



AGENDA

OXFORD CITY COUNCIL

COURTHOUSE

TUESDAY, NOVEMBER 15, 2022

1. Roll Call.

William Snavelly, Mayor

Chantel Raghu, Vice-Mayor
Jason Bracken
Glenn Ellerbe

Amber Franklin
Alex French
David Prytherch

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, 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.

3. Public Participation.

- A. Proclamation – “Native American Heritage Month” pg 5
- B. Presentation- BCRTA Ms. Shawn Cowan, Communications and Outreach Manager
- C. Notice of Legislative Authority- Transfer of permits D5 and D6 to Weisman Enterprises Holdings INC 151 W High St. Oxford, OH 45056 pg 6
- D. 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.

All matters under the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

- A. Minutes of the November 1, 2022, City Council Work Session Meeting (Heather Barbour, Clerk of Council) pg 8
- B. Minutes of the November 1, 2022, City Council Meeting (Heather Barbour, Clerk of Council) pg 25
- C. Report regarding the November 2, 2022, Environmental Commission Meeting (Mike Dreisbach, Service Director) pg 53
- D. A Resolution authorizing the City Manager to close Lot 52 each Saturday in 2023 from 5:30 A.M. until 1:00 P.M. to permit the operation of the Farmers Market within Lot 52 during said times. (Jessica Greene, Assistant City Manager) pg 57

5. Resolutions.

1. A Resolution authorizing the City Manager to enter into an agreement with the Oxford Cemetery Association to assume the management and operations of the Oxford Cemetery. (Doug Elliott, City Manager) pg 66
2. A Resolution authorizing the City Manager to enter into a contract with Montrose Auto Group for the purchase of three (3) Ford Interceptor Utility Vehicles with specified options at State Contract Pricing at a cost not to exceed \$132,049.17. (Geoffrey Robinson, Police Lieutenant) pg 70

6. Ordinances.

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

A. First Reading.

1. An Ordinance amending Ordinance No. 3654 Supplemental Budget Ordinance Number 9 to make supplemental appropriations for fiscal year 2022 and declaring an emergency. (Joe Newlin, Finance Director) pg 75

B. Second Reading

1. An Ordinance to make appropriations for current expenses and other expenditures of the City of Oxford, State of Ohio, during the fiscal year ending December 31, 2023. (Joe Newlin, Finance Director) pg 79
2. An Ordinance outlining budgeted advances for the City of Oxford, State of Ohio, during the fiscal year ending December 31, 2023. (Joe Newlin, Finance Director) pg 88
3. An Ordinance outlining budgeted transfers for the City of Oxford, State of Ohio, during the fiscal year ending December 31, 2023. (Joe Newlin, Finance Director) pg 92
4. An Ordinance to adopt fees and charges for the fiscal year 2023. (Joe Newlin, Finance Director) pg 98

5. An Ordinance establishing salaries and certain benefits for salaried and hourly full-time and part-time employees within the service of the City of Oxford, Ohio, paid from January 1, 2023, through December 31, 2023. (Jessica Greene, Assistant City Manager) pg 114
6. An Ordinance amending Chapter 935 trees, shrubs, and other plants by adding Section 935.191 Managed Natural Lawn Area. (Councilor Bracken) pg 130

7. A. Announcements & Communications.

1. Remarks from City Council and City staff.

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.

2. Future Meetings.

(Note: Meetings are held at the Court House unless otherwise indicated.)

WED – Nov. 16	Comprehensive Plan Public Open House 6:00 p.m. Talawanda Middle School
THUR – Nov. 17	Climate Action Steering Committee Meeting 8:30 a.m. Municipal Building
THUR – Nov. 17	Police Community Relations & Review Commission Meeting 7:00 p.m.
MON – Nov. 21	Housing Advisory Commission Meeting 3:30 p.m. LCNB Community Room
TUES – Nov. 22	Board of Zoning Appeals Meeting 6:30 p.m.
THUR – Nov. 24	Holiday - City Offices Closed
FRI – Nov. 25	Holiday - City Offices Closed
TUES – Dec. 6	City Council Meeting 7:30 p.m.
WED – Dec. 7	Environmental Commission Meeting 7:00 p.m. Municipal Building
MON – Dec. 12	Parking & Transportation Advisory Board Meeting 9:30 a.m. Municipal Building
MON – Dec. 12	Recreation Board Meeting 11:30 a.m. Municipal Building
TUES – Dec. 13	Public Arts Commission Meeting 4:30 p.m. Municipal Building
TUES – Dec. 13	Planning Commission Meeting 7:00 p.m.
WED – Dec. 14	Historic & Architectural Preservation Commission Meeting 6:15 p.m.
THUR – Dec. 15	Climate Action Steering Committee Meeting 8:30 a.m. Municipal Building
MON – Dec. 19	Housing Advisory Commission Meeting 3:30 p.m. LCNB Community Room
TUES – Dec. 20	City Council Meeting 7:30 p.m.
FRI – Dec. 23	Holiday - City Offices Closed
MON- Dec. 26	Holiday - City Offices Closed
TUES – Dec. 27	Board of Zoning Appeals Meeting 6:30 p.m.

8. Adjourn.

Office of the Mayor

Proclamation

Whereas:

Native American Heritage Month is observed by acknowledging the contributions of Native Americans long before the formation of the United States, which we recognize as inextricably woven into the history of this country; and

WHEREAS, Native Americans have influenced every stage of America's development since helping early European settlers survive and thrive in a new land; and

WHEREAS, Native Americans have shared their rich history, culture, traditions, and respect for nature, passed down throughout generations; and

WHEREAS, The City of Oxford and Miami University are located within the traditional homelands of the Myaamia and Shawnee people; and

WHEREAS, In 1972, Miami University and the Miami Tribe of Oklahoma formed a relationship that has evolved into a mutual partnership; and

WHEREAS, This year the University and the Tribe celebrate 50 years of their unique relationship, its significance, and how they have been partners in learning throughout the years.

NOW, THEREFORE, I, William B. Snively, Mayor of the City of Oxford, Ohio, do hereby proclaim November 1 thru November 30, 2022, as:

"NATIVE AMERICAN HERITAGE MONTH"

in the City of Oxford and urge all citizens to celebrate the rich cultures of the indigenous people, honor their sacrifices, acknowledge the unique challenges Native Americans face, historically and present, and recognize their continued significance in our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 15th day of November 2022.

WILLIAM B. SNAVELY, MAYOR



STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Heather Barbour
DATE PREPARED:	11.7.22
COUNCIL MEETING DATE:	11.15.22
AGENDA TITLE:	Notice of Legislative Authority- Transfer of permits D5 and D6 to Weisman Enterprises Holdings INC 151 W High Street, Oxford, OH 45056.
COUNCIL GOAL AREA:	Economic Development
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRC</i> 11.8.22

DISCUSSION:

The permit transfers are for:

D5 - SPIRITUOUS LIQUOR FOR ON-PREMISES CONSUMPTION ONLY, BEER, WINE, AND MIXED BEVERAGES FOR ON-PREMISES OR OFF-PREMISES IN ORIGINAL SEALED CONTAINERS UNTIL 2:30 AM.

D6- SALE OF INTOXICATING LIQUOR ON SUNDAY BETWEEN THE HOURS OF 10:00 AM OR 11:00 AM AND MIDNIGHT.

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

94889200006		TRFL	WEISMAN ENTERPRISES HOLDINGS INC 151 W HIGH ST OXFORD OH 45056
PERMIT NUMBER		TYPE	
06	01	2021	
ISSUE DATE			
03	29	2022	
FILING DATE			
D5 D6			
PERMIT CLASSES			
09	088	A	F27465
TAX DISTRICT			RECEIPT NO.

FROM 11/07/2022

94889200005			WEISMAN ENTERPRISES HOLDINGS INC DBA 45 EAST BAR & GRILL 1ST FL & BSMT & PATIO ONLY 45 E HIGH ST OXFORD OHIO 45056
PERMIT NUMBER		TYPE	
06	01	2021	
ISSUE DATE			
03	29	2022	
FILING DATE			
D5 D6			
PERMIT CLASSES			
09	088		
TAX DISTRICT			RECEIPT NO.

RECEIVED
RECEIVED NOV 07 2022

City of Oxford



MAILED 11/07/2022

RESPONSES MUST BE POSTMARKED NO LATER THAN. 12/08/2022

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 TRFL 9488920-0006**

(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
15 SOUTH COLLEGE AVE
OXFORD OHIO 45056



OXFORD CITY COUNCIL Work Session Minutes

Tuesday, November 1, 2022

Roll Call

William Snavelly Mayor	Chantel Raghu Vice Mayor
Jason Bracken	Amber Franklin
Alex French	Glenn Ellerbe
David Prytherch	

A work session meeting of the Oxford City Council was called to order by Mayor William Snavelly on Tuesday, November 1, 2022, at 6:30 p.m. Members in attendance were David Prytherch, Alex French, Jason Bracken, Chantel Raghu, and Glenn Ellerbe. Amber Franklin arrived at 6:32 pm.

Staff Members in Attendance

Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Mike Dreisbach, Service Director; Mr. Sam Perry, Community Development Director; Mr. Ben Mazer, Assistant Law Director; Mr. Joe Newlin, Finance Director; Mr. John Jones, Police Chief; Mr. Casey Wooddell, Parks and Recreation Director; Mr. John Detherage, Fire Chief; Mr. Geoff Robinson, Police Lieutenant; and Ms. Heather Barbour, Clerk of Council.

Motion to Approve the Agenda.

(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE #6

NAY #0

ABS # 0

Presentation- Draft Housing Approach

Ms. Greene presented the Draft Housing Approach, which included information on the following:

- Work toward increasing the capacity of affordable housing.
- Prevention and work to keep people housed.
- Work to protect the unhoused and find sustainable solutions.

Ms. Greene addressed questions and comments from Council members. Mayor Snively thanked Ms. Greene and City Staff for the presentation.

(Slides included)

Discussion – Uptown Business Discussion

Mr. Perry spoke about property maintenance, zoning, and a possible business registry. Ms. Greene spoke about special assessment districts. Ms. Greene and Mr. Perry addressed questions and comments from Council members. Mayor Snively thanked Ms. Greene and Mr. Perry for their presentations.

Adjournment

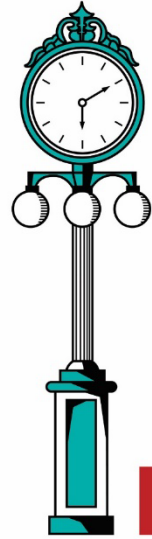
Motion to Adjourn Meeting at 7:29 p.m.

(Voice Vote) 1st Mr. Prytherch 2nd Ms. Raghu

AYE #7

NAY #0

ABS # 0



City of
Oxford OHIO

HOME OF MIAMI UNIVERSITY

DRAFT Housing Approach

What We've Heard:

- Work toward increasing capacity of affordable housing.
- Don't forget prevention and work to keep people housed.
- Work to protect the unhoused and find sustainable solutions.

What We've Been Doing:

- Attending classes on affordable housing and increasing capacity.
- Research- reading articles and looking for evidenced based models.
- Talking with other cities-what is working, what is not, lessons learned.
- Interviewing nonprofits- what are their models? What do they have the best success with? Capacity to serve Oxford?
- Drafting ideas that include sustainable models.

What Do We Recommend?

Homeless Prevention:

- Continue to work with the Family Resource Center on their prevention efforts.
- They work to *keep people housed* through rental, utility and eviction remediation assistance.
 - City contribution: \$48,600/yr
 - STR estimated contribution: \$20K/yr (*donated \$25K from ARPA in 2022 while we wait for this fund to build*)
 - This could be pivoted to another housing response if deemed necessary.

Goal: Help XXXX individuals/families remain housed.

Homeless Response-Short Term

2022-2023

\$50K from ARPA for housing case management

- 4 months- operate hotel as cold shelter
- 8 months of working with local and county resources to help homeless find housing.

Note: Must be able to address staffing challenges at FRC or find a new nonprofit partner to manage.

Community groups to raise additional \$50K for sheltering costs at hotel

Goal: Help XXXX individuals/families who are homeless have shelter.

Homeless Response-Longer Term

2023 and beyond

- \$50K from General Fund (trade a CIP project to be offset with CDBG grant). Annually for 5 years for case management.
- Apply for grant to build our own **Permanent Supportive Housing**. Suggested: 6 micro units at an estimated cost of \$300K
 - Each person/family is assigned to case manager who checks in regularly for ongoing support.
 - When individuals are stabilized, case manager helps them move into independent affordable housing

Goal: Develop permanent supportive housing program to serve XXXX individuals/families who are homeless.

Pallet Homes Concept



- Need cost estimates for construction and utilities.
- Need nonprofit to lead case management and manage facility.

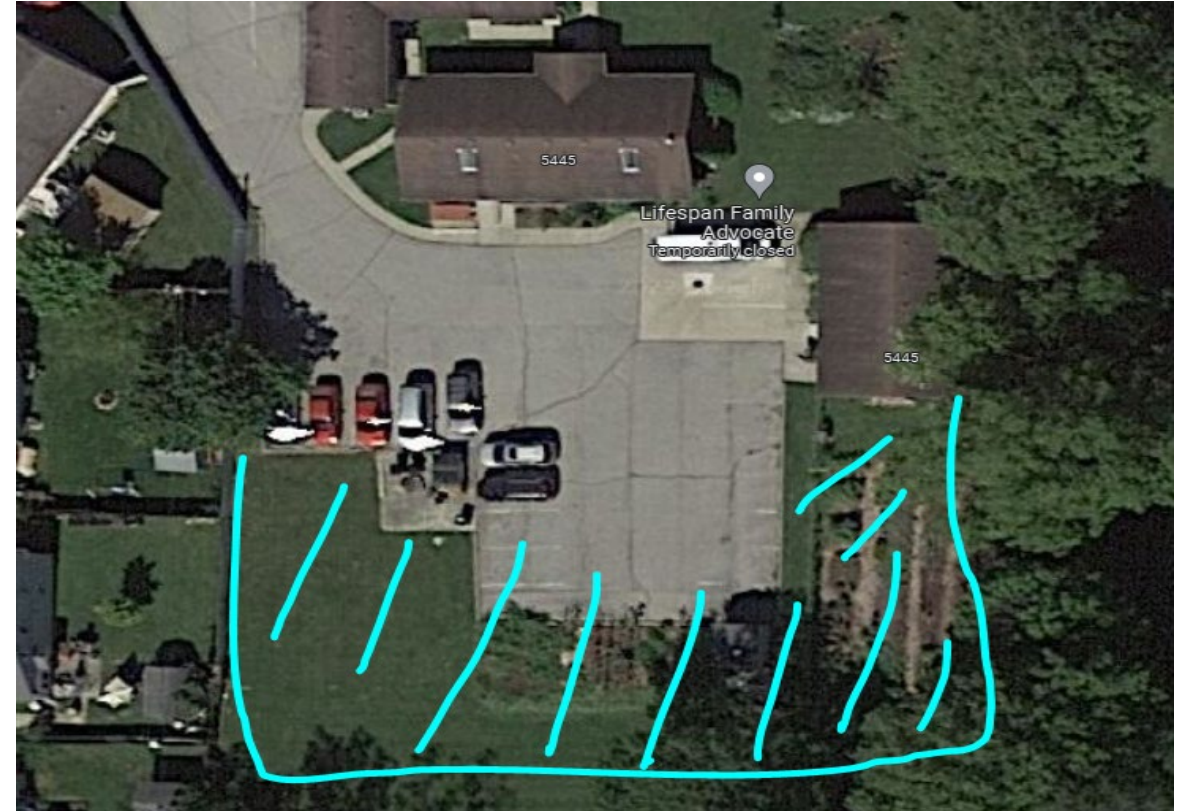
8x20' Modular Unit Concept



Possible Location:

Need FRC permission to build here.

Close proximity to food and case management supports.



Affordable Housing:

- Encourage mixed income developments by acquiring land and modernizing zoning code to allow for increased density.
 - This action item is in the draft comp plan as well.
- **Leverage dollars through public-private-nonprofit partnerships.**
 - City can leverage affordable housing by providing free land (CLT) that a non profit or private developer then gets financing for and develops.
 - Need to use ARPA funds by 2026- construction will be hard by then.

Goal: Create 100 new units of affordable housing for individuals/families up to 80% AMI.

Recommendations:

- Purchase 2+ acre parcels around town with most of remaining ARPA funds dedicated to housing.
- Modernize zoning code to increase density in certain parts of town for city lead and private developments.
- Work with new non profit partner to seek funding and partnership to develop parcels of land that the city acquires or already owns as ***mixed income developments***.
- Hold off on approved site plan for 47 acres and instead go directly to RFP for mixed use development when we're ready.
- Pivot Hester Road Project to higher density-donate a portion of ARPA for their site preparations.
- Ask Habitat for Humanity to consider high density projects.

Change zoning on certain parcels to allow for:



Other density ideas:





Reality:

- This will be challenging and take political will. Some residents will have strong concerns.
- These projects will take a lot of time. This may limit progress in other sectors.
- Before going much further on these projects, staff want to assure support of Council.



OXFORD CITY COUNCIL Meeting Minutes

Tuesday, November 1, 2022
[Link for website video here](#)
Full Transcript available upon request.

Roll Call TIME 00:00

William Snavelly Mayor	Chantel Raghu Vice Mayor
Jason Bracken	Amber Franklin
Alex French	Glenn Ellerbe
David Prytherch	

A regular meeting of the Oxford City Council was called to order by Mayor William Snavelly on Tuesday, November 1, 2022, at 7:30 p.m. Members in attendance were David Prytherch, Alex French, Jason Bracken, Chantel Raghu, Glenn Ellerbe, and Amber Franklin.

Staff Members in Attendance

Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Mike Dreisbach, Service Director; Mr. Sam Perry, Community Development Director; Mr. Ben Mazer, Assistant Law Director; Mr. Joe Newlin, Finance Director; Mr. John Jones, Police Chief; Mr. Casey Wooddell, Parks and Recreation Director; Mr. John Detherage, Fire Chief; Mr. Geoff Robinson, Police Lieutenant; and Ms. Heather Barbour, Clerk of Council.

Pledge of Allegiance [TIME 00:08](#)

Approval of the Agenda [TIME 00:32](#)

Motion – To Adopt

(Voice Vote) 1st Ms. Raghu 2nd Ms. French

AYE #7

NAY #0

ABS #0

Public Participation [TIME 00:50](#)

Proclamation- “World Town Planning Day” Page 6 of the Agenda Packet

Corey Watt, Planning Commission Chair, was in attendance to accept the Proclamation. Mr. Watt thanked Mayor Snavelly and the Council. Mr. Watt mentioned the work that Commissions and Committees do for the City. Mr. Watt encouraged everyone to attend a Planning Commission Meeting or a City Council meeting.

Proclamation- “Oxford Empty Bowls Day” Page 7 of the Agenda Packet

Connie Malone was in attendance to accept the Proclamation. Ms. Malone thanked Mayor Snavelly, Council, and City Staff. Ms. Malone also thanked the community for their continued support. Ms. Malone encouraged everyone to attend the Empty Bowls event on November 12, 2022.

Presentation - Oxford Community Arts Center Update (Heidi Schiller, Executive Director of the Oxford Community Arts Center) Ms. Schiller presented highlights from the past year and budget details. Ms. Schiller shared details about upcoming events. Ms. Schiller offered to answer any questions. Slides included in minutes.

Presentation - Managed Natural Lawn Update (Jessica Greene, Assistant City Manager) Ms. Greene shared the Staff recommendation that Council votes no on the Tabled Ordinance and asks Staff to create a Resolution encouraging naturalized lawns and pollinator gardens. Paired with a robust education campaign that would be deployed in February 2023 in time for planting season. Ms. Greene offered to answer questions.

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.

Rabbi Yossi Greenberg 111 East Spring Street Mr. Greenberg mentioned he had received several calls from parents, alumni, and locals asking about the safety of the Jewish Community in Oxford. Mr. Greenberg answered clearly that the Jewish Community was very safe in Oxford. Mr. Greenberg thanked the City of Oxford, Chief Jones, and the OPD.

Ann Fuhrer 1345 Dana Drive Ms. Fuhrer spoke on the homelessness issue and that prevention is the key. Ms. Fuhrer urged the City to do more, \$50,000 isn't enough.

