



Agenda

Oxford City Council

Court House

TUESDAY, NOVEMBER 16, 2010

EXECUTIVE SESSION

6:30 P.M.

1. Roll Call. Richard Keebler, Mayor; Ken Bogard, Vice-Mayor; John Harman; Bob Blackburn; Kevin McKeehan; Kate Currie; Greig Rutherford

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

REGULAR MEETING

7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

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

3. Public Participation.

- A. Proclamation ?Human Rights and Social Justice Days?



Proclamation

- B. Presentation - Butler County Auditor's Office - David Brown.

- C. Appointments to Boards and/or Commissions.

- 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.

- A. Minutes of the November 2, 2010 City Council Meeting. (Mary Ann Eaton, Clerk of Council)



Minutes

- B. Report regarding the October 21, 2010 Recreation Board Meeting. (Gail Brahier, Parks and Recreation Director)



Report

- C. Report regarding the October 28, 2010 Board of Zoning Appeals Meeting. (Jung-Han Chen, Community Development Director).



Report

- D. Report regarding the November 3, 2010 Environmental Commission Meeting. (Mike Dreisbach, Service Director)



Report

- E. Report regarding the November 3, 2010 Historic and Architectural Preservation Commission Meeting. (Jung-Han Chen, Community Development Director)



Report

- F. A Resolution authorizing the sale of salvaged, junk and/or abandoned motor vehicles. (Steve Schwein, Police Chief)



Staff Report/Resolution

- G. A Resolution authorizing the City Manager to enter into a contract with Allied Benefit Systems, Inc. as third party administrator (TPA) for the City of Oxford benefit plan. (Donna Heck Human Resources Director)



Staff Report/Resolution

5. Resolutions.

1. A Resolution approving the creation of a new fund for the 2011 operating budget to provide for fire and emergency medical services. (Joe Newlin, Finance Director)



Staff Report/Resolution

6. Ordinances.

A. First Reading.

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, 2011. (Joe Newlin, Finance Director)



Staff Report/Ordinance

2. An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2011. (Joe Newlin, Finance Director)



Staff Report/Ordinance

3. An Ordinance Adopting Fees And Charges For Fiscal Year 2011. (Joe Newlin, Finance Director)



Staff Report/Ordinance

4. 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, 2011 Through December 31, 2011. (Donna Heck, Human Resources Director)



Staff Report/Ordinance

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

1. Remarks from City Council and City Staff.

- B. Future Meetings. (Note: Meetings will be held at the Court House unless otherwise indicated.)

WED - Nov 17 Board of Zoning Appeals Meeting 7:30 p.m.

FRI - Nov 19 Community Improvement Corporation Meeting 12:00 p.m. LCNB

FRI - Nov 19 Student Community Relations Commission Meeting 3:30 p.m. LCNB

WED - Nov 24 Civil Service Commission Meeting 7:00 p.m. Cancelled

THUR - Nov 25 Holiday - City Offices Closed

FRI - Nov 26 Holiday - City Offices Closed

WED - Dec 1 Environmental Commission Meeting 7:00 p.m. Municipal Building

WED - Dec 1 HAPC Meeting 7:30 p.m. Cancelled

FRI - Dec 3 Student Community Relations Commission Meeting 3:30 p.m. LCNB

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

THUR - Dec 9 Joint Recreation Board/TRI Board Meeting 12:00 p.m. LCNB

THUR - Dec 9 Police Advisory Board Meeting 7:00 p.m. Senior Center

TUES - Dec 14 Planning Commission Work Session 6:00 p.m.

TUES - Dec 14 Planning Commission Meeting 7:30 p.m. Cancelled

WED - Dec 15 Board of Zoning Appeals Meeting 7:30 p.m.

FRI - Dec 17 Community Improvement Corporation Meeting 12:00 p.m. LCNB

MON - Dec 20 Housing Advisory Board Meeting 7:00 p.m. Municipal Building

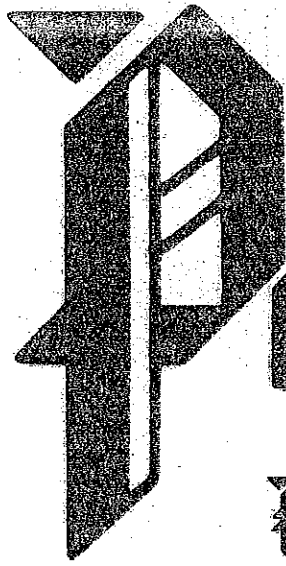
TUES - Dec 21 City Council Meeting 7:30 p.m.

WED - Dec 22 Civil Service Commission Meeting 7:00 p.m. Cancelled

THUR - Dec 23 Holiday - City Offices Closed

FRI- Dec 24 Holiday - City Offices Closed

8. Adjourn.



Office of the Mayor

Proclamation

Whereas:

The Center for American and World Cultures at Miami University announce the Seventh Annual Human Rights and Social Justice Program at Miami University "A Call to Action for Social Justice: Bridging and Bonding Across Borders" to be held November 8-19, 2010, and

WHEREAS, the Human Rights and Social Justice Program offers the opportunity to join forces with organizations devoted to the elimination of hunger, homelessness, poverty, modern slavery, human trafficking, forced migrations, physical and mental abuse, ethnocide, and genocide, to communicate information that raises awareness about human rights and social justice efforts and action in our communities and around the world; and

WHEREAS, the Human Rights and Social Justice Program creates opportunities for students and the large community to be engaged on human rights and social justice networks and service programs (volunteer programs, social service programs, learning service programs, professional development programs and others); and

WHEREAS, this event will include a variety of activities such as the seventh Annual Information Fair and Film Festival, Special Presentations, Read-In, Photo and Art Exhibitions, Guest Speakers and a Call To Action related to Human Rights and Social Justice; and

WHEREAS, organizations such as the International Red Cross, the National Underground Railroad Freedom Center, the Center for Holocaust and Humanity Education, the National Center for Homeless Education, the Hope House Rescue Mission, the Darfur Coalition, the Housing Opportunities Made Equal (HOME), STOP Aids, the Trade Justice Mission, the Butler County Board Developmental Disabilities, the American Friends Service Committee, the EDUN Life, the Students for Free Tibet, the Women's Center among other organizations will have tables with pamphlets, readings, and promotional materials and multi-media displays explaining their goals, strategies and programs; and

WHEREAS, groups such as Su Casa, Center for Community Engagement in Over-the-Rhine, the Oxford Interfaith Climate Change Work Group, the Oxford Community Choice Pantry, the Social Action Center, the Center for Civic Engagement -Hamilton, and Oxford Citizens and Miami Students for Peace and Justice will explain their work in the local area, including ways that Miami University students can participate in their efforts in Oxford, Hamilton, Middletown, Cincinnati and neighboring areas; and

WHEREAS, representatives from Miami University's Office of Community Engagement and Service will be on hand to discuss credit and non-credit opportunities for service learning.

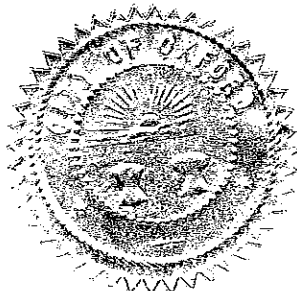
NOW, THEREFORE, I, Richard A. Keebler, Mayor of the City of Oxford, Ohio, do hereby proclaim November 8-19, 2010,

'HUMAN RIGHTS AND SOCIAL JUSTICE DAYS'

and urge all citizens to support this most worthwhile effort to raise awareness about human rights and social justice.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 16th day of November, 2010.

RICHARD A. KEEBLER, MAYOR



A Regular meeting of the Oxford City Council was called to order by Mayor Richard Keebler on Tuesday, November 2, 2010 at 7:15 p.m. Those members present were Ken Bogard, Kate Currie, Bob Blackburn, John Harman and Kevin McKeehan. Greig Rutherford arrived at 7:17 p.m.

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

ADJOURN TO EXECUTIVE SESSION

Mr. Blackburn moved to adjourn to Executive Session immediately in accordance with Ohio Revised Code Section 121.22 (G)(1) for the purpose of discussing appointments to Boards and Commissions. Mr. McKeehan seconded. The motion passed by the following roll call:

AYE: Mr. Blackburn, Mr. Bogard, Ms. Currie, Mr. Harman, Mr. McKeehan, Mr. Keebler (6)

NAY: None (0)

ABS: None (0)

RETURN FROM EXECUTIVE SESSION

Mr. McKeehan moved to adjourn from Executive Session at 7:28 p.m. Mr. Blackburn seconded. The motion passed by the following roll call:

AYE: Mr. Bogard, Ms. Currie, Mr. Harman, Mr. McKeehan, Mr. Rutherford, Mr. Blackburn, Mr. Keebler (7)

NAY: None (0)

ABS: None (0)

PLEDGE OF ALLEGIANCE

Mayor Keebler called for the Pledge of Allegiance.

APPROVAL OF AGENDA

Ms. Currie moved to approve the agenda. Mr. McKeehan seconded. The motion passed 7-0-0.

PUBLIC PARTICIPATION

PROCLAMATION **'RASKALS DAY'**

Mayor Keebler read the Proclamation and presented it to Ms. Joyce Stewart.

Ms. Joyce Stewart, advised RASKALS appreciated being recognized with the Proclamation. Ms. Stewart advised the group was excited to kick-off the Oxford event on Saturday beginning with twenty clients. Ms. Stewart noted her hope the event would grow larger in coming years.

Mayor Keebler wished the group success with the event.

APPOINTMENTS TO BOARDS **AND COMMISSIONS**

CIVIL SERVICE COMMISSION

Ms. Currie moved to appoint Mr. Michael Pavloff to the Civil Service Commission for a three year term. Mr. Blackburn seconded. The motion passed 7-0-0.

PUBLIC COMMENTS

Mr. Matt Ciccone, Secretary, Off Campus Affairs, updated Council with regard to the Pumpkin Carving event which took place on Sunday at Ms. Alysia Fischer's house in the mile square noting it was well attended.

Mr. Ciccone brought to Council's attention a problem with skunks in the mile square area south of High Street between Campus Avenue and Locust Street. Mr. Ciccone and noted his feeling it may be related to the feeding of stray cats. Mr. Ciccone advised he would contact animal control regarding the matter.

CONSENT AGENDA

MINUTES

Minutes of the October 14, 2010 City Council Work Session. (Mary Ann Eaton, Clerk of Council)

Minutes of the October 19, City Council Work Session. (Mary Ann Eaton, Clerk of Council)

Minutes of the October 19, 2010 City Council Meeting. (Mary Ann Eaton)

REPORTS

Report regarding the October 27, 2010 Civil Service Commission Meeting. (Donna Heck, Human Resources Director)

RESOLUTIONS

RESOLUTION
CONTRACT WITH
ROSSMAN & COMPANY

A Resolution No.4567 authorizing the City Manager to enter into a contract with Rossman & Company for debt collection services. (Joe Newlin, Finance director)

RESOLUTION
BOND REDUCTION

A Resolution No. 4568 authorizing a \$62,085.00 reduction of a performance bond in the form of a letter of credit in the amount of \$105,244.00 for Campus Commons Subdivision, Phase One, and accepting a new performance bond in the form of a letter of credit in the amount of \$43,159.00. (Mike Dreisbach, service Director)

Mr. Bogard moved to approve the consent agenda. Ms. Currie seconded. The motion passed 7-0-0.

