

Office of the Mayor

Proclamation

Whereas:

change and growth is constant and affects all countries, states, regions, cities, and towns, including Oxford; and

WHEREAS, community planning and plans can help manage and direct this change and growth in a way that provides better choices for how people work and live in Oxford; and

WHEREAS, the community planning process provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of Oxford; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the international organization for World Town Planning Day (WTPD) was founded in 1949 by the late Professor Carlos Maria della Paolera of the University of Buenos Aires to "advance public and professional interest in planning both locally and abroad" and to create "a special day to recognize and promote the role of planning in creating livable communities"; and

WHEREAS, celebration of WTPD is growing worldwide and is promoted each year in the United States by the American Planning Association (APA) and its professional institute, the American Institute of Certified Planners (AICP); and

WHEREAS, we recognize the contributions which sound planning and plan implementation make to the quality of our natural environment and built communities; and

WHEREAS, the celebration of World Planning Day gives us the opportunity to publicly recognize the participation and dedication of the members of the Oxford Planning Commission, planning professionals, and other citizen planners who have contributed their time and expertise to the improvement of the City of Oxford, Ohio; and

WHEREAS, it is our hope that yearly celebration and recognition of World Town Planning Day will foster increased participation in our local government and planning processes; and

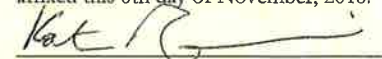
WHEREAS, local planners will celebrate by participating in a design charrette of the South Elm Street neighborhood.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio, do hereby proclaim Thursday, November 8, 2018 as:

"WORLD TOWN PLANNING DAY"

in the City of Oxford and urge all citizens to support this most worthwhile effort to raise awareness about community planning.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 6th day of November, 2018.


KATE ROUSMANIERE, MAYOR



CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/06/2018

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/29/2018
Date Prepared

Agenda Title: 2019 ANNUAL TRANSFER ORDINANCE

Recommendation: Approve

Discussion:

Description of Budgeted Transfers for the 2019 Budget

Transfer from GENERAL FUND 110
Transfer to STREET FUND 122 578,085.00

Annual General Fund Financial Support (quarterly)

Transfer from GENERAL FUND 110
Transfer to CAPITAL EQUIPMENT FUND 140 626,308.00

Annual General Fund Financial Support (quarterly)

Transfer from GENERAL FUND 110
Transfer to CAPITAL IMPROVEMENT FUND 141 514,003.00

Annual General Fund Financial Support (quarterly)

Transfer from GENERAL FUND 110
Transfer to AQUATIC CENTER DEBT SERVICE FUND 150 110,099.00

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

Transfer from GENERAL FUND 110
Transfer to PARKS IMPROVEMENT BOND DEBT SERVICE FUND 152 311,250.00

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

Transfer from GENERAL FUND 110
Transfer to STORM WATER FUND 351 40,000.00

General Fund Financial Support (1st quarter)

Transfer from GENERAL FUND 110	
Transfer to SPECIAL ASSESSMENT FUND 417	40,000.00

General Fund Financial Support (1st quarter)

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

Annual General Fund Financial Support (quarterly)

Transfer from PARKING FUND 130	
Transfer to GENERAL FUND 110	30,120.00

Annual Parking Fund Payment for Service department support (quarterly)

Transfer from PARKING FUND 130	
Transfer to STREET FUND 122	28,343.00

Annual Parking Fund Financial Support for work performed (quarterly)

Transfer from PARKING FUND 130	
Transfer to CAPITAL IMPROVEMENT FUND 141	110,000.00

Annual Parking Fund Loan Repayment (quarterly)

Transfer from PARKING FUND 130	
Transfer to PARKING IMPROVEMENT FUND 142	40,000.00

Annual Parking Fund Financial Support (1st quarter)

Transfer from WATER FUND 321	
Transfer to GENERAL FUND 110	39,343.00

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

Transfer from WATER FUND 321	
Transfer to WATER CAPITAL EQUIPMENT FUND 320	131,850.00

Annual Water Fund Financial Support (quarterly)

Transfer from WATER FUND 321	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	494,651.00

Annual Water Fund Financial Support (1st quarter)

Transfer from WATER CAPACITY BENEFIT SE FUND 381	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	18,375.00

Water CBF – NE Fund Financial Support – High St Railroad Track Boring (1st quarter)

Transfer from WATER CAPACITY BENEFIT SE FUND 382	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	18,375.00

Water CBF – NW Fund Financial Support – High St Railroad Track Boring (1st quarter)

Transfer from WATER CAPACITY BENEFIT SE FUND 383	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	18,375.00
Water CBF – SE Fund Financial Support – High St Railroad Track Boring (1 st quarter)	
Transfer from WATER CAPACITY BENEFIT SE FUND 384	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	18,375.00
Water CBF – SW Fund Financial Support – High St Railroad Track Boring (1 st quarter)	
Transfer from WASTEWATER FUND 331	
Transfer to GENERAL FUND 110	39,343.00
Annual Wastewater Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)	
Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL EQUIPMENT FUND 330	233,102.00
Annual Wastewater Fund Financial Support (1 st quarter)	
Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL IMPROVEMENT FUND 332	251,949.00
Annual Wastewater Fund Financial Support (1 st quarter)	
Transfer from REFUSE FUND 341	
Transfer to GENERAL FUND 110	29,343.00
Annual Refuse Fund Financial Support – Muni-Building Expenses (quarterly)	
Transfer from SOUTHPOINTE TIF DISTRICT 1 FUND 420	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	11,973.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 2 FUND 421	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	11,973.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 3 FUND 422	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	11,973.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 4 FUND 423	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	11,973.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 5 FUND 424	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	11,973.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from OXFORD AREA TRAIL PROPERTY TAX FUND 425	
Transfer to OXFORD AREA TRAIL CAP. IMPROVEMENT FUND 144	1,050,000.00

Annual Property Tax Transfer (bi-annual to match receipt of property taxes)

Transfer from SOUTHPOINTE TIF DEBT SERVICE FUND 151

Transfer to SOUTHPOINTE TIF CAPITAL IMPROVEMENT FUND 146 2,200,000.00

Bond proceeds Transfer (match receipt of bond proceeds)

Approved By:

Department Head:

City Manager:

Initial Date

[Signature] 10/30/18
DRE 11/3/18

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED TRANSFERS FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2019.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2019 and monies will be available for appropriation in those funds.

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

SECTION 1: The following transfers are to be executed for the City of Oxford during the fiscal year ending December 31, 2019, as follows:

Transfer from:

General Fund 110	578,085.00
General Fund 110	626,308.00
General Fund 110	514,003.00
General Fund 110	110,099.00
General Fund 110	311,250.00
General Fund 110	40,000.00
General Fund 110	40,000.00
General Fund 110	18,150.00
Parking Fund 130	30,120.00
Parking Fund 130	28,343.00
Parking Fund 130	110,000.00
Parking Fund 130	40,000.00
Water Fund 321	39,343.00
Water Fund 321	131,850.00
Water Fund 321	494,651.00
Water Capacity Benefit – NE Quadrant Fund 381	18,375.00
Water Capacity Benefit – NW Quadrant Fund 382	18,375.00
Water Capacity Benefit – SE Quadrant Fund 383	18,375.00
Water Capacity Benefit – SW Quadrant Fund 384	18,375.00
Wastewater Fund 331	39,343.00
Wastewater Fund 331	233,102.00
Wastewater Fund 331	251,949.00
Refuse Fund 341	29,343.00
Southpointe TIF District 1 Fund 420	11,973.00
Southpointe TIF District 2 Fund 421	11,973.00
Southpointe TIF District 3 Fund 422	11,973.00
Southpointe TIF District 4 Fund 423	11,973.00
Southpointe TIF District 5 Fund 424	11,975.00
Oxford Area Trail Property Tax Fund 425	1,050,000.00
Southpointe TIF Debt Service Fund 151	2,200,000.00

Transfer to:

Street Fund 122	578,085.00
Capital Equipment Fund 140	626,308.00
Capital Improvement Fund 141	514,003.00

Aquatic Center Debt Service Fund 150	110,099.00
Parks Improvements Bond Debt Service Fund 152	311,250.00
Storm Water Fund 351	40,000.00
Special Assessment Fund 417	40,000.00
Fire/EMS Fund 418	18,150.00
General Fund 110	30,120.00
Street Fund 122	28,343.00
Capital Improvement Fund 141	110,000.00
Parking Improvement Fund 142	40,000.00
General Fund 110	39,343.00
Water Capital Equipment Fund 320	131,850.00
Water Capital Improvement Fund 322	494,651.00
Water Capital Improvement Fund 322	18,375.00
Water Capital Improvement Fund 322	18,375.00
Water Capital Improvement Fund 322	18,375.00
Water Capital Improvement Fund 322	18,375.00
General Fund 110	39,343.00
Wastewater Capital Equipment Fund 330	233,102.00
Wastewater Capital Improvement Fund 332	251,949.00
General Fund 110	29,343.00
Southpointe TIF Debt Service Fund 151	11,973.00
Southpointe TIF Debt Service Fund 151	11,973.00
Southpointe TIF Debt Service Fund 151	11,973.00
Southpointe TIF Debt Service Fund 151	11,973.00
Southpointe TIF Debt Service Fund 151	11,975.00
Oxford Area Trail Capital Improvement Fund 144	1,050,000.00
Southpointe TIF Capital Improvement Fund 146	2,200,000.00

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: STAFF

A Work Session of the Oxford City Council was called to order by Vice Mayor, Steve Dana on Tuesday, October 16, 2018 at 6:30 p.m. Council members present were Glenn Ellerbe, David Prytherch, Chantel Raghu and Edna Southard. Mayor Rousmaniere arrived at 6:33 p.m. and Mike Smith was excused.

Staff members present: Doug Elliott, City Manager; Sam Perry, Community Development Director; John Detherage, Fire Chief; Amy Blankenship, Assistant Law Director and Mary Ann Eaton, Clerk of Council.

Shana Rosenberg, Planning Commission representative and Lisa Colwell, National Inspection Corporation, were also in attendance.

Mr. Prytherch and Mr. Dana recused themselves from the discussion.

APPROVAL OF AGENDA

Mr. Ellerbe moved to approve the agenda. Mr. Smith seconded. The motion carried 6-0-0.

PURPOSE

The purpose of the Work Session was for Council to discuss Short Term Rental language to incorporate into the Oxford to the Zoning Code.

DISCUSSION

Mr. Perry advised there were a significant number of homes in Oxford being used as Short Term Rentals and noted so far no significant complaints have been received as a result of them. Mr. Perry noted the Short Term Rental concept came about as a fund raiser for some of the local non-profit agencies. Mr. Perry advised the goal was to have some simple language in place to address this type of rental activity and noted the concept evolved into the operation of some non owner occupied Short Term Rentals. Mr. Perry outlined some of the proposed General Provisions for Short Term Rentals as recommended by the Planning Commission as follows:

1. Short Term Rentals are permitted only in Single, Two or Three Family buildings. This includes condominiums but not multi-family buildings. All other building types are prohibited.
2. Short Term Rentals of five or fewer STR bookings per calendar year for any one dwelling unit are considered a permitted accessory use and do not require a license or permit.
3. Short Term Rentals of more than five STR bookings per calendar year are permitted with a valid Short Term Rental License or valid Rental Permit.

Mr. Perry advised the Planning Commission recommended Short Term Rental properties in Neighborhood Conservation Overlay Districts must be owner occupied.

Mr. Perry noted some homeowners were concerned that with rental permits and home inspections they may need to make modifications to their properties to be in compliance with all of the necessary codes.

Council discussed their concerns with enforcement, hotel tax, occupancy limits, overlay districts and non owner occupied Short Term Rental properties which Mr. Perry, Ms. Rosenberg and Ms. Colwell addressed.

Ms. Raghu and Mr. Ellerbe preferred that a Conditional Use Permit be required for all non owner occupied properties to operate as a Short Term Rental verses just ones in commercial zoning districts. Mr. Perry advised he was not opposed to that for single family dwellings and noted it could be a problem for two and three family dwelling units. Mr. Perry suggested adopting language for single family dwelling units first.

After additional discussion, it was decided that staff would bring forward the language recommended by the Planning Commission on the November 6 Council agenda and Council could discuss the matters further and amend the language if they felt it was appropriate.

ADJOURN

Mr. Ellerbe moved to adjourn at 7:21 p.m. Ms. Southard seconded. The motion carried 4-0-0.

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Finance

Originating Department

Council Meeting Of :

11/6/2018

Account Code No. :

see below

Joe Newlin

Prepared By

Budgeted Amount :

11/1/2018

Date Prepared

Agenda Title: 2018 Supplemental Budget #6

Recommendation: Approve

Issue 1

To make adjustment to budget for additional revenue & expenditures related to construction projects (NIC payments)
(currently have \$78,488 encumbered for NIC expenditures)

Action Needed:

Revenue Side

General (110)	134,480.00	Building, Electrical, Heating permits
Board of Building Standards (414)	950.00	BBS Fees

Expense Side

General (110)	45,500.00	Additional expenditures for NIC payments
Board of Building Standards (414)	950.00	Additional expenditures for BBS fees

Net Effect on Fund Balance/(s)	88,980.00
Increase/(Decrease)	

Issue 2

To make adjustment to budget for additional revenue & expenditures related to income tax collections

Action Needed:

Revenue Side

General (110)	591,500.00	Income Tax receipts
Fire & EMS (418)	75,500.00	Income Tax receipts

Expense Side

General (110)	75,000.00	Additional expenditures for retainage & refunds for income tax collections
Fire & EMS (418)	3,000.00	Additional expenditures for retainage & refunds for income tax collections

Net Effect on Fund Balance/(s)	589,000.00
Increase/(Decrease)	

Issue 3

To make adjustment to budget for additional revenue for reimbursements (Workers Compensation and others)

Action Needed:

Revenue Side

General (110)	67,325.00	Reimbursements
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Expense Side

Net Effect on Fund Balance/(s)	67,325.00
Increase/(Decrease)	

Issue 4

To make adjustment to amended budget for projected increase in Hotel Tax Receipts and related expenses.

Action Needed:

Revenue Side

General Fund (110)	32,000.00	Hotel Tax Receipts
Hotel Tax Agency Fund (120)	32,000.00	Hotel Tax Receipts
General Fund (110)	1,920.00	Transfer from Hotel Tax Agency Fund

Expense Side

Hotel Tax Agency Fund (120)	30,080.00	Appropriation from unencumbered balance for payment to OVB 94%
Hotel Tax Agency Fund (120)	1,920.00	Appropriation from unencumbered balance for transfer to General Fund 6%
Net Effect on Fund Balance/(s) Increase/(Decrease)	33,920.00	

Issue 5

To make adjustment to budget for advance of \$21,630 for this engineering study to be repaid by the OATS property tax levy as revenue becomes available and increase appropriation from the unencumbered balance for the engineering fees and repayment of advance

Action Needed:

Revenue Side

OATS Trail (144)	21,630.00	Advance from the General Fund
General (110)	21,630.00	Repayment of advance from the OATS Fund

Expense Side

General (110)	21,630.00	Advance to the OATS Fund
OATS Trail (144)	21,630.00	Engineering Fees
OATS Trail (144)	21,630.00	Repayment of advance to the General Fund

Net Effect on Fund Balance/(s) Increase/(Decrease)	(21,630.00)
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Total Net Effect on Fund Balance/(s) Increase/(Decrease)	757,595.00
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Breakdown by Fund

General (110)	706,725.00
Hotel Tax Agency Fund (120)	-
Board of Building Standards (414)	-
Fire & EMS (418)	72,500.00
OATS Trail (144)	(21,630.00)
Net Effect on Fund Balance/(s) Increase/(Decrease)	757,595.00

Approved By:

Department Head:

City Manager:

Initials	Date
<i>[Signature]</i>	11/1/18
<i>[Signature]</i>	11/2/18

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO.3449. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 6 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2018.

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

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

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

SECTION 2: The following increase/(decrease)in revenues be made:

General Fund 110	134,480.00
Board of Building Standards Fund 414	950.00
General Fund 110	591,500.00
Fire & EMS Fund 418	75,500.00
General Fund 110	67,325.00
General Fund 110	32,000.00
Hotel Tax Agency Fund 120	32,000.00

SECTION 3: The following increase/(decrease)in appropriations from unencumbered balances be made:

General Fund 110	45,500.00
Board of Building Standards Fund 414	950.00
General Fund 110	75,000.00
Fire & EMS Fund 418	3,000.00
Hotel Tax Agency Fund 120	30,080.00
Hotel Tax Agency Fund 120	1,920.00
General Fund 110	21,630.00
Oxford Area Trail Fund 144	21,630.00
Oxford Area Trail Fund 144	21,630.00

SECTION 4: The following transfer(s) be executed:

Transfer from:	
Hotel Tax Agency Fund 120	1,920.00
Transfer to:	
General Fund 110	1,920.00

SECTION 5: The following increase/(decrease)in revenues be made:

General Fund 110	1,920.00
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SECTION 6: The following advance(s) be executed:

Advance from:

General Fund 110	21,630.00
Oxford Area Trail Fund 144	21,630.00

Advance to:

Oxford Area Trail Fund 144	21,630.00
General Fund 110	21,630.00

SECTION 7: The following increase/(decrease)in revenues be made:

Oxford Area Trail Fund 144	21,630.00
General Fund 110	21,630.00

SECTION 8: In all other respects, Ordinance No. 3449 shall remain in full force and effect.

SECTION 9: This ordinance shall take effect immediately upon its adoption.

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

Finance
Originating Department

Council Meeting Of: 11/6/2018

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/30/2018
Date Prepared

Agenda Title: An Ordinance Approving the Creation a New Fund for the 2019 Operating Budget to Provide for Southpointe TIF District 2 Fund Collection of TIF Payments and Transfers to the Southpointe TIF Debt Service Fund

Recommendation: Approve

Discussion:

Staff recommends Council approve the creation of a new fund 421 to account for Southpointe TIF District 2 TIF receipts in the 2019 operating budget. This is an accounting method to record all Southpointe TIF District 2 TIF receipts and transfers to Southpointe TIF Debt Service Fund.

Approved By:

Department Head:
City Manager:

Initial Date

10/30/18
11/2/18

ORDINANCE NO.

AN ORDINANCE APPROVING THE CREATION OF A NEW FUND FOR THE 2019 OPERATING BUDGET TO PROVIDE FOR SOUTHPOINTE TIF DISTRICT 2 RECEIPTS.

WHEREAS, the City Manager and the Finance Director recommend that the City Manager and the Finance Director have oversight over the activities within the Southpointe TIF District 2 Fund and that it be used for collection of TIF payments and transfers to the Southpointe TIF Debt Service Fund to be used for Debt Service payments.

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

SECTION 1: Council hereby approves and authorizes the Finance Director to create a Special Revenue Fund #421 Southpointe TIF District 2 Fund for the sole purpose of collection of TIF payments and transfers to the Southpointe TIF Debt Service Fund to be used for Debt Service payments.

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: Douglas Elliott

Police

Originating Department

Council Meeting Of: April 3, 2018

John A. Jones

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

March 26, 2018

Date Prepared

Agenda Title: Resolution to sell junk/abandoned motor vehicles to the highest bidder.

Recommendation: Adopt the resolution

Discussion: Pursuant to Oxford City Code and in accordance with ORC 4513.62, the Division of Police requests that City Council approves the sale of salvage/junk/abandoned motor vehicles described in the attached Exhibit A to the highest bidder and that the proceeds from such sale be placed in the General Fund.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

JH 10/29/18
DRE 11-2-18

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE SALE OF SALVAGED, JUNK AND/OR ABANDONED MOTOR VEHICLES.

WHEREAS, the Police Chief recommends that unclaimed motor vehicles ordered into storage pursuant to Section 4513.62 of the Ohio Revised Code be sold to a motor vehicle salvage dealer or scrap metal processing facility at the highest obtainable salvage price. The motor vehicles to be sold are listed on Exhibit "A" attached hereto and incorporated herein by reference.

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

SECTION 1: City Council hereby accepts the recommendation of the Police Chief and authorizes the sale of the salvaged, junk and/or abandoned motor vehicles listed on Exhibit "A" to a motor vehicle salvage dealer or scrap metal processing facility at the highest obtainable salvage price. The proceeds thereof shall be placed in the General Fund.

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

MAYOR

ADOPTED:

ATTEST

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

EXHIBIT 'A'

The following vehicles are currently being stored at the OPD impound lot and are unclaimed by the owner after due notice. OPD has obtained salvage titles for the below vehicles and we are requesting they be sold to a salvage dealer.