Resident Name Address/ Resident Comment / Request

Consent Agenda [TIME 32:49](#)

All matters under the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

- A. Minutes of the October 18, 2022, City Council Meeting (Heather Barbour, Clerk of Council) **Page 8 of the Agenda Packet**
- B. Minutes of the October 20, 2022, City Council Work Session Meeting (Heather Barbour, Clerk of Council) **Page 17 of the Agenda Packet**

Motion – To Adopt

(Voice Vote) 1st Ms. Raghu 2nd Ms. French

AYE #7

NAY #0

ABS #0

Resolutions

Resolution No. 7442 [TIME 33:08](#)

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1. A Resolution authorizing the City Manager to submit eligible projects to the Butler County Board of Commissioners for the 2023 Community Development Block Grant Program (CDBG) Year Application. (Jessica Greene, Assistant City Manager)

Comments from the Public –

Ann Bailey 192 Stone Creek Drive Ms. Bailey asked Ms. Greene if the CDBG funds would be used beginning in 2023 and if it would be for one year.

Ms. Greene answered yes.

Motion – To Adopt Resolution No. 7442

(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin

AYE #7

NAY #0

ABS #0

Resolution No. 7443 [TIME 36:16](#)

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2. A Resolution authorizing the City Manager to apply for the Butler County American Rescue Plan Funds. (Jessica Greene, Assistant City Manager)

Comments from the Public – None

Motion – To Adopt Resolution No. 7443

(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE #7

NAY #0

ABS #0

Resolution No. 7444 [TIME 39:29](#)

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3. A Resolution authorizing the City Manager to enter into an agreement with the Ohio Department of Natural Resources (ODNR), Division of Forestry, should the City of Oxford be selected to participate in the ODNR's Urban Canopy Restoration Grant Program.
(Mike Dreisbach, Service Director)

Comments from the Public – None

Motion – To Adopt Resolution No. 7444

(Voice Vote) 1st Ms. Raghu 2nd Ms. French

AYE #7

NAY #0

ABS #0

Resolution No. 7445 [TIME 40:39](#)

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4. A Resolution authorizing the City Manager to enter into an agreement with Best Equipment Co. for the purchase of specified equipment listed in Sourcewell Contract #031121-ODB dated October 11, 2022, for an amount not to exceed \$68,935.00 (Mike Dreisbach, Service Director)

Comments from the Public – None

Motion – To Adopt Resolution No. 7445

(Voice Vote) 1st Ms. Raghu 2nd Ms. French

AYE #7

NAY #0

ABS #0

Resolution No. 7446 [TIME 42:28](#)

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5. A Resolution accepting the bid and authorizing the City Manager to enter into an agreement with Barrett Paving Materials, Inc. for the reconstruction of parts of Walnut Street and to construct parking improvements for the College@Elm project at a cost of \$189,587.30 plus a contingency in the amount of \$18,958.73 for a total cost not to exceed \$208,546.03. (Mike Dreisbach, Service Director)

Comments from the Public – None

Motion – To Adopt Resolution No. 7446

(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin

AYE #7

NAY #0

ABS #0

Resolution No. 7447 [TIME 45:05](#)

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6. A Resolution determining the total cost of the assessment by lot, authorizing the list of assessments by lot to be filed with the Clerk of Council and ordering the same be opened for public inspection and authorizing the Clerk of Council to publish notice in a newspaper of general circulation that the list of assessments by lots is available for public inspection. (Mike Dreisbach, Service Director)

Comments from the Public – None

Motion – To Adopt Resolution No. 7447

(Voice Vote) 1st Ms. Raghu 2nd Ms. French

AYE #7

NAY #0

ABS #0

Ordinances

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

First Reading [TIME47:02](#)

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1. An Ordinance to make appropriations for current expenses and other expenditures of the City of Oxford, State of Ohio, during the fiscal year ending December 31, 2023. (Joe Newlin, Finance Director)

Comments from the Public – None

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2. An Ordinance outlining budgeted advances for the City of Oxford, State of Ohio, during the fiscal year ending December 31, 2023. (Joe Newlin, Finance Director)

Comments from the Public – None

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3. An Ordinance outlining budgeted transfers for the City of Oxford, State of Ohio, during the fiscal year ending December 31, 2023. (Joe Newlin, Finance Director)

Comments from the Public – None

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4. An Ordinance to adopt fees and charges for the fiscal year 2023. (Joe Newlin, Finance Director)

Comments from the Public –

Amy Shaiman *11 Heather Ridge Court* Ms. Shaiman asked how we can make sure the disadvantaged in our Community have the opportunity to connect with one another. Ms. Shaiman also asked about the toddler open gym fee and the aquatic center fees for additional children.

Mr. Wooddell answered that the toddler open gym is \$20 per year, but OPRD is not requiring that fee be collected this year. The aquatic center fees are based on a household of 4 the additional child fee is \$25 per child. Mr. Wooddell mentioned the scholarship program and criteria.

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5. An Ordinance establishing salaries and certain benefits for salaried and hourly full-time and part-time employees within the service of the City of Oxford, Ohio, paid from January 1, 2023, through December 31, 2023. (Jessica Greene, Assistant City Manager)

Comments from the Public – None

Second Reading

Ordinance No. 3694 [TIME 1:36:56](#)

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1. An Ordinance amending Ordinance No. 3654 Supplemental Budget Ordinance Number 8 to make supplemental appropriations for fiscal year 2022. (Joe Newlin, Finance Director)

Comments from the Public –

Motion – To Adopt Ordinance No. 3694

(Roll Call Vote) 1st Mr. Prytherch 2nd Ms. Raghu

AYE #7

Mr. Ellerbe, Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, and Mayor Snively

NAY #0

Names Here

ABS #0

Names Here

Ordinance No. 3695 [TIME 1:37:49](#)

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2. An Ordinance approving a six-month extension of the approved Final Subdivision and construction drawings, and amending a condition of the approved Final Planned Development, for South Farm Section IV. (Sam Perry, Community Development Director)

Comments from the Public –

Motion – To Adopt Ordinance No. 3695

(Roll Call Vote) 1st Ms. Raghu 2nd Ms. French

AYE #7

Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, Mr. Ellerbe, and Mayor Snively

NAY #0

Names Here

ABS #0

Names Here

Tabled – 10.18.22 Ordinance No. 3693 [TIME 1:38:52](#)

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3. An Ordinance amending Chapter 935 trees, shrubs, and other plants by adding Section 935.191 Managed Natural Lawn Area. (Councilor Bracken) **(Tabled from 10/18/22)**

Comments from the Public –

Steve Sullivan 104 Marti Court Mr. Sullivan asked how making this an Ordinance vs. a Resolution would cost tax dollars. Mr. Sullivan mentioned not wanting to spend extra money. Mr. Sullivan noted the time, effort, and passion to craft this Ordinance. Mr. Sullivan shared that lots of people in town and community groups are committed to this Ordinance. Mr. Sullivan offered to volunteer to help with the enforcement and implementation of this program.

Peggy Branstrator 13 Meadow Circle Ms. Branstrator mentioned her involvement as a member of the Environmental Commission where this Ordinance started. Ms. Branstrator mentioned the reluctance of Staff making their job harder. Ms. Branstrator shared that she feels this Ordinance will make Staff's role easier because the Code Officer can ask the homeowner for their garden plan, shifting the burden of proof to the homeowner. Ms. Branstrator noted the Environmental Commission has resources to help homeowners and code enforcement officers; things could be referred back to the Commission or volunteer groups.

Antonio Alejandro 231 Western College Drive Mr. Alejandro added support to Mr. Sullivan's comments. Mr. Alejandro wasn't sure where the cost would be coming from as an Ordinance. Mr. Alejandro shared that he would be willing to volunteer as well.

Jon Ralinovsky 3 Peabody Drive Mr. Ralinovsky speaking as the Chair of the Environmental Commission, would really like to see this Ordinance passed.

Motion – To take Ordinance No. 3693 off the table.

(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE #4

NAY #3

ABS #0

Announcements & Communications

Remarks from City Council and City Staff [TIME 01:59:53](#)

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.

Adjournment

Motion to Adjourn Meeting at 9:40 p.m. [TIME 02:10:26](#)

(Voice Vote) 1st Ms. Raghu 2nd Ms. French

AYE #7

NAY #0

ABS #0

Public Comment to Council Form

Print

Submitted by: Tyler Ankrom

Submitted On: 2022-10-19 18:56:53

Status: Open

Priority: Normal

Assigned To: Doug Elliott

Due Date: Open

Public Comment To Council



Please note: Comments must be received by 2:00 pm the day of the council meeting to be shared with City Council members. Comments will be included in the minutes under the public comment section.

* **First Name**

Tyler

Enter your First Name

* **Last Name**

Ankrom

Enter your Last Name

* **Address**

410 South Main Street

* **City**

Oxfrod

* **State**

OH

* **Email**

ankromtr@miamioh.edu

Phone

3306189443

* **I am a...**

- ☐ Visitor
- ☒ Resident (i.e. must live within the corporate boundaries)
- ☐ Business Manager
- ☐ Business Owner
- ☐ Employee in Oxford
- ☒ Student
- ☐ Other

* **Comment(s)**

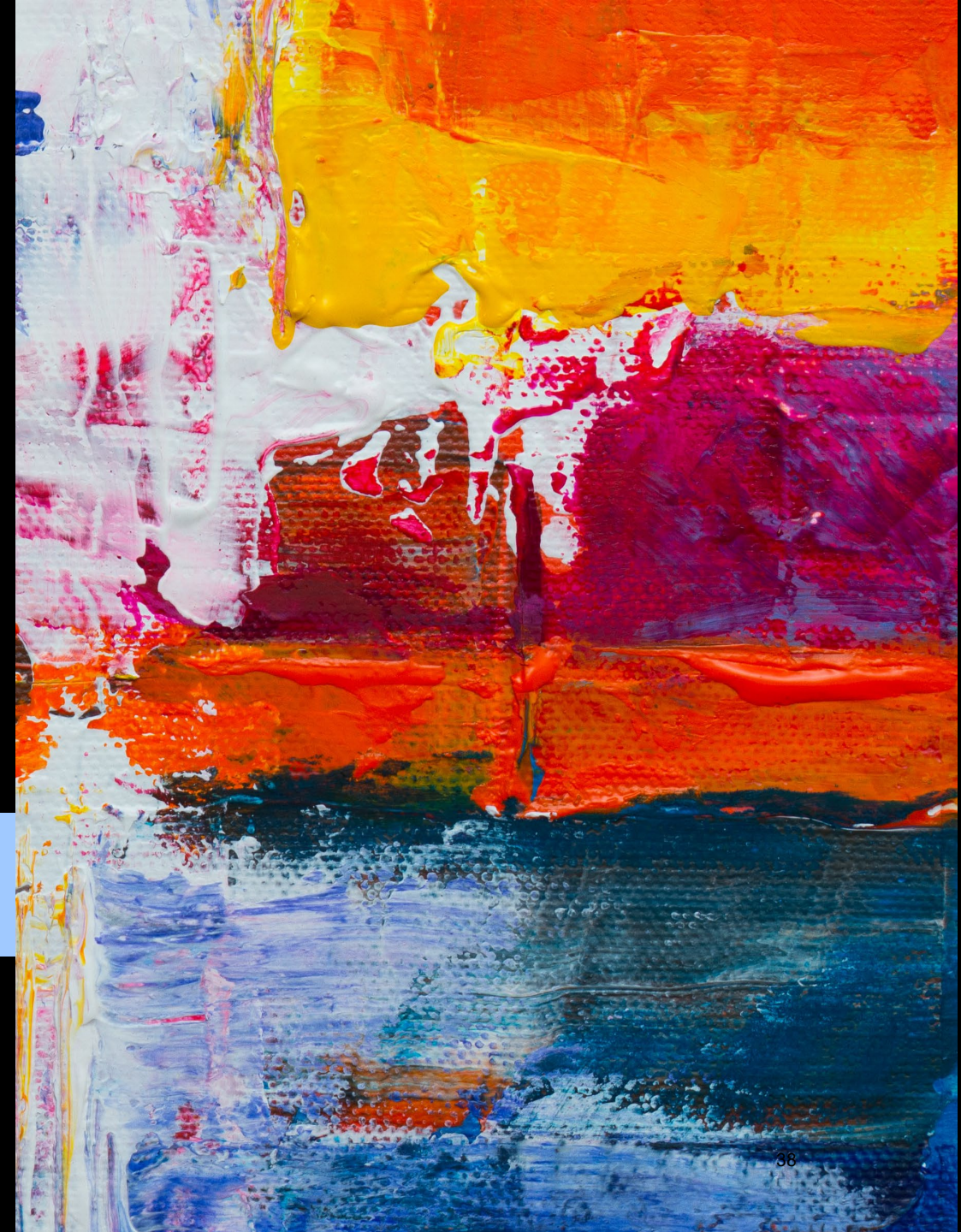
I would like to bring to the attention of the council the abusive practices of the parking police. I have never seen a city with more abundant parking act as if it was a precious

resource. It seems to me the main goal of this department is to create revenue for the city by unethical means. As the city council it is your job to control the department, please do your job..

Make a public comment for review by City Council

Oxford Community Arts Center

Protecting a Legacy ~ Promoting the Arts





Who We Are

The Oxford Community Arts Center is a nonprofit cultural asset for the Oxford community focusing on the arts, including fine art, photography, sculpture, writing, theatre, film, and dance. Our home is the 173-year-old Oxford Female Institute, a listed treasure on the National Register of Historic Places.

The **OCAC** serves as an imagination destination for the Greater Oxford area. Our model includes monthly celebrations of the arts, community engagement events that build a vibrant neighborhood, low-to-no cost live performances, classes to explore creativity, scholarships for youth, support for artists of all disciplines, and strong ties with enduring community partners.

CONNECT artists

Our Mission

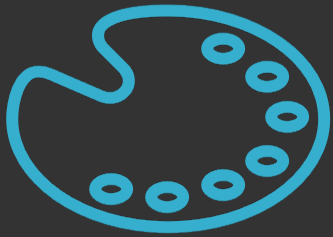
**BUILD
community**

**ENRICH
lives**

**PRESERVE
history**

ENSURE future

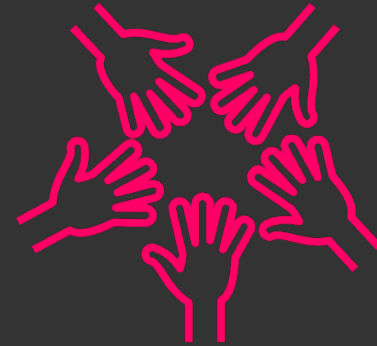
How We Connect



Exhibits



Events

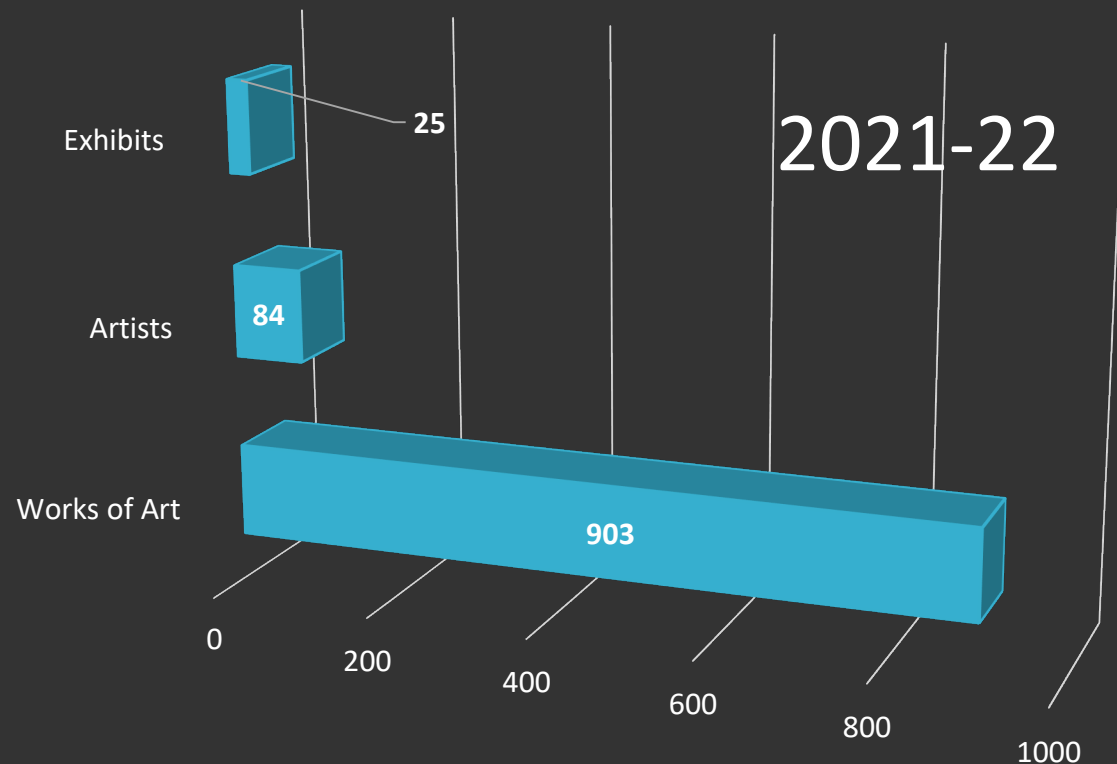


Engagement

Exhibits - Our Impact on Inspiration

The **OCAC** is home to 30 Resident Artists, each with their own studio, and the Art Shop Collective, which runs The Art Shop on the 1st floor.

OCAC curates monthly art exhibits, showcasing an average of 70 or more local and regional artists.



ART SHOP

locally crafted
art & gifts

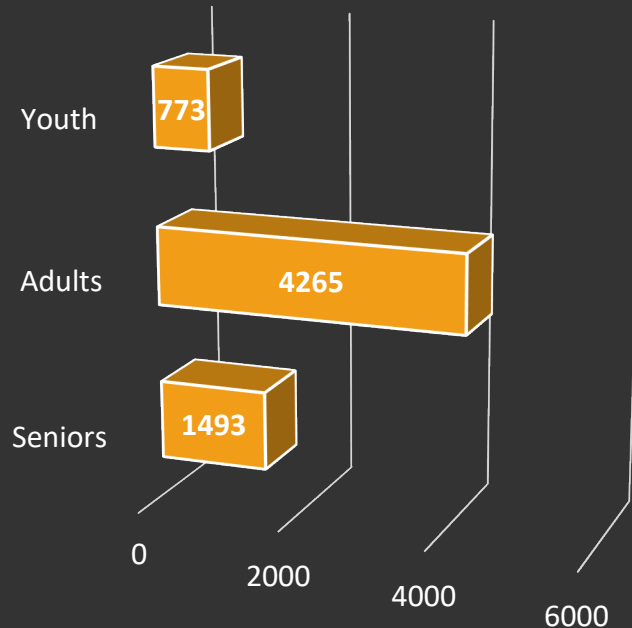




Events - Our Impact on Imagination

OCAC offers classes, workshops, and camps each year, embracing all the arts, including watercolor, drawing, writing, theatre, dance, crafts, and wellness.

OCAC presents over 20 live performances each season through the 2nd Friday Celebration of the Arts, Magic Carpet Family Performances, and 10SoCo Concerts.

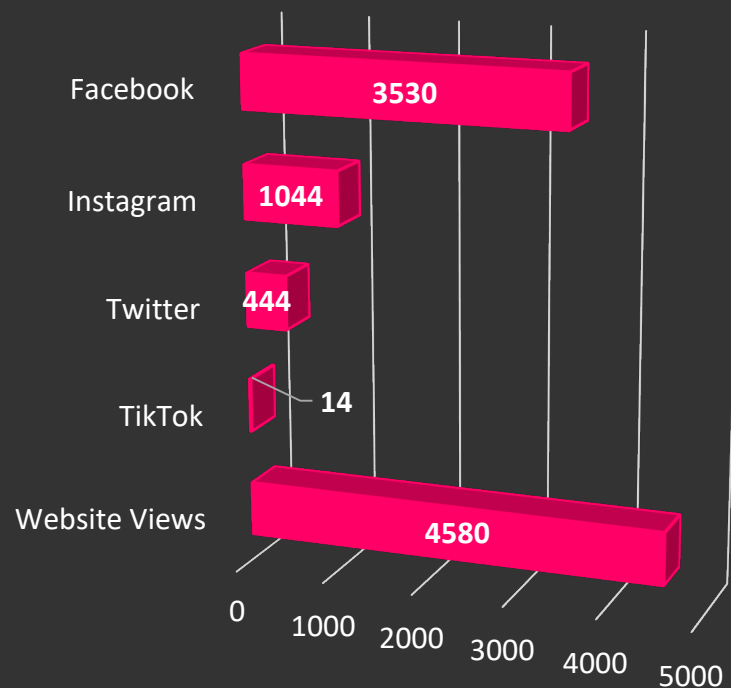


2021-22



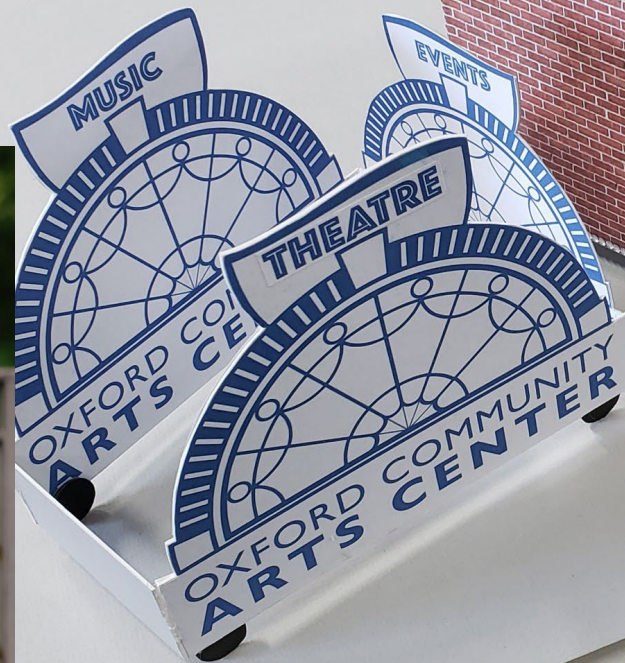
Engagement - Our Impact on Community

OCAC brings our Oxford neighborhoods together through community engagement events, like **Howl at The Moon** and **Enchanted Winter**, and through community partnerships like **Miami Performing Arts Series**, **Oxford Empty Bowls**, **Holiday Fest**, **Chocolate Meltdown**, and more.





