



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45215

STAFF REPORT

ORIGINATING DEPARTMENT:	Law
PREPARED BY:	Mary Ann Eaton, Clerk of Council
DATE PREPARED:	November 11, 2020
COUNCIL MEETING DATE:	November 17, 2020
AGENDA TITLE:	Extending the deadline for virtual meetings
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	<i>Approve</i> <i>DRE 11-19-20</i>

DISCUSSION:

EFFECTIVE DECEMBER 1, 2020 REMOTE MEETINGS WILL NO LONGER BE PERMITTED IN THE STATE OF OHIO AS A WAY TO CONDUCT THE CITY'S BUSINESS. THE PROPOSED RESOLUTION WILL URGE GOVERNOR DEWINE AND THE OHIO LEGISLATURE TO TAKE ACTION QUICKLY TO PRESERVE THE HEALTH AND SAFETY OF ALL OHIOANS BY EXTENDING THE DEADLINE FOR HOLDING REMOTE MEETINGS UNTIL THE DECLARED EMERGENCY IS LIFTED BY GOVERNOR DEWINE.

RESOLUTION NO.

A RESOLUTION TO URGE GOVERNOR DEWINE AND THE OHIO LEGISLATURE TO EXTEND THE DEADLINE FOR OPERATING PUBLIC MEETINGS ELECTRONICALLY.

WHEREAS, on March 27, 2020, the Ohio Legislature passed House Bill 197, which includes a provision to: *allow state boards & commissions, local and county governments, and higher education boards to operate meetings electronically during the declared emergency, but not beyond December 1, 2020, so long as the public is aware and can participate electronically;* and

WHEREAS, Ohio has experienced a large spike of positive COVID-19 cases recently; and

WHEREAS, as of November 5, 2020, all of Ohio's 88 counties were considered "High Incidence" counties by the Ohio Department of Health. Butler County in particular, is coded as "Red" indicating "very high exposure and spread" according to the Ohio Public Health Advisory System; and

WHEREAS, with the increase of the COVID-19 cases and the deadline of December 1, 2020 quickly approaching there is an immediate need to address the safety and security of our Ohio communities by extending this deadline; and

WHEREAS, it has been announced that Senator Fedor has introduced SB 365 to extend this deadline, which is a step in the right direction to preserve the health, safety and general welfare of all Ohioans.

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

SECTION 1: This Council and Mayor hereby urge Governor Mike DeWine and the Ohio Legislature to approve an extension of the operation of public meetings to take place in an electronic setting until the Emergency is lifted.

SECTION 2: The Council finds and determines that all formal actions of this Council relating to the adoption of this Resolution have been taken at open meeting of this Council; and that deliberations of this Council and of its committees, resulting in such formal action, took place in meetings open to the public, in compliance with all statutory requirements including requirements of Section 121.22 of the Ohio Revised Code.

SECTION 3: Council further directs the Clerk of Council to send a certified copy of this Resolution to Governor DeWine and to members of the Ohio House of Representatives and the Ohio Senate.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45215

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Doug Elliott
DATE PREPARED:	November 12, 2020
COUNCIL MEETING DATE:	November 17, 2020
AGENDA TITLE:	Subgrant Agreement
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Adopt the Resolution <i>DRE 11/12/20</i>

DISCUSSION:

The Butler County Commissioners have allocated \$1.5 million in subgrants for local jurisdictions to help small businesses. The City of Oxford has been notified of its allocation of \$106,714. On the legislative agenda is a resolution authorizing the City Manager to sign a subgrant agreement between Butler County, Ohio and the City of Oxford for reimbursement of eligible costs for the administration of the Butler County Small Business Relief Cares Grant Program. Since this is a reimbursement program, the City will need to have an appropriation of the same amount, reimburse the local businesses for qualifying and eligible costs, and submit documentation of those costs to the county for reimbursement to the City.



RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO THE SUBGRANT AGREEMENT BETWEEN BUTLER COUNTY, OHIO AND THE CITY OF OXFORD FOR REIMBURSEMENT OF ELIGIBLE COSTS FOR ADMINISTRATION OF THE BUTLER COUNTY SMALL BUSINESS RELIEF CARES GRANT PROGRAM.

WHEREAS, the County desires to support and provide economic relief to qualifying small businesses in Butler County for economic hardships caused by State sanctioned closures, limited operations, and/or increased restrictions from COVID-19 by allocating a portion of its SB 357 distribution to political subdivisions in Butler County; and

WHEREAS, Butler County intends to subgrant \$106,714.00 of its SB 357 allocation to the City of Oxford to reimburse the City for its administration of and required accounting for the funds, under certain terms and conditions as set forth in the agreement attached hereto and incorporated herein as Exhibit "A"; and

WHEREAS, the City Manager recommends Council authorize the City Manager to enter into the subgrant agreement attached hereto and incorporated herein as Exhibit "A" between Butler County, Ohio and the City of Oxford for reimbursement of eligible costs for administration of the Butler County Small Business Relief Cares Grant Program.

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

SECTION 1: City Council accepts the recommendation of the City Manager and further authorizes the City Manager to enter into the subgrant agreement attached hereto and incorporated herein as Exhibit "A" between Butler County, Ohio and the City of Oxford for reimbursement of eligible costs for administration of the Butler County Small Business Relief Cares Grant Program.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

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understand and accept the requirements and terms and conditions of the SUBGRANT.

WITNESS, that for and in consideration of the mutual promises, covenants, and obligations contained herein, the parties do hereby agree as follows:

1. County's Obligation: Under the County's procurement policies and the Auditor's accounting procedures, the County will reimburse SUBGRANT funding to Jurisdiction under certain terms and conditions and will assume the following responsibilities:
 - a. Agree to reimburse Jurisdiction, upon submission of required accounting for funds under certain terms and conditions to which must be adhered and reported as required herein, through reimbursable SUBGRANT for qualifying and eligible expenses incurred and satisfactorily reported, in an amount not to exceed _____ of its SB 357 allocation to relieve and to reduce the economic impact to and on small businesses directly relating to the ongoing COVID-19 pandemic.
 - b. Agree to reimburse invited Jurisdiction before December 30, 2020 for costs applied with proper documentation, reporting, and accounting for costs incurred to relieve and to reduce the economic impact to and on small businesses directly relating to the ongoing COVID-19 pandemic or after depending on modifications to the Federal and State requirements to expend CARES Act monies in an amount not to exceed as identified in paragraph 1a.
 - c. Following full reimbursement of subgrantee's initial SUBGRANT as set forth in paragraph 1a. above, additional funding may be available on a first come, first served reimbursement basis. The amount of any such additional funding will be limited by funds available at the time of the reimbursement request. Subgrantee is advised to obtain from the County Auditor a written certification that funds will be available for reimbursement and must receive authorization from the Board for additional funding which will not be unreasonably withheld prior to making a distribution of additional funding to any eligible business.
2. Jurisdiction's Obligations: The Jurisdiction shall accept SUBGRANT of County CARES funding as set forth in paragraphs 1.a. and 1.c. above and pledges to adhere to all Federal and State requirements subject to sources of CARES funding and adhere to the following requirements and assume the following obligations:
 - a. Ensure, prior to seeking reimbursement from County for SUBGRANT, the Jurisdiction qualified small businesses in Butler County afflicted with economic hardships caused by State sanctioned closures, limited operations, and/or increased restrictions from COVID-19 and determined eligibility of small businesses with less than 25 full time equivalent (FTE) employees and no costs incurred to a particular small business exceeded \$10,000.
 - b. Ensure, prior to seeking reimbursement from County for SUBGRANT, the Jurisdiction's initial costs incurred were lawfully expended under federal, state, and local procurement, accounting, and auditing processes and under the requirements of federal and state sanctioned use of CARES funding.
 - c. Submit sufficient documentation which accounts for and reports all expenses, seeking reimbursement through SUBGRANT, consistent with federal CFR Section 5001 of the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act.
 - d. Acknowledge and accept Agreement is nullified if terms and conditions are not met; the SUBGRANT is not fully expended by December 30, 2020; or the Jurisdiction fails to submit proper documentation for reimbursement as described herein.
 - e. Acknowledge and understand these terms and the SUBGRANT rules and regulations and agree Jurisdiction will lawfully adhere to all federal and state requirements.

4. Compliance: Both parties hereby affirm they are compliant with Section 5001 of the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act and Senate Bill 357 inclusive of the 133rd General Assembly of the State of Ohio.
5. Term: This Agreement applies to the SUBGRANT award of funds from the CARES Act and S.B. 357 allocations. This Agreement will remain in effect until the Grant funds are expended and the Grant-funded activities are completed or the governing legislation requires return of funds prior to disposition of Grant. Neither party can terminate or withdraw from this Agreement while it remains in effect.
6. Miscellaneous:
 - a. Neither the Jurisdiction nor the County shall assign, sublet, or transfer their interest in this Agreement without the express written consent of the other party.
 - b. This Agreement represents the entire and integrated agreement of the parties, and supersedes all prior negotiations, representations, and/or agreements, written or oral.
 - c. This Agreement may only be modified or amended by a written agreement between the parties, as evidenced by an addendum to this Agreement.
 - d. This Agreement, and all rights and obligations of the parties hereunder, shall be construed and governed by the laws of the State of Ohio. To the extent that any provision of this Agreement is held to be invalid, that provision shall be deemed deleted from this Agreement and the remaining provisions shall remain in full force and effect.
 - e. Each party agrees to be responsible for any negligent acts or negligent omissions by or through itself or its officers, employees, agents and contracted servants, and any third party designee to whom Jurisdiction may delegate, and each party further agrees to defend itself and themselves and pay any costs, judgments and attorney fees arising out of such negligent acts or negligent omissions, and nothing in this Agreement shall impute or transfer any such responsibility from one to the other.

IN WITNESS WHEREOF, the representatives of the parties hereto have set their hands on the dates given.

Name of Jurisdiction

By: _____

Date

Witness Name

Date

Witness Name

Date

Butler County

By: _____
Judi Boyko, County Administrator

Date

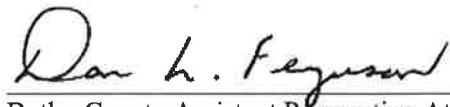
Witness Name

Date

Witness Name

Date

Approved as to Form:



November 2, 2020

Butler County Assistant Prosecuting Attorney

EXHIBIT "B"

Political Subdivision	Population	Subdivision in multiple counties? 1=Yes, 0=No	% modified population	Funding Allocation
Fairfield city (pt.)	42,558	1	13.1%	\$196,518
Fairfield township	22,831	0	7.0%	\$105,426
Hamilton city	62,082	0	19.1%	\$286,673
Middletown city (pt.)	46,051	1	14.2%	\$212,648
Monroe city (pt.)	13,872	1	4.3%	\$64,056
Trenton city	13,141	0	4.0%	\$60,681
Oxford city	23,110	0	7.1%	\$106,714
Liberty township	38,916	0	12.0%	\$179,701
West Chester township	62,279	0	19.2%	\$287,583
	324,840			\$1,500,000

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/03/20

Heidi Hill
Prepared By

Account Code No. #: NA

Budgeted Amount: NA

10/23/2020
Date Prepared

Agenda Title: **2021 Fee Ordinance**

Recommendation: **Approve**

Discussion:

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

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

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

Approved By:

Department Head:
City Manager:

Initial Date
10/23/20
DRE 10/29/20

ORDINANCE NO.

AN ORDINANCE TO ADOPT FEES AND CHARGES FOR THE FISCAL YEAR 2021.

WHEREAS, the City Manager and the Finance Director recommend City Council adopt fees for 2021, as itemized below.