RESOLUTION
CONTRACT WITH
FRONT STREET ANALYTICS

A Resolution No. 4569 authorizing the City Manager to enter into a contract with Front Street Analytics to perform a Demographic/Marketing Study for the City of Oxford at a cost not to exceed \$40,000.00. (Alan Kyger, Economic Development Director)

Mr. Kyger advised the demographics in Oxford were far diluted and tainted by the number of college students living in a town with a population of 24,000 which made it look like the City had a higher unemployment rate than it did and a lower income per household than it did which was a factor when trying to recruit business to Oxford. Mr. Kyger advised last year Council authorized \$36,000 towards a Marketing/Demographic Study and in February a Request for Proposal was released with 5 companies responding. Mr. Kyger noted the Community Improvement Corporation (CIC) worked with him and narrowed the search to three companies who came to Oxford and gave presentations which the majority of Council members attended. Mr. Kyger advised the CIC scored each company and recommended that Front Street Analytics performed the study for a number of reasons but mostly because they seemed to better understand a smaller community like Oxford. Mr. Kyger noted Front Street Analytics pared their original proposal down and several local companies pledged funds to support the initiative within the budgeted amount. Mr. Kyger advised Mr. Aaron Whittaker from Front Street Analytics was in attendance this evening.

Mr. Harman asked Mr. Kyger to recognize the companies who pledged funds for the initiative on the City's website.

Mr. Rutherford noted the City's local entrepreneurs were top tier and advised his feeling Front Street Analytics would help the City find ways to encourage people to make those investments.

Mr. Arron Whittaker, commended Mr. Rutherford for being very strategic in his thinking. Mr. Whittaker noted the concept of local businesses partnering with municipalities was critically important and it said a lot about the community when it banded together towards a common goal. Mr. Whittaker advised the study would be a very strategic assessment of the whole marketplace and without real due diligence on assessing what the marketplace was you would get an incomplete picture. Mr. Whittaker advised Front Street Analytics would do some homework for strategic leasing purposes and as vacancies occurred they could be very thoughtful and pragmatic in finding the right kind of entrepreneur to fill that top tier need in the community. Mr. Whittaker noted he was honored to be asked to work with the Oxford community.

Mr. Scott Webb, Vice Chair, Oxford Chamber of Commerce, advised over the last few years the chamber had made economic development a priority and tried to encourage the City to do the same. Mr. Webb noted the chamber attended the Demographic/Marketing presentations and had participated in economic development Work Sessions with Council, the Planning Commission and staff. Mr. Webb thanked the City Manager and Council for the access the chamber had to Mr. Kyger and his ability to help the chamber be an asset to the City in making decisions such as the proposed Demographic/Marketing study. Mr. Webb noted the Chamber was very aware of the demographic challenges the City faced when trying to attract businesses to town and they felt this would be a good move. Mr. Webb advised the Chamber was happy to see a proactive approach to economic development from Council and staff and noted the Chamber strongly encouraged Council's approval of the proposed Resolution and looked forward to some new demographics.

Ms. Currie moved to adopt Resolution No. 4569. Mr. Blackburn seconded. The motion passed 7-0-0.

ORDINANCES **FIRST READING**

ORDINANCE **2011 BUDGET**

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, 2011. (Joe Newlin, Finance Director)

Mr. Newlin advised the proposed Ordinance was a direct result of the budget Work Sessions which had taken place since mid August. Mr. Newlin noted the proposed Ordinance reflected exactly what Council received in great detail in their budget packet on October 8, 2010.

Mr. Richard Daniels, 451 Emerald Woods Drive, advised his feeling Council was in a difficult position at this point in time. Mr. Daniels noted the university was in a major change oriented situation of trying to figure out what they were going to be, for whom, and what they were going to spend over the next couple of years. Mr. Daniels advised the hospital was in a difficult situation as demonstrated by the recent lay-offs. Mr. Daniels noted with the changes in demographics in the community and benefit programs bad debts were increasing. Mr. Daniels advised health care was stable but not forever stable. Mr. Daniels noted the school system was in excellent shape but could be looking at a 20 to 40 percent reduction in their budget from the state. Mr. Daniels advised the City was the 4th major part of the community in terms of employment, taxes and services. Mr. Daniels suggested as Council looked at the budget they looked hard at generating a minimum margin of \$1,000,000 which would require some major cuts, and if the Fire Levy did not pass, a margin of \$1,500,000 would be needed for next year. Mr. Daniels noted the City was using part of its reserves to cover the shortfall in the budget and inquired how many dollars were in that reserve fund.

Mr. Elliott advised the budget showed an estimated operating deficit of \$447,389. Mr. Elliott noted based on the proposed budget the fund balance would be ending at \$5,100,000. Mr. Elliott advised the projection to end this year would be a fund balance of \$5,600,000. Mr. Elliott noted the City had increased expenditures in the Fire/EMS division and the city had seen revenues decline significantly over the last two years due to the recession. Mr. Elliott advised the proposed budget did not include any new revenue for Issue 15. Mr. Elliott noted this was a very lean budget and it was based on last year's budget.

Mayor Keebler noted last year's budget deficit was less than budgeted because there were very little transfers to capital improvements. Mayor Keebler advised if Issue 15 passed it would put the City in much better shape but not good shape and hopefully funds could be returned to capital expenditures. Mayor Keebler noted over the next year the City would continue to look at ways to further reduce the operating budget.

Mr. Elliott advised when staff brought forward a budget that was in deficit; staff needed to look for ways throughout the year to reduce expenditures so the projected deficit turned out to be much less than projected at the beginning of the year. Mr. Elliott noted a number of things had been done over the past year to accomplish that objective and the City would continue to do those things.

ORDINANCE
OUTLINING BUDGETED
TRANSFERS

An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2011. (Joe Newlin, Finance Director)

Mr. Newlin advised the proposed Ordinance would authorize the transfer of money mostly from the General Fund to various funds to fund operations, capital purchases and debt service. Mr. Newlin described each transfer as outlined in the staff report on pages 31 through 33 of the agenda.

ORDINANCE
2011 FEES

An Ordinance Adopting Fees And Charges For Fiscal Year 2011. (Joe Newlin, Finance Director)

Mr. Newlin advised the proposed Ordinance reflected changes in fees for 2011 as recommended by staff and any questions could be directed to the respective department head.

Council discussed the proposed changes and noted concern with item B. 1) on page 39 of the agenda with regard to Administrative Zoning Review. Council asked Mr. Chen to provide comparables for the recommended fees and noted some concern with the proposed fee for sign review in conjunction with a building application. Council noted concern with fees for meters on page 43 of the agenda and noted the fee for special event vehicles should be the same as the fee for construction vehicles. Mayor Keebler referred to page 44 of the agenda and requested the fees for the Fire/EMS Department to be rounded to the nearest dollar. Mr. Dreisbach referred to page 51 of the agenda and noted the practice of hanging double banners over High Street would be eliminated.

ORDINANCE
2011 SALARIES

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, 2011 Through December 31, 2011. (Donna Heck, Human Resources Director)

Ms. Heck referred to pages 55-69 of the agenda and advised additions and corrections were noted in bold and items to be eliminated were indicated by strikeout. Ms. Heck referred to her staff report on page 54 of the agenda and offered to answer any questions.

Mayor Keebler noted there were no changes in the wage schedule.

Ms. Currie advised Council appreciated the non-increase in wages and noted her hope Council could offer cost of living increases in the near future.

Mayor Keebler noted the City had not laid off any employees which was important. Mayor Keebler advised he appreciated the fact the employees understood the situation.

Mr. Rutherford referred to page 57 of the agenda and noted full-time authorized strength was 114 and 123 positions were authorized but not budgeted. Mr. Rutherford inquired why positions were maintained but not budgeted. Mr. Elliott, Ms. Heck and Mayor Keebler addressed the issue. Mayor Keebler noted this was a typical practice but Council needed to pay attention to how long positions were carried as authorized but not budgeted. Mr. Rutherford noted as technology changed and the way business was conducted changed the authorized positions may not be the positions which were needed in the future.

ANNOUNCEMENTS

Mr. Elliott advised a public involvement meeting would take place on December 9, 2010 regarding the final submission of the study on the Oxford Connector. Mr. Elliott noted he would provide the time and location as soon as it was known. Mr. Elliott advised the City and ODOT would need to determine the next steps in the process such as the environmental review and/or preliminary engineering for the project. Mr. Elliott noted each dollar spent after the study of earmarked funding would reduce the available amount of funding for the US-27 South improvement project.

Mr. Elliott advised 5 antlerless deer had been harvested under the Deer Management Program so far this year and the goal was to harvest 33 antlerless deer.

Mayor Keebler referred to questions raised by Ms. Zien at the last meeting and emails regarding a potential ethics issue and Council's involvement with the Board of Zoning Appeals. Mayor Keebler referred to a letter to Council from Mr. Stuart Meck, a property owner, who suggested Council sought an opinion from the Ohio Ethics Commission regarding elected officials appearing as advocates, representatives, or advisors for petitioners before the Board of Zoning Appeals. Mayor Keebler asked for Council's input regarding the issue. After discussion the consensus of Council was to request a twofold informal opinion as follows:

1. Is it appropriate for one or more members of Council to attend a Board of Zoning Appeals meeting?
2. If one or more members of Council attended a Board of Zoning Appeals meeting are they permitted in any way to take part in that meeting?

Mr. Blackburn noted Oxford Township Trustee, Jim McDonough was in the hospital.

Mr. Blackburn thanked everyone who supported the Fire Levy by voting for it, allowing yard signs on their property or contributed dollars towards the signs and door hangers. Mayor Keebler noted it was important to thank everyone that took time to spread the word about the Fire Levy whether it was successful or not successful.

Mr. McKeehan thanked everyone who supported the Fire Levy.

Mr. McKeehan advised the 'Empty Bowls' benefit soup luncheon would take place on Saturday from 11:30 a.m. to 1:30 p.m. at the Oxford United Methodist Church. Mr. McKeehan advised the proceeds would go to the Oxford Community Choice Pantry.

Mr. Harman thanked Mr. Dreisbach and the Service Department for obtaining another \$400,000 grant for the rehabilitation of High Street.

Mr. Rutherford referred to a letter to Council from Mr. McHugh dated October 28, 2010 regarding the BZA Standing Issue. Mr. Rutherford noted the question came down to probative evidence and whether or not the testimony of a given individual should be entered into the record.

Mr. Rutherford quoted Mr. McHugh's letter in part as follows:

'The BZA must establish a record of proceedings which, upon review by a court of common pleas, is not determined to be unconstitutional, illegal, arbitrary, capricious, unreasonable, or unsupported by the preponderance of substantial, reliable, and probative evidence on the whole record.'

Mr. Rutherford inquired if someone spoke at a BZA hearing but did not provide probative testimony if their comments would be struck from the record and not made part of the BZA's decision process.

