captured the direction of the Commission and is recommending approval of this report to Council for consideration. There may be a need for a work session to share with Council the report by Anna Dragovich and staff recommendations to ask for direction from Council for staff to continue to work on this matter.

Recommendations:

1. To accept "Shifting Gears- A Bicycle and Pedestrian Plan for Oxford, Ohio " as a reference document for future implementation strategies.
2. To approve the proposed Plan encompassing goals and objectives of the Corridor Safety Improvement for Bicycle and Pedestrians.
3. To forward the approved document (item #2) to City Council for acceptance of these documents as planning documents.
4. To request City Council to direct Service, Police and Community Development Staff to undergo technical analysis of possible safety improvements in the identified Priority Corridor including, but not limited to the recommendations outlined in "Shifting Gears" and to provide the analysis of relative costs of different implement strategies to the Planning Commission in a timely manner. Analysis of near term corridor improvements to be no later than April, 2013 and Mid-term corridor improvements to be no later than September, 2013.

Old Business

None

Next Meeting:

The next meeting is scheduled on November 13, 2012 at 7 pm the Courthouse. However, since there is no pending cases for review, a work session is being tentatively planned to begin at 6 pm. Notifications to members will go out sometime in the near future.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial

Date

The signature is written in black ink and appears to be "DRE". The date is written as "11/12/12".

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: November 6, 2012

Account Code #: 141.720.51445 //EC120160

Budgeted Amount: \$1,525,093.00

Service Department

Originating Department

Michael Dreisbach, Service Director

Prepared By

October 26, 2012

Date Prepared

Agenda Title: US Route 27 (Millville – Oxford Road) – Appraisals Review for Acquisition of Right of Way

Recommendation: Acceptance of the proposal from O.R. Colan Associates

Discussion:

The proposed improvement of USR 27 South (aka Millville – Oxford Road), from Chestnut St. to Southpointe Parkway, requires the acquisition of right-of-way and construction easements. Heritage Land Services, Inc. (formerly known as ME Companies) was recently awarded a contract to act as the City's agent in acquiring the necessary right-of-way and easements. Federal Highway Administration and the Ohio Dept. of Transportation (ODOT) policy mandates that a pre-qualified Appraisal Reviewer be hired to review all right-of-way documents produced by the Heritage Land Services, Inc.

The Engineering Division requested professional service proposals from four ODOT pre-qualified firms that specialize in ROW appraisal review. The following proposals were received:

Beth Riggs	O.R. Colan Associates	\$54,150
Pam Casper	Continental Valuations	\$50,000
Don Carrelli		Unable to perform
Richard Henkaline		Unable to perform

The City has used the services of Beth Riggs and O.R. Colan Associates for ROW acquisition on US27 North and was very pleased with their services. They have also done several projects in conjunction with our ROW consultant, Heritage Land Services, Inc. Even though O.R. Colan's price is slightly higher, staff is recommending award to them to ensure ROW acquisition stays on track to meet ODOT's project schedule.

It is Staff's recommendation that Council authorize the City Manager to enter into a contract with O.R. Colan Associates for the review of appraisals at a cost of \$ 54,150.00. Staff is requesting a contingency amount of 10% (\$5,415.00) for possible unforeseen expenses; therefore the amount not to exceed shall be \$59,565.00. This expense is qualified for reimbursement from ODOT from previously earmarked federal funds.

Approved By:

Initial Date

Department Head:

MBD \ 10/29/12

City Manager:

[Signature] \ 11/2/12

RESOLUTION NO.

A RESOLUTION ACCEPTING THE PROPOSAL AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH O.R. COLAN ASSOCIATES FOR THE U.S. ROUTE 27 SOUTH APPRAISAL REVIEW PROJECT AT A COST OF \$54,150.00 PLUS A CONTINGENCY AMOUNT OF TEN PERCENT (10%) OF THE CONTRACT PRICE OR \$5,415.00 FOR A TOTAL COST NOT TO EXCEED \$59,565.00.

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

SECTION 1: The City Manager and the Service Director recommend Council accept the proposal of O.R. Colan Associates for the U.S. Route 27 South Appraisal Review Project, at a cost of \$54,150.00 plus a contingency amount of ten percent (10%) of the contract price or \$5,415.00 for a total cost not to exceed \$59,565.00 and authorize the City Manager to enter into a contract with O.R. Colan Associates for the U.S. Route 27 South Appraisal Review Project.