LGBT
PRIDE MONTH



Support Starts With You

Donate

Give however you can. We are grateful for the generous support of our friends and fans. It's clear that OCAC is beloved in the Greater Oxford community.

Volunteer

Serve as a Board member, on one of 6 working committees, or at one of our community events. Join over 84 volunteers who understand that volunteering is vital to the health of the OCAC and a great way to connect.



Advocate

Promote events and happenings at the OCAC to your friends, family, service organization, hobby group, church, work, and social media channels.

Enjoy

Stop by any time to enjoy the latest art exhibit, take in a free movie in the theater, partake in the festivities of our 2nd Friday Celebration of the Arts, or savor in the peace and quiet of the Neyer Circle in our west gardens.



\$235,894

2021-22
Actuals

50%

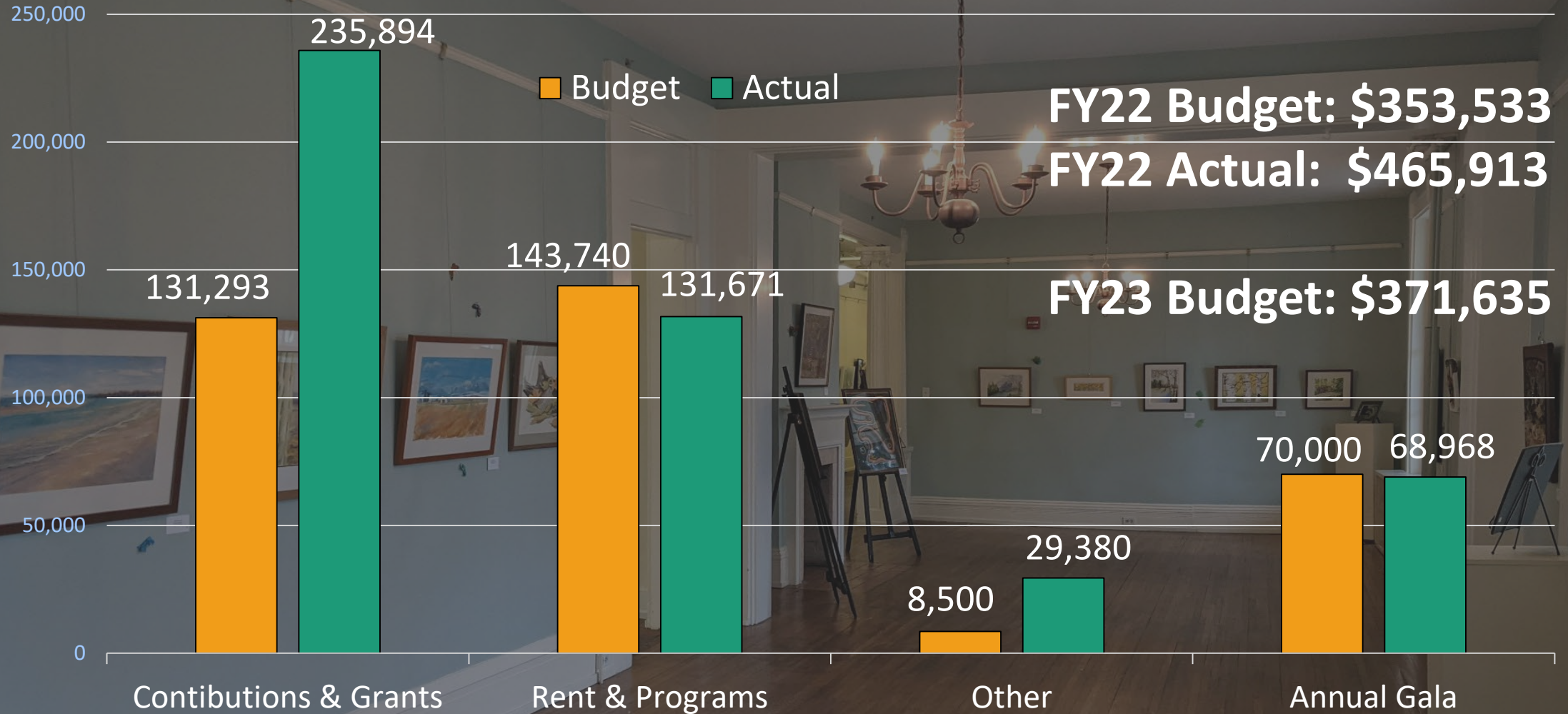
Unearned Income:
38% comes from contributions
12% comes from grants



\$68,968 GALA

15%

2021-22 Where We Stand



“

Nobody cares if you
can't dance well....
Great dancers are
great because of
their passion.

”

Martha Graham





Let's Get Social



@OxfordCommunityArtsCenter



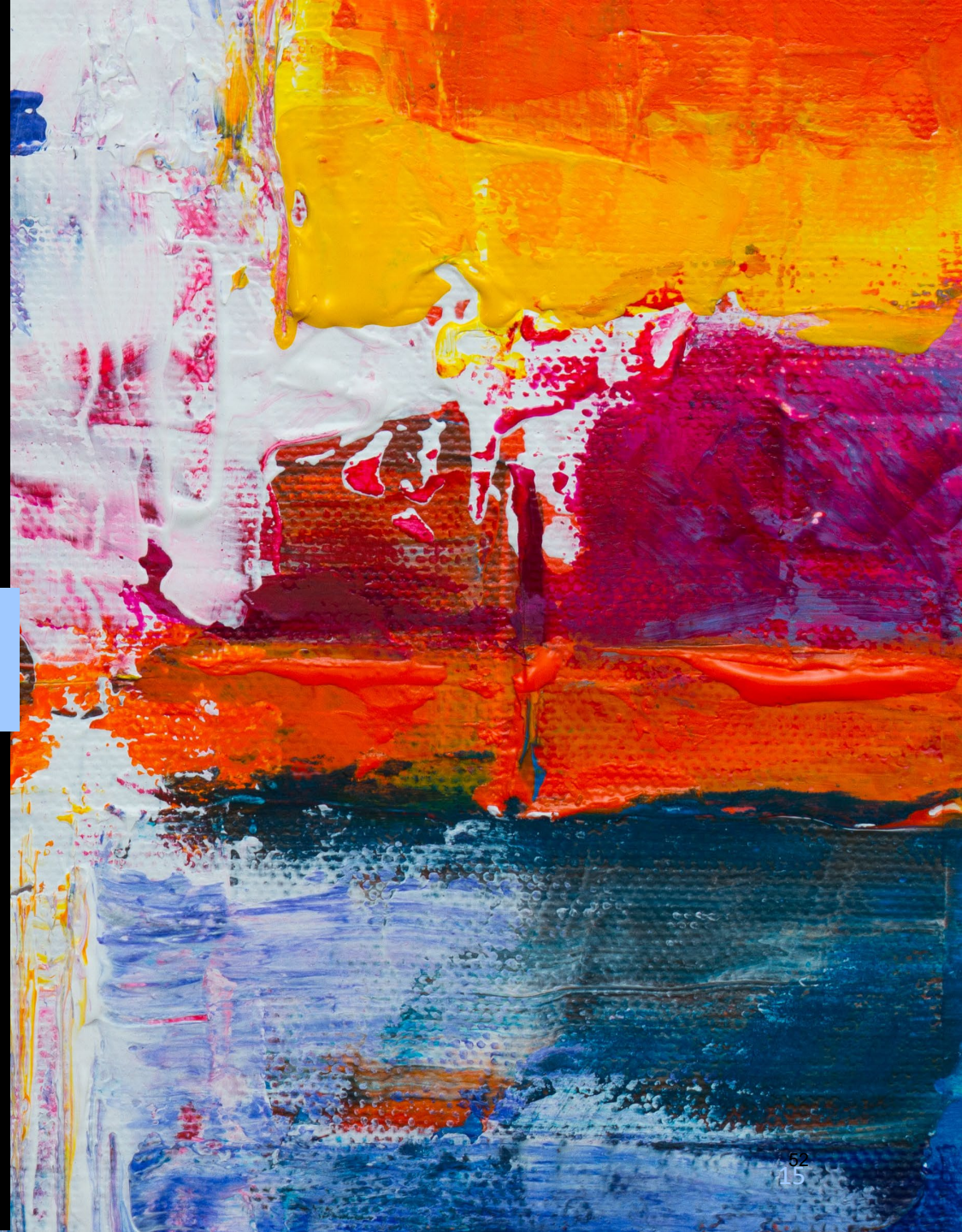
@OxComArtsCenter



@OxComArtsCenter



@OxComArtsCenter





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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	David Treleaven, Environmental Specialist
DATE PREPARED:	November 3, 2022
COUNCIL MEETING DATE:	November 15, 2022
AGENDA TITLE:	November 2, 2022 Environmental Commission Meeting Summary
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	

Environmental Commission members in attendance at the Wednesday, November 2, 2022 meeting were: Chair, Mr. Jon Ralinovsky; Vice-Chair and City Council Representative, Ms. Chantel Raghu; Planning Commission Representative, Mr. Jason Bracken; Mr. Steve Elliott, Mr. Justin Fain, Ms. Heather Barrett, and Ms. Peggy Branstrator. A quorum was present. Also in attendance were City of Oxford (Oxford) Climate and Sustainability Intern, Ms. Reena Murphy, and Community Outreach Specialist, Mr. John Buchholz. From Miami University's Institute for the Environment and Sustainability (IES), Ms. Suzanne Zazycki, Mr. Jared Nally, Ms. Madalyn Warnimont, Mr. Sam Schultheis, Ms. Anna Abey, and Ms. Katie Lockhart were present at the Commission meeting. Additionally, six Miami University geography students were present to fulfill a classroom requirement of attending a Board or Commission meeting.

Approval of Agenda

Motion: Mr. Elliott
2nd: Ms. Barrett
Vote: Unanimous



The City of Oxford
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Approval of Minutes for the October 5, 2022 Meeting

Motion: Mr. Fain
2nd: Ms. Barrett
Vote: Unanimous

Discussion:

Ms. Zazycki, IES's Associate Director, and the five IES students introduced themselves to the Commission. These students compose the team that are to undertake the professional service project (PSP) investigating options for increasing recycling volume and/or establishing recycling programs for local multi-family housing. A sixth IES PSP student team member, Ms. Emily Anzalone, was unable to attend the Commission meeting due to a schedule conflict. The IES students inquired about the level of detail that the Commissioners were expecting from the PSP. After an inventory of existing apartments in Oxford that offer recycling to their tenants, the possibility of waste audits of the recycling and trash waste streams was suggested. An actual waste audit could potentially expose the student team members to potential health and safety issues (potential of encountering hypodermic needles for example), which is a concern. It was concluded that information pertaining to apartments' recycling and/or trash waste streams likely has already been performed, and may be available by contacting Rumpke and/or the Butler County Recycling and Solid Waste District. It was stated that the priorities for the PSP were to determine an inventory of where recycling is currently being offered to tenants and to identify what has worked elsewhere so that Oxford may attempt to duplicate or incorporate those program components into its efforts to increase recycling for apartments.

In previous Commission meetings, the suggestion was made to have the Commission investigate and establish a recycling and/or food scrap collection program to be incorporated into Oxford's Red Brick Rally events during the summer of 2023. Commissioners envisioned this would entail coordination of the delivery and collection of containers, and scheduling personnel to be present at the collection points to guide people in the proper placement of the various materials. Several Commissioners indicated that they would volunteer their time to act as guides. Mr. Buchholz has coordinated past efforts of recycling and food scrap collections at Oxford events, and shared some of his experiences and observations with the Commissioners. Mr. Buchholz reiterated the need to have personnel present at the various collection stations to prevent co-mingling of trash and mixing of recyclable and food scrap materials. Mr. Buchholz has had good results utilizing various environmental clubs present at Miami University and the various Talawanda district schools. Mr. Buchholz also indicated determining what recyclable materials are present at the events is important. For example, his observations of past Red Brick Rally events indicated that, in general, that there was not very much recyclable materials generated, but mostly food scraps



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in the form of the compostable, plant-based drinking cups. However, the presence of food trucks at some of the past Red Brick Rally events increased the volume of potentially recyclable cans and plastic bottles, so who is participating at each event would need to be considered in determining the type of containers that will be necessary. Ms. Raghu mentioned that many of the compostable cups were placed into food scrap containers with their plastic straws causing co-mingling of trash with the compostable materials

The Managed Natural Lawn Area (MNLA) legislation was tabled last month, with City Council and Oxford staff continuing to work on it. The suggestion was made to request that the MNLA legislation be returned to the Environmental Commission to allow for the opportunity to address concerns that were raised with the legislation, and provide for better definition and clarity, as the observation was made that the legislation appears to be too complicated at the present.

The following Motion concerning the managed natural lawn area was proposed by Ms. Raghu; Mr. Elliott was the second:

Motion:

The Environmental Commissions requests that the pending Managed Natural Lawn Area legislation be returned to the Commission for refinement to address issues and concerns that have been raised during discussions at City Council meetings.

The Motion passed unanimously.

Mr. Bracken indicated he shall request that the MNLA legislation be withdrawn and returned to the Environmental Commission.

Staff updated the Commission on the monthly emission monitoring event of the landfill's 23 passive gas vents. October's monitoring was the 25th event, and over the two years of observations, the monthly total estimated carbon dioxide equivalent (CO₂e) for the entire landfill continues to be highly variable. September's estimated total CO₂e was 279 metric tons (MT), the second highest value observed during the monitoring period. The 25-monthly average CO₂e value was 159 MT.

Staff provided a summary of the on-going residential food scraps drop-off program. Through October 27th (186 weeks since the program's start in April 2019), the total weight of collected food scraps was approximately 138,930 pounds (69.5 tons), averaging 747 pounds per week. For the year 2022, a total of approximately 33,420 pounds (16.7 tons) had been collected in 43 weeks, averaging 777 pounds per week.



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Approval of Adjournment:

Motion: Ms. Raghu
2nd: Ms. Barrett
Vote: Unanimous

Commissioners concluded discussions at 8:10 p.m. The next regularly scheduled monthly Environmental Commission meeting is scheduled for 7:00 p.m. on December 7, 2022, in the Municipal Building's first floor conference room.



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Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	John Buchholz
DATE PREPARED:	11.7.22
COUNCIL MEETING DATE:	11.15.22
AGENDA TITLE:	A Resolution authorizing the City Manager to close Lot 52 each Saturday in 2023 from 5:30 A.M. until 1:00 P.M. to permit the operation of the Farmer's Market within Lot 52 during said times.
COUNCIL GOAL AREA:	Creative Placemaking
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRC</i> 11.8.22

DISCUSSION:

The attached request is for the use of Lot 52 for the operation of the 2023 Farmer's Market, which will occur each Saturday throughout the season.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO CLOSE LOT 52 EACH SATURDAY IN 2023 FROM 5:30 A.M. UNTIL 1:00 P.M TO PERMIT THE OPERATION OF THE FARMERS MARKET WITHIN LOT 52 DURING SAID TIMES.

WHEREAS, the Oxford Farmers Market has operated in Uptown Oxford since 2004; and

WHEREAS, Council has determined that it is beneficial for the City to permit the Farmers Market to continue operating in Lot 52 on Saturdays in 2023 and that the closure of Lot 52 between the hours of 5:30 a.m. is required to permit this operation; and

WHEREAS, the City Manager recommends Council authorize the City Manager to close Lot 52 on Saturdays in 2023 from 5:30 a.m. until 1:00 p.m. to permit the operation of the Farmers Market within Lot 52 during said time.

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

SECTION 1: Council accepts the recommendation of the City Manager and hereby authorizes the City Manager to close Lot 52 on Saturdays in 2023 from 5:30 a.m. until 1:00 p.m. to permit the operation of the Farmer's Market within Lot 52 during said time.

SECTION 2: In all other respects, the City of Oxford traffic code shall remain in full force and 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: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)



- ☐ REQUEST FOR PUBLIC PARK PERMIT
- ☐ REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: ____ / ____ / ____ through ____ / ____ / ____ **From:** ____ a.m./p.m. **To:** ____ a.m./p.m.

Today's Date: ____ / ____ / ____ ☐ Emergency Utility Repair (check box, if applicable)

--- Applicant shall allow a minimum of 3 business days for processing ---

Responsible Adult:
(18 years of age or older)*

Address: _____

Telephone: _____

Cellular: _____

Fax: _____

Email: _____

Organization: _____

Advisor: _____

Address: _____

Telephone: _____

Cellular: _____

Fax: _____

Email: _____

Non-Profit: ☐ Yes ☐ No

* Person in charge - Primary contact

PARK REQUESTED

- ☐ Merry Day Park (adjacent to the Miami Mobile Home Park, Reagh Way Drive)
- ☐ Leonard Howell Park (Bonham Road)
- ☐ Oxford Community Park (Fairfield Road) – Contact 523-6314 to confirm date(s)
- ☐ Memorial Park (E. Park Place & N. Main Street – has pavilion)
- ☐ Martin Luther King Jr. Park (W. Park Place & N. Main Street – animal sculptures & fountain)
- ☐ Other: _____

TITLE OF EVENT (be specific and include projected attendance)

Projected Attendance: _____ Has this event been held previously? ☐ Yes ☐ No If "YES", when? _____

Will food, goods, services or merchandise be sold at the event? ☐ Yes ☐ No

If "YES", please see Section 729.05, Sales on Certain Municipal Property Prohibited (attached to last page of application.)

Note: If you or your organization are handing out information on the public sidewalk, no permit is required.

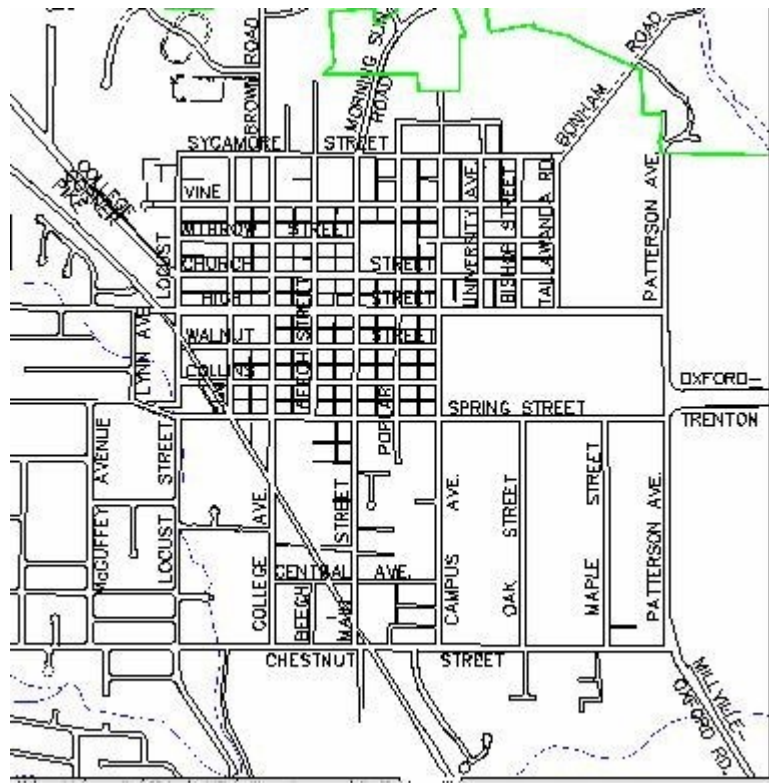
DESCRIPTION OF EVENT

Place a description of the event, along with additional requests, on the appropriate attachment. If request is **only** for use of a right-of-way, use the attachment labeled City of Oxford / Right-of-Way Request Details.