Mr. McHugh advised Council felt the BZA was taking testimony and making decisions not supported by facts and evidence which was why the issue of standing was adopted. Mr. McHugh noted the issue of standing was to ensure the applicant had a fair hearing. Mr. McHugh advised unlike the Planning Commission or Council the BZA was not a forum for the collection of opinion it was a forum for the collection of evidence. Mr. McHugh noted if someone would suffer some unique harm as a result of granting a variance the board should allow that individual to present documentation and to testify as to exactly why a variance should not be granted.

Mr. Rutherford asked if it was possible for a citizen to speak to an issue if they wanted to point out an oversight of the code review or make a correction to the information the BZA had. Mr. Rutherford noted if an individual could do that in a clear and concise manner then that would be probative because it would be a citizen making an argument in favor or against a given variance petition and they were providing evidence which was supported by the code.

Mr. McHugh advised a person should be given an opportunity to state their position but must show some harm or suffering as a result of a variance being granted. Mr. McHugh noted if a person had done research and had an opinion on a matter it should be provided to staff. Mr. McHugh reiterated that opinions were appropriate for the Planning Commission or Council to consider but not the BZA.

Mr. Rutherford noted he was trying to figure out how a person who had a legitimate concern could have the right to speak at a BZA hearing.

Mayor Keebler advised Council adopted the new rules for the BZA on March 3, 2009 and unless the rules were changed people without standing would not be permitted to speak at a BZA hearing. Mayor Keebler noted two Council members stated they did not receive Mr. McHugh's letter of October 28, 2010 and they should be given the opportunity to review the letter. Mayor Keebler advised at the next meeting Council could decide if they wanted to continue this discussion or if they were satisfied with the BZA rules as written.

Mr. Bogard congratulated Mr. Dreisbach and his staff for obtaining another grant for the restoration of High Street in 2012.

Mr. Bogard noted Make a Difference Day would take place Saturday from 11:00 a.m. to 3:00 p.m.

Ms. Bobbe Burke, advised 250 people had registered to participate in Make a Difference Day at 12 different locations throughout the City.

Mr. Bogard asked Mr. Kyger to update Council and the public with regard to new meter regulations. Mr. Kyger advised staff hoped to implement the change in meter rates from twenty-five cents to fifty cents and remark short term meters over the Thanksgiving holiday. Mr. Kyger noted Smart Meters may also be installed during the Thanksgiving holiday.

Ms. Currie noted Ghost Story Night was a huge success and thanked story tellers Jim McWilliams and Terry Beck. Ms. Currie thanked local musicians Molly Franklin and Laurie Traveline who provided sound effects. Ms. Currie also thanked Caroline Croswell of the Community Arts Center for all of their help with the event.

Mayor Keebler advised the annual Veteran's Day Ceremony would take place November 11, 2010 at 12:00 noon at the Martin Luther King Jr. Park and encouraged everyone to attend.

ADJOURNMENT

Ms. Currie moved to adjourn at 9:19 p.m. Mr. Bogard seconded. The motion passed 7-0-0.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation
Originating Department

Council Meeting Of: 11/16/10

Gail S. Brahier

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

11/11/10

Date Prepared

Agenda Title: Recreation Advisory Board Meeting

Recommendation: N/A

Discussion:

The Recreation Advisory Board met at the Oxford Senior Citizens and Community Center on 10/21/10. In attendance: Shaunna Tafelski, Chair, Ken Bogard, Council Representative, Holli Moorish, and City staff, Gail Brahier and Deanna Barbour.

Ms. Brahier reviewed YTD revenue figures for the Department, noting revenue is looking strong; followed by a brief discussion regarding the Park and Recreation 2011 operating budget.

Ms. Moorish noted she thought the Safe Routes to School grants, which currently serve elementary schools, will be changed to encompass K-12 buildings. Ms. Brahier noted the OATS path will connect the middle school and high school, but needs to cross the RR, noting it would be best to piggy back on crossing the railroad with the 2nd entrance to the new high school. Mr. Bogard noted it is important for the city and the school to work together, and expressed a desire for the road to be built within a reasonable timeframe.

Ms. Brahier mentioned the Dog Park Group was to have permanent signs installed by this time, but have yet to do so. The Recreation Board agreed to give them another week before taking the temporary signs down. Mr. Bogard addressed the Board regarding the request for an additional parking space at the Dog Park, noting space was limited and the City will monitor to see if there is a need.

Ms. Brahier reviewed the final Oxford Bicentennial Events: MU Homecoming Parade, Ghost Stories at OCAC, and the Holiday Festival.

Mr. Bogard reviewed the City's 2011 budget and impact of Issue 15. He will share the plans for the 73/177 and 73/127 intersection changes at the next meeting.

Next Meeting: December 9 - Noon, LCNB

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

GB 11-11-10

DAE 11/11/10

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting Of: November 16, 2010

Account Code No. #:

Budgeted Amount:

Community Development
Originating Department

Kathryn A. Dale
Prepared By

October 29, 2010
Date Prepared

Agenda Title:	Board of Zoning Appeals Meeting Report – October 28, 2010 (rescheduled from 10/20/2010)
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Recommendation:	N/A
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DISCUSSION:

Public Hearing:

BZA-10-2010 5990 Contreras Road, Variance to Sections 1141.01(a)(1), 1149.04(a)(3), 1149.04(b)3, to allow for a lot split with an existing accessory structure/no principal structure; and allowing existing parking and driveway not meeting setback requirements, Peter & Connie McCarthy, Owners/Applicants

The application was removed and dismissed from the agenda per the Applicant's request effective September 9, 2010.

BZA-12-2010 5990 Contreras Road, Variance to Sections 1141.03(e)(2), 1149.04(a)(3), & 1149.04(b)(3) increase front yard setback and maintain existing concrete driveway/parking area, Peter & Connie McCarthy, Applicants

The Appellant is proposing to subdivide the property to create one new parcel to the west of the existing house along Contreras Road. The proposed split meets the underlying zoning requirements for size and width; however, the Appellant wishes to maintain the existing driveway and parking areas, which do not meet the setback requirements from the proposed new lot line. Furthermore, the Applicant is proposing to construct a new single-family home on the lot, attached to the existing detached garage, but according to the supplemental section of the code, a maximum setback of 30 feet is established and the proposed new structure would be setback 40' from Contreras Road.

Staff presented that the average front yard setback along Contreras and Jacqueline currently exceed the 30' maximum; by granting a variance it would be more in keeping with the neighborhood. The primary reasoning for locating the proposed new house 40 feet from the front property line is due to a drainage swale along Contreras Road and the topography. Staff shared that while the property could still be split with no variances necessary at all, the goal of the Appellants would ultimately lead them to the BZA to accomplish their intentions. The Appellant also stated that to split the property as they are proposing is also more fitting to the neighborhood and creates a lot equivalent in size to the neighboring properties.

Staff also shared that a building permit for the proposed new house cannot be released unless the setback variance is granted and the lot split cannot be approved unless the driveway and parking variances are granted. Once the building permit is released, the owners have 6 months to start construction or request an extension.

Regarding the requested variances, the BZA made the following Findings of Fact:

- 1.) The property in question will yield a reasonable return and can be used beneficially without the variance because the property can be used as a single-family and it is the owner's choice to maintain the existing driveway and position the proposed new structure further from the street; however, according to the Appellants testimony the practical difficulty is to not disturb an existing drainage system that could affect surrounding properties.
- 2.) The request is not substantial as it relates to the other underlying zoning requirements.

- 3.) The essential character of the neighborhood would not be substantially altered by the variance and the adjoining properties would not suffer a substantial detriment as a result of the variance because the proposed lot split would be equivalent in size as surrounding lots and the parent parcel will remain unchanged, furthermore, a proposed single family structure is permissible in the zoning district.
- 4.) There were no comments received from the various City Departments indicating there would be a detrimental effect on government services.
- 5.) The owner was aware of the zoning restrictions because the application for a lot split and building permit were applied for.
- 6.) The property owner's predicament cannot feasibly be obviated through some method other than a variance.
- 7.) The spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance because they are the minimum variances necessary.

After considering and weighing these facts and circumstances, the Board found that practical difficulty was shown sufficient to warrant granting the variance to Sections 1141.03(e)(2), 1149.04(a)(3), & 1149.04(b)(3) to allow an increase front yard setback and maintain existing concrete driveway/parking area and voted 5-0-0 to **APPROVE** the application with the following conditions:

- 1.) That, the appropriate ingress/egress easement for the shared driveway is recorded with the Butler County Recorder's Office with the lot split plat.
- 2.) That, the variances granted only apply to the existing driveway and parking areas and not to any subsequent driveway construction.
- 3.) That, all variances herein are particular to existing pavement and do not apply to any subsequent enlargement or alteration of said pavement.

New Business/Old Business:

BZA-ADM-12-2010 Minor Variance Request for 325 Cobblestone Court to allow for a screened-in porch to encroach 2' into the required 40' rear yard setback, **Steve Walkotte, Owner; Christopher Wehner, Agent.**

Ms. Dale shared that an administrative variance was approved at 325 Cobblestone for a 2 foot rear yard, 12 sq.ft. sunroom encroachment. Ms. Dale shared that an administrative variance is permissible per Chapter/Section 1129.04(d)(1) of the Planning & Zoning Code and the procedure for notifications and approval were followed as outlined in the code.

The next regular meeting is scheduled for November 17, 2010.

Approved By:

Department Head:
City Attorney:
City Manager:

Initial Date

JHC / 11/4/10

DAF / 11/11/10

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: November 16, 2010

Service Department
Originating Department

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

November 4, 2010
Date Prepared

Agenda Title: Environmental Commission Meeting of November 3, 2010

Recommendation: For Review and Consideration

Discussion:

Environmental Commission members present at the Wednesday, November 3, 2010 meeting were: Chair, Mr. Charlie Ford; Vice-Chair, Mr. Wright Gwyn; City Council Representative, Mr. Greig Rutherford; Planning Commission Representative, Mr. Ted Wong, and Mr. Vince Hand. A quorum was present. Mr. Kevin Armitage had previously informed the Commission he would be unable to attend the meeting. Mr. Austin Gerber, a graduate student with Miami University's Institute of Environmental Sciences (IES), was also in attendance.

Minutes from the October 6, 2010 meetings were unanimously accepted as presented.

Mr. Gerber updated the Commission on the IES public service project investigating stream channel erosion of private property within the community, specifically along Bull Run. Surveys are being prepared for approximately 90 property owners along Bull Run and approximately an additional 200 in the Bull Run watershed. The surveys are intended to gauge the level of citizen's awareness and knowledge of stream channel erosion, the citizen's interest in additional information, and to assist the students in developing a public education program on channel erosion. The surveys are anticipated to be mailed to the citizens in late November 2010.

The potential of municipal energy aggregation was discussed. Councilor Rutherford informed the Commission that Oxford is currently under a multi-year contract for electricity to municipal facilities, but did not believe the street lights and traffic signals were included. While the on-going conversion of the traffic signals to utilize light emitting diodes will reduce their electrical consumption, it was suggested that other sources of municipal electrical energy consumption (such as the street lights) may offer potential cost savings if incorporated into future contracts.

Chair Ford informed the Commissioners that at the December Environmental Commission meeting, they should plan on briefly meeting in sub-committees to discuss the Commission's projects on public education and communication, energy efficiency, and assistance to Oxford with its storm water management program.