- 1. 2004 Honda Accord**
VIN#: 1HGCM566X4A073212



- 2. 1995 Chevrolet Astro Van**
VIN#: 1GBDM19W4SB252249



3. 1995 Plymouth Grand Voyager
VIN#1P4GH44R8SX526521



4. 2004 Honda CRV
VIN#: JHLRD78864C059317



5. 1997 Honda Civic
VIN#: 1HGEJ8149VL111673



6. 2001 Toyota Corolla
VIN#: 2T1BR12E81C449401



7. 1997 Toyota Camry
VIN#: 4T1BG22K4VU041208



8. 2003 Toyota Tundra
VIN#: 5TBBT48133S435917



9. 1997 Chevrolet Monte Carlo
VIN#: 2G1WW12M1V9120054



10. 1995 GMC Sierra
VIN#: 1GTEK14H8SZ514893



11. 2005 Dodge Grand Caravan
VIN#: 2D4GP44LX5R462930



12. 2004 Chrysler Town & Country
VIN#: 2C4GP54L64R524471

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/6/2018

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/30/2018
Date Prepared

Agenda Title: An Ordinance Approving the Creation a New Fund for the 2019 Operating Budget to Provide for Southpointe TIF District 4 Fund Collection of TIF Payments and Transfers to the Southpointe TIF Debt Service Fund

Recommendation: **Approve**

Discussion:

Staff recommends Council approve the creation of a new fund 423 to account for Southpointe TIF District 4 TIF receipts in the 2019 operating budget. This is an accounting method to record all Southpointe TIF District 4 TIF receipts and transfers to Southpointe TIF Debt Service Fund.

Approved By:

Department Head:
City Manager:

Initial Date

JN 10/30/18
DRG 11/2/18

ORDINANCE NO.

AN ORDINANCE APPROVING THE CREATION OF A NEW FUND FOR THE 2019 OPERATING BUDGET TO PROVIDE FOR SOUTHPOINTE TIF DISTRICT 4 RECEIPTS.

WHEREAS, the City Manager and the Finance Director recommend that the City Manager and the Finance Director have oversight over the activities within the Southpointe TIF District 4 Fund and that it be used for collection of TIF payments and transfers to the Southpointe TIF Debt Service Fund to be used for Debt Service payments.

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

SECTION 1: Council hereby approves and authorizes the Finance Director to create a Special Revenue Fund #423 Southpointe TIF District 4 Fund for the sole purpose of collection of TIF payments and transfers to the Southpointe TIF Debt Service Fund to be used for Debt Service payments.

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

Finance
Originating Department

Council Meeting Of: 11/6/2018

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/30/2018
Date Prepared

Agenda Title: An Ordinance Approving the Creation a New Fund for the 2019 Operating Budget to Provide for Southpointe TIF District 1 Fund Collection of TIF Payments and Transfers to the Southpointe TIF Debt Service Fund

Recommendation: Approve

Discussion:

Staff recommends Council approve the creation of a new fund 420 to account for Southpointe TIF District 1 TIF receipts in the 2019 operating budget. This is an accounting method to record all Southpointe TIF District 1 TIF receipts and transfers to Southpointe TIF Debt Service Fund.

Approved By:

Department Head:
City Manager:

Initial Date

(Signature) 10/30/18
DRE 11/2/18

ORDINANCE NO.

AN ORDINANCE APPROVING THE CREATION OF A NEW FUND FOR THE 2019 OPERATING BUDGET TO PROVIDE FOR SOUTHPOINTE TIF DISTRICT 1 RECEIPTS.

WHEREAS, the City Manager and the Finance Director recommend that the City Manager and the Finance Director have oversight over the activities within the Southpointe TIF District 1 Fund and that it be used for collection of TIF payments and transfers to the Southpointe TIF Debt Service Fund to be used for Debt Service payments.

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

SECTION 1: Council hereby approves and authorizes the Finance Director to create a Special Revenue Fund #420 Southpointe TIF District 1 Fund for the sole purpose of collection of TIF payments and transfers to the Southpointe TIF Debt Service Fund to be used for Debt Service payments.

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

Community Development
Originating Department

Council Meeting Of: November 6, 2018

Sam Perry
Prepared By

Account Code No. #:

Budgeted Amount: N/A

November 1, 2018
Date Prepared

Agenda Title: Planning Commission Meeting Report- October 9, 2018
--

Reports from Boards/Commissions/Staff: Mr. Dana reported on 'town and gown' related topics of recent interest to Council such as e-scooters, overlay districts and residential advance leasing limits. Mr. Watt reported on HAPC discussions about the context of historic districts and their buffer areas of influence as well as code updates that have been completed. Ms. Rosenberg reported from EC on the status of the tree ordinance and HAC on proposed zoning code changes. Mr. Perry reported on grant funding from OKI for trail development from the middle school to the Community Park.

PC-2018-26, ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District, in the area of Fairfield Road, Tollgate Drive, Erickson Drive, Albert Circle, Robin Court and Bull Run Drive, for a total of 77 parcels, **City of Oxford, Applicant**

Vice Chair Daniels opened the discussion starting with the staff report that this was the 16th overlay of this type. There were several questions from property owners regarding the applicability of the short term rental legislation. Staff responded that under the proposed rules up to five stays would be permitted without any city permits. There were no comments in opposition to the overlay. 94% of owners signed the petition. The Commission found compliance with the decision standards and voted to recommend approval of the overlay with a vote of 4-0. One member was recused.

The meeting adjourned at 7:32 p.m.

Approved By:	Department Head:	<u>SP</u> / <u>11-2-18</u>
	City Attorney:	
	City Manager:	<u>DRE</u> / <u>11-2-18</u>

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meetings of: November 6, 2018

Account Code #: N/A

Budgeted Amount: N/A

Service Department _____
Originating Department

Michael Dreisbach, Service Director
Prepared By

Oct. 26, 2018
Date Prepared

Agenda Title: Update and correction to Chapter 933 Title and Fees

Recommendation: Approve

Discussion:

Upon review of Part Nine – Title Five – Chapter 933 (title page), the description for Chapter 933 should be amended. The word “~~Composting~~” should be corrected to read “**Compacting at City Transfer Station**”.

Also, in Section 933.04, the stated fee for use of the City’s solid waste transfer station should amended as follows: “The fee for receipt of refuse and its subsequent compaction and disposal at the City transfer station shall be ~~fourteen dollars and thirty cents (\$14.30) per each cubic yard or part thereof and the method and administration of payment shall be as is administratively~~ prescribed by the City of Oxford Fee Ordinance.”

Staff recommends the Oxford City Council approve these amendments as stated above. This will lessen confusion between waste going to the City’s yard waste composting facility and the City’s solid waste transfer station.

Approved By:

Department Head:

Initial Date
MBD \10/26/18

City Manager:

DRE \ 11/2/18

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE CHAPTER 933 ENTITLED REFUSE FOR COMPACTING AND ADOPTING NEW OXFORD CODIFIED ORDINANCE CHAPTER 933 ENTITLED REFUSE FOR COMPACTING AT CITY TRANSFER STATION TO CLARIFY THE INTENT OF CHAPTER 933 AND THE ASSOCIATED FEES.

WHEREAS, the City Manager and the Service Director recommend repealing Oxford Codified Ordinance Chapter 933 entitled Refuse for Compacting and adopting new Oxford Codified Ordinance Chapter 933 entitled Refuse for Compacting at City Transfer Station to clarify the intent of Chapter 933 and the associated fees.

THE COUNCIL OF THE CITY OF OXFORD HEREBY ORDAINS THAT:

SECTION I: Council accepts the recommendation of the City Manager and the Service Director and hereby repeals Oxford Codified Ordinance Chapter 933 entitled Refuse for Compacting and adopts new Oxford Codified Ordinance Chapter 933 entitled Refuse for Compacting at City Transfer Station to clarify the intent of Chapter 933 and the associated fees as follows:

CHAPTER 933

Refuse for Compacting at City Transfer Station

933.01 Definitions.

933.02 Uncompacted refuse.

933.03 Rules and regulations.

933.04 Fee required.

CROSS REFERENCES

Recycling - see S.U. & P.S. Ch. 931

933.01 DEFINITIONS.

(a) "Refuse" includes all nonputrescible wastes as well as all construction waste and spoil material but excludes material expressly found to be unsuitable for compaction by the Service Director.

(b) "Uncompacted refuse" refers to that refuse that has not been compacted in the City compactor at the City transfer station.

933.02 UNCOMPACTED REFUSE.

Uncompacted refuse may be brought to the City compactor at the City transfer station located on Collins Run Road at the City garage for receipt, compaction and disposal by the City.

933.03 RULES AND REGULATIONS.

The Service Director is authorized to promulgate and enforce such reasonable rules and regulations relative to the receipt and compaction of refuse as said Service Director deems necessary to safely and efficiently carry out the receipt, compaction and disposal of refuse. Refuse material deemed unfit for City compaction by the Service Director will not be accepted at the transfer station.

933.04 FEE REQUIRED.

The fee for receipt of refuse and its subsequent compaction and disposal at the City transfer station shall be ~~fourteen dollars and thirty cents (\$14.30) per each cubic yard or part thereof and the method and administration of payment shall be as is administratively prescribed by the Service Director.~~ **City of Oxford Fee Ordinance.**

SECTION II: 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

Community Development
Originating Department

Council Meeting Of: November 6, 2018

Account Code No. #:

Sam Perry
Prepared By

Budgeted Amount: N/A

November 1, 2018
Date Prepared

Agenda Title:	Board of Zoning Appeals Meeting Report – October 17, 2018
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The BZA welcomed new member Daniel Herron. Mr. Herron was sworn in by Assistant Law Director Amy Blankenship.

Adjudication Hearings

BZA-2018-17, 101 N. Main Street, Oxford Presbyterian Church, variance to Section 1141.03(c)6B, setback and yard requirements, to allow for the construction of a handicap ramp in the front yard, Joseph Simpson, Trustee, Oxford Presbyterian Church, Applicant

This was a request to allow the construction of an accessible ramp on the main front entrance of the Oxford Presbyterian Church. The steps would remain with the ramp being an additional method of access. Uptown Zoning District Oxford Zoning Code Section 1143.10(c)2 requires at least 16.5 feet of front yard setback. Due to the fact that the building is already encroaching 5 feet into the required yard, this eliminates the opportunity for accommodations on the front of the building without a variance. The entrance slope to the ramp encroaches 15 feet of the required 16.5 foot front yard. There is an alternative entrance from the courtyard that is accessible but that is less desirable to the congregation. The board heard from staff and the applicant. The board deliberated the case using the decision standards. The board found that the ramp was not substantial because it was a horizontal encroachment rather than vertical and that there was no other method other than a variance. The case was approved 5-0.

The meeting adjourned at 6:49 p.m.

Approved By:

Department Head:
City Attorney
City Manager:

Initial	Date
<u>SP</u>	<u>11-2-18</u>
<u>DRE</u>	<u>11-2-18</u>

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/6/2018

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/30/2018
Date Prepared

Agenda Title: An Ordinance Approving the Creation a New Fund for the 2019 Operating Budget to Provide for Southpointe TIF District 5 Fund Collection of TIF Payments and Transfers to the Southpointe TIF Debt Service Fund

Recommendation: **Approve**

Discussion:

Staff recommends Council approve the creation of a new fund 424 to account for Southpointe TIF District 5 TIF receipts in the 2019 operating budget. This is an accounting method to record all Southpointe TIF District 5 TIF receipts and transfers to Southpointe TIF Debt Service Fund.

Approved By:

Department Head:
City Manager:

Initial Date
DN \ 10/30/18
DRE \ 11/7/18

ORDINANCE NO.

AN ORDINANCE APPROVING THE CREATION OF A NEW FUND FOR THE 2019 OPERATING BUDGET TO PROVIDE FOR SOUTHPOINTE TIF DISTRICT 5 RECEIPTS.

WHEREAS, the City Manager and the Finance Director recommend that the City Manager and the Finance Director have oversight over the activities within the Southpointe TIF District 5 Fund and that it be used for collection of TIF payments and transfers to the Southpointe TIF Debt Service Fund to be used for Debt Service payments.

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

SECTION 1: Council hereby approves and authorizes the Finance Director to create a Special Revenue Fund #424 Southpointe TIF District 5 Fund for the sole purpose of collection of TIF payments and transfers to the Southpointe TIF Debt Service Fund to be used for Debt Service payments.

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

Community Development
Originating Department

Council Meeting Of: November 6, 2018

Account Code No. #:

Sam Perry
Prepared By

Budgeted Amount: N/A

October 31, 2018
Date Prepared

Agenda Title: PC-2018-26, ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District, in the area of Fairfield Road, Tollgate Drive, Erickson Drive, Albert Circle, Robin Court and Bull Run Drive, for a total of 77 parcels, **City of Oxford, Applicant**

Planning Recommendation: Approval

Discussion:

The legislation to create Neighborhood Conservation Overlay Districts was adopted by the City Council in 2012 to protect the existing character of residential neighborhoods, maintain an attractive community appearance, and provide a desirable living environment. The effect is to further restrict residential rental properties from four to two unrelated individuals. This petition originated from owner Mr. Jeff MacDonald and a team of other property owners who collected signatures.

There are a total of 77 parcels contained in the proposed overlay (3rd largest). A map of the proposed area is attached. The overlay includes households in Emerald Woods Subdivision #'s 1, 2 and part of 3, which were originally platted in 1965-1967. The signatures in this petition well exceed the two-thirds requirement at 94% per Oxford Zoning Code Section 1146.03(a)(3). The proposed overlay fills a gap between three other existing overlays (see attached map).

This is the third of four public meetings for the overlay zoning map amendment process. City Council passed the petition acceptance on August 21, followed by a Planning hearing on October 9. At the Planning hearing the majority of comments and questions were from owners within the overlay area wishing to retain the right to operate short term rentals.

The Commission found that the map amendment and overlay district decision standards had been met and thus forwarded a recommendation of approval to City Council with a vote of 4-0. One member was recused.

Approved by:

	Initial	Date
Department Head:	<u>SP</u>	<u>11-1-18</u>
City Attorney:	<u></u>	<u></u>
City Manager:	<u>DRE</u>	<u>11-2-18</u>

ORDINANCE NO.

AN ORDINANCE ACCEPTING THE PLANNING COMMISSION'S RECOMMENDATION AND GRANTING A ZONING MAP AMENDMENT TO ESTABLISH A NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT IN A R-1A (SINGLE FAMILY LOW DENSITY RESIDENTIAL) DISTRICT FOR 77 PARCELS LOCATED ON FAIRFIELD ROAD, TOLLGATE DRIVE, ERICKSON DRIVE, ALBERT CIRCLE, ROBIN COURT AND BULL RUN DRIVE.

WHEREAS, Council finds in accordance with Section 1146.03 of the Codified Ordinances of the City of Oxford, the Oxford Planning Commission held a public hearing on October 9, 2018 on the City of Oxford's application for a Zoning Map Amendment to establish a Neighborhood Conservation Overlay District in a R-1A (Single Family Low Density Residential) District for 77 parcels located on Fairfield Road, Tollgate Drive, Erickson Drive, Albert Circle, Robin Court and Bull Run Drive in the City of Oxford, Ohio, a map of which is attached hereto and incorporated herein as Exhibit "A" and;

WHEREAS, the Oxford Planning Commission, after public hearing and deliberation, recommended granting the Zoning Map Amendment to establish a Neighborhood Conservation Overlay District, and found that the proposed request was in keeping with the intended characteristics of the neighborhood and was an appropriate classification for the properties in question.

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

SECTION 1: Council hereby accepts the recommendation of the Oxford Planning Commission, and after deliberation, finds for the granting of the Zoning Map Amendment, to establish a Neighborhood Conservation Overlay District in a R-1A (Single Family Low Density Residential) District for 21 parcels located on Fairfield Road, Tollgate Drive, Erickson Drive, Albert Circle, Robin Court and Bull Run Drive in the City of Oxford, Ohio, a map of which is attached hereto and incorporated herein as Exhibit "A".

SECTION 2: Council hereby grants the Zoning Map Amendment as requested, incorporating the application and documents submitted with the application as a term and condition of the granting of this Zoning Map Amendment and orders that the official zoning map be amended.

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
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2018-26

Date – October 9, 2018

APPLICATION

Applicant:	City of Oxford
Action Request:	ZONING MAP AMENDMENT to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District, in the area of Fairfield Rd, Tollgate Dr, Erickson Dr, Albert Cir, Robin Ct and Bull Run Dr, City of Oxford, Applicant

DESCRIPTION

The proposed map amendment is to establish a Neighborhood Conservation Overlay District in an existing R-1A (Single-Family Low Density Residential) District in the area of Fairfield Rd, Tollgate Dr, Erickson Dr, Albert Cir, Robin Ct and Bull Run Dr.

A petition to establish a neighborhood conservation overlay district was filed by Mr. Jeff Macdonald on July 16, 2018 to the Clerk of City Council. A resolution was adopted by the City Council accepting the petition and forwarding this request to the Planning Commission on August 21, 2018. This is the 16th such overlay since 2014. Signatures were submitted by the petitioners for 72 of 77 properties in the proposed district.

ZONING CODE

The Oxford Zoning Ordinance Chapter 1146 governs the establishment of the Neighborhood Conservation Overlay District.

COMPREHENSIVE PLAN

In the Overview Section of Chapter 7, Housing, in the Comprehensive Plan, residents echoed the same sentiments that Oxford has a unique housing market involving a large rental population that limits opportunities for family housing options and changes the community character, specifically within the Mile Square. The public input sessions also pointed out the lack of housing opportunities for families and the hope to encourage owner-occupied housing and promote the return of full-time residents to the area. Even the Comprehensive Plan does not implicitly point to the establishment of an overlay district to encourage owner-occupied neighborhoods, but several objectives and strategies are relevant to this idea of maintaining traditional neighborhoods and owner-occupied residential dwellings.

Objective Expand Housing options

- H2.1 Update development regulations to allow for a variety of housing types in new developments.*
- H2.4 Provide financial assistance to increase homeownership opportunities for low and moderate income residents.*

Objective: Expand homeownership opportunities

- H5.1 Encourage local employers to provide homeownership incentives.*
- H5.2 Encourage rehabilitation of owner-occupied structures within the Mile Square.*
- H5.3 Create an urban homeownership incentive program such as homeownership grants to help offset the cost of housing.*
- H5.4 Develop a revolving loan fund.*
- H5.5 Establish an Oxford Homeownership Office in partnership with Miami University.*
- H5.6 Support the University loan program to increase homeownership opportunities within the Mile Square.*

AGENCY REVIEWS

Requests for review were made to the Police, Fire, Engineering and Economic Development Departments. The following comments have been received:

Police:	Received without comments
Fire:	Received without comments
Engineering:	Received without comments
Econ. Dev.	Not returned

DECISION CRITERIA

A copy of the Decision Criteria for Overlay District is attached.

ANALYSIS

The idea of the neighborhood conservation overlay district was to preserve neighborhoods from converting to predominately rental property. The Planning Commission went through extensive discussion about this overlay district in 2012. It was designed to provide a mechanism for neighborhoods to initiate a grass roots movement to get all the neighbors together and to petition City Council for the consideration of placing more restrictions on the underlying district. The additional restriction is to reduce the allowed number of unrelated occupants from four to two. This overlay does not prevent rentals; but it does further restrict rentals. Existing rentals are allowed to continue and rentals to families of unlimited size are not restricted.

The overlay district is not uncommon in the land use arena to put in place a specific set of regulations that are more stringent than the underlying district in order to accomplish specific objectives. The most commonly used overlay district is for historic areas. Others are used for specific design standards to promote some uniformity in certain specific subset areas.

Many neighborhoods have gone through this process since the adoption of this enabling legislation in 2013. As of today, there have been 15 different neighborhoods throughout the City that have obtained the overlay district designation. These neighborhoods are typically located outside of the Mile Square.

Based on the Neighborhood Conversation Overlay District requirements, the City Council accepted the petition on August 21, 2018 and forwarded the petition to the Planning Commission for Zoning Map Amendment consideration.

There are specific attached decision standards that the Planning Commission should reference in decision making. The Planning Commission also shall consider the purpose and objectives of the overlay district which are to achieve the privacy of residents and to minimum noise, congestion and nuisance impact by excessive renters and to maintain an attractive community appearance and provide a desirable living environment and finally to prevent excessive traffic and parking problems in the neighborhood.

The petition met the boundary requirements as stipulated in the Chapter 1146.03(h). The petition also met the minimum two-thirds requirements of owner signatures within the proposed boundary.

Please note that this process is a neighborhood driven process beginning with a petition to the City Council and followed with a public hearing before the Planning Commission for a Map Amendment recommendation. The City Council may waive certain requirements after a positive recommendation from the Planning Commission. This process is far lengthier than normal map amendment process and has additional decision standard thresholds to meet. It is a process that the neighborhood has taken seriously and the neighbors have demonstrated their commitment to preserve their neighborhood and to maintain their neighborhood character by going through this extra step to initiate.