Applicant's Signature: _____ *Larry J. Brown* **Date:** ____ / ____ / ____

I have read and understand the rules, guidelines and conditions. Furthermore, I understand that acceptance of them is a condition of approval; and, if approval is granted, it is only for the event specified above. I also understand that the request will be reviewed by various City of Oxford officials and additional conditions may be required before final approval is granted. If additional conditions are required, I agree to meet with the appropriate officials.

Note
If your event is outside the boundaries of this map, either attach a separate map or contact the City for assistance.



CITY OF OXFORD / RIGHT-OF-WAY REQUEST DETAILS

Instructions for Applicant: Please clearly denote the parade route, streets and/or sidewalk areas being requested. Place a concise narrative explanation on the following lines. Attach additional pages if necessary. **Note: Any work in the public right of way requires the submittal of a maintenance of traffic plan.**

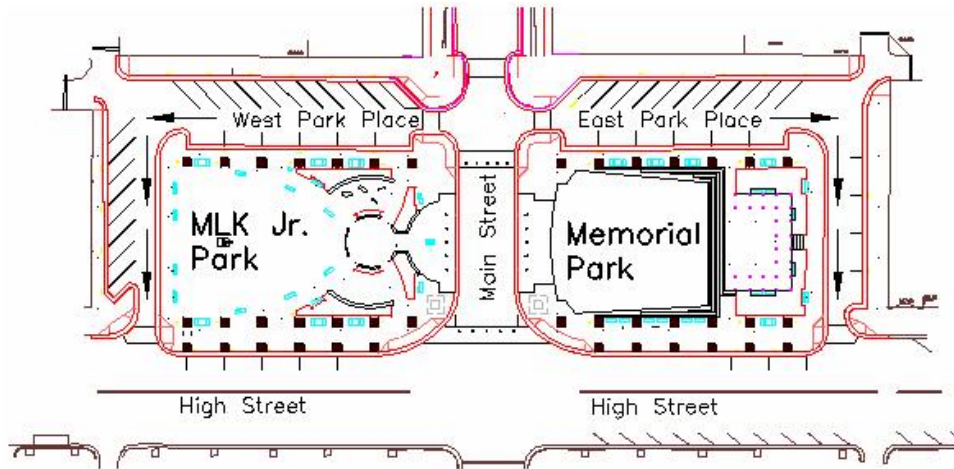
Additional Requests:
(Include details in narrative)

- ☐ No Parking Signs*
- ☐ Detour(s)
- ☐ Police Assistance

Time Details

	Start	End
Setup	_____	_____
Event	_____	_____
Breakdown	_____	_____

**Generally the responsibility of the applicant.*



OXFORD MEMORIAL PARK & MARTIN LUTHER KING JR. PARK

Instructions for Applicant: Please clearly denote (1) the sections of the parks that you are requesting, (2) parking spots needed and (3) proposed street closures. Place a concise narrative explanation on the following lines. Attach additional pages if necessary.

Additional Requests:
(Include details in narrative)

- ☐ Pavilion
- ☐ Extra trash cans*
- ☐ Special power requirements (explain in narrative)**
- ☐ Street Closure**
- ☐ Other: _____

Time Details

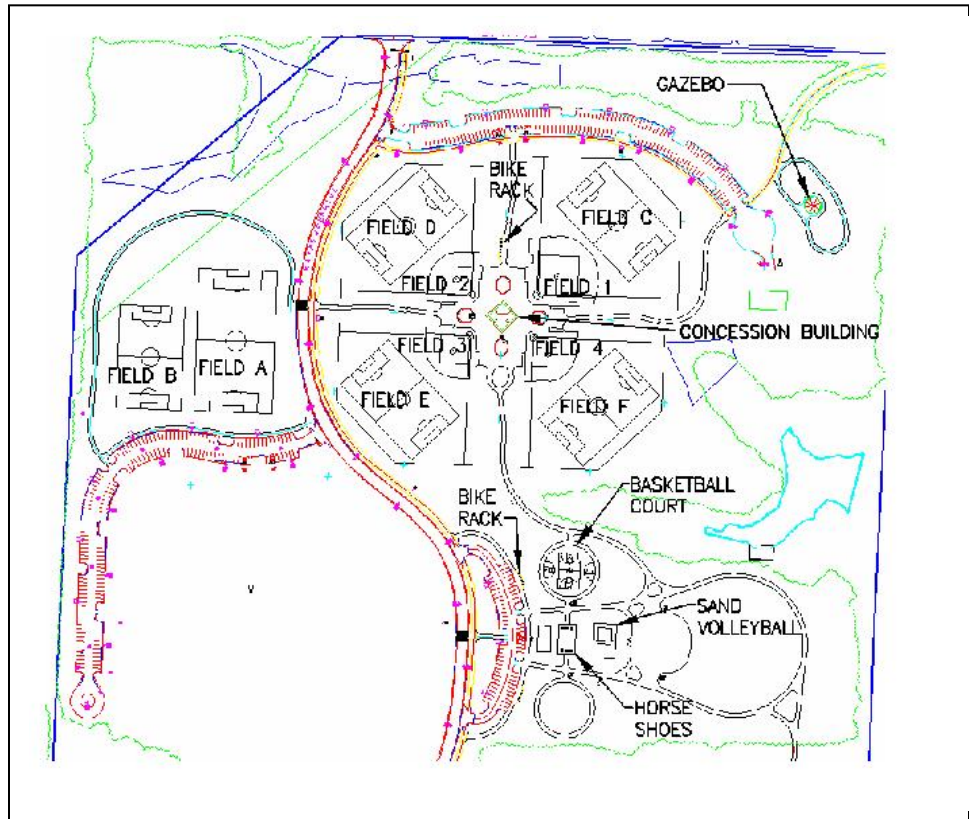
	Start	End
Setup	_____	_____
Event	_____	_____
Breakdown	_____	_____

*See fee sheet

**** Contact the Streets & Maintenance Division 3 days prior to the event at 513-523-8412**

NOTE: Street closures will be at the discretion of the Oxford Police Department

Parking Information
The park can accommodate
310 vehicles.



OXFORD COMMUNITY PARK

Instructions for Applicant: Please clearly denote the sections of the park that you are requesting. Place a concise narrative explanation on the following lines. Attach additional pages if necessary.

Additional Requests:
(Include details in narrative)

- ☐ Gazebo**
- ☐ Extra trash cans*
- ☐ Field Rental**
- ☐ Other: _____

Time Details

	Start	End
Setup	_____	_____
Event	_____	_____
Breakdown	_____	_____

*See fee sheet

** Contact OPRD – 523-6314 – for sports fields/gazebo

NOTE: Street closures will be at the discretion of the Oxford Police Department. *** NO PARKING on Kay Rench Drive



Stipulations and Fees

Note: FULL PAYMENT REQUIRED BEFORE THE EVENT

RIGHT-OF-WAY

Applicants should allow a minimum of **three (3) business days** for the request to be processed from the time it is submitted to city officials. *(Please provide the City with as much lead time as possible. Events requiring road closures and staffing will require additional processing time. Large event requests shall be submitted no less than fourteen (14) days in advance of the event.)*

1. **Applicant shall manage all work zones in the Right-of-Way in compliance with the Ohio Manual of Uniform Traffic Control.**
2. Large events (estimated at over 500 people, including all concerts and performances, will require a pre-event meeting with the Police (524-5247) and Service Department (524-5206) prior to approval. *Note: Requests **WILL NOT** be approved prior to the pre-event meeting.*
3. The period of use may not exceed two (2) days without city council approval.
4. At least one legally responsible adult must sign the request.
5. The usage may not discriminate for or against a given class of people.
6. All ordinances that regulate noise **shall** be observed.
7. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within the public right-of-way.
8. The applicant is responsible for cleanup. Failure to clean up may result in subsequent requests being denied or a deposit being required. In addition, a cleaning charge may be assessed.
9. Safety staffing levels will be determined by the Oxford Police Department and the applicant may be required to hire police officers.
10. All special conditions specified by department heads must be complied with. Fees may be assessed for special services – see below.
11. NO markings may be made on streets or sidewalks within the public right-of-way.

USE OF PARKS (ALL THOSE ABOVE, PLUS)

1. No motor vehicles may be parked within the area of the park or on any sidewalk.
2. Banners are only permitted on the stage area during the function and must be removed immediately after the event. Tying is the only acceptable way of affixing a banner to the stage area.
3. No signs are permitted.
4. The applicant is responsible for damage to grass, shrubs or trees as a result of the event and agrees to compensate the City of Oxford the cost of repairs and/or replacement.
5. No structure shall be defaced and no structure shall be erected within four (4) feet of the base of a tree or shrub.
6. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within any park.
7. The applicant will be required to provide the City with a certificate of insurance naming the City as an additional insured for events with live animals or inflated play structures with a minimum of \$1M coverage. Insurance for other events may be required and reviewed on a case by case basis.

FEE INFORMATION

No Parking Signs	\$1.00/ea.
Metered Parking	\$10.00/ea
Trash Boxes	\$5.00/ea.

Personnel

Police Officer(s)	Contact OPD
Street Dept. Personnel	\$25.00/hr
Electrician	\$100.00
Park & Rec Personnel	Contact OPRD

Road Closures

Main Street	\$135.00**
US 27 Detour	\$135.00**

****Includes labor**

Sports Fields/Gazebo

Contact OPRD – 523-6314

APPLICANT'S ASSURANCE

I have reviewed the estimated cost for the event and agree to compensate the City for services rendered as specified above. If the event runs past the stated end time, I understand that additional charges will accrue and agree to compensate the City accordingly.

Applicant's Signature

Date: ____ / ____ / ____

CITY USE ONLY

	Service	Hours	Rate	Estimate	Final
1			\$	\$	\$
2			\$	\$	\$
3			\$	\$	\$
4			\$	\$	\$
5			\$	\$	\$
			Total	\$	\$ 63

	Applicant's Initials	Review Date
Police Department		
1		
2		
3		
4		
Fire Department		
1		
2		
3		
4		
Service Department		
1		
2		
3		
4		
Recreation Department (if applicable)		
1		
2		
3		
4		
City Manager		
1		
2		
3		
4		

Pre-Meeting (if applicable): Reviewed with _____ on _____.

Reviewer(s): _____

APPROVAL SECTION (with conditions)

Police Chief:	☐ Approved	☐ Not Approved	____/____
Fire Chief:	☐ Approved	☐ Not Approved	____/____
Service Director:	☐ Approved	☐ Not Approved	____/____
Recreation Director:	☐ Approved	☐ Not Approved	____/____
City Manager:	☐ Approved	☐ Not Approved	

City Manager's Signature

Date: _____

Reason(s) event not approved:

729.05 SALES ON CERTAIN MUNICIPAL PROPERTY PROHIBITED.

No person shall sell, offer to sell or solicit orders for goods, wares or merchandise for immediate or future delivery, or services to be furnished, performed or provided in the present or in the future, within parking meter zones or upon any municipally-owned or controlled property other than streets. This law shall not be applicable to nonprofit or charitable community organizations operating with the express consent of the Office of the City Manager and shall not apply to the lawful use of sidewalk space where such use is expressly authorized by the Codified Ordinances of Oxford, nor shall this section be applicable to the selling at a Farmers' Market of farm produce when such produce has been raised and grown by the vendors and provided that such selling has been specifically authorized and regulated by the Council. Any sale or use of alcohol upon any municipally-owned or controlled property shall be approved by City Council.

(Ord. 3211. Passed 3-19-13.)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Doug Elliott
DATE PREPARED:	11.9.22
COUNCIL MEETING DATE:	11.15.22
AGENDA TITLE:	
COUNCIL GOAL AREA:	Choose an item.
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE</i> 11.9.22

DISCUSSION:

Chris Allison, President of the Oxford Cemetery Association Board, informed the City of Oxford that the Board voted to have the City take over the cemetery by the end of November 2022. He stated that they made this decision since the Cemetery Manager is retiring on November 30, 2022. The entire cemetery is located within the City limits and consists of 47.2 acres on three parcels of land.

The City is obligated to accept the Oxford Cemetery if the Association dissolves and abandons it. It is necessary for the City and the Cemetery Association to execute a management agreement before November 30, 2022 to provide for the details of the temporary transfer of responsibilities until the actual transfer of all tangible assets and records takes place. On the legislative agenda is a resolution authorizing the City Manager to sign a management agreement with the Oxford Cemetery Association. It will end when all assets and records are transferred to the City.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE OXFORD CEMETERY ASSOCIATION TO ASSUME THE MANAGEMENT AND OPERATIONS OF THE OXFORD CEMETERY.

WHEREAS, the Association has maintained and operated a public cemetery commonly referred to as the Oxford Cemetery; and

WHEREAS, the Association Board has voted to dissolve the Association and pursuant to R.C. 759.08, title to the Cemetery will vest by operation of law upon dissolution of the Association with the City; and

WHEREAS, the City must take certain steps in anticipation of its assumption of the Associations' duties and obligations pertaining to the management and operations of a public cemetery, and

WHEREAS, the City Manager recommends Council authorize the City Manager to enter into an agreement with the Oxford Cemetery Association to assume the management and operations of the Oxford Cemetery.

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

SECTION 1: Council accepts the recommendation of the City Manager and hereby authorizes the City Manager to enter into an agreement with the Oxford Cemetery Association to assume the management and operations of the Oxford Cemetery.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

CEMETERY MANAGEMENT AGREEMENT

THIS CEMETERY MANAGEMENT AGREEMENT (“Agreement”) is made and entered into this 1st day of December, 2022 (the “Effective Date”), by and between the Oxford Cemetery Association (“Association” or “Cemetery”) the owner and manager of the public cemetery known as the Oxford Cemetery located at 4385 Oxford Millville Road, Oxford, Ohio 45056, and the City of Oxford (“City”) for the purpose of entering into an agreement for the City to manage the day to day operations of the Cemetery.

RECITALS

Whereas, the Association has maintained and operated a public cemetery commonly referred to as the Oxford Cemetery; and

Whereas, the Association Board has voted to dissolve the Association and pursuant to R.C. 759.08, title to the Cemetery will vest by operation of law upon dissolution of the Association with the City; and

Whereas, the Association and the City mutually desire to facilitate a smooth and seamless transition of operations and management to the City; and

Whereas, the City must take certain steps in anticipation of its assumption of the Association’s duties and obligations pertaining to the management and operations of a public cemetery; and

Whereas, the parties agree to allow the City to manage the operations until such time that title vests in the City by virtue of the transfer of title in real property and assets of the Association to the City.

Subject to the above recitals and covenants below, the Parties hereby agree as follows:

1. **Management and Operations.** On December 31, 2022, the City shall assume all responsibility for the operations and management of the Cemetery including the collection of fees and payment of expenses.
2. **Cooperation and Assistance.** The Association shall cooperate and assist in good faith and with its best efforts to transition Cemetery operations and management to the City.
3. **Holdover Association Employees.** Nothing in this Agreement shall require the City to retain any Association employee(s) upon the transfer of title to the City. The City in its sole discretion may hire any Association employee as a contractor, part-time or full-time employee upon expiration of this Agreement.
4. **Inventory of Assets.** The Association shall provide the City with an inventory of all assets owned by the Association.

5. **Access to Cemetery and Financial Records.** The Association shall provide access to the City of all Association records and insurance policies.
6. **No Management Fee.** The Parties agree the Association shall pay no management fee to the City.
7. **Insurance.** The Association agrees to add the City as an additional named insured during the term of this Agreement. The City agrees to add the Association as an additional insured during the term of this agreement.
8. **Duration of the Agreement.** This Agreement shall remain in effect until such time that all Association financial records have been inspected, insurance policies provided to the City, all known Association liability exposure reported to the City or a mutually acceptable date agreed to by the Parties.
9. **Transfer of Association Assets and Records.** Upon the expiration of this Agreement, the City shall take full possession and ownership of the Cemetery.
10. **Governing Law.** This Agreement shall be governed by the laws of the State of Ohio.

IN WITNESS WHEREOF, the parties have executed this Agreement this 1st day of December, 2022.

Oxford Cemetery Association

By: _____
Name: Chris Allison
Title: President

City of Oxford

By: _____
Name: Douglas R. Elliott, Jr.
Title: City Manager

STAFF REPORT

ORIGINATING DEPARTMENT:	Division of Police
PREPARED BY:	Lt. Geoffrey W. Robinson
DATE PREPARED:	7 NOV 2022
COUNCIL MEETING DATE:	7 NOV 2022
AGENDA TITLE:	Authorization to enter a contract with Montrose Auto Group for the purchase of 3 – 2023 Ford Interceptor Utility Vehicles for use in the Police Division.
BUDGETED AMOUNT:	\$49,595 / \$92,000
ACCOUNT CODE:	140.110.61104 / 140.110.61218
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRC</i> 11.8.22

DISCUSSION:

The 2022 Capital Improvement budget includes \$141,595 in the Capital Equipment Fund for the purchase of police vehicles and equipment necessary to maintain the operating integrity of the Police Department. The planned capital purchases are for one (1) marked Ford Police Interceptor Utility vehicle and two (2) unmarked Ford Police Interceptor Utility vehicles.

City council approved the purchase of three (3) Ford Police Interceptor Utility (Hybrid) vehicles during its 18 JAN 2022 meeting. That purchase was approved for a cost not to exceed \$109,106.00. Those three (3) vehicles were ordered on 24 JAN 2022 from Montrose Ford, the 2022 Ohio State Contract holder.

On 26 OCT 2022, the Police Division was notified that our order had officially been cancelled by the Ford Motor Co. Montrose Ford was aware of the manufacturing problems and pre-emptively placed an order for three (3) 2023 Ford Interceptor Utility (Hybrid) vehicles to match the specifications in our previous order. Collectively, these three vehicles were quoted with a total price of \$132,049.17 or \$22,944.16 more than the 2022 models. Montrose Ford is matching base model pricing with the 2023 State of Ohio contract holder for 2023 models.

This resolution will authorize the City Manager to enter into a contract with Montrose Auto Group for the purchase of three (3) Ford Interceptor Utility Vehicles with specified manufacturer installed options at State Contract pricing for an amount not to exceed \$132,049.17.

Pricing to Match State Contract: RSI010002.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH MONTROSE AUTO GROUP FOR THE PURCHASE OF THREE (3) FORD INTERCEPTOR UTILITY VEHICLES WITH SPECIFIED OPTIONS AT STATE CONTRACT PRICING AT A COST NOT TO EXCEED \$132,049.17.

WHEREAS, the 2022 Capital Improvement Budget includes \$141,595.00 in for the purchase of police vehicles and equipment necessary to maintain the operating integrity of the Police Division; and

WHEREAS, the City Manager and the Police Chief recommend City Council authorize the City Manager to enter into a contract with Montrose Auto Group for the purchase of three (3) Ford Interceptor Utility Vehicles with specified options at State Contract pricing at a cost not to exceed \$132,049.17.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Police Chief and accepts the State Contract pricing for the purchase of three (3) Ford Interceptor Utility Vehicles with specified options at State Contract pricing at a cost not to exceed \$132,049.17.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Montrose Auto Group for the purchase of three (3) Ford Interceptor Utility Vehicles with specified options at State Contract pricing at a cost not to exceed \$132,049.17 which has previously been appropriated in the 2022 budget.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

STATE CONTRACT RSI010002 (SOLICITATION ID # SRC0000005432) GDC050
STATE CONTRACT PRICING TO MATCH BOB CHAPMAN FORD (AWARDEE)

2023 POLICE EXPLORER

Order No: **X397**

CITY OF OXFORD (VEHICLE #1)

FIN# QJ011

CURRENT STATE CONTRACT UNIT IS FOR A 2023 BLACK PIU HYBRID WITH KEYLESS ENTRY (FOBS) AND DS SPOT ONLY

PLEASE NOTE: COLOR, MOTOR AND OPTIONS CAN ALL BE CHANGED TO SUIT YOUR NEEDS

K8A 4DR AWD POLICE
.119" WHEELBASE
UM AGATE BLACK
9 CLTH BKTS/VNL R
6 EBONY
500A EQUIP GRP
.AM/FM STEREO W/SYNC

99W .3.3L HYBRID
44B .10-SP MOD HYBRD
425 50 STATE EMISS
51R DRV LED SPT LMP UNITY BRAND
55F KEYLESS - 4 FOB

STATE CONTRACT BID. THIS AMOUNT IS FOR THE ABOVE LISTED UNIT ONLY. ANY CHANGES (ADDING OR REMOVING OPTIONS) MADE BELOW WILL INCREASE OR DECREASE THE AMOUNT OF THE UNIT.