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

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

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

	<u>\$ Amount</u> <u>Residents</u>		<u>\$ Amount</u> <u>Non-residents</u>
<u>1) YEARLY MEMBERSHIP FEES - TRI COMMUNITY CENTER</u> (INCLUDES OPEN GYM AND WEIGHT ROOMS - for eligible ages)			
Child (Ages 0-9)	FREE		FREE
Youth (Ages 10-17)	6.00		7.00
Adult (Ages 18+)	12.00		14.00
<u>2) PRESCHOOL (per month)</u>			
Mon/Wed/Fri	180.00		198.00
Tues/Thurs	125.00		138.00
Mon-Fri All Day	599.00		659.00
Mon-Fri Half Day	330.00		363.00
Mon/Wed/Fri All Day	380.00		418.00
Mon/Wed/Fri Half Day	200.00		220.00
Tues/Thur All Day	570.00		297.00
Tues/Thur Half Day	140.00		154.00
<u>3) SUMMER CAMP PROGRAM</u>			
Daily	32.00		36.00
each additional child in family	28.00		31.00
Weekly	115.00	120.00	127.00
each additional child in family	100.00		110.00
Half-day:			
Pre-school camps	65.00	70.00	72.00
			77.00
<u>4) YOUTH SPORTS LEAGUES</u>			
Basketball			
Instructional League, Grade K	60.00		66.00
Competitive League, Grade 1-2	75.00		83.00
Competitive League, Grade 3-12	90.00		99.00
Flag Football League	70.00		77.00
<u>5) ADULT SPORTS LEAGUES</u>			
Adult softball	425.00		
Adult kickball	200.00		
<u>6) RESERVATION FEES</u>			
Oxford Aquatic Center			
Reservation, per hour	100.00		110.00
Guard fee, per hour	15.00		15.00
Reservation, per hour (competition pool only)	150.00		165.00
Reservation, per hour (activity pool only)	200.00		220.00
Reservation, per hour (both pools)	220.00		242.00
Athletic Fields			
Per game, per field	30.00		33.00
Per day, per field	140.00		160.00
Per game, per field (preps)	35.00		39.00
Per hour, per field (lights)	30.00		33.00

Community Park Gazebo Reservation

Up to 2 hours	30.00	33.00
Up to 4 hours	50.00	55.00
Over 4 hours	65.00	72.00

Park Shelter Reservation

Up to 2 hours	25.00	28.00
Up to 4 hours	40.00	44.00
Over 4 hours	50.00	55.00

Electric Tap Fee 50.00 per day
(Large machines such as ice machine, inflatables, etc.)

7) AQUATIC CENTER

Season pool passes

Adult (18-59)	75.00	100.00	83.00	110.00
Senior (60+)	65.00	80.00	72.00	88.00
Youth (2-17)	50.00	80.00	55.00	88.00
Child under 2	FREE		FREE	
Household (4 or less)	210.00		231.00	

General admission

Adult (18-59)	8.00
Senior (60+)	6.00
Youth (2-17)	5.00
Child under 2	FREE

Swimming lessons

Parent/child	38.00	40.00	44.00	
Preschool & Level I	42.00	45.00	46.00	50.00
Skill Level II thru V	45.00	50.00	50.00	55.00

8) SENIOR CITIZEN CENTER RENTAL

Includes kitchen & great room 60.00 per hour 66.00 per hour
(minimum 2 hour rental)

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

B. COMMUNITY DEVELOPMENT DEPARTMENT

1) ADMINISTRATIVE ZONING REVIEW

Administrative Zoning Review Item

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

2) BOARD OR COMMISSION REVIEW

a) Planning Commission

Planning Commission Item

Conditional Use Permit	400.00	500.00	plus 10.00 postage
Annexation 100% owner petition	300.00	400.00	plus 1.00 per acre
Conceptual Review	No fee		
Subdivision Development, Preliminary	470.00	570.00	plus 10.00 per lot, plus 10.00 postage
Subdivision Development, Final	470.00	570.00	plus 10.00 per lot, plus 10.00 postage
Planned Development, Preliminary	470.00	570.00	plus 100.00 per acre, plus 10.00 postage
Planned Development, Final	470.00	570.00	plus 100.00 per acre, plus 10.00 postage
Minor Amendment to Conditional Use Permit or Planned Development	50.00	150.00	
Lot Consolidation	50.00		
Lot Split	50.00		
Zoning Code Amendment	150.00	250.00	plus 10.00 postage, per toj
Zoning Map Amendment	150.00	250.00	plus 10.00 postage
Significant changes to original application			Determined by the Community Development Director at a cost not to exceed original application
Revision beyond the 2nd submittal, requiring zoning or engineering review.	100.00	per review	

b) Historic & Architectural Preservation Commission

HAPC Item

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

c) Board of Zoning Appeals

BZA Item

Variance Petition	200.00	300.00	plus 100.00 for each additional variance request up to 1,000.00, plus 10.00 postage
Appeal of Administrator's Decision	50.00		
Appeal of HAPC Decision	100.00	200.00	

3) DOCUMENTS, MAPS, & OTHER MATERIALS

At Media or Copy Cost Otherwise Noted

4) PLANNING AND DATA SERVICES

45.00 per hour

C) INSPECTIONS (Building Official)

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

Residential Building Item

Building - 1Fam/2Fam/3Fam - New / Add / Alt / Remodel	100.00	/ 0.30 per sq ft
Mechanical (HVAC) - New / Add / Remodel	80.00	/ 0.04 per sq ft
Electrical - New / Add / Remodel	80.00	/ 0.04 per sq ft
Second and subsequent plan review (1/4 hr increments)	60.00	per hour
Minor Alteration (per each type of permit, Bldg, Elect, HVAC)	75.00	
Accessory structures: Awnings, Decks, Sheds (Accessory building <200 sq ft do not require building review)	80.00	plus 0.15 per sq ft
Furnace or A/C Replacement	80.00	per unit
Heat Pump	80.00	
Gas Piping	75.00	
Geothermal trench/pressure test	75.00	per inspection
Electrical Service Upgrade / New / Reconnect	70.00	
Electric for Swimming Pool (In ground/above ground bonding/wiring)	90.00	
Demolition	75.00	per structure

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

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

Commercial Building Item

Building (Except Multi-Family)	200.00	plus 0.15 per sq ft
Building (Multi-Family)	200.00	plus 0.20 per sq ft
Mechanical	200.00	plus 0.05 per sq ft
Electrical	200.00	plus 0.05 per sq ft
Minor Alteration (Per each type of Permit: Building, Electric, HVAC, etc.)	100.00	
Fire Suppression Systems (all suppressed areas)	250.00	plus 0.065 per sq ft
Kitchen Exhaust Hood	250.00	
Hood Suppression System	250.00	plus 50.00 each addl unit
Underground Fire Line	250.00	plus 0.065 per linear ft
Fire Alarm System	250.00	plus 6.50 per device
Plan Review (1/4 hr increments)	80.00	per hour
Revision to approved plans	100.00	plus plan review
Demolition	100.00	per structure
Roof Replacements	250.00	
Storage Rack Systems	250.00	plus 0.015 per sq ft
Furnace or A/C Replacement	150.00	plus 50.00 per each addl unit
Geothermal Trench/Pressure Test	100.00	per inspection
Solar Arrays	200.00	plus 5.00 per panel
Industrialized Unit	200.00	plus 0.015 per sq ft
Partial Permit (where granted)	100.00	
Temporary Certificate of Occupancy (30 days)	350.00	
Certificate of Use and Occupancy (not associated with building permit)	250.00	
Certificate of Occupancy with a permit	100.00	
Re-Inspection (Charge for the third and subsequent inspection)	100.00	per inspection
Non-Permit Inspection Request	150.00	
Out of Normal Hours Inspection	125.00	per hour/ 3 hour min
Permit extension, if approved	100.00	
Temporary-Supply	80.00	
Change of Building Plans (after approval)	50.00	plus 100.00 per hour
Fuel Storage Tank	75.00	per tank

Temporary structures, including tents	75.00	plus 0.10 per sq. ft.
Awnings	75.00	
Signs	125.00	without electric
	150.00	with electric
Fence over 6 feet tall	50.00	
Work without a permit	Doubled Permit Fee	
Gas Piping	75.00	
OBC Surcharge	Applications covered by the OBC will be assessed an additional 3% surcharge fee as mandated by Ohio Administrative Code Section 4101:2-1-50(b)	

3) Rental Permits

a) Initial Establishment, Annual Renewal & Ownership Transfer

One-, Two-, Three-Family, Multi-Family (per structure)	110.00	30.00 each additional unit
One-Family Structure	55.00	
Two-Family Structure	90.00	
Three-Family Structure	120.00	
Four-Family Structure	140.00	
Five or More Unit Structure	30.00	per unit

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

~~b) Annual Renewal & Ownership Transfer~~

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

b) Late Renewal

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

c) Re-inspection **75.00**
Charge for second re-inspection and each subsequent re-inspection. This charge also applies to second re-inspections due to "no show" by agent or owner.

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

d) Board of Appeals

Application	150.00
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D) POLICE DEPARTMENT

Events requiring Officers for Crowd or Traffic Control:

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

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

False Alarm Fees

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

Purchase Meter time

Fee for Special Event/Construction at Smartmeter	15.00	per meter per day
Fee for Special Event/Construction at meters	10.00	per meter per day
Signs: "No Parking by Order of the Oxford P.D."	1.00	per sign

Other fees

Impound/Immobilization Fees	125.00	
Each subsequent day or any part thereof	15.00	
Each subsequent day or any part thereof for vehicles covered or stored within a building	20.00	
Towing Charges	125.00	plus charges for services requiring specialized equipment or extra personnel
Administrative Citation Hearing Fee	20.00	per appeal (lost appeal only)
Administrative Citation Collection Fee	30%	of unpaid fine
Animal Boarding		
1 st day or any part thereof	21.50	
Each subsequent day or any part thereof	13.50	

Shared Active Transportation Permit Fees

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

Parking

Short Term Meters	0.25	per 30 minutes
High Density Parking Areas	0.50	per hour
South Campus Avenue	0.50	per hour
Side street 2 hour meters	0.25	per hour
Side Street 10 hour meters	0.25	per hour
Parking garage meters	0.50	per hour
Smart Meter/pay station rate	up to 1.00	per hour

Parking Garage lease

Summer lease only (June 1- August 14)	150.00	
School year (August 15-May 31)	1,100.00	
Annual (August 15 - August 14)	1,200.00	
Per Semester (August 15-December 31) January 1-May 31)	600.00	
Parking garage replacement/lost card	25.00	
Residential Permitted Parking	15.00	annually

Parking Collection Fees

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

E) FIRE/EMS DEPARTMENT

EMS Runs		
BLS-E	640.00	650.00 per run
ALS-1 E	958.00	970.00 per run
ALS-2 E	1,190.00	1200.00 per run
EMS Mileage Rate	18.50	18.75 per loaded mile

Non-Emergency Transport		
BLS	640.00	650.00 per run
ALS	958.00	970.00 per run
Mileage	18.50	18.75 per loaded mile
Court ordered restitution for transport refusal	350.00	
Fire Watch	35.00	per hour per person (2 hour min.)
EMS Stand-By	35.00	per hour per person (2 hour min.)
Fire and or EMS Coverage for Miami Events	45.00	per hour per person (2 hour min.)
CPR/AED/First Aid Training	20.00	each participant
Civil Citation Hearing Fee	Actual cost of Hearing Officer (lost appeal only, does not apply on first offense)	
Failure to show for scheduled inspection	75.00	
Building Plans Review	100.00	
Fire Suppression Plans Review	100.00	
Underground Fire Line/Fire Dept. Connection	75.00	
Fire Alarm Plan Review	100.00	
Kitchen Hood	100.00	
Kitchen Hood Suppression System	100.00	
Revision/Change to Approved Plans	100.00	
Tent Plan Review/Inspection	150.00	
Demolition	50.00	Residential
	100.00	Commercial

F) SERVICE DEPARTMENT

1) Water Service

Temporary meter deposit (hydrant connection)		
5/8 inch	520.00	
2 inch	1,665.00	
Daily set up and removal of device	106.00	
Cost of water by volume (temporary meter)	3.50	per 100 cubic feet
Temporary Water Service for new construction through an approved meter pit device prior to meter installation:		
5/8 x 3/4 inch	68.00	
1 inch	175.00	
1 1/2 inch	353.00	
2 inch	570.00	
3 inch	1,140.00	
4 inch	1,770.00	
6 inch	3,550.00	
Bulk Water Service	3.50	per 100 cubic feet
Requires new account fee for service. Sanitary fees in effect for water entering sanitary system. Service available under the authority of the Service Director or his/her designee.		
Account Initiation Fee	50.00	(50% Water, 50% Sewer)
<u>Water rates</u>		
Volume charge	2.50	per 100 cubic feet
Base monthly charge Meter size (inch):		
3/4	9.20	
1	15.25	
1 1/2	30.55	
2	48.85	
3	91.65	
4	152.75	
6	305.50	
Outside city limits	35.00%	added to amounts above
Late fee	10.00%	