SECTION 2: Council accepts the recommendation of the City Manager and the Service Director and accepts the proposal of O.R. Colan Associates for the U.S. Route 27 South Appraisal Review Project, at a cost of \$54,150.00 plus a contingency amount of ten percent (10%) of the contract price or \$5,415.00 for a total cost not to exceed \$59,565.00.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: November 6, 2012

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

November 1, 2012

Date Prepared

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

Recommendation: Adopt the Resolution

Discussion:

The present one year agreement between the City of Oxford and Milford Township will expire on December 31, 2012. The proposed Resolution would authorize the City Manager to enter into a new one year agreement with Milford Township and authorize the City of Oxford to provide Emergency Medical Services to the western portion of Milford Township. The new agreement price will be \$10,200 (an increase of \$2,000) payable in two equal installments in January and June of 2013.

Based on the City's costs and the number of calls in Milford Township, a more equitable amount of compensation to the City is \$31,000. This matter will be discussed in the negotiations for 2014 and is part of the rationale for entering into a one year agreement verses a two or three year agreement.

Approved By:

Initial Date

Department Head: _____

City Manager: _____

DE \ 11/2/12

RESOLUTION NO.

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

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

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

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

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

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

This Agreement is made and entered into this ____ day of _____, 2012, by and between the City of Oxford and Milford Township, Butler County, Ohio.

WITNESSETH:

Whereas, Milford Township desires to avail itself of the emergency medical service offered and provided by the City of Oxford for the western 18 square mile portion of Milford Township and to fairly compensate the City of Oxford for such service; and

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

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

1. The City of Oxford, Ohio agrees to furnish Milford Township, Ohio emergency medical services in the western 18 square mile portion of Milford Township for a period beginning January 1, 2013 and continuing through December 31, 2013, unless sooner terminated by either party as provided hereafter.
2. The City of Oxford agrees to provide the above services on a twenty-four (24) hours per day, seven (7) days per week basis for the term of this agreement.
3. Milford Township agrees to compensate the City of Oxford a total sum of \$10,200 for the year. Payment for services will be due as follows: \$5,100 on or before January 1, 2013 of the contract year and the remaining amount of 5,100 on or before June 1 of the same year.
4. The City of Oxford shall be under no obligation to provide emergency medical service for Milford Township in the event Milford Township defaults or intentionally terminates its payments under this agreement.
5. Oxford's response under this agreement will be limited to one squad with a minimum of two (2) EMT's for emergency medical service (EMS) calls only. Oxford will not provide routine transportation that can be handled by private ambulance service.
6. All patient transportation will be to the McCullough-Hyde Memorial Hospital only, unless the Oxford Fire Department crew chief determines transportation to Fort Hamilton Hospital is required for unique emergency care. The Oxford Fire Department will only provide transport to other facilities if there is an extreme medical need.

7. When an additional squad is required within the Milford Township service area, either at the same EMS emergency or another simultaneous EMS emergency; or when Oxford does not have adequate resources to respond due to a preceding fire or EMS incident within its coverage area, Oxford will request mutual aid response, first from the squad contracted for the eastern half of Milford Township, then from surrounding departments. Oxford will not respond with a second squad into Milford Township except under an extreme circumstance or where mutual aid is not available.
8. Unless the initial dispatch indicates an on-scene injury or illness, Oxford will not automatically respond for stand-by on Milford Township fire dispatches within its response area except for reported structure fires. Subject to the limitations above, Oxford will respond to any fire scene for stand-by when the severity of the incident warrants as specifically requested by the Milford Township Fire Chief or officer-in-charge after their arrival on scene.
9. The Milford Township Fire Department will respond automatically on all motor vehicle accident or other rescue calls within Milford Township. The Milford Township Fire Department will respond as requested by Oxford for lifting assistance or other manpower assistance at any EMS emergency within Milford Township. The Milford Township Fire Department will be dispatched to all cardiac arrest calls for additional manpower.
10. The parties agree that negotiations for a new contract will begin no later than July 1, 2013.
11. The City agrees to provide general liability insurance with a limit of one million dollars (\$1,000,000) and to list Milford Township as an additional insured for any and all claims related to the services performed under this agreement. Milford Township agrees to carry general liability insurance with a limit of one million dollars (\$1,000,000) with the City of Oxford listed as an additional insured for any and all claims related to the services performed under this agreement. Each party shall be responsible for the cost of its own insurance.
12. The City of Oxford agrees to provide Milford Township with an annual report of all calls/runs in Milford Township including type of response.
13. The City of Oxford further agrees to provide Milford Township with a copy of the Comprehensive Annual Financial Report prepared by the City of Oxford, which shall include all income received and all expenses incurred by the Fire/EMS Division.
14. This agreement constitutes the entire understanding between the parties concerning the City of Oxford's obligation to Milford Township for providing emergency medical service in the western 18 square mile portion of Milford Township, Butler County, Ohio. Any amendment or modification to this agreement shall only be effective when reduced to writing and signed by both parties.
15. In order to facilitate communications between the City of Oxford and Milford Township, the following individuals are designated as the persons to whom all inquiries or communications should be directed on behalf of their respective entity:

City of Oxford
Douglas R. Elliott, Jr.
City Manager
101 E. High Street
Oxford, Ohio 45056

Milford Township
Russ McMillian, President
Milford Township Trustee
1414 Trenton Oxford Road
Oxford, Ohio 45056

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

CITY OF OXFORD, OHIO

MILFORD TOWNSHIP

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

Russ McMillian
Board President

Paul Gillespie
Trustee

Brad Mills
Trustee

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/06/12

Joe Newlin
Prepared By

Account Code No. #: see below

Budgeted Amount: _____

10/24/12
Date Prepared

Agenda Title: 2013 ANNUNAL BUDGET ORDINANCE

Recommendation: Approve

Discussion:

Description of 2013 Budget

The current piece of legislation is a reflection of the information presented to Council at its October 18th work session. The only changes made are the agreed upon Agency contributions.

Highlights: 2% COLA for all fulltime employees

Only a .1% increase in General Fund operating expenditures

Net Income of \$100 in General Fund

Capital Spending \$3,370,400

Approved By:

Department Head:
City Manager:

Initial Date
10/24/12
11/2/12

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, 2013.

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, 2013, the following sums be and they are hereby set aside and appropriated as follows:

GENERAL FUND

SECURITY OF PERSONS & PROPERTY

Personnel Services	4,055,667
Other Services & Charges	<u>571,266</u>
Total Appropriation	4,626,933

PUBLIC HEALTH AND WELFARE

Personnel Services	-
Other Services & Charges	<u>133,616</u>
Total Appropriation	133,616

LEISURE TIME ACTIVITIES

Personnel Services	963,001
Other Services & Charges	<u>395,690</u>
Total Appropriation	1,358,691

COMMUNITY ENVIRONMENT

Personnel Services	503,840
Other Services & Charges	<u>326,903</u>
Total Appropriation	830,743

GENERAL GOVERNMENT

Personnel Services	919,330
Other Services & Charges	<u>879,393</u>
Total Appropriation	1,798,723

TRANSFERS TO OTHER FUNDS

Personnel Services	-
Other Services & Charges	<u>1,244,888</u>
Total Appropriation	1,244,888

ADVANCES TO OTHER FUNDS

Personnel Services	-
Other Services & Charges	<u>2,367,500</u>
Total Appropriation	2,367,500

TOTAL GENERAL FUND APPROPRIATIONS	12,361,094
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Fire/EMS Fund

Personnel Services	1,060,689
Other Services & Charges	<u>396,456</u>
TOTAL FIRE/EMS FUND APPROPRIATIONS	1,457,145

STREET FUND

Personnel Services	611,486
Other Services & Charges	<u>187,000</u>
TOTAL STREET FUND APPROPRIATIONS	798,486

STATE HIGHWAY IMPROVEMENT FUND

Personnel Services	-
Other Services & Charges	<u>25,000</u>
TOTAL STATE HIGHWAY IMPROVEMENT FUND APPROPRIATIONS	25,000

PARKING FUND

Personnel Services	384,059
Other Services & Charges	102,806
Transfer to Other Funds	<u>435,199</u>
TOTAL PARKING FUND APPROPRIATIONS	922,064