(Continued)

Approved By:

Department Head:
City Manager:

Initial \ Date
ABD \ 11/4/10
DRE \ 11/11/10

Chair Ford requested that meeting minutes be issued to the Commissioners shortly after the meeting rather than a week prior to the next meeting. A motion was made to delegate the responsibility of meeting notes and minute preparation to each Commissioner on a rotating basis. The Chair (or acting Chair) would be excused from the responsibility as a perceived interference of their responsibility to conduct the meeting. The motion passed unanimously.

Planning Commission Representative Wong informed the Commission that the Planning Commission had recommended a minimum of 35% undeveloped or set-aside areas in the draft subdivision regulations for open space (conservation) developments. Density incentives for larger set-aside areas of 45% to 50% are also included in the draft regulations.

Councilor Rutherford presented information for an on-going conservation development in the region. Norton Commons in Louisville, Kentucky started construction in 2005 with residential lot sizes of approximately 2,200 to 3,900 square feet. Councilor Rutherford provided a development plan of Norton Commons, depicting the residential and commercial developed areas, and the undeveloped, set-aside areas. Images of the Commons' residential structures and a comparison of the Norton Commons conservation development to an adjacent, traditionally-developed residential subdivision were also presented. The information and images were provided to Planning Commission Representative Wong to be shared with the Planning Commission at their November work session.

The Commission adjourned at 8:45 p.m. The next regularly scheduled meeting of the Environmental Commission is on Wednesday, December 1, 2010 at 7:00 p.m. in the Municipal Building's Second Floor Conference Room.

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: November 16, 2010

Kathryn A. Dale

Account Code No. #:

Prepared By

Budgeted Amount:

November 4, 2010

Date Prepared

Agenda Title: HAPC Meeting Report – November 3, 2010
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DISCUSSION:

Requests for Review:

HAPC-18-2010 25 W. High Street, Fiesta Charra conditional approval of signage and lighting choice, Carla Taylor, Applicant; Scott Webb, Agent

The Applicant sought a COA for a 3' x 24' wall sign, which had been installed prior to approval and review, for the new location of the Fiesta Charra restaurant. The sign is partitioned into two distinctive portions. The left portion measures 3' x 8' and is made of 1½" thick carved cedar wood, with "Fiesta Charra" handpainted text and southwestern-themed graphics. The right portion of the sign features the text "Mexican Bar and Grill" in three-dimensional, bold metal lettering against a metal background and measures 14"-20" tall by 16' in length.

Discussion was had regarding lighting for the signage and if the metal used for the signage had been treated to prevent any possible weatherization that could affect the stonework of the building. The Applicant confirmed that the signage metal had indeed been treated and that four to five black light fixtures would be installed. Also discussed was the placement of the signage and how it was centered in the sign band, and not in relation to the building features. Upon discussion of how to remedy the signage placement issue, the Applicant recommended the word "Mexican" be removed as well as the proposed removal of the tequila bottle, to prevent redundancy. The HAPC and the Applicant discussed possible positioning solutions and concluded that the wooden portion of the signage would be shifted eastward placed above the first large window. The metal portion of the signage would be placed above the door.

The HAPC voted 7-0-0 to **APPROVE** the COA for the proposed sign with the following conditions:

1. That, the position of the sign be shifted so it doesn't appear to span across two distinctive sections of the building as discussed with the HAPC.
2. That, the tequila bottle sculpture and metal lettering that says "Mexican" be removed from the signage as discussed with the HAPC.
3. That, the Applicant shall acquire applicable building and zoning permits for the installation, and any modifications as a result of that review must be re-reviewed by HAPC.

Old Business:

HAPC-13-2010 15 N. Poplar, update on brick color and basic color concepts for building, Rick Fishbaugh, Fishbaugh & Sons, Applicant/Agent Approved 7/7/2010.

The Applicant asked for the opinion of the HAPC concerning the windows. Once this was decided, the Applicant also shared the brick, stone, split face block, shingles, and wood stain selections for the building. All were **APPROVED** unanimously by the HAPC 7-0-0.

Historic Marker Concept: Ms. Dale inquired if this was still a high priority of the Commission and suggested that a plan be in place for the exact location of these signs with an analysis of how they would be connected. Once determined, then they can receive more accurate quotes and determine which plaques should be installed first. Ms. Dale also asked the Commission what their preference was for the material. Ms. Dale shared that aluminum made to look like bronze was considerably less and held up just as well.

New Business: No new business was discussed.

Administrative Findings / Approvals:

Staff & the Chairman reviewed the administrative approvals that took place since the HAPC's last meeting in August.

HAPC-17-2010	<i>17 N. Poplar Street, The Wood's, signage, Ted Wood, Applicant/Agent Administratively Approved 8/19/2010</i>
HAPC-ADM-07-2010	<i>131 E. Spring St., Campus Commons, face change signage, Paul W. Baer Trust Properties, LLC/Elizabeth J. Baer-Broestl, Applicant Administratively Approved 9/15/10</i>
HAPC-ADM-08-2010	<i>22 S Campus, installation of landscape lighting and fraternity signage lighting, Patrick Armstrong, Applicant/Agent Administratively Approved 9/27/2010</i>
HAPC-ADM-09-2010	<i>112 W. Church, former Verizon Building, signage face change, Strategic Signage, Applicant/Agent Administratively Approved 10/19/2010</i>
HAPC-ADM-10-2010	<i>31 W. High, Kona, installation of lighting, Scott Webb, Applicant/Agent Administratively Approved 10/19/2010</i>
HAPC-13-2009	<i>116 E. High, brick, stone and window frame color selections, Tom Kacachos, Applicant Administratively Approved 10/25/2010</i>

Other Business:

Paint

Ms. Dale shared that the owners/agents inquired about HAPC ideas for paint at the following locations:

Paint Selection – 26 & 28 W. High, columns

Paint Selection – Sigma Chi building along Park Place

Ms. Dale shared that she would like to get back to Mr. Kacachos relatively soon regarding his building as he indicated that if the weather was nice yet this year, that they would like to do that project soon.

In regards to the Sigma Chi paint, this project will not occur until Spring, but the Commission may want to consider engaging the business owners during the decision-making process as well when preparing ideas. Ms. Dale said there may be some improvements to removing the plywood from the windows as well, but another alternative would have to be discussed as the owners wished to block the view of the merchandise piled up inside the store. She also shared that Sigma Chi re-installed their crest on the building, but needed to contact the local agent about how it was installed.

Historic Marker Workshop

Ms. Dale & Mr. Smith shared that a Historic Marker Workshop was held October 21, 2010 at the Smith Library and that eight people were in attendance.

The next regular HAPC meeting is scheduled for December 1, 2010.

Approved By:

Department Head:

City Attorney:

City Manager:

Initials Date

MC 11/8/10
DAE 11/2/10

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Police

Originating Department

Council Meeting Of: November 16, 2010

Steve Schwein

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

November 10, 2010

Date Prepared

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

Recommendation: Adopt the Resolution

Discussion:

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

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

SDS

DRE

11/11/10

11/11/10

11/12/10

RESOLUTION NO.

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

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

SECTION 1: The Chief of Police recommends that unclaimed motor vehicles ordered into storage pursuant to Section 4513.60 (A)(1) or Section 4513.61 of the Ohio Revised Code be sold to a motor vehicle salvage dealer or scrap metal processing facility at the highest obtainable salvage price. The motor vehicles to be sold are listed in Attachment "A" attached hereto and incorporated herein by reference.

SECTION 2: City Council hereby accepts the recommendation of the Chief of Police and authorizes the sale of the salvaged, junk and/or abandoned motor vehicles listed in Attachment "A" to a motor vehicle salvage dealer or scrap metal processing facility at the highest obtainable salvage price.

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

MAYOR

ADOPTED:

ATTEST

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

Memorandum

To: Chief Stephen Schwein
Fr: Ptl. Ron Brooks, Property Officer
Mike O'Leary, Property Technician
Re: Salvage Vehicles
Dt: November 11, 2010

Sir,

We respectfully request that the Oxford Police Department dispose of the attached list of vehicles in accordance with ORC section 451362.

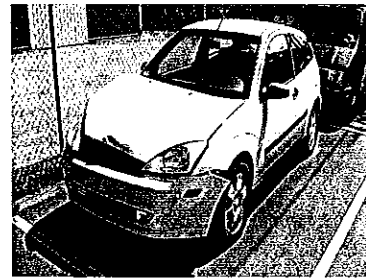
"A"

1. 10T2825 Title



1993 Pontiac Grand Am
Vin # 1G2NE54N8PC726177
Reason for tow: DUS
* poor condition
* towed: 03-29-2010

2. 10T2842 Title



2001 Ford Focus ZX3
Vin # 3FAFP31311R113009
Reason for tow: Abandoned
* poor condition/wrecked
* towed: 05-07-2010

3. 10T2847 Salvage Title



1993 Ford Aerostar
Vin # 1FMDA31XOPZC04651
Reason for tow: Unpaid Tkts
* poor condition
* towed: 05-13-2010

4. 10T2850 Salvage Title



1993 Chevrolet Astro Van
Vin # 1GNDM15Z2PB192028
Reason for tow: 72 Hr. Vio.
* poor condition
* towed: 06-03-2010

5. 10T2852 Title



2000 Chevrolet Impala
Vin # 2G1WF55K6Y9114109
Reason for tow: DUS
* poor condition
* towed: 06-07-2010

6. 10T2858 Salvage Title



1987 Mazda 626
Vin # JM1GC3119H1103308
Reason for tow: Illegal Tags
* poor condition
* towed: 06-15-2010

7. 10T2870 Title



1996 Mercury Sable
Vin # 1MELM50U2TA656764
Reason for tow: 72 Hr. Vio
* poor condition
* towed: 07-21-2010

8. 04T990 Rebuilt Salvage



1995 Pontiac GFS
Vin # 1G2WJ12X8SF247374
Reason for tow: Unpaid Fines
* poor/mechanical problems
* towed: 05-07-2004

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: November 19, 2010

Donna Heck

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

November 8, 2010

Date Prepared

Agenda Title: A Resolution authorizing The City Manager to enter into a contract with Allied Benefit Systems, Incorporated as Third Party Administrator (TPA) for the City of Oxford Benefit Plan.

Recommendation: Approve.

Discussion: The City has had the same Third Party Administrator (TPA) for the employee benefit plan for the last twenty (20) years and the Health Insurance Advisory Committee felt it was time to do a comparison of the services provided by our current TPA with others in the marketplace.

Representatives of the Health Insurance Committee interviewed two other TPA's, Allied Benefits Systems, Inc. out of Chicago and Custom Design Benefits out of Cincinnati. The TMC Insurance Group, a broker/consultant out of Cleveland was also interviewed. Allied was selected to make their presentation to the Committee, Finance Director and City Manager. Following the presentation, the decision was unanimous to move forward with Allied. References were gathered and Allied Benefits Systems, Inc. was recommended.

Allied is one of the top 7% administrators nationwide and have relationships with a large number of networks and pharmacy benefit managers. They have several attorneys on staff who continually review changes in the laws to make sure there are no compliance issues. They provide regular updates to their clients and have provided us valuable information on Health Care Reform. They also have an excellent user friendly web-site.