Green Card distribution	5.00	
Gold Card distribution	5.00	
(If card leaves office, charge would be in additional to turn on fee if service is terminated.)		
Reconnection fee when payment is received before 3:00 PM	10.00	
After 3:00 PM and for weekends/holidays	50.00	
Irrigation Meter	At cost to City	
Irrigation Meter repair	5.00	plus costs
"No show" on scheduled appointment	25.00	
Tap in fees		
Based on tap size (inch):		
1	2,650.00	
2	3,020.00	
4	3,710.00	
6	4,590.00	
8	6,925.00	
10	9,550.00	
12	10,950.00	
Outside city limits	35%	added to amounts above
Separate meter pits	Time and materials	
Meter vault and Lid (based on meter size)	535.80	each additional (max
5/8 & 3/4 Inch - one included in tap fee		of 4 pits per residential tap)
3" and greater installed by the contractor at developer's expense		
<u>Water Meter including RF remote sending unit (inch):</u>		
5/8 & 3/4	325.00	
Ally Remote Meter & Valve assembly	616.00	
1	400.00	
1 1/2	1,680.00	
2	1,905.00	
3	2,450.00	
4	4,080.00	
>4	Cost to City plus 10% administrative fee	
<u>Water Capacity benefit charges</u>		
Meter size (inch):		
5/8 & 3/4	1,680.00	
1	4,350.00	
1 1/2	8,760.00	
2	14,200.00	
3	28,250.00	
4	44,050.00	
6	88,330.00	
8	141,270.00	
10	203,400.00	
Fifty percent of the required capacity benefit charge will become due for all lots platted at time of recording. The remaining fees will become due with application for a building permit.		
Interest rate on past due capacity benefit permits		
unpaid after 30 days	Highest rate allowable by law	
New construction inspection	50.00	initial inspection
	50.00	re-inspection of failed work
New water main Chlorination/Disinfection Inspection	150.00	
New water main valve operation/and line flushing	150.00	
New water main Hydrostatic testing	100.00	per test
New water main bacteria sampling/testing	150.00	per event (includes laboratory fees)
Water main installation inspection/outside normal working hours	City cost for inspection expense	
Fire Hydrant flow testing	100.00	per hydrant test
Backflow Prevention Permit	25.00	
Damage to City facilities	Repair cost plus 40%	
Participation in City Lead/Copper Sampling Program	25.00 credit to participant utility account	

2) Sanitary Sewer service

Sewer rates

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

Sewer Capacity benefit charges

Meter size (inch):

5/8 & 3/4	1,680.00
1	4,350.00
1 1/2	8,760.00
2	14,200.00
3	28,250.00
4	44,050.00
6	88,330.00
8	141,270.00
10	203,400.00

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

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

New construction sanitary inspection

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

3) Refuse service

Service Type

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

Move in/out solid waste removal fee for all dwelling units with Rental permits within the Mile Square "Plus" area, as designated by Section 931.02 of the Oxford Codified Ordinance, excluding multiple dwelling units utilizing commercial dumpsters. 4.50

	Rumpke	Admin		Total
<u>Refuse</u>				
Residential	12.95	2.52	2.72	15.47
(Single family or multi-unit dwellings with four or less units)				
Rental for Waste wheeler	3.00	-		3.00
Residential rates include 4.00 Recycle fee				
Commercial				
2 Cubic Yard dumpster				
1x/week	37.27	7.26	7.86	45.13
2x/week	59.02	11.52	12.47	71.49
3x/week	88.39	17.24	18.64	107.03
4x/week	114.50	22.28	24.18	138.68
5x/week	142.78	27.81	30.16	172.94
6x/week	171.06	33.40	36.15	207.21
Requested extra pick up (outside of normal schedule)	27.19	5.28	5.73	32.92
Rental fee	14.00	-		14.00
3 Cubic Yard dumpster				
1x/week	48.20	9.37	10.12	58.32
2x/week	85.18	16.55	18.00	103.18
3x/week	123.26	24.07	25.97	149.23
4x/week	161.32	31.51	34.01	195.33
5x/week	198.31	38.59	41.79	240.10
6x/week	236.39	45.96	49.96	286.35
Requested extra pick up (outside of normal schedule)	28.25	5.49	5.94	34.19
Rental fee	17.00	-		17.00
4 Cubic Yard dumpster				
1x/week	62.41	12.16	13.16	75.57
2x/week	110.26	21.48	23.28	133.54
3x/week	158.12	30.80	33.40	191.52
4x/week	207.07	40.43	43.63	250.70
5x/week	254.93	49.80	53.80	308.73
6x/week	301.71	58.87	63.67	365.38
Requested extra pick up (outside of normal schedule)	32.64	6.36	6.86	39.50
Rental fee	20.00	-		20.00
6 Cubic Yard dumpster				
1x/week	92.92	18.09	19.59	112.51
2x/week	160.36	31.20	33.70	194.06
3x/week	227.80	44.21	47.96	275.76
4x/week	282.19	55.03	59.53	341.72
5x/week	367.04	71.68	77.18	444.22
6x/week	436.65	85.34	91.84	528.49
Requested extra pick up (outside of normal schedule)	35.64	6.92	7.52	43.16
Rental fee	23.00	-		23.00
8 Cubic Yard dumpster				
1x/week	122.35	23.83	25.83	148.18
2x/week	211.55	41.28	44.58	256.13
3x/week	299.66	58.52	63.02	362.68
4x/week	388.85	75.97	81.97	470.82
5x/week	476.95	93.13	100.13	577.08
6x/week	566.14	110.27	119.02	685.16
Requested extra pick up (outside of normal schedule)	38.08	7.42	8.02	46.10
Rental fee	26.00	-		26.00

Waste wheeler	Rumpke	Admin		Total
1x/week	15.25	2.97	3.21	18.46
2x/week	26.10	5.09	5.49	31.59
3x/week	36.99	7.22	7.77	44.76
4x/week	47.86	9.35	10.05	57.91
5x/week	58.74	11.48	12.38	71.12
6x/week	69.62	13.58	14.68	84.30
Requested extra pick up (outside of normal schedule)	10.88	2.12	2.27	13.15
Rental fee	9.00	-		9.00
<u>Recycling</u>				
2 Cubic Yard dumpster				
1x/week	25.54	-	25.54	
2x/week	43.12	-	43.12	
3x/week	58.49	-	58.49	
4x/week	76.06	-	76.06	
5x/week	91.45	-	91.45	
Requested extra pick up (outside of normal schedule)	27.46	-	27.46	
Rental fee	14.00	-	14.00	
3 Cubic Yard dumpster				
1x/week	35.72	-	35.72	
2x/week	59.89	-	59.89	
3x/week	84.05	-	84.05	
4x/week	110.42	-	110.42	
5x/week	134.59	-	134.59	
Requested extra pick up (outside of normal schedule)	28.53	-	28.53	
Rental fee	17.00	-	17.00	
4 Cubic Yard dumpster				
1x/week	45.90	-	45.90	
2x/week	78.86	-	78.86	
3x/week	111.81	-	111.81	
4x/week	144.77	-	144.77	
5x/week	177.71	-	177.71	
Requested extra pick up (outside of normal schedule)	32.96	-	32.96	
Rental fee	20.00	-	20.00	
6 Cubic Yard dumpster				
1x/week	67.06	-	67.06	
2x/week	114.30	-	114.30	
3x/week	162.63	-	162.63	
4x/week	212.06	-	212.06	
5x/week	262.59	-	262.59	
Requested extra pick up (outside of normal schedule)	35.96	-	35.96	
Rental fee	23.00	-	23.00	
8 Cubic Yard dumpster				
1x/week	82.75	-	82.75	
2x/week	148.65	-	148.65	
3x/week	214.56	-	214.56	
4x/week	280.46	-	280.46	
5x/week	346.37	-	346.37	
Requested extra pick up (outside of normal schedule)	38.45	-	38.45	
Rental fee	26.00	-	26.00	

Waste wheeler	Rumpke	Admin	Total
1x/week	4.25	-	4.25
2x/week	10.87	-	10.87
3x/week	17.49	-	17.49
4x/week	24.12	-	24.12
5x/week	30.73	-	30.73
Requested extra pick up (outside of normal schedule)	11.05	-	11.05
Rental fee	9.00		9.00
Late fee			10%
One time additional pickup permit stickers			15.00 per sticker
Compactor tickets			45.00 per 1 cubic yard

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

5) Miscellaneous

DVD Copies	5.00
Tree Plantings required by Codified Ordinance Chapter 1148	458.00 per tree

G) ENGINEERING DIVISION

1) Design manual fees:

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

2) Map Order

Media:	Bond	8 1/2 x 11 B/W	4.00
	Bond	8 1/2 x 11 Color	4.00
	Bond	11 x 17 B/W	4.00
	Bond	11 x 17 Color	4.50
	Bond	24 x 36 B/W	10.00
	Bond	24 x 36 Color	11.00
	Bond	36 x 48 B/W	18.00
	Bond	36 x 48 Color	20.00

Base and Zoning maps:

Lots	5.00 plus media cost
Oxford Historic District	1.00 plus media cost
Corporation limits	Free
Water lines	5.00 plus media cost
Sewer lines	5.00 plus media cost
Storm sewer lines	5.00 plus media cost
Zoning	5.00 plus media cost
Proposed development	5.00 plus media cost
Additional use permits	5.00 plus media cost
P.U.D.'s	5.00 plus media cost
Special use permits	5.00 plus media cost
Street index	1.00 plus media cost
Digital base map section	15.00 plus media cost

3) Plans and Specifications Sales 20.00-500.00 dependent on size of project

4) Document handling/forwarding fee to regulating agencies 25.00

5) Engineering plan review for revisions after 2nd submittal 100.00 per submission

H) STREET DIVISION

Street cut surface repair - April through November:

Up to 40 sq. ft. (or 40 linear ft of curb totaling less than 40 sq. ft.)

128.00

More than 40 sq. ft.

128.00 plus 3.20 per additional sq. ft.

December through March:

add 50% to above costs

Brick Street Repair

30.00 per sq. ft.

Sidewalk Curb Gutter Permit

25.00

Work without a permit in ROW (Starting construction or work without permit)

Greater of \$200.00 or twice the cost of permit

Street Tree Permits

No charge

Removal of hazardous trees from private property

At cost to city plus 5% Administrative fee

Street Spills

Cost of time and materials for cleanup plus

10% administrative fee

Right-of-way Requests

Personnel (misc. tasks

25.00 per hour

Event Electrician

100.00 plus necessary materials at cost

Road Closures/Detours

135.00

Event Trash cans

5.00

Street Signs

Cost of labor/materials used plus 10% administrative fee

Woodside Cemetery

Gravesite plots

100.00

Opening and closing of gravesite

250.00

Additional charge after 3:30 weekdays and on weekends

100.00

Street Banner Installation and removal

100.00 Single banner

Damage to City Facilities

Cost to City plus 40%

I) FINANCE DEPARTMENT

Miscellaneous copies

0.10 per page per copy

Final Annual Budget Document

Paper

At cost to City

Electronic

5.00 per DVD/CD

Any other method

At cost to City

Comprehensive Annual Financial Report

Paper

At cost to City

Electronic

5.00 per DVD/CD

Any other method

At cost to City

Hotel tax rates:

Hotel tax

3%

Convention tax

3%

Motor Vehicle license tax

5.00 per motor vehicle

Motor Coach or Bus

25.00 each per year

Taxicab Company License

25.00 per year

Taxicab per Operator License

25.00 per year

Taxicab per Vehicle License

25.00 per year

Vendor License

50.00 per Calendar month or

300.00 per Calendar year

NSF check Fee

At cost to City

Dog License

0.75 per Tag (City share), plus amount charged by Butler County

~~D) HUMAN RESOURCES~~

~~Non refundable Classified exam fee~~

—————15.00

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

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY : LAW (STAFF)



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45215

STAFF REPORT

ORIGINATING DEPARTMENT:	City Council
PREPARED BY:	David Prytherch, Councilor
DATE PREPARED:	October 26, 2020
COUNCIL MEETING DATE:	November 3, 2020
AGENDA TITLE:	Planning for a safe, healthy and equitable Oxford.
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	<i>DRE 10-29-20</i>

DISCUSSION:

AS REQUESTED AND DRAFTED BY COUNCILOR PRYTHERCH.



RESOLUTION NO.

A RESOLUTION SUPPORTING COLLABORATION BETWEEN THE OXFORD POLICE DIVISION AND COMMUNITY PARTNERS TO ADDRESS SOCIAL ISSUES THROUGH BOTH TARGETED RECOMMENDATIONS FOR ENHANCING POLICE RESPONSE TO SOCIAL AND BEHAVIORAL HEALTH ISSUES AND MORE COMPREHENSIVE PLANNING FOR A SAFE, HEALTHY, AND EQUITABLE OXFORD.

