



## Agenda

### Oxford City Council

#### Court House

**TUESDAY, NOVEMBER 15, 2016**

---

### EXECUTIVE SESSION

1. Roll call. Kate Rousmaniere, Mayor; Mike Smith, Vice-Mayor; Glenn Ellerbe; Bob Blackburn; Kevin McKeehan; Steve Dana; Edna Southard

---

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

---

### REGULAR MEETING 7:30 P.M.

### PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

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

3. Public Participation.

- A. Notice to Legislative Authority - New D5I Permit for Scottys Thr3e Wise Men Brewing Company Ohio LLC DBA Scottys Thr3e Wise Men 325 South College Avenue, Oxford, Ohio 45056. (Alan Kyger, Economic Development Director).



Report

- B. Public Comments.

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

4. Consent Agenda.

- A. Minutes of the November 1, 2016 City Council Meeting. (Kim Newton, Acting Clerk of Council)



Minutes

- B. Report regarding the November 2, 2016 Environmental Commission meeting. (Mike Dreisbach, Service Director)



Report

5. Resolutions.

1. A Resolution authorizing the City Manager to waive parking meter fees on High Street, East Park Place, West Park Place, Poplar Street, Main Street and Beech Street between Walnut Street and Church Street, and in the southern (2-hr) section of Lot 52 from 9:00 a.m. on December 19, 2016 until 6:00 p.m. on December 31, 2016. The two hour restriction for meters in these locations will remain in effect. (John Jones, Police Chief)



Report and Resolution

6. Ordinances.

- A. First Reading.

1. An Ordinance To Amend Ordinance No. 3298 Regulating The Rates And Charges To Be Charged And Collected And The Services To Be Rendered By Glenwood Energy Of Oxford, Inc., Its Successors And Assigns, For Gas And Gas Service Furnished To All Of Its Customers Within The Corporate Limits Of The City Of Oxford During The Period Ending February 28, 2018 By Authorizing Glenwood Energy Of Oxford, Inc. To Implement An Adjustment To The General Service Rate Authorized By Ordinance No. 3298 To Recognize The Impact On Revenues Of A Change In The Heating Value Of The Natural Gas Furnished To Customers Subsequent To The Adoption Of Said Ordinance. (Mike Dreisbach, Service Director)



#### Report and Ordinance

### B. Second Reading.

1. An Ordinance Approving A Conditional Use Permit To Allow For An Addition And Site Modifications Of An Existing Fraternity House In A R2ms (Single And Two Family Mile Square Residential) District At 200 And 208 E. High Street, Oxford, Ohio 45056 With Conditions. (Jung-Han Chen, Community Development Director).



#### Report and Ordinance

2. An Ordinance Approving The Vacation Of An Easement Located Between Lots 3010 And 3011 On High Street, Beta Theta Pi Property. (Mike Dreisbach, Service Director).



#### Report and Ordinance

3. 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, 2017. (Joe Newlin, Finance Director).



#### Report and Ordinance

4. An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2017. (Joe Newlin, Finance Director).



#### Report and Ordinance

5. An Ordinance Outlining Budgeted Advances For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2017. (Joe Newlin, Finance Director).



#### Report and Ordinance

6. An Ordinance Adopting Fees and Charges For Fiscal Year 2017. (Joe Newlin, Finance Director).



#### Report and Ordinance

7. An Ordinance Amending Ordinance No. 3335 And Declaring It An Emergency. Supplemental Budget Ordinance Number 10 To Make Supplemental Appropriations For Fiscal Year 2016. (Joe Newlin, Finance Director).



#### Report and Ordinance

8. 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, 2017 Through December 31, 2017. (Candi Turpin, Human Resources Director).



#### Report and Ordinance

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

1. Remarks from City Council and City Staff.

B. Future Meetings.

WED - Nov 16 Board of Zoning Appeals Meeting 7:30 p.m.

THUR -Nov 17 Recreation Board Meeting 4:00 p.m. Senior Center

FRI - Nov 18 Student Community Relations Commission Meeting 2:30 p.m. LCNB

MON - Nov 21 Housing Advisory Commission Meeting 7:00 p.m. Municipal Building

THUR -Nov 24 Holiday - City Offices Closed

FRI - Nov 25 Holiday - City Offices Closed

WED - Nov 30 Civil Service Commission Meeting 5:30 p.m. Municipal Building

TUES - Dec 6 City Council Meeting 7:30 p.m.

WED - Dec 7 Historic and Architectural Preservation Commission Meeting 6:00 p.m.

WED - Dec 7 Environmental Commission Meeting 7:00 p.m. Municipal Building

TUES - Dec 13 Planning Commission Meeting 7:30 p.m.

8. Adjourn.

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

Economic Development Department

For the: November 15, 2016  
City Council Meeting

Prepared by: G. Alan Kyger  
Date Prepared: November 4, 2016

**Agenda Title:** Notice of Legislative Authority.  
D5i Liquor Permit for Scotty's Brewhouse . 325 S College Ave.

**Recommendation:** Informational

Scotty's Brewhouse will open in the former Dakota's Roadhouse location at 325 s College Avenue.

Scotty's Brewhouse is a sports themed restaurant. Scotty's is part of a smaller regional chain, with most of their restaurants being in Indiana.

Dakota's closed in January of this year and the previously issued D5i permit for Dakota's was cancelled in June of this year.

A D5i Permit is a non-quota Restaurant Permit. This type of permit is issued to full service restaurants to allow them to sell alcoholic beverages in addition to food.

A D5i Permit has unique stipulations. Some of these requirements are:

- \* The restaurant has inside seating for at least 140 people.
- \* The restaurant has at least 4,000 sq. ft. of floor area.
- \* The restaurant offers full course meals.
- \* Alcohol sales cannot exceed 25% of the total gross receipts.
- \* The restaurant is located on property with a value over \$750,000.

Reviewed By:

Department Head:

City Attorney:

City Manager:

Initial Date

GA / 11-4-16  
DRE / 11-11-16

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

|                |     |             |        |                                                                                                                         |
|----------------|-----|-------------|--------|-------------------------------------------------------------------------------------------------------------------------|
| 7932515        |     | NEW         |        | SCOTTYS THR3E WISE MEN BREWING<br>COMPANY OHIO LLC<br>DBA SCOTTYS THR3E WISE MEN<br>325 S COLLEGE AV<br>OXFORD OH 45056 |
| PERMIT NUMBER  |     | TYPE        |        |                                                                                                                         |
| ISSUE DATE     |     |             |        |                                                                                                                         |
| 10 27 2016     |     |             |        |                                                                                                                         |
| FILING DATE    |     |             |        |                                                                                                                         |
| D5I            |     |             |        |                                                                                                                         |
| PERMIT CLASSES |     |             |        |                                                                                                                         |
| 09             | 088 | A           | B39131 |                                                                                                                         |
| TAX DISTRICT   |     | RECEIPT NO. |        |                                                                                                                         |

FROM 10/31/2016

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



MAILED 10/31/2016

RESPONSES MUST BE POSTMARKED NO LATER THAN. 12/01/2016

**IMPORTANT NOTICE**

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL  
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.  
REFER TO THIS NUMBER IN ALL INQUIRIES **A NEW 7932515**

(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

7932515 PERMIT NBR  
SCOTTYS THR3E WISE MEN BREWING  
COMPANY OHIO LLC  
DBA SCOTTYS THR3E WISE MEN  
325 S COLLEGE AV  
OXFORD OH 45056

\*\*\*\*\*

SCOTT WISE

07/15/2016 ACTIVE

PRESIDENT

MAN-MBR5%V

PA2-KEY = END SESSION, CLEAR-KEY = END OPTION, ENTER-KEY = TO CONTINUE

A regular meeting of the Oxford City Council was called to order by Mayor Kate Rousmaniere on Tuesday, November 1, 2016 at 7:30 p.m. Those members present were Bob Blackburn, Steve Dana, Glenn Ellerbe, Kevin McKeehan, Mike Smith and Edna Southard.

Staff members present: Mr. Doug Elliott, City Manager; Mr. Mike Dreisbach, Service Director; Mr. Joe Newlin, Finance Director; Mr. Jung-Han Chen, Community Development Director; Mr. Alan Kyger, Economic Development Director; Ms. Candi Turpin, Human Resources Director; Mr. Casey Wooddell, Parks and Recreation Director; Mr. John Jones, Police Chief; Mr. John Detherage, Fire Chief; Mr. Steve McHugh, Law Director and Ms. Kim Newton, Acting Clerk of Council.

### **PLEDGE OF ALLEGIANCE**

Mayor Rousmaniere requested the Pledge of Allegiance.

### **APPROVAL OF AGENDA**

Mr. Dana moved to approve the agenda. Ms. Southard seconded. The motion passed 7-0-0.

### **PUBLIC PARTICIPATION**

### **PROCLAMATION** **'OXFORD EMPTY BOWLS DAY'**

Mayor Rousmaniere read the Proclamation and presented it to Ms. Connie Malone.

Ms. Malone thanked the Mayor and Council for the Proclamation and noted it was her honor, privilege and joy to be here to accept the Proclamation on behalf of Alice Laatsch and Ann Wengler who are her two co-organizers of Oxford Empty Bowls. Ms. Malone advised Oxford Empty Bowls will be holding an event on November 12<sup>th</sup> from 11am to 2pm at the Oxford Community Arts Center.

Mayor Rousmaniere thanked Ms. Malone for her good work.

### **NOTICE OF** **LEGISLATIVE AUTHORITY**

Notice to Legislative Authority – Transfer of C1 and C2 Permit from Shri Mahadevi Inc. DBA Red Ox 95 E. Chestnut Street, Oxford, Ohio 45056 to Red Ox Liquor Group Inc. DBA Red Ox 95 E. Chestnut Street, Oxford, Ohio 45056. (Alan Kyger, Economic Development Director)

Mr. Kyger advised this is not a new permit and noted it was a simple transfer of an existing beer and wine carryout permit to the new owner of Red Ox which sold last September.

Mr. McKeehan moved to accept the notice without comment. Mr. Dana seconded. The motion passed 7-0-0

## **PUBLIC COMMENTS**

**Jessica Greene**, Oxford Visitors Bureau Director congratulated Oxford on being named one of the “Best Hometowns” in the Ohio magazine and noted she had more magazines available at the Visitors Bureau if needed. Ms. Greene also thanked Council for their continued support of the Oxford Summer Concert Series and advised without Council’s support, the Visitors Bureau wouldn’t be able to put on the event. Ms. Greene noted they were looking forward to the 31<sup>st</sup> Annual Summer Concert series in the park next year.

## **CONSENT AGENDA**

### **MINUTES**

Minutes of the October 18, 2016 City Council Meeting. (Kim Newton, Acting Clerk of Council)

### **REPORTS**

Report regarding the October 19, 2016 Board of Zoning Appeals Meeting (Jung-Han Chen, Community Development Director)

Report regarding the October 11, 2016 Planning Commission Meeting. (Jung-Han Chen, Community Development Director)

## **RESOLUTIONS**

### **RESOLUTION**

#### **WAIVE FEES**

A Resolution authorizing the City Manager to waive the fees adopted in the Fee Ordinance for the street closings for the Visitors Bureau for the 2017 annual Summer Concert Series. (Doug Elliott, City Manager)

Mr. Ellerbe moved to approve the consent agenda. Mr. Dana seconded. The motion passed 7-0-0.

## **RESOLUTIONS**

### **RESOLUTION**

#### **NEW AGREEMENT WITH OXFORD TOWNSHIP**

A Resolution Authorizing The City Manager To Enter Into A New Agreement With Oxford Township, Butler County Ohio, And Authorizing The City Of Oxford To Provide Fire Protection And Emergency Medical Services To Oxford Township Pursuant To The Terms Of The Agreement. (Doug Elliott, City Manager)

Mr. Elliott advised the current Fire/EMS agreement with Oxford Township will be expiring at the end of the year and noted the proposed agreement is for three (3) years and will increase the amount paid by the Township for operations plus an additional amount to compensate the city

for operation, maintenance and replacement of emergency vehicles. Mr. Elliott also advised the new contract amount for operations is \$90,000 per year and the additional amount to compensate for emergency vehicle operation, maintenance and replacement is \$80,000 per year for the first two (2) years of the agreement. Mr. Elliott noted beginning in January 2017, title to the Oxford Township owned 2003 ambulance and 1992 tanker will be transferred the City of Oxford.

Mayor Rousmaniere inquired if the City covered the costs of the Township's vehicle maintenance in previous years. Mr. Elliott advised the Township owned and maintained their vehicles by reimbursing the City for the costs of the maintenance and noted the Township wants out of the equipment business.

Mr. Dana moved to adopt Resolution No. 5024. Mr. Blackburn seconded. The motion passed 7-0-0.

**ORDINANCE**  
**FIRST READING**

**ORDINANCE**  
**CONDITIONAL USE PERMIT**

An Ordinance Approving A Conditional Use Permit To Allow For An Addition And Site Modifications Of An Existing Fraternity House In A R2ms (Single And Two Family Mile Square Residential) District At 200 And 208 E. High Street, Oxford, Ohio 45056 With Conditions. (Jung-Han Chen, Community Development Director)

Mr. Chen advised a Conditional Use permit was required to make major renovations and add a two-story addition to the existing Beta Theta Pi Fraternity. Mr. Chen presented a Power Point presentation showing the current site plan, the proposed site plan and a rendition of the final building drawings that were presented in the agenda. Mr. Chen advised there are currently two (2) lots on the site which will require a lot consolidation due to the setback requirements and also advised a granular pervious surface would be installed in the parking areas. Mr. Chen noted five (5) conditions were recommended by the Planning Commission.

1. That the consolidation of lots will occur prior to a building permit being issued;
2. That the review and approval of a right-of-way permit for Campus Avenue loading zone takes place;
3. That an evaluation of mature trees on site for potential preservation takes place;
4. That no roof areas are to be used as outdoor activity areas;
5. That screening will be provided along the eastern side of the parking lot.

Mayor Rousmaniere inquired if there were any comments from the petitioner or from the public and there were none.

Mr. Dana inquired about the stacked parking that is referred to in Mr. Perry's staff report on page 42 of the agenda noting it stated "Stacked parking is not permitted but is an existing condition" and how it is reconciled with the circumstances that exist. Mr. Chen advised you can have stacked parking in the back but not in the front and will not be an issue to contend with. Mr.

Chen also noted the members of the Fraternity will need to work out which member will have which space.

Mr. Ellerbe inquired if the buildings will continue to be managed as two (2) buildings and will they continue to have two (2) addresses or will it be one (1) address. Mr. Chen advised it would be one (1) address due to the lot consolidation making it one (1) lot.

Ms. Southard inquired what it is meant by screening of the parking lot noting is that a fence or vegetation and Mr. Chen advised it could be a combination of both.

Mr. Dana inquired if it is possible to increase the percentage of pervious parking. Mr. Tom Converse of RDI Architects advised every proposed parking space will be pervious.

Ms. Southard noted she was happy to see the condition of protecting the existing trees stating it is an important point and expressed her hope it would be adhered to so that the mature trees will be preserved.

Mayor Rousmaniere expressed her displeasure regarding the parking noting she felt there was too much of it. Mayor Rousmaniere stated while the parking might be adequate for the site, the location of the building is on the edge of campus and will be housed by Miami students. Mayor Rousmaniere noted there are three (3) long-term parking areas on campus, with one being a few blocks to the north of the site at Millett Hall and stated she voted against the petition at Planning Commission because she felt there was too much parking on the site.

#### **ORDINANCE** **VACATION OF EASEMENT**

An Ordinance Approving The Vacation Of An Easement Located Between Lots 3010 And 3011 On High Street, Beta Theta Pi Property. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised this Ordinance is related to the prior Ordinance for the Conditional Use Permit. Mr. Dreisbach referred to his staff report in the agenda and advised in 1993 a utility easement was granted to the City in the area that was vacated. Mr. Dreisbach noted the easement was never improved and the City has no foreseeable plans to improve or construct utilities in this area.

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

Mayor Rousmaniere inquired what the definition of “vacate” meant and Mr. Dreisbach advised it meant to give up permanently and noted if the City did not vacate, the site could not be consolidated.

#### **ORDINANCE** **2017 APPROPRIATIONS**

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, 2017. (Joe Newlin, Finance Director)

Mr. Newlin noted this was the annual expenditure Ordinance as discussed at the October 6, 2016 City Council Work Session. Mr. Newlin referred to his report and Ordinance in the agenda and discussed significant items within the proposed budget. Mr. Newlin offered to answer any questions.

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

Mayor Rousmaniere advised items regarding the proposed budget were discussed at the Budget Work Session.

**ORDINANCE**  
**BUDGETED TRANSFERS**

An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2017. (Joe Newlin, Finance Director)

Mr. Newlin discussed his staff report as presented in the agenda and offered to answer any questions.

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

**ORDINANCE**  
**BUDGETED ADVANCES**

An Ordinance Outlining Budgeted Advances For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2017. (Joe Newlin, Finance Director)

Mr. Newlin discussed his staff report as presented in the agenda and offered to answer any questions.

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

**ORDINANCE**  
**2017 FEES & CHARGES**

An Ordinance Adopting Fees and Charges For Fiscal Year 2017.(Joe Newlin, Finance Director)

Mr. Newlin referred to his staff report in the agenda and noted additions in the fee ordinance were in bold print, deletions are in strikeout and fees not changed are in normal type. Mr. Newlin advised specific questions should be directed to the appropriate Department Head.

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

Mayor Rousmaniere inquired how the fees are determined by the departments and how they determine when to increase the fees. Mr. Elliott advised it depends on the fee and gave an

example of the user fees for water, sewer and solid waste noting they are enterprise funds and are self-supporting. Mr. Elliott noted if the water, sewer and solid waste fees are increased, they are increased to reflect the City's costs. Mr. Elliott also advised the solid waste fees are being reduced due to the landfill debt payment being paid off. Mr. Elliott noted the fees are there to cover the City's costs.

### **ORDINANCE** **SUPPLEMENTAL BUDGET**

An Ordinance Amending Ordinance No. 3335 And Declaring It An Emergency. Supplemental Budget Ordinance Number 10 To Make Supplemental Appropriations For Fiscal Year 2016.  
(Joe Newlin, Finance Director)

Mr. Newlin discussed his staff report as presented in the agenda which dealt with projected increase in hotel tax receipts, health care reimbursements and moving unencumbered funds from the US 27 South project to the Collins Run Road project.

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

Mr. Dana inquired about Issue 2 in the staff report regarding health care expenditures and asked how much over the expenditures are this year compared to last year. Mr. Newlin advised he would provide the information at the next meeting.

Mayor Rousmaniere inquired about Issue 3 in the staff report regarding moving of unencumbered funds from the US 27 South project to the Collins Run Road project and asked if the \$165,000 is from the Capital Improvement budget last year for the US 27 South project. Mr. Newlin advised yes, noting the budget included funds to spend this year on the project. Mr. Newlin also advised at least \$165,000 would not be spent on the US 27 South project and noted the money is moving from one line to another in the Capital Improvement fund. Mr. Elliott advised the \$165,000 was from the local share and Mayor Rousmaniere inquired if most of the project was paid for by Federal dollars and Mr. Elliott advised yes.

### **ORDINANCE** **SALARIES AND BENEFITS**

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, 2017 Through December 31, 2017. (Candi Turpin, Human Resources Director)

Ms. Turpin referred to her staff report in the agenda and advised the proposed Salary Ordinance contained additions and corrections for 2017 and the items to be eliminated or changed were indicated by strike-out. Ms. Turpin noted three (3) full-time Firefighters have been added for next year and advised there will be a total of 108 full-time employees next year. Ms. Turpin also advised some part-time employees were moved to the appropriate sections and noted they were originally full-time positions that have been budgeted and approved as part-time employees. Ms. Turpin noted staff is recommending a two percent (2%) cost of living increase for full-time employees and advised Attachment "A" in the agenda showed the pay bands which reflect the

two percent (2%) increase. Ms. Turpin also noted Attachment "B" in the agenda showed the full-time Fire Captains and newly appointed full-time Firefighters wage rates and policies.

Mayor Rousmaniere referred to Attachment "B" in the agenda and inquired if there are three (3) new Fire Captains. Ms. Turpin advised the Fire Captains are not new and noted there are currently three (3) full-time Fire Captains that we already have. Ms. Turpin advised the three (3) full-time Firefighters will be new next year and noted we currently have part-time and volunteer Firefighters. Mayor Rousmaniere asked Ms. Turpin to review the Fire Division changes in personnel. Ms. Turpin advised for 2017 the full-time employees will include the Fire Chief, three (3) Fire Captains, three (3) full-time Fire Fighters and one (1) Administrative Assistant II. Ms. Turpin noted the part-timers have not changed other than the maximum pay rate and advised the Ordinance reflected there is only one (1) Lieutenant as a part-timer.

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

Mr. Ellerbe inquired if Ms. Turpin foresees any run-ins with the Fair Labor Standard Act (FLSA) on some of the lower banded employees. Ms. Turpin advised all full-time exempt employees are well above the base salary that is required for the FLSA. Mayor Rousmaniere asked Ms. Turpin to elaborate on what is meant by FLSA. Ms. Turpin noted new legislation was passed this year that lowered the pay threshold of certain salary-capped employees that are exempt or not eligible for overtime pay. Ms. Turpin advised the only exempt employees in the City are the department heads and noted the department heads salaries are well above the bottom threshold where the city would be required to pay overtime pay. Mr. Ellerbe noted the threshold is \$47,700.

## **ORDINANCES**

### **SECOND READING**

### **ORDINANCE**

#### **ANNEXATION**

An Ordinance No. 3378 Accepting The Annexation Petition From Douglas R. Elliott, Jr. For 0.458 Acres Of Land In The Township Of Oxford, Butler County, Ohio, And Accepting Said Territory To Be Annexed. (Doug Elliott, City Manager)

Mr. Elliott referred to his staff report in the agenda and noted he had nothing new to add since the first reading of the Ordinance.

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

Mr. Dana moved to adopt Ordinance No. 3378. Mr. McKeehan seconded. The Ordinance was adopted by the following roll call:

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

NAY: None (0)

ABS: None (0)

## **ANNOUNCEMENTS**

### **1. Remarks from City Council and City Staff.**

Mr. Elliott advised the 2017 Fee Ordinance included new taxicab fees for taxicab licenses, including one for the company, one for the operator and one for the vehicle.

Mr. Elliott advised the City received an award of \$140,000 from the McCullough-Hyde/TriHealth Hospital for the completion of a sidewalk on Morning Sun Road from Sycamore Street to Kelly Drive that will connect that part of the city to the OATS Trail. Mr. Elliott noted the award is part of the Hospital's community initiatives with the goal of decreasing obesity and creating walkable and bikeable communities. Mr. Elliott thanked the Hospital for their generous donation.

Mr. Wooddell noted the Halloween event in the Uptown parks last week was outstanding and thanked the partners and donors for the event, which includes the Lions Club.

Mr. Wooddell advised the Veterans Day Ceremony is coming up on November 11<sup>th</sup> at Noon and noted the City is partnering with Miami University and the Talawanda School District this year to make it a full day celebration for the veterans. Mr. Wooddell advised Council of the schedule of events that will take place during the day for Veterans Appreciation Day.

Mayor Rousmaniere inquired if Miami is dedicating a veteran's monument and Mr. Wooddell expressed his belief that Miami will be doing a site dedication for a future memorial.

Mr. McKeehan thanked the Police Chief and the Oxford Police Department for their service and management of the recent political rally and noted there were a number of residents who commented on how well the event was managed for such a large crowd.

Mr. Ellerbe noted next Tuesday is a big day and expressed his hope that people will take some time to look at and read about the local issues that often get passed by during presidential elections.

Mr. Dana advised the League of Woman Voters of Oxford's "Voters Information Guide" is available with very detailed answers to very specific questions to help voters determine how they will vote.