We are very excited about working with Allied and request approval of the resolution.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

DGH 11-10-10

DGH 11/12/10

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH ALLIED BENEFIT SYSTEMS, INC. AS THIRD PARTY ADMINISTRATOR (TPA) FOR THE CITY OF OXFORD BENEFIT PLAN.

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

SECTION 1: The City Manager and Human Resources Director recommend the City Manager be authorized to enter into a contract with Allied Benefit Systems, Inc. to act as (TPA) for the City of Oxford benefit plan.

SECTION 2: City Council hereby accepts the recommendation of the City Manager and Human Resources Director and authorizes the City Manager to enter into a contract with Allied Benefit Systems, Inc. to serve as (TPA) for the City of Oxford benefit plan.

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance

Originating Department

Council Meeting Of: 11/16/10

Heidi Hill

Account Code No. #: NA

Prepared By

Budgeted Amount: NA

11/05/10

Date Prepared

Agenda Title: Resolution for Creation of a new Fund

Recommendation: Approve

Discussion:

To create a new fund for the purpose of collecting one quarter percent (0.25%) income tax for Fire and Emergency Medical Services. It is necessary to create a special revenue fund in order to account for the increase in income tax for the purpose of Fire and EMS resulting from the November 2nd election. Other revenue contributing to this fund will also include EMS billing and the Townships contributions.

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 11/16/10
[Signature] 11/16/10

RESOLUTION NO.

A RESOLUTION APPROVING THE CREATION OF A NEW FUND FOR THE 2011 OPERATING BUDGET TO PROVIDE FOR FIRE AND EMERGENCY MEDICAL SERVICES.

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

SECTION 1: The City Council hereby approves and authorizes the Finance Director to create the special revenue fund #418 Fire and Emergency Medical Services Fund for the purpose of collecting one quarter percent (0.25%) income tax to be used solely for the purpose of maintaining and improving current Fire and Emergency Medical Services general operations, equipment and facilities.

SECTION 2: The City Manager and Finance Director hereby recommend that the City Manager and Finance Director have oversight over the activities within the Fire and Emergency Medical Services Fund and that it be used to maintain and improve current Fire and Emergency Medical Services general operations, equipment and facilities.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/2/10

Account Code No. #: N/A

Joe Newlin
Prepared By

Budgeted Amount: N/A

10/20/10
Date Prepared

Agenda Title: 2011 BUDGET

Recommendation: Approve

Discussion:

This ordinance reflects the 2011 Operating and Capital Proposed Budget as presented and discussed with City Council in the work session on October 14th. No changes have been incorporated to this legislation since that meeting. As instructed by our City Manager, all department heads have submitted a level loaded budget based off of our 2010 approved budget. The Fire budget includes 24 hour a day manning of the station with 3 part-time firefighter/EMT's per 12 hour shift. The only other manpower change is a part-time Assistant to the Chief of Police in the Parking Control budget. This change is due to the retirement of a Lieutenant who supervised this department in the past.

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 10/20/10
[Signature] 10/20/10

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, 2011.

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

SECTION 1: To provide for the current expenses and expenditures of the City of Oxford during the fiscal year ending December 31, 2011, the following sums be and they are hereby set aside and appropriated as follows:

GENERAL FUND

SECURITY OF PERSONS & PROPERTY

Personnel Services	5,027,513
Other Services & Charges	<u>850,603</u>
Total Appropriation	5,878,116

PUBLIC HEALTH AND WELFARE

Personnel Services	-
Other Services & Charges	<u>123,379</u>
Total Appropriation	123,379

LEISURE TIME ACTIVITIES

Personnel Services	901,407
Other Services & Charges	<u>395,855</u>
Total Appropriation	1,297,262

COMMUNITY ENVIRONMENT

Personnel Services	473,780
Other Services & Charges	<u>333,301</u>
Total Appropriation	807,081

GENERAL GOVERNMENT

Personnel Services	808,279
Other Services & Charges	<u>934,071</u>
Total Appropriation	1,742,350

TRANSFERS TO OTHER FUNDS

Personnel Services	-
Other Services & Charges	<u>1,135,020</u>
Total Appropriation	1,135,020

ADVANCES TO OTHER FUNDS

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

TOTAL GENERAL FUND APPROPRIATIONS	10,983,208
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STREET FUND

Personnel Services	580,574
Other Services & Charges	<u>187,000</u>
TOTAL STREET FUND APPROPRIATIONS	767,574

STATE HIGHWAY IMPROVEMENT FUND

Personnel Services	-
Other Services & Charges	25,000
TOTAL STATE HIGHWAY IMPROVEMENT FUND APPROPRIATIONS	25,000

PARKING FUND

Personnel Services	388,379
Other Services & Charges	109,153
Transfer to Other Funds	188,081
TOTAL PARKING FUND APPROPRIATIONS	685,613

PARKING IMPROVEMENT FUND

Personnel Services	-
Other Services & Charges	40,000
TOTAL PARKING IMPROVEMENT FUND APPROPRIATIONS	40,000

CAPITAL IMPROVEMENT FUNDS

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

Personal Services	-
Other Services & Charges	130,000
Advance to Other Funds	-
Total Appropriations	130,000

COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND

Personal Services	-
Other Services & Charges	350,000
Total Appropriations	350,000

CAPITAL EQUIPMENT FUND

Personal Services	-
Other Services & Charges	98,270
Total Appropriations	98,270

CAPITAL IMPROVEMENT FUND

Personal Services	-
Other Services & Charges	492,600
Transfers to Other Funds	-
Advance to Other Funds	-
Total Appropriations	492,600

TOTAL CAPITAL IMPROVEMENT FUND APPROPRIATIONS 1,070,870

WATER FUNDS

WATER (OPERATING) FUND

Personal Services	1,138,858
Other Services & Charges	614,318
Transfers to Other Funds	1,143,126
Total Appropriations	2,896,302

WATER IMPROVEMENT FUND

Personal Services	-
Other Services & Charges	801,400
Total Appropriations	801,400

WATER CAPACITY FUND - NE

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

WATER CAPACITY FUND - NW

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

WATER CAPACITY FUND - SE

Personal Services	-
Other Services & Charges	-
Transfers to Other Funds	55,605
Total Appropriations	55,605

WATER CAPACITY FUND - SW

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

WATER CAPITAL EQUIPMENT FUND

Personal Services	-
Other Services & Charges	130,000
Total Appropriations	130,000

TOTAL WATER FUNDS APPROPRIATIONS 3,883,307

SEWER FUNDS

SEWER (OPERATING) FUND

Personal Services	1,330,129
Other Services & Charges	1,321,604
Transfers to Other Funds	406,976
Total Appropriations	3,058,709

SEWER IMPROVEMENT FUND

Personal Services	-
Other Services & Charges	1,200,600
Total Appropriations	1,200,600

SEWER CAPITAL EQUIPMENT FUND

Personal Services	-
Other Services & Charges	45,600
Total Appropriations	45,600

TOTAL SEWER FUNDS APPROPRIATIONS 4,304,909

STORM WATER FUND

Personal Services	-
Other Services & Charges	55,000
TOTAL STORM WATER FUND APPROPRIATIONS	55,000

REFUSE FUNDS

REFUSE (OPERATING) FUND

Personal Services	120,003
Other Services & Charges	1,680,415
Transfer to Other Funds	26,976
Total Appropriations	1,827,394

LANDFILL POST-CLOSURE INVESTMENT FUND

Personal Services	-
Other Services & Charges	3,500
Transfer to Other Funds	195,000
Total Appropriations	198,500

TOTAL REFUSE FUNDS APPROPRIATIONS 2,025,894

HOTEL & CONVENTION TAX FUND

Personnel Services	-
Other Services & Charges	159,920
Transfer to Other Funds	10,500

TOTAL HOTEL & CONVENTION TAX FUND APPROPRIATIONS 170,420

LIFE SQUAD GIFT FUND

Personnel Services	-
Other Services & Charges	4,000

TOTAL LIFE SQUAD GIFT FUND APPROPRIATIONS 4,000

AFFORDABLE HOUSING TRUST FUND

Personnel Services	-
Other Services & Charges	-

TOTAL AFFORDABLE HOUSING TRUST FUND APPROPRIATIONS -

EMPLOYEE BENEFITS FUND

Personnel Services	-
Other Services & Charges	1,422,378

TOTAL EMPLOYEE BENEFITS FUND APPROPRIATIONS 1,422,378

INTERNAL SERVICE FUND

Personnel Services	-
Other Services & Charges	275,993

TOTAL INTERNAL SERVICE FUND APPROPRIATIONS 275,993

LAW ENFORCEMENT TRUST FUND

Personnel Services	91,280
Other Services & Charges	61,839

TOTAL LAW ENFORCEMENT TRUST FUND APPROPRIATIONS 153,119

ENFORCEMENT & EDUCATION FUND

Personnel Services	50,300
Other Services & Charges	70,330

TOTAL ENFORCEMENT & EDUCATION FUND APPROPRIATIONS	120,630
<u>BOARD OF BUILDING STANDARDS FUND</u>	
Personnel Services	-
Other Services & Charges	3,500
TOTAL BOARD OF BLD STANDARDS FUND APPROPRIATIONS	3,500
<u>OXFORD NATURAL GAS REFUND FUND</u>	
Personnel Services	-
Other Services & Charges	150
TOTAL OXFORD NATURAL GAS REFUND FUND APPROPRIATIONS	150
<u>FEMA FUND</u>	
Personnel Services	-
Other Services & Charges	-
Advance to Other Funds	-
TOTAL SPECIAL ASSESSMENT FUND APPROPRIATIONS	-
<u>SPECIAL ASSESSMENT FUND</u>	
Personnel Services	-
Other Services & Charges	-
TOTAL SPECIAL ASSESSMENT FUND APPROPRIATIONS	-
<u>DEBT SERVICE FUNDS</u>	
1999 PARKS IMPROVEMENT BOND FUND	
Personal Services	-
Other Services & Charges	312,150
Total Appropriations	312,150
WATER BOND RETIREMENT FUND	
Personal Services	-
Other Services & Charges	921,150
Total Appropriations	921,150
TOTAL DEBT SERVICE FUND APPROPRIATIONS	1,233,300
TOTAL 2011 BUDGET APPROPRIATIONS	27,224,865

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

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

MAYOR

ADOPTED: _____

ATTEST: _____

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: STAFF

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/02/10

Joe Newlin
Prepared By

Account Code No. #: see below

Budgeted Amount: _____

10/20/10
Date Prepared

Agenda Title: 2011 ANNUNAL TRANSFER ORDINANCE

Recommendation: Approve

Discussion:

Description of Budgeted Transfers for the 2011 Budget

Transfer from GENERAL FUND 110
Transfer to STREET FUND 122

Annual General Fund Financial Support (quarterly) 413,000.00

Transfer from GENERAL FUND 110
Transfer to CAPITAL IMPROVEMENT FUND 141

Annual General Fund Financial Support (quarterly) 292,600.00

Transfer from GENERAL FUND 110
Transfer to CAPITAL EQUIPMENT FUND 140

Annual General Fund Financial Support (quarterly) 72,270.00

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

Annual General Fund Debt Service Payment (bi-annual to match debt payment) 312,150.00