PARKING IMPROVEMENT FUND

Personnel Services	-
Other Services & Charges	<u>345,400</u>
TOTAL PARKING IMPROVEMENT FUND APPROPRIATIONS	345,400

CAPITAL IMPROVEMENT FUNDS

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Personal Services	-
Other Services & Charges	130,000
Advance to Other Funds	<u>-</u>
Total Appropriations	130,000

COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND

Personal Services	-
Other Services & Charges	<u>184,000</u>
Total Appropriations	184,000

CAPITAL EQUIPMENT FUND

Personal Services	-
Other Services & Charges	<u>416,000</u>
Total Appropriations	416,000

CAPITAL IMPROVEMENT FUND

Personal Services	-
Other Services & Charges	1,221,500
Transfers to Other Funds	-
Advance to Other Funds	<u>2,367,500</u>
Total Appropriations	3,589,000

TOTAL CAPITAL IMPROVEMENT FUND APPROPRIATIONS

4,319,000

WATER FUNDS

WATER (OPERATING) FUND

Personal Services	1,217,479
Other Services & Charges	619,616
Transfers to Other Funds	<u>1,113,172</u>
Total Appropriations	2,950,267

WATER IMPROVEMENT FUND

Personal Services	-
Other Services & Charges	<u>240,000</u>
Total Appropriations	240,000

WATER CAPACITY FUND - NE

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

WATER CAPACITY FUND - NW

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

WATER CAPACITY FUND - SE

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

WATER CAPACITY FUND - SW

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

WATER CAPITAL EQUIPMENT FUND

Personal Services	-
Other Services & Charges	<u>130,000</u>
Total Appropriations	130,000

TOTAL WATER FUNDS APPROPRIATIONS 3,320,267

SEWER FUNDS

SEWER (OPERATING) FUND

Personal Services	1,381,367
Other Services & Charges	1,342,505
Transfers to Other Funds	<u>408,672</u>
Total Appropriations	3,132,544

SEWER IMPROVEMENT FUND	
Personal Services	-
Other Services & Charges	745,000
Total Appropriations	745,000
SEWER CAPACITY FUND - NE	
Personal Services	-
Other Services & Charges	-
Transfers to Other Funds	43,750
Total Appropriations	43,750
SEWER CAPACITY FUND - NW	
Personal Services	-
Other Services & Charges	-
Transfers to Other Funds	143,750
Total Appropriations	143,750
SEWER CAPACITY FUND - SE	
Personal Services	-
Other Services & Charges	-
Transfers to Other Funds	43,750
Total Appropriations	43,750
SEWER CAPACITY FUND - SW	
Personal Services	-
Other Services & Charges	-
Transfers to Other Funds	143,750
Total Appropriations	143,750
SEWER CAPITAL EQUIPMENT FUND	
Personal Services	-
Other Services & Charges	218,500
Total Appropriations	218,500
TOTAL SEWER FUNDS APPROPRIATIONS	4,471,044
<u>STORM WATER FUND</u>	
Personal Services	-
Other Services & Charges	40,000
TOTAL STORM WATER FUND APPROPRIATIONS	40,000
<u>RUFUSE FUNDS</u>	
REFUSE (OPERATING) FUND	
Personal Services	127,144
Other Services & Charges	1,750,982
Transfer to Other Funds	28,672
Total Appropriations	1,906,798
LANDFILL POST-CLOSURE INVESTMENT FUND	
Personal Services	-
Other Services & Charges	3,000
Transfer to Other Funds	195,000
Total Appropriations	198,000