Mr. Dana noted when reading the Chief of Police's weekly report, there was an exchange between one citizen who was upset about the destruction of a political sign and expressed his feeling the Chief's response was excellent and thorough. Mr. Dana noted he wanted to bring to the public's attention that the sharp decrease in the Local Government Fund simply makes it difficult for the City to have adequate resources and if we value our local government funds, then we can take action by talking to our local representatives. Mr. Dana advised the local representatives that exist are, Senator Coley and those running for office and noted we should

simply say to them, “we manage our budget responsibly and we don’t want to be held hostage because others manage it improperly.”

Mr. Smith echoed his fellow Council members to get out next Tuesday and vote.

Ms. Southard advised the Oxford Empty Bowls event will be held on Saturday November 12<sup>th</sup> from 11am to 2pm at the Oxford Community Arts Center and noted all proceeds benefit the Oxford Community Choice Pantry.

Mr. Blackburn advised he and Mr. Dana went to a conference on heroin and noted the Cincinnati Chamber of Commerce put out a notice that heroin is effecting jobs which is effecting economic development. Mr. Blackburn noted surrounding communities are spending millions of dollars to fight the heroin problem.

Mayor Rousmaniere advised Miami University students received an email today regarding where the polling stations were located for students who live on or off campus.

Mayor Rousmaniere advised she and Ms. Southard attended the Community Foundation celebration last weekend noting it was a great event celebrating the Community Foundation’s anniversary and all the wonderful things it does. Mayor Rousmaniere also advised Mr. Wooddell was at the event to speak about the new aquatic park and noted we are now formally talking about the new aquatic park that will be coming soon.

### **ADJOURN**

Mr. Dana moved to adjourn at 8:38 p.m. Mr. Smith seconded. The motion passed 7-0-0.

# CITY OF OXFORD

## STAFF SUMMARY REPORT

### Report to the City Manager

**Council Meeting of:** November 15, 2016

Service Department  
**Originating Department**

**Account Code #:** N/A

David Treleaven  
**Prepared By**

**Budgeted Amount:** N/A

November 4, 2016  
**Date Prepared**

|                      |                                                      |
|----------------------|------------------------------------------------------|
| <b>Agenda Title:</b> | Environmental Commission Meeting of November 2, 2016 |
|----------------------|------------------------------------------------------|

|                        |                              |
|------------------------|------------------------------|
| <b>Recommendation:</b> | For Review and Consideration |
|------------------------|------------------------------|

#### **Discussion:**

Environmental Commission members present at the Wednesday, November 2, 2016 meeting were: Chair, Mr. Wright Gwyn; Vice-Chair, Mr. Vince Hand; City Council Representative, Mayor Kate Rousmaniere, Ms. Madeline Maurer, and Mr. Andor Kiss. A quorum was present. Commissioner Mr. Robert Bell had previously notified the Commission that he would be unable to attend the meeting. Oxford resident, Mr. Jonathon Ralinosky, was also in attendance.

The minutes from the October 5, 2016 Environmental Commission meeting were unanimously approved as presented.

As this was Mr. Kiss's first meeting as a Commissioner, introductions were made. Mr. Ralinosky submitted his application for the Environmental Commission to Staff.

Mayor Rousmaniere informed Commissioners that in the previous week, Oxford Police Department had emphasized monitoring the bicycle lanes for vehicular infringements, the most common of which were vehicles stopping or parking curbside, thus blocking the bicycle lane. Mayor Rousmaniere had inquired of the Finance Department the effects of satisfying the landfill's closure loan. Finance Director, Mr. Joe Newlin, indicated that the commercial and residential refuse rates for 2017 would be decreased, even though there would be a 2.5% increase in the refuse fees charged to Oxford by the contractor.

The Environmental Commission continued to work on crafting Sensitive Development Areas language for Planned Development code (Oxford Codified Ordinance Chapter 1145.402). Mr. Hand recommended that the language pertaining to wetlands, aquifers and tributary drainage systems, and the Wetland Assessment/Delineation should to be consistent in regards to the qualifications of those making the determination on these features. In an email to Mayor Rousmaniere, Community Development Director, Mr. Jung-Han Chen, recommended that aspects in the existing code regarding tree growth or urban forested areas referenced in Chapter 1145.402(D)(7) be addressed by revisions to Oxford's Codified Ordinance Chapter 935 (entitled: "Trees, Shrubs and Other Plants"). The Commissioners reviewed Chapter 935 and noted the absence of a tree preservation and/or replacement requirement within Chapter 935. The Commission already had copies of the City of Delaware, Ohio Tree Preservation Regulations, and Mr. Hand was aware of several other Ohio municipalities that had pertinent codified regulations. Mr. Hand was to provide copies and/or links to some of these municipal codes. Commissioners were asked to review them and to prepare suggestions and/or recommendations for inclusion of tree preservation and/or language for potential inclusion in Chapter 935.

(Continued)

|                     |                                   |                       |                         |
|---------------------|-----------------------------------|-----------------------|-------------------------|
| <b>Approved By:</b> | Department Head:<br>City Manager: | Initial<br><u>DRE</u> | Date<br><u>11/11/16</u> |
|---------------------|-----------------------------------|-----------------------|-------------------------|

Staff informed the Commission that a draft of the revised Storm Water Management Design Manual for the City of Oxford should be completed by the December 7<sup>th</sup> Environmental Commission meeting. The Manual is to be provided to the Commissioners for their review and comment. Commissioners asked that if the Manual was completed prior to the December meeting, that it be posted to the public access drive Mr. Hand had created for the Environmental Commission, and Commissioners alerted to its availability.

The Commissioners concluded discussion at 8:25 p.m. The next scheduled meeting of the Environmental Commission is on Wednesday, December 7, 2016 at 7:00 p.m., in the Municipal Building's Second Floor Conference Room.

# CITY OF OXFORD

## STAFF SUMMARY REPORT

**Report to the City Manager: Douglas Elliott**

*Police*

**Originating Department**

**Council Meeting Of: November 15, 2016**

*Lara Fening*

**Account Code No. #: N/A**

**Prepared By**

**Budgeted Amount: N/A**

**Date Prepared 10-31-16**

**Agenda Title: A resolution to provide free 2 hour parking at meters on High St., East and West Park, a portion of lot 52, and Poplar, Main and Beech Streets, between Church and Walnut Streets, during the 2016 Christmas / New Year holiday season.**

**Recommendation: To approve the resolution.**

**Discussion:** The OPD parking unit recommends that FREE two (2) hour holiday parking be provided at the meters on High Street (between Campus Ave. and College Ave.), East Park Place, West Park Place, as well as Poplar Street, Main Street, and Beech Street, between Walnut St. and Church St. and the southern section of Lot 52, starting on Monday, December 19, 2016 at 9:00 a.m. and ending Saturday, December 31, 2017 at 6:00 p.m.

The meters will be bagged with red, plastic covers that read as follows: "Happy Holidays, FREE PARKING (2 HR LIMIT)." This has been very well received by merchants and shoppers in the past and will hopefully continue to be an incentive for residents and visitors alike to come uptown to shop and/or dine.

This holiday tradition has been approved by Council in the past years.

**Approved By:**

**Department Head:**

**City Attorney:**

**City Manager:**

**Initial Date**

*[Signature]* 10-31-16

*DRE* 11-11-16

## **RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO WAIVE PARKING METER FEES ON HIGH STREET, EAST PARK PLACE, WEST PARK PLACE, POPLAR STREET, MAIN STREET AND BEECH STREET BETWEEN WALNUT STREET AND CHURCH STREET, AND IN THE SOUTHERN (2-HR) SECTION OF LOT 52 FROM 9:00 A.M. ON DECEMBER 19, 2016 UNTIL 6:00 P.M. ON DECEMBER 31, 2016. THE TWO HOUR RESTRICTION FOR METERS IN THESE LOCATIONS WILL REMAIN IN EFFECT.

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

SECTION 1: The City Manager recommends approval of the proposal of the Police Chief to waive parking meter fees on High Street, East Park Place, West Park Place, Poplar Street, Main Street and Beech Street between Walnut Street and Church Street, and in the southern (2-hr) section of Lot 52 from 9:00 a.m. on December 19, 2016, until 6:00 p.m. on December 31, 2016. The two hour restriction for meters in these locations will remain in effect.

SECTION 2: City Council hereby accepts the recommendation of the City Manager and the Police Chief and authorizes the City Manager to waive parking meter fees on High Street, East Park Place, West Park Place, Poplar Street, Main Street and Beech Street between Walnut Street and Church Street, and in the southern (2-hr) section Lot 52 from 9:00 a.m. on December 19, 2016 until 6:00 p.m. on December 31, 2016. The two hour restriction for meters in these locations will remain in effect.

SECTION 3: 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)

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: Nov 15 & Dec 6, 2016

Account Code #: Not Applicable

Budgeted Amount: \$ Not Applicable

Service Department

**Originating Department**

Michael Dreisbach, Service Director

**Prepared By**

November 7, 2016

**Date Prepared**

**Agenda Title: An Ordinance Amending Ordinance No. 3267 Granting a Franchise to Glenwood Energy of Oxford, Inc. to Allow a "Heating Value" Rider Rate**

**Recommendation:** Approval

### Discussion:

On April 19, 2011, the Oxford City Council adopted Ordinance No. 3147 granting Glenwood Energy of Oxford, Inc. (Glenwood Energy) a franchise to provide natural gas service and regulating rates and charges for the utility.

The Ordinance has since been amended one time in March 2014 (Ordinance No. 3267) to allow Glenwood Energy to recover costs associated with the relocation of gas mains to accommodate the widening of US27 South. This amendment added 24 cents to the General Service Rate (GSR) per thousand cubic feet (Mcf) and cost the typical household user (72 Mcf) approximately \$1.44 per month above the previously approved GSR.

On March 11, 2016, Glenwood Energy notified the City of a change in heating value (BTU's) of the natural gas the company supplied to its customers. Previously, the company's gas was harvested and transported from regions near the Gulf of Mexico. As natural gas supplies have become plentiful in eastern Ohio and western Pennsylvania, Glenwood has selected these regions to replace gas previously transported from the south. One result of this supply change is the BTU value of the new supply. The BTU value is 4.75% higher, thus reducing the amount of gas required to obtain the same heating equivalent. Since the company makes its earnings based on the volume of gas sold, and not the price of the raw energy, the company has collected significantly less revenue from its GSR. The cumulative loss of revenue forecast for the period January 2015 through December 2016 is \$182,709.50. This amount would be amortized over a period of 48 months adding \$0.1218 per Mcf to the GSR. This fixed component increase is referenced in Section VI (ii) of the proposed Ordinance and would raise the monthly utility bill of a typical user (72 Mcf) approximately \$1.93 per month.

(Continued)

**Approved By:**

Department Head:

City Manager:

Initial

Date

MBS

DRE

11/7/16

11/11/16

Section VI (i) of the Ordinance addresses the variable component of the rate calculations and allows the rate to be adjusted based on actual data obtained every six months. By allowing a variable component in the rate, the interest of both the utility user and company are protected by a review of actual costs and gas quality data to ensure fair adjustments to the GSR.

It should also be noted that rate payers have enjoyed approximately \$125,000 in savings by utilizing the higher BTU gas and the associated smaller volumes being consumed by users (these savings come from the significantly lower transportation costs associated with gas fields in OH and PA).

It is Staff's recommendation that the City Council amend Ordinance No. 3267 and authorize the BTU Rider allowing Glenwood Energy to recover costs associated with distributing higher BTU value natural gas from shale fields in OH and PA versus gas from the Gulf of Mexico region.

## **ORDINANCE NO.**

AN ORDINANCE TO AMEND ORDINANCE NO. 3298 REGULATING THE RATES AND CHARGES TO BE CHARGED AND COLLECTED AND THE SERVICES TO BE RENDERED BY GLENWOOD ENERGY OF OXFORD, INC., ITS SUCCESSORS AND ASSIGNS, FOR GAS AND GAS SERVICE FURNISHED TO ALL OF ITS CUSTOMERS WITHIN THE CORPORATE LIMITS OF THE CITY OF OXFORD DURING THE PERIOD ENDING FEBRUARY 28, 2018 BY AUTHORIZING GLENWOOD ENERGY OF OXFORD, INC. TO IMPLEMENT AN ADJUSTMENT TO THE GENERAL SERVICE RATE AUTHORIZED BY ORDINANCE NO. 3298 TO RECOGNIZE THE IMPACT ON REVENUES OF A CHANGE IN THE HEATING VALUE OF THE NATURAL GAS FURNISHED TO CUSTOMERS SUBSEQUENT TO THE ADOPTION OF SAID ORDINANCE.

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

SECTION 1: On January 6, 2015, Council of the City of Oxford adopted Ordinance No. 3298 regulating the rates and charges to be charged and collected by Glenwood Energy of Oxford, Inc. (the "Company") for gas service furnished to customers within the City of Oxford for the period ending February 28, 2018.

SECTION 2: During the 2014-2015 winter, the wholesale supplier from which the Company purchases natural gas for delivery to its customers changed the source of the gas transported to the Company via interstate pipelines from the Gulf of Mexico to shale deposits in Ohio and Pennsylvania.

SECTION 3: As a result of this change in the source of supply, the British Thermal Unit ("BTU") content of the gas that is now being delivered to Glenwood by its wholesale supplier is significantly higher than the heating value of the gas volumes that were used to develop the per-Mcf General Service Rate ("GSR") set forth in Section I.2.b. of Ordinance No. 3298. The higher BTU content of this gas means that the Company's customers require fewer Mcf of gas to meet their requirements than were assumed when the GSR was established, which, in turn, means that the GSR is not generating the level of revenue necessary to satisfy the authorized annual pro forma revenue target that the GSR was designed to achieve.

SECTION 4: Although the recovery of the actual cost of gas through the Gas Cost Recovery Rate ("GCR") authorized in Section I.3 of Ordinance No. 3298 is unaffected by the change in the source of supply, the Company's customers have realized a savings of approximately \$125,000 due to the fact that the transportation cost component of the cost of gas is now lower than when the source of gas was the Gulf of Mexico.

SECTION 5: Under these circumstances, it is reasonable to authorize the Company to recover the amount of the GSR revenue shortfall resulting from the change in the BTU content of the gas furnished to its customers in accordance with the the terms and conditions set forth below.

SECTION 6: Ordinance No. 3298 shall be amended by removing existing Section 1.2.b and replacing it with the following provision:

General Service Rate. The Company shall charge a base distribution rate of \$3.03 per Mcf of gas delivered to all general service customers, subject to an adjustment to recognize the impact on consumption of the difference between the BTU content of the gas volumes now being delivered to customers and the BTU content of the gas volumes used to calculate the \$3.03 per-Mcf GSR for purposes of Ordinance No. 3298 (the "BTU Adjustment"). The BTU Adjustment shall consist of two separate components, a Variable Component to recognize, going forward, the revenue impact of the difference between the BTU content of gas volumes currently being delivered to customers and the BTU content of the gas volumes that were used to calculate the \$3.03 per-Mcf GSR, and a Fixed Component designed to recover the pro forma revenue shortfall experienced to date by the Company as a result of the change in the source of gas supplied to customers.

i. BTU Adjustment – Variable Component. The Variable Component of the BTU Adjustment shall be an estimate of the revenue impact of the change in source of gas determined by comparing the per-Mcf BTU value of the gas volumes used to calculate the GSR rate of purposes of Ordinance No. 3298 of 1.0170 BTU/Mcf to the average monthly per-MCF BTU value of the gas delivered to customers for the most recent six (6) months for which data is available, which, as of the effective date of this ordinance, is 1.0701 BTU/Mcf, and which produces an initial Variable Component of \$0.2012 per MCF. The Variable Component shall be trued up every six (6) months to reflect the difference, plus or minus, between the estimated average monthly per-Mcf BTU value used to calculate the Variable Component then in effect and the actual average monthly BTU/Mcf value of the gas delivered to customers over the preceding six months. The Company shall provide documentation supporting the calculation of the revised Variable Component to the City Manager for review and approval no later than five (5) business days before including the revised Variable Component on customer bills.

ii. BTU Adjustment – Fixed Component. The cumulative revenue shortfall of \$182,709 attributable to the change in the source of gas supplied to customers for the period January 2015 through December 2016 shall be amortized over forty-eight (48) months and shall be recovered through the Fixed Component of the BTU Adjustment at a rate of \$0.1218 per Mcf. The Fixed Component shall be eliminated from customer bills in the month following the month in which the total amount of the cumulative revenue shortfall has been recovered. The Company shall provide documentation to the City Manager of the amount recovered through the Fixed Component no less frequently than once every six (6) months during the period the Fixed Component remains in effect.

The Variable Component and the Fixed Component of the BTU Adjustment shall be effective on a bills-rendered basis commencing with the first monthly billing following the effective date of this ordinance.

SECTION 7: The amendment adopted by this ordinance shall have no effect on any other provisions of Ordinance No. 3298, all of which shall remain in force and effect.

SECTION 8: If the Company accepts this ordinance, the Company shall file a written acceptance of this ordinance with the Clerk of the City within thirty (30) days after its passage by Council and this ordinance shall constitute a contract between the City and the Company. If the Company does not accept this ordinance, the Company shall file a complaint and appeal from this ordinance with the PUCO pursuant to Section 4909.34, ORC, within (30) days after its passage. If the Company does not file a written acceptance of this ordinance with the Clerk of the City within thirty (30) days after its passage and does not file a complaint and appeal from this ordinance with the PUCO within (30) days after its passage by Council, the Company shall be deemed to have accepted this ordinance and shall be bound by its terms as if it had filed a written acceptance.

SECTION 9: 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)



**GLENWOOD ENERGY**  
natural gas • the GREEN energy

O X F O R D

March 11, 2016

**via – email -delliott@cityofoxford.org**  
(original mailed via UPS Ground)

Mr. Douglas R. Elliott, Jr. - City Manager  
City of Oxford  
101 East High Street  
Oxford, OH 45056-1887

**RE: Glenwood Energy of Oxford, Inc.**  
**BTU Content Change in Natural Gas Deliveries**

Dear Mr. Elliott:

As a follow up to a recent meeting between representatives of Glenwood Energy of Oxford, Inc. ("Glenwood") and Michael Dreisbach, City of Oxford Service Director, we wanted to inform your office regarding the matter of a change in the "heating value" of the natural gas delivered to the City Gate and the direct impact on the gas consumption of our ratepayers.

Over the course of the last fourteen months we have been monitoring a change in the heating value and we informed our natural gas supplier, Atmos Energy Marketing, of an imbalance of gas used (consumed by the ratepayers) and the gas purchased (i.e. delivered to the City Gate).

The heating value, measured in BTUs (or British Thermal Units), of natural gas has historically been stable. The amount of energy contained in a known, measurable volume of natural gas varies with the BTU content of that particular gas. The higher the BTU content of natural gas, the lower the volume of natural gas consumed.

Over the last fourteen months, the gas delivered to Glenwood has an increased heating value (BTU content) of nearly 1.0805, (rolling monthly average) which represents a 4.75% increase over the historical heating value of 1.0316. We have experienced BTU content factors increasing to a daily high of 1.1111 in February 2015. This rise in heating value stems directly from the change in Glenwood's natural gas supply source previously coming from the Gulf of Mexico region to supplies coming from the Ohio and Pennsylvania shale clay deposits. The natural gas flowing from the east coast towards the Midwest and the west coast contains higher concentrations of natural gas liquids (NGLs). NGLs increase the BTU content of gas.

Mr. Douglas R. Elliott, Jr.  
City of Oxford  
March 11, 2016  
Page 2

I have attached a schedule of the monthly TETCO BTU content over the last fourteen months, as verified by Atmos Energy Marketing. The attached summary also reveals the financial impact of the change in BTU content to Glenwood through February 29, 2016. The increase in the BTU content has negatively impacted our financial position by nearly \$101,000 in lost General Service Rate and Rider revenues.

We will continue to update this summary through March 31, 2016 and will submit a final analysis to you then. We ask that the City of Oxford authorize Glenwood to implement a new Rider to permit the collection of this lost revenue. As it would be required, we will submit an annual reconciliation (true up) of this new rider each year as to the under collected position. Over time, we do expect the BTU content factor to level off and maintain some form of consistency.

Thank you for your time and consideration of this matter. If you need any additional information please don't hesitate to call us in the office at 523.2555 or email us at [KGSmith@fuse.net](mailto:KGSmith@fuse.net) and [richperkins@waltekltd.com](mailto:richperkins@waltekltd.com).

Best regards,



Richard A. Perkins, CPA  
Chief Financial Officer  
***Glenwood Energy of Oxford, Inc.***

Enclosures

CC; Mr. Michael Dreisbach – City of Oxford – (via email)  
Mr. Keith G. Smith – President – Glenwood Energy of Oxford, Inc.  
Mr. John Stenger – Chief Operating Officer – Glenwood Energy of Oxford, Inc.

**Effect of Increased Btu Content - GEO's UMS Thru Put/ Revenue and Billing Recognition  
Supporting Calculations**

| ESTIMATED 1-1-17 TO 6-30-17                               |               |                                       |                                |                |                  |                              |                    |                                                       |                             |                       |                                              |                                       |              |
|-----------------------------------------------------------|---------------|---------------------------------------|--------------------------------|----------------|------------------|------------------------------|--------------------|-------------------------------------------------------|-----------------------------|-----------------------|----------------------------------------------|---------------------------------------|--------------|
| Test<br>Period -<br>2014 City<br>Ordinance<br>-Btu        | Tetco Avg Btu | Delta<br>"Test<br>Period"<br>vs Tetco | Riders Billings of<br>\$ .5413 |                |                  |                              |                    |                                                       |                             |                       |                                              |                                       |              |
|                                                           |               |                                       | UMS Sales<br>MCF               | Delta *<br>UMS | UMS<br>Projected | Loss in<br>Revenue<br>\$3.03 | GSR                | Tax Adj \$ .241<br>Pipp \$ .0293<br>Pipeline \$ .2406 | MCF Billings<br>of \$ .0411 | Sub -Total            | PUET<br>\$ .049032 on<br>Revenue<br>Billings | Total Loss<br>Revenue and<br>Billings |              |
|                                                           |               |                                       |                                |                |                  |                              |                    |                                                       |                             |                       |                                              |                                       |              |
| A                                                         | B             | C                                     | D                              | E<br>(D * C)   | F<br>(D + E)     | G<br>(E * \$3.03)            | H<br>(E * \$5.413) | I<br>(E * \$ .0411)                                   | J<br>(G + H + I)            | K<br>(J * \$ .049032) | L<br>(J + K)                                 |                                       |              |
| Jan-17                                                    | 1.0170        | 0.0531                                | 89,278                         | 4,741          | 94,019           | \$ 14,364.26                 | \$ 2,566.13        | \$ 194.84                                             | \$ 17,125.23                | \$ 839.68             | \$ 17,964.91                                 |                                       |              |
| Feb-17                                                    | 1.0170        | 0.0531                                | 78,957                         | 4,193          | 83,150           | \$ 12,703.63                 | \$ 2,269.46        | \$ 172.32                                             | \$ 15,145.41                | \$ 742.61             | \$ 15,888.02                                 |                                       |              |
| Mar-17                                                    | 1.0170        | 0.0531                                | 56,936                         | 3,023          | 59,959           | \$ 9,160.55                  | \$ 1,636.50        | \$ 124.26                                             | \$ 10,921.31                | \$ 535.49             | \$ 11,456.80                                 |                                       |              |
| Apr-17                                                    | 1.0170        | 0.0531                                | 29,945                         | 1,590          | 31,535           | \$ 4,817.99                  | \$ 860.72          | \$ 65.35                                              | \$ 5,744.07                 | \$ 281.64             | \$ 6,025.71                                  |                                       |              |
| May-17                                                    | 1.0170        | 0.0531                                | 19,876                         | 1,055          | 20,931           | \$ 3,197.91                  | \$ 571.30          | \$ 43.38                                              | \$ 3,812.58                 | \$ 186.94             | \$ 3,999.52                                  |                                       |              |
| Jun-17                                                    | 1.0170        | 0.0531                                | 10,496                         | 557            | 11,053           | \$ 1,688.73                  | \$ 301.69          | \$ 22.91                                              | \$ 2,013.33                 | \$ 98.72              | \$ 2,112.04                                  |                                       |              |
| Jul-17                                                    | -             | -                                     | -                              | -              | -                | \$ -                         | \$ -               | \$ -                                                  | \$ -                        | \$ -                  | \$ -                                         |                                       |              |
| Aug-17                                                    | -             | -                                     | -                              | -              | -                | \$ -                         | \$ -               | \$ -                                                  | \$ -                        | \$ -                  | \$ -                                         |                                       |              |
| Sep-17                                                    | -             | -                                     | -                              | -              | -                | \$ -                         | \$ -               | \$ -                                                  | \$ -                        | \$ -                  | \$ -                                         |                                       |              |
| Oct-17                                                    | -             | -                                     | -                              | -              | -                | \$ -                         | \$ -               | \$ -                                                  | \$ -                        | \$ -                  | \$ -                                         |                                       |              |
| Nov-17                                                    | -             | -                                     | -                              | -              | -                | \$ -                         | \$ -               | \$ -                                                  | \$ -                        | \$ -                  | \$ -                                         |                                       |              |
| Dec-17                                                    | -             | -                                     | -                              | -              | -                | \$ -                         | \$ -               | \$ -                                                  | \$ -                        | \$ -                  | \$ -                                         |                                       |              |
| <b>Average</b>                                            | <b>1.0701</b> |                                       | <b>285,488</b>                 | <b>15,159</b>  | <b>300,648</b>   | <b>\$ 45,933.07</b>          | <b>\$ 8,205.80</b> | <b>\$ 623.05</b>                                      | <b>\$ 54,761.93</b>         | <b>\$ 2,685.09</b>    | <b>\$ 57,447.01</b>                          | <b>\$ 0.2012</b>                      |              |
| Cumulative Loss of Revenue and Billings as of :           |               |                                       |                                |                |                  |                              |                    |                                                       |                             |                       | 12/31/2016                                   | \$ 182,709.50                         | Per attached |
| Estimated Cumulative Loss of Revenue and Billings as of : |               |                                       |                                |                |                  |                              |                    |                                                       |                             |                       | 6/30/2017                                    | \$ 240,156.51                         |              |

Notes:

- The estimates thru put for the period of 1-1-17 to 6-30-17 is based upon a 3 year average for the respective months.  
The BTU factors for the period of 1-1-17 to 6-30-17 is based upon the actual average of 1.0701 for the actual results of April 2016 through September 2016.
- \* The increase in Btu Content is confirmed by Atmos Energy and TETCO line station survey.  
\* Atmos Energy and TETCO expect Btu content to remain at these levels for the foreseeable future.
- \* The referenced TETCO Btu content is taken daily and averaged monthly.
- \* For the past ten years the local average has been 1.025 versus the current monthly average range of 1.0684 to 1.0968. We have experienced daily actuals as high as 1.1110
- \* The imbalance between the Atmos Ditch quantities and the at meter reading for our UMS customers is accounted for in the normal gas cost recovery calculation (GCR).