\$ 42,937.00

FORD FACTORY VSO (Vehicle Special Order) LIGHTING Add-On by customer request

****ALL FORD FACTORY LIGHTING COMES STANDARD AS RED/BLUE** THIS SECTION IS FOR ALL OTHER COLOR OPTIONS****

ADDED BY CUST.		ADDITIONAL BID ITEM QUOTED TO STATE (WILL + OR - TO ABOVE AMOUNT)			
43D	\$ 24.72	ADDL KEY (COMES WITH 4 ALREADY)	DLR	\$ 339.00	
47A	\$ 251.32	WHEEL COVER (grey hubcaps)	65L	\$ 59.00	
59B	\$ 48.41	3.3L V6 GAS Flex Fuel	99B/44U	\$ (2,200.00)	
		3.0L V6 ECOBOOST	99C/44U	\$ 1,388.00	
		REAR LOCKS INOP	68G	\$ 74.00	\$ 74.00
		REAR HANDLES INOP	68G-1	\$ 74.00	\$ 74.00
		REAR WINDOWS INOP	68G-2	\$ 74.00	\$ 74.00
		HEATED MIRRORS	549	\$ 59.00	\$ 59.00
		CARPET	16C	\$ 124.00	
		RED/WHIT DOME IN CARGO	17T	\$ 49.00	
		PER. ANTI-THEFT (req. 55F)	593	\$ 674.00	
		REMOVE KEYLESS ENTRY (DELETES FOBS)	RMV	\$	
		REAR CONSOLE PLATE FOR WIRE CHASE	85R	\$ 44.00	
		GRILL LED LIGHTS/SIREN/SPKR PRE-WIRE	60A	\$ 59.00	
	STD IS RED/BLUE	REAR LIGHT - BLUE/BLUE FOR CARGO	66C & ZJ7	\$ 659.00	
		MINIMUM DELIVERY CHARGE	DLR	\$ 300.00	\$ 300.00
ROUND TRIP DELIVERY CHARGE IF GREATER THAN MINIMUM CHARGE (round-trip miles X \$0.36)				\$0.36 PER MILE	
		TITLE FEE	DLR	\$ 15.00	\$ 15.00
		TEMP TAGS	DLR	\$ 19.50	

STATE CONTRACT PRICING
Attn: GEOFF ROBINSON

Derek Powers
Fleet/Gvmt. Sales Mgr.
Montrose Ford

QUOTED 11/4/2022
ORDERED

TOTAL OF STATE CONTRACT UNIT W/ ADDED ADDL. BID ITEMS FROM ABOVE	\$ 43,533.00
TOTAL FOR UPFIT PROVIDED VIA MONTROSE FORD (IF REQUESTED)	\$ -
TOTAL FOR EXT WARRANTY (IF REQUESTED)	\$ -
TOTAL FOR CUSTOMER ADDED OPTIONS - NOT QUOTED TO THE STATE	\$ 324.45
TOTAL FOR CUSTOMER ADDED FORD FACTORY VSO LIGHTING OPTIONS	\$ 0.00
TOTAL FOR SINGLE UNIT QUOTED / ORDERED	\$ 43,857.45
1 unit/s requested	\$ 43,857.45

ACCEPTED BY:

Date:

CODE	DESCRIPTION
43D	Dark Car Feature
47A	Police Engine Idle Feature
59B	Keyed Alike - 1284x

STATE CONTRACT RSI010002 (SOLICITATION ID # SRC0000005432) GDC050
STATE CONTRACT PRICING TO MATCH BOB CHAPMAN FORD (AWARDEE)

2023 POLICE EXPLORER

Order No: **X398 & X399**

CITY OF OXFORD (VEHICLE #2 & 3)

FIN# QJ011

CURRENT STATE CONTRACT UNIT IS FOR A 2023 BLACK PIU HYBRID WITH KEYLESS ENTRY (FOBS) AND DS SPOT ONLY

*****PLEASE NOTE: COLOR, MOTOR AND OPTIONS CAN ALL BE CHANGED TO SUIT YOUR NEEDS*****

K8A 4DR AWD POLICE
.119" WHEELBASE
M7 CARBONIZED GREY
9 CLTH BKTS/VNL R
6 EBONY
500A EQUIP GRP
.AM/FM STEREO W/SYNC

99W .3.3L HYBRID
44B .10-SP MOD HYBRD
425 50 STATE EMISS
51R-DRV LED-SPT LMP
55F KEYLESS - 4 FOB
DELETED

STATE CONTRACT BID. THIS AMOUNT IS FOR THE ABOVE LISTED UNIT ONLY. ANY
CHANGES (ADDING OR REMOVING OPTIONS) MADE BELOW WILL INCREASE OR
DECREASE THE AMOUNT OF THE UNIT.

\$ 42,937.00

FORD FACTORY VSO (Vehicle Special Order) LIGHTING Add-On by customer request

****ALL FORD FACTORY LIGHTING COMES STANDARD AS RED/BLUE** THIS SECTION IS FOR ALL OTHER COLOR OPTIONS****

ADDED BY CUST.		ADDITIONAL BID ITEM QUOTED TO STATE (WILL + OR - TO ABOVE AMOUNT)			
43D	\$ 24.72	ADDL KEY (COMES WITH 4 ALREADY)	DLR	\$ 339.00	
47A	\$ 251.32	WHEEL COVER (grey hubcaps)	65L	\$ 59.00	
59B	\$ 48.41	3.3L V6 GAS Flex Fuel	99B/44U	\$ (2,200.00)	
16D	\$ -	3.0L V6 ECOBOOST	99C/44U	\$ 1,388.00	
64E	\$ 460.41	REAR LOCKS INOP	68G	\$ 74.00	
		REAR HNDLS INOP	68G-1	\$ 74.00	
		REAR WINDOWS INOP	68G-2	\$ 74.00	
		HEATED MIRRORS	549	\$ 59.00	\$ 59.00
		CARPET	16C	\$ 124.00	
		RED/WHIT DOME IN CARGO	17T	\$ 49.00	
		PER. ANTI-THEFT (req. 55F)	593	\$ 674.00	
		REMOVE KEYLESS ENTRY (DELETES FOBS)	RMV	\$ -	
		REAR CONSOLE PLATE FOR WIRE CHASE	85R	\$ 44.00	
		GRIL LED LGHTS/SIREN/SPKR PRE-WIRE	60A	\$ 59.00	
	STD IS RED/BLUE	REAR LIGHT - BLUE/BLUE FOR CARGO	66C & ZJ7	\$ 659.00	
		MINIMUM DELIVERY CHARGE	DLR	\$ 300.00	\$ 300.00
ROUND TRIP DELIVERY CHARGE IF GREATER THAN MINIMUM CHARGE (round-trip miles X \$0.36)				\$0.36 PER MILE	
		TITLE FEE	DLR	\$ 15.00	\$ 15.00
		TEMP TAGS	DLR	\$ 19.50	

STATE CONTRACT PRICING
Attn: GEOFF ROBINSON

Derek Powers
Fleet/Gvmt. Sales Mgr.
Montrose Ford

QUOTED 11/4/2022
ORDERED

TOTAL OF STATE CONTRACT UNIT W/ ADDED ADDL. BID ITEMS FROM ABOVE	\$ 43,311.00
TOTAL FOR UPFIT PROVIDED VIA MONTROSE FORD (IF REQUESTED)	\$ -
TOTAL FOR EXT WARRANTY (IF REQUESTED)	\$ -
TOTAL FOR CUSTOMER ADDED OPTIONS - NOT QUOTED TO THE STATE	\$ 784.86
TOTAL FOR CUSTOMER ADDED FORD FACTORY VSO LIGHTING OPTIONS	\$0.00
TOTAL FOR SINGLE UNIT QUOTED / ORDERED	\$ 44,095.86
2 unit/s requested	\$ 88,191.72

ACCEPTED BY:

Date:

CODE	DESCRIPTION
43D	Dark Car Feature
47A	Police Engine Idle Feature
59B	Keyed Alike - 1284x
16D	Badge Delete
64E	18 in. Painted Aluminum Wheel



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	J Newlin
DATE PREPARED:	11/8/2022
COUNCIL MEETING DATE:	11/15/2022
AGENDA TITLE:	Supplemental Budget Ordinance
COUNCIL GOAL AREA:	Fiscal Responsibility
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JN 11/8/2022 <i>DRC</i> 11.8.22

DISCUSSION:

Issue 1

To make adjustment to budgeted receipt and expenditures
for 2022 Community Block Development Grant funding (Elm St.)

Action Needed:

Revenue Side

CDBG Fund (126) 111,000.00

Expense Side

CDBG Fund (126) 111,000.00

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



The City of Oxford
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Oxford, OH 45056

Issue 2

To make adjustment to budgeted expenditures for 3 Ford
Interceptor Utility (Hybrid) vehicles due to cancelation of previous order

Action Needed:

Revenue Side

Expense Side

Capital Equipment Fund (140)	7,516.72
Capital Equipment Fund (140)	15,427.44
Net Effect on Fund Balance/(s) Increase/(Decrease)	(22,944.16)
Total Net Effect on Fund Balance/(s) Increase/(Decrease)	-
Breakdown by Fund	
CDBG Fund (126)	-
Capital Equipment Fund (140)	(22,944.16)
Net Effect on Fund Balance/(s) Increase/(Decrease)	(22,944.16)

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3654 SUPPLEMENTAL BUDGET ORDINANCE NUMBER 9 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2022 AND DECLARING AN EMERGENCY.

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

WHEREAS, the grounds for declaring an emergency are authorized by the City Charter and are needed for infrastructure improvement and the procurement of public safety vehicles in support of the public health, safety, and welfare; and

WHEREAS, for the reasons stated in the preamble hereof, this Ordinance is declared to be an emergency measure and shall take effect at the earliest date permitted by law; now, therefore:

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

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

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

Community Development Block Grant Fund 126	111,000.00
--	------------

SECTION 3: The following increase/(decrease)in expenditures
be made:

Community Development Block Grant Fund 126	111,000.00
Capital Equipment Fund 140	7,516.72
Capital Equipment Fund 140	15,427.44

SECTION 4: In all other respects, Ordinance No. 3654 shall remain in full force and effect.

SECTION 5: This ordinance shall take effect immediately upon its adoption.

SECTION 6: For the reasons set forth in the preamble hereof, the Council declares this Ordinance to be an emergency measure which shall take effect at the earliest possible date permitted by law.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Joe Newlin
DATE PREPARED:	10/26/2023
COUNCIL MEETING DATE:	11/1/2023
AGENDA TITLE:	2023 Annual Budget Ordinance
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JN 10/26/2022 <i>DRC</i> 10.26.22

DISCUSSION:

Description of 2023 Budget

The current piece of legislation is a reflection of the information presented to Council at its October 20th work session.

Highlights:

Total Appropriations with transfers and advances \$48,754,457, (\$1,006,720) or 2.0% decrease of \$49,761,177 in 2022

Total Appropriations without transfers and advances \$34,129,163, (\$5,007,312) or 12.8% decrease of \$39,136,475 in 2022. (\$4,896,914) or 97.8% of the decrease is attributed to Capital Improvements. The main drivers of this decrease are two phases of OAT being let late in 2022 as well as the engineering and design of Water Softening Project.

3% COLA for all non-contractual fulltime employees, contracted employees received their respective increases, 3.5% increase for full-time Firefighter/Paramedics.

Income Tax Receipts in General Fund budgeted at \$8,900,000 a 2.6% increase over 2022 Budget

Hotel Tax Receipts in General Fund budgeted at \$255,000 a 15.9% increase over 2022 Budget



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10.60% decrease Workers Compensation payment for Fire & EMS Fund

14.11% decrease Workers Compensation payment for all other Funds

<u>2022</u>	<u>2023</u>	<u>Delta</u>	<u>Inc./ (Dec)</u>	
8,060,584	8,317,162	256,578	3.18%	General Fund
71.30%	71.81%			Salary & Benefits as a % of Operating Expenses
1,903,027	2,244,292	341,265	17.93%	Fire EMS Fund
77.86%	78.86%			Salary & Benefits as a % of Operating Expenses
822,880	842,837	19,957	2.43%	Street Fund
77.15%	75.86%			Salary & Benefits as a % of Operating Expenses
468,311	478,232	9,921	2.12%	Parking Fund
72.51%	72.38%			Salary & Benefits as a % of Operating Expenses
1,510,625	1,635,833	134,208	8.94%	Water Fund
67.12%	69.19%			Salary & Benefits as a % of Operating Expenses
1,801,180	1,904,006	102,826	5.71%	Wastewater Fund
66.45%	67.39%			Salary & Benefits as a % of Operating Expenses
233,233	239,277	6,044	2.59%	Solid Waste Fund
12.60%	12.61%			Salary & Benefits as a % of Operating Expenses
14,790,840	15,661,639	870,799	5.89%	Total
66.44%	67.26%			Salary & Benefits as a % of Operating Expenses

3% COLA for all full-time employees, 3.5% Firefighter/Paramedics

Additional Full-Time Police Officer added (General Fund)

Full -Time Environmental Specialist 20% Engineering, 40% Engineering Water & Wastewater was Part-Time in 2022

Full-Time Assistant to the City Manager now Full-Time Economic Development Director



The City of Oxford
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Oxford, OH 45056

Full-Time Economic Development Director 50% - Economic Development, 35% HR
Communications Assistant City Manager, 7.5% HR Communications Assistant City Manager
Water & Wastewater Funds

Full-Time IT/GIS Coordinator 70% HR Communications Assistant City Manager, 15% HR
Communications Assistant City Manager Water & Wastewater Funds

General Fund Increase Income Taxes - \$226,850 (2.62%)
General Fund Increase Interest Income - \$89,837 (149.05%)
General Fund Increase Local Government Revenue - \$22,000 (4.63%)
General Fund Increase Charges for Public Services Revenue - \$84,205 (12.94%)
General Fund Decrease Building, Electrical and Heating Permits Revenue - (\$58,000) (-34.12%)
General Fund Decrease Building, Electrical and Heating Permits NIC Expenditures - (\$52,200)
(-34.12%)
Net General Fund \$417,092

2% Increase in Water Sales & Wastewater Collection Rates

7.4% or \$1.25 for Residential Solid Waste Collection fees and 6.4% for Commercial customers

Additional \$20,000 added for Consultant for Community Energy Needs Study to Capital Improvement
Fund

Total Capital Equipment purchases in 2023 - \$1,231,928

Total Capital Improvement spending in 2023 - \$5,450,730

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, 2023.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2023 and monies will be available for appropriation in those funds.

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

SECTION 1: To provide for the current expenses and expenditures of the City of Oxford during the fiscal year ending December 31, 2023, the following sums be and they are hereby set aside and appropriated as follows:

GENERAL FUND 110

SECURITY OF PERSONS & PROPERTY	
Personnel Services	5,136,694
Other Services & Charges	<u>1,071,460</u>
Total Appropriations	6,208,154
PUBLIC HEALTH AND WELFARE	
Other Services & Charges	<u>183,474</u>
Total Appropriations	183,474
LEISURE TIME ACTIVITIES	
Personnel Services	1,377,199
Other Services & Charges	<u>581,176</u>
Total Appropriations	1,958,375
COMMUNITY ENVIRONMENT	
Personnel Services	702,152
Other Services & Charges	<u>237,386</u>
Total Appropriations	939,538
GENERAL GOVERNMENT	
Personnel Services	1,121,117
Other Services & Charges	<u>1,172,114</u>
Total Appropriations	2,293,231
TRANSFERS TO OTHER FUNDS	
Other Services & Charges	<u>1,565,287</u>
Total Appropriations	1,565,287
ADVANCES TO OTHER FUNDS	
Other Services & Charges	<u>5,332,500</u>
Total Appropriations	5,332,500
TOTAL GENERAL FUND APPROPRIATIONS	18,480,559

SPECIAL REVENUE FUNDS

STREET FUND 122

Personnel Services	842,837
Other Services & Charges	<u>268,276</u>
Total Appropriations	1,111,113

STATE HIGHWAY IMPROVEMENT FUND 123

Other Services & Charges	<u>20,200</u>
Total Appropriations	20,200

COMMUNITY DEVELOPMENT BLOCK GRANT FUND 126

Other Services & Charges	<u>112,778</u>
Total Appropriations	112,778

COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND 128

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

PARKING FUND 130

Personnel Services	478,232
Other Services & Charges	182,486
Transfer to Other Funds	<u>370,453</u>
Total Appropriations	1,031,171

LIFE SQUAD FUND 210

Other Services & Charges	<u>15,000</u>
Total Appropriations	15,000

AFFORDABLE HOUSING TRUST FUND 212

Other Services & Charges	<u>20,000</u>
Total Appropriations	20,000

LAW ENFORCEMENT TRUST FUND 410

Other Services & Charges	<u>20,000</u>
Total Appropriations	20,000

ENFORCEMENT & EDUCATION FUND 412

Other Services & Charges	<u>22,000</u>
Total Appropriations	22,000

FIRE/EMS FUND 418

Personnel Services	2,244,292
Other Services & Charges	<u>737,899</u>
Total Appropriations	2,982,191

OVI TASK FORCE FUND 419

Personnel Services	59,355
Other Services & Charges	165,645
Advance to Other Funds	<u>225,000</u>
Total Appropriations	450,000

SOUTHPOINTE TIF DISTRICT 1 FUND 420	
Transfers to Other Funds	<u>266,167</u>
Total Appropriations	266,167
SOUTHPOINTE TIF DISTRICT 2 FUND 421	
Transfers to Other Funds	<u>6,763</u>
Total Appropriations	6,763
SOUTHPOINTE TIF DISTRICT 3 FUND 422	
Transfers to Other Funds	<u>10,148</u>
Total Appropriations	10,148
SOUTHPOINTE TIF DISTRICT 4 FUND 423	
Transfers to Other Funds	<u>10,125</u>
Total Appropriations	10,125
SOUTHPOINTE TIF DISTRICT 5 FUND 424	
Transfers to Other Funds	<u>10,072</u>
Total Appropriations	10,072
OXFORD AREA TRAIL PROPERTY TAX FUND 425	
Other Services & Charges	15,000
Transfers to Other Funds	<u>1,035,000</u>
Total Appropriations	1,050,000
SMALL BUSINESS LOAN FUND 427	
Other Services & Charges	<u>10,000</u>
Total Appropriations	10,000
TOTAL SPECIAL REVENUE FUNDS APPROPRIATIONS	7,307,728
<u>DEBT SERVICE FUNDS</u>	
AQUATIC CENTER IMPROVEMENT DEBT SERVICE FUND 150	
Other Services & Charges	<u>311,050</u>
Total Appropriations	311,050
SOUTHPOINTE TIF IMPROVEMENT DEBT SERVICE FUND 151	
Other Services & Charges	<u>303,275</u>
Total Appropriations	303,275
TOTAL DEBT SERVICE FUND APPROPRIATIONS	614,325
<u>CAPITAL IMPROVEMENT FUNDS</u>	
CAPITAL EQUIPMENT FUND 140	
Other Services & Charges	<u>401,900</u>
Total Appropriations	401,900

CAPITAL IMPROVEMENT FUND 141	
Other Services & Charges	1,661,910
Advance to Other Funds	<u>602,500</u>
Total Appropriations	2,264,410
PARKING IMPROVEMENT FUND 142	
Other Services & Charges	<u>292,628</u>
Total Appropriations	292,628
MUNICIPAL FACILITIES CAPITAL IMPROVEMENT FUND 143	
Other Services & Charges	<u>69,500</u>
Total Appropriations	69,500
OAT CAPITAL IMPROVEMENT FUND 144	
Personnel Services	32,587
Other Services & Charges	1,100,000
Advance to Other Funds	<u>4,350,000</u>
Total Appropriations	5,482,587
SPECIAL ASSESSMENT FUND 417	
Other Services & Charges	150,000
Advance to Other Funds	<u>150,000</u>
Total Appropriations	300,000
TOTAL CAPITAL IMPROVEMENT FUND APPROPRIATIONS	8,811,025
<u>ENTERPRISE FUNDS</u>	
WATER (OPERATING) FUND 321	
Personnel Services	1,635,833
Other Services & Charges	728,374
Transfers to Other Funds	<u>427,549</u>
Total Appropriations	2,791,756
WATER IMPROVEMENT FUND 322	
Other Services & Charges	<u>967,660</u>
Total Appropriations	967,660
WATER CAPITAL EQUIPMENT FUND 320	
Other Services & Charges	<u>143,550</u>
Total Appropriations	143,550
WASTEWATER (OPERATING) FUND 331	
Personnel Services	1,904,006
Other Services & Charges	921,171
Transfers to Other Funds	<u>226,040</u>
Total Appropriations	3,051,217

WASTEWATER IMPROVEMENT FUND 332	
Other Services & Charges	<u>1,323,660</u>
Total Appropriations	1,323,660
WASTEWATER CAPITAL EQUIPMENT FUND 330	
Other Services & Charges	<u>300,750</u>
Total Appropriations	300,750
STORM WATER FUND 351	
Other Services & Charges	<u>30,000</u>
Total Appropriations	30,000
SOLID WASTE (OPERATING) FUND 341	
Personnel Services	239,277
Other Services & Charges	1,717,554
Transfer to Other Funds	<u>32,690</u>
Total Appropriations	1,989,521
LANDFILL POST-CLOSURE INVESTMENT FUND 353	
Other Services & Charges	<u>1,200</u>
Total Appropriations	1,200
TOTAL ENTERPRISE FUNDS APPROPRIATIONS	10,599,314
<u>INTERNAL SERVICE FUNDS</u>	
EMPLOYEE BENEFITS FUND 230	
Other Services & Charges	2,365,792
Advance to Other Funds	<u>5,000</u>
Total Appropriations	2,370,792
INTERNAL SERVICE FUND 370	
Other Services & Charges	<u>308,814</u>
Total Appropriations	308,814
TOTAL INTERNAL SERVICE FUNDS APPROPRIATIONS	2,679,606
<u>FIDUCIARY FUNDS</u>	
HOTEL & CONVENTION TAX FUND 120	
Other Services & Charges	<u>255,000</u>
TOTAL APPROPRIATIONS	255,000
BOARD OF BUILDING STANDARDS FUND 414	
Other Services & Charges	<u>6,900</u>
Total Appropriations	6,900
TOTAL FIDUCIARY FUNDS APPROPRIATIONS	261,900

TOTAL 2023 BUDGET APPROPRIATIONS

48,754,457

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

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: STAFF



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Joe Newlin
DATE PREPARED:	10/25/2022
COUNCIL MEETING DATE:	11/1/2022
AGENDA TITLE:	Budgeted Advances 2023 Ordinance
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JN 10/20/2022 <i>DRC</i> 10.26.22

DISCUSSION:

Description of Budgeted Advances for the 2023 Budget

Advance from GENERAL FUND 110

Advance to CAPITAL IMPROVEMENT FUND 141

- Uptown Public Restroom - \$112,000, Kehr Rd Culvert Replacement - \$147,500, Install Vehicle

Charging Stations - \$343,000

Funds to be reimbursed from Ohio Public Works Commission and others sources 602,500.00

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

Advance from GENERAL FUND 110

Advance to OXFORD AREA TRAIL CAPITAL IMPROVEMENT FUND 144

- OAT - Peffer Park to Talawanda High School Phase III, West Side Connector Phase IV

Funds to be reimbursed from OKI and OAT Property Taxes 4,350,000.00

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



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Advance from GENERAL FUND 110
Advance to EMPLOYEE BENEFIT FUND 230

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

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

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

Advance from GENERAL FUND 110
Advance to SPECIAL ASSESSMENT FUND 417

- Sidewalk, curb & gutter repairs associated with repaving program

Funds to be reimbursed from the special assessments 150,000.00

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

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED ADVANCES FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2023.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2023 and monies will be available for appropriation in those funds.