TOTAL REFUSE FUNDS APPROPRIATIONS	2,104,798
<u>HOTEL & CONVENTION TAX FUND</u>	
Personnel Services	-
Other Services & Charges	162,500
Transfer to Other Funds	7,189
TOTAL HOTEL & CONVENTION TAX FUND APPROPRIATIONS	169,689
<u>LIFE SQUAD GIFT FUND</u>	
Personnel Services	-
Other Services & Charges	5,500
TOTAL LIFE SQUAD GIFT FUND APPROPRIATIONS	5,500
<u>AFFORDABLE HOUSING TRUST FUND</u>	
Personnel Services	-
Other Services & Charges	-
TOTAL AFFORDABLE HOUSING TRUST FUND APPROPRIATIONS	-
<u>EMPLOYEE BENEFITS FUND</u>	
Personnel Services	-
Other Services & Charges	1,641,335
TOTAL EMPLOYEE BENEFITS FUND APPROPRIATIONS	1,641,335
<u>INTERNAL SERVICE FUND</u>	
Personnel Services	-
Other Services & Charges	274,509
TOTAL INTERNAL SERVICE FUND APPROPRIATIONS	274,509
<u>LAW ENFORCEMENT TRUST FUND</u>	
Personnel Services	-
Other Services & Charges	12,000
TOTAL LAW ENFORCEMENT TRUST FUND APPROPRIATIONS	12,000
<u>ENFORCEMENT & EDUCATION FUND</u>	
Personnel Services	47,000
Other Services & Charges	27,580
TOTAL ENFORCEMENT & EDUCATION FUND APPROPRIATIONS	74,580
<u>BOARD OF BUILDING STANDARDS FUND</u>	
Personnel Services	-
Other Services & Charges	2,850
TOTAL BOARD OF BLD STANDARDS FUND APPROPRIATIONS	2,850
<u>OXFORD NATURAL GAS REFUND FUND</u>	
Personnel Services	-
Other Services & Charges	150
TOTAL OXFORD NATURAL GAS REFUND FUND APPROPRIATIONS	150
<u>FEMA FUND</u>	
Personnel Services	-
Other Services & Charges	-
Advance to Other Funds	-
TOTAL FEMA FUND APPROPRIATIONS	-

SPECIAL ASSESSMENT FUND

Personnel Services	-
Other Services & Charges	<u>50,000</u>
TOTAL SPECIAL ASSESSMENT FUND APPROPRIATIONS	50,000

DEBT SERVICE FUNDS

1999 PARKS IMPROVEMENT BOND FUND

Personal Services	-
Other Services & Charges	<u>313,050</u>
Total Appropriations	313,050

WATER BOND RETIREMENT FUND

Personal Services	-
Other Services & Charges	<u>889,500</u>
Total Appropriations	889,500

TOTAL DEBT SERVICE FUND APPROPRIATIONS 1,202,550

TOTAL 2013 BUDGET APPROPRIATIONS 33,597,461

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

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

MAYOR

ADOPTED: _____

ATTEST: _____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: STAFF

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/6/12

Heidi Hill
Prepared By

Account Code No. #: NA

Budgeted Amount: NA

10/25/12
Date Prepared

Agenda Title: **2013 Fee Ordinance**

Recommendation: **Approve**

Discussion:

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

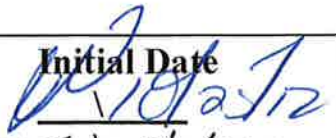
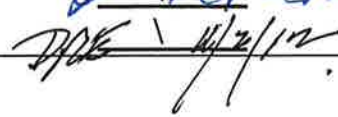
- Additions are in bold
- Deletions are in strikeout type
- Fees not changed are in normal type

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

Approved By:

Department Head:
City Manager:

Initial Date


10/25/12

11/2/12

ORDINANCE NO.

ORDINANCE ADOPTING FEES AND CHARGES FOR FISCAL YEAR 2013.

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

SECTION 1: The City Manager recommends the Council adopt fees for 2013 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	4.00	4.50
Aerobics per class	3.50	3.75

2)WEIGHT ROOM FEES

Adults		
1 Year	95.00	105.00
6 Months	80.00	90.00
3 Months	70.00	80.00
1 Month	30.00	35.00
Drop-ins	4.00	4.50

High School		
1 Year	60.00	66.00
6 Months	50.00	55.00
3 Months	45.00	50.00
1 Month	25.00	30.00
Drop-ins	4.00	4.50

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	27.00	30.00	30.00	33.00
each additional child in family	25.00	28.00	27.00	30.00
Weekly	90.00	100.00	95.00	105.00
each additional child in family	85.00	94.00	90.00	99.00

6) DAY CAMPS

Half-day:

Pre-school camps

~~63.00~~ ~~70.00~~ **65.00 76.00**

7) YOUTH SPORTS LEAGUES

Basketball (11 wks)