**CITY OF OXFORD  
STAFF SUMMARY REPORT**

**Report to the City Manager**

Community Development  
**Originating Department**

**Council Meeting Of:** November 1, 2016

Sam Perry

**Account Code No. #:**

**Prepared By:**

**Budgeted Amount:**

October 26, 2016

**Date Prepared:**

**PC-2016-18, CONDITIONAL USE**, to permit Beta Theta Pi to renovate and add to the existing fraternity at 200 and 208 East High Street, Renouveau Design, Inc. / Tom Converse Architect

**Recommendation by the Planning Commission: Approval with Conditions**

**Discussion:**

This application is to allow the existing fraternity use to continue through the approval of a conditional use for a major interior renovation. There would also be a two-story addition which would connect the two existing buildings. The R2MS Zoning District permits fraternities as conditional uses. The site is also within the University Historic District. Beta Theta Pi existed at this site at least fifty years before the current land use regulations existed. The conceptual design has been reviewed by the Historic and Architectural Preservation Commission with no major concerns. A final review by HAPC has not yet been scheduled.

The intent of the applicant is to maintain the existing character of both streetscapes by retaining the historic architecture. The connector addition would be set back from the historic buildings. The renovations would keep the same number of students as currently permitted (50), while improving the on-site facilities for accessory uses such as food preparation, dining, gathering and study. An on-site, non-student staff member would be added as part of the project. An access improvement for food service delivery trucks twice per week is requested by the applicant. Original plans for a curb cut access from Campus Avenue have been replaced with a proposed loading zone along the street. The loading zoning conceptual alternative has been reviewed and preferred by the Service Department.

A portion of the rear parking spaces are to be replaced with a granular pervious parking system which would be the first such type installed in Oxford. 2014 Zoning Code parking revisions allow alternative surfaces. Additionally, the conditional use process allows the City to waive or modify zoning requirements such as setbacks, lot coverage and parking requirements. An acceptance of Commission's recommendation would approve the plan as presented, including the waivers of zoning code sections.

There are currently two lots on the site which require consolidation due to setback requirements. The Mile Square Design Guidelines encourage preservation of mature trees. The Planning Commission discussed additional concerns of Campus Avenue traffic, roof access and parking screening. The applicant agreed these would be addressed with the permit submittal to staff. Following the Commission review, the applicant notified the City they would pursue the elimination of an unused utility easement on this site.

After the public hearing, the Commission voted 6-1-0 to recommend approval of the Conditional Use Permit Application, subject to the following conditions:

1. Consolidation of lots prior to building permit issuance.
2. Review and approval of a right of way permit for Campus Avenue loading zone.
3. Evaluation of mature trees on-site for potential preservation.
4. No roof areas are to be used as outdoor activity areas.
5. Provide screening along the eastern side of the parking lot.

Approved by:

Department Head:

City Attorney:

City Manager:

JHC , 10/26/16  
DRE , 10/27/16

## ORDINANCE NO.

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT TO ALLOW FOR AN ADDITION AND SITE MODIFICATIONS OF AN EXISTING FRATERNITY HOUSE IN A R2MS (SINGLE, TWO FAMILY MILE SQUARE RESIDENTIAL) DISTRICT AT 200 and 208 E. HIGH STREET, OXFORD, OHIO 45056 WITH CONDITIONS.

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

SECTION 1: Council hereby finds that the Planning Commission held a public hearing on October 11, 2016 in accordance with Section 1147.02 of the Codified Ordinances of the City of Oxford, on the application of Renouveau Design Inc., Applicant, for a conditional use permit to allow for an addition and site modifications of an existing Fraternity House in a R2MS (Single, Two-Family Mile Square Residential) District at 200 and 208 E. High Street, Oxford, Ohio 45056.

SECTION 2: The Planning Commission, after a public hearing and discussion, voted to approve a motion recommending approval of the conditional use permit application to allow for an addition and site modifications of an existing Fraternity House in a R2MS (Single, Two-Family Mile Square Residential) District at 200 and 208 E. High Street, Oxford, Ohio 45056 with the following conditions:

1. That the consolidation of lots will occur prior to a building permit being issued;
2. That the review and approval of a right-of-way permit for Campus Avenue loading zone takes place;
3. That an evaluation of mature trees on site for potential preservation takes place;
4. That no roof areas are to be used as outdoor activity areas;
5. That screening will be provided along the eastern side of the parking lot.

SECTION 3: Council hereby accepts the recommendation of the Planning Commission and accepts the recommendation report submitted by the Planning Commission and incorporates the same herein and further grants the conditional use permit application to allow for an addition and site modifications of an existing Fraternity House in a R2MS (Single, Two-Family Mile Square Residential) District at 200 and 208 E. High Street, Oxford, Ohio 45056 in accordance with the conditions set forth above.

SECTION 4: 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)

# **Certification of Action**

## **Oxford Planning Commission**

### **Recommendation to City Council**

|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Report Date</u></b>                          | November 1, 2016                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b><u>Case Number</u></b>                          | PC-2016-18                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>Applicant Information</u></b>                | Renouveau Design, Inc.<br>Beta Theta Pi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>Requested Action</u></b>                     | Conditional Use                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>Summary of Request</u></b>                   | Renovation of an Existing Fraternity and Addition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>Public Hearing Information</u></b>           | A Public Hearing took place at 118 W. High Street on October 11, 2016. A Public Hearing notice was published in the Journal News on September 11, 2016. Courtesy notices were mailed to adjacent property owners on September 26, 2016. Signage was posted at the site on October 4, 2016.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>Commission Action</u></b>                    | The Planning Commission voted 6-1-0 recommending approval with conditions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>Commission Findings and Conclusions</u></b>  | <p>The proposal assured that the overall character of the site would remain and that the addition would not distract from the existing structures. The Planning Commission did share their concerns and after discussion with their recommendation for approval made the following conditions:</p> <p>That the consolidation of lots would occur prior to a building permit being issued;</p> <p>That, the review and approval of a right-of-way permit for Campus Avenue loading zone takes place;</p> <p>That, an evaluation of mature trees on site for potential preservation takes place;</p> <p>That, no roof areas are to be used as outdoor activity areas;</p> <p>That, screening will be provided along the eastern side of the parking lot.</p> |
| <b><u>Exhibits Submitted to the Commission</u></b> | <ol style="list-style-type: none"><li>1. Staff Report Dated October 5, 2016</li><li>2. Interoffice Review Transmittal Sheets</li><li>3. Surrounding Property Owner Notifications Map</li><li>4. Letter of Agency</li><li>5. Conditional Use Application and Pertinent Documents Submitted by Applicant</li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**City of Oxford**  
*Community Development Department*  
**STAFF REPORT**  
**Planning Commission**

**Case # PC-2016-18**

**Date – October 11, 2016**

---

**APPLICATION**

|                                 |                                                                                                    |
|---------------------------------|----------------------------------------------------------------------------------------------------|
| Applicant:                      | Tom Converse, Architect, Renouveau Design, Inc. (RDI)                                              |
| Location:                       | 200 and 208 East High Street                                                                       |
| Owner:                          | Beta Theta Pi                                                                                      |
| Action Request:                 | Conditional Use Permit Application                                                                 |
| Current Use:                    | Fraternity                                                                                         |
| Zoning:                         | R2MS (Single, Two-Family Mile Square Residential) District<br>University Historic District Overlay |
| Surrounding Existing Land Uses: | Two-Family Residences, Fraternity, Professional Office                                             |

---

**GENERAL DESCRIPTION**

The applicant is seeking a recommendation of approval of a conditional use for an existing fraternity located at 200 and 208 East High Street. The site location is at the intersection of Campus Avenue and High Street. The intersection acts as a gateway between the City and the University. Although the use is not changing, the proposed building addition and site modifications require the conditional use approval prior to the issuance of building permits.

Architect Tom Converse, on behalf of Beta Theta Pi, proposes to retain the existing two historic buildings and to install a new two story addition which connects the buildings. The interiors would be fully remodeled with the addition of a sprinkler system, improved food service and an on-site staff suite. Enhanced parking and loading access is also proposed. The renderings of the improvements have been presented to the Historic and Architectural Preservation Commission. The role of the Planning Commission is to use the requirements of the Zoning Code to formulate a recommendation to City Council.

**PUBLIC COMMENTS**

Public notices were mailed to surrounding property owners and a notice sign was placed on the property. No comments were received as of this writing.

**AGENCY REVIEWS**

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

|              |                            |
|--------------|----------------------------|
| Police:      | Returned without comments. |
| Fire:        | Returned with comments.    |
| Engineering: | Returned with comments.    |
| Econ. Dev.:  | Returned with comments.    |

**ZONING CODE REVIEW**

Below is an excerpt from Oxford Zoning Code Section 1147.03, Use-Specific Regulations with staff comments in ***bold/italic***:

- (19) Fraternity and Sorority Houses.
  - A. Potential Concerns.
    - 1. Aesthetic Concerns:
      - a. Historical characteristics of existing structures.  
***Pre-application complete***

- b. Residential scale and character.  
*Altered somewhat*
    - c. Yards and landscaping.  
*Maintained*
    - d. Walls and fences.  
*Alterations including mechanical yards*
  - 2. Activities Areas:
    - a. Porches and patios.  
*Maintained (one in street right of way)*
    - b. Locations of recreational areas and courts.  
*N/A*
    - c. Locations of accessory structures.  
*N/A*
  - 3. Vehicle Management:
    - a. Site access.  
*Maintain alley access. New loading zone.*
    - b. Required parking.  
*Maintain 14 of 21 required*
    - c. Emergency access.  
*No change*
    - d. Deliveries.  
*New loading zone for food service 2x/week*
    - e. Occasional and excess parking management.  
*On-street, pedestrian-only and Miami lots.*
  - 4. Adequate Public Utilities:
    - a. Water.  
*No change expected to domestic supply. Fire sprinkler proposed.*
    - b. Sewer.  
*No change expected.*
    - c. Storm water management.  
*Increased impervious proposed to be mitigated*
    - d. Other services.
  - 5. Nuisance:
    - a. Waste/trash management.  
*Increase of food services*
    - b. Noise and off-site impact.  
*Mechanical equipment noise directed upward.*
    - c. Lighting and off-site impact.  
*Additional site lighting not yet designed*
- B. Requirements:
- 1. New Structures: Building shall be of a size and scale that approximates neighboring structures.  
*N/A*
  - 2. Existing Structures: Exterior renovation and improvements shall be maintained to protect existing architectural details, materials and ornamentation.  
*Existing structures to be retained. Restoration details not yet submitted.*
  - 3. Addition: Building expansions shall be sympathetic to the architectural scale and style of the existing building.  
*The two-story building addition is similar scale and style to existing. A Certificate of Appropriateness is being sought from HAPC.*
  - 4. Outdoor Areas: Activity areas shall be designed and located to contain noise and light within the property. Activity areas shall be appropriately screened from adjacent properties.  
*Front outdoor patios only.*
  - 5. Waste facilities: Trash and recycling containers and material shall be stored in a fully enclosed area and properly screened.

The waste enclosure shall be adequate for the occupancy and accessible to service vehicles.

*New enclosure proposed in rear; existing alley access.*

6. **Parking and Transportation Demand Management:** Parking shall meet requirements of Zoning Code Chapter 1149 and shall be properly designed, screened and maintained.

*No change in parking layout or number of spaces.*

#### **General Decision Standards for Conditional Uses — Section 1147.02(c)(2)**

- (2) General Decision Standards. All Conditional Uses shall satisfy these General Decision Standards.

**A. The proposed use is in fact a Conditional Use appropriate for in the zoning district in which it is proposed.**

*Yes, the use can be allowed as a conditional use.*

**B. The use and site will satisfy the general intent of this Zoning Code.**

*Yes, the site changes can satisfy the intent.*

**C. The use and site will be compatible with the general intent of the Comprehensive Plan.**

*Yes, the Comp Plan encourages redevelopment, infill and preservation or existing resources.*

**D. The size and shape of the site are sufficient for the proposed use.**

*The size of the site is undersized to provide outdoor activity and sufficient parking but is in close proximity to similar available services.*

**E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.**

*None expected.*

**F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.**

*New mechanical noise is intended to be directed upward by enclosures.*

**G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.**

*No additional accessory uses expected.*

**H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.**

*Opportunity for comment has been provided to Police, Fire and Service Department. Additional detail will be provided with building plans.*

**I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.**

*Beta is expected to pay for any on or off-site infrastructure necessary to support the proposed redevelopment. The proposed loading zone is within the public right of way which will require further engineering details and right of way permit if the conditional use is approved as submitted.*

**J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.**

*The rendering of the proposed central addition is harmonious with the character of the general vicinity. No elevation drawing of the west façade has been provided. Detailed elevation drawings will be required before final approval of the Historic and Architectural Preservation Commission.*

**K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.**

*The Campus Avenue site access point is no longer being considered. The site access from the public alley off Church Street is existing with no change proposed.*

**L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.**

*The structures are historic buildings in the University District Historic overlay. The renderings were reviewed by the Oxford Historic and Architectural Preservation Commission and will require a second, more detailed review before approval.*

**M. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.**

*Yes, as stated by applicant.*

**Below is an excerpt of Oxford Zoning Code 1143.05(c), the R2-MS (Single and Two-Family Residential Mile Square, Site Development Regulations:**

|     |                                                                                             | 1-family      | 2-family      |
|-----|---------------------------------------------------------------------------------------------|---------------|---------------|
| (1) | <u>Lots requirements.</u>                                                                   |               |               |
|     | A. Minimum lot area                                                                         | 5,000 sq. ft. | 7,500 sq. ft. |
|     | B. Minimum lot width                                                                        | 50 feet       | 75 feet       |
| (2) | <u>Yard requirements.</u>                                                                   |               |               |
|     | A. Minimum front yard depth                                                                 | 20 feet       | 20 feet       |
|     | B. Minimum rear yard depth                                                                  | 35 feet       | 35 feet       |
|     | C. Minimum side yard width                                                                  | 7.5 feet      | 7.5 feet      |
| (3) | <u>Structural requirements.</u>                                                             |               |               |
|     | A. Maximum building height                                                                  | 35 feet       | 35 feet       |
| (4) | <u>Lot coverage.</u>                                                                        |               |               |
|     | A. Lots with vehicular access from a public street                                          |               |               |
|     | 1. Lot total – 35 percent                                                                   |               |               |
|     | 2. All enclosed buildings – 25 percent of lot                                               |               |               |
|     | 3. Front yard – 25 percent of front yard                                                    |               |               |
|     | B. Lots with vehicular access from a rear or side alley, and no access from a public street |               |               |
|     | 1. Lot total – 40 percent                                                                   |               |               |
|     | 2. All enclosed buildings – 25 percent of lot                                               |               |               |
|     | 3. Front yard – 5 percent of front yard                                                     |               |               |

***There are existing nonconformities with the above R2-MS zoning code requirements:***

- The interior setback issue will be resolved by consolidation of the two lots*
- The existing buildings extend 3-25' into the front yard setbacks from both streets*
- The lot coverage is 15% over the 40% limit. The increase due to building addition is proposed to be partially mitigated by converting existing impervious asphalt parking to pervious brick paver parking.*
- The Mile Square Guidelines of the R2MS require that existing mature trees should be preserved when possible. There are existing mature trees on the site that should be evaluated.*

**Below is an excerpt of Oxford Zoning Code Section 1149.02 Parking and Site Access:**

- (a) Any new development, redevelopment, or change to a use or structure or site (whether conforming or nonconforming) shall meet the current parking and site access regulations for the entire use

and structure and site. Any nonconforming uses, structures or sites shall follow the provisions in Chapter 1137.

Regarding subsection A, above, the proposal is considered a change to the structure which requires existing parking to meet current design requirements such as access, aisles and setbacks.

- *The use is not considered a non-residential parking lot by zoning code, so the only requirement is a three-foot setback.*
- *Stacked parking is not permitted but is an existing condition.*
- *Alley access is required by the Mile Square guidelines, however, the alley available is not a through alley. Alley access is proposed as an existing condition.*
- *Pervious pavement is not a requirement but is proposed to mitigate the existing impervious lot coverage.*

## ANALYSIS

The proposed fraternity redevelopment utilizes an existing fraternity and historic site conditions to modernize the facilities for improved usage. The proposal represents significant effort to preserve historic architecture and institutional legacy. The proposed Campus Avenue loading zone as well as any increased traffic from building residents would be the only two noticeable impacts to the general public. All other additional details are typically handled administratively during the building plan/site review.

## RECOMMENDATION

Based upon the zoning code review within and the above analysis, if the Planning Commission finds the proposal to meet the general and site specific requirements, it can forward a recommendation of approval to the City Council with the following potential conditions:

1. Consolidation of lots prior to building permit issuance
2. Review and approval of right of way permit for Campus Avenue loading zone
3. Evaluation of mature trees on-site for potential preservation

Staff recommends forwarding a recommendation of approval to City Council with the above conditions.

SUBMITTED BY:



---

Sam Perry, AICP  
Planner

DATE: October 5, 2016

## ATTACHMENT

(c) Planning Commission Review. The Planning Commission shall base its review of a proposed Conditional Use upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. If the Planning Commission finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

(1) Burden of proof.

- A. Planning Commission has no obligation to recommend approval and City Council has no obligation to approve a Conditional Use. This Zoning Code assumes that the uses listed in this section are not appropriate unless an Applicant proves that the use will not be detrimental to the public health, safety, or general welfare of the City or the neighborhood in which it is proposed.
- B. Applicants shall prove that potential negative impacts of elements such as location, size and extent of facilities and operations, site design, traffic generation, site access, and potential impact upon public facilities will be adequately mitigated.

(2) General decision standards. All Conditional Uses shall satisfy these General Decision Standards:

- A. The proposed use is in fact a Conditional Use in the zoning district in which it is proposed.
- B. The use and site will satisfy the general intent of this Zoning Code.
- C. The use and site will be compatible with the general intent of the Comprehensive Plan.
- D. The size and shape of the site are sufficient for the proposed use.
- E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
- F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
- G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.
- H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
- I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
- J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
- K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.
- L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
- M. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

City of Oxford  
Inter-Office Review Transmittal Sheet

Date: September 6, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2016-18, Conditional Use, 200 & 208 E. High Street, Beta Theta Pi House, to allow for a renovation and addition to an existing structure, **Renouveau Design, Inc., Applicant, Agent**

  X   Review            Revisions            Other

Please return no later than: **October 3, 2016** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned:   w/comments   without/comments

It will be important to this project that the information submitted in regard to supervision and fire safety are strictly adhered to.

Drawings reviewed by:



Date:

9-9-16

John Detherage

PRINTED NAME

City of Oxford  
Inter-Office Review Transmittal Sheet

Date: September 6, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2016-18, Conditional Use, 200 & 208 E. High Street, Beta Theta Pi House, to allow for a renovation and addition to an existing structure, **Renouveau Design, Inc., Applicant, Agent**

  X   Review            Revisions            Other

Please return no later than: **October 3, 2016** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned:   w/comments   without/comments

*SEE ATTACHED MEMO DATED 10-4-2016*

Drawings reviewed by:   *V. Popescu*   Date:   10-4-2016  

  VICTOR POPESCU  

PRINTED NAME



## Memo

Service Department  
Engineering Division

513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Victor Popescu, PE  
City Engineer

RE: PC - 2016-18  
Conditional Use  
200 & 208 E. High St. - Beta Theta Pi House

DATE: October 4, 2016

---

The following are comments from the Engineering Division.

- The proposed access from Campus Avenue is not recommended. Although it is proposed to be "one way" only, the width does not accommodate entry for average size vehicles, let alone delivery trucks and/or emergency vehicles. Additionally, large size vehicles would find it difficult to negotiate the turn into the north-south alley.
- An alternate to the above, it is proposed to modify the tree lawn, so as to create a loading zone. What this would do is to reduce the width of the existing tree lawn by 4 linear feet (only in the area of the loading zone), create north and south bound travel lanes of 11 linear feet width, and a loading zone of 10 linear feet. The Engineering Division finds this proposal acceptable.
- The addition to the Beta Theta Pi House will increase the potential of storm water runoff from the site. The plans shall account for the increase by various available design methods.

If there are questions, please contact the Engineering Division.

City of Oxford  
Inter-Office Review Transmittal Sheet

**Date:** September 6, 2016

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

**From:** Community Development Department

**PC-2016-18, Conditional Use, 200 & 208 E. High Street, Beta Theta Pi House, to allow for a renovation and addition to an existing structure, Renouveau Design, Inc., Applicant, Agent**

  X   Review            Revisions            Other

Please return no later than: **October 3, 2016** 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: 9/15/16

John A. Jones

PRINTED NAME

City of Oxford  
Inter-Office Review Transmittal Sheet

**Date:** September 6, 2016

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

**From:** Community Development Department

**PC-2016-18, Conditional Use, 200 & 208 E. High Street, Beta Theta Pi House, to allow for a renovation and addition to an existing structure, Renouveau Design, Inc., Applicant, Agent**

  X   Review            Revisions            Other

Please return no later than: **October 3, 2016** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

LOOKS GREAT!