WHEREAS, City Council, as elected representatives of the people of Oxford, supports the Oxford Police Division (OPD) in its mission “to promote a personalized, proactive partnership between the Police and the Oxford community to reduce fear and incidence of crime, and to solve contemporary problems with the goal of improving the quality of life for all;” and

WHEREAS, City Council supports the OPD’S collaborative approach embodied in its vision “Based on earned trust and confidence, coupled with the highest standards of professionalism and accountability, we envision a police division that totally embraces its values and is committed to working in partnership with our citizens to continually improve the quality of life in Oxford;” and

WHEREAS, City Council created the Police Community Relations and Review Commission (PCRRC) to “improve communication between the City of Oxford Police Division and the community, increase police accountability and credibility with the public, and to create a fair and impartial complaint process” with a charge limited to providing recommendations about matters related to police operations “and such other questions as may seem pertinent to the safety and protection of the citizenry;” and

WHEREAS, police officers by the nature of round-the-clock, public safety work must confront issues that reach beyond crime, including social and behavioral health and other challenges which cannot be solved by police alone but are also a wider community responsibility; and

WHEREAS, recent national events have prompted local reflection about wider issues of public health and safety and social justice, and how policing relates to systemic social challenges; and

WHEREAS, community members including members of Black Lives Matter – Oxford, Ohio proposed to the PCRRC that City Council “research, engage in, and/or fund complements and alternatives to policing” through a task force exploring a broad range of social issues including “racial discrimination, mental health, substance abuse, homelessness/poverty, interpersonal violence, international and immigrant experiences;” and

WHEREAS, the PCRRC voted on September 17, 2020 to recommend “The City Council should form a taskforce to research and fund alternatives to traditional policing. The makeup of the task force should include representatives from the stakeholders who brought forth the proposal,” and

WHEREAS, City Council has the responsibility to consider and respond to the recommendations of its boards and commissions, while balancing competing priorities to best promote the public, health, safety, and general welfare of the City of Oxford and efficiency in the work of municipal decision-making and operations and public engagement guiding them.

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

SECTION 1: City Council directs the Oxford Police Division and the Police Community Relations and Review Commission to collaboratively explore the specific question of how the City of Oxford can better support the OPD in responding to social and behavioral health challenges in the community, including but not limited to improved training and operational procedures, enhanced collaborations with local social service and mental health agencies/providers, and/or hiring of a police social worker. City Council requests OPD and the PCRRC provide its recommendations no later than June 1, 2021 to enable possible inclusion of any relevant funding in the 2022 budget.

SECTION 2: City Council accepts the spirit of the PCRRC recommendation to address broader social issues that transcend traditional policing (and the narrow PCRRC charge) to involve the entire community by committing to a public engagement process within the framework of the upcoming revision of the City of Oxford Comprehensive Plan. Specifically, in 2021 City Council will appoint a Comprehensive Plan working group to develop a chapter focused on “A Safe, Healthy, and Equitable Oxford” (or similar theme to be determined through public engagement). The working group shall incorporate representatives from relevant City departments (e.g. OPD and Oxford Fire Department), relevant boards and commissions (e.g. PCRRC, HAC), and diverse community members (including stakeholders who brought forth the aforementioned PCRRC proposal and others). It shall engage the public in a comprehensive and strategic planning process towards a “A Safe, Healthy, and Equitable Oxford,” including: establishing long-range goals and objectives, researching existing conditions, needs, and best practices, and proposing alternative implementation strategies both short and long-term (including possible funding sources). This work shall be undertaken alongside and coordinated with other working groups to produce a draft Comprehensive Plan chapter by September 1, 2021.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: DAVID PRYTHERCH

PREPARED BY: DAVID PRYTHERCH

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/03/2020

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/29/2020
Date Prepared

Agenda Title: 2021 ANNUAL ADVANCE ORDINANCE

Recommendation: Approve

Discussion:

Description of Budgeted Advances for the 2021 Budget

Advance from GENERAL FUND 110
Advance to PARNING METER FUND 130
- Parking Garage Improvements

Funds to be reimbursed from Parking Meter Fund Operating Revenues 100,000.00

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

Advance from GENERAL FUND 110
Advance to CAPITAL IMPROVEMENT FUND 141
- 72" & 42" Culvert Repairs US27 North

Funds to be reimbursed from Ohio Public Works Commission 103,250.00
County MVLf

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

Advance from GENERAL FUND 110
Advance to OXFORD AREA TRAIL CAPITAL IMPROVEMENT FUND 144
- West Side Connector Phase IV OAT design

Funds to be reimbursed from property taxes 550,000.00

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

Advance from GENERAL FUND 110

Advance to HIGH ST PEDESTRIAN SAFETY MU CAPITAL IMPROVEMENT FUND 147

- High St Pedestrian Safety MU construction project

Funds to be reimbursed from the ODOT

1,000,000.00

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

Advance from GENERAL FUND 110

Advance to EMPLOYEE BENEFIT FUND 230

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

Funds to be reimbursed from employees' contribution for flexible spending program.

5,000.00

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

Advance from GENERAL FUND 110

Advance to SPECIAL ASSESSMENT FUND 417

- Sidewalk, curb & gutter repairs associated with repaving program

Funds to be reimbursed from the special assessments

150,000.00

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

Advance from GENERAL FUND 110

Advance to OVI TASK FORCE FUND 419

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

Funds to be reimbursed from Ohio Department of Public Safety

225,000.00

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

Approved By:

Department Head:

City Manager:

Initial Date

[Signature] 10/29/20
DRE 10/29/20

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED ADVANCES FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2021.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2021 and monies will be available for appropriation in those funds.

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

SECTION 1: The following advances are to be executed for the City of Oxford during the fiscal year ending December 31, 2021, as follows:

Advance from:

General Fund 110	100,000.00
Parking Meter Fund 130	100,000.00
General Fund 110	103,250.00
Capital Improvement Fund 141	103,250.00
General Fund 110	550,000.00
Oxford Area Trail Capital Improvement Fund 144	550,000.00
General Fund 110	1,000,000.00
High St Pedestrian Safety MU Capital Improvement Fund 147	1,000,000.00
General Fund 110	5,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	150,000.00
Special Assessment Fund 417	150,000.00
General Fund 110	225,000.00
OVI Task Force Fund 419	225,000.00

Advance to:

Parking Meter Fund 130	100,000.00
General Fund 110	100,000.00
Capital Improvement Fund 141	103,250.00
General Fund 110	103,250.00
Oxford Area Trail Capital Improvement Fund 144	550,000.00
General Fund 110	550,000.00
High St Pedestrian Safety MU Capital Improvement Fund 147	1,000,000.00
General Fund 110	1,000,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	5,000.00
Special Assessment Fund 417	150,000.00
General Fund 110	150,000.00
OVI Task Force Fund 419	225,000.00
General Fund 110	225,000.00

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: STAFF



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	David Treleaven, Environmental Specialist
DATE PREPARED:	November 5, 2020
COUNCIL MEETING DATE:	November 17, 2020
AGENDA TITLE:	November 4, 2020 Environmental Commission (Virtual) Meeting Summary
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 11-13-20</i> <i>[Signature]</i> 11/9/20

This meeting was conducted virtually utilizing Zoom in accordance with Ohio House Bill 197 and the guidelines set forth by the Ohio Department of Health.

Environmental Commission members in attendance for the Wednesday, November 4, 2020 virtual meeting were: Chair, Mr. Jon Ralinovsky; Vice-Chair and City Council Representative, Ms. Chantel Raghu; Planning Commission Representative, Mr. Jason Bracken, Mr. Andor Kiss, and Mr. Steven Elliott. A quorum was present. Also present for the virtual meeting was Ms. Suzi Zazycki, Associate Director of the Miami University (MU) Institute for the Environment and Sustainability Department (IES).

Mr. Bracken moved for approval of the minutes from the October 7, 2020 Commission meeting; Mr. Elliott seconded. The minutes were unanimously approved as presented.

Discussion: Ms. Zazycki provided a summary of activities by the IES graduate student team undertaking the Professional Service Project (PSP) to prepare the community-scale greenhouse gas (GHG) inventory for the City of Oxford (Oxford) during MU's 2020 - 2021 academic year. This inventory is a requirement for Oxford's participation in the Global Covenant of Mayors for Climate and Energy, which Oxford City Council committed to in September 2019. Members of the student team and Ms. Zazycki had a virtual meeting with Mr. Ralinovsky and Mr. Treleaven on Wednesday, October 28, 2020 where expectations for



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the PSP were discussed. The students are presently investigating the basics of GHG inventories, past PSP's that addressed GHG inventories for Oxford, and preparing their proposal for this PSP. Their proposal is to identify the problem(s) and goal(s), and present their methodology to complete the PSP. The PSP proposal is to be provided to the Commission for review during the week of MU's semester final exams, December 7 – 11, 2020.

Ms. Raghu informed the Commission that the City of Silverton, Ohio was intending to have an introductory meeting for homeowners considering installation of solar panels on their properties, tentatively in January 2021. Oxford residents are invited to participate. Determination of a property's suitability for solar panels will be completed largely utilizing aerial and street-view images, so it is anticipated that installations could commence shortly thereafter. The idea is that with multiple communities participating (the City of Deer Park, Ohio is also participating), this will increase the number of properties that wish to have solar panels installed, essentially creating a residential solar aggregate to reduce component prices by scale.

During the October Environmental Commission meeting, Mr. Matt Kolbinsky of PRO Lighting & Solar LLC (PRO Lighting), offered to conduct a feasibility study of Oxford buildings and facilities to identify where lighting improvements could be made (such as LED and/or high efficiency lighting, and motion detectors rather than wall-mounted light switches) to help reduce energy consumption associated with lighting, and to determine options for solar panel installations. Mr. Kolbinsky indicated there would be no cost to the City for this feasibility study. After a brief discussion, the Commissioners concluded that the feasibility study would be an appropriate measure to assist the City of Oxford in determining potential options for solar-generation of electrical power. Mr. Bracken moved for the following motion to be approved; Mr. Elliott seconded. The motion was unanimously approved.

Motion:

The Environmental Commission recommends that City Council permits PRO Lighting & Solar LLC to conduct a no-cost feasibility study of municipal-operated buildings and facilities to identify potential energy savings associated with lighting, and to evaluate suitable locations for the installation of solar panels for electrical generation.

Mr. Ralinovsky informed the Commission that the Parking and Transportation Advisory Board did not meet in October, but a sub-committee continues to review Oxford's complete streets transportation plan, and is investigating the incorporation of more and/or better connectivity for bicycle lanes and pedestrian access.

Mr. Bracken informed the Commission that at the last Climate Action Steering Committee meeting, the two IES PSP student teams (one investigating the community-scale GHG



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inventory, and the other investigating climate-change resiliency for the community) were in attendance.

Staff updated the Commission on the October monthly emission monitoring of the landfill's 23 passive vents. This monitoring event obtained measurements from both the top of vent casings as had been done in the past, and from the recently installed sample ports on the sides of the vent casings. As anticipated, the emission flow values obtained from the sample ports were greater than those from the top-of-casings (the sample ports allowed the monitoring equipment's pressure transducer to experience a greater pressure difference). The measured methane and carbon dioxide concentration's of the emissions as measured at each location were more similar. Estimated total monthly carbon dioxide equivalent (CO₂e) values from the sample port measurements were approximately 3.5 times greater than those determined utilizing the top-of-casing values (approximately 174 metric tonnes versus 50 metric tonnes). Both values were below the estimated monthly average of 397 metric tonnes obtained from the USEPA's model for the closed landfill's emissions. No ratio was clearly identified in comparing the measurements from top-of-casing relative to the sample ports. Obtaining the monthly monitoring values from both locations increases the time for the event to almost a full day. However, Staff intends to continue obtaining both measurements in an effort to determine a relative factor for comparing the two CO₂e values, in an effort to be able to utilize the previous month's data that was obtained utilizing the top-of-casing measurements.

Staff provided a summary of the on-going residential food scraps drop-off program. Through the end of October, approximately 55,150 pounds (27.6 tons) of food scraps have been collected for composting since April 2019. This is approximately 665 pounds per week on average, with the program's expense coming to \$0.34 per pound.

Agenda discussion items for the December Commission meeting were discussed. Mr. Bracken requested that time be set aside for a presentation regarding the Bee City USA program.

Commissioners concluded discussions at 7:40 p.m. The next regularly scheduled monthly Commission meeting is to be an online, virtual meeting starting at 7:00 p.m. on December 2, 2020.



CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Police

Originating Department

Council Meeting Of: November 17, 2020

John A. Jones

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

November 9, 2020

Date Prepared

Agenda Title: A Resolution to provide free 2-hr parking at meters on High Street, East and West Park, a portion of Lot 52, and Poplar, Main and Beech Streets, between Church and Walnut during the 2020 holiday season.

Recommendation: Approve.

Discussion:

The OPD Parking Unit recommends that **FREE** 2-hr holiday parking be provided at the meters on High Street (between Campus and College), East Park Place, West Park Place, Poplar Street, Main Street and Beech Street between Walnut and Church, and the southern section of Lot 52, starting on Monday, December 14, 2020 at 9:00 a.m. and ending on Thursday, December 31, 2020 at 6:00 p.m.

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

Approved By:

Initial Date

Department Head:
City Manager:

DRE 11-13-20

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO WAIVE PARKING METER FEES ON HIGH STREET, EAST PARK PLACE, WEST PARK PLACE, POPLAR STREET, MAIN STREET AND BEECH STREET BETWEEN WALNUT STREET AND CHURCH STREET, AND IN THE SOUTHERN (2-HR) SECTION OF LOT 52 FROM 9:00 A.M. ON DECEMBER 14, 2020 UNTIL 6:00 P.M. ON DECEMBER 31, 2020. THE TWO HOUR RESTRICTION FOR METERS IN THESE LOCATIONS SHALL REMAIN IN EFFECT.