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

SECTION 1: The following advances are to be executed for the City of Oxford during the fiscal year ending December 31, 2023, as follows:

Advance from:

General Fund 110	602,500.00
Capital Improvement Fund 141	602,500.00
General Fund 110	4,350,000.00
Oxford Area Trail Capital Improvement Fund 144	4,350,000.00
General Fund 110	5,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	150,000.00
Special Assessment Fund 417	150,000.00
General Fund 110	225,000.00
OVI Task Force Fund 419	225,000.00

Advance to:

Capital Improvement Fund 141	602,500.00
General Fund 110	602,500.00
Oxford Area Trail Capital Improvement Fund 144	4,350,000.00
General Fund 110	4,350,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	5,000.00
Special Assessment Fund 417	150,000.00
General Fund 110	150,000.00
OVI Task Force Fund 419	225,000.00
General Fund 110	225,000.00

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: STAFF



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Joe Newlin
DATE PREPARED:	10/21/2022
COUNCIL MEETING DATE:	11/1/2022
AGENDA TITLE:	2023 ANNUAL TRANSFER ORDINANCE
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JN 10/21/2022 <i>DRC</i> 10.26.22

DISCUSSION:

Description of Budgeted Transfers for the 2023 Budget

Transfer from GENERAL FUND 110	
Transfer to STREET FUND 122	552,621.00
Annual General Fund Financial Support (quarterly)	
Transfer from GENERAL FUND 110	
Transfer to CAPITAL EQUIPMENT FUND 140	326,114.00
Annual General Fund Financial Support (quarterly)	
Transfer from GENERAL FUND 110	
Transfer to CAPITAL IMPROVEMENT FUND 141	270,502.00
Annual General Fund Financial Support (quarterly)	
Transfer from GENERAL FUND 110	
Transfer to AQUATIC CENTER DEBT SERVICE FUND 150	311,050.00
Annual General Fund Debt Service Payment (bi-annual to match debt payment)	



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Transfer from GENERAL FUND 110	
Transfer to STORM WATER FUND 351	30,000.00
Annual General Fund Financial Support (1st quarter)	
Transfer from GENERAL FUND 110	
Transfer to SPECIAL ASSESSMENT FUND 417	50,000.00
Annual General Fund Financial Support (1st quarter)	
Transfer from GENERAL FUND 110	
Transfer to FIRE/EMS FUND 418	20,000.00
Annual General Fund Financial Support (quarterly)	
Transfer from GENERAL FUND 110	
Transfer to SMALL BUDINNES LOAN FUND 427	5,000.00
Annual Transfer from PARKING FUND 130	
Transfer to GENERAL FUND 110	36,640.00
Annual Parking Fund Payment for Service department support (quarterly)	
Transfer from PARKING FUND 130	
Transfer to STREET FUND 122	31,185.00
Annual Parking Fund Financial Support for work performed (quarterly)	
Transfer from PARKING FUND 130	
Transfer to CAPITAL IMPROVEMENT FUND 141	110,000.00
Annual Parking Fund Loan Repayment (quarterly)	
Transfer from PARKING FUND 130	
Transfer to PARKING IMPROVEMENT FUND 142	192,628.00
Annual Parking Fund Financial Support (1st quarter)	



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Transfer from SOUTHPOINTE TIF DISTRICT 1 FUND 420	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	266,167.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 2 FUND 421	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	6,763.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 3 FUND 422	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	10,148.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 4 FUND 423	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	10,125.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 5 FUND 424	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	10,072.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from OXFORD AREA TRAIL PROPERTY TAX FUND 425	
Transfer to OXFORD AREA TRAIL CAP. IMPROVEMENT FUND 144	1,035,000.00
Annual Property Tax Transfer (bi-annual to match receipt of property taxes)	
Transfer from WATER FUND 321	
Transfer to GENERAL FUND 110	42,690.00
Annual Water Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)	
Transfer from WATER FUND 321	
Transfer to WATER CAPITAL EQUIPMENT FUND 320	112,040.00
Annual Water Fund Financial Support (1st quarter)	



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Transfer from WATER FUND 321	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	272,819.00
Annual Water Fund Financial Support (1st quarter)	
Transfer from WASTEWATER FUND 331	
Transfer to GENERAL FUND 110	42,690.00
Annual Wastewater Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)	
Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL EQUIPMENT FUND 330	75,937.00
Annual Wastewater Fund Financial Support (1st quarter)	
Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL IMPROVEMENT FUND 332	107,413.00
Annual Wastewater Fund Financial Support (1st quarter)	
Transfer from REFUSE FUND 341	
Transfer to GENERAL FUND 110	32,690.00
Annual Refuse Fund Financial Support – Muni-Building Expenses (quarterly)	

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED TRANSFERS FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2023.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2023 and monies will be available for appropriation in those funds.

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

SECTION 1: The following transfers are to be executed for the City of Oxford during the fiscal year ending December 31, 2023, as follows:

Transfer from:

General Fund 110	552,621.00
General Fund 110	326,114.00
General Fund 110	270,502.00
General Fund 110	311,050.00
General Fund 110	30,000.00
General Fund 110	50,000.00
General Fund 110	20,000.00
General Fund 110	5,000.00
Parking Fund 130	36,640.00
Parking Fund 130	31,185.00
Parking Fund 130	110,000.00
Parking Fund 130	192,628.00
Southpointe TIF District 1 Fund 420	266,167.00
Southpointe TIF District 2 Fund 421	6,763.00
Southpointe TIF District 3 Fund 422	10,148.00
Southpointe TIF District 4 Fund 423	10,125.00
Southpointe TIF District 5 Fund 424	10,072.00
Oxford Area Trail Property Tax Fund 425	1,035,000.00
Water Fund 321	42,690.00
Water Fund 321	112,040.00
Water Fund 321	272,819.00
Wastewater Fund 331	42,690.00
Wastewater Fund 331	75,937.00
Wastewater Fund 331	107,413.00
Refuse Fund 341	32,690.00

Transfer to:

Street Fund 122	552,621.00
Capital Equipment Fund 140	326,114.00
Capital Improvement Fund 141	270,502.00
Aquatic Center Debt Service Fund 150	311,050.00
Storm Water Fund 351	30,000.00
Special Assessment Fund 417	50,000.00
Fire/EMS Fund 418	20,000.00
Small Business Loan Fund 427	5,000.00

General Fund 110	36,640.00
Street Fund 122	31,185.00
Capital Improvement Fund 141	110,000.00
Parking Improvement Fund 142	192,628.00
Southpointe TIF Debt Service Fund 151	266,167.00
Southpointe TIF Debt Service Fund 151	6,763.00
Southpointe TIF Debt Service Fund 151	10,148.00
Southpointe TIF Debt Service Fund 151	10,125.00
Southpointe TIF Debt Service Fund 151	10,072.00
Oxford Area Trail Capital Improvement Fund 144	1,035,000.00
General Fund 110	42,690.00
Water Capital Equipment Fund 320	112,040.00
Water Capital Improvement Fund 322	272,819.00
General Fund 110	42,690.00
Wastewater Capital Equipment Fund 330	75,937.00
Wastewater Capital Improvement Fund 332	107,413.00
General Fund 110	32,690.00

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: STAFF



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Joe Newlin
DATE PREPARED:	10/26/2022
COUNCIL MEETING DATE:	11/01/2022
AGENDA TITLE:	2023 Fee Ordinance
COUNCIL GOAL AREA:	Fiscal Responsibility
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JN 10/26/2022 <i>DRC</i> 10.26.22

DISCUSSION:

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

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

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

ORDINANCE NO.

AN ORDINANCE TO ADOPT FEES AND CHARGES FOR THE FISCAL YEAR 2023.

WHEREAS, the City Manager and the Finance Director recommend City Council adopt fees for 2023, as itemized below.

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

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

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

		<u>\$ Amount</u>		<u>\$ Amount</u>	
		<u>Residents</u>		<u>Non-residents</u>	
<u>1) YEARLY MEMBERSHIP FEES - TRI COMMUNITY CENTER</u>					
(INCLUDES OPEN GYM AND WEIGHT ROOMS - for eligible ages)					
Child	(Ages 0-9)	FREE		FREE	
Youth	(Ages 10-17)	7.00	10.00	8.00	11.00
Adult	(Ages 18+)	14.00	20.00	16.00	22.00
<u>2) PRESCHOOL (per month)</u>					
Mon-Fri	All Day	620.00		682.00	
Mon-Fri	Half Day	340.00		374.00	
<u>3) SUMMER CAMP PROGRAM</u>					
Weekly		125.00	130.00	138.00	143.00
each additional child in family		105.00	110.00	116.00	121.00
Half-day					
Pre-school camps (1/2 Day)		70.00		77.00	
Pre-school camps (Full Day)		115.00		127.00	
<u>4) YOUTH SPORTS LEAGUES</u>					
Basketball					
Instructional League, Grade K		65.00	70.00	72.00	77.00
Competitive League, Grade 1-2		85.00	90.00	94.00	99.00
Competitive League, Grade 3-12		95.00	100.00	105.00	110.00
Flag Football League		80.00	85.00	88.00	94.00
<u>5) ADULT SPORTS LEAGUES</u>					
Adult softball		425.00			
Adult kickball		200.00			
<u>6) RESERVATION FEES</u>					
Oxford Aquatic Center					
Reservation, per hour (competition pool only)		150.00		165.00	
Reservation, per hour (activity pool only)		210.00	220.00	231.00	242.00
Reservation, per hour (both pools)		225.00	235.00	248.00	259.00
Athletic Fields					
Per game, per field		30.00	35.00	33.00	39.00
Per day, per field		140.00	175.00	160.00	193.00
Per game, per field (preps)		35.00		39.00	
Per hour, per field (lights)		30.00		33.00	

Community Park Gazebo Reservation	15.00	per hour	17.00	per hour
Up to 2 hours	30.00		33.00	
Up to 4 hours	50.00		55.00	
Up to 6 hours	65.00		72.00	
Up to 8 hours	75.00		83.00	
Park Shelter Reservation	12.00	per hour	14.00	per hour
Up to 2 hours	25.00		28.00	
Up to 4 hours	40.00		44.00	
Up to 6 hours	55.00		61.00	
Up to 8 hours	65.00		72.00	
Electric Tap Fee (Large machines such as ice machine, inflatables, etc.)	50.00		60.00	per day

7) AQUATIC CENTER

Season pool passes				
Adult (18-59)	100.00		110.00	
Senior (60+)	80.00		88.00	
Youth (2-17)	80.00		88.00	
Child under 2	FREE		FREE	
Household (4 or less)	210.00	220.00	231.00	242.00
General admission				
Adult (18-59)	8.00			
Senior (60+)	7.00			
Youth (2-17)	6.00			
Child under 2	FREE			
Swimming lessons				
Parent/child	44.00	50.00	48.00	55.00
Preschool & Level I	50.00		55.00	
Skill Level II thru V	55.00		61.00	

8) SENIOR CITIZEN CENTER RENTAL

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

B. COMMUNITY DEVELOPMENT DEPARTMENT

1) ADMINISTRATIVE ZONING REVIEW

Administrative Zoning Review Item

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

2) BOARD OR COMMISSION REVIEW

a) Planning Commission			
<u>Planning Commission Item</u>			
Conditional Use Permit	500.00	400.00	plus 10.00 postage
Annexation 100% owner petition	400.00	300.00	plus 1.00 per acre
Conceptual Review	No fee		
Subdivision Development, Preliminary	570.00	470.00	plus 10.00 per lot, plus 10.00 postage
Subdivision Development, Final	570.00	470.00	plus 10.00 per lot, plus 10.00 postage
Planned Development, Preliminary	570.00	470.00	plus 100.00 per acre, plus 10.00 postage
Planned Development, Final	570.00	470.00	plus 100.00 per acre, plus 10.00 postage
Minor Amendment to Conditional Use Permit or Planned Development	150.00		
Lot Consolidation	50.00		
Lot Split	50.00		
Zoning Code Amendment	250.00		plus 10.00 postage, per topic
Zoning Map Amendment	250.00		plus 10.00 postage
Significant changes to original application			Determined by the Community Development Director at a cost not to exceed original application
Revision beyond the 2nd submittal, requiring zoning or engineering review.	100.00		per review
b) Historic & Architectural Preservation Commission			
<u>HAPC Item</u>			
Certificate of Appropriateness	50.00		
Pre-application	No fee		
Certificate of Appropriateness for demolition of Historic Structure	250.00		
Demolition permit historic district			10% demolition cost per HAPC code
c) Board of Zoning Appeals			
<u>BZA Item</u>			
Variance Petition	300.00	200.00	plus 100.00 for each additional variance request up to 1,000.00, plus 10.00 postage
Appeal of Administrator's Decision	50.00		
Appeal of HAPC Decision	200.00	100.00	
3) DOCUMENTS, MAPS, & OTHER MATERIALS			
			At Media or Copy Cost Otherwise Noted
4) PLANNING AND DATA SERVICES			
	45.00		per hour

C) INSPECTIONS (Building Official)

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

<u>Residential Building Item</u>			
Building - 1Fam/2Fam/3Fam - New / Add / Alt / Remodel	100.00	/0.30 per sq ft	120.00 0.32 per sq ft
Mechanical (HVAC) - New / Add / Remodel	80.00	/0.04 per sq ft	90.00 0.05 per sq ft
Electrical - New / Add / Remodel	80.00	/0.04 per sq ft	90.00 0.05 per sq ft
Second and subsequent plan review (1/4 hr increments)	60.00	per hour	65.00 per hour
Minor Alteration (per each type of permit, Bldg, Elect, HVAC)	75.00		80.00
Accessory structures: Awnings, Decks, Sheds (Accessory building <200 sq ft do not require building review)	80.00	plus 0.15 per sq ft	90.00 plus 0.15 per sq ft

Furnace or A/C Replacement	80.00	per unit	85.00	per unit
Heat Pump	80.00	per unit	85.00	per unit
Gas Piping	75.00			
Geothermal trench/pressure test	75.00			
Electrical Service Upgrade / New / Reconnect	70.00		90.00	
Electric for Swimming Pool (In ground/above ground bonding/wiring)	90.00			
Electric Vehicle Chargers	90.00			
Demolition	75.00	per structure		
Industrialized Unit - Foundation Only	125.00			
(Does not include elec. Service, decks, porches, garages or other add.)				
Roof Replacement or Structural Change	50.00			
Partial permits (where granted)	50.00			
Temporary Certificate of Occupancy (30 days)	150.00			
Certificate of Occupancy	50.00			
Occupying without a Certificate of Occupancy	250.00			
Permit extension if approved	100.00			
Copy Plans and Re-stamp	50.00	plus copy cost - estimate provided		
Re-Inspection (Charge for the third and subsequent inspection)	75.00		90.00	
Non-Permit Inspection Request	75.00		80.00	
Out of Normal Hours Inspection	125.00	per hour/3 hr min		
Swimming Pool deeper than 24"	90.00		100.00	
Solar Array	80.00	plus 5.00/panel	90.00	plus 5.50/panel
Solar Array with battery storage	120.00	plus 5.50/panel		
Temporary Supply	70.00		75.00	
Temporary Tent 400-699 sq. ft. with sides	75.00	plus 0.10 per sq. ft.	80.00	plus 0.15 per sq ft
Temporary Tent 700 sq. ft. or more with or without sides	75.00	plus 0.10 per sq. ft.	80.00	plus 0.12 per sq ft
Fence over 6 feet tall	40.00		50.00	
Work Without Permit		Doubled permit fee		
Change of Building Plans (after approval)	50.00	plus 60.00 per hour (1/4 hr increments)	75.00	plus 65.00 per hour (1/4 hr increments)
Residential Code of Ohio Surcharge		Applicants covered by this Code will be assessed an additional 1% surcharge fee as mandated by Ohio Administrative Code Section 4101:8-1-03		

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

Commercial Building Item

Building (Except Multi-Family)	200.00	plus 0.15 per sq ft	220.00	plus 0.18 per sq ft
Building (Multi-Family)	200.00	plus 0.20 per sq ft	220.00	plus 0.23 per sq ft
Mechanical	200.00	plus 0.05 per sq ft	220.00	plus 0.06 per sq ft
Electrical	200.00	plus 0.05 per sq ft	220.00	plus 0.06 per sq ft
Minor Alteration (Per each type of Permit: Building, Electric, HVAC, etc.)	100.00			
Fire Suppression Systems (all suppressed areas)	250.00	plus 0.065 per sq ft		
Kitchen Exhaust Hood	250.00			
Hood Suppression System	250.00	plus 50.00 each addl unit		
Underground Fire Line	250.00	plus 0.065 per linear ft		
Fire Alarm System	250.00	plus 6.50 per device		
Plan Review (1/4 hr increments)	80.00	per hour	90.00	per hour
Revision to approved plans	100.00	plus plan review	125.00	plus plan review
Demolition	100.00	per structure		
Roof Replacements	250.00			
Storage Rack Systems	250.00	plus 0.015 per sq ft	220.00	plus 0.18 per sq ft
Furnace or A/C Replacement	150.00	plus 50.00 per each addl unit	150.00	plus 65.00 per each addl unit