Drawings reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

G. ALAN KUBER

PRINTED NAME



# PC-2016-18

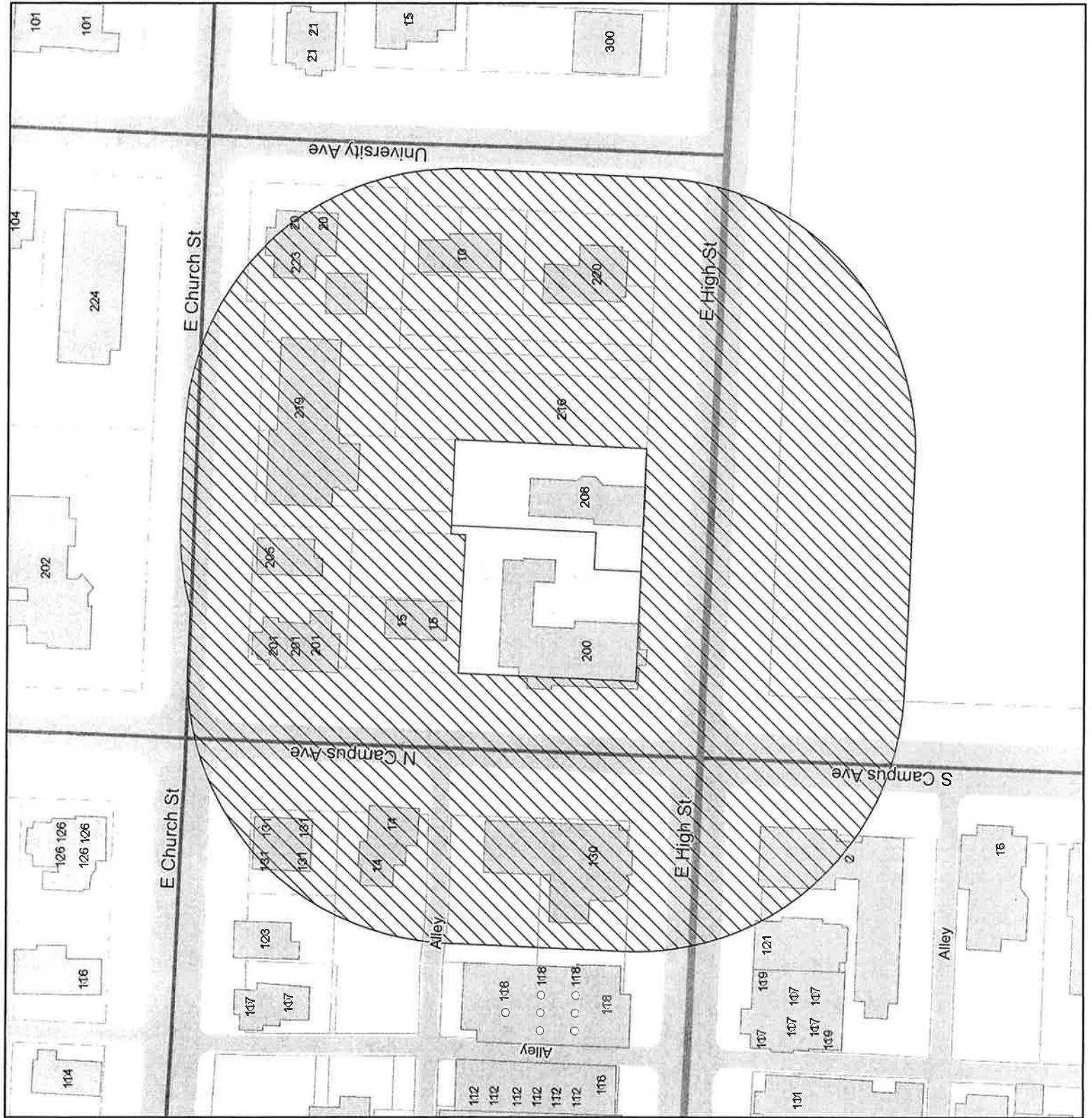
## Surrounding Property Owners Notifications Map

### Legend

- Subject Parcels
- 200 Ft. Buffer
- Oxford Corp. Limit
- Address Point
- Parcel
- Building Footprint
- Paved Roadway



1 inch = 100 feet



Prepared on Thursday, September 15, 2016

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.



ALPHA CHAPTER HOUSE COMPANY

P.O. Box 943  
Oxford, OH 45056

## **LETTER OF AGENCY**

To Whom It May Concern:

Please be advised that Renouveau Design, Inc. has permission to represent our interest with the City of Oxford and act on our behalf for the Planning Commission hearing October 11, 2016 regarding The Alpha Chapter House Company of Beta Theta Pi Fraternity, Renovation and Expansion at our property located at 208 East High Street Oxford, Ohio 45056

Thank-you,

Signed:

Phil Fernandez, Treasurer

A handwritten signature in black ink, appearing to read "Phil Fernandez", written over a horizontal line.

A handwritten date "8/26/16" in black ink, written over a horizontal line.

Date:

The Alpha Chapter House Company of Beta Theta Pi Fraternity



|                    |            |
|--------------------|------------|
| Internal Use Only: |            |
| Case No.           | PC-2016-18 |
| Date Filed         | 8/26/16    |

## Conditional Use Permit Application

### Applicant Information

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

Name \* Renouveau Design, Inc., Agent

Mailing Address \* 1570 Fishinger Road

City, State & Zip Code \* Columbus, Ohio 43221

Telephone Number(s) \* 614 538 8780

Email Address TConverse@RDIColumbus.com

### Owner Information

Name \* Alpha Chapter of Beta Theta Pi House Company

Mailing Address \* P.O. Box 943

City, State & Zip Code \* Oxford, Ohio 45056

Telephone Number(s) \* 513 273 2208

Email Address

### Location and Lot Information

Location of Property \* 200 and 208 East High Street, Oxford, Ohio 45056

Legal Description \* O.R. 5236, PG. 693, Lot #3010 and Lot #3011

Zoning District \* R2MS

Total Area \* 0.595 → Check One \* Acres ☒ Square Feet ☐

Existing Use Description \* Fraternity House

Proposed Use Description \* Fraternity House

### Submission Requirements and Documentation

From Section 1147.02(a)<sup>1</sup>.

- (1) Contents of application for conditional use permit. Thirteen complete sets of all information shall be submitted with an application. The Zoning Administrator may modify this requirement based upon the type of materials included. Please contact the Zoning Administrator prior to submitting an application to discuss the submission requirement. If any information is submitted in color or on non-standard paper, more copies may be required.
- Application Fee.
  - Description of Use and Site.
    - A written, detailed description shall include the following information. A separate response is required for each subsection.
      - The name, mailing address, and telephone number of the applicant and the property owner.
      - If the applicant is not the owner, a statement from the owner that the applicant is entitled to apply on his or her behalf.
      - A legal description of the site, including all separate lots.

- A. The proposed use is in fact a Conditional Use appropriate for the zoning district in which it is proposed.
- B. The use and site will satisfy the general intent of this Zoning Code.
- C. The use and site will be compatible with the general intent of the Comprehensive Plan.
- D. The size and shape of the site are sufficient for the proposed use.
- E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
- F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
- G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.
- H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
- I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
- J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
- K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.
- L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
- M. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

## Fees & Receipt

The required fee is \$400.00, plus postage charge. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover. To calculate the postage charge, multiply the number of adjoining properties by current postage rate<sup>3</sup>.

## Sign and Date

Applicant Signature \*

 Tom Converse

Date \*

8/26/16

## 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 plans and documentation as attachments and a check for fee and postage charges made payable to **City of Oxford**, to Community Development Director, 101 East High Street, 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 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).**

## For Staff Use Only

Fee Paid Date \*

8/26/16

Receipt Number \*

107258

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

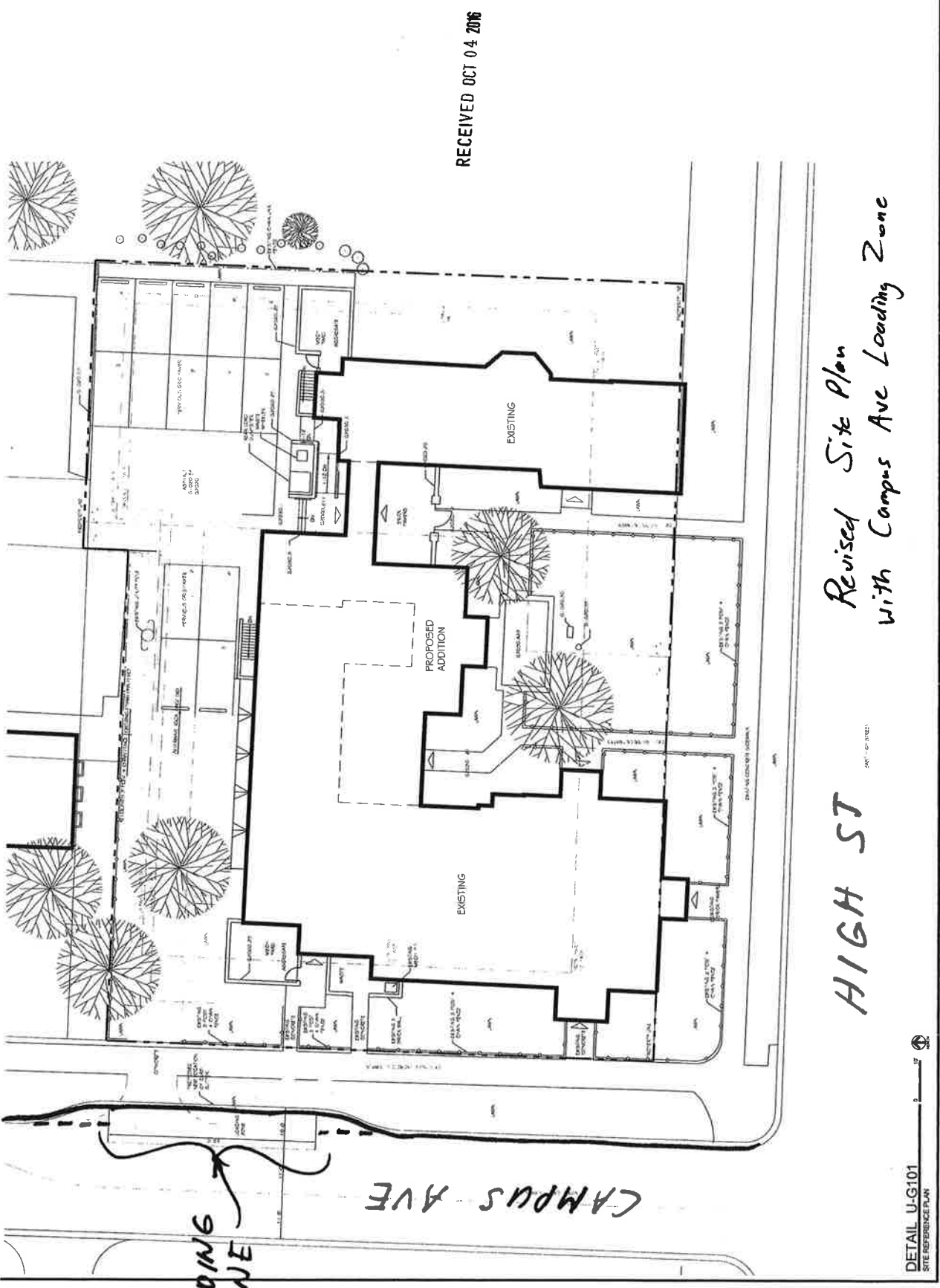
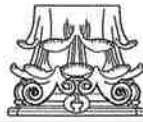
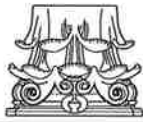
<sup>2</sup> Butler County Auditor Real Estate Search: <http://www.butlercountyauditor.org/>

<sup>3</sup> The United States Postal Service: <http://www.usps.com/>



MAJOR ADDITION SCHEME

ELEVATION AT EAST HIGH STREET



RECEIVED OCT 04 2016

*Revised Site Plan  
 with Campus Ave Loading Zone*

**HIGH ST**

**LOADING  
 ZONE**

DETAIL U-G101  
 SITE REFERENCE PLAN



October 3, 2016

Sam Perry  
Community Development Department  
City of Oxford  
101 East Main Street  
Oxford, Ohio 45056

RECEIVED OCT 04 2016

re: Conditional Use Permit Application  
200 and 208 East High Street

Dear Sam,

Following our conversations of September 14th and 22nd, we've undertaken some additional consideration of concerns Oxford has raised concerning Beta's Conditional Use Permit Application. These are broadly grouped into three areas.

#### Lot Coverage

The proposed Lot Coverage is 66% (within property line and including walks and patios). Of this, 16% is pervious and 49% is impervious. The property line was established along the south facades of the existing historic buildings; however, if the property had been established such that there was a complying 20' front yard the lot coverage would be 54% (40% impervious lot coverage based on revised site plan).

#### Access Drive

Studies of the proposed Alternate IGC1 Access Drive from North Campus Avenue determined that the expected food service delivery truck would not be able to make the turn where the access drive meets the existing alley. Vehicles larger than a Paramedic Unit would have to back out on to Campus Avenue to exit the site (Paramedic Units could make the turn).

Eliminating the three additional parking spaces on the north side of the access drive, permits widening the access drive to 12 feet, the parking spaces on the south side to 9 feet, and provides 5 feet of lawn between pavement at property line. The parking spaces are 5 feet from the building façade. Trucks larger than a paramedic unit could still not make the turn.

Since Oxford is concerned that the proposed access drive would change the character of North Campus Avenue from High Street to Church Street, a loading zone on the east side of North Campus Avenue is proposed. The loading zone would have limited use, expected to be 2 hours twice a week, weekdays. The loading zone would be 9-foot-wide and traffic lanes north of it 9.5-foot-wide each.

#### Parking

Beta has not been able to develop an economically feasible approach to requiring residents without on-site assigned parking spaces to obtain off-site and off-street parking spaces. However,

Beta has authorized revising the site design responding to the proposed Oxford Stormwater Best Management Practices.

The revised site design reduces the impervious lot coverage from 55% before improvements to 49% with improvements, a reduction in site runoff. The proposed storm sewer will also be designed to reduce the rate of run-off into the city storm sewer to less than that required by current storm water management regulations.

Please let us know if there is any additional information you would like prior to, or at, the October 11th Commission meeting.

Sincerely,



Thomas I. Converse  
President

16321 PC 160930.docx

Enclosures:

Copy to:  
R Kirschner  
P Hernandez

RECEIVED OCT 04 2016

Renovation and Expansion of

**ALPHA CHAPTER HOUSE**

Beta Theta Pi Fraternity

26-Sep-16

Lot Coverages

RECEIVED OCT 04 2016

WITHIN EXISTING PROPERTY LINE

|              | Existing  | %    | Base      | %    | Alternate | %    |
|--------------|-----------|------|-----------|------|-----------|------|
| Total Lot    | 25,580 SF | 100% | 25,580 SF | 100% | 25,580 SF | 100% |
| Lot Coverage | 15,162 SF | 59%  | 16,762 SF | 66%  | 18,473 SF | 72%  |
| Building     | 7,670 SF  | 30%  | 9,740 SF  | 38%  | 9,740 SF  | 38%  |
| Walks/Patios | 2,524 SF  | 10%  | 3,410 SF  | 13%  | 3,702 SF  | 14%  |
| Parking      | 4,968 SF  | 19%  | 3,612 SF  | 14%  | 5,031 SF  | 20%  |
| Pervious     | 980 SF    | 4%   | 4,207 SF  | 16%  | 4,327 SF  | 17%  |
| Impervious   | 14,182 SF | 55%  | 12,555 SF | 49%  | 14,146 SF | 55%  |

PROPERTY LINE 20' FROM BUILDING

|              | Existing  | %    | Base      | %    | Alternate | %    |
|--------------|-----------|------|-----------|------|-----------|------|
| Total Lot    | 32,633 SF | 100% | 32,633 SF | 100% | 32,633 SF | 100% |
| Lot Coverage | 15,968 SF | 49%  | 17,568 SF | 54%  | 19,279 SF | 59%  |
| Building     | 7,746 SF  | 24%  | 9,816 SF  | 30%  | 9,816 SF  | 30%  |
| Walks/Patios | 3,254 SF  | 10%  | 4,140 SF  | 13%  | 4,432 SF  | 14%  |
| Parking      | 4,968 SF  | 15%  | 3,612 SF  | 11%  | 5,031 SF  | 15%  |
| Pervious     | 1,401 SF  | 4%   | 4,628 SF  | 14%  | 4,748 SF  | 15%  |
| Impervious   | 14,567 SF | 45%  | 12,940 SF | 40%  | 14,531 SF | 45%  |



Oxford, Ohio  
**PLANNING COMMISSION**  
CONDITIONAL USE PERMIT APPLICATION  
200 and 208 East High Street  
Supporting Documentation

**BETA THETA PI**  
— MEN OF PRINCIPLE —



**THE ALPHA CHAPTER OF BETA THETA PI  
HOUSE COMPANY**  
P.O. Box 943  
Oxford, Ohio 45056  
Columbus, Ohio 43215

August 26, 2016

1570 Fishinger Road • Columbus, Ohio 43221 • 614 538 8780

# TABLE OF CONTENTS

---

|                                                              |    |
|--------------------------------------------------------------|----|
| Cover                                                        |    |
| Table of Contents                                            | 2  |
| Project Description                                          | 3  |
| Existing Conditions                                          | 4  |
| <u>Proposed Use and Improvements</u>                         | 10 |
| Description of Operations                                    | 10 |
| Compatibility with General Vicinity and Adjoining Properties | 11 |
| Most Appropriate Location                                    | 11 |
| Desirability                                                 | 11 |
| Accessory Uses                                               | 14 |
| Site Development Regulations                                 | 15 |
| Parking                                                      |    |
| <u>Potential Concerns</u>                                    | 16 |
| Aesthetic Concerns                                           | 16 |
| Activity Areas                                               |    |
| Vehicle Management                                           | 16 |
| Adequate Public Utilities                                    | 17 |
| Nuisance                                                     | 18 |
| <u>Appendices</u>                                            | 19 |
| Site Survey                                                  |    |
| Sprinkler Flow Test                                          |    |
| Architectural History                                        |    |
| Historic Photos                                              |    |

## PROJECT DESCRIPTION

---

### General Description

The Project consists of renovation and additions to the Alpha Chapter House of Beta Theta Pi Fraternity at Miami University and located at 200 + 208 East High Street in Oxford, Ohio's R-2MS Zoning District and University Historic District.

### Owner

The Alpha Chapter House Company of the  
Beta Theta Pi Fraternity  
P.O. Box 943  
Oxford, Ohio 45056  
513 273 2208

### Applicant

Renouveau Design, Inc.  
1570 Fishinger Road  
Columbus, Ohio 43221  
614 538 8780

### Legal Description - 200 East High Street

O.R. 5236, PG. 693 Lot #3010

### Legal Description - 208 East High Street

O.R. 5236, PG. 693 Lot #3010

### Background

Alpha Chapter is the oldest chapter of the national Beta Theta Pi Fraternity, which was the first collegiate fraternal organization established west of the Allegheny Mountains. Betas first occupied the site in 1896 and have owned the site since 1918. A Project goal is to complete construction by mid summer 2018 for the 100th year of Betas at 200 East High Street.

The facility consists of an historic residence at the northeast corner of East High Street and North Campus Avenue, at the historical 'entrance' to Miami University. As the university and chapter grew an addition was added in the mid-20th century. The Beta Theta Pi National Headquarters moved into an historic residence at 208 East High Street and the two buildings shared a courtyard, presenting a common image. The national headquarters has since moved to newer facilities in the Oxford area.

### Program of Requirements

The Project plans to expand the chapter house to include, and connect to the 208 building. The chapter house expansion plans include new classroom, lounge, bedrooms, elevator, and exit stair. The historic 200 structure would undergo significant interior renovation including bathrooms and some room reconfigurations. The 200 mid-century addition would undergo major interior renovation of bathrooms and room reconfigurations. The 208 facility would undergo major interior renovation relocating bathrooms and room configurations. It is planned the facility will continue as Beta's Alpha Chapter fraternity house and be occupied by Beta actives, current students at Miami University.

An important aspect of the Project is to preserve the historic character of the buildings with renovations and additions designed in character with the existing buildings.

### Alternate IGC3 -(1) - Campus Avenue Vehicular Access and Additional Parking

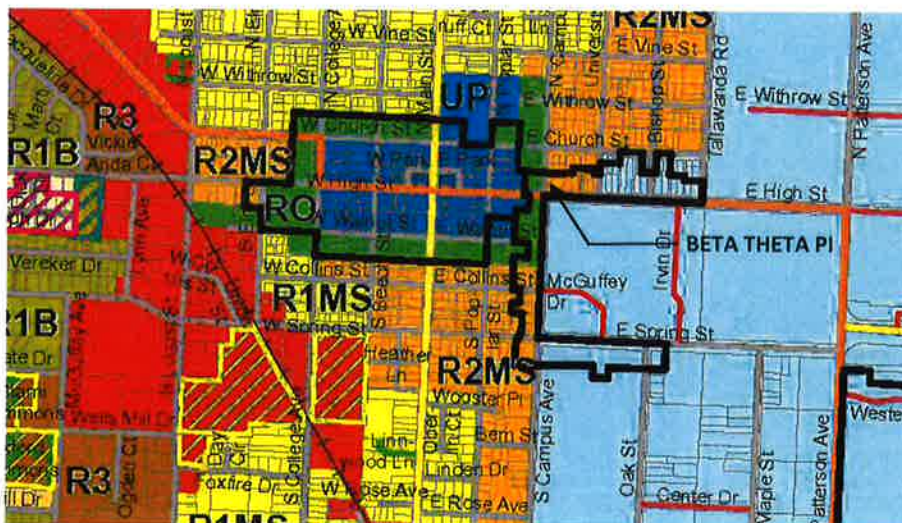
The Project is being managed within a construction budget that is expected to be supported by gifts and ongoing operating income. Alternates are a budget management tool used to postpone cost commitments until costs and resources become more certain. Alternate IGC3 - Campus Avenue Vehicular Access and Additional Parking is optional additional improvements that are planned to be undertaken if others costs and funding permit.



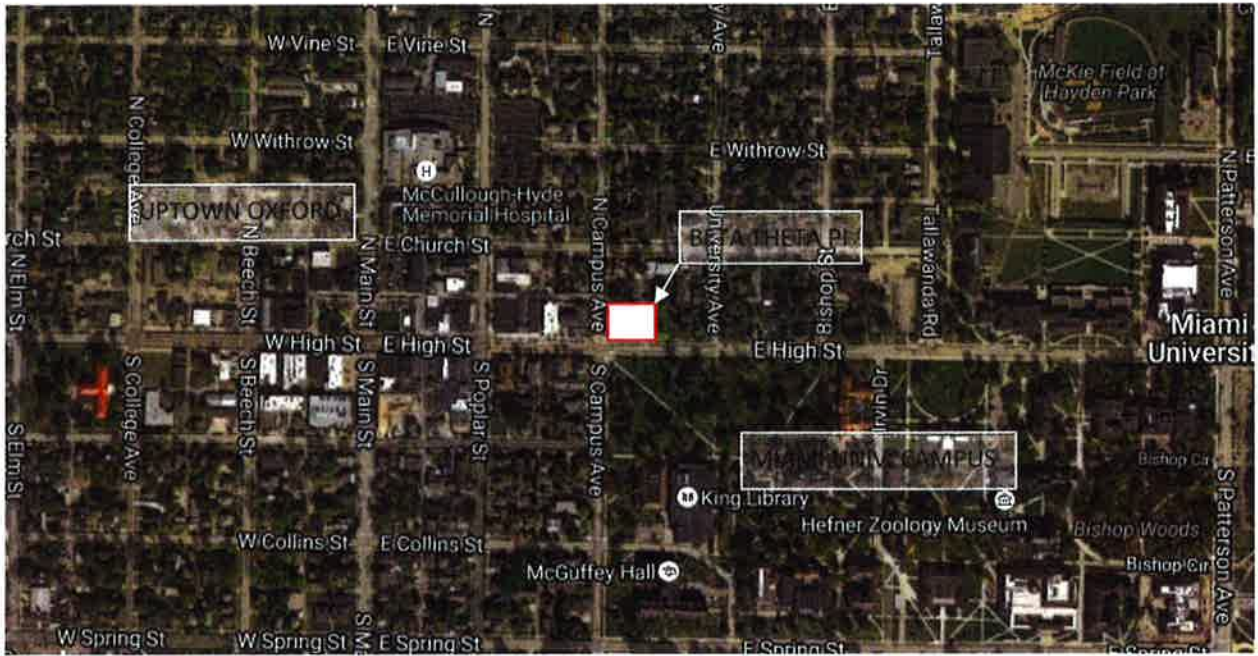
## A photograph of a large, two-story brick building with white window shutters, surrounded by mature trees and a clear blue sky. The building has a central section and two wings. A paved road with a yellow curb is in the foreground.