Instructional League, **Grade K**

46.00 52.00

Competitive League, Grade 1-2

60.00 66.00

Competitive League, **Grade 3-10**

72.00 80.00

8) ADULT SPORTS LEAGUES

Adult softball

400.00

Tournament

110.00

9) RENTAL FEES

Municipal pool

Pool rental, per hour
(minimum 2 hours)

50.00 55.00

Guard fee, per hour

10.00 12.00

Athletic Field Rental Fees

Per game, per field (rental)

25.00 30.00

Per game, per field (prep)

30.00 35.00

Per hour, per field (lights)

30.00 35.00

Per day, per field (Rental)

110.00 ~~160.00~~ **175.00**

Community Park Gazebo Rental
(Minimum 2 hours)

25.00 30.00

Leonard Howell, TRI Shelter Half Day
 Full Day

25.00 30.00
50.00 55.00

Electric Tap Fee

50.00 (First 3 hours)

(Large machines such as ice machine
Inflatable's, etc.)

25.00 (Each additional hour)

10) MUNICIPAL POOL

Season pool passes

Family (5 or less)

~~125.00 140.00~~ **130.00 145.00**

Family (6 or less)

~~130.00 145.00~~ **135.00 150.00**

Adult

95.00 105.00

High School

75.00 85.00

Child over 3 years

70.00 80.00

General admission

Adult	4.00	4.00		
High School Age 13-17	3.75	3.75		
Child over 3 years Age 3-12	2.75	2.75	3.00	3.00
2 and under Free				

Swimming lessons

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

11) 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	15.00
Commercial	20.00
One or Two-Family Residential	25.00 per unit
Three-Family or more Residential	25.00 per unit
Commercial	200.00 per unit
Sidewalk Use Permit	50.00
Signs (per sign)	25.00 per sign plus \$1 per sq. ft. per side
Signs in conjunction with building application	25.00 per sign plus 1.00 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

~~Additional Use Special Use and~~
Conditional Use Permits

~~400.00~~ **100.00**, plus
actual postage
25.00

Alternate Landscaping Plan

Annexation

100% owner petition

300.00 plus 1.00 per acre

~~Others~~

~~300.00 plus 3.00 per acre~~

Conceptual Review

No fee

Lot Changes

Subdivision Development

Preliminary

400.00 plus 10.00 per lot, plus
actual postage

Final

400.00 plus 10.00 per lot, plus
actual postage

Planned Development

Preliminary

400.00 plus 100.00 per acre, plus
actual postage

Final

400.00 plus 100.00 per acre, plus
actual postage

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

~~400.00, plus actual postage~~

**200.00 per variance requested plus
actual postage**

Appeal of Administrator's Decision

50.00

Appeal of HAPC Decision

100.00

3) DOCUMENTS, MAPS, & OTHER MATERIALS

At Cost

C. INSPECTIONS

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

a. New Construction

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

b. Miscellaneous

Accessory Buildings

200-600 square feet	40.00 per structure
601 + square feet	7.00 per 100 square feet
	20.00 plus 5.00 per additional 100 square feet
Furnace installation/replacement	30.00
Central air condition installation/replacement	30.00
Combination furnace/central air Installation/replacement	60.00
Minor Electric	30.00
Demolition	50.00
Alterations/Remodeling/Fire Repair	40.00 plus 10.00 per 100 square feet
0-600 square feet	40.00
601 + square feet	10.00 per 100 square feet
Partial permits (where granted)	50.00
Temporary Certificate of Occupancy	40.00
Swimming Pool	
In-ground	90.00
Above ground	40.00

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

Commercial and residential

a. New Construction

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

b. Miscellaneous

Demolition	80.00
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
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<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
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Fingerprinting	15.00
Records Checks	15.00

Alarm User Permit Fees

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

False Alarm Fees

Residential, Commercial & Industrial	
1 to 2 Annually	No charge
Residential	
3 or more	50.00 per occurrence
Commercial/Industrial	