Geothermal Trench/Pressure Test	100.00	per inspection		
Electric Vehicle Charging Stations	200.00	First charger/plus 150.00 per each add'l charger		
Solar Arrays	200.00	plus 5.00 per panel	220.00	plus 5.50 per panel
Solar Array with battery storage			250.00	plus 5.50 per panel
Industrialized Unit	200.00	plus 0.015 per sq ft	220.00	plus 0.18 per sq ft
Partial Permit (where granted)	100.00			
Temporary Certificate of Occupancy (30 days)	350.00			
Certificate of Use and Occupancy (not associated with building permit)	250.00			
Certificate of Occupancy with a permit	100.00			
Re-Inspection (Charge for the third and subsequent inspection)	100.00	per inspection	115.00	per inspection
Non-Permit Inspection Request	150.00			
Out of Normal Hours Inspection	125.00	per hour/ 3 hour min		
Permit extension, if approved	100.00			
Temporary-Supply (electric)	80.00		90.00	
Change of Building Plans (after approval)	50.00	plus 100.00 per hour	75.00	plus 100.00 per hour
Fuel Storage Tank	75.00	per tank		
Temporary structures, including tents	75.00	plus 0.10 per sq. ft.	80.00	plus 0.12 per sq ft
Temporary Tent 400-699 sq. ft. with sides			80.00	plus 0.15 per sq ft
Temporary Tent 700 sq. ft. or more with or without sides			80.00	plus 0.12 per sq ft
Awnings	75.00			
Signs	125.00	without electric		
	150.00	with electric		
Fence over 6 feet tall	50.00			
Work without a permit	Doubled Permit Fee			
Gas Piping	75.00			
OBC Surcharge	Applications covered by the OBC will be assessed an additional 3% surcharge fee as mandated by Ohio Administrative Code Section 4101:2-1-50(b)			

3) Rental Permits

a) Initial Establishment, Annual Renewal & Ownership Transfer

One-Family Structure	55.00	
Two-Family Structure	90.00	
Three-Family Structure	120.00	
Four-Family Structure	140.00	
Five or More Unit Structure	30.00	per unit
Fraternity or Sorority House	330.00	
Condominium	55.00	
Lodging House	110.00	

b) Late Renewal

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

c) Re-inspection

75.00

d) Board of Appeals

Application	150.00
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D) POLICE DEPARTMENT

Events requiring Officers for Crowd or Traffic Control:

One Officer	50.00	55.00	per hour
Each additional Officer	50.00	55.00	per hour
Police Supervisor (Required for each 4 Police Officers)	60.00	65.00	per hour
Police Command Officer (Required for two squads of five Officers)	70.00	75.00	per hour

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

False Alarm Fees

Residential, Commercial & Industrial 1 to 2 Annually	No charge		
Residential 3 or more	50.00	100.00	per occurrence
Commercial/Industrial 3 to 4 Annually	50.00	100.00	per occurrence
5 to 6 Annually	100.00	200.00	per occurrence
7 to 8 Annually	200.00	400.00	per occurrence
9 or more	400.00	800.00	per occurrence

Accident, crime, other reports	0.10	per page
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Purchase Meter time

Special Event/Construction - four hours or less	6.00	per meter per day
Special Event/Construction - more than four hours	12.00	per meter per day
Signs: "No Parking by Order of the Oxford P.D."	1.00	per sign

Other fees

Impound/Immobilization Fees	125.00
Each subsequent day or any part thereof	15.00
Each subsequent day or any part thereof for vehicles covered or stored within a building	20.00

Towing Charges	125.00	135.00	plus charges for services requiring specialized equipment or extra personnel
Administrative Citation Hearing Fee	20.00		per appeal (lost appeal only)
Administrative Citation Collection Fee	30%		of unpaid fine

Animal Boarding 1 st day or any part thereof	21.50
Each subsequent day or any part thereof	13.50

Shared Active Transportation Permit Fees

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

Parking

Smartmeters and Multi-space meters

South Campus Avenue	1.00	per hour	
High Street, Park Place	1.00	per hour	
Parking garage/Lot 52	1.00	per hour	
Main Street	1.00	per hour	
Beech St. & Poplar Street	1.00		0.50 per hour
Walnut Street & Church Street	0.25	per hour	

Traditional coin-only meters

0.25 per hour

Electric Vehicle Charging Station (includes cost of parking and electric)

2.50 per hour for 4 hours

4.50 per hour after first 4 hours

Parking Garage lease

Summer lease only (June 1- August 14)	150.00	
School year (August 15-May 31)	1,150.00	
Annual (August 15 - August 14)	1,250.00	
Per Semester (August 15-December 31) January 1-May 31)	625.00	
Parking garage replacement/lost card	25.00	
Residential Permitted Parking	15.00	annually

Parking Collection Fees

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

E) FIRE/EMS DEPARTMENT

EMS Runs

BLS-E	670.00	690.00	per run
ALS-1 E	1,000.00	1,030.00	per run
ALS-2 E	1,240.00	1,280.00	per run
EMS Mileage Rate	19.50	21.00	per loaded mile

Non-Emergency Transport

BLS	670.00	690.00	per run
ALS	1,000.00	1,030.00	per run
Mileage	19.50	21.00	per loaded mile

Critical Care Interhospital Transport

3,000.00

Mileage	19.50	21.00
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Court ordered restitution for transport refusal

~~350.00~~ **400.00**

Fire Watch	50.00	per hour per person (2 hour min.)
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EMS Stand-By	50.00	per hour per person (2 hour min.)
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Fire and or EMS Coverage for Miami Events	50.00	per hour per person (2 hour min.)
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CPR/AED/First Aid Training	20.00	each participant
	40.00	Resident
	50.00	Non-Resident

Civil Citation Hearing Fee

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

Failure to show for scheduled inspection

75.00

Building Plans Review

~~125.00~~ **150.00**

Fire Review	125.00	150.00	
Fire Suppression Plans Review	125.00	150.00	
Underground Fire Line/Fire Dept. Connection	75.00	125.00	
Fire Alarm Plan Review	100.00	150.00	
Kitchen Hood	100.00	150.00	
Kitchen Hood Suppression System	100.00	150.00	
Revision/Change to Approved Plans	125.00	150.00	
Tent Plan Review/Inspection	150.00	175.00	
Demolition	50.00	100.00	Residential
	100.00	150.00	Commercial

F) SERVICE DEPARTMENT

1) Water Service

Temporary meter deposit (hydrant connection)

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

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

5/8 x 3/4 inch	68.00
1 inch	175.00
1 1/2 inch	353.00
2 inch	570.00
3 inch	1,140.00
4 inch	1,770.00
6 inch	3,550.00

Bulk Water Service 3.50 per 100 cubic feet

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

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

Water rates

Volume charge 2.50 2.55 per 100 cubic feet

Base monthly charge Meter size (inch):

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

Outside city limits 35.00% added to amounts above

Late fee 10.00%

Green Card distribution 5.00

Gold Card distribution 5.00

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

Reconnection fee when payment is received before 3:00 PM 10.00

After 3:00 PM and for weekends/holidays 50.00

Irrigation Meter At cost to City

Irrigation Meter repair 5.00 plus costs

"No show" on scheduled appointment 25.00

Tap in fees

Based on tap size (inch):

1	—2,650.00	3,153.50
2	—3,020.00	3,593.80
4	—3,710.00	4,414.90
6	—4,590.00	5,462.10
8	—6,925.00	8,240.75
10	—9,550.00	11,364.50
12	—10,950.00	13,030.50

Outside city limits 35% added to amounts above

Separate meter pits

Time and materials

Meter vault and Lid (based on meter size)

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

—535.80	637.60	each additional (max of 4 pits per residential tap)
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3" and greater installed by the contractor at developer's expense

Water Meter including RF remote sending unit (inch):

5/8 & 3/4	—325.00	385.00
Ally Remote Meter & Valve assembly	—616.00	775.00
1	—400.00	429.00
1 1/2	—1,680.00	2,092.00
2	—1,905.00	2,384.00
3	—2,450.00	2,967.00
4	—4,080.00	5,008.00

Cost to City plus 10% administrative fee

Water Capacity benefit charges

Meter size (inch):

5/8 & 3/4	—1,680.00	1,730.40
1	—4,350.00	4,480.50
1 1/2	—8,760.00	9,022.80
2	—14,200.00	14,626.00
3	—28,250.00	29,097.50
4	—44,050.00	45,371.50
6	—88,330.00	90,979.90
8	—141,270.00	145,508.10
10	—203,400.00	209,502.00

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

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

Highest rate allowable by law

New construction inspection

50.00	initial inspection
50.00	re-inspection of failed work

New water main Chlorination/Disinfection Inspection

150.00

New water main valve operation/and line flushing

150.00

New water main Hydrostatic testing

100.00 per test

New water main bacteria sampling/testing

150.00 per event (includes laboratory fees)

Water main installation inspection/outside normal working hours

City cost for inspection expense

Fire Hydrant flow testing

100.00 per hydrant test

Backflow Prevention Permit

25.00

Damage to City facilities

Repair cost plus 40%

Participation in City Lead/Copper Sampling Program

30.00 credit to participant utility account

2) Sanitary Sewer service

Sewer rates

Volume charge	4.00	4.08 per 100 cubic feet
Base monthly fee	3.90	
Surcharges for High Strength Waste		
Excess suspended solids		1.0-2.0 X Allowable Strength - 0.25 x Base Rate 2.1-3.0 X Allowable Strength - 0.50 x Base Rate 3.1-4.0 X Allowable Strength - 1.00 x Base Rate Over 4.01 X Allowable Strength - 2.00 x Base Rate
Excess biochemical oxygen demand		1.0-2.0 X Allowable Strength - 0.25 x Base Rate 2.1-3.0 X Allowable Strength - 0.50 x Base Rate 3.1-4.0 X Allowable Strength - 1.00 x Base Rate Over 4.01 X Allowable Strength - 2.00 x Base Rate
Excess oil and grease		1.25 / lb. > 50 mg/l
Commercial preparer or server of food	0.10	per 100 cubic feet
Sewage sampling fee	100.00	
Late fee	10%	

Sewer Capacity benefit charges

Meter size (inch):

5/8 & 3/4	1,680.00	1,730.00
1	4,350.00	4,480.00
1 1/2	8,760.00	9,023.00
2	14,200.00	14,626.00
3	28,250.00	29,098.00
4	44,050.00	45,372.00
6	88,330.00	90,980.00
8	141,270.00	145,508.00
10	203,400.00	209,502.00

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

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

New construction sanitary inspection

Lateral repair inspection	50.00	initial inspection
reinspection of failed work	50.00	
inspection of existing sanitary lateral repairs	50.00	
Sanitary sewer cleaning (jet truck)	295.00	345.00 per hour (1 hour min.)
Sanitary sewer main video inspection	295.00	345.00 per hour (1 hour min.)
Sanitary lateral video inspection	295.00	345.00 per hour (1 hour min.)
Sanitary sewer manhole inspection (vacuum method)	50.00	per manhole
Staff monitoring of private contractor video inspection	25.00	per hour (2 hour min.)
Sanitary sewer low pressure air test (per city specs)	25.00	per test section
Sanitary sewer main construction (inspection beyond normal working hours - overtime expense)		Cost to City
Sanitary sewer Lift Station District Surcharge		Charge 50% surcharge to volume fee
Locating service for private sanitary lateral	295.00	per hour (1 hour min.)
Non-compliance causing blockage or damage to City facilities		Response or repair cost plus 40%
Special wastewater discharge application (tank pumping, groundwater, etc.)	25.00	
Special wastewater contaminated discharge treatment	0.10	per gallon
Acceptable analytical data required for special waste		
Damage to City facilities		Repair costs plus 40%

3) Refuse service

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

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

	Rumpke	Admin	Total	Rumpke	Admin	Total
<u>Refuse</u>						
Residential (Single family or multi-unit dwellings with four or less units)	42.95	2.72	45.67	13.60	3.32	16.92
Rental for Waste wheeler	3.00	-	3.00			
Residential rates include 4.00 Recycle fee						
Commercial						
2 Cubic Yard dumpster						
1x/week	37.27	7.86	45.13	38.78	9.46	48.24
2x/week	59.02	12.47	71.49	61.40	14.97	76.37
3x/week	88.39	18.64	107.03	91.96	22.39	114.35
4x/week	114.50	24.18	138.68	119.13	28.98	148.11
5x/week	142.78	30.16	172.94	148.55	36.26	184.81
6x/week	171.06	36.15	207.21	177.97	43.45	221.42
Requested extra pick up (outside of normal schedule)	27.19	5.73	32.92	28.28	6.88	35.16
Rental fee	14.00	-	14.00			
3 Cubic Yard dumpster						
1x/week	48.20	10.12	58.32	50.14	12.22	62.36
2x/week	85.18	18.00	103.18	88.62	21.55	110.17
3x/week	123.26	25.97	149.23	128.24	31.17	159.41
4x/week	161.32	34.01	195.33	167.84	40.81	208.65
5x/week	198.31	41.79	240.10	206.33	50.19	256.52
6x/week	236.39	49.96	286.35	245.94	59.96	305.90
Requested extra pick up (outside of normal schedule)	28.25	5.94	34.19	29.40	7.16	36.56
Rental fee	17.00	-	17.00			
4 Cubic Yard dumpster						
1x/week	62.41	13.16	75.57	64.93	15.86	80.79
2x/week	110.26	23.28	133.54	114.72	27.98	142.70
3x/week	158.12	33.40	191.52	164.51	40.10	204.61
4x/week	207.07	43.63	250.70	215.43	52.43	267.86
5x/week	254.93	53.80	308.73	265.23	64.52	329.75
6x/week	301.71	63.67	365.38	313.89	76.37	390.26
Requested extra pick up (outside of normal schedule)	32.64	6.86	39.50	33.96	8.26	42.22
Rental fee	20.00	-	20.00			
6 Cubic Yard dumpster						
1x/week	92.92	19.59	112.51	96.68	23.59	120.27
2x/week	160.36	33.70	194.06	166.84	40.60	207.44
3x/week	227.80	47.96	275.76	237.01	57.96	294.97
4x/week	282.19	59.53	341.72	293.59	71.53	365.12
5x/week	367.04	77.18	444.22	381.87	93.18	475.05
6x/week	436.65	91.84	528.49	454.29	110.84	565.13
Requested extra pick up (outside of normal schedule)	35.64	7.52	43.16	37.08	9.02	46.10
Rental fee	23.00	-	23.00			

8 Cubic Yard dumpster						
1x/week	122.35	25.83	148.18	127.30	31.03	158.33
2x/week	211.55	44.58	256.13	220.10	53.58	273.68
3x/week	299.66	63.02	362.68	311.76	76.02	387.78
4x/week	388.85	81.97	470.82	404.56	98.47	503.03
5x/week	476.95	100.13	577.08	496.22	120.63	616.85
6x/week	566.14	119.02	685.16	589.01	144.02	733.03
Requested extra pick up (outside of normal schedule)	38.08	8.02	46.10	39.62	9.67	49.29
Rental fee	26.00	-	26.00			
Waste wheeler						
	Rumpke	Admin	Total			
1x/week	15.25	3.21	18.46	15.87	3.86	19.73
2x/week	26.10	5.49	31.59	27.15	6.62	33.77
3x/week	36.99	7.77	44.76	38.48	9.37	47.85
4x/week	47.86	10.05	57.91	49.80	12.15	61.95
5x/week	58.74	12.38	71.12	61.11	14.88	75.99
6x/week	69.62	14.68	84.30	72.43	17.63	90.06
Requested extra pick up (outside of normal schedule)	10.88	2.27	13.15	11.32	2.76	14.08
Rental fee	9.00	-	9.00			
<u>Recycling</u>						
2 Cubic Yard dumpster						
1x/week	25.54		25.54	40.33		
2x/week	43.12		43.12	58.26		
3x/week	58.49		58.49	73.94		
4x/week	76.06		76.06	91.86		
5x/week	91.45		91.45	107.56		
Requested extra pick up (outside of normal schedule)	27.46		27.46	27.88		
Rental fee	14.00		14.00	included in Recycling charge - no longer separate		
3 Cubic Yard dumpster						
1x/week	35.72		35.72	53.77		
2x/week	59.89		59.89	78.43		
3x/week	84.05		84.05	103.07		
4x/week	110.42		110.42	129.97		
5x/week	134.59		134.59	154.62		
Requested extra pick up (outside of normal schedule)	28.53		28.53	29.10		
Rental fee	17.00		17.00	included in Recycling charge - no longer separate		
4 Cubic Yard dumpster						
1x/week	45.90		45.90	67.22		
2x/week	78.86		78.86	100.84		
3x/week	111.81		111.81	134.45		
4x/week	144.77		144.77	168.07		
5x/week	177.71		177.71	201.66		
Requested extra pick up (outside of normal schedule)	32.96		32.96	33.62		
Rental fee	20.00		20.00	included in Recycling charge - no longer separate		
6 Cubic Yard dumpster						
1x/week	67.06		67.06	91.86		
2x/week	114.30		114.30	140.05		
3x/week	162.63		162.63	189.34		
4x/week	212.06		212.06	239.76		
5x/week	262.59		262.59	291.30		
Requested extra pick up (outside of normal schedule)	35.96		35.96	36.68		
Rental fee	23.00		23.00	included in Recycling charge - no longer separate		

8 Cubic Yard dumpster				
1x/week	82.75		82.75	110.93
2x/week	148.65		148.65	178.14
3x/week	214.56		214.56	245.37
4x/week	280.46		280.46	312.59
5x/week	346.37		346.37	379.82
Requested extra pick up (outside of normal schedule)	38.45		38.45	39.22
Rental fee	26.00		26.00	included in Recycling charge - no longer separate
Waste wheeler	Rumpke	Admin	Total	
1x/week	4.25		4.25	13.52
2x/week	10.87		10.87	20.27
3x/week	17.49		17.49	27.02
4x/week	24.12		24.12	33.78
5x/week	30.73		30.73	40.52
Requested extra pick up (outside of normal schedule)	11.05		11.05	11.27
Rental fee	9.00		9.00	included in Recycling charge - no longer separate
Late fee			10%	
One time additional pickup permit stickers			15.00	per sticker
Compactor tickets			45.00	per 1 cubic yard
<u>4) Video service provider fee 5% of annual gross revenue</u>				
<u>5) Miscellaneous</u>				
DVD Copies			5.00	
Tree Plantings required by Codified Ordinance Chapter 1148			458.00	per tree
<u>G) ENGINEERING DIVISION</u>				
1) Design manual fees:				
Water and sanitary sewer improvement specifications			30.00	
Storm water management design			25.00	
Digital city standard drawings			15.00	per compact disc Media
2) Map Order				
Media:				
Bond	8 1/2 x 11	B/W	4.00	
Bond	8 1/2 x 11	Color	4.00	
Bond	11 x 17	B/W	4.00	
Bond	11 x 17	Color	4.50	
Bond	24 x 36	B/W	10.00	
Bond	24 x 36	Color	11.00	
Bond	36 x 48	B/W	18.00	
Bond	36 x 48	Color	20.00	
Base and Zoning maps:				
Lots			5.00	plus media cost
Oxford Historic District			1.00	plus media cost
Corporation limits			Free	
Water lines			5.00	plus media cost
Sewer lines			5.00	plus media cost
Storm sewer lines			5.00	plus media cost
Zoning			5.00	plus media cost
Proposed development			5.00	plus media cost
Additional use permits			5.00	plus media cost
P.U.D.'s			5.00	plus media cost
Special use permits			5.00	plus media cost
Street index			1.00	plus media cost
Digital base map section			15.00	plus media cost

3) Plans and Specifications Sales	20.00-500.00	dependent on size of project
4) Document handling/forwarding fee to regulating agencies	25.00	
5) Engineering plan review for revisions after 2nd submittal	100.00	per submission
<u>H) STREET DIVISION</u>		
Street cut surface repair - April through November:		
Up to 40 sq. ft. (or 40 linear ft of curb totaling less than 40 sq. ft.)	128.00	148.00
More than 40 sq. ft.	128.00	148.00 plus 3.20 per additional sq. ft.
December through March:		add 50% to above costs
Brick Street Repair	30.00	60.00 per sq. ft.
Sidewalk Curb Gutter Permit	25.00	
Work without a permit in ROW (Starting construction or work without permit)		Greater of \$200.00 or twice the cost of permit
Street Tree Permits		No charge
Removal of hazardous trees from private property		At cost to city plus 5% Administrative fee
Street Spills		Cost of time and materials for cleanup plus 10% administrative fee
Right-of-way Requests		
Personnel (misc. tasks)	25.00	30.00 per hour
Event Electrician	100.00	120.00 plus necessary materials at cost
Road Closures/Detours	135.00	150.00
Event Trash cans	5.00	6.00
Street Signs		Cost of labor/materials used plus 10% administrative fee
Woodside Cemetery		
Gravesite plots	100.00	200.00
Opening and closing of gravesite	250.00	
Additional charge after 3:30 weekdays and on weekends	100.00	
Street Banner Installation and removal	100.00	125.00 Single banner
Damage to City Facilities		Cost to City plus 40%
<u>I) FINANCE DEPARTMENT</u>		
Miscellaneous copies	0.10	per page per copy
Transcription of recorded public meeting	At cost to City	
Final Annual Budget Document		
Paper	At cost to City	
Electronic	5.00	per DVD/CD
Any other method	At cost to City	
Annual Comprehensive Financial Report		
Paper	At cost to City	
Electronic	5.00	per DVD/CD
Any other method	At cost to City	
Hotel/ Short term rental tax rates:		
Hotel tax	3%	
Convention tax	3%	
Motor Vehicle license tax	5.00	per motor vehicle
Motor Coach or Bus	25.00	each per year
Taxicab Company License	25.00	per year
Taxicab per Operator License	25.00	per year
Taxicab per Vehicle License	25.00	per year

Vendor License	50.00	per Calendar month or
	300.00	per Calendar year
NSF check Fee	At cost to City	
Dog License	0.75	per Tag (City share), plus amount charged by Butler County

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

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY : LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Human Resources
PREPARED BY:	Jessica Greene
DATE PREPARED:	October 27, 2022
COUNCIL MEETING DATE:	November 1, 2022
AGENDA TITLE:	2023 Salary Ordinance
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRC</i> 10.27.22

DISCUSSION:

Changes are indicated by strike out and/highlighted text and have been approved by the City Manager.