RECOMMENDATION

Staff recommends the Planning Commission approval of this amendment and to forward this request to City Council for legislative action.

SUBMITTED

BY:

A handwritten signature in black ink, appearing to read "Sam Perry", with a long horizontal flourish extending to the right.

Sam Perry
Community Development Director

DATE: September 23, 2018

ATTACHMENT

Chapter 1135 Zoning Map Amendment procedures and decision standards

(c) Planning Commission and Council Review. The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall also consider the Planning Commission recommendation.

If the Planning Commission or Council finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

- (1) Decision standards. A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

Map Amendments

- A. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- B. The proposed amendment will make the map conform more closely to the Comprehensive Plan.
- C. There has been a substantial change in area conditions that necessitates the amendment.
- D. There is a legitimate need for additional land area in the zoning district that will be expanded.

Planning Commission must utilize the Chapter 1146 Specific Decision Standards to consider the Neighborhood Conservation Overlay District and they are as follows:

1146.03(2) b Decision Standards for Considering Overlay District:

1. The proposed Overlay District meets the boundary criteria.
2. The proposed Overlay District will preserve and enhance the neighborhood character.
3. The proposed Overlay District will promote the public health, safety and general welfare of the people of the neighborhood.
4. The proposed Overlay District will promote and implement the intent of the Comprehensive Plan.
5. The proposed Overlay District will satisfy a legitimate need.



Internal Use Only:

Case No.

PC-2018-26

Date Filed

8/24/18

Zoning Map Amendment Application

Applicant Information

Attach a Letter of Agency if the Applicant is not the property owner.

Name *

City of Oxford

Mailing Address *

15 S College

City, State & Zip Code *

Oxford, OH 410

Telephone Number(s) *

Email Address

sperry@cityofoxford.org

Location and Lot Information

Location *

Fairfield Rd Tollgate Dr Erickson Dr Albert Circle,
Robin Court, Bull Run Drive

General Description
of Proposed Amendment *

Current Zoning *

RIA

Proposed Zone(s) *

RIA, Neighborhood Conservation
Overlay District

Submission Requirements and Documentation

From Section 1135.02 Procedure¹.

- (a) **Initiation.** A map amendment may be initiated by adoption of a motion by Planning Commission, by adoption of a motion by Council, or by application to Planning Commission by at least one owner of the property within the area proposed to be rezoned.
- (b) **Application.** If Planning Commission or Council initiates an amendment, then the Zoning Administrator shall provide information as necessary for proper consideration of the motion. The information provided shall be substantially similar to that required of an application for amendment.

An application for amendment shall be filed with the Zoning Administrator. An application shall be complete prior to being scheduled for a public hearing. An application will be considered complete only if the Zoning Administrator is satisfied that all of the materials required by this chapter are included and are sufficient in their content to satisfy the intent of the application requirements.

- (1) **Contents of application.** The applicant shall contact the Zoning Administrator prior to submitting an application to discuss the submission requirement, which includes the following information. A written, detailed description, where applicable, is required for each subsection.

- A. Application Fee.
- B. The name, mailing address, and telephone number of the applicant.
- C. A general description of the proposed amendment.
- D. A narrative statement that describes how the proposed amendment relates to the Comprehensive Plan.
- E. A statement that identifies potential negative consequences of the proposed amendment.
- F. Such other information regarding the proposed amendment as may be pertinent to the application or required by Planning Commission or Council.
- G. A legal description of the area to be rezoned.
- H. The proposed zoning of the area.
- I. The current zoning of the area.
- J. A description of existing uses in the area.

- K. A vicinity map, at a scale approved by the Zoning Administrator, showing property lines, streets, existing and proposed zoning and other items required by the Zoning Administrator.
- L. A list of the names and mailing addresses of all owners of land that is proposed to be rezoned and all land owners within 200 feet of every parcel proposed to be rezoned (see later section).

Surrounding Property Owners

On a separate sheet, provide the parcel numbers, names, and mailing addresses of all property owners within 200 feet of all boundaries of the property in question. The Butler County Auditor Real Estate Search² is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number. *Property Owner names will not be provided in the agenda packet.*

Decision Process

From Section 1135.02(c)(1) Decision Standards¹.

A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

- A. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- B. The proposed amendment will make the map conform more closely with the Comprehensive Plan.
- C. There has been a substantial change in area conditions that necessitates the amendment.
- D. There is a legitimate need for additional land area in the zoning district that will be expanded.

Fees & Receipt

The required fee is \$150.00, plus \$10.00 postage charge. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

Sign and Date

Applicant Signature *

Date *

 Samuel D. Perry
8-23-18

Submit Application, Submission Requirements and Documentation, and Fees

We will not accept incomplete applications and/or plans and documentation.

Send or drop off this application with required documentation as attachments and a check for fee and postage charge made payable to **City of Oxford**, to Community Development Director, 15 South College Avenue, Oxford, OH 45056.

Direct questions to the Community Development Dept. at (513) 524-5204. The application will be placed on the next possible agenda.

Note: You must adhere to notification and publication requirements. Submit materials 45 days prior to the proposed Planning Commission meeting on which the action is requested. City Staff will place a public hearing sign on the subject property. **The Applicant is responsible for removing the signage at the completion of the hearing(s).**

¹ City of Oxford Codified Ordinances: <http://www.cityofoxford.org/fees-ordinances-and-charter>

² Butler County Auditor Real Estate Search: <http://www.butlercountyauditor.org/>

RESOLUTION NO. 7010

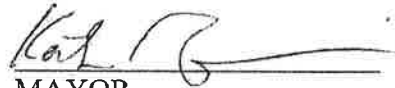
RESOLUTION OF COUNCIL ACCEPTING THE PETITION AS REQUIRED BY OXFORD CODIFIED ORDINANCE §1146.03 TO ESTABLISH A NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT FOR PARCELS ALONG ERICKSON DRIVE, BULL RUN DRIVE, FAIRFIELD ROAD, TOLLGATE DRIVE AND ROBIN COURT AS SET FORTH ON EXHIBIT "A" ATTACHED HERETO AND REFERRING THE PETITION TO THE OXFORD PLANNING COMMISSION FOR RECOMMENDATIONS TO CITY COUNCIL.

WHEREAS, the Clerk of Council and the Interim Community Development Director having determined pursuant to Oxford Codified Ordinance §1146.03(b) that the Petition to establish a Neighborhood Conservation Overlay District as set forth on Exhibit "A" attached hereto conforms to the petition requirements of Oxford Codified Ordinance §1146.03 and recommends that the petition be referred to the Oxford Planning Commission to make recommendations to City Council.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOVES THAT

SECTION 1: City Council accepts the recommendation of the Clerk of Council and the Interim Community Development Director and further refers the petition to establish a Neighborhood Conservation Overlay District as set forth on Exhibit "A" attached hereto to the Oxford Planning Commission to make recommendations to City Council.

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


MAYOR

ADOPTED: August 21, 2018

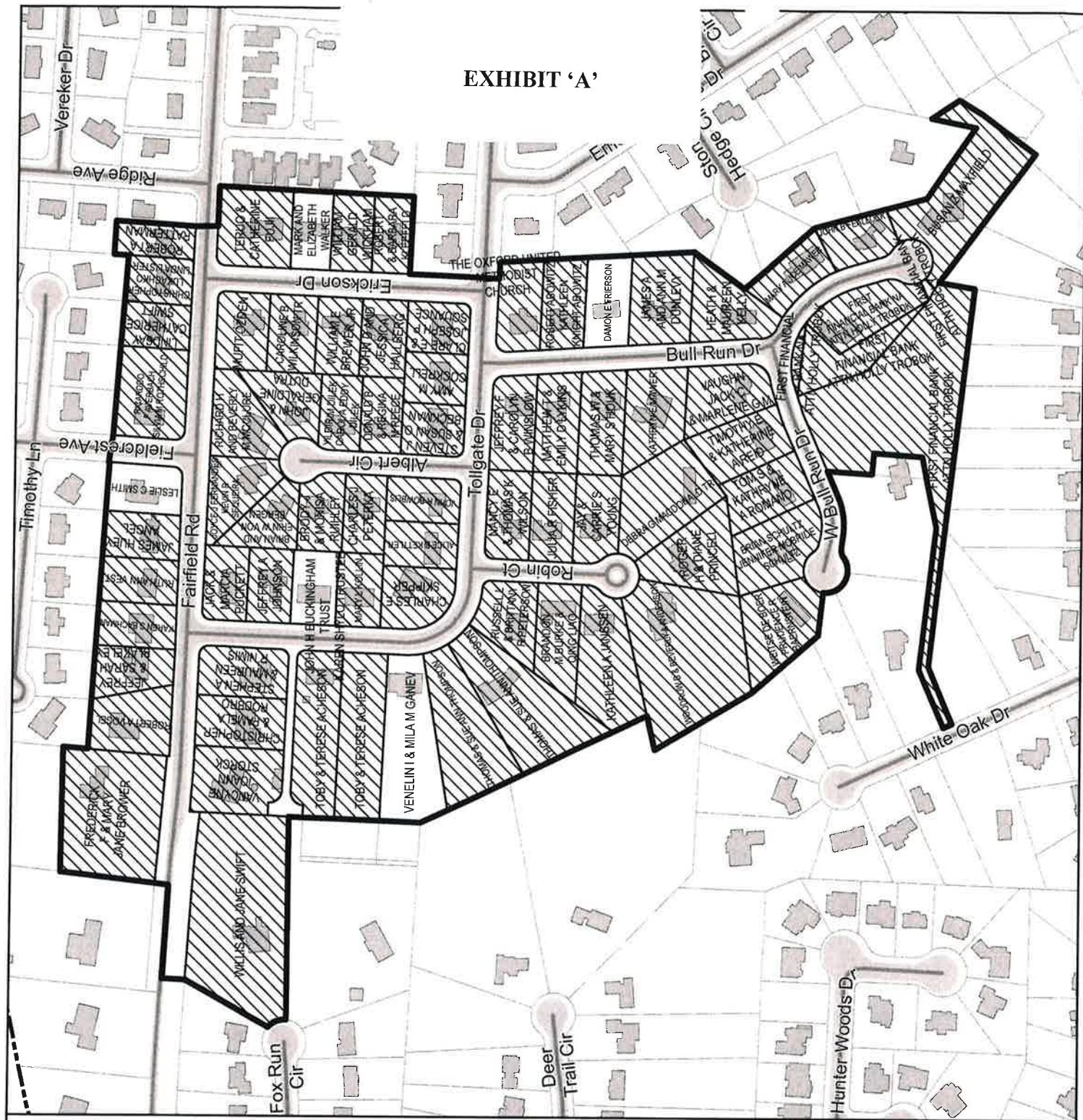
ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

EXHIBIT 'A'



Albert, Bull Run, Erickson, Fairfield, Fieldcrest, Robin and Tollgate Conservation District Overlay District Petition Boundaries

Legend

-  Petition Area
-  Petition Parcel: Signed
-  Petition Parcel: Not Signed
-  Oxford Corporation Limit
-  Address Point
-  Parcel
-  Building Footprint
-  Paved Roadway



1 inch = 300 feet

The City of Oxford does not guarantee the dimensional accuracy of this map. Precise dimensional accuracy should be based upon recorded deeds, plats or a professional survey.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: August 23, 2018

To: **Fire Department** Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2018-26, ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District, on Fairfield Road, Tollgate Drive, Erickson Drive, Albert Circle, Robin Court and Bull Run Drive, for a total of 77 parcels, **City of Oxford, Applicant**

 X Review Revisions Other

Please return no later than: **SEPTEMBER 18 2018** Note: If no comments are received, we will assume the project meets your department's standards.

.....
Drawings are returned: w/comments without/comments

Drawings reviewed by:



PRINTED NAME

Date:

8-24-18

City of Oxford
Inter-Office Review Transmittal Sheet

Date: August 23, 2018

To: Fire Department **Engineering Division** Police Department Econ Dev Department

From: Community Development Department

PC-2018-26, ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District, on Fairfield Road, Tollgate Drive, Erickson Drive, Albert Circle, Robin Court and Bull Run Drive, for a total of 77 parcels, **City of Oxford, Applicant**

 X Review Revisions Other

Please return no later than: **SEPTEMBER 18 2018** Note: If no comments are received, we will assume the project meets your department's standards.

.....
Drawings are returned: w/comments

without/comments

Drawings reviewed by: Scott Otto Date: 9/10/18

Scott Otto

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: August 23, 2018

To: Fire Department Engineering Division **Police Department** Econ Dev Department

From: Community Development Department

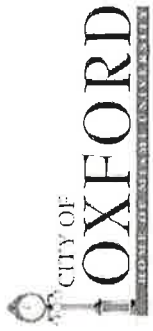
PC-2018-26, ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District, on Fairfield Road, Tollgate Drive, Erickson Drive, Albert Circle, Robin Court and Bull Run Drive, for a total of 77 parcels, **City of Oxford, Applicant**

 X Review Revisions Other

Please return no later than: **SEPTEMBER 18 2018** Note: If no comments are received, we will assume the project meets your department's standards.

.....
Drawings are returned: w/comments without/comments

Drawings reviewed by:  Date: 8/28/18
John A. Jones, Police Chief
PRINTED NAME



PC-2018-26

Surrounding Property Owners Notifications Map

Legend

Neighborhood
Conservation District
Boundary

Subject Parcels

200 Ft. Buffer

Oxford Corp. Limit

Address Point

Parcel

16.5' Vacated ROW

Building Footprint

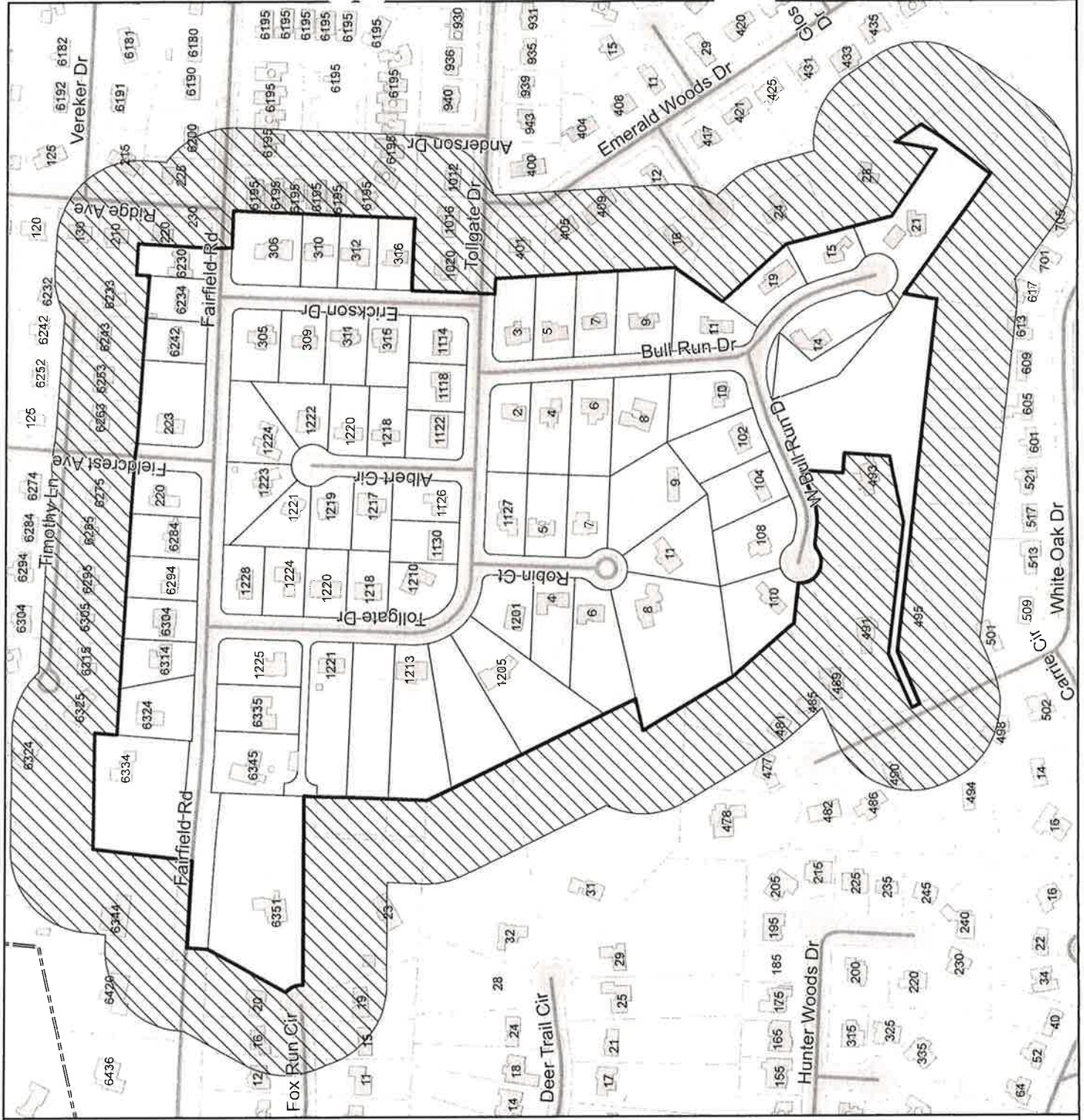
Paved Roadway



1 inch = 325 feet

Prepared on Wednesday, September 12, 2018

The City of Oxford does not guarantee the dimensional accuracy of this map. Precise dimensional accuracy should be based upon recorded deeds, plats or a professional survey.





**CITY OF OXFORD
PLANNING COMMISSION
REVIEW AND COMMENT FORM**

CASE NO.: PC-2018-26

DATE OF HEARING: October 9, 2018

ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District, in the area of Fairfield Road, Tollgate Drive, Erickson Drive, Albert Circle, Robin Court and Bull Run Drive, for a total of 77 parcels, **City of Oxford, Applicant**

If you cannot attend this public hearing being held before the City of Oxford Planning Commission, but would like to comment on this matter, please complete this form and return it at your earliest convenience to Lynn Taylor, 15 S. College Avenue, Oxford, OH 45056.

Name:

(Print)

Address:

Nancy Wadleigh
6275 Timothy
Oxford, OH 45056

Telephone:

Home: 513-523 5946

Work:

COMMENT:

I most definitely support the establishment of a Neighborhood Conservation Overlay District in the case of PC-2018-26. It borders my neighborhood.

Several years ago I moved out of the Northeast Mile Square area of town. Surrounded by student housing it had become unbearable to remain there. The loud parties, rude behavior, and overall disregard of respectful conduct made it necessary for me to move. I MOVED TO GET AWAY FROM THAT. I moved to a neighborhood where I know my neighbors, and there is a mutual respect of others and decent behavior.

Please approve the Neighborhood Conservation Overlay for the requested area.

Respectfully submitted,

Nancy Wadleigh

Nancy Wadleigh
Signature

9/30/18
Date



**CITY OF OXFORD
PLANNING COMMISSION
REVIEW AND COMMENT FORM**

CASE NO.: PC-2018-26

DATE OF HEARING: October 9, 2018

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Name: Ralph + Nancy Martin

(Print)

Address: 6195 FAIRFIELD Rd

OXFORD OHIO 45056

Telephone: Home: 513 273 5731 Work: —

COMMENT: We vote yes to the Neighborhood
Overlay District - as above description.

Nancy L. Martin
Signature
Ralph Martin

9-15-18
Date



**CITY OF OXFORD
PLANNING COMMISSION
REVIEW AND COMMENT FORM**

CASE NO.: PC-2018-26

DATE OF HEARING: October 9, 2018

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Name: P. Renee Baernstein
(Print)
Address: Wietse de Boer

110 W. Bull Run Drive, Oxford

Telephone: Home: 513-330-1744 cell Work: _____

COMMENT:

We Support the proposed amendment.
(homeowners)

P. Renee Baernstein

W. de Boer
9/16/2018

Signature

Date



Noray 373 - 573 /
R.V. 255 - 1015

**CITY OF OXFORD
PLANNING COMMISSION
REVIEW AND COMMENT FORM**

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Name: Mary Lou Barry Joe Barry
(Print)
Address: 6195 Fairfield Rd Unit 11
Oxford, Ohio

Telephone: Home: 513-523-426 Home
cell 513-330-1575 cell: Same as MLB
cell 513-330-1557

COMMENT:

We vote yes for this amendment.