3 to 4 Annually	50.00 per occurrence
5 to 6 Annually	100.00 per occurrence
7 to 8 Annually	200.00 per occurrence
9 or more	400.00 per occurrence
Accident, crime, other reports	Under 20 pages, no charge 21 or more pages, 0.05-0.10 per page
Purchase Meter time, Fee for Special Event (Meter Bags)	10.00 per meter per day
Purchase Meter time, Fee for Construction (Meter Bags)	10.00 per meter per day
Signs: "No Parking by Order of the Oxford P.D."	0.35 per sign
Impound/Immobilization Fees	100.00 1 st offense 200.00 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	75.00 per space 450.00 biannually
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	580.00 595.00	per run
	ALS-1 E	840.00 860.00	per run
	ALS-2 E	1042.00 1070.00	per run
EMS Mileage Rate		14.00 14.50	per loaded mile

Court ordered restitution for Transport refusal	289.00 300.00
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Fire Watch	35.00 per hour per person Two hour minimum
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EMS Stand-By	35.00 per hour per person Two hour minimum
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Civil Citation Hearing Fee	Actual cost of Hearing Officer (lost appeal only, does not apply on first offense)
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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.
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Account Initiation Fee	50.00 (50% Water, 50% Sewer)
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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 1st occurrence when past due payment is received before 3:00 PM.
	20.00 2nd occurrence when past due payment is received before 3:00 PM.
	30.00 3rd 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	50.00 At City Cost
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
 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
2	844.00
3	2,400.00
4	3,750.00
Larger than 4	Cost to the City plus 10% administrative fee.

Water Capacity benefit charges
 Meter size (inch):

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

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

Interest rate on past due capacity benefit permits unpaid after 30 days	Highest rate allowable by law
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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 outside 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 40.00
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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.)
Damage to City facilities	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

3. Refuse service

Monthly rate (includes ~~2.90~~ **2.95** Recycle fee or 4.00 fee with larger
65 gallon container):

Hand Service refuse	29.80 30.40
Hand Service recycling	11.90 12.10
Residential service	17.30 17.60 or 18.40 18.80 with 65 gallon recycling container
(Single Family or Multi-unit dwellings with four or less units)	
Waste-wheeler	17.30 17.60 if owned or 18.40 18.80
with	
	65 Gallon recycling container
Waste-wheeler rental	3.00

Commercial Service

Waste-wheeler customer	24.00 24.50
Waste-wheeler rental	9.00
Two cubic yard dumpster	74.20 75.70
Two cubic yard dumpster rental	14.00
Three cubic yard dumpster	97.90 99.90
Three cubic yard dumpster rental	17.00
Four cubic yard dumpster	124.90 127.40
Four cubic yard dumpster rental	20.00
Six cubic yard dumpster	182.30 186.00
Six cubic yard dumpster rental	23.00
Eight cubic yard dumpster	238.60 243.40
Eight cubic yard dumpster rental	26.00

Charge per additional pickup

Waste-wheeler customer	17.20 17.50
Two cubic yard dumpster	53.30 54.40
Three cubic yard dumpster	73.10 74.60
Four cubic yard dumpster	96.00 97.90
Six cubic yard dumpster	137.70 140.50
Eight cubic yard dumpster	179.40 183.00

Recycling

Waste wheeler	10.20	10.40
Waste wheeler rental	9.00	
Two cubic yard dumpster	34.90	35.60
Two cubic yard dumpster rental	14.00	
Three cubic yard dumpster	46.80	47.70
Three cubic yard dumpster rental	17.00	
Four cubic yard dumpster	58.60	59.80
Four cubic yard dumpster rental	20.00	
Six cubic yard dumpster	76.60	78.10
Six cubic yard dumpster rental	23.00	
Eight cubic yard dumpster	96.10	98.00
Eight cubic yard dumpster rental	26.00	

Late fee 10%

One-time additional pickup
permit Stickers

10.00 per Sticker
(Cost determined by Oxford)

Yard Waste Stickers

3.00 per Sticker

Compactor Tickets

~~30.50~~ **35.00** per 1 Cu. Yd.

Portable Toilet Rental and Servicing

Contract cost to city

4. Cable franchise agreement 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

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

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

I. FINANCE DEPARTMENT

Misc. Copies per copy	.10 per Page
Final Annual Budget Document	
Paper	At cost to City
Electronic	5.00 per DVD/CD
Any Other Method	At cost to City
Comprehensive Annual Financial Report	
Paper	At cost to City
Electronic	5.00 per DVD/CD
Any Other Method	At cost to city
Hotel tax rates:	
Hotel tax	3%
Convention tax	3%
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	5.00 per Check
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: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)