Transfer from GENERAL FUND 110
Transfer to STORM WATER FUND 351

General Fund Financial Support (1st quarter) 45,000.00

Transfer from PARKING FUND 130	
Transfer to PARKING IMPROVEMENT FUND 142	
Annual Parking Fund Financial Support (quarterly)	40,000.00
Transfer from PARKING FUND 130	
Transfer to STREET FUND 122	
Annual Parking Fund Financial Support for work performed (quarterly)	23,581.00
Transfer from PARKING FUND 130	
Transfer to CAPITAL IMPROVEMENT FUND 141	
Annual Parking Fund Loan Repayment (quarterly)	100,000.00
Transfer from PARKING FUND 130	
Transfer to GENERAL FUND 110	
Annual Parking Fund Payment for Service department support (quarterly)	24,500.00
Transfer from WATER FUND 321	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	
Annual Water Fund Financial Support (quarterly)	100,000.00
Transfer from WATER FUND 321	
Transfer to WATER BOND DEBT SERVICE FUND 312	
Annual Water Fund Debt Service Payment (bi-annual to match debt payment)	921,150.00
Transfer from WATER FUND 321	
Transfer to WATER CAPITAL EQUIPMENT FUND 320	
Annual Water Fund Financial Support (quarterly)	85,000.00
Transfer from WATER FUND 321	
Transfer to GENERAL FUND 110	
Annual Water Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)	36,976.00
Transfer from SEWER FUND 331	
Transfer to SEWER CAPITAL IMPROVEMENT FUND 332	
Annual Sewer Fund Financial Support (quarterly)	200,000.00
Transfer from SEWER FUND 331	
Transfer to SEWER CAPITAL EQUIPMENT FUND 330	
Annual Sewer Fund Financial Support (quarterly)	170,000.00
Transfer from SEWER FUND 331	
Transfer to GENERAL FUND 110	
Annual Sewer Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)	36,976.00

Transfer from LANDFILL POST-CLOSURE FUND 353
Transfer to REFUSE FUND 341

Annual Post-Closure Fund Financial Support (4th quarter) 195,000.00

Transfer from REFUSE FUND 341
Transfer to GENERAL FUND 110

Annual Refuse Fund Financial Support – Muni-Building Expenses (quarterly) 26,976.00

Transfer from HOTEL TAX FUND 120
Transfer to GENERAL FUND 110

Annual Hotel Tax Fund Financial Support (monthly) 10,500.00

Transfer from WATER CAPACITY BENEFIT - SE FUND 383
Transfer to WATER IMPROVEMENT FUND 322

SE Fund Financial Support (quarterly) 55,605.00

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 10/20/10
[Signature] 10/29/10.

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED TRANSFERS FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2011.

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

SECTION 1: The following transfers are to be executed for the City of Oxford during the fiscal year ending December 31, 2011, as follows:

Transfer from:

GENERAL FUND 110	413,000.00
GENERAL FUND 110	292,600.00
GENERAL FUND 110	72,270.00
GENERAL FUND 110	312,150.00
GENERAL FUND 110	45,000.00
PARKING FUND 130	40,000.00
PARKING FUND 130	23,581.00
PARKING FUND 130	100,000.00
PARKING FUND 130	24,500.00
WATER FUND 321	100,000.00
WATER FUND 321	921,150.00
WATER FUND 321	85,000.00
WATER FUND 321	36,976.00
SEWER FUND 331	200,000.00
SEWER FUND 331	170,000.00
SEWER FUND 331	36,976.00
LANDFILL POST-CLOSURE FUND 353	195,000.00
REFUSE FUND 341	26,976.00
HOTEL TAX FUND 120	10,500.00
WATER CAPACITY BENEFIT FUND – SE FUND 383	55,605.00

Transfer to:

STREET FUND 122	413,000.00
CAPITAL IMPROVEMENT FUND 141	292,600.00
CAPITAL EQUIPMENT FUND 140	72,270.00
PARKS IMPROVEMENTS BOND DEBT SERVICE FUND 152	312,150.00
STORM WATER FUND 351	45,000.00
PARKING IMPROVEMENT FUND 142	40,000.00
STREET FUND 122	23,581.00
CAPITAL IMPROVEMENT FUND 141	100,000.00
GENERAL FUND 110	24,500.00
WATER CAPITAL IMPROVEMENT FUND 322	100,000.00
WATER BOND DEBT SERVICE FUND 312	921,150.00
WATER CAPITAL EQUIPMENT FUND 320	85,000.00
GENERAL FUND 110	36,976.00
SEWER IMPROVEMENT FUND 332	200,000.00
SEWER CAPITAL EQUIPMENT FUND 330	170,000.00
GENERAL FUND 110	36,976.00
REFUSE FUND 341	195,000.00
GENERAL FUND 110	26,976.00
GENERAL FUND 110	10,500.00
WATER CAPITAL IMPROVEMENT FUND 322	55,605.00

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

MAYOR

ADOPTED: _____

ATTEST: _____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: STAFF

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/2/10

Account Code No. #: NA

Heidi Hill
Prepared By

Budgeted Amount: NA

10/22/10
Date Prepared

Agenda Title: 2011 Fee ordinance

Recommendation: Approve

Discussion:

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

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

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

Approved By:

Department Head:
City Manager:

Initial Date

11/2/10
10/28/10
10/29/10

ORDINANCE NO.

ORDINANCE ADOPTING FEES AND CHARGES FOR FISCAL YEAR 2011.

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

SECTION 1: The City Manager recommends the Council adopt fees for 2011 as itemized below.

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

	<u>\$ Amount</u> <u>Residents</u>	<u>\$ Amount</u> <u>Non-residents</u>		
<u>1) FITNESS</u>				
Drop-in-fees	3.50	4.00	4.00	4.50
Aerobics per class	3.00	3.25	3.50	3.75

2)WEIGHT ROOM FEES

Adults				
1 Year	90.00	95.00	95.00	100.00
6 Months	75.00	80.00	80.00	85.00
3 Months	65.00	70.00	70.00	75.00
Drop-ins	3.50	4.00	4.00	4.50
High School				
1 Year	55.00	60.00	60.00	65.00
6 Months	45.00	50.00	50.00	55.00
3 Months	40.00	45.00	45.00	50.00
Drop-ins	3.50	4.00	4.00	4.50

3) PRESCHOOL (per week)

Mon/Wed/Fri	33.00	35.00
Tues/Thurs	24.00	26.00

5) PLAYGROUND/SUMMER DAY CAMPS 10 WKS.

Daily	25.00	27.00	28.00
each additional child in family	23.00	25.00	26.00
Weekly	85.00	90.00	94.00
each additional child in family	80.00	85.00	88.00

6) DAY CAMPS

Half-day:

Pre-school camps	60.00	65.00 66.00
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7) YOUTH SPORTS LEAGUES

Basketball (11 wks)

Instructional League	45.00	50.00
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Competitive League	70.00	75.00 77.00
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8) ADULT SPORTS LEAGUES

Adult softball	400.00	
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Tournament	110.00	
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9) RENTAL FEES

Municipal pool

Pool rental, per hour (minimum 2 hours)	50.00	55.00
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Guard fee, per hour	10.00	12.00
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Athletic Field Rental Fees

Per game, per field (rental)	25.00	30.00
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Per game, per field (prep)	30.00	35.00
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Per hour, per field (lights)	30.00	35.00
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Per day, per field (Rental)	110.00	160.00
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Community Park Gazebo Rental (Minimum 2 hours)	25.00	30.00
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Leonard Howell, TRI Shelter Half Day	25.00	30.00
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Full Day	50.00	55.00
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Electric Tap Fee	50.00	(First 3 hours)
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(Large machines such as ice machine	25.00	(Each additional hour)
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Inflatable's, etc.)		
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10) MUNICIPAL POOL

Season pool passes

Family (5 or less)	120.00	125.00 135.00
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Family (6 or less)	125.00	130.00 140.00
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Adult	90.00	95.00 100.00
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High School	70.00	75.00 80.00
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Child over 3 years	65.00	70.00 75.00
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General admission

Adult	4.00	4.00
High School	3.75	3.75
Child over 3 years	2.75	2.75

Swimming lessons

Parent/toddler (6 mo. - 5 yr.)	32.00	35.00	33.00	36.00
Skill Level I and II	34.00	36.00	35.00	37.00
Skill Level III thru IV	37.00	39.00	38.00	40.00

11) SENIOR CITIZEN CENTER RENTAL
(minimum 2 hour rental)

60/hr includes kitchen/great room

Plus \$1 per person deposit

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

B.COMMUNITY DEVELOPMENT DEPARTMENT

1) ADMINISTRATIVE ZONING REVIEW

Building Accessory, Minor Improvements	15.00
One or Two-Family Residential	25.00 per unit
Three-Family or more Residential	50.00 25.00 per unit
Commercial	50.00 200.00 per unit
Sidewalk Use Permit	50.00
Signs (per sign)	25.00 per sign plus \$1 per sq. ft. per side
Signs in conjunction with building application	10.00 per sign 25.00 per sign plus 1.00 per sq. ft. per side
Face changes of signs	no fee 25.00
Zoning Verification Letter	35.00

2) BOARD OR COMMISSION REVIEW

GENERAL FEES FOR ALL BOARDS AND COMMISSIONS

Significant changes to original application

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

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

PLANNING COMMISSION

Additional Use Special Use and Conditional Use Permits	400.00, plus actual postage
Alternate Landscaping Plan	25.00
Annexation	
100% owner petition	300.00 plus 1.00 per acre
Others	300.00 plus 3.00 per acre
Conceptual Review	No fee
Lot Changes	
Subdivision Development	
Preliminary	400.00 plus 10.00 per lot, plus actual postage
Final	400.00 plus 10.00 per lot, plus actual postage
Planned Development	
Preliminary	400.00 plus 100.00 per acre, plus actual postage
Final	400.00 plus 100.00 per acre, plus actual postage
Lot Consolidation	20.00
Lot Split	20.00
Zoning Amendments	
Code (per topic)	150.00, plus actual postage
Map	150.00, plus actual postage
All other for Planning Commission	
Review at public meeting only	25.00
Requiring one or more legal notices	100.00

HISTORIC & ARCHITECTURAL PRESERVATION COMMISSION

Certificate of Appropriateness	30.00
Sketch Review	No fee

BOARD OF ZONING APPEALS

Variance Petition	150.00 400.00, plus actual postage
Appeal of Administrator's Decision	50.00
Appeal of HAPC Decision	100.00

3) DOCUMENTS, MAPS, & OTHER MATERIALS At Cost

C. INSPECTIONS

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

a. New Construction

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

b. Miscellaneous

Accessory Buildings

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

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

Commercial and residential

a. New Construction

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

b. Miscellaneous

Demolition	80.00
Furnace/AC Replacement	80.00
Partial Permit (where granted)	100.00
Temporary Certificate of Occupancy	80.00

OBBC Surcharge

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

3. Other Fees

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

Moving or relocating buildings	250.00
Building Permit Renewal	50.00
Electric Service Upgrade	35.00
Temporary Pole	30.00
Change of Building Plans	
(after approval)	50.00 plus cost of plan review
50.00 plus cost of plan review (40.00 residential, 75 dollar commercial per hour) when building plans are revised after issuance of permit.	