If we only get one vote, please cross one off MLB

Mary Lou Barry
Signature Joseph Barry

Sept. 17, 2018
Date



**CITY OF OXFORD
PLANNING COMMISSION
REVIEW AND COMMENT FORM**

CASE NO.: PC-2018-26

DATE OF HEARING: October 9, 2018

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Name: Sandra Drewes

(Print)

Address: 477 White Oak

Oxford, OH 45056

Telephone: Home: 513-664-6919 Work: _____

COMMENT:

I support the efforts to establish a Neighborhood Conservation Overlay District as outlined in this case.

Sandra G. Drewes
Signature

September 18, 2018
Date



**CITY OF OXFORD
PLANNING COMMISSION
REVIEW AND COMMENT FORM**

CASE NO.: PC-2018-26

DATE OF HEARING: October 9, 2018

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Name:

(Print)

Address:

Ron Stevens
6263 Timothy Ln
Oxford 45056

Telephone: Home: 5132550402

Work: 529-7396

COMMENT:

I believe the overlay should be approved. Allowing high density rentals or student rentals in this area would have a negative impact on the family neighborhoods in this area.

Ron Stevens

Signature

9-18-18

Date



**CITY OF OXFORD
PLANNING COMMISSION
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Name: Thomas William Houk

(Print)

Address: 6 Bull Run Dr.

Oxford, OH

Telephone: Home: 513-523-3080

Work: 513-403-4868

COMMENT:

In favor of the overlay!

Thomas William Houk, Jr.
Signature

9/20/2018
Date



**CITY OF OXFORD
PLANNING COMMISSION
REVIEW AND COMMENT FORM**

CASE NO.: PC-2018-26

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Name: JOHN B FEALOCK

(Print)

Address: 15 BULL RUN DR.

OXFORD, OH 45056

Telephone: Home: 513 523-5929 Work: NA

COMMENT: I would like to see the rental of residences prohibited, as well.

John B Fealock
Signature

9/18/2018
Date

OXFORD ZONING PETITION FOR NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT

THE PETITION IS SUBMITTED PURSUANT TO OXFORD ZONING CODE CHAPTER 1146 TO REQUEST CITY COUNCIL TO INTRODUCE AN ORDINANCE ACCEPTING A PETITION WHICH WOULD ALLOW THE INITIATION OF A ZONING MAP AMENDMENT TO CREATE A DISTRICT WITHIN THE DESCRIBED BOUNDARIES WHICH WOULD LIMIT THE USE OF THE PROPERTY TO NOT MORE THAN TWO UNRELATED PERSONS IN A DWELLING UNIT, OR OTHERWISE COMPLIANT WITH OXFORD CODE DEFINITION OF FAMILY SECTION 1159.07.

THIS PETITION, IF ADOPTED, WOULD ALLOW THE PETITIONER TO INITIATE A ZONING MAP AMENDMENT TO LIMIT THE USE OF THE PROPERTY TO NOT MORE THAN TWO UNRELATED PERSONS IN A DWELLING UNIT, OR OTHERWISE COMPLIANT WITH OXFORD CODE DEFINITION OF FAMILY SECTION 1159.07. THIS PETITION WILL NOT AFFECT PROPERTIES ALREADY LICENSED.

PLEASE SEE THE ATTACHED MAP FOR EXACT BOUNDARIES:

EAST BOUNDARY:

PARCELS ALONG ERICKSON DR AND BULL RUN DR

NORTH BOUNDARY:

PARCELS ALONG FAIRFIELD RD

WEST BOUNDARY:

PARCELS ALONG TOLLGATE DR AND ROBIN CT

SOUTH BOUNDARY:

PARCELS ALONG WEST BULL RUN DR

CIRCULATOR'S FULL NAME:

Lizbeth MTC Donahue

CIRCULATOR'S ADDRESS:

9 ROBIN CT. OXFORD, CT

CIRCULATOR'S SIGNATURE:

[Signature]

DATE SUBMITTED: 7/6/18

(THE PETITION MUST CONTAIN THE SIGNATURE OF AN OWNER OR RECORD OF AT LEAST TWO-THIRDS OF THE PARCELS WITHIN THE PROPOSED DISTRICT. SIGNATURES OVER SIX MONTHS OLD ARE VOID.)

Petition for Albert, Bull Run, Erickson, Fairfield, Fieldcrest, Robin and Tollgate Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Jeff and Debra MacDonald (DEBRA G MACDONALD TR), 9 Robin Court

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Please see attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
6/8/18	1217 ALBERT CIR/ H4000125000042	CHARLES J PETERKA		
7/7/18	1218 ALBERT CIR/ H4100125000049	DONALD B & REGINA M REECE		
	1219 ALBERT CIR/ H4100125000043	BRODY J & MONISA RUIHLEY		cesses park
7/7/18	1220 ALBERT CIR/ H4100125000048	YILDIRIM DILEK CAROL A EDDY DILEK		
7/7/18	1221 ALBERT CIR/ H4100125000044	BRIAN AND ERIN W VON BERGEN		
7/17/18	1222 ALBERT CIR/ H4100125000047	JOHN & GERALDINE DUTRA		
7/7/18	1223 ALBERT CIR/ H4100125000045	JOYCE J FERNANDES KEVIN R SEQUEIRA		
7/7/18	1224 ALBERT CIR/ H4100125000046	RICHARD H AND BEVERLY M MCCLURE		
7/14/18	2 BULL RUN DR/ H4100125000018	JEFFREY F & CAROLYN B WINSLOW		
	3 BULL RUN DR/ H4100125000029	THE OXFORD UNITED METHODIST CHURCH		

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	1224 ALBERT CIR/ H4100125000046	RICHARD H AND BEVERLY M MCCLURE		
	2 BULL RUN DR/ H4100125000018	JEFFREY F & CAROLYN B WINSLOW		
5/21/18	3 BULL RUN DR/ H4100125000029	THE OXFORD UNITED METHODIST CHURCH	 Reid Shaker CHAIR OF TRUSTEES	

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Date	Address	Name(s)	Signature	Notes
6/16/18	4 BULL RUN DR/ H4100125000019	MATTHEW T & EMILY D LYKINS		
	5 BULL RUN DR/ H4100125000028	ROBERT ABOWITZ KATHLEEN KNIGHT ABOWITZ		7/14/18
	6 BULL RUN DR/ H4100125000020	THOMAS W & MARY S HOUK		5/10/18
	7 BULL RUN DR/ H4100125000027	DAMON E FRIERSON		5/10/18
	8 BULL RUN DR/ H4100125000021	KATHRYN E MAWER		5/12/18
	9 BULL RUN DR/ H4100125000026	JAMES A AND ANN M DUNLEVY		5/12/18
	10 BULL RUN DR/ H4000125000022	VAUGHN JACK C & MARLENE G M		5-16-18
	11 BULL RUN DR/ H4100125000025	HEATH & MAUREEN KELLY		5/12/18
	14 BULL RUN DR/ H4000126000003	FIRST FINANCIAL BANK NA ATTN HOLLY TROBOK	 Amy Clay	5.10.18
	BULL RUN DR/ H4000126000043	FIRST FINANCIAL BANK ATTN HOLLY TROBOK		5.10.18

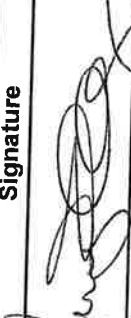
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Date	Address	Name(s)	Signature	Notes
	BULL RUN DR/ H4000119000021	FIRST FINANCIAL BANK ATTN HOLLY TROBOK		5-10-18
	BULL RUN DR/ H4000119000019	FIRST FINANCIAL BANK NA ATTN HOLLY TROBOK		5-10-18
	BULL RUN DR/ H4000119000020	FIRST FINANCIAL BANK ATTN HOLLY TROBOK		5-10-18
	15 BULL RUN DR/ H4100126000005	JOHN B FEALLOCK		5/12/18
	19 BULL RUN DR/ H4100126000004	MARY ALICE MAWER		5/11/18
	21 BULL RUN DR/ H4100126000056	SUSAN Z MAXFIELD		5/12/18
	102 W BULL RUN DR/ H4100125000023	TIMOTHY E & KATHERINE A REID		6/16/18
	104 W BULL RUN DR/ H4000125000024	TOM S & KATHRYNE A ROMANO		6/26/18
	108 W BULL RUN DR/ H4100126000002	BRIAN SCHULTZ JENNIFER MCBRIDE SCHULTZ		6/16/18
	110 W BULL RUN DR/ H4100126000001	WEITSE DE BOER PRUDENCE R BAERNSTEIN		6/26/18

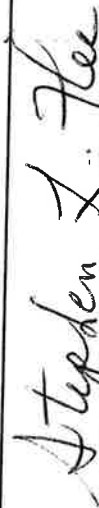
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Date	Address	Name(s)	Signature	Notes
4/27/18	305 ERICKSON DR/ H4000125000056	MUFIT OZDEN		
5/5/18	306 ERICKSON DR/ H4000125000063	TERUO & CATHERINE FUJII		
5/7/18	309 ERICKSON DR/ H4100125000055	CAROLINE B WILKINSON TR		
4/27/18	310 ERICKSON DR/ H4100125000062	STEPHEN L & CAROL A FLEE		
4/27/18	311 ERICKSON DR/ H4100125000054	WILLIAM E BREWER JR		
5/7/18	312 ERICKSON DR/ H4000125000061	WILLIAM GERALD WICKHAM		
5/11/18	315 ERICKSON DR/ H4100125000053	KENT R AND JANGEL GRIDER <i>DAVID AND JANGEL HAUBERT</i>		
5/10/18	316 ERICKSON DR/ H4100125000060	ROBERT & BARBARA KLEEFELD		
	6230 FAIRFIELD RD/ H4100024000010	ROBERT A RATTERMAN		
	6234 FAIRFIELD RD/ H4100024000042	CHRISTOPHER LUKACHKO LINDA LISTER		

Petition for Albert, Bull Run, Erickson, Fairfield, Fieldcrest, Robin and Tollgate Neighborhood Conservation Overlay District, Oxford, Ohio

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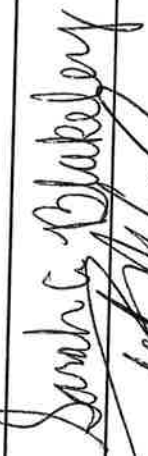
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Date	Address	Name(s)	Signature	Notes
7-12-18	6242 FAIRFIELD RD/ H4100024000041	LINDSAY CATHERICE SWIFT		
6-16-18	6284 FAIRFIELD RD/ H4100024000047	JAMES HUEY ANGEL		
6-16-18	6294 FAIRFIELD RD/ H4100024000046	RUTH ANN VEST		
	6304 FAIRFIELD RD/ H4100024000045	KAREN S BACHMAN		6-26-18
	6314 FAIRFIELD RD/ H4100024000044	JEFFREY & SARAH BLAKELEY		6-16-18
	6324 FAIRFIELD RD/ H4000024000043	ROBERT A VOGEL		5-27-18
	6334 FAIRFIELD RD/ H4100024000084	FREDERICK F & MARY JANE BROWER		5-28-18
	6335 FAIRFIELD RD/ H4000125000002	CHRISTOPHER & PAMELA ROBBRO		5-15-18
	6345 FAIRFIELD RD/ H4100125000003	VANCYNE JOANN STORCK		5/7/18
	6351 FAIRFIELD RD/ H4100130000006	WILLIS AND JANE SWIFT		5/11/18

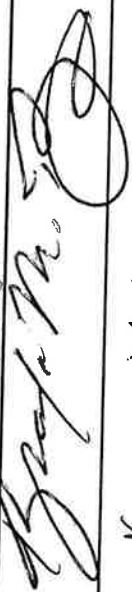
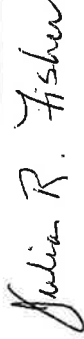
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Date	Address	Name(s)	Signature	Notes
	220 FIELDCREST AVE/ H4100024000048	LESLIE C SMITH		Left signed can't connect
4/26/18	223 FIELDCREST AVE/ H4100024000085	RICARDO F AVERBACH SILVIA M ROTHCHILD		
4/26/18	4 ROBIN CT/ H4100125000010	BRANDON M BURKE & QING LIAO		
4/29/18	5 ROBIN CT/ H4000125000016	JULIA R FISHER		
4/26/18	6 ROBIN CT/ H4100125000011	KATHLEEN A JANSSEN		
4/26/18	7 ROBIN CT/ H4100125000015	JAY & CARRIE S YOUNG		
5/1/18	8 ROBIN CT/ H4100125000012	WOODROW B & BEVERLY A ANDERSON		
4/27/18	9 ROBIN CT/ H4000125000014	DEBRA G MACDONALD TR		
4/26/18	11 ROBIN CT/ H4100125000013	ROGER H & DIANE PRINCELL		
7/11/18	1114 TOLLGATE DR/ H4100125000052	CLARE E & JOSEPH P SQUANCE		

Petition for Albert, Bull Run, Erickson, Fairfield, Fieldcrest, Robin and Tollgate Neighborhood Conservation Overlay District, Oxford, Ohio

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Date	Address	Name(s)	Signature	Notes
7-14-18	1118 TOLLGATE DR/ H4100125000051	AMY M COCKRELL		
6/26/18	1122 TOLLGATE DR/ H4100125000050	STEVEN J & SUSAN O BECKMAN		
5/18/18	1126 TOLLGATE DR/ H4100125000041	JOHN R BOWBLIS		
4/26/18	1127 TOLLGATE DR/ H4100125000017	NANCY E & THOMAS K WILSON	Thomas K. Wilson	
4/6/18	1130 TOLLGATE DR/ H4100125000040	ALICE B KETTLER		
5/5/18	1201 TOLLGATE DR/ H4100125000009	RUSSELL L & BRITTANY R PETERSON		
5/10/18	1205 TOLLGATE DR/ H4100125000008	THOMAS & SUE ANN THOMPSON	Thomas Thompson	
5/10/18	TOLLGATE DR/ H4100125000007	THOMAS & SUE ANN THOMPSON	Thomas Thompson	
4/29/18	1210 TOLLGATE DR/ H4000125000039	CHARLES E SKIPPER	Charles E Skipper	
	1213 TOLLGATE DR/ H4100125000006	VENELIN I & MILA M GANEV		LEFT LETTER OUT OF COURSE

Petition for Albert, Bull Run, Erickson, Fairfield, Fieldcrest, Robin and Tollgate Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Jeff and Debra MacDonald (DEBRA G MACDONALD TR), 9 Robin Court

I, the undersigned, do hereby state that I am an owner of a property within the boundaries designated by the petition and that my residence is truly stated in opposite by the signature below.

This petition, if adopted, would allow the petitioners to initiate a zoning map amendment pursuant to Chapter 1146 of the city's zoning code to restrict any property within the district to be rented to no more than two unrelated individuals. This petition will not affect properties already licensed.

Please see attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
5/5/18	1218 TOLLGATE DR/ H4100125000038	MARY L KOLLIN	Mary L Kollin	
	1220 TOLLGATE DR/ H4100125000037	JOHN H BUCKINGHAM TRUST KAREN SHYLO TRUSTEE		SENT LETTER
5/5/18	1221 TOLLGATE DR/ H4100125000004	TOBY & TERESE ACHESON	T. Acheson	
5/5/18	TOLLGATE DR/ H4100125000005	TOBY & TERESE ACHESON	T. Acheson	
4-26-18	1224 TOLLGATE DR/ H4100125000036	JEFFREY A JOHNSON	Jeff A. Johnson	
6/26/18	1225 TOLLGATE DR/ H4100125000001	STEPHEN A & MAUREEN R NIMIS	Maureen R. Nimis	
4-29-18	1228 TOLLGATE DR/ H4100125000035	JACK & MARCIA PUCKETT	Marcia Puckett	

Petition for Albert, Bull Run, Erickson, Fairfield, Fieldcrest, Robin and Tollgate Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Jeff and Debra MacDonald (DEBRA G MACDONALD TR), 9 Robin Court

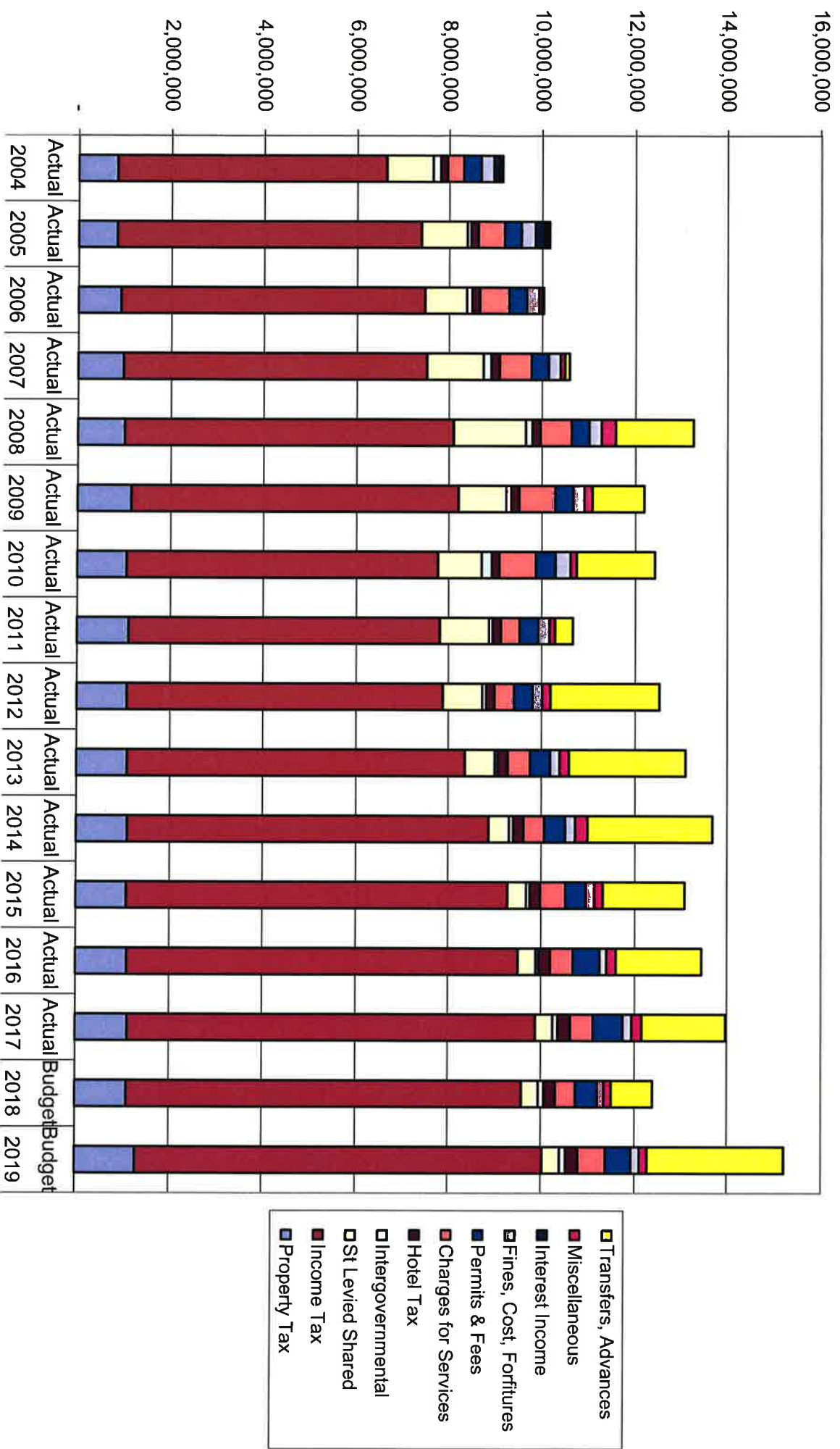
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Please see attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
	1217 ALBERT CIR/ H4000125000042	CHARLES J PETERKA		
	1218 ALBERT CIR/ H4100125000049	DONALD B & REGINA M REECE		
7-17-18	1219 ALBERT CIR/ H4100125000043	BRODY J & MONISA RUIHLEY	Brody R	
	1220 ALBERT CIR/ H4100125000048	YILDIRIM DILEK CAROL A EDDY DILEK		
	1221 ALBERT CIR/ H4100125000044	BRIAN AND ERIN W VON BERGEN		
	1222 ALBERT CIR/ H4100125000047	JOHN & GERALDINE DUTRA		
	1223 ALBERT CIR/ H4100125000045	JOYCE J FERNANDES KEVIN R SEQUEIRA		
	1224 ALBERT CIR/ H4100125000046	RICHARD H AND BEVERLY M MCCLURE		
	2 BULL RUN DR/ H4100125000018	JEFFREY F & CAROLYN B WINSLOW		
	3 BULL RUN DR/ H4100125000029	THE OXFORD UNITED METHODIST CHURCH		

Total Revenue with Transfers & Advances



CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation

Originating Department

Council Meeting Of: November 6, 2018

Account Code No. #: N/A

Prepared By: Casey D. Wooddell

Budgeted Amount: N/A

Date Prepared: Oct. 29, 2018

Agenda Title: Oxford Recreation Board Meeting, 10/12/18
--

Recommendation: Approve

Attendance: <u>Present:</u> Craig Bennett; Wes Cole; Edna Southard, Council Representative <u>Liaisons:</u> Casey Wooddell, City Staff; Deanna Barbour, Secretary

Discussion:

Parks and Recreation Director Casey Wooddell opened the meeting of the Oxford Recreation Board on Friday, October 12 at the Oxford Municipal Building at 11:36am.