Section 1. Full-Time Staff

Add 2 FTE, with 1 new position and promotion of 2 PT staff to FT. This changes the number of fulltime staff from 124 to 127.

- Office of City Manager
 - Change of Sustainability Coordinator from PT to FT.
 - Promotion of Assistant to the City Manager to Economic Development Coordinator.
 - Change of Title of IT/GIS Coordinator to IT Technician.
- Community Development Department
 - Promotion of Planner to City Planner/GIS Coordinator.
- Division of Fire
 - Promotion of Admin Assistant II to Office Manager
- Division of Police
 - Increase in 1 Police Officer Position
- Parks and Recreation
 - Change of Pre School Teacher from PT to FT.

Section 2: Pay bands 1-7

- Recommendation of a three percent (3%) cost of living (COLA) increase.



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Section 3: Year-Round Part-Time Staff

- For Laborer, Parks, and Rec Technician Roles, change minimum pay to meet minimum wage of \$10.10/hr. and changed maximum to \$17.00/hr.
- For all other roles, the recommendation is to raise the minimum and maximum compensation of year-round part-time positions by increasing the rate by three percent (3%).
- These changes will result in total authorized part-time personnel of seventy two (72) employees.

Section 4: Seasonal Part-Time Staff

- For Laborer, Parks, and Rec Technician Roles, change minimum pay to meet minimum wage of \$10.10/hr and changed maximum to \$17.00/hr.
- For all other roles, the recommendation is to raise the minimum and maximum compensation of year-round part-time positions by increasing the rate by three percent (3%).

Section 5: Department Heads and Supervisory Employees

- C. Vacation Accrual. Clarification that prior public service requires documentation for credit for prior years of service and the City Manager ability to review and award years of service credit for nonprofit or public sector employee experience after a written request.

Section 6: General Provisions

- B: Hours of Work: Clarification of application to non contract employees. Change Call In Pay from 2 hour minimum to 3 hour minimum.

Section 7: Employee Benefits

- H: Payment of Health Insurance Premiums: Addition of \$10 premium increase if staff and spouses on our insurance plan opt out of city wellness biometric screening program.
- I: Holiday Schedule: Correction of clerical error fifteen paid days off to sixteen.
- K: Group Life and Accidental Death and Dismemberment Insurance: Removal of specific fire fighter language that is now in contract bargaining agreement (CBA).
- M: Vacation: Clarification that prior public service requires documentation for credit for prior years of service and the City Manager ability to review and award years of service credit for nonprofit or public sector employee experience after a written request.
- N: Reimbursement: Clerical update to align with updated Travel Policy.

Attachment A:

- The pay bands have been increased by 3% for 2023

Attachment B.

- Removed. No longer needed as FT Fire fighter compensation is outlined in CBA.

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, 2023 THROUGH DECEMBER 31, 2023.

WHEREAS, the City Manager recommends the adoption of the 2023 Salary and Benefits Ordinance.

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

SECTION 1: Full-Time Employees

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

Position	Number of Employees Authorized	Pay Band
Office of the City Manager		
City Manager	1	By Contract
Assistant City Manager/Human Resources & Economic Development	1	7
to the Economic Development Coordinator	1	5
Human Resources Manager	1	6
Clerk of Council/Administrative Assistant II	1	5
IT Technician	1	5
Sustainability Coordinator	1	5
Finance Department		
Finance Director	1	By Contract
Assistant Finance Director	1	6
Payroll Specialist	1	5
Finance Specialist	1	5
Accounting Specialist	1	4
Utility Collections Specialist	2	4
Parks & Recreation Department		
Parks & Recreation Director	1	7
Aquatics & Recreation Programs Supervisor	1	5
Sports Activities Supervisor	1	5
Office Manager	1	5

Receptionist	1	1
Sports Coordinator	1	3
Aquatics & Recreation Programs Coordinator	1	3
Custodian	1	1
Preschool Teacher	1	2
Community Development Department		
Community Development Director	1	7
City Planner/GIS Coordinator	1	6
Code Enforcement Officer	1	6
Administrative Assistant II	2	3
Safety Department – Fire Division		
Fire Chief/Inspector	1	7
Fire Captains	3	By Contract
Firefighter/Paramedics	6	By Contract
Office Manager	1	5
Safety Department – Police Division		
Police Chief	1	7
Police Lieutenant	2	By Contract
Police Sergeant	6	By Contract
Police Officer	20	By Contract
Public Safety Assistant	3	By Contract
Police Records Specialist	1	By Contract
Dispatcher/Clerk	6	By Contract
Office Manager	1	5
Social Services Liaison	1	5
Service Department		
Service Director	1	7
Deputy Service Director	1	6
Environmental Specialist	1	5
Administrative Assistant III	1	4
Custodian	2	1
Engineering Division		
City Engineer	1	6
Engineering Technician	1	5
Engineering Aide	1	4

Streets and Maintenance Division		
Streets and Maintenance Manager	1	6
Equipment Mechanic	1	5
Parks Maintenance Supervisor	1	5
Street Operations Specialist	1	4
Service Workers	11	1, 2 & 3 respectively
Wastewater Division		
Collection		
Wastewater Collection Manager	1	6
Service Workers	4	1, 2 & 4 respectively
Plant		
Wastewater Plant Manager	1	6
WWTP Laboratory Technician	1	3
Plant Mechanic II	1	4
Plant Mechanic I	1	3
Service Worker I	1	1
WWTP Operators	3	5
Water Division		
Distribution		
Water Distribution Manager	1	6
Service Workers	4	1, 2 & 4 respectively
Plant		
Water Plant Manager	1	6
Utility Maintenance Technician	1	2
Utility Meter Reader	1	1
Water Plant Operators	2	Varies
TOTAL Full-Time Budgeted:	127	

SECTION 2: Pay Bands 1 through 7

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

- A. Adoption of this ordinance reflects a 3% increase rounded up to the nearest penny of all employees not covered by a collective bargaining agreement. The Finance Director and City Manager shall also receive the same increase to their current base salaries.
- B. The City Manager, except as otherwise provided in the charter, is authorized to establish

the starting salary not to exceed the position's market midpoint.

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

SECTION 3: Year Round Part Time Employees

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

Year Round Part Time	Number of Employees Authorized	Minimum Payrate	Maximum Payrate
City Manager			
Community Outreach Specialist	1	\$22.52	\$32.73
Online Content Specialist	1	\$15.45	\$20.60
Parks & Recreation Department			
Park/Recreation Technician	5	\$10.10	\$15.45
Program Coordinator	3	\$10.10	\$17.93
Senior Program Coordinator	1	\$11.26	\$19.42
Custodian	1	\$12.40	\$16.73
Service Department			
Laborers	4	\$10.10	\$15.45

Water Plant Operators	2	\$19.15	\$23.26
Safety Department – Fire Division			
Part-Time Firefighters/EMTs	30	\$20.60	\$25.75
Student EMTs		\$13.39	\$13.91
Fire Division Captains	2	\$22.66	\$27.81
Fire Division Lieutenants	2	\$20.60	\$25.75
Safety Department – Police Division			
Property Custodian	1	\$22.52	\$32.73
Police Officer	6	\$31.53	\$38.29
Public Safety Assistant	4	\$22.52	\$29.28
Dispatcher/Clerk	4	\$22.52	\$29.28
City-Wide			
Intern/Temporary Part-Time	5	\$10.93	\$15.31
Total Year Round PT Employees	72		

SECTION 4: Seasonal Part Time Employees

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

Seasonal Part Time	Number of Employees Authorized	Minimum Pay Rate	Maximum Pay Rate
Safety Department – Fire Division			

Fire/EMS for Miami University Coverage	N/A	N/A	\$50.00
Parks & Recreation Department			
Park/Recreation Technician	65	\$ \$10.10	\$15.45
Program Coordinator	3	\$10.10	\$16.33
Service Department			
<i>Street Department</i>			
Laborer	7	\$10.10	\$15.45
Wastewater Division			
<i>Plant</i>			
Laborer	1	\$10.10	\$15.30
<i>Collections</i>			
Laborer	1	\$10.10	\$15.30
Water Division			
<i>Plant</i>			
Laborer	1	\$10.10	\$15.30
TOTAL Seasonal Part-Time:	78		

SECTION 5: Department Heads and Supervisory Employees.

- A. Defined.** The positions of City Manager, Assistant City Manager, Finance Director, Police Chief, Community Development Director, Service Director, Parks and Recreation Director and Fire Chief 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 rates listed in the table below. The City Manager may adjust vacation accrual rates, at the time of hire, based on previous experience in the public, nonprofit, or private sector. The employee begins accruing vacation leave immediately but may only take leave during the first year with City Manager approval.

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 based on 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 no sick leave is used during that quarter. If the Police Chief uses no sick leave for the calendar year, the Chief 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-contract, and 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 three (3) 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. **Part Time Firefighters.** Part Time Firefighters are paid according to the schedule in Section 3 hereof of part-time employees. A firefighter may receive a supplement equal to one-half their ordinary job wage if their employer does not continue pay while they are away from work attending to a fire.

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

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

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

SECTION 7: Employee Benefits

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

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

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

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

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

- F. **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.

- G. Paid Parental Leave:** Eligible employees, as defined in the employee handbook, are provided up to twelve (12) weeks of leave after the birth or adoption of his or her child. Of the twelve weeks, eight (8) weeks is Paid Parental Leave paid by the City without the employee having to use her/his accrued vacation and paid sick leave followed by four (4) weeks of Unpaid Parental Leave during which an employee may substitute the unpaid leave with accrued vacation and paid sick leave. Paid and Unpaid Parental Leave can be used as continuous or intermittent leave. The combination of Paid and Unpaid Parental Leave may not exceed twelve (12) weeks.
- H. Payment of Health Insurance Premiums.** For each full-time employee who participates in the City group medical insurance programs, the City will make a per month per employee contribution as determined by the budget during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay a contribution for single coverage or for family coverage, each pay period, with deductions being made from gross pay before taxes resulting in the cost being reduced. Staff members and spouses participating in the City health insurance program will receive a \$10 bi-weekly premium increase if they choose to not participate in the annual biometric screening as part of the City wellness program.
- I. Holiday Schedule.** There shall be sixteen (16) paid days off for full-time employees as follows: (10 holidays/6 personal days)
- New Year's Day (January 1)
 - Martin Luther King, Jr. Day (third Monday in January)
 - Washington/Lincoln Day (third Monday in February)
 - Memorial Day (last Monday in May)
 - Independence Day (July 4)
 - Labor Day (first Monday in September)
 - Thanksgiving Day (fourth Thursday in November)
 - Day after Thanksgiving
 - Christmas Eve
 - Christmas Day
 - Six (6) Personal Days - 48 Hours

New employees hired during the year shall have their Personal Hours pro-rated based on their 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.

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

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

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

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

K. Group Life and Accidental Death and Dismemberment Insurance.

The City will pay 100% of the premium for these fringe benefits for coverage in an amount equal to the employee's annual base salary, except that the amount of the insurance coverage provided will be subject to a reduction schedule included in the group policy. Such reductions generally begin at age 65 and are subject to ADEA regulations. These fringe benefits apply only to full-time employees working at least forty (40) hours per week. The City will pay 100% of the premium group life insurance coverage on the Police Chief in an amount equal to one and one-half (1-1/2) times the Police Chief's annual salary to a maximum of \$175,000.

L. Longevity Bonus Pay. Longevity Bonus Pay will only be paid to eligible employees who accrue the required years of service on or before December 31, 2020 and are full-time employees of the City on or before December 31, 2020. To be eligible for Longevity Bonus Pay an employee must meet both requirements.

No partial or proportionate Longevity Bonus Pay will be paid. An employee shall accrue one year of service for twelve consecutive months of full-time employment. Part-time employees who become full-time employees may use hours worked as a part-time employee towards years of credit. Credit will not be given for partial years of service.

Full-time employees who leave the City's employment and are eligible to receive longevity pay based on the anniversary date in 2022 shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 2022. All eligible full-time employees shall be paid in accordance with the following schedule. Contract employees shall be paid according to the appropriate contracts. The Chief of Police shall be paid longevity according to the current schedule in the Police Supervisors' contract.

After 5 years	\$450		After 18 years	\$775
After 6 years	\$475		After 19 years	\$800
After 7 years	\$500		After 20 years	\$825
After 8 years	\$525		After 21 years	\$850
After 9 years	\$550		After 22 years	\$875

After 10 years	\$575		After 23 years	\$900
After 11 years	\$600		After 24 years	\$925
After 12 years	\$625		After 25 years	\$950
After 13 years	\$650		After 26 years	\$975
After 14 years	\$675		After 27 years	\$1,000
After 15 years	\$700		After 28 years	\$1,025
After 16 years	\$725		After 29 years	\$1,050
After 17 years	\$750		After 30 years	\$1,075

- M. Vacation.** An employee shall accrue vacation monthly at the following rates listed in the table below unless otherwise covered by a collective bargaining unit. New hires with prior public sector experience may provide documentation of prior experience and be credited with years of service and earn vacation at a higher rate. With a written request, the City Manager may review documented prior experience in the nonprofit and private sector and may decide to adjust vacation accrual rates if the experience is deemed relevant to the current position. The employee begins accruing vacation leave immediately but may only take leave during the first year with City Manager approval.

The City grant up to employee's in advance anniversary

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

Manager is authorized to 40 hours of the vacation leave to be used of their first year on the basis of extenuating circumstances.

- N. **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.
- O. **Continuing Education/Tuition Reimbursement.** For 2023, \$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 Department..

SECTION 8: Applicability

Irrespective of any language or wording herein above, this ordinance shall not be, and no provision or portion hereof shall be, applicable to any employee of the City of Oxford employed pursuant to a written

contract relative to wages and working conditions. This entire ordinance is effective and applicable only as to employees whose employment is not covered pursuant to the terms and conditions of a written contract with the City.

SECTION 9: Repeal of Conflicting Ordinances

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

MAYOR

ADOPTED: -----

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: William Snavelly

ATTACHMENT A

CITY OF OXFORD OHIO

PAY BANDS (2023)

	<u>MINIMUM</u>	<u>MAXIMUM</u>
PAY BAND 7		
Annual	\$77,522	\$139,318
Hourly	\$37.27	\$66.98
PAY BAND 6		
Annual	\$60,320	\$107,037
Hourly	\$29.00	\$51.46
PAY BAND 5		
Annual	\$51,667	\$87,006
Hourly	\$24.84	\$41.83
PAY BAND 4		
Annual	\$45,386	\$73,611
Hourly	\$21.82	\$35.39
PAY BAND 3		
Annual	\$41,142	\$69,389
Hourly	\$19.78	\$33.36
PAY BAND 2		
Annual	\$38,501	\$62,442
Hourly	\$18.51	\$30.02
PAY BAND 1		
Annual	\$34,798	\$56,451
Hourly	\$16.73	\$27.14



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Councilor Bracken
DATE PREPARED:	9.28.22
COUNCIL MEETING DATE:	10.4.22
AGENDA TITLE:	An Ordinance to add Section 935.191 Managed Natural Lawn Area.
COUNCIL GOAL AREA:	Climate Sustainability
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRC</i> 10.12.22

DISCUSSION:

COUNCILOR BRACKEN REQUESTED THIS ORDINANCE.

ORDINANCE NO.

ORDINANCE AMENDING CHAPTER 935 TREES, SHRUBS, AND OTHER PLANTS BY ADDING SECTION 935.191 MANAGED NATURAL LAWN AREA.

WHEREAS: the Environmental Commission recommends adopting a
Managed Natural Lawn Area Ordinance.

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

SECTION 1: Council hereby amends Chapter 935 Trees, Shrubs, and Other Plants
of the Codified Ordinances of the City of Oxford by adding Section 935.191 Managed
Natural Lawn Area as follows:

935.191 MANAGED NATURAL LAWN AREA

A. Intent

1. The City Council recognizes residents' desire to use their property on residential parcels in an ecologically beneficial manner, including through the planting of vegetation in lawn areas, including native grasses and forbs, and other plants beneficial to pollinators, which may grow to a height of greater than the currently allowable ten (10) inches (see section 935.20(a.)) The Council finds these types of plantings may preserve, restore, or maintain beneficial natural functions and may utilize environmentally sound practices while upholding aesthetic properties that benefit our neighborhoods and community. As guidance towards these functional and aesthetic goals, this change in lawn use must be planned, managed, and maintained in accordance with the minimum standards described herein.

B. Definitions

1. Managed natural lawn area – A planned, intentional, and maintained planting of native plants or non-invasive plants of any origin, that is free from noxious weeds as defined by Ohio Administrative Code (OAC) 901:5-37-01 and may exceed ten (10) inches in length. This may include a variety of horticultural practices including but not limited to those called natural lawns, natural landscapes, native lawns, pollinator gardens, rain gardens, meadow vegetation, native prairie, prairie gardens, monarch waystations, native plantings, native gardens, and butterfly habitat.
2. Native plants – Plants recognized as native to the state by the Ohio Department of Natural Resources, including: wildflowers, grasses, shrubs, vines, forbs, ferns, sedges, and rushes.
3. Non-invasive plants – Domesticated and non-native plants commonly used in

horticulture that do not spread beyond intentionally planted beds; that do not establish in unmaintained areas.

4. Turf grasses – Blends of annual and perennial grasses intended to create a low-growing, homogeneous appearance commonly used in regularly cut lawns. (e.g., Kentucky bluegrass, perennial ryegrass, tall fescue, and fine fescue)
5. Pesticide—pesticides are defined to include any chemical introduced into the environment for the purpose of killing arthropods. This includes topical sprays as well as systemic pesticides.

C. Applicability

1. Residential zoning districts.

D. Requirements.

1. Any owner of a residential lot in the City may transition an area of lawn on the lot to a Managed Natural Lawn Area.
2. Managed Natural Lawn Area may include vegetation more than ten (10) inches in height, and which have gone to seed, but may not include any noxious weeds, shall not impede line of sight for safe vehicular travel, nor shall impinge on public right-of-way, drainage utility easement, or neighboring properties. The Code Enforcement Officer may require mowing or other maintenance or removal for these purposes.
3. The transition period from manicured lawn to a Managed Natural Lawn Area in a given space must be achieved in three growing seasons to ensure that a public nuisance is not created (see Oxford Landscape plan 410.B.3a.)
4. A Managed Natural Lawn Area shall not include turf grass lawns left unattended.
5. When establishing a Managed Natural Lawn Area, turf grass and/or other existing vegetation shall be eliminated, and native vegetation shall be planted through transplanting or seeding. Soil erosion shall be controlled and is the sole responsibility of the land owner.
6. Pesticide use shall be minimized in Managed Natural Lawn Areas. The purpose of such areas is to use property in an ecologically beneficial manner. Pesticides generally disrupt ecologies. Indiscriminate or extensive spraying of pesticides is not allowed in Managed Natural Lawn Areas. Targeted application with short-lived pesticides may be justified. Similarly, the use of BT (*Bacillus thuringiensis*) for the control of larvae and grubs, including mosquito larvae, in isolated areas of the lot is allowed. Any pesticides used on the lot must not escape the lot, for example through wind or water transport. Plants that have been treated with systemic pesticides or genetic modifications that kill arthropods may not be knowingly planted and must be removed if they are discovered.
7. At no time shall a Managed Natural Lawn Area interfere with motorists' views the street or roadway.

E. Failure to Maintain

1. If a property owner chooses to install a Managed Natural Lawn Area, and it is determined by the Code Enforcement Officer that the area fails to meet the definition and requirements of a Managed Natural Lawn Area as defined in sections 2,3 and 4, it shall be considered prima facie evidence of the failure of the owner to comply with this section.
2. The City may then provide written notice to the property owner advising such owner that the Managed Natural Lawn Area must be brought into conformity within (30) thirty days. If the owner fails to achieve conformity, then the City may perform the necessary work to abate non-compliance, keeping an accurate account of the cost. The cost shall be assessed to the property owner.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: COUNCILOR BRACKEN
PREPARED BY: LAW (STAFF)