Fuel Storage Tank (per tank)	25.00
Sidewalk-Curb-Gutter Permit	25.00
Certificate of Use and Occupancy	
(not associated with building permit)	80.00
Awnings, tents	25.00
Signs	50.00
Fences	20.00
Reinspection Fee	30.00
(Charge for the third and subsequent inspection each time for the same permit)	

Backflow Prevention Permit	25.00
Work without a permit	Greater of \$200.00 or twice the cost of the permit fee

(Starting construction without a permit)

Gas Line (per meter)	30.00
Re-review fee (charge for	30.00
Re-review of building/	
Site plans for 3 rd	
Revision or beyond)	

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

Initial Establishment (or if inactive for 2 years or more)

First unit	100.00 110.00
Each additional unit	25.00 30.00
Fraternity	300.00 330.00 for first 50 persons, 10.00 15.00 for each additional person

Late Fee	10.00 after 60 days expired.
Annual Renewal & Ownership Transfer	
First unit	50.00 55.00
Each additional unit	25.00 30.00
Rooming house or lodging house	100.00 110.00
Fraternity	300.00 330.00 for first 50 persons, 10.00 15.00 for each additional person
Re-inspection (charge for a second site visit to re-inspection and each subsequent re-inspection. This charge also applies to additional site visits due to "no show" by agent/owner/designee)	
First unit	75.00
Each additional unit	10.00
Rooming house or lodging house	75.00
Fraternity	75.00
Board of Appeal Application	150.00

D. POLICE DEPARTMENT

Events requiring Officers for Crowd or Traffic Control:

One Officer	35.00 per hour
Each additional Officer	35.00 per hour
Police Supervisor	45.00 per hour
(Required for each four Police Officers)	
Police Command Officer	55.00 per hour
(Required for two squads of five Officers)	

Fingerprinting	15.00
Records Checks	15.00

Alarm User Permit Fees

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

False Alarm Fees

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

Accident, crime, other reports	Under 20 pages, no charge 21 or more pages, 0.05 per page
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Purchase Meter time,	
Fee for Special Event	5.00 10.00 per meter per day
(Meter Bags)	

Purchase Meter time,	
Fee for Construction	10.00 per meter per day
(Meter Bags)	

Signs: "No Parking by Order of
the Oxford P.D."

~~0.25~~ 0.35 per sign

Impound/Immobilization Fees

100.00 1st offense
200.00 2nd offense
300.00 3rd and all subsequent for
the first day or any part
thereof
12.00 each subsequent day or any
part thereof
20.00 each subsequent day or any
part thereof for vehicles covered
or stored within a building

Towing Charges

100.00 1st offense
200.00 2nd offense
300.00 3rd offense plus any
additional charges for services
requiring specialized equipment or
extra personnel

Administrative Citation Hearing Fee 20.00 per appeal (lost appeal only)

Administrative Citation Collection Fee 27% of unpaid fine

Animal Boarding

21.50 1st day or any part thereof
13.50 each subsequent day or any
part thereof

Parking

Short Term Meters	0.25 per 20 minutes
High Density Parking Areas	0.50 per hour
Street side hourly meters	0.25 per hour
Parking garage meters	0.50 per hour
10 hour meters	0.50 for two hours
Monthly garage lease	75.00 per space
Residential Permitted Parking	25.00 annually

Parking Collection Fees

Retrieval of vehicle record	1.95 per look up
Citations collection fee	27.00% of unpaid fine

~~Alcohol Offense Diversion Program~~

~~Up to 900.00~~

Alcohol Education Program Admin Fee 350.00

Alcohol Education Instructional Fee 125.00

E. FIRE/EMS DEPARTMENT

EMS Runs

BLS-E

~~551.25~~ 580.00 per run

ALS-1 E

~~799.32~~ 840.00 per run

ALS-2 E

~~992.25~~ 1042.00 per run

EMS Mileage Rate

~~13.23~~ 14.00 per loaded mile

Court ordered restitution for

Transport refusal

~~275.00~~ 289.00

F. SERVICE DEPARTMENT

1) Water service

Temporary meter deposit (hydrant connection)

5/8 Inch 500.00

2 Inch 1600.00

Daily set-up and removal of device 100.00

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

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

5/8 x 3/4"	63.75 64.00
1"	165.75 166.00
1 1/2"	331.50 332.00
2"	535.50 536.00
3"	1,071.00
4"	1,670.25 1670.00
6"	3,347.00

Bulk Water Service

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

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

Water rates

Volume charge per 100 cu feet 2.37

Base monthly charge Meter size

(inch): 3/4 or smaller 8.64

1 14.39

1 & 1/2 28.77

2 46.05

3 86.34

4 143.92

6 287.83

Outside city limits

35% added to amounts above

Late fee

10%

Reconnection fee following
service termination

10.00 when past due payment is
received before 3:00 PM.

50.00 after 3:00 PM and for
weekends/holidays
reconnection

Irrigation meter

50.00

Tap-in fees

Based on tap size (inch)

1	2,500.00
2	2,845.00
4	3,500.00
6	4,325.00
8	6,525.00
10	8,995.00
12	10,295.00

On brick street Add 30.00/per sq ft of affected area

Outside City Limits 35% added to amounts above
Separate meter pits time and materials

Meter Vault and Lid (based on meter size)

5/8 & 3/4 (inch) One Included in tap fee; 515.00 each additional

1 One Included in tap fee; 515.00 each additional

2 One Included in tap fee; 515.00 each additional

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

Water Meter including RF remote sending unit.

5/8 & 3/4 (inch) ~~300.00~~ 330.00

1 ~~335.00~~ 369.00

1 & 1/2 ~~580.00~~ 721.00

2 ~~750.00~~ 844.00

3 2,400.00

4 3,750.00

Larger than 4 Cost to the City plus 10% administrative fee.

Water Capacity benefit charges

Meter size (inch):

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

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

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

Highest rate allowable by law

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 outside laboratory fees)
Water main installation inspection / Outside of normal working hours	City cost for inspection expense
Fire Hydrant Flow Testing	100.00 per hydrant test
Damage to City facilities	Repair cost plus 40%

2. Sanitary Sewer service

Sewer rates

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

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

Sewer Capacity benefit charges

Meter size (inch):

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

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

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

New construction and Sanitary	50.00 (initial inspection)
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Lateral repair inspection	50.00 (reinspection of failed work)
	50.00 Inspection of existing sanitary lateral repairs
Sanitary Sewer Cleaning (jet truck)	280.00 per hour (1 hr. min.)
Sanitary Sewer Main Video Inspection	280.00 per hour (1 hr. min.)
Sanitary Lateral Video Inspection	280.00 per hour (1 hr. min.)
Sanitary Sewer Manhole Inspection (vacuum method)	50.00 per manhole
Staff monitoring of private contractor Video inspection	25.00 per hour (1 hr. min.)
Sanitary Sewer Low Pressure Air Test (per City specifications)	25.00 per test section
Sanitary Sewer Main Construction (inspection services beyond normal working hours - overtime expense)	Cost to City of Oxford
Sanitary sewer Lift Station District Surcharge	Charge 50% surcharge to volume fee.
Locating service for private sanitary lateral	280.00 per hour (1 hr min.)
Damage to City facilities	Repair cost plus 40%
Special Wastewater Discharge Application (tank pumping, V groundwater, etc.)	25.00
Special Wastewater Contaminated Discharge Treatment	11.16 per 100 cubic feet

3. Refuse service

Monthly rate (includes 2.75 Recycle fee or 3.75 fee with larger 65 gallon container):

Hand Service refuse	29.00
Hand Service recycling	11.60

Residential service ~~16.76~~ **16.80**

Collection/disposal of solid wastes and recyclable materials for up to 10 containers (with up to 40/45 gallon capacity, recycling bins or 65-gallon recycling totes (or similar)

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

Waste-wheeler	16.76 16.80 if owned
Waste-wheeler rental	3.00

Commercial Service

Waste-wheeler customer	20.38 23.40
Waste-wheeler rental	9.00
Two cubic yard dumpster	72.26 72.30

Two cubic yard dumpster rental	14.00	
Three cubic yard dumpster	95.44	95.50
Three cubic yard dumpster rental	17.00	
Four cubic yard dumpster	121.80	
Four cubic yard dumpster rental	20.00	
Six cubic yard dumpster	177.76	177.80
Six cubic yard dumpster rental	23.00	
Eight cubic yard dumpster	232.67	232.70
Eight cubic yard dumpster rental	26.00	

Charge per additional pickup

Waste-wheeler customer	16.61	16.70
Two cubic yard dumpster	52.02	52.00
Three cubic yard dumpster	71.27	71.30
Four cubic yard dumpster	93.56	93.60
Six cubic yard dumpster	134.28	134.30
Eight cubic yard dumpster	175.02	175.00

Recycling

Waste wheeler	9.92	9.90
Waste wheeler rental	9.00	
Two cubic yard dumpster	33.97	34.00
Two cubic yard dumpster rental	14.00	
Three cubic yard dumpster	45.56	45.60
Three cubic yard dumpster rental	17.00	
Four cubic yard dumpster	57.11	57.10
Four cubic yard dumpster rental	20.00	
Six cubic yard dumpster	74.69	74.70
Six cubic yard dumpster rental	23.00	
Eight cubic yard dumpster	93.74	93.70
Eight cubic yard dumpster rental	26.00	

Late fee	10%
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One-time additional pickup permit Stickers	10.00 per Sticker
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Yard Waste Stickers	3.00 per Sticker
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Compactor Tickets	29.50 per 1 Cu. Yd.
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Portable Toilet Rental and Servicing	Contract cost to city
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<u>4. Cable franchise agreement fee</u>	5% of annual gross revenue
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5. Miscellaneous

DVD Copies	5.00
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G. ENGINEERING DIVISION

1) Design manual fees:

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

2) Map Order

Media:

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

Dry Mounted

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

Base and Zoning maps

Lots	5.00	plus media cost
Oxford Historic District	1.00	plus media cost
Corporation limits	Free	
Water lines	5.00	plus media cost
Sewer lines	5.00	plus media cost

Base and Zoning maps (continued)

Storm sewer lines	5.00	plus media cost
Zoning	5.00	plus media cost
Proposed development	5.00	plus media cost
Additional use permits	5.00	plus media cost
P.U.D.'s	5.00	plus media cost
Special use permits	5.00	plus media cost
Street index	1.00	plus media cost
Digital base map section	15.00	per diskette

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

4) Document handling/forwarding fee 25.00
to regulating agencies

H. STREET DIVISION

Street cut surface repair	Up to 40 sq.ft. - \$100.00 (or 40 linear ft of curb totaling less than 40 sq. ft.) >40 sq.ft. - \$100.00 + 2.50 per additional sq.ft. Brick Street Repair - \$30.00 per sq. ft.
Work without a permit in ROW (Starting construction or without a permit)	Greater of \$200.00 or twice the cost of the permit fee
Street Tree Permits	No charge
Removal of hazardous trees from private property	At cost to city plus 5% Administrative fee
Street Spills	Cost of time and materials for cleanup + 10% Administrative Fee
Right-of-way Requests	
Personnel (misc. tasks)	25.00 hr
Event Electrician	100.00 + necessary materials at cost
Road Closures/Detours	135.00
Event Trash cans	5.00
Street Signs	Cost of labor/materials used + 10% administrative fee
Woodside Cemetery gravesite	200.00 Opening and closing
After 3:30 Monday-Friday	Additional 100.00
And weekends	
Street Banner Installation	Single banner 75.00 100.00
And removal	Double banner 150.00
Damage to City Facilities	Costs plus 40%