Report from Recreation Director: Mr. Wooddell advised construction on the new pool is progressing. It now has poured footers and bracing for side walls are getting installed. Mr. Wooddell said he has been taking weekly photos of the progress so a slide show of the construction can be produced upon completion.

Mr. Wooddell provided a reminder about the upcoming Trick or Treat, OPRD Style event happening on Thursday, October 25 in the uptown parks from 4:30-6:30pm, followed by the Lions Club parade at 7:00pm.

Mr. Cole provided information about Talawanda Athletics, providing updates about men's and ladies' golf teams as well as Senior Night for the football team. Talawanda is also hosting the conference Cross Country meet this year. Mr. Cole also noted the boys' soccer team finished the season 15-2, and girls' soccer finished with 11 wins, most in school history.

Old Business:

PUBLIC INFORMATION SESSION – The ORB members discussed the information session which was held the night before at the Oxford Community Arts Center, speaking particularly about issues raised by the swim team as well as issues surrounding safe access and transportation to the new facility.

New Business:

FUNDRAISING – Mr. Wooddell distributed copies of the finalized marketing brochure to each board member for the fundraising campaign for the new aquatic center. The team discussed the need to begin personally asking local families, businesses, service clubs and other organizations to donate to the new facility. A spreadsheet will be created to help track and identify potential donors and provide guidance with requests. The fundraiser will continue until the new facility opens, and possibly beyond for any items not funded at that point.

Mr. Wooddell noted he is working with local organizations and service clubs, such as Rotary and Kiwanis, to speak directly to their members about these opportunities. He spoke to the Rotary club on October 10, and is scheduled to speak to the Kiwanis Club on October 30.

Next meeting: Thursday, November 15 at 11:30am – Oxford Municipal Building.

Meeting Adjourned: 12:25pm.

Approved By:

Initial Date

Department Head:

CDW \ 10/29/2018

City Manager:

DRE \ 11-2-18

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/6/2018

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/30/2018
Date Prepared

Agenda Title: An Ordinance Approving the Creation a New Fund for the 2019 Operating Budget to Provide for Southpointe TIF Issuance of Debt and Debt Service Payments

Recommendation: **Approve**

Discussion:

Staff recommends Council approve the creation of a new fund 151 to account for Southpointe TIF debt service in the 2019 operating budget. This is an accounting method to record all Southpointe TIF issuance of debt and debt service payments.

Approved By:

Department Head:
City Manager:

Initial Date

10/30/18
DRE 11/2/18

ORDINANCE NO.

AN ORDINANCE APPROVING THE CREATION OF A NEW FUND FOR THE 2019 OPERATING BUDGET TO PROVIDE FOR SOUTHPOINTE TIF DEBT SERVICE.

WHEREAS, the City Manager and the Finance Director recommend that the City Manager and the Finance Director have oversight over the activities within the Southpointe TIF Debt Service Fund and that it be used for issuance of Debt and Debt Service payments.

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

SECTION 1: Council hereby approves and authorizes the Finance Director to create a Debt Service Fund #151 Southpointe TIF Debt Service Fund for the sole purpose of the issuance of debt and payment of debt associated with the Southpointe TIF Capital Improvements.

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

Clerk of Council

Originating Department

Council Meeting Of: October 4, 2016

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

September 15, 2016

Date Prepared

Agenda Title: Legislative Authority Notice - New permit for Wills Uptown Pizza & Carryout LLC DBA Wills Pizza 11 W. Church Street Oxford, Ohio 45056.

Recommendation: N/A

Discussion:

The permit is for:

D3 - Spirituous liquor for on premises consumption only until 1:00 a.m.

Approved By:

Initial Date

Department Head:

City Manager:

DRE \ 11/2/18

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

9663805		N		WILLS UPTOWN PIZZA & CARRYOUT LLC DBA WILLS PIZZA 11 W CHURCH ST OXFORD OH 45056	
PERMIT NUMBER		TYPE			
ISSUE DATE					
09 27 2018					
FILING DATE					
D3		PERMIT CLASSES			
09 088 A		C14776			
TAX DISTRICT		RECEIPT NO.			

FROM 10/09/2018

PERMIT NUMBER		TYPE			
ISSUE DATE					
FILING DATE					
PERMIT CLASSES					
TAX DISTRICT		RECEIPT NO.			

RECEIVED

10-15-18

City of Oxford



MAILED 10/09/2018

RESPONSES MUST BE POSTMARKED NO LATER THAN. 11/09/2018

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 N 9663805**

(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

OWNERSHIP DISCLOSURE INFORMATION

This online service will allow you to obtain ownership disclosure information for issued and pending retail liquor permit entities within the State of Ohio.

Searching Instructions

Enter the known information and click the "Search" button. **For best results, search only ONE criteria at a time.** If you try to put too much information and it does not match exactly, the search will return a message "No records to display".

The information is sorted based on the Permit Number in ascending order.

To do another search, click the "Reset" button.

SEARCH CRITERIA

Permit Number

9663805

Permit Name / DBA

Member / Officer Name

Search

Reset

Main Menu

Member/Officer Name	Shares/Interest	Office Held
Permit Number: 9663805; Name: WILLS UPTOWN PIZZA & CARRYOUT LLC; DBA: DBA WILLS PIZZA; Address: 11 W CHURCH ST OXFORD 45056		
LAWRENCE KOLINSKI	5% MEMBER	
LEXS BAR AND GRILL LLC	5% MEMBER	
WILLIAM WEISMAN	5% MEMBER	VICE PRES.
EVERETT JUNG	MANAGE MEM	
KIMBERLY WEISMAN	MANAGE MEM	SECRETARY
MARK WEISMAN	MANAGE MEM	CEO

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- [Ohio Department of Commerce](#)

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CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/6/2018

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/30/2018
Date Prepared

Agenda Title: An Ordinance Approving the Creation a New Fund for the 2019 Operating Budget to Provide for Southpointe TIF District 3 Fund Collection of TIF Payments and Transfers to the Southpointe TIF Debt Service Fund

Recommendation: **Approve**

Discussion:

Staff recommends Council approve the creation of a new fund 422 to account for Southpointe TIF District 3 TIF receipts in the 2019 operating budget. This is an accounting method to record all Southpointe TIF District 3 TIF receipts and transfers to Southpointe TIF Debt Service Fund.

Approved By:

Department Head:
City Manager:

Initial Date

JN 10/30/18
DRC 11/2/18

ORDINANCE NO.

AN ORDINANCE APPROVING THE CREATION OF A NEW FUND FOR THE 2019 OPERATING BUDGET TO PROVIDE FOR SOUTHPOINTE TIF DISTRICT 3 RECEIPTS.

WHEREAS, the City Manager and the Finance Director recommend that the City Manager and the Finance Director have oversight over the activities within the Southpointe TIF District 3 Fund and that it be used for collection of TIF payments and transfers to the Southpointe TIF Debt Service Fund to be used for Debt Service payments.

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

SECTION 1: Council hereby approves and authorizes the Finance Director to create a Special Revenue Fund #422 Southpointe TIF District 3 Fund for the sole purpose of collection of TIF payments and transfers to the Southpointe TIF Debt Service Fund to be used for Debt Service payments.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

A Work Session of the Oxford City Council was called to order by Mayor, Kate Rousmaniere on Monday, October 22, 2018 at 6:30 P.M. Council members present were, Steve Dana, Glenn Ellerbe, David Prytherch, Chantel Raghu, and Edna Southard. Mike Smith was excused.

Staff members present: Doug Elliott, City Manager; Mike Dreisbach, Service Director; John Jones, Police Chief; Alan Kyger, Economic Development Director and Joe Newlin, Finance Director.

ADJOURN TO EXECUTIVE SESSION

Mr. Dana moved to adjourn to Executive Session immediately pursuant to Ohio Revised Code Section 121.22(G)(1) for the purpose of discussing the employment of a public employee. Mr. Ellerbe seconded. The motion passed by the following roll call:

AYE: Mr. Dana, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Ms. Southard,
Mayor Rousmaniere (6)

NAY: None (0)

ABS: None (0)

ADJOURN FROM EXECUTIVE SESSION

Mr. Dana moved to adjourn from Executive Session at 6:50 p.m. Ms. Raghu seconded. The motion passed 6-0-0.

APPROVAL OF AGENDA

Mr. Dana moved approval of the Agenda. Mr. Ellerbe seconded. The motion passed 6-0-0.

2019 BUDGET

Council discussed the 2019 budget including new items to address a food composting drop-off pilot program, additional funding for Enjoy Oxford and other miscellaneous items.

ADJOURNMENT

Mr. Dana moved to adjourn at 8:40 p.m. Ms. Raghu seconded. The motion passed 6-0-0.

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/06/2018

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/30/2018
Date Prepared

Agenda Title: 2019 ANNUAL BUDGET ORDINANCE

Recommendation: Approve

Discussion:

Description of 2019 Budget

The current piece of legislation is a reflection of the information presented to Council at its October 10th work session.

Highlights: 3% COLA for all fulltime employees, 2.5% for Police Sergeants & Lieutenants

 -4.5% decrease Workers Compensation payment for Fire & EMS Fund
 4.91% increase Workers Compensation payment for all other Funds

 4.1% increase in income tax receipts

 5% increase in General Liability Insurance rates

 1 additional patrol officer General Fund

 1 additional custodian General Fund

 1 additional fulltime Aquatics/Program Director General Fund (was part-time program director position)

 Service Worker III – 15% of hours to Refuse Fund (composting) decreasing hours allocated to Street Department from 50% to 35%

 No increase in water or wastewater rates

 An approximate 3.4% decrease in refuse rates

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

Full 3% of revenue in Hotel Tax Agency Fund will be directed to Enjoy Oxford

Capital Improvement Fund Spending \$1,125,500

Capital Equipment Fund Spending \$626,308

OATS Trail Improvements Fund Spending \$2,100,000

Southpointe Roadway TIF Improvements Fund Spending \$2,000,000

Water Capital Improvement Fund Spending \$1,250,000

Water Capital Equipment Spending \$131,850

Wastewater Capital Improvement Fund Spending \$570,000

Wastewater Capital Equipment Fund Spending \$315,850

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 10/30/18
DRE 11/2/18

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, 2019.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2019 and monies will be available for appropriation in those funds.

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

SECTION 1: To provide for the current expenses and expenditures of the City of Oxford during the fiscal year ending December 31, 2019, the following sums be and they are hereby set aside and appropriated as follows:

GENERAL FUND 110

SECURITY OF PERSONS & PROPERTY	
Personnel Services	4,563,463
Other Services & Charges	<u>958,985</u>
Total Appropriation	5,522,448
PUBLIC HEALTH AND WELFARE	
Other Services & Charges	<u>132,064</u>
Total Appropriation	132,064
LEISURE TIME ACTIVITIES	
Personnel Services	1,151,349
Other Services & Charges	<u>493,491</u>
Total Appropriation	1,644,840
COMMUNITY ENVIRONMENT	
Personnel Services	632,208
Other Services & Charges	<u>471,370</u>
Total Appropriation	1,103,578
GENERAL GOVERNMENT	
Personnel Services	1,068,838
Other Services & Charges	<u>986,951</u>
Total Appropriation	2,055,789
TRANSFERS TO OTHER FUNDS	
Other Services & Charges	<u>2,237,895</u>
Total Appropriation	2,237,895
ADVANCES TO OTHER FUNDS	
Other Services & Charges	<u>2,921,431</u>
Total Appropriation	2,921,431
TOTAL GENERAL FUND APPROPRIATIONS	15,618,045

FIRE/EMS FUND 418

Personnel Services	1,779,668
Other Services & Charges	<u>918,566</u>
TOTAL FIRE/EMS FUND APPROPRIATIONS	2,698,234

STREET FUND 122

Personnel Services	754,193
Other Services & Charges	<u>209,147</u>
TOTAL STREET FUND APPROPRIATIONS	963,340

STATE HIGHWAY IMPROVEMENT FUND 123

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

PARKING FUND 130

Personnel Services	438,119
Other Services & Charges	108,417
Transfer to Other Funds	<u>208,463</u>
TOTAL PARKING FUND APPROPRIATIONS	754,999

PARKING IMPROVEMENT FUND 142

Other Services & Charges	<u>40,000</u>
TOTAL PARKING IMPROVEMENT FUND APPROPRIATIONS	40,000

CAPITAL IMPROVEMENT FUNDS

COMMUNITY DEVELOPMENT BLOCK GRANT FUND 126

Other Services & Charges	<u>221,000</u>
Total Appropriations	221,000

COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND 128

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

CAPITAL EQUIPMENT FUND 140

Other Services & Charges	<u>626,308</u>
Total Appropriations	626,308

CAPITAL IMPROVEMENT FUND 141

Other Services & Charges	1,125,500
Advance to Other Funds	<u>265,650</u>
Total Appropriations	1,391,150

OAT CAPITAL IMPROVEMENT FUND 144

Other Services & Charges	2,100,000
Advance to Other Funds	<u>2,125,781</u>
Total Appropriations	4,225,781

SOUTH POINTE ROADWAY TIF CAPITAL IMPROVEMENT FUND 146

Other Services & Charges	2,000,000
Advance to Other Funds	<u>200,000</u>
Total Appropriations	2,200,000

TOTAL CAPITAL IMPROVEMENT FUND APPROPRIATIONS	8,824,239
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WATER FUNDS

WATER (OPERATING) FUND 321

Personal Services	1,397,741
Other Services & Charges	664,648
Transfers to Other Funds	<u>665,844</u>
Total Appropriations	2,728,233

WATER IMPROVEMENT FUND 322

Other Services & Charges	<u>1,250,000</u>
Total Appropriations	1,250,000

WATER CAPACITY FUND – NE 381

Transfers to Other Funds	<u>18,375</u>
Total Appropriations	18,375

WATER CAPACITY FUND – NW 382

Transfers to Other Funds	<u>18,375</u>
Total Appropriations	18,375

WATER CAPACITY FUND – SE 383

Transfers to Other Funds	<u>18,375</u>
Total Appropriations	18,375

WATER CAPACITY FUND – SW 384

Transfers to Other Funds	<u>18,375</u>
Total Appropriations	18,375

WATER CAPITAL EQUIPMENT FUND 320

Other Services & Charges	<u>131,850</u>
Total Appropriations	131,850

TOTAL WATER FUNDS APPROPRIATIONS	4,183,583
----------------------------------	-----------

WASTEWATER FUNDS

WASTEWATER (OPERATING) FUND 331

Personal Services	1,642,844
Other Services & Charges	820,922
Transfers to Other Funds	<u>524,394</u>
Total Appropriations	2,988,160

WASTEWATER IMPROVEMENT FUND 332	
Other Services & Charges	570,000
Total Appropriations	570,000
WASTEWATER CAPITAL EQUIPMENT FUND 330	
Other Services & Charges	315,850
Total Appropriations	315,850
TOTAL WASTEWATER FUNDS APPROPRIATIONS	3,874,010
<u>STORM WATER FUND 351</u>	
Other Services & Charges	40,000
TOTAL STORM WATER FUND APPROPRIATIONS	40,000
<u>REFUSE FUNDS</u>	
REFUSE (OPERATING) FUND 341	
Personal Services	215,976
Other Services & Charges	1,471,280
Transfer to Other Funds	29,343
Total Appropriations	1,716,599
LANDFILL POST-CLOSURE INVESTMENT FUND 353	
Other Services & Charges	1,200
Total Appropriations	1,200
TOTAL REFUSE FUNDS APPROPRIATIONS	1,717,799
<u>HOTEL & CONVENTION TAX FUND 120</u>	
Other Services & Charges	265,000
TOTAL HOTEL & CONVENTION TAX FUND APPROPRIATIONS	265,000
<u>EMPLOYEE BENEFITS FUND 230</u>	
Other Services & Charges	2,365,792
Advance to Other Funds	5,000
TOTAL EMPLOYEE BENEFITS FUND APPROPRIATIONS	2,370,792
<u>INTERNAL SERVICE FUND 370</u>	
Other Services & Charges	258,709
TOTAL INTERNAL SERVICE FUND APPROPRIATIONS	258,709
<u>LAW ENFORCEMENT TRUST FUND 410</u>	
Other Services & Charges	67,158
TOTAL LAW ENFORCEMENT TRUST FUND APPROPRIATIONS	67,158
<u>ENFORCEMENT & EDUCATION FUND 412</u>	
Other Services & Charges	12,800
TOTAL ENFORCEMENT & EDUCATION FUND APPROPRIATIONS	12,800

BOARD OF BUILDING STANDARDS FUND 414

Other Services & Charges	5,700
TOTAL BOARD OF BLD STANDARDS FUND APPROPRIATIONS	5,700

SPECIAL ASSESSMENT FUND 417

Other Services & Charges	100,000
Advance to Other Funds	100,000
TOTAL SPECIAL ASSESSMENT FUND APPROPRIATIONS	200,000

OVI TASK FORCE FUND 419

Personnel Services	59,355
Other Services & Charges	165,645
Advance to Other Funds	225,000
TOTAL OVI TASK FORCE FUND APPROPRIATIONS	450,000

SOUTHPOINTE TIF DISTRICT 1 FUND 420

Transfers to Other Funds	11,973
Total Appropriations	11,973

SOUTHPOINTE TIF DISTRICT 2 FUND 421

Transfers to Other Funds	11,973
Total Appropriations	11,973

SOUTHPOINTE TIF DISTRICT 3 FUND 422

Transfers to Other Funds	11,973
Total Appropriations	11,973

SOUTHPOINTE TIF DISTRICT 4 FUND 423

Transfers to Other Funds	11,973
Total Appropriations	11,973

SOUTHPOINTE TIF DISTRICT 5 FUND 424

Transfers to Other Funds	11,975
Total Appropriations	11,975

OXFORD AREA TRAIL PROPERTY TAX FUND 425

Transfers to Other Funds	1,050,000
Total Appropriations	1,050,000

DEBT SERVICE FUNDS

AQUATIC CENTER IMPROVEMENT DEBT SERVICE FUND 150

Other Services & Charges	5,166,565
Total Appropriations	5,166,565

SOUTHPOINTE TIF IMPROVEMENT DEBT SERVICE FUND 151

Other Services & Charges	104,867
Transfers to Other Funds	2,200,000
Total Appropriations	2,304,867

1999 PARKS IMPROVEMENT BOND FUND 152

Other Services & Charges

311,250

Total Appropriations

311,250

TOTAL DEBT SERVICE FUND APPROPRIATIONS

7,782,682

TOTAL 2019 BUDGET APPROPRIATIONS

51,257,157

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

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: STAFF

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/6/2018

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/30/2018
Date Prepared

Agenda Title: An Ordinance Approving the Creation a New Fund for the 2019 Operating Budget to Provide for Oxford Area Trail Property Tax Receipts

Recommendation: **Approve**

Discussion:

Staff recommends Council approve the creation of a new fund 425 to account for Oxford Area Trail property tax receipts in the 2019 operating budget. This is an accounting method to record all Oxford Area Trail property tax receipts and transfers associated with this project.

Approved By:

Department Head:
City Manager:

Initial Date

JN \ 10/30/18
PRE \ 11/2/18

ORDINANCE NO.

AN ORDINANCE APPROVING THE CREATION OF A NEW FUND FOR THE 2019 OPERATING BUDGET TO PROVIDE FOR OXFORD AREA TRAIL PROPERTY TAX RECEIPTS.

WHEREAS, the City Manager and the Finance Director recommend that the City Manager and the Finance Director have oversight over the activities within the Oxford Area Trail Property Tax Fund and that it be used for collection of Oxford Area Trail Property Tax payments and transfers to the Oxford Area Trail Capital Improvement Fund to be used for sole purpose of the acquisition of property, improvements to acquired or existing property and necessary equipment for the Oxford Area Trail.

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

SECTION 1: Council hereby approves and authorizes the Finance Director to create a Special Revenue Fund #425 Oxford Area Trail Property Tax Fund for the sole purpose of collection of Oxford Area Trail Property Tax payments and transfers to the Oxford Area Trail Capital Improvement Fund to be used for sole purpose of the acquisition of property, improvements to acquired or existing property and necessary equipment for the Oxford Area Trail.