The existing facilities operate as a fraternity house, providing housing for 51 students of Miami University. The facilities are occupied as living quarters for the students and include bathrooms, sleeping areas, and living areas. Due to the facilities' location, the students have a pedestrian relationship to Miami University and uptown Oxford, and most of the places they need to go. There is little occupant generated vehicular traffic at the site.

Existing Zoning District



## EXISTING CONDITIONS



Vicinity Environs



Immediate Environs

## EXISTING CONDITIONS



N Campus View South 1



N Campus View South 2



## EXISTING CONDITIONS



N Campus View South 3



N Campus E High Intersection View South



## EXISTING CONDITIONS



N Campus E High Intersection View East



N Campus E High Intersection View North



## EXISTING CONDITIONS



N Campus E High Intersection View West



E High View North West



## PROPOSED USE AND IMPROVEMENTS



Renderings by Michael S. Hug, Architect

### Description of Operations

The facility will remain a fraternity house. The number of active members, Miami University students, residing at the facility is proposed to remain at 51. The facilities are proposed to be occupied as living quarters for the residents and include bathroom facilities and kitchen facilities in addition to sleeping and living areas.

The principal purpose of the expanded facilities is to provide community eating, study, and living areas for all active members of Alpha Chapter (planned to be 80-120). It is intended to provide facilities that support Beta programs for developing personal responsibility and community through training, commitment, and evaluation. Beta believes this is foundational to developing principled, responsible members and citizens.

The proposed addition provides for numerous spaces for small study groups, a large classroom that can accommodate all active members, a dining room that can accommodate all active members, common living room, and TV room. Alpha Chapter considers these necessary for learning and practicing Beta values of integrity, mutual assistance, cultivation of the intellect, trust, and responsible conduct.

Like any residential facility, there is expected to be more activity weekday mornings and evenings. No alcohol or illegal drugs would be permitted.

There will be a full-time, in-residence adult house director living in a dwelling unit at the facility.

Consequently, pedestrian traffic from Miami University campus areas to the facility at meal times, evenings, and weekends is expected to return to pre-1996 levels. Food deliveries are expected to return to pre-1996 levels, twice a week, the last time food was prepared on site for 3-meals a day. Refuse collection and recycling, is expected to remain five times a week.

## PROPOSED USE AND IMPROVEMENTS



Renderings by Michael S. Hug, Architect

Beta Principles: Integrity, Mutual Assistance, Cultivation of the Intellect, Trust, and Responsible Conduct

### Compatibility with General Vicinity and Adjoining Properties

Fraternity house use is a natural social bridge between university and community. Therefore, they are naturally located to create a transition between university and community. Fraternity house uses are common in R-2MS districts, particularly along streets that border Miami University, like Campus Avenue and Tallawanda Road.

### Most Appropriate Location

From the early 19th century a path, known since the early 20th century as 'Slant Walk', has represented the relationship between Oxford and Miami University. Since the early 20th century, Alpha Chapter of Beta Theta Pi fraternity has occupied the site at the east end of Uptown Oxford and the northwest end of Slant Walk, the most visible fraternity house location in Oxford. A residence for men of principle is an appropriate linchpin for the transition from the academy to civil society.

200 East High Street is the ancestral home to all Alpha Betas and, by extension Betas worldwide. Excepting two brief periods, Betas have occupied the structure for 98 years. History and tradition are important aspects of teaching young people Beta principles.

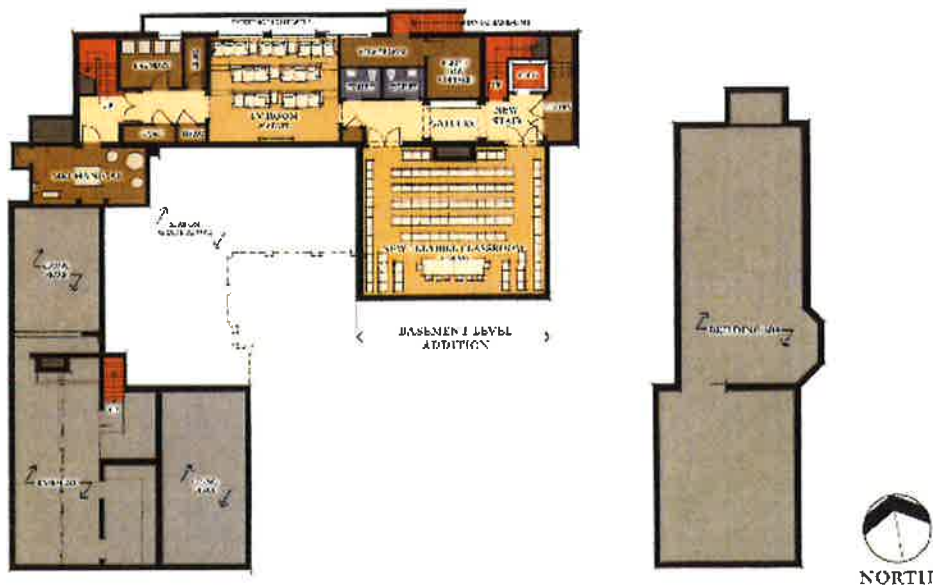
### Desirability of the Proposed Use to the Neighborhood and Community

Oxford, and Miami University, will benefit from young men learning and practicing the principles of integrity, mutual assistance, cultivation of the intellect, trust, and responsible conduct, the characteristics of good citizens

# PROPOSED USE AND IMPROVEMENTS



MAJOR ADDITION SCHEME  
UPPER LEVEL PLAN



MAJOR ADDITION SCHEME  
BASEMENT LEVEL PLAN

Renderings by Michael S. Hug, Architect

## PROPOSED USE AND IMPROVEMENTS



Renderings by Michael S. Hug, Architect

### Accessory Uses

#### Fences, Walls, and Hedges (1141.01 (c) (4)) A.

| Location            | Type         | Permitted |       | Existing |        | Proposed |        |
|---------------------|--------------|-----------|-------|----------|--------|----------|--------|
|                     |              | Height    | To PL | Height   | To PL  | Height   | To PL  |
| Front Yards         |              |           |       |          |        |          |        |
| East High Street    | Post + Chain | 4'        | 2'    | 3'       | (1)    | 3'       | (1)    |
| North Campus Avenue | Post + Chain | 4'        | 2'    | 3'       | 0'     | 3'       | 0' (2) |
|                     | Brick        | 4'        | 2'    | 5'       | 13'    | 5' (3)   | 13'    |
| Side Yards          |              |           |       |          |        |          |        |
| North               | Post + Chain | 8'        | 2'    | 3'       | 3'     | 3'       | 6" (4) |
|                     | Chain Link   | 8'        | 2'    | 4'       | 3'     | 4'       | 6" (4) |
| East                | Chain Link   | 8'        | 2'    | 4'       | 0' (5) | 4'       | 0' (5) |
|                     | Brick        | 8'        | 2'    |          |        | 5'       | 4'     |

- (1) Existing condition, at sidewalk, beyond property line. Provides for improved security and landscaping maintenance. This is an existing condition and exists elsewhere in the immediate neighborhood to help manage pedestrian traffic.
- (2) Existing condition, at sidewalk. Provides for improved security and landscaping maintenance. This is an existing condition and exists elsewhere in the immediate neighborhood to help manage pedestrian traffic.
- (3) Matches existing wall heights and is needed to visually screen mechanical equipment.
- (4) Required for Alt IGC3 - Campus Avenue Vehicular Access and Additional Parking. The distance between existing structures and north property line is principally used for pavements, forcing the fence close to the property line.
- (5) Existing condition to remain.

## PROPOSED USE AND IMPROVEMENTS

### Trash/Recycling Facility (1141.04 (j))

Trash and recycling receptacles are planned to be enclosed in by a 5-foot-high brick wall on three sides and open on a long side for access by collection vehicles. The enclosure is screened from public streets by the proposed building structures. The open side faces an existing alley. Maneuvering space for collection vehicle access is provided in the on-site aisle between parking areas.

The adjoining properties are an multi-family residential with parking and unscreened trash collection facilities in the rear yard facing the alley and a fraternity house with parking and unscreened trash collection facilities in the rear yard facing the alley. Both rear yards adjoin the side yard of the Beta property where parking and trash collection are proposed. The decreased safety, increased debris, and increased difficulty maintaining gates from a totally enclosed space would not seem to offset the enclosure of the side facing an alley, parking, and other unenclosed trash facilities.

### Site Development Regulations (1143.05 (c))

| Location                     | Required | Existing  | Proposed  | w/ Alt IGC3 (1) |
|------------------------------|----------|-----------|-----------|-----------------|
| Minimum Lot Area             | 7,500 sf | 25,934 sf | 25,934 sf | 25,934,sf       |
| Minimum Lot Width            |          |           |           |                 |
| East High Street             | 75'      | 189'      | 189'      | 189'            |
| North Campus Avenue          | 75'      | 132'      | 132'      | 132'            |
| Minimum Front Yard           |          |           |           |                 |
| East High Street             | 20'      | 0' (2)    | 0' (2)    | 0' (2)          |
| North Campus Avenue          | 20'      | 9'        | 9' (3)    | 9' (3)          |
| Minimum Side Yard            |          |           |           |                 |
| East High Street             | 7.5'     | 20'       | 20'       | 20'             |
| North Campus Avenue          | 7.5'     | 32'       | 32'       | 32'             |
| Maximum Building Height      | 35'      | 40'       | 40' (4)   | 40' (4)         |
| Lot Coverage                 |          |           |           |                 |
| With Alley Access            |          |           |           |                 |
| Lot                          | 40%      | 52%       | 66% (5) : |                 |
| Building                     | 25%      | 30%       | 38% (5)   |                 |
| Front Yard                   |          |           |           |                 |
| East High Street             | 5%       | (2)       | (2)       |                 |
| North Campus Avenue          | 5%       | 11%       | 11%       |                 |
| With Access to Public Street |          |           |           |                 |
| Lot                          | 35%      | 59%       |           | 68% (6)         |
| Building                     | 25%      | 30%       |           | 38% (6)         |
| Front Yard                   |          |           |           |                 |
| East High Street             | 25%      | (2)       |           | (2)             |
| North Campus Avenue          | 25%      | 11%       |           | 19% (6)         |

(1) Alt IGC3 - Campus Avenue Vehicular Access and Additional Parking

(2) The building is on the Lot Line: There is no front yard. Existing condition to remain. There is 18.5' from property line to lot side of sidewalk with 9% 'Lot Coverage' in this area.

(3) Existing condition to remain.

(4) The addition building height is 30'. The existing structures remain their existing height.

(5) The Site Plan proposes to mitigate the 3,577 sf increase in Lot Coverage with 780 sf of pervious walks in the courtyard to reduce the increased impervious lot coverage from 14% to 11%.

(6) The Site Plan proposed to mitigate the 1,951 sf increase in Lot Coverage with 1,010 sf of pervious parking spaces to reduce impervious lot coverage from 8% to 4%.

## PROPOSED USE AND IMPROVEMENTS

### Parking (1149)

| Minimum Parking Space | Required Width | Required Length | Existing Spaces | Proposed Spaces | w/ Alt IGC3 (1) Spaces |
|-----------------------|----------------|-----------------|-----------------|-----------------|------------------------|
| Parallel              |                |                 |                 |                 |                        |
| Compact               | 8'0"           | 22'0"           |                 |                 | 7                      |
| 90-degree             |                |                 |                 |                 |                        |
| Standard              | 9'0"           | 18'0"           | 6               | 5               | 5                      |
| Compact               | 8'0"           | 16'0"           | 2               | 2               |                        |
| Stacked               |                |                 |                 |                 |                        |
| Standard              | 9'0"           | 18'0"           | 6               | 5               | 5                      |
| Compact               | 8'0"           | 16'0"           |                 | 2               |                        |
| Total (21 required)   |                |                 | 14              | 14              | 17                     |

| Minimum Aisle | Required One-Way Width | Required Two-Way Width | Existing Two-Way Width | Proposed Two-Way Width | w/ Alt IGC3 One-Way Width (1) | w/ Alt IGC3 Two-Way Width (1) |
|---------------|------------------------|------------------------|------------------------|------------------------|-------------------------------|-------------------------------|
| Parallel      |                        |                        |                        |                        |                               |                               |
| Compact       | 11'                    |                        |                        |                        | 10' (2)                       |                               |
| 90-degree     |                        |                        |                        |                        |                               |                               |
| Standard      |                        | 24'                    | 24'                    | 24'                    |                               | 24'                           |
| Compact       |                        | 24'                    | 24'                    | 24'                    |                               | 24'                           |

| Required Parking Spaces | Beds | Required | Existing | Proposed | w/Alt IGC3 (1) |
|-------------------------|------|----------|----------|----------|----------------|
|                         | 52   | 21       | 14       | 14       | 17             |

| Compact Spaces | Total Spaces | Permitted Compact | Existing Compact | Proposed Compact |
|----------------|--------------|-------------------|------------------|------------------|
| Proposed       | 14           | 3                 | 2                | 0                |
| With Alt IGC3  | 17           | 4                 | 2                | 7 (2)            |

| Stacked Parking Spaces | Permitted | Existing | Proposed | w/Alt IGC3 (1) |
|------------------------|-----------|----------|----------|----------------|
|                        | 1         | 6        | 7 (4)    | 5 (3)          |

| Parking Setback from Lot Line | Required | Existing | Proposed | w/Alt IGC3 (1) |
|-------------------------------|----------|----------|----------|----------------|
| North Side Yard               | 10'      | 6'       | 1' (4)   | 1' (2)         |
| East Side Yard                | 10'      | 1'       | 1' (5)   | 1' (5)         |

- (1) w/Alt IGC3 - Campus Avenue Vehicular Access and Additional Parking
- (2) The distance between the existing structure and the north property line require 8-foot-wide spaces (Compact Car Space width) and 10-foot-wide one-way aisle. This is expected to reasonably accommodate actual needs, since it is assumed students are more likely than others to use a compact car.
- (3) Use of Stacked Parking Spaces for more than 85% of the parking spaces is an existing condition. It is a reasonable accommodation in a fraternity where communal living agreements govern assignment of on-site parking. Fewer students than the general adult population have cars at Oxford. Students with cars and without assigned on-site parking will park with permit in Miami University parking lots and on city streets.
- (4) Existing condition; adjoins parking areas on adjoining lots.
- (5) Existing condition.

## POTENTIAL CONCERNS



Renderings by Michael S. Hug, Architect

### Aesthetic Concerns (See Site Plan for yards, landscaping, walls, and fences)

An important aspect of the Project is to preserve the historic character of the buildings with renovations and additions designed in character with the existing buildings. The street side exterior facades of the original 200 East High Street building and the 208 East High Street building are planned to remain substantially unaltered (except the addition of a two-story connecting hallway to 208 East High Street).

Proposed additions are planned to be complementary to the existing Greek Revival Style of 200 East High Street and the Federal style of 208 East High Street. Exposed portions of exterior walls are planned to be face brick, aluminum windows with muntin bars, raised panel painted wood exterior doors, Federal style wood trim, and asphalt shingle roofing.

The Project is seeking a Certificate of Appropriateness from the Oxford Historic Architecture Preservation Commission.

### Activities Areas

Outdoor activity areas are located in the courtyard at grade level and set back from East High Street. These locations are isolated from adjoining property owners by the existing and proposed two-story structures on the north, east, and west sides, which are expected to limit light and noise from outdoor activities reaching adjoining properties.

### Vehicle Management

The Project is not expected to appreciably increase traffic in the neighborhood or require street improvements. If funding permits, an alternate is planned to provide a one-way vehicular site access drive from North Campus Avenue. This access drive would divert some deliveries from trucks parked on North Campus Avenue, to the new rear entrance on the north side. It would provide better access for emergency and service vehicles.

## POTENTIAL CONCERNS



The number of parking spaces would not be reduced from the current 14 spaces and continue to rely on almost 50% of the spaces be stacked. A planned Alternate would increase on site parking to 17 and reduce the number of stacked spaces, but relies on compact spaces and a narrow aisle between parallel parking spaces. This is expected to reasonably accommodate actual needs, since it is assumed students are more likely than others to use a compact car.

Residents without on-site parking spaces will park with permit in Miami University parking lots and on city streets. Nearly all special occasions attended by visitors, who are expected to be students at Miami University and utilize pedestrian access to the site.

### Adequate Public Utilities

There appears to be adequate public utility service to the site for proposed use.

Since the number of residents is not increasing, the domestic water demand is expected to remain about the same. An automatic sprinkler system is planned to be added to the entire facility. Water main sizes, pressures, and flow rates along East High Street and Campus Avenue appear to be adequate for sprinkler connections.

The existing sanitary service facilities are expected to be adequate. Flow rates are expected to remain about the same since the number of residents is not changing.

Storm water will be collected on site in a piped storm water system and connected to existing City of Oxford storm mains. The system is expected to utilize detention and flow restriction so flow rates comply with City of Oxford requirements.

## POTENTIAL CONCERNS

---

### Nuisance

See 'Trash/Recycling Facility (1141.04 (j))' in Proposed Use and Improvements section.

For noise and off-site impact mitigation, see 'Activities Areas' earlier in the Potential Concerns section. Noise from outdoor heating, ventilating, and air-conditioning equipment is expected to be directed upward by brick wall enclosures. The kitchen exhaust fan is located on the North Campus Avenue side of the building, away from adjoining property owners and is expected to be lower decibel levels than street traffic in the area.

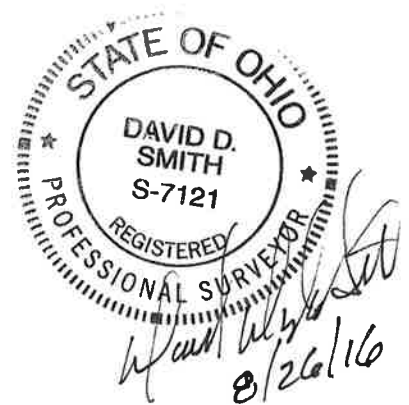
It is planned that existing exterior building lighting would remain, including parking lighting. The proposed addition exterior lighting would comply with Oxford Zoning Code section 1141.04 (f).

Odors from food preparation are planned to exhaust on the North Campus Avenue side of the building above pedestrian and vehicle height and away from adjoining properties.

Date: August 18, 2016  
Description: Lot #3010 & #3011  
Location: City of Oxford  
Butler County, Ohio



Situated in the State of Ohio, Congress Lands West of the Miami River, City of Oxford, Butler County and being entire Lots #3010 & #3011 as known and designated on the list of lots in said City of Oxford.



6900 Tylersville Road, Suite A 110 South College Ave, Suite 101 1404 Race Street, Suite 204  
Mason, OH 45040 Oxford, OH 45056 Cincinnati, OH 45202  
513-336-6600 513-523-4270 513-834-6151

209 Grandview Drive  
Fort Mitchell, KY 41017  
859-261-1113

<http://www.bayerbecker.com>

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: November 1, 2016

Account Code #: N/A

Budgeted Amount: N/A

Service Department

**Originating Department**

Michael Dreisbach, Service Director

**Prepared By**

October 26, 2016

**Date Prepared**

**Agenda Title: Ordinance Authorizing the Vacation of an Easement**

**Recommendation:** Approve

### Discussion:

On November 16, 1993, by Ordinance No. 2332, the City vacated a portion of alley right of way (between new Lot 3010 and Lot 3011; aka, the north / south alley just east of Campus Ave. and north of High St.) abutting the Beta Theta Pi property. As a condition of the alley vacation, a utility easement was granted to the City in the area that was vacated.

The owner of said lots desires to consolidate the lots into one in advance of a construction project to merge the two existing structures into one. In order to accomplish this, the owner has requested the City vacate its utility easement in the vacated alley.

This easement has never been improved and the City has no foreseeable plans to improve or construct utilities in this area. It is Staff's recommendation that the easement described on Exhibit "A" be vacated.

**Approved By:**

Department Head:

Initial Date  
MBD \ 10/26/16

City Manager:

DRE \ 10/27/16

**ORDINANCE NO.**

AN ORDINANCE APPROVING THE VACATION OF AN EASEMENT LOCATED BETWEEN LOTS 3010 AND 3011 ON HIGH STREET, BETA THETA PI PROPERTY.

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

SECTION 1: Council finds that a vacation request to vacate an easement between Lots 3010 and 3011 on High Street has been made by the owner of the Beta Theta Pi property as part of the consolidation of Lots 3010 and 3011, which easement is described on the document attached hereto as Exhibit "A", and that said request was presented to Council.

SECTION 2: Council finds that there is good cause for the vacation of the easement between Lots 3010 and 3011 on High Street, as described in the document attached hereto as Exhibit "A"; that said vacation of easement is not detrimental to the general public interest.

SECTION 3: Council hereby orders that the easement between Lots 3010 and 3011 on High Street described on the document attached hereto as Exhibit "A" be vacated.

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

\_\_\_\_\_  
MAYOR

ADOPTED:

ATTEST:

\_\_\_\_\_  
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

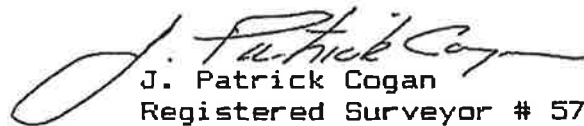
PREPARED BY: LAW (STAFF)

"EXHIBIT A"

## DESCRIPTION FOR ALLEY VACATION FOR THE CITY OF OXFORD

Situate between Lots # 278 and # 279 of the City of Oxford, Butler County, Ohio an alley 16 feet in width is vacated as described as follows: Beginning at a point marking the southeast corner of said Lot # 278 said point being 120.92 feet east of the southwest corner of Lot # 277 of said City; thence due north along the east line of said Lot # 278 a distance of 65 feet to the TRUE POINT OF BEGINNING of the tract herein vacated; thence from said TRUE POINT OF BEGINNING continuing due north 78.66 feet to the northeast corner of said Lot # 278; thence south  $89^{\circ}57'$  east 16.00 feet to the northwest corner of said Lot # 279; thence due south along the west line of said Lot # 279 a distance of 78.64 feet; thence south  $89^{\circ}54'$  west 16.00 feet to the TRUE POINT OF BEGINNING containing 0.053 acre.

I hereby certify this easement description is from a field survey made by me and is correct to the best of my information, knowledge and belief.



J. Patrick Cogan  
Registered Surveyor # 5754  
Oxford, Ohio

August 24, 1993





**ALPHA CHAPTER HOUSE COMPANY**

---

P.O. Box 943  
Oxford, OH 45056

October 24, 2016

Mr. Victor Popescu, P.E.  
City Engineer  
City of Oxford  
Oxford, OH 45056

Dear Mr. Popescu:

It has come to our attention that the City of Oxford has a utility easement that runs in the north-south direction between 200 and 208 East High Street (Lots 3010 and 3011), the use of which may no longer be required. Copies of the plat obtained from the Butler County Recorder's Office website and the easement are attached. On behalf of The Alpha Chapter House Company of the Beta Theta Pi Fraternity, Inc. this letter is to request that the City of Oxford vacate the easement in order to facilitate the fraternity's construction of a walkway connector linking the buildings at 200 and 208 East High Street. Thank you very much for your assistance in reviewing and processing our request. Should you have any questions regarding this matter, please do not hesitate to call our representative, Mr. Randy Kirschner, A.I.A. at 614-600-5872.