I. FINANCE DEPARTMENT

Misc. Copies	
(Under 20 pages)	No charge
(21 or more pages)	.05 per Page
Final Annual Budget Document	
Paper	No charge
Electronic	5.00 per DVD/CD
Any Other Method	At cost to city
Comprehensive Annual Financial Report	
Paper	No charge
Electronic	5.00 per DVD/CD
Any Other Method	At cost to city

~~Income tax rate~~ ~~1.75%~~

Hotel tax rates:

Hotel tax 3.00%

Convention tax 3.00%

Motor vehicle license tax 5.00 per motor vehicle

~~Property tax rate~~ ~~3.65 mills~~

Motor Coach or Bus (Each) 25.00 per Year

Taxicab (Each) 10.00 per Year

Minimum fee per company 25.00 per Year

Vendor License 50.00 per Calendar Month, or
300.00 per Year

NSF check Fee 5.00 per Check

Collections Fee on Delinquent Accounts

Phase I 10.00 per written off account

Phase II 45.00% of the amount due on
accounts more than \$250.00
35.00% of the amount due on
accounts less than \$250.00

Dog License 0.75 per Tag (City Share), plus
amount charged by County

J. HUMAN RESOURCES

Non refundable Civil Service Exam Fee 15.00

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

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

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: November 2, 2010

Donna Heck

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

October 27, 2010

Date Prepared

Agenda Title: An Ordinance Establishing Salaries And Certain Benefits For Salaried and Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1, 2011 Through December 31, 2011.

Recommendation: Approve.

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

Section 1. There are a number of positions noted in the Ordinance, with asterisks, that are authorized but not budgeted. Also included in this Section is the reduction in Police Lieutenants from 3 to 2. These changes result in a reduction in the number of full-time employees.

Section 2. Staff is not recommending a cost of living (COLA) increase or a market adjustment.

Section 3. Part-time positions include the addition of an Assistant to the Chief for Parking and Transportation bringing the total part-time employees to 138.

Section 7. F. The City contribution for health insurance remains the same at \$950.00 per employee per month. Employee contributions also remain the same. These items will be reviewed again after the first of the year for possible increases depending on renewal costs and the affects of Health Care Reform.

Attachment A: There are no changes in the pay bands for 2011.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

dlh

10/27/10

DLH

10/29/10

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, ~~2010~~ **2011** THROUGH DECEMBER 31, ~~2010~~ **2011**.

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

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

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

****Authorized-not budgeted.**

PARKS & RECREATION DEPARTMENT

Parks & Recreation Director	(NC)	(1)	7
Recreation Programs Supervisor	(C)	(1)	5
Sports Activities Supervisor	(C)	(1)	5
Office Manager	(NC)	(1)	5
Receptionist	(C)	(1)	1
Custodian	(NC)	(1)	1
Recreation Programs Coordinator	(C)	(1) ***	3
Sports Coordinator	(C)	(1)	3

COMMUNITY DEVELOPMENT DEPARTMENT

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

SAFETY DEPARTMENT - FIRE DIVISION

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

SAFETY DEPARTMENT - POLICE DIVISION

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

SERVICE DEPARTMENT

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

***Reduce to 2 Lieutenants.**

****19 Authorized - 18 Budgeted**

*****Authorized - not Budgeted**

ENGINEERING DIVISION

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

STREETS AND MAINTENANCE DIVISION

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

WASTEWATER DIVISION

Collection

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

Plant

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

WATER DIVISION

Distribution

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

Plant

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

***authorized-not budgeted**

****2 authorized - 1 budgeted**

*****10 authorized 9 budgeted**

TOTAL Full-Time Authorized Strength: ~~116~~ **114** (~~124~~ 123 authorized not budgeted)

NC = Non-Classified Employee

C = Classified Employee

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

- A.** Adoption of this ordinance reflects a 0%(COLA) increase of all employees not covered by a collective bargaining agreement. The Finance Director, Law Director and City Manager shall also receive the same increase to their current base salaries.
- B.** The City Manager, except as otherwise provided in the charter, is authorized to establish the starting salary not to exceed the position's market midpoint.
- C.** The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year.
- D.** The City Manager is hereby authorized to increase an employee's salary not to exceed the market midpoint of the new position when a promotion occurs where an employee moves to a higher job classification.
- E.** Employees who are below market midpoint will receive an additional 0% annual increase for ~~2010~~ **2011** provided they have a satisfactory performance evaluation.

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

<i>POSITION TITLE</i>	<i>AUTHORIZATION</i>	
	<i># OF</i>	<i>PAY</i>
	<i>EMPLOYEES</i>	<i>RATE</i>
<i>ADMINISTRATION</i>		
Receptionist	1	\$14.00/hr
Human Resources Director	1	\$40.1849/hr
<i>FINANCE DEPARTMENT</i>		
Accounting Assistant	1	\$14.00/hr
<i>PARKS & RECREATION DEPARTMENT</i>		
Park/Recreation Technician	5	\$11.00/hour
Program/Facility Coordinator	3	\$14.00/hour
<i>SERVICE DEPARTMENT</i>		
Laborers	4	\$12.00/hour
Streets & Maintenance Division		
Wastewater Collection		
Water Plant Operators	2	\$20.2528/hour
<i>SAFETY DEPARTMENT - FIRE DIVISION</i>		
Part-Time Firefighters/EMT's	30	\$14.50/hr
Firefighters and/or EMT's	64	\$14.50/hr
Fire Division Captains	3	\$15.50
Fire Division Lieutenants	3	\$15.00
		\$15.50/12-hr shift 1 run
		\$31/24-hr shift 2 runs
<i>SAFETY DEPARTMENT - POLICE DIVISION</i>		
Assistant to the Chief - Parking & Transportation	1	\$39.1394/hr
Police Officer	6	contract base pay
Public Safety Assistant	3	contract base pay
Public Safety Communications Officer	4	contract base pay
Parking Interns	8*	\$14.00/hr *Reimbursed
TOTAL Part-Time Authorized Strength: 138 139		
<i>CITY-WIDE</i>		
Intern/Temporary Part-time		\$14.00/hour

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

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

SECTION 5: Department Heads and Supervisory Employees.

- A. Defined.** The positions of City Manager, Finance Director, Law Director, Police Chief, Community Development Director, Service Director, Parks and Recreation Director, Fire Chief, Human Resource Director and Economic Development Director are department heads. These employees in addition to Assistant Finance Director, Deputy Service Director, Streets and Maintenance Manager, Wastewater Collection Manager, Water Distribution Manager, Water Plant Manager and Wastewater Plant Manager for the purposes of group life and accidental death and dismemberment, are considered supervisory employees.
- B. Overtime.** Department heads are salaried employees and are not entitled to overtime.

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

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

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

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

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

SECTION 6: General Provisions

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

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

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

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

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

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

SECTION 7: Employee Benefits

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

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

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

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

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

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

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

- E. Funeral Leave.** Full-time employees will be permitted to use up to three (3) days funeral leave per calendar year for such time as may be reasonably needed for the purpose of attending the funeral of a member of their immediate family. After exhausting this annual allowance, an employee will be permitted to use up to three (3) days of sick leave as may be reasonably needed for the purpose of attending the funeral of a member of their immediate family. In no case shall an employee use more than a combined total of three (3) days funeral and/or sick leave for a single funeral. Immediate family shall be construed to mean spouse, child, parent, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparent, spouse's grandparent or grandchild. Leave of absence without pay is allowed for other funerals when approved by the employee's supervisor.
- F. Payment of Health Insurance Premiums.** For each full-time, employee (forty hours per week) and Law Director who participates in the City group medical insurance programs, the City will pay nine hundred fifty dollars (\$950.00) per month per employee during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay \$12.87 for single coverage and \$29.61 for family coverage, each pay period, with deductions being made from gross pay before taxes resulting in the cost being reduced to \$9.27 for single and \$21.32 for family.
- G. Holiday Schedule.** There shall be fourteen (14) paid holidays for full-time employees as follows:

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

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

- H. **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.

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

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

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

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

J. 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, ~~2010~~ **2011** and are full-time employees of the City on or before December 31, ~~2010~~ **2011**. 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 ~~2010~~ **2011** shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November ~~2010~~ **2011**. All eligible full-time employees shall be paid in accordance with the following schedule. Contract employees shall be paid according to the appropriate contracts. The Chief of Police shall be paid longevity according to the current schedule in the Police Supervisors' contract.

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

K. Vacation. An employee shall accrue vacation monthly at the following rate unless otherwise covered by a collective bargaining unit (except a first year employee who shall receive the employee's vacation accrual after the completion of the twelfth month):

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

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

L. 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.

SECTION 8: Disability Income Continuation Benefit

Each full-time employee of the City of Oxford, who is disabled to the extent that the employee cannot perform regular duties as a result of injuries sustained in an identifiable incident while in the course of public employment with the City, not through the employee's own negligence, shall after exhaustion of the employee's accumulated sick leave, continue to receive, for a period not to exceed one calendar year from the date of sick leave exhaustion, an amount of compensation equivalent to the employee's full salary less any and all funds received from all public or private agencies by way of pension, compensation or indemnity for such disability. The employee shall make application for "Temporary Total" disability compensation under Workers' Compensation law of Ohio.

Provided that where the disability is of a type or nature which will prevent the employee from returning to municipal employment, the employee shall apply for such available benefits of said funds or money that may accrue to the employee and be payable from the Public Employees Retirement System or Police and Fire Pension Fund. Provided further, that in the case of firefighters, the initial determination and recommendation of compensation shall be made by the Firefighters Dependents Board. The City Manager shall cause the employee to be examined, by a physician of the City's choice, to determine the extent of the disability and may require subsequent examinations during the period of disability.

SECTION 9: 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 10: 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.

SECTION 11: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

ATTACHMENT A
CITY OF OXFORD OHIO
PAY BANDS (2010) (2011)

	<u>MINIMUM</u>	<u>MAXIMUM</u>
PAY BAND 7		
Annual	\$56,462.00	\$91,297.00
Hourly	\$27.1451	\$43.8929
PAY BAND 6		
Annual	\$43,912.00	\$70,139.00
Hourly	\$21.1115	\$33.7206
PAY BAND 5		
Annual	\$37,624.00	\$57,027.00
Hourly	\$18.0884	\$27.4168
PAY BAND 4		
Annual	\$33,067.00	\$50,059.00
Hourly	\$15.8975	\$24.0668
PAY BAND 3		
Annual	\$29,961.00	\$45,430.00
Hourly	\$14.4043	\$21.8413
PAY BAND 2		
Annual	\$28,028.00	\$42,473.00
Hourly	\$13.4750	\$20.4197
PAY BAND 1		
Annual	\$25,329.00	\$38,361.00
Hourly	\$12.1774	\$18.4427