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

Council Meetings of: November 6, 2018

Account Code #: 144.490.64702

Budgeted Amount: \$274,500

Service Department

Originating Department

Michael Dreisbach, Service Director

Prepared By

Oct. 26, 2018

Date Prepared

Agenda Title: Engineering Service Contract for OATS Trail – Phase II

Recommendation: Approve

Discussion:

The Oxford City Council approved Resolution No. 6038 on January 16, 2018 authorizing a contract with Bayer & Becker, Inc. for the design and engineering of Phase II of the Oxford Area Trail System multiuse path connecting SR73 and US27.

The design of this segment is nearly complete and ODOT is currently reviewing Stage 2 plans for the project. During Stage 1 of design, it was found that the proposed tributary bridge on the north end of the project could not be sited in the proposed location due to flood plain concerns and escalating costs for construction. After further evaluation, it was decided that a new bridge paralleling SR73 would be the most cost effective solution to carry the OATS trail over Four Mile Creek. The City has obtained pricing for the additional environmental, geotechnical, and structural work that will be required for the new bridge location. All additional services will be performed at a cost not to exceed \$21,630.

Additional services required for project approval include environmental and cultural resources impact studies, geotechnical borings for design of the bridge piers and abutments, and bridge design to carry the span with a prefabricated bridge.

The additional costs for these services is not available in the current appropriation from Fund 144. Staff recommends the City Council approve an advance to this Fund, which will be repaid as revenue is received from the property levy in the future. This will be a proposed item in the Supplemental Budget proposed in this agenda.

Staff recommends approval of a Resolution authorizing the City Manager to amend an existing contract with Bayer & Becker, Inc. for additional professional services for an amount not to exceed \$21,630.

Approved By:

Department Head:

Initial Date
MBD 10/26/18

City Manager:

DRE 11-2-18

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO AMEND THE EXISTING PROFESSIONAL SERVICES CONTRACT WITH BAYER & BECKER, INC. A COPY OF WHICH IS ATTACHED HERETO AS EXHIBIT "A" FOR ADDITIONAL PROFESSIONAL SERVICES FOR PHASE II OF THE OXFORD AREA TRAILS (OAT) SYSTEM AT A COST NOT TO EXCEED \$21,630.00.

WHEREAS, the City has been awarded grant funding from OKI in the amount of \$750,000.00 to assist with the design and construction of Phase II of the Oxford Area Trails (OAT) System; and

WHEREAS, Bayer & Becker, Inc. has assisted the City on several projects and the City has been pleased with their work product; and

WHEREAS, Bayer & Becker has provided the City with a proposal to provide additional professional services for Phase II of the Oxford Area Trails (OAT) System, and has partnered with Stantec Consulting Services, Inc. to complement the design team for geotechnical and structural engineering; and

WHEREAS, the City Manager and the Service Director recommend Council authorize the City Manager to amend the existing professional services contract with Bayer & Becker, Inc. a copy of which is attached hereto as Exhibit "A" for additional professional services for Phase II of the Oxford Area Trails (OAT) System at a cost not to exceed \$21,630.00.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director for Council to authorize the City Manager to amend the existing professional services contract with Bayer & Becker, Inc. a copy of which is attached hereto as Exhibit "A" for additional professional services for Phase II of the Oxford Area Trails (OAT) System at a cost not to exceed \$21,630.00.

SECTION 2: Council further authorizes the City Manager to amend the existing professional services contract with Bayer & Becker, Inc. a copy of which is attached hereto as Exhibit "A" for additional professional services for Phase II of the Oxford Area Trails (OAT) System at a cost not to exceed \$21,630.00.

SECTION 3: Council hereby finds that sufficient funds for the payment of \$21,630.00 will be appropriated.

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

MAYOR

ADOPTED;

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

BACKGROUND AND TASK UNDERSTANDING

The alignment of the proposed trail has been revised at the north end of the project to position the proposed trail bridge over Four Mile Creek parallel and adjacent to the SR 73 highway bridge (SFN 0901024). Stantec's scope of work includes Environmental, Structural, and Geotechnical services, all of which are impacted by this revision. The following narrative discusses the additional or revised work required by this revision

SCOPE NARRATIVE

TASK 1 – ENVIRONMENTAL

With the revision to the alignment of the northern end of the Oxford Trail we will need to perform additional field work to review the new impacted areas for the ESR. In addition, we will need to revise and re-submit both the Cultural Resources Scoping Request Form and RMR. (This will be the second revision). This work will require two trips to the project site.

TASK 2 – GEOTECHNICAL

The relocation of the bridge will require Stantec to advance two borings at the proposed bridges over Four Mile Creek. It is assumed that no borings are needed for the bike trail. The bridge is planned to be single-span and the borings will be positioned near the proposed abutments. It is assumed that each boring will be 60 feet deep. Based on available historic geotechnical data, it is likely that bedrock will not be encountered at this depth but that soils will be suitable for providing adequate support for the structures, either with spread footings or driven steel friction piles. It was also assumed that the boring locations will be accessible with a truck-mounted drill rig and that clearing of vegetation and/or ground levelling will not be necessary. Soil sampling and laboratory testing will be performed in accordance with ODOT standards. Foundation analysis will follow procedures outlined in the current AASHTO LRFD manual. An updated geotechnical exploration report will be prepared and new geotechnical drawings will be provided.

TASK 3 – STRUCTURES

Stantec will prepare a new site plan for the revised bridge location carrying the proposed recreational trail across Four Mile Creek. The bridge will be designed to carry the AASHTO specified pedestrian load or an H-15 load, whichever is greater. Our proposal is based on the use of a single span prefabricated bridge for the crossing.

PROPOSED FEE

Task	Proposed Hours	Proposed Labor Fee	Proposed Indirect Costs	Total Fee
Task 1 – Environmental	34	\$4,669	\$68	\$4,737
Task 2 - Geotechnical				
Task 2a – Drilling	23	\$2,030	\$2,913	\$4,943
Task 2b – Laboratory Testing	0	\$0	\$984	\$984
Task 2c – Geotechnical Engineering	32	\$4,445	\$36	\$4,481
Task 3 - Structures	60	\$6,485	\$0	\$6,485
TOTAL	168	\$17,629	\$4,001 /	\$21,630 /

INDIRECT COST SUMMARY

TASK 1a – Environmental Tasks

Mileage - Field Review (65 miles x 0.52 per mile x 2 trips)

\$ 68

Subtotal \$ 68

TASK 2a – Drilling

Mobilization - Truck Drill Rig (70 miles x 3.50 per mile)

\$ 245

Mileage - Support Truck (70 miles x 1.25 per mile)

\$ 88

Soil Drilling (3.25-inch ID Hollow-Stem Auger) – (120 feet x \$14 per foot)

\$1,680

Soil Sampling – Disturbed SPT (D1586) – (36 tests x \$25 per test)

\$ 900

Subtotal \$2,913

TASK 2b – Laboratory Testing

Natural Moisture (D2216) - (36 tests x \$9 per test)

\$ 324

Atterberg Limits (D4318) - (4 tests x \$70 per test)

\$ 280

Sieve & Hydrometer Analysis (D422) - (4 tests x \$95 per test)

\$ 380

Subtotal \$ 984

TASK 2c – Geotechnical Engineering

Mileage - Engineer (70 miles x 0.52 per mile)

\$ 36

Subtotal \$ 36

SCHEDULE

Work to be completed within 60 days of authorization.

RESOLUTION NO. 6038

A RESOLUTION AUTHORIZING THE CITY MANAGER TO AMEND THE EXISTING PROFESSIONAL SERVICES CONTRACT WITH BAYER & BECKER, INC. A COPY OF WHICH IS ATTACHED HERETO AS EXHIBIT "A" FOR THE DESIGN OF THE OATS TRAIL PHASE II AT A COST OF \$246,205.00 PLUS A CONTINGENCY AMOUNT OF 2.35% OF THE CONTRACT PRICE OR \$5,795.00 FOR A TOTAL COST NOT TO EXCEED \$252,000.00.

WHEREAS, the City has been awarded grant funding from OKI in the amount of \$750,000.00 to assist with the design and construction of Phase II of the Oxford Area Trails (OATS) system; and

WHEREAS, Bayer & Becker, Inc. has assisted the City on several projects and the City has been pleased with their work product; and

WHEREAS, Bayer & Becker has provided the City with a proposal to provide design services for Phase II of the OATS project, and has partnered with Stantec Consulting Services, Inc. to complement the design team for geotechnical and structural engineering; and

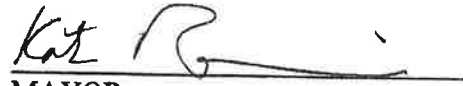
WHEREAS, the City Manager and the Service Director recommend Council authorize the City Manager to amend the existing professional services contract with Bayer & Becker, Inc. a copy of which is attached hereto as Exhibit "A" for the design of the OATS Trail Phase II at a cost of \$246,205.00 plus a contingency amount of 2.35% of the contract price or \$5,795.00 for a total cost not to exceed \$252,000.00.

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

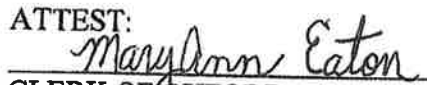
SECTION 1: Council accepts the recommendation of the City Manager and the Service Director for Council to authorize the City Manager to amend the existing professional services contract with Bayer & Becker, Inc. a copy of which is attached hereto as Exhibit "A" for the design of the OATS Trail Phase II at a cost of \$246,205.00 plus a contingency amount of 2.35% of the contract price or \$5,795.00 for a total cost not to exceed \$252,000.00.

SECTION 2: Council further authorizes the City Manager to amend the existing professional services contract with Bayer & Becker, Inc. a copy of which is attached hereto as Exhibit "A" for the design of the OATS Trail Phase II at a cost of \$246,205.00 plus a contingency amount of 2.35% of the contract price or \$5,795.00 for a total cost not to exceed \$252,000.00.

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


MAYOR

ADOPTED: January 16, 2018

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

Finance
Originating Department

Council Meeting Of: 11/06/2018

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/29/2018
Date Prepared

Agenda Title: 2019 ANNUAL ADVANCE ORDINANCE
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Recommendation: Approve

Discussion:

Description of Budgeted Advances for the 2019 Budget

Advance from GENERAL FUND 110

Advance to CAPITAL IMPROVEMENT FUND 141

- Contreras Road Culvert & College/Chestnut Traffic Signal

Funds to be reimbursed from Ohio Public Works Commission 265,650.00

This repayment to General Fund will be made when funds received or end of year.

Advance from GENERAL FUND 110

Advance to OXFORD AREA TRAIL CAPITAL IMPROVEMENT FUND 144

- Phase II OAT construction

Funds to be reimbursed from the Miami reimbursement & property taxes 2,125,781.00

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

Advance from GENERAL FUND 110

Advance to SOUTHPOINT TIFF CAPITAL IMPROVEMENT FUND 146

- Engineering and miscellaneous expenses

Funds to be reimbursed from the issuance of bonds 200,000.00

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

Advance from GENERAL FUND 110

Advance to EMPLOYEE BENEFIT FUND 230

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

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

program.

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

Advance from GENERAL FUND 110

Advance to SPECIAL ASSESSMENT FUND 417

- Sidewalk, curb & gutter repairs associated with repaving program

Funds to be reimbursed from the special assessments 100,000.00

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

Advance from GENERAL FUND 110

Advance to OVI TASK FORCE FUND 419

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

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

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

Approved By:

Department Head:

City Manager:

Initial Date

[Signature] 10/29/18
[Signature] 11/2/18

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED ADVANCES FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2019.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2019 and monies will be available for appropriation in those funds.

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

SECTION 1: The following advances are to be executed for the City of Oxford during the fiscal year ending December 31, 2019, as follows:

Advance from:

General Fund 110	265,650.00
Capital Improvement Fund 141	265,650.00
General Fund 110	2,125,781.00
Oxford Area Trail Capital Improvement Fund 144	2,125,781.00
General Fund 110	200,000.00
Southpointe TIF Capital Improvement Fund 146	200,000.00
General Fund 110	5,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	100,000.00
Special Assessment Fund 417	100,000.00
General Fund 110	225,000.00
OVI Task Force Fund 419	225,000.00

Advance to:

Capital Improvement Fund 141	265,650.00
General Fund 110	265,650.00
Oxford Area Trail Capital Improvement Fund 144	2,125,781.00
General Fund 110	2,125,781.00
Southpointe TIF Capital Improvement Fund 146	200,000.00
General Fund 110	200,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	5,000.00
Special Assessment Fund 417	100,000.00
General Fund 110	100,000.00
OVI Task Force Fund 419	225,000.00
General Fund 110	225,000.00

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: STAFF

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: November 6, 2018

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

November 1, 2018

Date Prepared

Agenda Title: An Ordinance Modifying The Requirements For The Disposition Of Hotel/Motel Tax Receipts By Amending Section 183.03 Of The Oxford Codified Ordinances.

Recommendation: Adopt the Ordinance.

Discussion:

The proposed Ordinance is based on the October 22, 2018 City Council Budget Work Session.

Approved By:

Initial Date

Department Head:

City Manager:

DRE \ *11/4/18*

ORDINANCE NO.

AN ORDINANCE MODIFYING THE REQUIREMENTS FOR THE DISPOSITION OF HOTEL/MOTEL TAX RECEIPTS BY AMENDING SECTION 183.03 OF THE OXFORD CODIFIED ORDINANCES.

WHEREAS, the City Manager and the Finance Director recommend Oxford Codified Ordinance Section 183.03 be amended to reflect a change to the disposition of Hotel/Motel tax receipts.

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

SECTION 1: Section 183.03 of the Oxford Codified Ordinances of the City of Oxford, Ohio is hereby amended as follows:

(a) Calculation of disposition of funds:

1. The Finance Director shall prepare a yearly estimate, used in the preparation of the annual budget, of three percent (3%) convention tax funds to be received by the City pursuant to Oxford Codified Ordinance Section 183.02.
2. The City shall distribute 94% **100%** of the convention tax funds received in a calendar year to Enjoy Oxford.
3. ~~The remaining six percent (6%) shall be retained by the City and deposited in the General Funds.~~

SECTION 2: 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: October 16, 2018

Candi Fyffe

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

October 11, 2018

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, 2019 Through December 31, 2019.

Recommendation: Approve.

Discussion: Changes are indicated by strikeout and have been approved by the City Manager.

Section 1. The Parks & Recreation Department is creating the full-time position of Aquatics/Program Coordinator.

Section 1. The Police Division is adding one (1) full-time police officer.

Section 1. The Service Department is adding one (1) full-time custodian.

Section 1. The Engineer position in the Engineering Division is being corrected to Pay Band 6 where a licensed engineer is required.

These changes will result in total authorized full-time personnel of one hundred nineteen (119) full time employees.

Section 2. Staff is implementing a three percent (3%) cost of living (COLA) increase or a market adjustment.

Section 2.A. Staff is removing the word "up" from this section to say "rounded to the nearest penny".

Section 2.E. Staff is implementing the method of payment to full-time salaried employees who are deployed to work under state or federal declared emergency conditions.

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

Section 3. Staff is eliminating the part-time Accounting Assistant position in the Finance Department.

Section 3. Staff is eliminating one (1) part-time Program Coordinator positions in the Parks & Rec Department.

Section 3. Staff is eliminating one (1) part-time Captain position in the Fire Department.

Section 4. Staff is increasing the seasonal Park/Rec Techs by ten (10) due to new aquatic center opening in 2019.

Section 6. D. Staff revised the paragraph surrounding maximum hours to be worked by part-time firefighters for clarity.

Attachment A: The pay bands have been increased by 3% for 2019.

Attachment B. Fire Captain Salary Schedule. This section was revised to show a 3% COLA increase for Fire Captains.

Attachment B. Firefighter/Paramedic Salary Schedule. This Section was revised to show a 3% increase for Firefighter/Paramedics.

Approved By:

Department Head:
City Attorney:
City Manager:

Initial Date

[Signature] 10/11/18

[Signature] 10/12/18

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, ~~2018~~2019 THROUGH DECEMBER 31, ~~2018~~2019.

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

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

Position	Type	Authorization # of Employees	Pay Band
Office of the City Manager			
City Manager	NC	1	By Contract
Assistant to the City Manager	NC	1	5
Human Resources Director	NC	1	7
Clerk of Council/AAll	NC	1	4
Economic Development Department			
Economic Development Director	NC	1	7
Finance Department			
Finance Director	NC	1	By Contract
Assistant Finance Director	NC	1	6
Payroll Specialist	C	1	5
Finance Specialist	C	1	5
Accounting Specialist	C	1	4
Utility Collections Specialist	C	2	4
Law Department			
Law Director	NC	1	By Contract
Parks & Recreation Department			
Parks & Recreation Director	NC	1	7
Recreation Programs Supervisor	C	1	5
Sports Activities Supervisor	C	1	5
Office Manager	NC	1	5
Receptionist	C	1	1
Sports Coordinator	C	1	3
Aquatics/Program 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
Fire Captains *See Attachment B	C	3	6
Firefighter/Paramedics *See Attachment B	C	6	5
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	4718	By Contract
Public Safety Assistant	C	3	By Contract
Police Records Specialist	C	1	By Contract
Dispatcher/Clerk	C	6	By Contract
Office Manager	NC	1	5
Service Department			
Service Director	NC	1	7
Environmental Specialist	C	1	5
Administrative Assistant III	NC	1	4
Custodian	NC	42	1
Engineering Division			
City Engineer	C	1	6
Engineer	C	1	56
Engineering Aide	C	1	4
Streets and Maintenance Division			
Streets and Maintenance Manager	C	1	6
Equipment Mechanic	C	1	5
Parks Maintenance Supervisor	C	1	5
Street Operations Specialist	C	1	4
Service Workers		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	
TOTAL Full-Time Budgeted:		116119	

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 3% increase rounded ~~up~~ to the nearest penny of all employees not covered by a collective bargaining agreement. The Finance Director, Law Director and City Manager shall also receive the same increase to their current base salaries.
- B.** The City Manager, except as otherwise provided in the charter, is authorized to establish the starting salary not to exceed the position's market midpoint.
- C.** The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year.
- D.** The City Manager is hereby authorized to increase an employee's salary not to exceed the market midpoint of the new position when a promotion occurs where an employee moves to a higher job classification.
- D.E.** Where salaried employee(s) of the City of Oxford are traveling outside of Butler County, Ohio under O.R.C. 5502.35; to work under state or federal declared emergency conditions, said employee will be entitled to overtime at a rate determined as follows: divide the employee's annual salary by the sum by 2080 hours and multiply that dividend by 1.5. This will equal the rate of expected reimbursement (from either OEMA, EMAC, FEMA, etc.) for any work exceeding 8 hours per day. Work hours are determined by employee(s) normal scheduled work hours. Salaried employees will be paid the "overtime amount" in the form of a bonus. Furthermore, the City Manager authorizes employees to utilize either vacation time or comp time during EMAC / National deployments.

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

Position	Authorization # of Employees	Minimum Pay Rate	Maximum Pay Rate
Finance Department			
Accounting Assistant	1	\$12.00	\$15.45
Parks & Recreation Department			
Park/Recreation Technician	5	\$8.50	\$ 12.36 12.73
Program Coordinator	43	\$8.50	\$ 15.45 15.91
Senior Program Coordinator	1	\$10.00	\$ 16.74 17.24
Custodian	3	\$11.00	\$ 14.42 14.85
Community Development Department			
Zoning Inspector	1	\$18.00	\$25.00
Service Department			
Deputy Director	1	\$25.00	\$ 41.86 43.12
Laborers	4	\$8.50	\$ 13.39 13.79
Streets & Maintenance Division			
Wastewater Collection			
Water Plant Operators	2	\$17.00	\$ 21.63
Safety Department – Fire Division			
Part-Time Firefighters/EMTs	30	\$12.00	\$ 17.51 18.04
Firefighters or EMTs	64	N/A	\$12.00
Fire Division Captains	32	N/A	\$ 18.54 19.10
Fire Division Lieutenants	1	N/A	\$ 17.51 18.04
Safety Department – Police Division			
Property Custodian	1	\$20.00	\$ 28.21/hr 29.06
Community Outreach Specialist	1	\$20.00	\$ 28.21/hr 29.06
Police Officer	6	\$28.00	\$34.00
Public Safety Assistant	4	\$20.00	\$26.00
Dispatcher/Clerk	4	\$20.00	\$26.00
TOTAL Part-Time Authorized Strength:	136132		
City-Wide			

Intern/Temporary Part-Time		N/A	\$14.00/hr
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SECTION 4: The following seasonal part-time positions are hereby established with respect to position title, authorized number, minimum and maximum compensation (rate per hour except as otherwise indicated) The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year not to exceed the maximum rate per hour.