WHEREAS, the City Manager recommends approval of the proposal of the Police Chief to waive parking meter fees on High Street, East Park Place, West Park Place, Poplar Street, Main Street and Beech Street between Walnut Street and Church Street, and in the southern (2-hr) section of Lot 52 from 9:00 a.m. on December 14, 2020, until 6:00 p.m. on December 31, 2020. The two-hour restriction for meters in these locations shall remain in effect.

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

SECTION 1: City Council hereby accepts the recommendation of the City Manager and the Police Chief and authorizes the City Manager to waive parking meter fees on High Street, East Park Place, West Park Place, Poplar Street, Main Street and Beech Street between Walnut Street and Church Street, and in the southern (2-hr) section Lot 52 from 9:00 a.m. on December 14, 2019 until 6:00 p.m. on December 31, 2020. The two-hour restriction for meters in these locations shall remain in effect.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Human Resources
PREPARED BY:	Kim Newton
DATE PREPARED:	October 23, 2020
COUNCIL MEETING DATE:	November 3, 2020
AGENDA TITLE:	2021 Salary Ordinance
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE</i> 10-29-20

DISCUSSION:

Changes are indicated by yellow highlight and/or strikeout and have been approved by the City Manager.

Section 1.

- Office of City Manager
 - Add Human Resources Director and Economic Development Director to Assistant City Manager role
 - Add Human Resources Manager
- Remove Economic Development Director

Section 2:

- Staff is implementing a three percent (3%) cost of living (COLA) increase.

Section 3:

- Staff is raising the minimum and maximum compensation of year round part-time positions by increasing the rate by three percent (3%).
- Parks and Recreation
 - Increase PT Custodians from 0 to 1
- City-Wide
 - Increase Intern/Temporary Part-Time from 4 to 5
- These changes will result in total authorized part time personnel of one hundred two (102) employees.



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Section 4:

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

Section 5:

- Eliminate Economic Development Director.

Section 6:

- No changes

Section 7:

- **L. Continuing Education/Tuition Reimbursement.**
 - Changed date to 2021 and changed Human Resources Director to Human Resources Department.

Attachment A:

- The pay bands have been increased by 3% for 2021

Attachment B.

- No changes pending SERB Election (Collective Bargaining Unit) November, 4, 2020

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, ~~2020~~ 2021 THROUGH DECEMBER 31, ~~2020~~ 2021.

WHEREAS, the City Manager recommends the adoption of the 2021 Salary and Benefit Ordinance.

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

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

Position	Classified(C) or Non-Classified (NC)	Number of Employees Authorized	Pay Band
Office of the City Manager			
City Manager	NC	1	By Contract
Assistant to the City Manager	NC	1	5
Assistant City Manager/Human Resources & Economic Development	NC	1	7
Human Resources Manager	NC	1	6
Clerk of Council/AAll	NC	1	4
Economic Development Department			
Economic Development Director	NC	4	7
Finance Department			
Finance Director	NC	1	By Contract
Assistant Finance Director	NC	1	6
Payroll Specialist	C	1	5
Finance Specialist	C	1	5
Accounting Specialist	C	1	4
Utility Collections Specialist	C	2	4
Parks & Recreation Department			
Parks & Recreation Director	NC	1	7
Aquatics & Recreation Programs Supervisor	C	1	5
Sports Activities Supervisor	C	1	5

Office Manager	NC	1	5
Receptionist	C	1	1
Sports Coordinator	C	1	3
Aquatics & Recreation Programs Coordinator	C	1	3
Custodian	NC	1	1
Community Development Department			
Community Development Director	NC	1	7
Planner	C	1	6
Admin Asst to Director (Tech)	NC	1	5
Administrative Assistant II	NC	2	3
Safety Department – Fire Division			
Fire Chief/Inspector	NC	1	7
Fire Captains	C	3	Attachment B
Firefighter/Paramedics	C	6	Attachment B
Administrative Assistant II	NC	1	3
Safety Department – Police Division			
Police Chief	NC	1	7
Police Lieutenant	C	2	By Contract
Police Sergeant	C	6	By Contract
Police Officer	C	19	By Contract
Public Safety Assistant	C	3	By Contract
Police Records Specialist	C	1	By Contract
Dispatcher/Clerk	C	6	By Contract
Office Manager	NC	1	5
Service Department			
Service Director	NC	1	7
Environmental Specialist	C	1	5
Administrative Assistant III	NC	1	4
Custodian	NC	2	1
Engineering Division			
City Engineer	C	1	6
Engineering Technician	C	1	5
Engineering Aide	C	1	4
Streets and Maintenance Division			
Streets and Maintenance Manager	C	1	6
Equipment Mechanic	C	1	5
Parks Maintenance Supervisor	C	1	5

Street Operations Specialist	C	1	4
Service Workers	C & NC	11	Varies
Wastewater Division			
Collection			
Wastewater Collection Manager	C	1	6
Service Workers	C & NC	4	Varies
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	C	3	5
Water Division			
Distribution			
Water Distribution Manager	C	1	6
Service Workers	C & NC	4	Varies
Plant			
Water Plant Manager	C	1	6
Utility Maintenance Technician	C	1	2
Utility Meter Reader	NC	1	1
Water Plant Operators	C	2	Varies
TOTAL Full-Time Budgeted:		121	

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

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

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

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

Year Round Part Time	Number of Employees Authorized	Minimum Pay Rate	Maximum Pay Rate
City Manager			
Community Outreach Specialist	1	\$20.60 \$21.22	\$29.94 \$30.84
Parks & Recreation Department			
Park/Recreation Technician	5	\$9.00 \$9.27	\$13.42 \$13.52
Program Coordinator	3	\$9.00 \$9.27	\$16.39 \$16.89
Senior Program Coordinator	1	\$10.30 \$10.61	\$17.76 \$18.30
Custodian	0-1	\$11.33 \$11.67	\$15.30 \$15.76
Service Department			
Deputy Director	1	\$25.75 \$26.53	\$44.42 \$45.76
Laborers	4	\$9.00 \$9.27	\$14.20 \$14.63
Water Plant Operators	2	\$17.51 \$18.04	\$21.28 \$21.92
Safety Department – Fire Division			
Part-Time Firefighters/EMTs	30	\$12.36 \$12.74	\$18.59 \$19.15
Firefighters or EMTs (single certification)	30	NA	\$12.00 \$12.36

Fire Division Captains	3	NA	\$19.68 \$20.28
Fire Division Lieutenants	1	NA	\$18.59 \$19.15
Safety Department – Police Division			
Property Custodian	1	\$20.60 \$21.22	\$29.94 \$30.84
Police Officer	6	\$28.84 \$29.71	\$35.02 \$36.08
Public Safety Assistant	4	\$20.60 \$21.22	\$26.78 \$27.59
Dispatcher/Clerk	4	\$20.60 \$21.22	\$26.78 \$27.59
City-Wide			
Intern/Temporary Part-Time	4-5	\$10.00 \$10.30	\$14.00 \$14.42
Total Year Round PT Employees	100 102		

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

Seasonal Part Time	Number of Employees Authorized	Minimum Pay Rate	Maximum Pay Rate
Safety Department – Fire Division			
Fire/EMS for Miami University Coverage	N/A	N/A	\$45.00
Parks & Recreation Department			
Park/Recreation Technician	50	\$9.00 \$9.27	\$11.85 \$12.21
Program Coordinator	3	\$9.00 \$9.27	\$14.94 \$15.39
Service Department			
Street Department			
Laborer	7	\$9.00 \$9.27	\$14.00 \$14.42
Wastewater Division			
Plant			
Laborer	1	\$9.00 \$9.27	\$14.00 \$14.42
Collections			
Laborer	1	\$9.00 \$9.27	\$14.00 \$14.42

Water Division			
Plant			
Laborer	1	\$9.00 \$9.27	\$14.00 \$14.42
TOTAL Seasonal Part-Time:	63		

SECTION 5: Department Heads and Supervisory Employees.

- A. Defined.** The positions of City Manager, Assistant City Manager, Finance Director, Police Chief, Community Development Director, Service Director, Parks and Recreation Director, Fire Chief, and ~~Economic Development Director~~ are department heads. These employees in addition to Assistant Finance Director, Deputy Service Director, Streets and Maintenance Manager, Wastewater Collection Manager, Water Distribution Manager, Water Plant Manager and Wastewater Plant Manager for the purposes of group life and accidental death and dismemberment, are considered supervisory employees.
- B. Overtime.** Department heads are salaried employees and are not entitled to overtime.
- C. Vacation.** Department heads shall accrue vacation leave monthly at the following rates (except a first year department head who shall receive vacation accrual after the completion of the twelfth month):

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

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

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

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

SECTION 6: General Provisions

- A. Pay Periods.** Employees shall be paid bi-weekly. Pay days shall be on Friday,

except when City offices are closed for a holiday on Friday, in which case payday shall be the last workday preceding the holiday.

- B. **Hours of Work.** Full-time, non-salaried employees' work week shall be forty hours. When directed by their supervisor to work overtime, such employees shall be compensated at the rate of one and one-half (1-1/2) times their base rate of pay for all hours actually worked in excess of forty hours per week. An employee who is called to work following the completion of their normal work day and one-half (1/2) or more hours prior to the commencement of their next normal work day shall receive a minimum of two (2) hours compensation for such call-in at one and one-half (1-1/2) times their normal rate.
- C. **Emergency Appointments.** In case of civil unrest or other like emergency, the City Manager may appoint emergency police officers or other volunteer citizens as may be necessary for temporary service during the emergency and shall report this action to the City Council at its next meeting. Such emergency appointees shall be compensated for all time actually worked on behalf of the City.
- D. **Firefighters** (excluding full-time Fire Captains and Firefighter/Paramedics. See Appendix B). Firefighters are paid according to the schedule in Section 3 hereof of part-time employees. A firefighter may receive a supplement equal to one-half their ordinary job wage if their employer does not continue pay while they are away from work attending to a fire.

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

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

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

SECTION 7: Employee Benefits

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

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

- B. Sick leave.** Sick leave shall be earned by all full-time employees at the rate of ten (10) hours per month and may be accumulated without maximum. Previously accumulated sick leave may be transferred as allowed by law. Under extraordinary circumstances, the City Manager may approve the transfer of sick leave credits from one City employee to another.
- C. Sick Leave Incentive.** A full-time, non-contract employee shall receive an incentive of two hundred dollars (\$200.00) per calendar quarter if the employee uses no sick leave during that quarter. Use of any hours, including partial hours, of sick leave will result in the employee receiving no payment for that quarter. Any employee who uses no sick leave for a calendar year shall receive an additional two hundred dollar (\$200.00) incentive. The employee shall receive all such incentive payments at the end of each calendar quarter. Any payment shall reflect applicable federal, state, and local withholdings. Sick leave used for Worker's Compensation leave as defined in the Employee Handbook shall not be considered sick leave used for purposes of this paragraph.

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

- 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.
- F. Payment of Health Insurance Premiums.** For each full-time employee who participates in the City group medical insurance programs, the City will make a per month per employee contribution as determined by the budget during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay a contribution for single coverage or for family coverage, each pay period, with deductions being made from gross pay before taxes resulting in the cost being reduced.
- F. Holiday Schedule.** There shall be fifteen (15) paid days off for full-time employees as follows: (10 holidays/5 personal days)

New Year's Day (January 1)
Martin Luther King, Jr. Day (third Monday in January)
Washington/Lincoln Day (third Monday in February)

Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving Day (fourth Thursday in November)
Day after Thanksgiving
Christmas Eve
Christmas Day
Five (5) Personal Days - 40 Hours

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

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

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

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

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

H. Group Life and Accidental Death and Dismemberment Insurance.

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

For each firefighter, the City will pay 100% of the premium for a Firefighter's Accident

Policy, not to exceed \$10,000 in insurance coverage.

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

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

Full-time employees who leave the City's employment and are eligible to receive longevity pay based on the anniversary date in 2020 shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 2020. All eligible full-time employees shall be paid in accordance with the following schedule. Contract employees shall be paid according to the appropriate contracts. The Chief of Police shall be paid longevity according to the current schedule in the Police Supervisors' contract.