Very Truly Yours,

Phil Fernandez  
The Alpha Chapter House Company of the Beta Theta Pi Fraternity, Inc.  
Treasurer

Encl.

CC: P. Fernandez, J. Budde, R. Kirschner, T. Converse, E. Reed



**APPROVED**

AN ORDINANCE APPROVING VACATING OF AN ALLEY LOCATED BETWEEN NEW LOTS 3010 AND 3011 ON HIGH STREET, BETA THETA PI PROPERTY.

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

SECTION 1: Council finds that a petition signed by the owner of property abutting upon the alley between new Lot 3010 and 3011 on High Street, Oxford, Ohio, was presented to this Council, praying that said alley be vacated.

SECTION 2: Council held a public hearing on October 19, 1993, on said petition, notice of such hearing and pendency and prayers of said petition was given, according to the provisions of Revised Code Section 723.04 by publishing the same in a newspaper of general circulation in the City of Oxford, Ohio, for six (6) consecutive weeks.

SECTION 3: Council further finds that there is good cause for such vacation of said alley as prayed for; that said vacation will not be detrimental to the public general interest; and it ought to be made subject to the reservation of a public utility easement.

SECTION 4: Petitioners shall furnish the City a permanent easement reserving to the City a public utility easement of the alley which shall be reviewed and approved by the City Engineer.

SECTION 5: The alley located between new Lot 3010 and 3011 be, and the same is hereby vacated subject to the public utility easement.

SECTION 6: The City Engineer is hereby instructed to have the applicant prepare a vacation plat of said vacated alley; the Clerk of Council is instructed to endorse upon such plat, the action of this Council in vacating such portions of said alley; and to cause the applicant to have said plat and easement recorded at the office of the Recorder of Butler County, Ohio.

SECTION 7: This Ordinance shall take effect at the earliest time allowed by law.

00029036  
Filed for Record in:  
Butler County Ohio  
Joyce B. Thall, Recorder  
On 05/11/1994 At 02:41P  
AGR 18.00  
BOOK 5113 PAGE 128

*William Snavelly*  
MAYOR

**TRANSFER NOT NECESSARY**

**JAMES M. BROWN**

BY 5-11-94 AM DEPT.  
AUDITOR, BUTLER CO., OHIO

00061398  
Filed for Record in:  
Butler County Ohio  
Joyce B. Thall, Recorder  
On 11/01/1994 At 02:03P  
AGR 14.00  
Book 5236 Page 694

ADOPTED: November 16, 1993

ATTEST:

*Douglas L. Brown*  
DEPUTY CLERK OF COUNCIL

INTRODUCED BY: William Snavelly

LAW (STAFF)

**TRANSFER NOT NECESSARY**  
**JAMES M. BROWN**  
**BY 5-11-94 DEPT.**  
**AUDITOR, BUTLER CO., OHIO**

E A S E M E N T

That BETA THETA PI FRATERNITY and THE ALPHA CHAPTER HOUSE COMPANY OF THE BETA THETA PI FRATERNITY, INC. do hereby grant to the CITY OF OXFORD, BUTLER COUNTY, OHIO, a municipal corporation, a permanent easement for purposes of installation of public utilities over and through an alley vacated by the City of Oxford: The legal description for said vacated alley is attached hereto as "Exhibit A" and incorporated herein.

To have and to hold said easement unto the said City of Oxford, Butler County, Ohio, its successors and assigns forever.

It is understood that at such time as the City shall install any utilities, it shall restore said property to its original condition and repair any damage caused hereby.

IN WITNESS WHEREOF, Beta Theta Pi Fraternity has caused these presents to be signed by Robert Cottrell, Administrative Secretary, and The Alpha Chapter House Company of The Beta Theta Pi Fraternity, Inc. has caused these presents to be signed by Jonathan Brandt, President and Thomas C. Fey, Secretary this 30th day of December, 1993.

Signed in the presence of: BETA THETA PI FRATERNITY

Mary E. Sharp

By: Robert Cottrell  
Robert Cottrell, Administrative Secretary

Brenda Fryman

THE ALPHA CHAPTER HOUSE COMPANY OF  
THE BETA THETA PI FRATERNITY, INC.

Charles W. Long

By: Jonathan Brandt  
Jonathan Brandt, President

Mary E. Sharp

By: Thomas C. Fey  
Thomas C. Fey, Secretary

STATE OF OHIO, COUNTY OF BUTLER, SS:

The foregoing instrument was acknowledged before me  
this 30<sup>th</sup> day of December, 1993 by Robert Cottrell,  
Administrative Secretary of Beta Theta Pi Fraternity.

Kristy E. Lorentsen  
Notary Public, State of Ohio  
Kristy E. Lorentsen  
Notary Public, State of Ohio  
My Commission Expires Aug. 16, 1995

STATE OF OHIO, COUNTY OF BUTLER, SS:

The foregoing instrument was acknowledged before me  
this 6<sup>th</sup> day of January, 1994 by Jonathan Brandt,  
President and Thomas C. Fey, Secretary of The Alpha Chapter House  
Company of The Beta Theta Pi Fraternity, Inc.

Ruth T. Cookman  
Notary Public, State of Ohio  
Ruth T. Cookman  
Notary Public, State of Ohio  
My Commission Expires Aug. 14, 1998

This instrument was prepared by:  
Robert E. Fryman, Attorney at Law.

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

Finance  
Originating Department

Council Meeting Of: 11/1/2016

Joe Newlin  
Prepared by

Account Code No. #: N/A

Budgeted Amount: \_\_\_\_\_

10/19/2016  
Date Prepared

Agenda Title: 2017 ANNUAL BUDGET ORDINANCE

Recommendation: Approve

### Discussion:

#### Description of 2017 Budget

The current piece of legislation is a reflection of the information presented to Council at its October 6<sup>th</sup> work session.

Highlights: 2% COLA for all fulltime employees

21.5% decrease Workers Compensation payment for Fire & EMS Fund  
12.5% decrease Workers Compensation payment for all other Funds

Capital Improvement & Equipment Spending \$3,498,200  
- Includes \$2,213,500 for Municipal Facilities improvements

Water Capital Improvement & Equipment Spending \$1,087,400

Waste Water Capital Improvement & Equipment Spending \$592,000

Decreased revenue Refuse Fund 341 by \$61,636 due to reduced overhead cost associated with Landfill Closure Bond being retired.

2% increase in Water & Sewer rates

- In the Employee Benefit Fund (tracks City's self-insured medical plan) Increase in City's contribution for medical insurance from \$1,198 to \$1,275 per employee per month as well as an increase in employee's monthly contribution. This was done to balance revenues to meet anticipated expenses for 2017.

**Approved By:**

**Department Head:**  
**City Manager:**

**Initial** **Date**

*[Signature]* 10/20/16  
*[Signature]* 10/27/16

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, 2017.

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

SECTION 1: To provide for the current expenses and expenditures of the City of Oxford during the fiscal year ending December 31, 2017, the following sums be and they are hereby set aside and appropriated as follows:

GENERAL FUND 110

SECURITY OF PERSONS & PROPERTY

|                          |                |
|--------------------------|----------------|
| Personnel Services       | 4,155,001      |
| Other Services & Charges | <u>955,317</u> |
| Total Appropriation      | 5,110,318      |

PUBLIC HEALTH AND WELFARE

|                          |                |
|--------------------------|----------------|
| Personnel Services       | -              |
| Other Services & Charges | <u>131,064</u> |
| Total Appropriation      | 131,064        |

LEISURE TIME ACTIVITIES

|                          |                |
|--------------------------|----------------|
| Personnel Services       | 1,005,595      |
| Other Services & Charges | <u>431,563</u> |
| Total Appropriation      | 1,437,158      |

COMMUNITY ENVIRONMENT

|                          |                |
|--------------------------|----------------|
| Personnel Services       | 562,169        |
| Other Services & Charges | <u>373,400</u> |
| Total Appropriation      | 935,569        |

GENERAL GOVERNMENT

|                          |                |
|--------------------------|----------------|
| Personnel Services       | 1,010,318      |
| Other Services & Charges | <u>884,061</u> |
| Total Appropriation      | 1,894,379      |

TRANSFERS TO OTHER FUNDS

|                          |                  |
|--------------------------|------------------|
| Personnel Services       | -                |
| Other Services & Charges | <u>1,615,033</u> |
| Total Appropriation      | 1,615,033        |

ADVANCES TO OTHER FUNDS

|                          |                  |
|--------------------------|------------------|
| Personnel Services       | -                |
| Other Services & Charges | <u>1,419,550</u> |
| Total Appropriation      | 1,419,550        |

|                                   |            |
|-----------------------------------|------------|
| TOTAL GENERAL FUND APPROPRIATIONS | 12,543,071 |
|-----------------------------------|------------|

FIRE/EMS FUND 418

|                                    |                |
|------------------------------------|----------------|
| Personnel Services                 | 1,402,067      |
| Other Services & Charges           | <u>691,687</u> |
| TOTAL FIRE/EMS FUND APPROPRIATIONS | 2,093,754      |

STREET FUND 122

|                                  |                |
|----------------------------------|----------------|
| Personnel Services               | 688,953        |
| Other Services & Charges         | <u>208,116</u> |
| TOTAL STREET FUND APPROPRIATIONS | 897,069        |

STATE HIGHWAY IMPROVEMENT FUND 123

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

PARKING FUND 130

|                                   |                |
|-----------------------------------|----------------|
| Personnel Services                | 400,608        |
| Other Services & Charges          | 100,490        |
| Transfer to Other Funds           | <u>196,991</u> |
| TOTAL PARKING FUND APPROPRIATIONS | 698,089        |

PARKING IMPROVEMENT FUND 142

|                                               |               |
|-----------------------------------------------|---------------|
| Other Services & Charges                      | <u>50,000</u> |
| TOTAL PARKING IMPROVEMENT FUND APPROPRIATIONS | 50,000        |

CAPITAL IMPROVEMENT FUNDS

COMMUNITY DEVELOPMENT BLOCK GRANT FUND 126

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

COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND 128

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

CAPITAL EQUIPMENT FUND 140

|                          |                |
|--------------------------|----------------|
| Other Services & Charges | <u>308,200</u> |
| Total Appropriations     | 308,200        |

CAPITAL IMPROVEMENT FUND 141

|                          |                |
|--------------------------|----------------|
| Other Services & Charges | 876,500        |
| Advance to Other Funds   | <u>521,550</u> |
| Total Appropriations     | 1,398,050      |

MUNICIPAL FACILITIES CAPITAL IMPROVEMENT FUND 140

|                          |                  |
|--------------------------|------------------|
| Other Services & Charges | <u>2,213,500</u> |
| Total Appropriations     | 2,213,500        |

OAT CAPITAL IMPROVEMENT FUND 144

|                          |         |
|--------------------------|---------|
| Other Services & Charges | -       |
| Advance to Other Funds   | 668,000 |
| Total Appropriations     | 668,000 |

TOTAL CAPITAL IMPROVEMENT FUND APPROPRIATIONS 4,866,750

WATER FUNDS

WATER (OPERATING) FUND 321

|                          |           |
|--------------------------|-----------|
| Personal Services        | 1,359,412 |
| Other Services & Charges | 645,561   |
| Transfers to Other Funds | 685,616   |
| Total Appropriations     | 2,690,589 |

WATER IMPROVEMENT FUND 322

|                          |         |
|--------------------------|---------|
| Other Services & Charges | 865,000 |
| Total Appropriations     | 865,000 |

WATER CAPACITY FUND – NE 381

|                          |   |
|--------------------------|---|
| Other Services & Charges | - |
| Transfers to Other Funds | - |
| Total Appropriations     | - |

WATER CAPACITY FUND – NW 382

|                          |   |
|--------------------------|---|
| Other Services & Charges | - |
| Transfers to Other Funds | - |
| Total Appropriations     | - |

WATER CAPACITY FUND – SE 383

|                          |         |
|--------------------------|---------|
| Other Services & Charges | -       |
| Transfers to Other Funds | 100,000 |
| Total Appropriations     | 100,000 |

WATER CAPACITY FUND – SW 384

|                          |   |
|--------------------------|---|
| Other Services & Charges | - |
| Transfers to Other Funds | - |
| Total Appropriations     | - |

WATER CAPITAL EQUIPMENT FUND 320

|                          |         |
|--------------------------|---------|
| Other Services & Charges | 222,400 |
| Total Appropriations     | 222,400 |

TOTAL WATER FUNDS APPROPRIATIONS 3,877,989

WASTEWATER FUNDS

## WASTEWATER (OPERATING) FUND 331

|                          |                |
|--------------------------|----------------|
| Personal Services        | 1,535,993      |
| Other Services & Charges | 1,342,003      |
| Transfers to Other Funds | <u>412,095</u> |
| Total Appropriations     | 3,290,091      |

## WASTEWATER IMPROVEMENT FUND 332

|                          |                |
|--------------------------|----------------|
| Other Services & Charges | <u>171,000</u> |
| Total Appropriations     | 171,000        |

## WASTEWATER CAPACITY FUND – NE 391

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

## WASTEWATER CAPACITY FUND – NW 392

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

## WASTEWATER CAPACITY FUND – SE 393

|                          |                |
|--------------------------|----------------|
| Other Services & Charges | -              |
| Transfers to Other Funds | <u>100,000</u> |
| Total Appropriations     | 100,000        |

## WASTEWATER CAPACITY FUND – SW 394

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

## WASTEWATER CAPITAL EQUIPMENT FUND 330

|                          |                |
|--------------------------|----------------|
| Other Services & Charges | <u>421,000</u> |
| Total Appropriations     | 421,000        |

## TOTAL WASTEWATER FUNDS APPROPRIATIONS

3,982,091

STORM WATER FUND 351

|                          |               |
|--------------------------|---------------|
| Personal Services        | -             |
| Other Services & Charges | <u>45,000</u> |

## TOTAL STORM WATER FUND APPROPRIATIONS

45,000

RUFUSE FUNDS

## REFUSE (OPERATING) FUND 341

|                          |               |
|--------------------------|---------------|
| Personal Services        | 175,131       |
| Other Services & Charges | 1,411,700     |
| Transfer to Other Funds  | <u>32,095</u> |
| Total Appropriations     | 1,618,926     |

|                                                    |           |
|----------------------------------------------------|-----------|
| LANDFILL POST-CLOSURE INVESTMENT FUND 353          |           |
| Other Services & Charges                           | 1,200     |
| Transfer to Other Funds                            | -         |
| Total Appropriations                               | 1,200     |
| TOTAL REFUSE FUNDS APPROPRIATIONS                  | 1,620,126 |
| <u>HOTEL &amp; CONVENTION TAX FUND 120</u>         |           |
| Other Services & Charges                           | 216,200   |
| Transfer to Other Funds                            | 13,800    |
| TOTAL HOTEL & CONVENTION TAX FUND APPROPRIATIONS   | 230,000   |
| <u>LIFE SQUAD GIFT FUND 210</u>                    |           |
| Other Services & Charges                           | -         |
| TOTAL LIFE SQUAD GIFT FUND APPROPRIATIONS          | -         |
| <u>AFFORDABLE HOUSING TRUST FUND 212</u>           |           |
| Other Services & Charges                           | -         |
| TOTAL AFFORDABLE HOUSING TRUST FUND APPROPRIATIONS | -         |
| <u>EMPLOYEE BENEFITS FUND 230</u>                  |           |
| Other Services & Charges                           | 2,040,528 |
| Advance to Other Funds                             | 5,000     |
| TOTAL EMPLOYEE BENEFITS FUND APPROPRIATIONS        | 2,045,528 |
| <u>INTERNAL SERVICE FUND 370</u>                   |           |
| Other Services & Charges                           | 265,509   |
| TOTAL INTERNAL SERVICE FUND APPROPRIATIONS         | 265,509   |
| <u>LAW ENFORCEMENT TRUST FUND 410</u>              |           |
| Personnel Services                                 | -         |
| Other Services & Charges                           | 59,000    |
| TOTAL LAW ENFORCEMENT TRUST FUND APPROPRIATIONS    | 59,000    |
| <u>ENFORCEMENT &amp; EDUCATION FUND 412</u>        |           |
| Personnel Services                                 | -         |
| Other Services & Charges                           | 49,403    |
| TOTAL ENFORCEMENT & EDUCATION FUND APPROPRIATIONS  | 49,403    |
| <u>BOARD OF BUILDING STANDARDS FUND 414</u>        |           |
| Other Services & Charges                           | 2,850     |
| TOTAL BOARD OF BLD STANDARDS FUND APPROPRIATIONS   | 2,850     |
| <u>FEMA FUND 416</u>                               |           |
| Personnel Services                                 | -         |
| Other Services & Charges                           | -         |
| Advance to Other Funds                             | -         |
| TOTAL FEMA FUND APPROPRIATIONS                     | -         |

SPECIAL ASSESSMENT FUND 417

|                                              |         |
|----------------------------------------------|---------|
| Other Services & Charges                     | 130,000 |
| TOTAL SPECIAL ASSESSMENT FUND APPROPRIATIONS | 130,000 |

OVI TASK FORCE FUND 419

|                                          |         |
|------------------------------------------|---------|
| Personnel Services                       | 58,640  |
| Other Services & Charges                 | 166,277 |
| Advance to Other Funds                   | 225,000 |
| TOTAL OVI TASK FORCE FUND APPROPRIATIONS | 449,917 |

DEBT SERVICE FUNDS

|                                        |         |
|----------------------------------------|---------|
| 1999 PARKS IMPROVEMENT BOND FUND 152   |         |
| Other Services & Charges               | 307,075 |
| TOTAL DEBT SERVICE FUND APPROPRIATIONS | 307,075 |

|                                  |            |
|----------------------------------|------------|
| TOTAL 2017 BUDGET APPROPRIATIONS | 34,233,421 |
|----------------------------------|------------|

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

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

---

MAYOR

ADOPTED:

ATTEST:

---

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: STAFF

# CITY OF OXFORD

## STAFF SUMMARY REPORT

**Report to the City Manager**

Human Resources

**Originating Department**

**Council Meeting Of:** November 1, 2016

Candi Turpin

**Account Code No. #:** N/A

**Prepared By**

**Budgeted Amount:** N/A

November 1, 2016

**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, 2017 Through December 31, 2017.

**Recommendation:** Approve.

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

Section 1. The Assistant Finance Director position has been corrected to reflect that the position is Non-Civil Service.

Section 1. The Parks & Recreation Department has been amended by removing the part-time positions of Recreation Programs Coordinator and Custodian and placing them in the appropriate section under part-time positions.

Section 1. The Safety Department-Fire Division has amended the Fire Captains' section to reflect an additional Attachment B has been added. Three full-time Firefighters have also been added to this section.

Section 1. The Safety Department – Police Division has amended the Public Safety Communications Officer positions to their new designation of Dispatcher/Clerk and reduced the number of positions from nine (9) to six (6).

Section 1. The Safety Department – Police Division has also eliminated the positions of Properties Custodian and Parking Clerk.

Section 1. The Service Department has been amended by removing the part-time Deputy Director and placing it in the appropriate part-time section.

These changes will result in total authorized personnel of one hundred and eight (108) full time employees.

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

Section 3. Staff is requesting an increase to the maximum compensation of part-time positions by increasing the rate to the nearest dollar amount not to exceed a \$1.00 increase except for the Deputy Service Director and Assistants to the Chief in the Police Department who received 4% increases

due to not having increases for the last two years.

Section 3. Parks& Recreation Department has increased the number of Program/Facility Coordinators by one (1) position for a total of four (4) and has revised the name of the position to "Program Coordinator". In addition, the Recreation Programs Coordinator position has been eliminated.

Section 3. The Safety Department – Police Division has increased the number of Public Safety Assistants to four (4). In addition, the Public Safety Communications Officer has been changed to Dispatcher/Clerk. The Parking Intern position has been eliminated.

Section 4. The Safety Department – Fire Division has added a seasonal pay rate for those Fire/EMS personnel who provide Miami University coverage on a seasonal basis.

Section 6.D. A clause indicating that there is an additional Attachment B is added. This Attachment includes the policies and wage rates for full-time Fire Captains and Firefighters.

Section 7. C. The work "recuperative" has been replaced by "Worker's Compensation".

Attachment A: The pay bands have been increased by 2% for 2017.

Attachment B: This attachment has been added and includes policies and wage rates for full-time Fire Captains and Firefighters.

**Approved By:**

**Department Head:**  
**City Manager:**

**Initial Date**

*[Signature]* 10/26  
*[Signature]* 10/27/16

**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, ~~20156~~-2017 THROUGH DECEMBER 31, ~~20156~~2017.

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<br># of Employees | Pay Band     |
|--------------------------------------------|---------------|---------------------------------|--------------|
| <b>Office of the City Manager</b>          |               |                                 |              |
| 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            |
|                                            |               |                                 |              |
| <b>Economic Development Department</b>     |               |                                 |              |
| Economic Development Director              | NC            | 1                               | 7            |
|                                            |               |                                 |              |
| <b>Finance Department</b>                  |               |                                 |              |
| Finance Director                           | NC            | 1                               | By Contract  |
| Assistant Finance Director                 | NC            | 1                               | 6            |
| Payroll & Benefits Specialist              | C             | 1                               | 5            |
| Finance Specialist                         | C             | 1                               | 5            |
| Accounting Specialist                      | C             | 1                               | 4            |
| Utility Collections Specialist             | C             | 2                               | 4            |
|                                            |               |                                 |              |
| <b>Law Department</b>                      |               |                                 |              |
| Law Director                               | NC            | 1                               | By Contract  |
|                                            |               |                                 |              |
| <b>Parks &amp; Recreation Department</b>   |               |                                 |              |
| 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            |
| <del>Recreation Programs Coordinator</del> | <del>C</del>  | <del>1**</del>                  | <del>3</del> |
| <del>Custodian</del>                       | <del>NC</del> | <del>1**</del>                  | <del>4</del> |

|                                                                  |               |                |               |
|------------------------------------------------------------------|---------------|----------------|---------------|
|                                                                  |               |                |               |
| <b>Community Development Department</b>                          |               |                |               |
| Community Development Director                                   | NC            | 1              | 7             |
| Planner                                                          | C             | 1              | 6             |
| Admin Asst to Director (Tech)                                    | NC            | 1              | 5             |
| Administrative Assistant II                                      | NC            | 2              | 3             |
|                                                                  |               |                |               |
| <b>Safety Department – Fire Division</b>                         |               |                |               |
| Fire Chief/Inspector                                             | NC            | 1              | 7             |
| Fire Captains <i>*See Attachment B</i>                           | <del>CC</del> | <del>33</del>  | <del>66</del> |
| Firefighters <i>*See Attachment B</i>                            | <del>C</del>  | <del>3</del>   | <del>5</del>  |
| Administrative Assistant II                                      | NC            | 1              | 3             |
|                                                                  |               |                |               |
| <b>Safety Department – Police Division</b>                       |               |                |               |
| Police Chief                                                     | NC            | 1              | 7             |
| Police Lieutenant                                                | C             | 2              | By Contract   |
| Police Sergeant                                                  | C             | 6              | By Contract   |
| Police Officer                                                   | C             | 16             | By Contract   |
| Public Safety Assistant                                          | C             | 3              | By Contract   |
| Police Records Specialist                                        | C             | 1              | By Contract   |
| <del>Public Safety Communications Officer/Dispatcher/Clerk</del> | C             | <del>96</del>  | By Contract   |
| Office Manager                                                   | NC            | 1              | 5             |
| <del>Properties Custodian</del>                                  | <del>C</del>  | <del>4</del>   | <del>2</del>  |
| <del>Parking Clerk</del>                                         | <del>NC</del> | <del>4</del>   | <del>2</del>  |
|                                                                  |               |                |               |
| <b>Service Department</b>                                        |               |                |               |
| Service Director                                                 | NC            | 1              | 7             |
| <del>Deputy Director</del>                                       | <del>C</del>  | <del>1**</del> | <del>6</del>  |
| Environmental Specialist                                         | C             | 1              | 5             |
| Administrative Assistant III                                     | NC            | 1              | 4             |
| Custodian                                                        | NC            | 1              | 1             |
|                                                                  |               |                |               |
| <b>Engineering Division</b>                                      |               |                |               |
| City Engineer                                                    | C             | 1              | 6             |
| Engineer-In-Training (EIT)                                       | C             | 1              | 5             |
| Engineering Aide                                                 | C             | 1              | 4             |
|                                                                  |               |                |               |
| <b>Streets and Maintenance Division</b>                          |               |                |               |
| Streets and Maintenance Manager                                  | C             | 1              | 6             |
| Equipment Mechanic                                               | C             | 1              | 5             |
| Parks Maintenance Supervisor                                     | C             | 1              | 5             |
| Street Operations Specialist                                     | C             | 1              | 4             |
| Service Workers                                                  |               | 9              |               |
|                                                                  |               |                |               |
| <b>Wastewater Division</b>                                       |               |                |               |
| <b>Collection</b>                                                |               |                |               |
| Wastewater Collection Manager                                    | C             | 1              | 6             |
| Service Workers                                                  |               | 4              |               |
|                                                                  |               |                |               |

|                                  |    |               |   |
|----------------------------------|----|---------------|---|
| <b>Plant</b>                     |    |               |   |
| 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             |   |
|                                  |    |               |   |
| <b>Water Division</b>            |    |               |   |
| <b>Distribution</b>              |    |               |   |
| Water Distribution Manager       | C  | 1             | 6 |
| Service Workers                  |    | 4             |   |
| <b>Plant</b>                     |    |               |   |
| Water Plant Manager              | C  | 1             | 6 |
| Utility Maintenance Technician   | C  | 1             | 2 |
| Utility Meter Reader             | NC | 1             | 1 |
| Water Plant Operators            |    | 2             |   |
|                                  |    |               |   |
| <b>TOTAL Full-Time Budgeted:</b> |    | <b>111108</b> |   |