:

Position	Authorization # of Employees	Minimum Pay Rate	Maximum Pay Rate
Safety Department – Fire Division			
Fire/EMS for Miami University Coverage	N/A	N/A	\$45.00
Parks & Recreation Department			
Park/Recreation Technician	3646	\$8.50	\$11.50/ hr
Program Coordinator	3	\$8.50	\$14.50/ hr
Service Department			
Street Department			
Laborer	7	\$8.50	\$ 13.00/ hr
Wastewater Division			
Plant			
Laborer	1	\$8.50	\$ 13.00/ hr
Collections			
Laborer	1	\$8.50	\$ 13.00/ hr
Water Division			
Plant			
Laborer	1	\$8.50	\$13.00/ hr
TOTAL Seasonal Part-Time Authorized Strength:	4959		

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** (excluding full-time Fire Captains and Firefighter/Paramedics. See Appendix B). Firefighters are paid according to the schedule in Section 3 hereof of part-time employees. A firefighter may receive a supplement equal to one-half their ordinary job wage if their employer does not continue pay while they are away from work attending to a fire.

No Paid-on-Call or Part-time firefighter may work in excess of fifteen hundred ~~sixty~~ (15~~60~~) hours in any given Calendar year to stay compliant with ACA requirements. Nor shall any paid-on-call or part-time firefighter work in excess of one hundred-six (106) hours in any pay period as part of FLSA over-time regulations.

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

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

SECTION 7: Employee Benefits

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

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

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

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

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

- D. **Sick leave conversion.** Prior to retirement, an employee with a banked sick leave balance of 280 hours up to a maximum of 1200 hours may convert the balance to vacation or pay at a rate of 5:1. However, there must be 240 hours remaining, and such conversion may only be made by written application to the Finance Department during the month of April, and pay, when requested, will be made on or before May 20th. Should an employee on lay-off (who has converted sick leave to vacation) return to City employment, they may within one year of reinstatement repurchase their accumulated sick leave by repaying at the same rate as the pay-off. Such repayment may be in cash, by payroll deduction or use of newly accumulated vacation time.
- E. **Payment of Health Insurance Premiums.** For each full-time employee and Law Director who participates in the City group medical insurance programs, the City will make a per month per employee contribution as determined by the budget during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay a contribution for single coverage or for family coverage, each pay period, with deductions being made from gross pay before taxes resulting in the cost being reduced.
- F. **Holiday Schedule.** There shall be fourteen (14) paid holidays for full-time employees

as follows: (10 holidays/5 personal days)

New Year's Day (January 1)
Martin Luther King, Jr. Day (third Monday in January)
Washington/Lincoln Day (third Monday in February)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving Day (fourth Thursday in November)
Day after Thanksgiving
Christmas Eve Day (The day preceding or following
Christmas Day holiday as designated by the City Manager)
Christmas Day (December 25)
Five (5) Personal Days - 40 Hours

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

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

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

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

- 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 to a maximum of \$175,000.

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

- I. **Longevity Bonus Pay.** Longevity Bonus Pay will only be paid to eligible employees who accrue the required years of service on or before December 31, 20182019 and are full-time employees of the City on or before December 31, 20182019. 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 20182019 shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 20182019. All eligible full-time employees shall be paid in accordance with the following schedule. Contract employees shall be paid according to the appropriate contracts. The Chief of Police shall be paid longevity according to the current schedule in the Police Supervisors' contract.

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

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

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

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

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

- L. Continuing Education/Tuition Reimbursement.** For ~~2018~~2019, \$1,000 will be budgeted. Depending upon the availability of funds, an employee may be reimbursed for the cost of tuition and required course books for any job-related course, provided that the employee submits a written request for reimbursement on the appropriate form, with a copy of the course description, before taking the class. If only one employee submits a request for a class and receives at least a "B" average in the class, the employee will receive 50% of the amount budgeted. An employee who receives a final grade of "A" will receive 100% of the amount budgeted as reimbursement. Should there be more than one employee requesting tuition reimbursement, the funds will be distributed equally among those employees who have completed their classes and received their final grades as noted above. For example, if three (3) employees submit requests and all three receive a final grade of "A" for their classes, the amount budgeted will be divided among the three and the funds will be distributed equally at the end of the year. Requests for reimbursement should be submitted to the Human Resources Director.

SECTION 8: Applicability

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

SECTION 9: Repeal of Conflicting Ordinances

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: Kate Rousmaniere

ATTACHMENT A

CITY OF OXFORD OHIO

PAY BANDS (~~2018~~2019)

	<u>MINIMUM</u>	<u>MAXIMUM</u>
PAY BAND 7		
Annual	\$66,830 <u>\$68,835</u>	\$120,141 <u>\$123,745</u>
Hourly	\$32.13 <u>\$33.09</u>	\$57.76 <u>\$59.49</u>
PAY BAND 6		
Annual	\$52,000 <u>\$53,560</u>	\$92,290 <u>\$95,059</u>
Hourly	\$25.00 <u>\$25.75</u>	\$44.37 <u>\$45.70</u>
PAY BAND 5		
Annual	\$44,512 <u>\$45,847</u>	\$75,026 <u>\$77,277</u>
Hourly	\$21.40 <u>\$22.04</u>	\$36.07 <u>\$37.15</u>
PAY BAND 4		
Annual	\$39,125 <u>\$40,299</u>	\$63,440 <u>\$65,343</u>
Hourly	\$18.81 <u>\$19.37</u>	\$30.50 <u>\$31.41</u>
PAY BAND 3		
Annual	\$35,464 <u>\$36,528</u>	\$59,800 <u>\$61,594</u>
Hourly	\$17.05 <u>\$17.56</u>	\$28.75 <u>\$29.61</u>
PAY BAND 2		
Annual	\$33,176 <u>\$34,171</u>	\$53,830 <u>\$55,445</u>
Hourly	\$15.95 <u>\$16.43</u>	\$25.88 <u>\$26.66</u>
PAY BAND 1		
Annual	\$29,994 <u>\$30,894</u>	\$48,651 <u>\$50,111</u>
Hourly	\$14.42 <u>\$14.85</u>	\$23.39 <u>\$24.09</u>

ATTACHMENT B

CITY OF OXFORD OHIO

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

Holidays

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

Personal Days

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

Sick Leave

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

Sick Leave Incentive

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

Vacation

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

Funeral Leave

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

Kelly Days

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

Life Insurance

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

Compensatory Time

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

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

Fire Captain Base Salary Schedule

~~The following salary schedule shall take effect 1/1/2018 for all full-time Fire Captains. Fire Captains who are employed on January 1 of 2018 will receive the amount listed below plus any additional overall adjustment granted by Council.~~

2018 2019	\$73,486 \$75,691
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~~2018-2019~~ Holiday pay check will equal (80 hours total) at ~~\$35.33~~\$36.69 per hour or ~~\$2,826.00~~\$2,911.20 total.

Firefighter/Paramedic Base Salary Schedule

~~Any newly hired firefighter in 2018 will be paid the following rate:~~

2019 2018	\$65,703 \$67,674
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~~2018-2019~~ Holiday pay check will equal (80 hours total) at ~~\$31.59~~\$32.54 per hour or ~~\$2,527.20~~\$2,603.20 total.

Any newly hired Fire Captain or ~~current and~~ newly hired Firefighter/Paramedic in ~~2018~~ 2019 will be paid according to the salary schedule below:

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

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/06/18

Heidi Hill
Prepared By

Account Code No. #: NA

Budgeted Amount: NA

10/30/18
Date Prepared

Agenda Title: **2019 Fee Ordinance**

Recommendation: **Approve**

Discussion:

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

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

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

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 10/30/18
[Signature] 11/2/18

ORDINANCE NO.

AN ORDINANCE TO ADOPT FEES AND CHARGES FOR THE FISCAL YEAR 2019.

WHEREAS, the City Manager and the Finance Director recommend City Council adopt fees for 2019, as itemized below.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Finance Director and authorizes the adoption of the fees as contained herein. Additionally, the Council authorizes the City Manager to implement changes to existing fees or add new fees as deemed appropriate.

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

	<u>\$ Amount</u> <u>Residents</u>	<u>\$ Amount</u> <u>Non-residents</u>
<u>1) FITNESS</u>		
Drop-in	5.00	5.50
10 sessions	45.00	50.00
20 sessions	85.00	94.00
30 sessions	120.00	132.00

2) WEIGHT ROOM FEES (effective through 3/31/2018)

<u>Adults (18+)</u>		
1 Year	105.00	115.00
6 Months	85.00	94.00
3 Months	70.00	77.00
1 Month	30.00	33.00
Drop-in	5.00	5.50
<u>High School (14-17)</u>		
1 Year	80.00	88.00
6 Months	65.00	72.00
3 Months	45.00	50.00
1 Month	20.00	22.00
Drop-ins	4.50	5.00

2) YEARLY MEMBERSHIP FEES - TRI COMMUNITY CENTER
(INCLUDES OPEN GYM AND WEIGHT ROOMS - for eligible ages)
(prices effective beginning 4/1/2019)

CHILD (Ages 0-9)	FREE	FREE	
YOUTH (Ages 10-17)	5.00	6.00	7.00
ADULT (Ages 18+)	10.00	12.00	14.00

3) PRESCHOOL (per-week) (per month)

Effective 6/1/2019

Mon/Wed/Fri	37.00	175.00	41.00	193.00
Tues/Thurs	26.00	122.00	29.00	135.00

4) SUMMER CAMP PROGRAM

Daily	32.00		36.00	
each additional child in family	28.00		31.00	
Weekly	105.00	110.00	115.00	121.00
each additional child in family	95.00		105.00	
Half-day:				
Pre-school camps	65.00		72.00	

5) YOUTH SPORTS LEAGUES

Basketball				
Instructional League, Grade K	55.00		61.00	
Competitive League, Grade 1-2	70.00		77.00	
Competitive League, Grade 3-12	85.00		94.00	
Flag Football League	54.00	60.00	60.00	66.00

6) ADULT SPORTS LEAGUES

Adult softball	400.00	425.00		
Adult kickball	175.00			

7) RESERVATION FEES

Municipal Pool				
Reservation, per hour	50.00	125.00	55.00	138.00
Guard fee, per hour	12.00		12.00	
Athletic Fields				
Per game, per field	30.00		33.00	
Per day, per field	140.00		160.00	
Per game, per field (preps)	35.00		39.00	
Reservation & prep	60.00		66.00	
Per hour, per field (lights)	30.00		33.00	
Community Park Gazebo Reservation				
Up to 2 hours	30.00		33.00	
Up to 4 hours	50.00		55.00	
Over 4 hours	60.00		66.00	
Park Shelter Reservation				
Up to 2 hours	25.00		28.00	
Up to 4 hours	40.00		44.00	
Over 4 hours	50.00		55.00	
Electric Tap Fee	50.00	per day		
(Large machines such as ice machine, inflatables, etc.)				

8) MUNICIPAL POOL AQUATIC CENTER

Season pool passes				
Family (4 or less)	135.00	195.00	149.00	215.00
each additional	10.00	25.00	11.00	28.00
Adult (18 & over)	90.00	110.00	99.00	121.00
Youth (3-17) (2-17) & Senior (60+)	70.00	90.00	77.00	99.00
Child 2 & under under 2	FREE		FREE	
General admission				
Adult (18 & over)	4.50	7.00		
Youth (3-17) (2-17) & Senior (60+)	3.50	5.00		
Child 2 & under under 2	FREE			

Swimming lessons				
Parent/toddler child	35.00	36.00	39.00	40.00
Skill Level I and II	38.00	40.00	42.00	44.00
Skill Level III thru IV	40.00	44.00	44.00	48.00
Preschool & Level I				
Skill Level II thru V				

9) SENIOR CITIZEN CENTER RENTAL

Includes kitchen & great room (minimum 2 hour rental)	60.00	per hour	66.00	per hour
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Special events and specialty class fees are established to cover the direct cost of each class/activity offered.

B. COMMUNITY DEVELOPMENT DEPARTMENT

1) ADMINISTRATIVE ZONING REVIEW

Administrative Zoning Review Item

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

2) BOARD OR COMMISSION REVIEW

a) Planning Commission

Planning Commission Item

Conditional Use Permit	400.00	plus 10.00 postage
Annexation 100% owner petition	300.00	plus 1.00 per acre
Conceptual Review	No fee	
Subdivision Development, Preliminary	470.00	plus 10.00 per lot, plus 10.00 postage
Subdivision Development, Final	470.00	plus 10.00 per lot, plus 10.00 postage
Planned Development, Preliminary	470.00	plus 100.00 per acre, plus 10.00 postage
Planned Development, Final	470.00	plus 100.00 per acre, plus 10.00 postage
Minor Amendment to Conditional Use Permit or Planned Development	50.00	
Lot Consolidation	20.00	50.00
Lot Split	20.00	50.00
Zoning Code Amendment (per topic)	150.00	plus 10.00 postage, per topic
Zoning Map Amendment	150.00	plus 10.00 postage
Significant changes to original application	Determined by the Community Development Director at a cost not to exceed original application	
Revision beyond the 2nd submittal, requiring zoning or engineering review.	100.00	per review

b) Historic & Architectural Preservation Commission

HAPC Item

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

c) Board of Zoning Appeals

BZA Item

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

3) DOCUMENTS, MAPS, & OTHER MATERIALS

At Cost

C) INSPECTIONS (Building Official)

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

Residential Building Item

Building	80.00	plus 30.00 per 100 square feet of gross floor area
Mechanical	50.00	plus 4.00 per 100 square feet of gross floor area
Electrical	50.00	plus 4.00 per 100 square feet of gross floor area
Building - 1Fam/2Fam/3Fam - New / Add / Alt / Remodel	100.00	/ 0.30 per sq ft
Mechanical (HVAC) - New / Add / Remodel	80.00	/ 0.04 per sq ft
Electrical - New / Add / Remodel	80.00	/ 0.04 per sq ft
Third and subsequent plan review		
Second and subsequent plan review (1/4 hr increments)	60.00	per hour
Minor Alteration (per each type of permit, Bldg, Elect, HVAC)	75.00	
Accessory Building over 200 square feet	30.00	plus 1.00 per 10 sq. ft.
Accessory structures: Awnings, Decks, Sheds	80.00	plus 0.15 per sq ft
(Accessory building <200 sq ft do not require building review)		
Deck		
Furnace installation/replacement	50.00	per unit
Central air condition installation/replacement	50.00	per unit
Combination furnace/central air Installation		
—/replacement	100.00	per unit
Furnace or A/C Replacement	80.00	per unit
Heat Pump	80.00	
Gas Piping	75.00	
Geothermal trench/pressure test	75.00	per inspection
Minor Electric	50.00	
Electrical Service Upgrade / New / Reconnect	50.00	70.00
Electric for Swimming Pool	90.00	
(In ground/above ground bonding/wiring)		
Demolition	50.00	75.00 per structure
Industrialized Unit - Foundation Only	125.00	
(Does not include elec. Service, decks, porches, garages or other add.)		
Roof Replacement or Structural Change	50.00	
Alteration/Remodeling/Fire Repair	80.00	plus 30.00 per 100 sq. ft.
Partial permits (where granted)	50.00	

Temporary Certificate of Occupancy (30 days)	100.00	150.00
Certificate of Occupancy	50.00	
Occupying without a Certificate of Occupancy	250.00	
Permit extension if approved	100.00	
Copy Plans and Re-stamp	50.00	plus copy cost - estimate provided
Re-Inspection (Charge for the third and subsequent inspection)	60.00	75.00 per inspection
Non-Permit Inspection Request	75.00	
Out of Normal Hours Inspection	125.00	per hour/3 hr min
Swimming Pool deeper than 24"	90.00	
Solar Array	80.00	plus 5.00/panel
Temporary Pole	50.00	
Temporary Supply	70.00	
Temporary Tent 400-699 sq. ft. with sides	75.00	plus 0.10 per sq. ft.
Temporary Tent 700 sq. ft. or more with or without sides	75.00	plus 0.10 per sq. ft.
Fence over 6 feet tall	40.00	
Awning	25.00	
Gas Line	30.00	per meter
Building Permit extension	50.00	
Relocate Building	250.00	
Work Without Permit	Greater of 200.00 or twice the cost of the permit fee	
	Doubled permit fee	
Change of Building Plans (after approval)	50.00	plus 60.00 per hour (1/4 hr increments)
Residential Code of Ohio Surcharge	Applicants covered by this Code will be assessed an additional 1% surcharge fee as mandated by Ohio Administrative Code Section 4101:8-1-03	

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

Commercial Building Item

Building	100.00	plus 20.00 per 100 sq. ft. of gross floor area, including accessory buildings
Mechanical	100.00	plus 5.00 per 100 square feet of floor area, including accessory buildings
Electrical	100.00	plus 5.00 per 100 square feet of floor area, including accessory buildings
Building (Except Multi-Family)	200.00	plus 0.15 per sq ft
Building (Multi-Family)	200.00	plus 0.20 per sq ft
Mechanical	200.00	plus 0.05 per sq ft
Electrical	200.00	plus 0.05 per sq ft
Alteration/Remodeling/Fire Repair	100.00	plus 10.00 per 100 sq. ft.
Minor Alteration (Per each type of Permit: Building, Electric, HVAC, etc.)	100.00	
Fire Suppression System	150.00	plus 5.00 per 100 sq. ft. of gross floor area
Fire Suppression Systems (all suppressed areas)	250.00	plus 0.065 per sq ft
Kitchen Exhaust Hood	250.00	
Hood System Hood Suppression System	150.00	250.00 plus 50.00 each addl unit
Underground Fire Line	250	plus 0.065 per linear ft
Fire Alarm System	150.00	plus 1.00 per 100 sq. ft. of gross floor area
		250.00 plus 6.50 per device
Minor Electric	80.00	

Third and subsequent plan review	100.00	per hour
Plan Review (1/4 hr increments)	80.00	per hour
Revision to approved plans	100.00	plus plan review
Demolition	80.00	100.00 per structure
Roof Replacements	250.00	
Storage Rack Systems	250.00	plus 0.015 per sq ft
Furnace installation/replacement, including- roof top units	150.00	per unit
Central air condition installation/replacement, including roof top units	150.00	per unit
Combination furnace/central air installation /replacement, including roof top units	300.00	per unit
Furnace or A/C Replacement	150.00	plus 50.00 per each addl unit
Geothermal Trench/Pressure Test	100.00	per inspection
Solar Arrays	200.00	plus 5.00 per panel
Industrialized Unit	200.00	plus 0.015 per sq ft
Partial Permit (where granted)	100.00	
Temporary Certificate of Occupancy (30 days)	250.00	350.00
Certificate of Use and Occupancy (not associated with building permit)	250.00	
Certificate of Occupancy with a permit	100.00	
Re-Inspection (Charge for the third and subsequent inspection)	100.00	per inspection
Non-Permit Inspection Request	150.00	
Out of Normal Hours Inspection	125.00	per hour/ 3 hour min
Move or relocate building	250.00	
Building Permit six month extension	50.00	
Permit extension, if approved	100.00	
Electrical Service upgrade	80.00	
Temporary Pole Supply	80.00	
Change of Building Plans (after approval)	50.00	plus 100.00 per hour
Fuel Storage Tank	75.00	per tank
Temporary structures, including tents	75.00	plus 0.10 per sq. ft.
Awnings	75.00	
Signs	100.00	plus 0.40 per sq. ft.
	125.00	without electric
	150.00	with electric
Fence over 6 feet tall	40.00	50.00
Backflow Prevention Permit	25.00	
Work without a permit	Greater of 200.00 or twice the cost of the permit fee	
	Doubled Permit Fee	
Gas Line Piping	75.00	per meter
OBC Surcharge	Applications covered by the OBC will be assessed an additional 3% surcharge fee as mandated by Ohio Administrative Code Section 4101:2-1-50(b)	

3) Removal of structure prior to receipt of Certificate of Appropriateness

50 % of estimated demolition cost for each day after notification until a plan for reuse of property
and a bond is filed.