After 5 years	\$450	After 18 years	\$775
After 6 years	\$475	After 19 years	\$800
After 7 years	\$500	After 20 years	\$825
After 8 years	\$525	After 21 years	\$850
After 9 years	\$550	After 22 years	\$875
After 10 years	\$575	After 23 years	\$900
After 11 years	\$600	After 24 years	\$925
After 12 years	\$625	After 25 years	\$950
After 13 years	\$650	After 26 years	\$975
After 14 years	\$675	After 27 years	\$1,000
After 15 years	\$700	After 28 years	\$1,025
After 16 years	\$725	After 29 years	\$1,050
After 17 years	\$750	After 30 years	\$1,075

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

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

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

- K. Reimbursement.** Employees authorized and required by the assigned supervisor to drive personal vehicles on official City business shall be reimbursed for actual miles driven at the IRS standard mileage rate in effect. Employees who are out of the City on official business or at authorized training functions shall be reimbursed for meals at the actual meal cost not to exceed IRS recognized per diem rate including those rates for high cost cities (receipts are required). The City Manager is authorized to adopt specific procedures regarding travel reimbursement.
- L. Continuing Education/Tuition Reimbursement.** For 2021, \$1,000 will be budgeted. Depending upon the availability of funds, an employee may be reimbursed for the cost of tuition and required course books for any job-related course, provided that the employee submits a written request for reimbursement on the appropriate form, with a copy of the course description, before taking the class. If only one employee submits a request for a class and receives at least a "B" average in the class, the employee will receive 50% of the amount budgeted. An employee who receives a final grade of "A" will receive 100% of the amount budgeted as reimbursement. Should there be more than one employee requesting tuition reimbursement, the funds will be distributed equally among those employees who have completed their classes and received their final grades as noted above. For example, if three (3) employees submit requests and all three receive a final grade of "A" for their classes, the amount budgeted will be divided among the three and the funds will be distributed equally at

the end of the year. Requests for reimbursement should be submitted to the Human Resources ~~Director~~ Department.

SECTION 8: Applicability

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

SECTION 9: Repeal of Conflicting Ordinances

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

ADOPTED: _____

MAYOR

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

ATTACHMENT A

CITY OF OXFORD OHIO

PAY BANDS (2021)

	<u>MINIMUM</u>	<u>MAXIMUM</u>
PAY BAND 7		
Annual	\$73,050	\$131,290
Hourly	\$35.12	\$63.12
PAY BAND 6		
Annual	\$56,846	\$100,880
Hourly	\$27.33	\$48.50
PAY BAND 5		
Annual	\$48,672	\$81,994
Hourly	\$23.40	\$39.42
PAY BAND 4		
Annual	\$42,765	\$69,347
Hourly	\$20.56	\$33.34
PAY BAND 3		
Annual	\$38,771	\$65,374
Hourly	\$18.64	\$31.43
PAY BAND 2		
Annual	\$36,275	\$58,843
Hourly	\$17.44	\$28.29
PAY BAND 1		
Annual	\$32,781	\$53,186
Hourly	\$15.76	\$25.57

ATTACHMENT B

CITY OF OXFORD OHIO

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

Holidays

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

Personal Days

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

Sick Leave

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

Sick Leave Incentive

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

Vacation

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

Funeral Leave

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

Kelly Days

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

Life Insurance

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

Compensatory Time

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

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

Fire Captain Base Salary

2020	\$77,962
------	----------

2020 Holiday pay check will equal (80 hours total) at \$37.49 per hour or \$2,998.53 total.

Firefighter/Paramedic Base Salary

2020	\$69,704.22
------	-------------

2020 Holiday pay check will equal (80 hours total) at \$33.52 per hour or \$2,680.94 total.

Any newly hired Fire Captain or newly hired Firefighter/Paramedic in 2020 will be paid according to the salary schedule below:

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

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance

Originating Department

Council Meeting Of: November 17, 2020

Joe Newlin

Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

November 9, 2020

Date Prepared

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

Recommendation: Approve

Discussion:

This resolution is to request that Butler County remit 2021 property taxes which they have already received to the City earlier than their standard pay date in March. The early payment request can accelerate the receiving of a portion of the taxes by a month or more. To qualify for the early advance, the County requires the passage of a resolution each year.

Approved By:

Department Head:

City Manager:

Initial Date

[Signature] 11/10/20
DRE 11/13/20

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO REQUEST ADVANCED PAYMENT OF PROPERTY TAXES TO THE CITY IN 2021 FROM BUTLER COUNTY.

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

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

SECTION 1: Council hereby finds that it is in the best interest of the City of Oxford to request payment of property taxes that Butler County has collected in advance of the normal payment date.

SECTION 2: Council further determines that the early receipt of said property taxes will result in additional interest income for the City.

SECTION 3: Council hereby accepts the recommendation of the City Manager and the Finance Director and hereby authorizes the City Manager to submit a request to Butler County for the advanced payment of property taxes, as much as available as soon as possible.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Kim Newton
DATE PREPARED:	10/29/2020
COUNCIL MEETING DATE:	11/03/2020
AGENDA TITLE:	Revize LLC. Agreement for City Website Upgrade
BUDGETED AMOUNT:	\$17,000 (CIP) \$25,000 (Cares Act)
ACCOUNT CODE:	Various
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRF</i> 11-13-20

DISCUSSION:

In 2019, City staff began researching redesigning the City's current website, cityofoxford.org. Internal and external goals for the redesign included:

- Resident Focus
- Accessibility
- Staff Interface
- Email Marketing and Social Media Integration
- Calendar and Content Notifications
- Forms
- Modern design with a custom design template
- Integration with 3rd party web applications
- Support and Customer Service

The City of Oxford invited five (5) government website design companies to provide demonstrations of their product to our team consisting of Jessica Greene, Seth Copenbaker, Andrew Wilson and Kim Newton. Each company was evaluated and scored by the team based on the goals listed above. After evaluating and summarizing the scores, and calling references, the team chose Revize LLC as the preferred company. Staff is requesting Council to authorize the City Manager to enter into an agreement with Revize LLC, for four (4) years beginning December 1, 2020 for \$18,600 in year one (1) and \$3,900 each year thereafter for annual hosting and maintenance fees.

Because this was a previously budgeted project, \$17,000 will come from the CIP and \$1,600 will come from the CARES Act funding.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A FOUR-YEAR AGREEMENT WITH REVIZE LLC, FOR REDESIGNING THE CITY'S WEBSITE AT A COST OF \$14,700.00 PLUS \$3,900.00 FOR THE ANNUAL HOSTING AND MAINTENANCE FEE FOR A TOTAL COST NOT TO EXCEED \$18,600.00 FOR YEAR ONE OF THE AGREEMENT AND \$3,900.00 EACH YEAR THEREAFTER.

WHEREAS, in 2019, City staff began researching the redesign of the City's website, www.cityofoxford.org; and

WHEREAS, the City of Oxford invited five (5) government website design companies to provide demonstrations of their product to the City's website redesign team who evaluated and scored each company based on predetermined internal and external goals; and

WHEREAS, the City Manager and the Assistant City Manager recommend Council authorize the City Manager to enter into a four-year agreement as set forth in Exhibit "A" attached hereto with Revize LLC, for redesigning the City's website at a cost of \$14,700.00 plus \$3,900.00 for the annual hosting and maintenance fee for a total cost not to exceed \$18,600.00 for year one of the agreement and \$3,900.00 each year thereafter.

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

SECTION 1: City Council accepts the recommendation of the City Manager and the Assistant City Manager and further authorizes the City Manager to enter into a four-year agreement as set forth in Exhibit "A" attached hereto with Revize LLC, for redesigning the City's website at a cost of \$14,700.00 plus \$3,900.00 for the annual hosting and maintenance fee for a total cost not to exceed \$18,600.00 for year one of the agreement and \$3,900.00 each year thereafter.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

Revize Web Services Sales Agreement

This Sales Agreement is between City of Oxford, Ohio ("CLIENT") and Revize LLC, aka Revize Software Systems, ("Revize"). Federal Tax ID# 20-5000179 Date: 11-5-2020

CLIENT INFORMATION:		REVIZE LLC:
Company Name:	<u>City of Oxford</u>	Revize Software Systems
Company Address:	<u>15 South College Avenue</u>	150 Kirts Blvd.
Company City/State/Zip:	<u>Oxford, OH 45056</u>	Troy, MI 48084
Contact Name:	<u>Jessica Greene 513.524.5210</u>	248-269-9263
Billing Dept. Contact:	<u>jgreene@cityofoxford.org</u>	
CLIENT Website Address:	<u>www.cityofoxford.org</u>	

The CLIENT agrees to purchase the following products and services provided by REVIZE:

<u>Quantity</u>	<u>Description</u>	<u>Price</u>
1	Phase 1: Project Planning and Analysis, SOW, onetime fee:	\$500.00
1	Phase 2 – Discovery & Design from Scratch, onetime fee: 1 mockup with up to 3 rounds of changes - Home page template and inner page design and layout. - Includes Responsive Web Design	\$2,500.00
1	Phase 3 & 4 – Revize Template Development, onetime fee: - Set-up all CMS modules listed in this agreement - Integration with all 3rd party web applications	\$5,100.00
1	Phase 5 – Quality Assurance Testing, onetime fee:	\$1,900.00
1	Phase 6 – Content Migration up to 1,000 webpages & documents: Site map development and content migration from old website including spell checking and style corrections	\$3,800.00
1	Phase 7 –Content Editing Training, onetime fee:	\$900.00
1	Phase 8 – Go Live:	Included
1	Revize Annual Software Subscription, Tech Support, CMS Updates, Website Hosting, Unlimited Users, 50GB website storage, 100GB/Month Bandwidth, SSL Certificate pre-paid annual fee:	\$3,900.00
1	Grand Total First Year	\$18,600.00

Payment Schedule

Payment Amount	Payment Date	Includes
\$ 13,950.00	12/1/2020	75% 1 st Year Project Costs
\$ 4,650.00	2/15/2021	25% 1 st Year Project Costs
\$ 3,900.00	12/1/2021	Year 2 of Annual Hosting & Maintenance
\$ 3,900.00	12/1/2022	Year 3 of Annual Hosting & Maintenance
\$ 3,900.00	12/1/2023	Year 4 of Annual Hosting & Maintenance

Terms:

1. Payments: All Invoices are due upon receipt. Work begins upon receiving initial payment.
2. Revize requires a check for \$13,950 to start this project. Remainder of cost balance due on 2/15/2021.
3. Additional content migration, if requested, is available for \$3 per web page or document.
4. Additional bandwidth is available at \$360 per year for each additional 50GB per month.
5. Additional website storage is available at \$1,000 per year for each additional 5GB website storage.
6. This agreement is the only legal document governing this sale & Proper jurisdiction and venue for any legal action or dispute relating to this Agreement shall be the State of Ohio.
7. Both parties must agree in writing to any changes or additions to this Sales Agreement.
8. CLIENT understands that project completion date is highly dependent on their timely communication with Revize. CLIENT also agrees and understands that;
 - a. The primary communication tool for this project and future tech support is the Revize customer portal found at <https://support.revize.com>.
 - b. During the project, CLIENT will respond to Revize inquiries within 48 hours of the request to avoid any delay in the project timeline.
 - c. CLIENT understands that project timelines will be delayed if they do not respond to Revize inquiries in a timely manner.
9. Revize will provide a free redesign of the website in year 4 of the agreement. This assumes the CLIENT agrees to 4 consecutive years of annual software subscription, tech support, CMS updates, and hosting.
10. CLIENT owns design, content, and will receive periodic updates to the CMS for the life of the contract.
11. Unless otherwise agreed, Revize does not migrate irrelevant records, calendar events, news items, bid results, low quality images, or data that can reasonably be considered non-conforming to new website layout.
12. Storage is limited only to relevant website data. Unreasonably large folders of documents or images are not permitted. Examples include, but are not limited to, plat/property maps, tax records, GIS data, etc.
13. After content migration, CLIENT is responsible for any additional content cleanup. This includes, but is not limited to, resizing photos, reformatting text, replacing photos/icons, consolidating unwanted content, adding future calendar events, and general prep of the site before go live. CLIENT will also have the ability to add new photos, content, and pages.

Enterprise Revize CMS License

As part of this agreement Revize Software Systems, LLC. will provide to the CLIENT a full Enterprise Revize CMS Software license. This software is a proprietary software built and maintained by Revize Software Systems LLC. and is intended to allow for the CLIENT to easily update the content of their website. CLIENT agrees that this license will only be used to maintain the websites included in this agreement. Sharing of the content management system, by the CLIENT, with other entities not identified in this agreement is prohibited.

Revize will maintain, update, and host the Revize CMS during the contract period. In the event that the contract is terminated, for any reason, Revize will provide the latest version of the Revize CMS to the CLIENT provided all payments for the entire length of the contract is fully paid. This system will then have the ability to be hosted and used by the CLIENT as long as they wish. Revize will provide reasonable support in transferring the CMS system to the CLIENT's decided upon hosting architecture.