**~~\*\*Authorized Part-Time~~**

NC = Non-~~Classified~~~~Classified~~ Employee

C = ~~Classified~~~~Classified~~ Employee

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

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

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

| Position                                                                   | Authorization             | Maximum                                                |
|----------------------------------------------------------------------------|---------------------------|--------------------------------------------------------|
|                                                                            | # of Employees            | Pay Rate                                               |
| <b>Finance Department</b>                                                  |                           |                                                        |
| Accounting Assistant                                                       | 1                         | <del>\$14.00/hr</del> <u>\$15.00/hr</u>                |
|                                                                            |                           |                                                        |
| <b>Parks &amp; Recreation Department</b>                                   |                           |                                                        |
| Park/Recreation Technician                                                 | 5                         | <del>\$11.00/hr</del> <u>\$12.00/hr</u>                |
| Program/ <del>Facility</del> Coordinator                                   | <del>4</del> <u>3</u>     | <del>\$14.00/hr</del> <u>\$15.00/hr</u>                |
| Senior Program Coordinator                                                 | 1                         | \$16.25/hr                                             |
| <del>Recreation Programs Coordinator</del>                                 | <del>1</del>              | <del>\$12.00/hr</del>                                  |
| Custodian                                                                  | 2                         | <del>\$13.00/hr</del> <u>\$14.00/hr</u>                |
|                                                                            |                           |                                                        |
| <b>Service Department</b>                                                  |                           |                                                        |
| Deputy Director                                                            | 1                         | <del>\$38.31/hr</del> <u>\$39.84/hr</u>                |
| Laborers                                                                   | 4                         | <del>\$12.00/hr</del> <u>\$13.00/hr</u>                |
| Streets & Maintenance Division                                             |                           |                                                        |
| Wastewater Collection                                                      |                           |                                                        |
| Water Plant Operators                                                      | 2                         | <del>\$20.66/hr</del> <u>\$21.00/hr</u>                |
|                                                                            |                           |                                                        |
| <b>Safety Department – Fire Division</b>                                   |                           |                                                        |
| Part-Time Firefighters/EMTs                                                | 30                        | <del>Up to \$16.04/hr</del><br><u>\$17.00/hr</u>       |
| Firefighters and/or EMTs                                                   | 64                        | <del>Up to \$16.04/hr</del><br><u>\$17.00/hr</u>       |
| Fire Division Captains                                                     | 3                         | <del>Up to \$17.12/hr</del><br><u>\$18.00/hr</u>       |
| Fire Division Lieutenants                                                  | <del>3</del> <u>1</u>     | <del>Up to \$16.58/hr</del><br><u>\$17.00 per hour</u> |
|                                                                            |                           |                                                        |
|                                                                            |                           |                                                        |
| <b>Safety Department – Police Division</b>                                 |                           |                                                        |
| Assistant To the Chief – Parking & Transportation                          | 1                         | <del>\$25.81/hr</del> <u>\$26.84/hr</u>                |
| Assistant to Chief – Business Liasion                                      | 1                         | <del>\$25.81/hr</del> <u>\$26.84/hr</u>                |
| Police Officer                                                             | 6                         | Contract base pay                                      |
| Public Safety Assistant                                                    | <del>3</del> <u>4</u>     | Contract base pay                                      |
| <del>Public Safety Communications Officer</del><br><u>Dispatcher/Clerk</u> | 4                         | Contract base pay                                      |
| <del>Parking Interns (Reimbursed)</del>                                    | <del>8</del> <u>*</u>     | <u>\$14.00/hr</u>                                      |
|                                                                            |                           |                                                        |
| <b>TOTAL Part-Time Authorized Strength:</b>                                | <del>144</del> <u>136</u> |                                                        |
|                                                                            |                           |                                                        |
| <b>City-Wide</b>                                                           |                           |                                                        |
| Intern/Temporary Part-Time                                                 |                           | \$14.00/hr                                             |

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

| Position                                             | Authorization  | Pay Rate                                |
|------------------------------------------------------|----------------|-----------------------------------------|
|                                                      | # of Employees |                                         |
| <b>Safety Department – Fire Division</b>             |                |                                         |
| <u>Fire/EMS for Miami University Coverage</u>        |                | <u>\$45.00 per hour</u>                 |
| <b>Parks &amp; Recreation Department</b>             |                |                                         |
| Park/Recreation Technician                           | 36             | <del>\$11.00/hr</del> <u>\$11.50/hr</u> |
| Program/ <del>Facility</del> Coordinator             | 3              | <del>\$14.00/hr</del> <u>\$14.50/hr</u> |
|                                                      |                |                                         |
| <b>Service Department</b>                            |                |                                         |
| <b>Street Department</b>                             |                |                                         |
| Laborer                                              | 7              | <del>\$12.00/hr</del> <u>13.00/hr</u>   |
|                                                      |                |                                         |
| <b>Wastewater Division</b>                           |                |                                         |
| <b>Plant</b>                                         |                |                                         |
| Laborer                                              | 1              | <del>\$12.00/hour</del> <u>13.00/hr</u> |
|                                                      |                |                                         |
| <b>Collections</b>                                   |                |                                         |
| Laborer                                              | 1              | <del>\$12.00/hour</del> <u>13.00/hr</u> |
|                                                      |                |                                         |
| <b>Water Division</b>                                |                |                                         |
| <b>Plant</b>                                         |                |                                         |
| Laborer                                              | 1              | <del>\$12.00/hour</del> <u>13.00/hr</u> |
|                                                      |                |                                         |
| <b>TOTAL Seasonal Part-Time Authorized Strength:</b> | <b>49</b>      |                                         |

#### 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 Firefighters. 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 (1500) hours in any given Calendar year or in excess of one hundred-six (106) hours in any pay period.

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

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

## SECTION 7: Employee Benefits

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

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

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

- C. **Sick Leave Incentive.** A full-time, non-contract employee shall receive an incentive of two hundred dollars (\$200.00) per calendar quarter if the employee uses no sick leave during that quarter. Use of any hours, including partial hours, of sick leave will result in the employee receiving no payment for that quarter. Any employee who uses no sick leave for a calendar year shall receive an additional two hundred dollar (\$200.00) incentive. The employee shall receive all such incentive payments at the end of each calendar quarter. Any payment shall reflect applicable federal, state, and local withholdings. Sick leave used for ~~recuperative~~ 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 (~~forty hours per week~~) and Law Director who participates in the City group medical insurance programs, the City will make a per month per employee contribution as determined by the budget during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay a contribution for single coverage or for family coverage, each pay period, with deductions being made from gross pay before taxes resulting in the cost being reduced.

- F. Holiday Schedule.** There shall be fourteen (14) paid holidays for full-time employees as follows: (10 holidays/4 personal days)

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

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

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

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

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

- a) If an employee works the designated holiday, the employee is entitled to:

- 1) One and one-half (1-1/2) times their base  
\_\_\_\_\_ hourly rate for the hours worked, and  
2) a paid day to be taken at another time.

- \_\_\_\_\_ b) If an employee works a true calendar holiday(s) that falls on Saturday or Sunday, the employee is entitled to pay at one and one-half (1-1/2) times the base hourly rate for the hours worked.

**H. Group Life and Accidental Death and Dismemberment Insurance.**

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

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

**I. Longevity Bonus Pay.** Longevity Bonus Pay will only be paid to eligible employees who accrue the required years of service on or before December 31, 201562017-and are full-time employees of the City on or before December 31, 201562017. 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 201562017 shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 201562017. 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 ~~20156~~ 2017, \$1,000 will be budgeted. Depending upon the availability of funds, an employee may be reimbursed for the cost of tuition and required course books for any job-related course, provided that the employee submits a written request for reimbursement on the appropriate form, with a copy of the course description, before taking the class. If only one employee submits a request for a class and receives at least a "B" average in the class, the employee will receive 50% of the amount budgeted. An employee who receives a final grade of "A" will receive 100% of the amount budgeted as reimbursement. Should there be more than one employee requesting tuition reimbursement, the funds will be distributed equally among those employees who have completed their classes and received their final grades as noted above. For example, if three (3) employees submit requests and all three receive a final grade of "A" for their classes, the amount budgeted will be divided among the three and the funds will be distributed equally at the end of the year. Requests for reimbursement should be submitted to the Human Resources Director.

## SECTION 8: Applicability

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

## SECTION 9: Repeal of Conflicting Ordinances

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

\_\_\_\_\_  
MAYOR

ADOPTED: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK OF OXFORD CITY COUNCIL

| INTRODUCED BY: ~~KEVIN MCKEEHANK~~ Kate Rousmaniere

| ~~PREPARED BY: LAW (STAFF)~~

## ATTACHMENT A

# CITY OF OXFORD OHIO

## PAY BANDS (~~2015~~2017)

|                   | <u>MINIMUM</u>               | <u>MAXIMUM</u>                 |
|-------------------|------------------------------|--------------------------------|
| <b>PAY BAND 7</b> |                              |                                |
| Annual            | \$62,358 <del>\$63,605</del> | \$112,091 <del>\$114,333</del> |
| Hourly            | \$29.98 <del>\$30.58</del>   | \$53.89 <del>\$54.97</del>     |
| <b>PAY BAND 6</b> |                              |                                |
| Annual            | \$48,506 <del>\$49,476</del> | \$86,112 <del>\$87,834</del>   |
| Hourly            | \$23.32 <del>\$23.79</del>   | \$41.40 <del>\$42.23</del>     |
| <b>PAY BAND 5</b> |                              |                                |
| Annual            | \$41,538 <del>\$42,369</del> | \$70,012 <del>\$71,412</del>   |
| Hourly            | \$19.97 <del>\$20.37</del>   | \$33.66 <del>\$34.34</del>     |
| <b>PAY BAND 4</b> |                              |                                |
| Annual            | \$36,504 <del>\$37,234</del> | \$59,197 <del>\$60,381</del>   |
| Hourly            | \$17.55 <del>\$17.91</del>   | \$28.46 <del>\$29.03</del>     |
| <b>PAY BAND 3</b> |                              |                                |
| Annual            | \$33,093 <del>\$33,755</del> | \$55,786 <del>\$56,902</del>   |
| Hourly            | \$15.91 <del>\$16.23</del>   | \$26.82 <del>\$27.36</del>     |
| <b>PAY BAND 2</b> |                              |                                |
| Annual            | \$30,950 <del>\$31,569</del> | \$50,232 <del>\$51,237</del>   |
| Hourly            | \$14.88 <del>\$15.18</del>   | \$24.15 <del>\$24.64</del>     |
| <b>PAY BAND 1</b> |                              |                                |
| Annual            | \$27,976 <del>\$28,536</del> | \$45,386 <del>\$46,294</del>   |
| Hourly            | \$13.45 <del>\$13.72</del>   | \$21.82 <del>\$22.26</del>     |



## **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 10<sup>th</sup> anniversary date and thereafter 168 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 10<sup>th</sup> 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 Salary Schedule**

The following salary schedule shall take effect 1/1/2017 for all full-time Fire Captains. Fire Captains who are employed on January 1 of 2017 will receive the amount listed below plus any additional overall adjustment granted by Council.

|             |                 |
|-------------|-----------------|
| <u>2017</u> | <u>\$65,258</u> |
|-------------|-----------------|

2017 Holiday pay check will equal (80 hours total) at \$31.37 per hour or \$2509.60 total.

**Firefighter Salary Schedule**

Any newly hired firefighter in 2017 will be paid the following rate.

|             |                 |
|-------------|-----------------|
| <u>2017</u> | <u>\$53,125</u> |
|-------------|-----------------|

2017 Holiday pay check will equal (80 hours total) at \$25.54 per hour or \$2043.20 total.

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

Finance  
Originating Department

Council Meeting Of: 11/1/2016

Joe Newlin  
Prepared by

Account Code No. #: N/A

Budgeted Amount: \_\_\_\_\_

10/19/2016  
Date Prepared

|                                                     |
|-----------------------------------------------------|
| <b>Agenda Title:</b> 2017 ANNUAL TRANSFER ORDINANCE |
|-----------------------------------------------------|

|                                |
|--------------------------------|
| <b>Recommendation:</b> Approve |
|--------------------------------|

### Discussion:

#### Description of Budgeted Transfers for the 2017 Budget

|                                                                            |            |
|----------------------------------------------------------------------------|------------|
| Transfer from GENERAL FUND 110                                             |            |
| Transfer to STREET FUND 122                                                | 544,613.00 |
| Annual General Fund Financial Support (quarterly)                          |            |
| Transfer from GENERAL FUND 110                                             |            |
| Transfer to CAPITAL IMPROVEMENT FUND 141                                   | 385,000.00 |
| Annual General Fund Financial Support (quarterly)                          |            |
| Transfer from GENERAL FUND 110                                             |            |
| Transfer to PARKS IMPROVEMENT BOND DEBT SERVICE FUND 152                   | 307,075.00 |
| Annual General Fund Debt Service Payment (bi-annual to match debt payment) |            |
| Transfer from GENERAL FUND 110                                             |            |
| Transfer to CAPITAL EQUIPMENT FUND 140                                     | 290,195.00 |
| Annual General Fund Financial Support (quarterly)                          |            |
| Transfer from GENERAL FUND 110                                             |            |
| Transfer to STORM WATER FUND 351                                           | 40,000.00  |
| General Fund Financial Support (1 <sup>st</sup> quarter)                   |            |
| Transfer from GENERAL FUND 110                                             |            |
| Transfer to SPECIAL ASSESSMENT FUND 417                                    | 30,000.00  |

General Fund Financial Support (1<sup>st</sup> 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 CAPITAL IMPROVEMENT FUND 141 | 110,000.00 |

Annual Parking Fund Loan Repayment (quarterly)

|                                          |           |
|------------------------------------------|-----------|
| Transfer from PARKING FUND 130           |           |
| Transfer to PARKING IMPROVEMENT FUND 142 | 32,000.00 |

Annual Parking Fund Financial Support (1<sup>st</sup> quarter)

|                                |           |
|--------------------------------|-----------|
| Transfer from PARKING FUND 130 |           |
| Transfer to GENERAL FUND 110   | 29,711.00 |

Annual Parking Fund Payment for Service department support (quarterly)

|                                |           |
|--------------------------------|-----------|
| Transfer from PARKING FUND 130 |           |
| Transfer to STREET FUND 122    | 25,280.00 |

Annual Parking Fund Financial Support for work performed (quarterly)

|                                                |            |
|------------------------------------------------|------------|
| Transfer from WATER FUND 321                   |            |
| Transfer to WATER CAPITAL IMPROVEMENT FUND 322 | 518,043.00 |

Annual Water Fund Financial Support (1<sup>st</sup> quarter)

|                                              |            |
|----------------------------------------------|------------|
| Transfer from WATER FUND 321                 |            |
| Transfer to WATER CAPITAL EQUIPMENT FUND 320 | 125,478.00 |

Annual Water Fund Financial Support (quarterly)

|                              |           |
|------------------------------|-----------|
| Transfer from WATER FUND 321 |           |
| Transfer to GENERAL FUND 110 | 42,095.00 |

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

|                                                  |            |
|--------------------------------------------------|------------|
| Transfer from WATER CAPACITY BENEFIT SE FUND 383 |            |
| Transfer to WATER CAPITAL IMPROVEMENT FUND 322   | 100,000.00 |

Water CBF – SW Fund Financial Support – Radio Meter Project (1<sup>st</sup> quarter)

|                                                     |            |
|-----------------------------------------------------|------------|
| Transfer from WASTEWATER FUND 331                   |            |
| Transfer to WASTEWATER CAPITAL IMPROVEMENT FUND 332 | 200,000.00 |

Annual Wastewater Fund Financial Support (1<sup>st</sup> quarter)

|                                                   |            |
|---------------------------------------------------|------------|
| Transfer from WASTEWATER FUND 331                 |            |
| Transfer to WASTEWATER CAPITAL EQUIPMENT FUND 330 | 170,000.00 |

Annual Wastewater Fund Financial Support (quarterly)

Transfer from WASTEWATER FUND 331

Transfer to GENERAL FUND 110

42,095.00

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

Transfer from WASTEWATER CAPACITY BENEFIT SE FUND 393

Transfer to WATER CAPITAL IMPROVEMENT FUND 322

100,000.00

Wastewater CBF – SW Fund Financial Support – Radio Meter Project (1<sup>st</sup> quarter)

Transfer from REFUSE FUND 341

Transfer to GENERAL FUND 110

32,095.00

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

Transfer from HOTEL TAX FUND 120

Transfer to GENERAL FUND 110

13,800.00

Annual Hotel Tax Fund Financial Support (monthly)

**Approved By:**

**Department Head:**

**City Manager:**

**Initial Date**

*DRS* 10/19/16  
*DRS* 10/27/16

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED TRANSFERS FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2017.

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

SECTION 1: The following transfers are to be executed for the City of Oxford during the fiscal year ending December 31, 2017, as follows:

Transfer from:

|                                                    |            |
|----------------------------------------------------|------------|
| General Fund 110                                   | 544,613.00 |
| General Fund 110                                   | 385,000.00 |
| General Fund 110                                   | 307,075.00 |
| General Fund 110                                   | 290,195.00 |
| General Fund 110                                   | 40,000.00  |
| General Fund 110                                   | 30,000.00  |
| General Fund 110                                   | 18,150.00  |
| Parking Fund 130                                   | 110,000.00 |
| Parking Fund 130                                   | 32,000.00  |
| Parking Fund 130                                   | 29,711.00  |
| Parking Fund 130                                   | 25,280.00  |
| Water Fund 321                                     | 518,043.00 |
| Water Fund 321                                     | 125,478.00 |
| Water Fund 321                                     | 42,095.00  |
| Water Capacity Benefit – SE Quadrant Fund 383      | 100,000.00 |
| Wastewater Fund 331                                | 200,000.00 |
| Wastewater Fund 331                                | 170,000.00 |
| Wastewater Fund 331                                | 42,095.00  |
| Wastewater Capacity Benefit – SE Quadrant Fund 393 | 100,000.00 |
| Refuse Fund 341                                    | 32,095.00  |
| Hotel Tax Fund 120                                 | 13,800.00  |

Transfer to:

|                                               |            |
|-----------------------------------------------|------------|
| Street Fund 122                               | 544,613.00 |
| Capital Improvement Fund 141                  | 385,000.00 |
| Parks Improvements Bond Debt Service Fund 152 | 307,075.00 |
| Capital Equipment Fund 140                    | 290,195.00 |
| Storm Water Fund 351                          | 40,000.00  |
| Special Assessment Fund 417                   | 30,000.00  |
| Fire/EMS Fund 418                             | 18,150.00  |
| Capital Improvement Fund 141                  | 110,000.00 |
| Parking Improvement Fund 142                  | 32,000.00  |
| General Fund 110                              | 29,711.00  |
| Street Fund 122                               | 25,280.00  |
| Water Capital Improvement Fund 322            | 518,043.00 |
| Water Capital Equipment Fund 320              | 125,478.00 |

|                                       |            |
|---------------------------------------|------------|
| General Fund 110                      | 42,095.00  |
| Water Capital Improvement Fund 322    | 100,000.00 |
| Wastewater Improvement Fund 332       | 200,000.00 |
| Wastewater Capital Equipment Fund 330 | 170,000.00 |
| General Fund 110                      | 42,095.00  |
| Water Capital Improvement Fund 322    | 100,000.00 |
| General Fund 110                      | 32,095.00  |
| General Fund 110                      | 13,800.00  |

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

Finance  
Originating Department

Council Meeting Of: 11/1/2016

Joe Newlin

Prepared by

Account Code No. #: N/A

Budgeted Amount: \_\_\_\_\_

10/19/2016

Date Prepared

|                                                           |
|-----------------------------------------------------------|
| <b>Agenda Title:</b> <b>2017 ANNUAL ADVANCE ORDINANCE</b> |
|-----------------------------------------------------------|

|                                       |
|---------------------------------------|
| <b>Recommendation:</b> <b>Approve</b> |
|---------------------------------------|

## Discussion:

### Description of Budgeted Advances for the 2017 Budget

Advance from GENERAL FUND 110

Advance to CAPITAL IMPROVEMENT FUND 141

- Collins Run Rd Imp & Chestnut Rd Signal

|                                                          |            |
|----------------------------------------------------------|------------|
| Funds to be reimbursed from Ohio Public Works Commission | 521,550.00 |
|----------------------------------------------------------|------------|

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

Advance from GENERAL FUND 110

Advance to OAT CAPITAL IMPROVEMENT FUND 144

- Phase I OAT construction

|                                                                      |            |
|----------------------------------------------------------------------|------------|
| Funds to be reimbursed from ODNR - Clean Ohio Trail Fund & Donations | 668,000.00 |
|----------------------------------------------------------------------|------------|

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

Advance from GENERAL FUND 110

Advance to EMPLOYEE BENEFIT FUND 230

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

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

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

Advance from GENERAL FUND 110

Advance to 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]* 10/18/16  
*[Signature]* 10/27/16

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED ADVANCES FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2017.