3) Rental Housing Permits

a) Initial Establishment

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

b) Annual Renewal & Ownership Transfer

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

c) Late Renewal

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

d) Re-inspection

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

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

e) Board of Appeals

Application	150.00
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D) POLICE DEPARTMENT

Events requiring Officers for Crowd or Traffic Control:

One Officer	45.00	per hour
Each additional Officer	45.00	per hour
Police Supervisor (Required for each 4 Police Officers)	55.00	per hour
Police Command Officer (Required for two squads of five Officers)	65.00	per hour

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

False Alarm Fees

Residential, Commercial & Industrial 1 to 2 Annually	No charge
Residential 3 or more	50.00 per occurrence
Commercial/Industrial 3 to 4 Annually	50.00 per occurrence
5 to 6 Annually	100.00 per occurrence
7 to 8 Annually	200.00 per occurrence
9 or more	400.00 per occurrence
Accident, crime, other reports	0.10 per page

Purchase Meter time			
Fee for Special Event	10.00	per meter per day	
Fee for Construction	10.00	per meter per day	
Signs: "No Parking by Order of the Oxford P.D."	0.35	1.00	per sign
Impound/Immobilization Fees	100.00		
Each subsequent day or any part thereof	12.00	15.00	
Each subsequent day or any part thereof for vehicles covered or stored within a building	20.00		
Impound fee for e-scooters and bicycles	25.00		
Each subsequent day or any part thereof	5.00		
Towing Charges	100.00	125.00	plus charges for services requiring specialized equipment or extra personnel
Administrative Citation Hearing Fee	20.00	per appeal (lost appeal only)	
Administrative Citation Collection Fee	27%	of unpaid fine	
Animal Boarding			
1 st day or any part thereof	21.50		
Each subsequent day or any part thereof	13.50		
Parking			
Short Term Meters	0.25	per 30 minutes	
High Density Parking Areas	0.50	per hour	
South Campus Avenue	0.50	per hour	
Side street 2 hour meters	0.25	per hour	
Side Street 10 hour meters	0.25	per hour	
Parking garage meters	0.50	per hour	
Monthly garage lease	525.00	biannually	
	1,000.00	annually	
Parking Garage lease			
Summer lease only (June 1- August 14)	150.00		
School year (August 15-May 31)	1,100.00		
Annual (August 15 - August 14)	1,200.00		
Per Semester (August 15-December 31) January 1-May 31)	600.00		
Parking garage replacement/lost card	25.00		
Residential Permitted Parking	25.00	15.00	annually
Parking Collection Fees			
Retrieval of vehicle record	1.95	2.00	per look up
Citations collection fee	27%	30%	of unpaid fine

E) FIRE/EMS DEPARTMENT

EMS Runs			
BLS-E	637.00	644.00	per run
ALS-1 E	920.00	930.00	per run
ALS-2 E	1,142.00	1,155.00	per run
EMS Mileage Rate	17.70	17.90	per loaded mile
Court ordered restitution for transport refusal	350.00		
Fire Watch	35.00	per hour per person (2 hour min.)	
EMS Stand-By	35.00	per hour per person (2 hour min.)	
Fire and or EMS Coverage for Miami Events	45.00	per hour per person (2 hour min.)	
CPR/AED/First Aid Training	20.00	each participant	
Civil Citation Hearing Fee	Actual cost of Hearing Officer (lost appeal only, does not apply on first offense)		

F) SERVICE DEPARTMENT

1) Water Service

Temporary meter deposit (hydrant connection)		
5/8 inch	520.00	
2 inch	1,665.00	
Daily set up and removal of device	104.00	106.00
Cost of water by volume (temporary meter)	3.40	3.50 per 100 cubic feet

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

5/8 x 3/4 inch	66.00	68.00
1 inch	172.00	175.00
1 1/2 inch	346.00	353.00
2 inch	558.00	570.00
3 inch	1,114.00	1,140.00
4 inch	1,737.00	1,770.00
6 inch	3,482.00	3,550.00
Bulk Water Service	3.40	3.50 per 100 cubic feet

Requires new account fee for service. Sanitary fees in effect for water entering sanitary system. Service available under the authority of the Service Director or his/her designee.

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

Water rates 2.50 per 100 cubic feet

Volume charge

Base monthly charge Meter size (inch):

3/4	9.20
1	15.25
1 1/2	30.55
2	48.85
3	91.65
4	152.75
6	305.50

Outside city limits 35.00% added to amounts above

Late fee 10.00%

Green Card distribution 5.00

Gold Card distribution 5.00

(If card leaves office, charge would be in addition to turn on fee if service is terminated.)

Reconnection fee when payment is received before 3:00 PM

1st occurrence	10.00
2nd occurrence	20.00
3rd occurrence and subsequent occurrences	30.00

After 3:00 PM and for weekends/holidays 50.00

Irrigation Meter At cost to City

Irrigation Meter repair 5.00 plus costs

"No show" on scheduled appointment 25.00

Tap in fees
Based on tap size (inch):

1	2,600.00	2,650.00
2	2,960.00	3,020.00
4	3,640.00	3,710.00
6	4,500.00	4,590.00
8	6,790.00	6,925.00
10	9,360.00	9,550.00
12	10,710.00	10,950.00

Outside city limits

35% added to amounts above

Separate meter pits

time and materials

Meter vault and Lid (based on meter size)

535.80 each additional (max

5/8 & 3/4 Inch - one included in tap fee

of 4 pits per residential tap)

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

Water Meter including RF remote sending unit (inch):

325.00

5/8 & 3/4

Ally Remote Meter & Valve assembly

616.00

1	435.00	400.00
1 1/2	1,665.00	1,680.00
2	1,900.00	1,905.00
3	2,450.00	
4	4,000.00	4,080.00
>4		

Cost to City plus 10% administrative fee

Water Capacity benefit charges

Meter size (inch):

5/8 & 3/4

1	1,645.00	1,680.00
1 1/2	4,265.00	4,350.00
2	8,585.00	8,760.00
3	13,890.00	14,200.00
4	27,700.00	28,250.00
6	43,190.00	44,050.00
8	86,595.00	88,330.00
10	138,500.00	141,270.00
	199,400.00	203,400.00

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

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

Highest rate allowable by law

New construction inspection

50.00 initial inspection

50.00 re-inspection of failed work

New water main Chlorination/Disinfection Inspection

150.00

New water main valve operation/and line flushing

150.00

New water main Hydrostatic testing

100.00 per test

New water main bacteria sampling/testing

150.00 per event (includes laboratory fees)

Water main installation inspection/
outside normal working hours

City cost for inspection expense

Fire Hydrant flow testing

100.00 per hydrant test

Damage to City facilities

Repair cost plus 40%

2) Sanitary Sewer service

Sewer rates

Volume charge per 100 cubic feet	4.00
Base monthly fee	3.90

Surcharges

Excess suspended solids	0.50	/lb > 200 mg/l
Excess biochemical oxygen demand	0.50	/lb > 200 mg/l
Excess oil and grease	0.90	/lb > 50 mg/l

Surcharges for High Strength Waste

Excess suspended solids	1.0-2.0 X Allowable Strength - 0.25 x Base Rate 2.1-3.0 X Allowable Strength - 0.50 x Base Rate 3.1-4.0 X Allowable Strength - 1.00 x Base Rate Over 4.01 X Allowable Strength - 2.00 x Base Rate
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Excess biochemical oxygen demand	1.0-2.0 X Allowable Strength - 0.25 x Base Rate 2.1-3.0 X Allowable Strength - 0.50 x Base Rate 3.1-4.0 X Allowable Strength - 1.00 x Base Rate Over 4.01 X Allowable Strength - 2.00 x Base Rate
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Excess oil and grease	1.25 / lb. > 50 mg/l
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Commercial preparer or server of food	0.10	per 100 cubic feet
Sewage sampling fee	75.00	100.00
Late fee	10%	

Sewer Capacity benefit charges

Meter size (inch):

5/8 & 3/4	1,645.00	1,680.00
1	4,265.00	4,350.00
1 1/2	8,585.00	8,760.00
2	13,890.00	14,200.00
3	27,700.00	28,250.00
4	43,190.00	44,050.00
6	86,595.00	88,330.00
8	138,500.00	141,270.00
10	199,400.00	203,400.00

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

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

Highest rate allowable by law

New construction sanitary inspection

Lateral repair inspection	50.00	initial inspection
reinspection of failed work	50.00	
inspection of existing sanitary lateral repairs	50.00	
Sanitary sewer cleaning (jet truck)	295.00	per hour (1 hour min.)
Sanitary sewer main video inspection	295.00	per hour (1 hour min.)
Sanitary lateral video inspection	295.00	per hour (1 hour min.)
Sanitary sewer manhole inspection (vacuum method)	50.00	per manhole
Staff monitoring of private contractor video inspection	25.00	per hour (2 hour min.)
Sanitary sewer low pressure air test (per city specs)	25.00	per test section
sanitary sewer main construction (inspection beyond normal working hours - overtime expense)		
Sanitary sewer Lift Station District Surcharge		Cost to City
Locating service for private sanitary lateral		Charge 50% surcharge to volume fee
Non-compliance causing blockage or damage to City facilities		295.00 per hour (1 hour min.) Response or repair cost plus 40%

Special wastewater discharge application (tank pumping, groundwater, etc.)	25.00		
Special wastewater contaminated discharge treatment	12.00	per 100 cubic ft	0.10 per gallon
Acceptable analytical data required for special waste			
Damage to City facilities	Repair costs plus 40%		

3) Refuse service

Service Type

Monthly Charge

Hand Service refuse	37.00
Hand Service recycling	13.00
65 gallon recycle container rental	1.00

Move in/out solid waste removal	4.25
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Fee for all dwelling units with
Rental permits within the Mile Square
"Plus" area, as designated by
section 931.02 of the Oxford
Codified Ordinance, excluding
multiple dwelling units utilizing
commercial dumpsters.

	Rumpke	Admin	Total	Rumpke	Admin	Total
Refuse						
Residential	12.03	3.22	15.25	12.21	2.52	14.73
(Single family or multi-unit dwellings with four or less units)						
Rental for Waste wheeler	3.00	-	3.00			
Residential rates include 3.63 3.68 Recycle fee						
Commercial						
2 Cubic Yard dumpster						
1x/week	35.72	9.58	45.30	36.26	7.46	43.72
2x/week	56.73	15.17	71.90	57.59	11.87	69.46
3x/week	85.11	22.79	107.90	86.38	17.79	104.17
4x/week	110.32	29.43	139.75	111.98	23.03	135.01
5x/week	137.64	36.81	174.45	139.71	28.76	168.47
6x/week	164.95	44.10	209.05	167.43	34.45	201.88
Requested extra pick up (outside of normal schedule)	26.27	7.03	33.30	26.66	5.48	32.14
Rental fee	14.00	-	14.00			
3 Cubic Yard dumpster						
1x/week	46.23	12.37	58.60	46.92	9.67	56.59
2x/week	81.95	21.85	103.80	83.18	17.10	100.28
3x/week	118.73	31.67	150.40	120.51	24.87	145.38
4x/week	155.49	41.61	197.10	157.82	32.61	190.43
5x/week	191.21	50.99	242.20	194.09	40.09	234.18
6x/week	227.99	60.86	288.85	231.42	47.66	279.08
Requested extra pick up (outside of normal schedule)	26.27	7.03	33.30	26.66	5.48	32.14
Rental fee	17.00	-	17.00			
4 Cubic Yard dumpster						
1x/week	59.89	16.06	75.95	60.79	12.51	73.30
2x/week	106.12	28.33	134.45	107.71	22.18	129.89
3x/week	152.35	40.70	193.05	154.63	32.00	186.63
4x/week	199.62	53.23	252.85	202.62	41.83	244.45
5x/week	245.85	65.70	311.55	249.54	51.50	301.04
6x/week	291.03	77.67	368.70	295.40	60.87	356.27
Requested extra pick up (outside of normal schedule)	31.52	8.43	39.95	32.00	6.58	38.58
Rental fee	20.00	-	20.00			

6 Cubic Yard dumpster						
1x/week	89.31	23.89	113.20	90.65	18.69	109.34
2x/week	154.45	41.20	195.65	156.76	32.40	189.16
3x/week	219.59	58.61	278.20	222.88	45.91	268.79
4x/week	272.12	72.63	344.75	276.21	57.03	333.24
5x/week	354.07	94.48	448.55	359.39	73.88	433.27
6x/week	421.31	112.74	534.05	427.64	87.94	515.58
Requested extra pick up (outside of normal schedule)	36.78	9.82	46.60	37.33	7.72	45.05
Rental fee	23.00	-	23.00			
8 Cubic Yard dumpster						
1x/week	117.67	31.43	149.10	119.44	24.63	144.07
2x/week	203.82	54.58	258.40	206.89	42.58	249.47
3x/week	288.93	77.32	366.25	293.27	60.32	353.59
4x/week	375.08	100.57	475.65	380.72	78.27	458.99
5x/week	460.17	123.33	583.50	467.09	96.63	563.72
6x/week	546.33	146.27	692.60	554.53	114.77	669.30
Requested extra pick up (outside of normal schedule)	36.78	9.82	46.60	37.33	7.72	45.05
Rental fee	26.00	-	26.00			
Waste wheeler						
1x/week	14.71	3.94	18.65	14.93	3.09	18.02
2x/week	25.22	6.73	31.95	25.59	5.29	30.88
3x/week	35.72	9.58	45.30	36.26	7.48	43.74
4x/week	46.23	12.37	58.60	46.92	9.67	56.59
5x/week	56.73	15.17	71.90	57.59	11.87	69.46
6x/week	67.24	17.96	85.20	68.25	14.06	82.31
Requested extra pick up (outside of normal schedule)	10.51	2.79	13.30	10.67	2.20	12.87
Rental fee	9.00	-	9.00			
	Rumpke	Admin	Total			
Recycling						
2 Cubic Yard dumpster						
1x/week	22.90	-	22.90	25.39		
2x/week	39.30	-	39.30	41.46		
3x/week	53.65	-	53.65	56.38		
4x/week	70.05	-	70.05	73.44		
5x/week	84.40	-	84.40	88.38		
Requested extra pick up (outside of normal schedule)	20.50	-	20.50	26.66		
Rental fee	14.00	-	14.00			
3 Cubic Yard dumpster						
1x/week	32.20	-	32.20	34.18		
2x/week	54.75	-	54.75	57.65		
3x/week	77.30	-	77.30	81.11		
4x/week	101.90	-	101.90	106.71		
5x/week	124.45	-	124.45	130.17		
Requested extra pick up (outside of normal schedule)	20.50	-	20.50	26.66		
Rental fee	17.00	-	17.00			
4 Cubic Yard dumpster						
1x/week	41.50	-	41.50	43.98		
2x/week	72.25	-	72.25	75.98		
3x/week	103.00	-	103.00	107.97		
4x/week	133.75	-	133.75	139.97		
5x/week	164.50	-	164.50	171.95		
Requested extra pick up (outside of normal schedule)	26.63	-	26.63	32.00		
Rental fee	20.00	-	20.00			

6 Cubic Yard dumpster			
1x/week	61.05	-	64.44
2x/week	105.13	-	110.30
3x/week	150.23	-	157.22
4x/week	196.35	-	205.21
5x/week	243.50	-	254.27
Requested extra pick up (outside of normal schedule)	26.63	-	32.00
Rental fee	23.00	-	23.00
8 Cubic Yard dumpster			
1x/week	75.48	-	79.58
2x/week	136.98	-	143.56
3x/week	198.48	-	207.55
4x/week	259.98	-	271.53
5x/week	321.48	-	335.52
Requested extra pick up (outside of normal schedule)	30.75	-	37.33
Rental fee	26.00	-	26.00
Waste wheeler			
1x/week	3.30	-	3.80
2x/week	9.45	-	10.20
3x/week	15.60	-	16.59
4x/week	21.75	-	23.00
5x/week	27.90	-	29.39
Requested extra pick up (outside of normal schedule)	10.25	-	10.67
Rental fee	9.00	-	9.00
Late fee		10%	
One time additional pickup permit stickers		10.00	per sticker
Compactor tickets		45.00	per 1 cubic yard

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

5) Miscellaneous

DVD Copies 5.00

G) ENGINEERING DIVISION

1) Design manual fees:

Water and sanitary sewer improvement specifications	30.00	
Storm water management design	25.00	
Digital city standard drawings	15.00	per compact disc

2) Map Order

Media:	Bond	8 1/2 x 11 B/W	4.00
	Bond	8 1/2 x 11 Color	4.00
	Bond	11 x 17 B/W	4.00
	Bond	11 x 17 Color	4.50
	Bond	24 x 36 B/W	10.00
	Bond	24 x 36 Color	11.00
	Bond	36 x 48 B/W	18.00
	Bond	36 x 48 Color	20.00
	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		10.00	plus map fee
	36 x 48		22.00	plus 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
Storm sewer lines	5.00	plus media cost
zoning	5.00	plus media cost
Proposed development	5.00	plus media cost
Additional use permits	5.00	plus media cost
P.U.D.'s	5.00	plus media cost
Special use permits	5.00	plus media cost
Street index	1.00	plus media cost
Digital base map section	15.00	plus media cost

3) Plans and Specifications Sales	20.00-500.00	dependent on size of project
4) Document handling/forwarding fee to regulating agencies	25.00	
5) Engineering plan review for revisions after 2nd submittal	100.00	per submission

H) STREET DIVISION

Street cut surface repair - April through November:

Up to 40 sq. ft. (or 40 linear ft of curb totaling less than 40 sq. ft.)	128.00	
More than 40 sq. ft.	128.00	plus 3.20 per additional sq. ft.

December through March: add 50% to above costs

Brick Street Repair	30.00	per sq. ft.
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Sidewalk Curb Gutter Permit	25.00	
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Work without a permit in ROW (Starting construction or work without permit)	Greater of \$200.00 or twice the cost of permit	
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Street Tree Permits	No charge	
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Removal of hazardous trees from private property	At cost to city plus 5% Administrative fee	
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Street Spills	Cost of time and materials for cleanup plus 10% administrative fee	
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Right-of-way Requests		
Personnel (misc. tasks)	25.00	per hour
Event Electrician	100.00	plus necessary materials at cost
Road Closures/Detours	135.00	
Event Trash cans	5.00	

Street Signs	Cost of labor/materials used plus 10% administrative fee	
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Woodside Cemetery	
Gravesite plots	100.00
Opening and closing of gravesite	250.00
Additional charge after 3:30 weekdays and on weekends	100.00
Street Banner Installation and removal	100.00 Single banner
Damage to City Facilities	Cost to City plus 40%

I) FINANCE DEPARTMENT

Miscellaneous copies	0.10 per page per copy
Final Annual Budget Document	
Paper	At cost to City
Electronic	5.00 per DVD/CD
Any other method	At cost to City
Comprehensive Annual Financial Report	
Paper	At cost to City
Electronic	5.00 per DVD/CD
Any other method	At cost to City
Hotel tax rates:	
Hotel tax	3%
Convention tax	3%
Motor Vehicle license tax	5.00 per motor vehicle
Motor Coach or Bus	25.00 each per year
Taxicab Company License	25.00 per year
Taxicab per Operator License	25.00 per year
Taxicab per Vehicle License	25.00 per year
Vendor License	50.00 per Calendar month or 300.00 per Calendar year
NSF check Fee	At cost to City
Dog License	0.75 per Tag (City share), plus amount charged by Butler County

J) Human Resources

Non refundable Civil Service exam fee	15.00
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SECTION 2: This ordinance repeals ordinance adopted by the City of Oxford, but does not repeal the enabling language of the legislation by which these fees were previously adopted, which language shall otherwise remain in full force and effect.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY : LAW (STAFF)

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: November 6, 2018

Sam Perry
Prepared By

Account Code No. #:

Budgeted Amount:

November 1, 2018
Date Prepared

HAPC MEETING REPORT – OCTOBER 10, 2018

New Business

HAPC-2018-20-Pre-Application, 11 N. College Avenue, Circle K, Signage, Tommy Reed, Atlantic Sign Company

The Commission held a pre-application meeting for this applicant because of the large number of signs to be replaced in the re-branding. The gas station at the corner of College and High is to be re-branded Circle K without any Shell signage. The proposal from the sign company was to repaint the canopies red, yellow and white as well as replace all sign panels, and pump logos. The Commission preferred more subtle changes to coloring while also maintaining the desired identity. Staff informed the sign company that the signs were not illuminated because of previous board and commission decisions. Panels could be changed but internal lighting could not be added (other than gas price). Mr. Reed acted as a liason for the gas station's re-branding company. Mr. Reed offered to take all the comments back to the branding company and suggest the changes. Mr. Perry reported that if the changes were accepted than the revisions could be approved administratively because no variances were needed from the BZA. This follow-up would efficiently close the case without further meetings.

HAPC-2018-21-ADM, 31 W. High Street, approval of a new wall sign, Kevin Nichols, Applicant
This sign for the change from KONA to Rice House had been previously approved administratively.

Old Business

Ms. Southard reported on the success of the Oxford cemetery tour that aligned with the centennial remembrance of WWI. Steve Gordon arranged and led the tour.

The meeting was adjourned at 6:04 p.m.

Department Head: City Attorney: City Manager:	 / 11-2-18  /  / 11-2-18
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