Products CLIENT Owns Include:

- Revize CMS License
- Hosted Website
- Source Files
- All Included Revize Web Applications
- Design & Page Content

AGREED TO BY:

CLIENT

REVIZE

Signature of Authorized Person:

Name of Authorized Person:

Thomas Jean

Title of Authorized Person

Project Manager

Date:

Please sign and return to:

Thomas@revize.com

Fax 1-866-346-8880

Revize will integrate the following web applications into your website

Citizen's Communication Center Apps

- Notification Center with Text/Email Alerts
- Bid Posting
- Document Center
- Email Notify
- FAQs
- Job Posting
- Multi use Business Directory
- News Center with Facebook/Twitter Integration
- Online Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Flyout App
- Sliding Feature Bar
- Language Translator

Citizen's Engagement Center Apps

- Citizen Request Center with Captcha
- Public Records Request App
- Online Bill Pay
- RSS Feed

Staff Productivity Apps

- Agenda Posting Center
- Job Posting App
- Image Manager
- iCal Integration
- Intranet
- Link Checker
- Menu Manager
- Online Form Builder
- Staff Directory
- Website Content Archiving
- Website Content Scheduling

Site Administration and Security Features

- Audit Trail
- Auto Site Map Generator
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics
- Workflows by Department

Mobile Device and Accessibility Features

- Font Size Adjustment
- Alt-Tags
- Responsive Website Design (RWD)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott, Jr.

Fire

Originating Department

Council Meeting Of: November 17, 2020

Account Code No. #: 428.420.52461

John Detherage

Prepared By

Budgeted Amount: \$40,311.75

November 3, 2020

Date Prepared

Agenda Title: A Resolution authorizing the purchase three (3) Zoll ZVENT Portable Ventilators

Recommendation: Adopt the Resolution.

Discussion: This purchase is to equip each of our three EMS transport units with a portable ventilator to support respiration of non-breathing intubated patients. With the upcoming winter that is expected to produce an uptick in COVID19 hospitalizations, this equipment will provide breathing support for patients that may need to be transferred out of MHMH to other facilities in the region should MHMH become overwhelmed and private transport not be available.

The purchase of three Zoll ZVENT Portable Ventilators and associated accessories from Zoll Medical Corporation at an amount of \$40,311.75 will be made with CARES funding.

Approved By:

Department Head:

City Manager:

Initial Date

DRE \ 11-13-20

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH ZOLL MEDICAL CORPORATION FOR THE PURCHASE OF THREE (3) PORTABLE VENTILATORS AND ASSOCIATED ACCESSORIES UTILIZING CARES ACT FUNDS AT A COST NOT TO EXCEED \$42,000.00.

WHEREAS, on October 6, 2020 City Council recommended the use of CARES Act funds for the purchase of three (3) portable ventilators to equip each of the City's three EMS transport units; and

WHEREAS, said ventilators and associated accessories will support respiration of non-breathing intubated patients in need of transportation from McCullough-Hyde Memorial Hospital/TRI Health to another regional hospital.

WHEREAS, the City Manager and the Fire Chief recommend Council authorize the City Manager to enter into an agreement with Zoll Medical Corporation for the purchase of three (3) portable ventilators and associated accessories utilizing CARES Act funds at a cost not to exceed \$42,000.00.

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

SECTION 1: City Council accepts the recommendation of the City Manager and the Fire Chief and further authorizes the City Manager to enter into an agreement with Zoll Medical Corporation for the purchase of three (3) portable ventilators and associated accessories utilizing CARES Act funds at a cost not to exceed \$42,000.00.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



TO: Oxford Fire Department
217 South Elm Street
Oxford, OH 45056

Attn: Jay Fields

email: jfields@cityofoxford.org

ZOLL Medical Corporation

Worldwide Headquarters
269 Mill Rd
Chelmsford, Massachusetts 01824-4105
(978) 421-9655 Main
(800) 348-9011
(978) 421-0015 Customer Support
FEDERAL ID#: 04-2711626

QUOTATION 360322 V:1

DATE: October 15, 2020

TERMS: Net 30 Days

FOB: Shipping Point

FREIGHT: Prepay and Add

ITEM	MODEL NUMBER	DESCRIPTION	QTY.	UNIT PRICE	DISC PRICE	TOTAL PRICE
1	8660-001401-01	ZVent Portable Ventilator. Kit Consisting of: 1ea- Circuit, Vent, Single Limb, WYE, Adult/Pedi 1ea- Circuit, Vent, Single Limb, WYE, Infant 1ea- Assembly Oxygen Hose 6" Long 2ea- Filter, Foam, Inlet, 1.08" dia. X 1/2" Long, Individually Bagged 2ea- Filter, Disk, Fresh Gas/Emergency. Air Intake, Individually Bagged 1ea- Power Cord, 6". 18AWG 3 SPT-2, NEMA 5- 15P, IEC60320-C5 (Check MFR) 1ea- 1 ea -Power Supply, 100-240 VAC, 100W, 24V, 4.2A, IEC 320 & DT7L Plugs	3	\$17,495.00	\$13,121.25	\$39,363.75 *
2	703-0731-27	Carry Case (white), Eagle II	3	\$395.00	\$316.00	\$948.00 *
*Reflects Discount Pricing.						

To the extent that ZOLL and Customer, or Customer's Representative have negotiated and executed overriding terms and conditions ("Overriding T's & C's"), those terms and conditions would apply to quotation. In all other cases, this quote is made subject to ZOLL's Standard Commercial Terms and Conditions ("ZOLL T's & C's") which for capital equipment, accessories and consumables can be found at <http://www.zoll.com/GTC> and for software products can be found at <http://www.zoll.com/SSPTC> and for hosted software products can be found at <http://www.zoll.com/SSHTC>. Except in the case of overriding T's and C's, any Purchase Order ("PO") issued in response to this quotation will be deemed to incorporate ZOLL T's & C's, and any other terms and conditions presented shall have no force or effect except to the extent agreed in writing by ZOLL.

TOTAL \$40,311.75

Zachary Majors
Territory Manager
812-391-9102

1. DELIVERY WILL BE MADE ESTIMATED 90 DAYS AFTER RECEIPT OF ACCEPTED PURCHASE ORDER.
2. PRICES QUOTED ARE VALID FOR 60 DAYS.
3. APPLICABLE TAX, SHIPPING & HANDLING WILL BE ADDED AT THE TIME OF INVOICING.
4. ALL PURCHASE ORDERS ARE SUBJECT TO CREDIT APPROVAL BEFORE ACCEPTABLE BY ZOLL.
5. FORWARD PURCHASE ORDER AND QUOTATION TO ZOLL CUSTOMER SUPPORT AT esales@zoll.com OR FAX TO 978-421-0015.
6. ALL DISCOUNTS OFF LIST PRICE ARE CONTINGENT UPON PAYMENT WITHIN AGREED UPON TERMS.
7. PLACE YOUR ACCESSORY ORDERS ONLINE BY VISITING www.zollwebstore.com.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/03/2020

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

11/06/2020
Date Prepared

Agenda Title: 2021 ANNUAL TRANSFER ORDINANCE

Recommendation: Approve

Discussion:

Description of Budgeted Transfers for the 2021 Budget

Transfer from GENERAL FUND 110
Transfer to STREET FUND 122 447,665.00

Annual General Fund Financial Support (quarterly)

Transfer from GENERAL FUND 110
Transfer to CAPITAL EQUIPMENT FUND 140 187,450.00

Annual General Fund Financial Support (quarterly)

Transfer from GENERAL FUND 110
Transfer to CAPITAL IMPROVEMENT FUND 141 209,203.00

Annual General Fund Financial Support (quarterly)

Transfer from GENERAL FUND 110
Transfer to AQUATIC CENTER DEBT SERVICE FUND 150 304,718.00

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

Transfer from GENERAL FUND 110
Transfer to SPECIAL ASSESSMENT FUND 417 50,000.00

General Fund Financial Support (1st quarter)

Transfer from GENERAL FUND 110
Transfer to FIRE/EMS FUND 418 20,000.00

Annual General Fund Financial Support (quarterly)

Transfer from PARKING FUND 130	
Transfer to GENERAL FUND 110	33,302.00

Annual Parking Fund Payment for Service department support (quarterly)

Transfer from PARKING FUND 130	
Transfer to STREET FUND 122	29,409.00

Annual Parking Fund Financial Support for work performed (quarterly)

Transfer from PARKING FUND 130	
Transfer to PARKING IMPROVEMENT FUND 142	10,000.00

Annual Parking Fund Financial Support (1st quarter)

Transfer from WATER FUND 321	
Transfer to GENERAL FUND 110	37,784.00

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

Transfer from WATER FUND 321	
Transfer to WATER CAPITAL EQUIPMENT FUND 320	86,000.00

Annual Water Fund Financial Support (1st quarter)

Transfer from WATER FUND 321	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	459,348.00

Annual Water Fund Financial Support (1st quarter)

Transfer from WASTEWATER FUND 331	
Transfer to GENERAL FUND 110	37,784.00

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

Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL EQUIPMENT FUND 330	12,600.00

Annual Wastewater Fund Financial Support (1st quarter)

Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL IMPROVEMENT FUND 332	350,655.00

Annual Wastewater Fund Financial Support (1st quarter)

Transfer from WASTEWATER CAPACITY BENEFIT SW-QUADRANT FUND 394	
Transfer to WASTEWATER CAPITAL IMPROVEMENT FUND 332	75,000.00

Annual Wastewater Fund Financial Support (1st quarter)

Transfer from REFUSE FUND 341	
Transfer to GENERAL FUND 110	27,784.00

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

Transfer from SOUTHPOINTE TIF DISTRICT 1 FUND 420	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	270,161.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 2 FUND 421	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	6,864.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 3 FUND 422	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	10,301.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 4 FUND 423	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	10,276.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from SOUTHPOINTE TIF DISTRICT 5 FUND 424	
Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151	10,223.00
Annual Southpointe TIF Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from OXFORD AREA TRAIL PROPERTY TAX FUND 425	
Transfer to OXFORD AREA TRAIL CAP. IMPROVEMENT FUND 144	1,036,020.00
Annual Property Tax Transfer (bi-annual to match receipt of property taxes)	

Approved By:

Department Head:
City Manager:

Initial Date

PREV 11/13/20

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED TRANSFERS FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2021.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2021 and monies will be available for appropriation in those funds.

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

SECTION 1: The following transfers are to be executed for the City of Oxford during the fiscal year ending December 31, 2021, as follows:

Transfer from:

General Fund 110	447,665.00
General Fund 110	187,450.00
General Fund 110	209,203.00
General Fund 110	304,718.00
General Fund 110	50,000.00
General Fund 110	20,000.00
Parking Fund 130	33,302.00
Parking Fund 130	29,409.00
Parking Fund 130	10,000.00
Water Fund 321	37,784.00
Water Fund 321	86,000.00
Water Fund 321	459,348.00
Wastewater Fund 331	37,784.00
Wastewater Fund 331	12,600.00
Wastewater Fund 331	350,655.00
Wastewater Capacity Benefit-SW Quadrant Fund 394	75,000.00
Refuse Fund 341	27,784.00
Southpointe TIF District 1 Fund 420	270,161.00
Southpointe TIF District 2 Fund 421	6,864.00
Southpointe TIF District 3 Fund 422	10,301.00
Southpointe TIF District 4 Fund 423	10,276.00
Southpointe TIF District 5 Fund 424	10,223.00
Oxford Area Trail Property Tax Fund 425	1,036,020.00

Transfer to:

Street Fund 122	447,665.00
Capital Equipment Fund 140	187,450.00
Capital Improvement Fund 141	209,203.00
Aquatic Center Debt Service Fund 150	304,718.00
Special Assessment Fund 417	50,000.00
Fire/EMS Fund 418	20,000.00
General Fund 110	33,302.00
Street Fund 122	29,409.00
Parking Improvement Fund 142	10,000.00
General Fund 110	37,784.00

Water Capital Equipment Fund 320	86,000.00
Water Capital Improvement Fund 322	459,348.00
General Fund 110	37,784.00
Wastewater Capital Equipment Fund 330	12,600.00
Wastewater Capital Improvement Fund 332	350,655.00
Wastewater Capital Improvement Fund 332	75,000.00
General Fund 110	27,784.00
Southpointe TIF Debt Service Fund 151	270,161.00
Southpointe TIF Debt Service Fund 151	6,864.00
Southpointe TIF Debt Service Fund 151	10,301.00
Southpointe TIF Debt Service Fund 151	10,276.00
Southpointe TIF Debt Service Fund 151	10,223.00
Oxford Area Trail Capital Improvement Fund 144	1,036,020.00

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: STAFF



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	11/9/2020
COUNCIL MEETING DATE:	11/17/2020
AGENDA TITLE:	JobsOhio Vibrant Communities Grant
BUDGETED AMOUNT:	NA
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 11-13-20

DISCUSSION:

JobsOhio has created the Vibrant Communities program that provides resources to communities to develop and implement economic development projects that can attract private investment and create new jobs in the community. This program was established to help small and medium sized communities.