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

SECTION 1: The following advances are to be executed for the City of Oxford during the fiscal year ending December 31, 2017, as follows:

Advance from:

|                                  |            |
|----------------------------------|------------|
| General Fund 110                 | 521,550.00 |
| Capital Improvement Fund 141     | 521,550.00 |
| General Fund 110                 | 668,000.00 |
| OAT Capital Improvement Fund 144 | 668,000.00 |
| General Fund 110                 | 5,000.00   |
| Employee Benefit Fund 230        | 5,000.00   |
| General Fund 110                 | 225,000.00 |
| OVI Task Force Fund 419          | 225,000.00 |

Advance to:

|                                  |            |
|----------------------------------|------------|
| Capital Improvement Fund 141     | 521,550.00 |
| General Fund 110                 | 521,550.00 |
| OAT Capital Improvement Fund 144 | 668,000.00 |
| General Fund 110                 | 668,000.00 |
| Employee Benefit Fund 230        | 5,000.00   |
| General Fund 110                 | 5,000.00   |
| 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: LAW (STAFF)

**CITY OF OXFORD  
STAFF SUMMARY REPORT**

Report to City Manager

Finance  
\_\_\_\_\_  
Originating Department

Council Meeting Of :                      11/15/2016

Joe Newlin  
\_\_\_\_\_  
Prepared By

Account Code No. :                      see below

Budgeted Amount :                      \_\_\_\_\_

11/10/2016  
\_\_\_\_\_  
Date Prepared

|                      |                                     |
|----------------------|-------------------------------------|
| <b>Agenda Title:</b> | <b>2016 Supplemental Budget #10</b> |
|----------------------|-------------------------------------|

|                        |                |
|------------------------|----------------|
| <b>Recommendation:</b> | <b>Approve</b> |
|------------------------|----------------|

**Issue 1**

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

Action Needed:

Revenue Side

|                             |           |                                     |
|-----------------------------|-----------|-------------------------------------|
| General Fund (110)          | 25,000.00 | Hotel Tax Receipts                  |
| Hotel Tax Agency Fund (120) | 25,000.00 | Hotel Tax Receipts                  |
| General Fund (110)          | 1,500.00  | Transfer from Hotel Tax Agency Fund |

Expense Side

|                                                       |           |                                           |
|-------------------------------------------------------|-----------|-------------------------------------------|
| Hotel Tax Agency Fund (120)                           | 1,500.00  | Transfer to General Fund (6% of receipts) |
| Net Effect on Fund Balance/(s)<br>Increase/(Decrease) | 50,000.00 |                                           |

**Issue 2**

**To make adjustment to amended budget for health care reimbursements and associated expenditures over the \$75,000 budgeted amount Increased \$58,500**

Action Needed:

Revenue Side

|                         |            |                             |
|-------------------------|------------|-----------------------------|
| Employee Benefits (230) | 162,977.00 | Reimbursements from carrier |
|-------------------------|------------|-----------------------------|

Expense Side

|                                                       |            |                                                              |
|-------------------------------------------------------|------------|--------------------------------------------------------------|
| Employee Benefits (230)                               | 162,977.00 | Appropriation from unencumbered balance for medical expenses |
| Net Effect on Fund Balance/(s)<br>Increase/(Decrease) | -          |                                                              |

**Issue 3**

**To make adjustment to amended budget for unencumberd funds moving \$165,000 from US 27 South project to realign Collins Run Road with Main St. and to install traffic signals at Chestnut / Main & Chestnut / Campus project**

Action Needed:

Revenue Side

NA

Expense Side

|                           |              |                                                                          |
|---------------------------|--------------|--------------------------------------------------------------------------|
| Capital Improvement (141) | (165,000.00) | Decrease appropriation from unencumbered balance for US 27 South project |
| Capital Improvement (141) | 165,000.00   | Appropriation from unencumbered balance for Collins Run Road project     |

|                                                       |   |
|-------------------------------------------------------|---|
| Net Effect on Fund Balance/(s)<br>Increase/(Decrease) | - |
|-------------------------------------------------------|---|

|                                                             |           |
|-------------------------------------------------------------|-----------|
| Total Net Effect on Fund Balance/(s)<br>Increase/(Decrease) | 50,000.00 |
|-------------------------------------------------------------|-----------|

Breakdown by Fund

|                    |           |
|--------------------|-----------|
| General Fund (110) | 26,500.00 |
|--------------------|-----------|

|                                                       |           |
|-------------------------------------------------------|-----------|
| Hotel Tax Agency Fund (120)                           | 23,500.00 |
| Capital Improvement (141)                             | -         |
| Employee Benefits (230)                               | -         |
| Net Effect on Fund Balance/(s)<br>Increase/(Decrease) | 50,000.00 |

Approved By:

Department Head:

City Manager:

| Initials   | Date            |
|------------|-----------------|
| <u>DE</u>  | <u>11/10/16</u> |
| <u>DRE</u> | <u>11/11/16</u> |

**ORDINANCE NO.**

AN ORDINANCE AMENDING ORDINANCE NO. 3335 AND DECLARING IT AN EMERGENCY. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 10 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2016.

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

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

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

|                                  |                   |
|----------------------------------|-------------------|
| General Fund 110                 | 25,000.00         |
| Hotel Tax Agency Fund 120        | 25,000.00         |
| <b>Employee Benefit Fund 230</b> | <b>162,977.00</b> |

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

|                                  |                   |
|----------------------------------|-------------------|
| Hotel Tax Agency Fund 120        | 1,500.00          |
| <b>Employee Benefit Fund 230</b> | <b>162,977.00</b> |
| Capital Improvement Fund 141     | (165,000.00)      |
| Capital Improvement Fund 141     | 165,000.00        |

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

|                           |          |
|---------------------------|----------|
| Transfer from:            |          |
| Hotel Tax Agency Fund 120 | 1,500.00 |

|                  |          |
|------------------|----------|
| Transfer to:     |          |
| General Fund 110 | 1,500.00 |

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

|                  |          |
|------------------|----------|
| General Fund 110 | 1,500.00 |
|------------------|----------|

SECTION 6: In all other respects, Ordinance No. 3335 shall remain in full force and effect.

SECTION 7: This ordinance shall take effect immediately upon its adoption.

\_\_\_\_\_  
MAYOR

ADOPTED: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK OF CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

# CITY OF OXFORD

## STAFF SUMMARY REPORT

**Report to the City Manager**

Human Resources  
**Originating Department**

**Council Meeting Of:** November 15, 2016

**Account Code No. #:** N/A

Candi Turpin  
**Prepared By**

**Budgeted Amount:** N/A

November 10, 2016  
**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, 2017 Through December 31, 2017.

**Recommendation:** Approve.

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

Section 1. The Assistant Finance Director position has been corrected to reflect that the position is Non-Civil Service.

Section 1. The Parks & Recreation Department has been amended by removing the part-time positions of Recreation Programs Coordinator and Custodian and placing them in the appropriate section under part-time positions.

Section 1. The Safety Department-Fire Division has amended the Fire Captains' section to reflect an additional Attachment B has been added. Three full-time Firefighters have also been added to this section.

Section 1. The Safety Department – Police Division has amended the Public Safety Communications Officer positions to their new designation of Dispatcher/Clerk and reduced the number of positions from nine (9) to six (6).

Section 1. The Safety Department – Police Division has also eliminated the positions of Properties Custodian and Parking Clerk.

Section 1. The Service Department has been amended by removing the part-time Deputy Director and placing it in the appropriate part-time section.

These changes will result in total authorized personnel of **one hundred eleven (111) full time employees.**

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

Section 3. Staff is requesting an increase to the maximum compensation of part-time positions by increasing the rate to the nearest dollar amount not to exceed a \$1.00 increase except for the Deputy Service Director and Assistants to the Chief in the Police Department who received 4% increases due to not having increases for the last two years.

Section 3. Parks & Recreation Department has increased the number of Program/Facility Coordinators by one (1) position for a total of four (4) and has revised the name of the position to "Program Coordinator". In addition, the Recreation Programs Coordinator position has been eliminated. **Staff also corrected this section to include three (3) part-time custodians.**

Section 3. The Safety Department – Police Division has increased the number of Public Safety Assistants to four (4). In addition, the Public Safety Communications Officer has been changed to Dispatcher/Clerk. The Parking Intern position has been eliminated.

Section 4. The Safety Department – Fire Division has added a seasonal pay rate for those Fire/EMS personnel who provide Miami University coverage on a seasonal basis.

Section 6.D. A clause indicating that there is an additional Attachment B is added. This Attachment includes the policies and wage rates for full-time Fire Captains and Firefighters.

Section 7. C. The work "recuperative" has been replaced by "Worker's Compensation".

Attachment A: The pay bands have been increased by 2% for 2017.

Attachment B: This attachment has been added and includes policies and wage rates for full-time Fire Captains and Firefighters.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

AK 11/10/16

DRE 11/11/16

**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, ~~2015-2017~~ THROUGH DECEMBER 31, ~~2015~~2017.

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<br># of Employees | Pay Band     |
|--------------------------------------------|---------------|---------------------------------|--------------|
| <b>Office of the City Manager</b>          |               |                                 |              |
| 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            |
|                                            |               |                                 |              |
| <b>Economic Development Department</b>     |               |                                 |              |
| Economic Development Director              | NC            | 1                               | 7            |
|                                            |               |                                 |              |
| <b>Finance Department</b>                  |               |                                 |              |
| Finance Director                           | NC            | 1                               | By Contract  |
| Assistant Finance Director                 | <del>NC</del> | 1                               | 6            |
| Payroll & Benefits Specialist              | C             | 1                               | 5            |
| Finance Specialist                         | C             | 1                               | 5            |
| Accounting Specialist                      | C             | 1                               | 4            |
| Utility Collections Specialist             | C             | 2                               | 4            |
|                                            |               |                                 |              |
| <b>Law Department</b>                      |               |                                 |              |
| Law Director                               | NC            | 1                               | By Contract  |
|                                            |               |                                 |              |
| <b>Parks &amp; Recreation Department</b>   |               |                                 |              |
| 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            |
| <del>Recreation Programs Coordinator</del> | <del>C</del>  | <del>1**</del>                  | <del>3</del> |
| <del>Custodian</del>                       | <del>NC</del> | <del>1**</del>                  | <del>1</del> |

|                                                                  |               |                |               |
|------------------------------------------------------------------|---------------|----------------|---------------|
|                                                                  |               |                |               |
| <b>Community Development Department</b>                          |               |                |               |
| Community Development Director                                   | NC            | 1              | 7             |
| Planner                                                          | C             | 1              | 6             |
| Admin Asst to Director (Tech)                                    | NC            | 1              | 5             |
| Administrative Assistant II                                      | NC            | 2              | 3             |
|                                                                  |               |                |               |
| <b>Safety Department – Fire Division</b>                         |               |                |               |
| Fire Chief/Inspector                                             | NC            | 1              | 7             |
| Fire Captains <i>*See Attachment B</i>                           | <del>CC</del> | <del>33</del>  | <del>66</del> |
| Firefighters <i>*See Attachment B</i>                            | <del>C</del>  | <del>3</del>   | <del>5</del>  |
| Administrative Assistant II                                      | NC            | 1              | 3             |
|                                                                  |               |                |               |
| <b>Safety Department – Police Division</b>                       |               |                |               |
| Police Chief                                                     | NC            | 1              | 7             |
| Police Lieutenant                                                | C             | 2              | By Contract   |
| Police Sergeant                                                  | C             | 6              | By Contract   |
| Police Officer                                                   | C             | 16             | By Contract   |
| Public Safety Assistant                                          | C             | 3              | By Contract   |
| Police Records Specialist                                        | C             | 1              | By Contract   |
| <del>Public Safety Communications Officer/Dispatcher/Clerk</del> | C             | <del>96</del>  | By Contract   |
| Office Manager                                                   | NC            | 1              | 5             |
| <del>Properties Custodian</del>                                  | <del>G</del>  | <del>4</del>   | <del>2</del>  |
| <del>Parking Clerk</del>                                         | <del>NG</del> | <del>4</del>   | <del>2</del>  |
|                                                                  |               |                |               |
| <b>Service Department</b>                                        |               |                |               |
| Service Director                                                 | NC            | 1              | 7             |
| <del>Deputy Director</del>                                       | <del>G</del>  | <del>4**</del> | <del>6</del>  |
| Environmental Specialist                                         | C             | 1              | 5             |
| Administrative Assistant III                                     | NC            | 1              | 4             |
| Custodian                                                        | NC            | 1              | 1             |
|                                                                  |               |                |               |
| <b>Engineering Division</b>                                      |               |                |               |
| City Engineer                                                    | C             | 1              | 6             |
| Engineer-In-Training (EIT)                                       | C             | 1              | 5             |
| Engineering Aide                                                 | C             | 1              | 4             |
|                                                                  |               |                |               |
| <b>Streets and Maintenance Division</b>                          |               |                |               |
| Streets and Maintenance Manager                                  | C             | 1              | 6             |
| Equipment Mechanic                                               | C             | 1              | 5             |
| Parks Maintenance Supervisor                                     | C             | 1              | 5             |
| Street Operations Specialist                                     | C             | 1              | 4             |
| Service Workers                                                  |               | 9              |               |
|                                                                  |               |                |               |
| <b>Wastewater Division</b>                                       |               |                |               |
| <b>Collection</b>                                                |               |                |               |
| Wastewater Collection Manager                                    | C             | 1              | 6             |
| Service Workers                                                  |               | 4              |               |
|                                                                  |               |                |               |

|                                  |    |                          |   |
|----------------------------------|----|--------------------------|---|
| <b>Plant</b>                     |    |                          |   |
| 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                        |   |
|                                  |    |                          |   |
| <b>Water Division</b>            |    |                          |   |
| <b>Distribution</b>              |    |                          |   |
| Water Distribution Manager       | C  | 1                        | 6 |
| Service Workers                  |    | 4                        |   |
| <b>Plant</b>                     |    |                          |   |
| Water Plant Manager              | C  | 1                        | 6 |
| Utility Maintenance Technician   | C  | 1                        | 2 |
| Utility Meter Reader             | NC | 1                        | 1 |
| Water Plant Operators            |    | 2                        |   |
|                                  |    |                          |   |
| <b>TOTAL Full-Time Budgeted:</b> |    | <b><del>141</del>111</b> |   |

**~~\*\*Authorized Part-Time~~**

NC = Non-~~Classified~~~~Classified~~ Employee

C = ~~Classified~~ ~~Classified~~ Employee

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

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

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



| Position                                                                       | Authorization<br># of Employees | Maximum<br>Pay Rate                                    |
|--------------------------------------------------------------------------------|---------------------------------|--------------------------------------------------------|
| <b>Finance Department</b>                                                      |                                 |                                                        |
| Accounting Assistant                                                           | 1                               | <del>\$14.00/hr</del> <u>\$15.00/hr</u>                |
|                                                                                |                                 |                                                        |
| <b>Parks &amp; Recreation Department</b>                                       |                                 |                                                        |
| Park/Recreation Technician                                                     | 5                               | <del>\$11.00/hr</del> <u>\$12.00/hr</u>                |
| Program/ <del>Facility</del> Coordinator                                       | <del>43</del>                   | <del>\$14.00/hr</del> <u>\$15.00/hr</u>                |
| Senior Program Coordinator                                                     | 1                               | \$16.25/hr                                             |
| <del>Recreation Programs Coordinator</del>                                     | <del>4</del>                    | <del>\$12.00/hr</del>                                  |
| Custodian                                                                      | <del>23</del>                   | <del>\$13.00/hr</del> <u>\$14.00/hr</u>                |
|                                                                                |                                 |                                                        |
| <b>Service Department</b>                                                      |                                 |                                                        |
| Deputy Director                                                                | 1                               | <del>\$38.31/hr</del> <u>\$39.84/hr</u>                |
| Laborers                                                                       | 4                               | <del>\$12.00/hr</del> <u>\$13.00/hr</u>                |
| Streets & Maintenance Division                                                 |                                 |                                                        |
| Wastewater Collection                                                          |                                 |                                                        |
| Water Plant Operators                                                          | 2                               | <del>\$20.66/hr</del> <u>\$21.00/hr</u>                |
|                                                                                |                                 |                                                        |
| <b>Safety Department – Fire Division</b>                                       |                                 |                                                        |
| Part-Time Firefighters/EMTs                                                    | 30                              | <del>Up to \$16.04/hr</del><br><u>\$17.00/hr</u>       |
| Firefighters and/or EMTs                                                       | 64                              | <del>Up to \$16.04/hr</del><br><u>\$17.00/hr</u>       |
| Fire Division Captains                                                         | 3                               | <del>Up to \$17.12/hr</del><br><u>\$18.00/hr</u>       |
| Fire Division Lieutenants                                                      | <del>31</del>                   | <del>Up to \$16.58/hr</del><br><u>\$17.00 per hour</u> |
|                                                                                |                                 |                                                        |
|                                                                                |                                 |                                                        |
| <b>Safety Department – Police Division</b>                                     |                                 |                                                        |
| Assistant To the Chief – Parking & Transportation                              | 1                               | <del>\$25.81/hr</del> <u>\$26.84/hr</u>                |
| Assistant to Chief – Business Liasion                                          | 1                               | <del>\$25.81/hr</del> <u>\$26.84/hr</u>                |
| Police Officer                                                                 | 6                               | Contract base pay                                      |
| Public Safety Assistant                                                        | <del>34</del>                   | Contract base pay                                      |
| <del>Public Safety Communications Officer</del><br><del>Dispatcher/Clerk</del> | 4                               | Contract base pay                                      |
| <del>Parking Interns (Reimbursed)</del>                                        | <del>8*</del>                   | <del>\$14.00/hr</del>                                  |
|                                                                                |                                 |                                                        |
| <b>TOTAL Part-Time Authorized Strength:</b>                                    | <del>144</del> <u>136</u>       |                                                        |
|                                                                                |                                 |                                                        |
| <b>City-Wide</b>                                                               |                                 |                                                        |
| Intern/Temporary Part-Time                                                     |                                 | \$14.00/hr                                             |

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

| Position                                             | Authorization  | Pay Rate                                  |
|------------------------------------------------------|----------------|-------------------------------------------|
|                                                      | # of Employees |                                           |
| <b>Safety Department – Fire Division</b>             |                |                                           |
| <u>Fire/EMS for Miami University Coverage</u>        |                | <u>\$45.00 per hour</u>                   |
| <b>Parks &amp; Recreation Department</b>             |                |                                           |
| Park/Recreation Technician                           | 36             | <del>\$11.00/hr</del> <u>\$11.50/hr</u>   |
| Program/ <del>Facility</del> Coordinator             | 3              | <del>\$14.00/hr</del> <u>\$14.50/hr</u>   |
|                                                      |                |                                           |
| <b>Service Department</b>                            |                |                                           |
| <b>Street Department</b>                             |                |                                           |
| Laborer                                              | 7              | <del>\$12.00/hr</del> <u>\$13.00/hr</u>   |
|                                                      |                |                                           |
| <b>Wastewater Division</b>                           |                |                                           |
| <b>Plant</b>                                         |                |                                           |
| Laborer                                              | 1              | <del>\$12.00/hour</del> <u>\$13.00/hr</u> |
|                                                      |                |                                           |
| <b>Collections</b>                                   |                |                                           |
| Laborer                                              | 1              | <del>\$12.00/hour</del> <u>\$13.00/hr</u> |
|                                                      |                |                                           |
| <b>Water Division</b>                                |                |                                           |
| <b>Plant</b>                                         |                |                                           |
| Laborer                                              | 1              | <del>\$12.00/hour</del> <u>\$13.00/hr</u> |
|                                                      |                |                                           |
| <b>TOTAL Seasonal Part-Time Authorized Strength:</b> | <b>49</b>      |                                           |

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 Firefighters. 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 (1500) hours in any given Calendar year or in excess of one hundred-six (106) hours in any pay period.

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

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

## SECTION 7: Employee Benefits

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

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

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

- C. **Sick Leave Incentive.** A full-time, non-contract employee shall receive an incentive of two hundred dollars (\$200.00) per calendar quarter if the employee uses no sick leave during that quarter. Use of any hours, including partial hours, of sick leave will result in the employee receiving no payment for that quarter. Any employee who uses no sick leave for a calendar year shall receive an additional two hundred dollar (\$200.00) incentive. The employee shall receive all such incentive payments at the end of each calendar quarter. Any payment shall reflect applicable federal, state, and local withholdings. Sick leave used for ~~recuperative~~ 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 (~~forty hours per week~~) and Law Director who participates in the City group medical insurance programs, the City will make a per month per employee contribution as determined by the budget during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay a contribution for single coverage or for family coverage, each pay period, with deductions being made from gross pay before taxes resulting in the cost being reduced.

- F. Holiday Schedule.** There shall be fourteen (14) paid holidays for full-time employees as follows: (10 holidays/4 personal days)

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

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

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

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

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

- a) If an employee works the designated holiday, the employee is entitled to:

- 1) One and one-half (1-1/2) times their base  
\_\_\_\_\_ hourly rate for the hours worked, and  
2) a paid day to be taken at another time.

- \_\_\_\_\_ b) If an employee works a true calendar holiday(s) that falls on Saturday or Sunday, the employee is entitled to pay at one and one-half (1-1/2) times the base hourly rate for the hours worked.

**H. Group Life and Accidental Death and Dismemberment Insurance.**

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

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

**I. Longevity Bonus Pay.** Longevity Bonus Pay will only be paid to eligible employees who accrue the required years of service on or before December 31, 201562017-and are full-time employees of the City on or before December 31, 201562017. 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 201562017 shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 201562017. 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 ~~20156~~ 2017, \$1,000 will be budgeted. Depending upon the availability of funds, an employee may be reimbursed for the cost of tuition and required course books for any job-related course, provided that the employee submits a written request for reimbursement on the appropriate form, with a copy of the course description, before taking the class. If only one employee submits a request for a class and receives at least a "B" average in the class, the employee will receive 50% of the amount budgeted. An employee who receives a final grade of "A" will receive 100% of the amount budgeted as reimbursement. Should there be more than one employee requesting tuition reimbursement, the funds will be distributed equally among those employees who have completed their classes and received their final grades as noted above. For example, if three (3) employees submit requests and all three receive a final grade of "A" for their classes, the amount budgeted will be divided among the three and the funds will be distributed equally at the end of the year. Requests for reimbursement should be submitted to the Human Resources Director.

## SECTION 8: Applicability

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

## SECTION 9: Repeal of Conflicting Ordinances

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

\_\_\_\_\_  
MAYOR

ADOPTED: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: ~~KEVIN MCKEEHANK~~ Kate Rousmaniere

~~PREPARED BY: LAW (STAFF)~~

## ATTACHMENT A

# CITY OF OXFORD OHIO

## PAY BANDS (~~2015~~2017)

|                   | <u>MINIMUM</u>                      | <u>MAXIMUM</u>                        |
|-------------------|-------------------------------------|---------------------------------------|
| <b>PAY BAND 7</b> |                                     |                                       |
| Annual            | <del>\$62,358</del> <u>\$63,605</u> | <del>\$112,091</del> <u>\$114,333</u> |
| Hourly            | <del>\$29.98</del> <u>\$30.58</u>   | <del>\$53.89</del> <u>\$54.97</u>     |
| <b>PAY BAND 6</b> |                                     |                                       |
| Annual            | <del>\$48,506</del> <u>\$49,476</u> | <del>\$86,112</del> <u>\$87,834</u>   |
| Hourly            | <del>\$23.32</del> <u>\$23.79</u>   | <del>\$41.40</del> <u>\$42.23</u>     |
| <b>PAY BAND 5</b> |                                     |                                       |
| Annual            | <del>\$41,538</del> <u>\$42,369</u> | <del>\$70,012</del> <u>\$71,412</u>   |
| Hourly            | <del>\$19.97</del> <u>\$20.37</u>   | <del>\$33.66</del> <u>\$34.34</u>     |
| <b>PAY BAND 4</b> |                                     |                                       |
| Annual            | <del>\$36,504</del> <u>\$37,234</u> | <del>\$59,197</del> <u>\$60,381</u>   |
| Hourly            | <del>\$17.55</del> <u>\$17.91</u>   | <del>\$28.46</del> <u>\$29.03</u>     |
| <b>PAY BAND 3</b> |                                     |                                       |
| Annual            | <del>\$33,093</del> <u>\$33,755</u> | <del>\$55,786</del> <u>\$56,902</u>   |
| Hourly            | <del>\$15.91</del> <u>\$16.23</u>   | <del>\$26.82</del> <u>\$27.36</u>     |
| <b>PAY BAND 2</b> |                                     |                                       |
| Annual            | <del>\$30,950</del> <u>\$31,569</u> | <del>\$50,232</del> <u>\$51,237</u>   |
| Hourly            | <del>\$14.88</del> <u>\$15.18</u>   | <del>\$24.15</del> <u>\$24.64</u>     |
| <b>PAY BAND 1</b> |                                     |                                       |
| Annual            | <del>\$27,976</del> <u>\$28,536</u> | <del>\$45,386</del> <u>\$46,294</u>   |
| Hourly            | <del>\$13.45</del> <u>\$13.72</u>   | <del>\$21.82</del> <u>\$22.26</u>     |