The Vibrant Communities program identified 98 cities with populations between 5,000 and 75,000 and poverty rates that are at or above the state's average poverty rate that are eligible to apply for up to \$2,000,000 in funding.

Working together with Miami University, the City of Oxford submitted a pre-vetting form to JobsOhio that outlines a proposed economic development program to renovate the vacant Elm Street Building. The proposed concept is to create a Technology, Entrepreneurship, Creativity Hub (TEC Hub) that will have two components:

- First: Creation of an Entrepreneurship Training Center in partnership with Miami University and the Butler County Small Business Development Corporation. This will be to help residents and students launch new business concepts.
- Second: Attraction of an anchor tenant to provide new high quality jobs in the region. Miami is in active discussion with a business for this space.

The City of Oxford and Miami University have been invited by JobsOhio to proceed to the next round of the application process and apply for funding. Applications may be up to \$2,000,000 and are due November 30, 2020.



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

The total amount needed for this building renovation is \$10.7M and we are activity working with Miami University to identify additional funding sources to allow this project to proceed.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR A GRANT IN THE AMOUNT OF TWO MILLION DOLLARS (\$2,000,000.00) THROUGH THE JOBSOHIO VIBRANT COMMUNITY PROGRAM FOR THE RENOVATION OF THE VACANT ELM STREET BUILDING TO CREATE A TECHNOLOGY, ENTREPRENEURSHIP, CREATIVITY HUB (TEC HUB) IN PARTNERSHIP WITH MIAMI UNIVERSITY.

WHEREAS, the City seeks to strengthen and diversify the local economy; and

WHEREAS, the Oxford Comprehensive Plan states an economic goal of attracting new business consistent with the skills of the local community, quality of life, and identified economic needs; and

WHEREAS, JobsOhio created the Vibrant Communities Program to provide resources to communities for the development and implementation of economic development projects to attract private investment and create new jobs in the community; and

WHEREAS, the Vibrant Communities Program identified 98 cities in the State of Ohio with populations between 5,000 and 75,000 and poverty rates at or above the state's average poverty rate that are eligible to apply for up to \$2,000,000.00 in funding including the City of Oxford; and

WHEREAS, the City Manager and the Assistant City Manager recommend Council authorize the City Manager to apply for a grant in the amount of two million dollars (\$2,000,000.00) through the JobsOhio Vibrant Community Program for the renovation of the vacant Elm Street building to create a Technology, Entrepreneurship, Creativity Hub (Tec Hub) in partnership with Miami University.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Assistant City Manager and further authorizes the City Manager to apply for a grant in the amount of two million dollars (\$2,000,000.00) through the JobsOhio Vibrant Community Program for the renovation of the vacant Elm Street building to create a Technology, Entrepreneurship, Creativity Hub (Tec Hub) in partnership with Miami University.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/03/2020

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

11/06/2020
Date Prepared

Agenda Title: 2021 ANNUAL BUDGET ORDINANCE

Recommendation: Approve

Discussion:

Description of 2021 Budget

The current piece of legislation is a reflection of the information presented to Council at its October 15th work session.

Highlights: 3% COLA for all non-contractual fulltime employees, contracted employees received their respective increases, no increases for full-time Firefighter/Paramedics due to the fact they are unionizing and will then receive their contractual increases

17.50% increase Workers Compensation payment for Fire & EMS Fund

5.16% increase Workers Compensation payment for all other Funds

5.3% decrease in income tax receipts

48.9% decrease in hotel tax receipts

45.6% decrease in interest income receipts

5% increase in General Liability Insurance rates compared to 2020 actual

An approximate 1.3% increase in refuse rates for residential customers (0.20 cents per month) & 1.3% average increase for commercial customers

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

Capital Improvement Fund Spending \$1,521,000

Capital Equipment Fund Spending \$187,450

OATS Trail Improvements Fund Spending \$390,214 engineering costs, Black Bridge repairs and \$31,214 personnel costs for maintenance of trail

Water Capital Improvement Fund Spending \$680,000

Water Capital Equipment Spending \$104,450

Wastewater Capital Improvement Fund Spending \$834,000

Wastewater Capital Equipment Fund Spending \$31,050

Adjustments made to budget after the October 15th work session:

Additional \$1,000 in both revenue and expenditures in the CBDG Fund

Increased High St. Pedestrian Safety (MU) Construction expenditures by \$2,084,503, Miami's contribution to \$1,084,503 match Mike's estimate in our CIP, decrease repayment of advance to the General Fund by \$630,000

Additional appropriation to Legislative Department of \$36,000 to contractual Services for Wi-Fi payments

An additional \$21,000 was added to the Human Resources - Communications - Assistant City Manager Department budget to Police Education Reimbursement

Decreased appropriation to Finance Department of Auditor & Treasurer Fees by \$13,980 and increased appropriation in the OAT Property Tax Fund for Auditor & Treasurer Fees by \$13,980 in order to match revenue with expenditure associated with it

Decreased appropriation to advance to High St. Pedestrian Safety MU Fund by \$630,000

Increased appropriation to Advance to Parking Fund to \$100,000 in the General Fund as well as increased appropriation to Repayment of Advance to General Fund to \$100,000 in the Parking Fund

Decreased appropriation to transfer to Capital Improvement Fund by \$43,020 in order to balance the General Fund budget

Finally included the transfer of \$\$196,416.90 from the Small Business Loan Fund to the General Fund as well as the increased in appropriation of \$74,160 to the Family Resource Center in the projected 2020 numbers in Budget

Decreased appropriation Legislative Department in the General Fund to \$31,200 in Contractual Services for Wi-Fi payments to match contractual payment adopted at the last meeting

Increased appropriation for transfer to Aquatic Center Debt Service Fund From the General Fund to \$304,718 due to the fact less was available to transfer from the Aquatic Center Capital Improvement Fund in 2020

Increased the appropriations in the Fire & EMS Fund by \$4,450 to include the Server Infrastructure Upgrades spread across various Funds

Increased the appropriations in the Water Capital Equipment Fund and the Waste Water Capital Equipment Fund to include the Server Infrastructure Upgrades, Technology Replacements and replacing the 2007 Honda to an all-electric vehicle if the City installs planned chargers spread across various Funds

Decrease the appropriations in the in the OATS Capital Improvement Fund to match Mike's estimated spending presented in the CIP Work Shop

Approved By:

Department Head:

City Manager:

Initial Date

WJ 11/16/20
DRE 11/13/20

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, 2021.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2021 and monies will be available for appropriation in those funds.

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

SECTION 1: To provide for the current expenses and expenditures of the City of Oxford during the fiscal year ending December 31, 2021, the following sums be and they are hereby set aside and appropriated as follows:

GENERAL FUND 110

SECURITY OF PERSONS & PROPERTY	
Personnel Services	4,811,116
Other Services & Charges	<u>1,046,766</u>
Total Appropriation	5,857,882
 PUBLIC HEALTH AND WELFARE	
Other Services & Charges	<u>135,574</u>
Total Appropriation	135,574
 LEISURE TIME ACTIVITIES	
Personnel Services	1,299,566
Other Services & Charges	<u>503,689</u>
Total Appropriation	1,803,255
 COMMUNITY ENVIRONMENT	
Personnel Services	658,592
Other Services & Charges	<u>530,088</u>
Total Appropriation	1,188,680
 GENERAL GOVERNMENT	
Personnel Services	935,252
Other Services & Charges	<u>1,145,025</u>
Total Appropriation	2,080,277
 TRANSFERS TO OTHER FUNDS	
Other Services & Charges	<u>1,219,036</u>
Total Appropriation	1,219,036
 ADVANCES TO OTHER FUNDS	
Other Services & Charges	<u>2,133,250</u>
Total Appropriation	2,133,250
 TOTAL GENERAL FUND APPROPRIATIONS	14,417,954

FIRE/EMS FUND 418

Personnel Services	1,834,804
Other Services & Charges	<u>609,477</u>
TOTAL FIRE/EMS FUND APPROPRIATIONS	2,444,281

STREET FUND 122

Personnel Services	794,827
Other Services & Charges	<u>424,517</u>
TOTAL STREET FUND APPROPRIATIONS	1,219,344

STATE HIGHWAY IMPROVEMENT FUND 123

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

PARKING FUND 130

Personnel Services	455,868
Other Services & Charges	109,476
Transfer to Other Funds	72,711
Advance to Other Funds	<u>100,000</u>
TOTAL PARKING FUND APPROPRIATIONS	738,055

PARKING IMPROVEMENT FUND 142

Other Services & Charges	<u>100,000</u>
TOTAL PARKING IMPROVEMENT FUND APPROPRIATIONS	100,000

CAPITAL IMPROVEMENT FUNDS

COMMUNITY DEVELOPMENT BLOCK GRANT FUND 126

Other Services & Charges	<u>221,450</u>
Total Appropriations	221,450

COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND 128

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

CAPITAL EQUIPMENT FUND 140

Other Services & Charges	<u>187,450</u>
Total Appropriations	187,450

CAPITAL IMPROVEMENT FUND 141

Other Services & Charges	1,521,000
Advance to Other Funds	<u>103,250</u>
Total Appropriations	1,624,250

OAT CAPITAL IMPROVEMENT FUND 144

Personnel Services	31,214
Other Services & Charges	359,000
Advance to Other Funds	<u>550,000</u>
Total Appropriations	940,214

HIGH ST. PEDESTRIAN SAFETY (MU) CAPITAL IMPROVEMENT FUND 147	
Other Services & Charges	3,714,503
Advance to Other Funds	<u>1,000,000</u>
Total Appropriations	4,714,503
TOTAL CAPITAL IMPROVEMENT FUND APPROPRIATIONS	7,847,867

WATER FUNDS

WATER (OPERATING) FUND 321	
Personal Services	1,463,210
Other Services & Charges	673,337
Transfers to Other Funds	<u>583,132</u>
Total Appropriations	2,719,679
WATER IMPROVEMENT FUND 322	
Other Services & Charges	<u>680,000</u>
Total Appropriations	680,000
WATER CAPITAL EQUIPMENT FUND 320	
Other Services & Charges	<u>104,450</u>
Total Appropriations	104,450
TOTAL WATER FUNDS APPROPRIATIONS	3,504,129

WASTEWATER FUNDS

WASTEWATER (OPERATING) FUND 331	
Personal Services	1,738,662
Other Services & Charges	841,350
Transfers to Other Funds	<u>401,039</u>
Total Appropriations	2,981,051
WASTEWATER IMPROVEMENT FUND 332	
Other Services & Charges	<u>834,000</u>
Total Appropriations	834,000
WASTEWATER CAPITAL EQUIPMENT FUND 330	
Other Services & Charges	<u>31,050</u>
Total Appropriations	31,050
WASTEWATER CAPACITY BENEFIT SW QUADRANT FUND 394	
Transfers to Other Funds	<u>75,000</u>
Total Appropriations	75,000
TOTAL WASTEWATER FUNDS APPROPRIATIONS	3,921,101

STORM WATER FUND 351

Other Services & Charges	30,000
TOTAL STORM WATER FUND APPROPRIATIONS	30,000

SOLID WASTE FUNDS

SOLID WASTE (OPERATING) FUND 341

Personal Services	227,466
Other Services & Charges	1,630,277
Transfer to Other Funds	27,784
Total Appropriations	1,885,527

LANDFILL POST-CLOSURE INVESTMENT FUND 353

Other Services & Charges	1,200
Total Appropriations	1,200

TOTAL SOLID WASTE FUNDS APPROPRIATIONS	1,886,727
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HOTEL & CONVENTION TAX FUND 120

Other Services & Charges	135,400
TOTAL HOTEL & CONVENTION TAX FUND APPROPRIATIONS	135,400

EMPLOYEE BENEFITS FUND 230

Other Services & Charges	2,365,792
Advance to Other Funds	5,000
TOTAL EMPLOYEE BENEFITS FUND APPROPRIATIONS	2,370,792

INTERNAL SERVICE FUND 370

Other Services & Charges	256,729
TOTAL INTERNAL SERVICE FUND APPROPRIATIONS	256,729

LAW ENFORCEMENT TRUST FUND 410

Other Services & Charges	22,460
TOTAL LAW ENFORCEMENT TRUST FUND APPROPRIATIONS	22,460

ENFORCEMENT & EDUCATION FUND 412

Other Services & Charges	16,000
TOTAL ENFORCEMENT & EDUCATION FUND APPROPRIATIONS	16,000

BOARD OF BUILDING STANDARDS FUND 414

Other Services & Charges	6,900
TOTAL BOARD OF BLD STANDARDS FUND APPROPRIATIONS	6,900

SPECIAL ASSESSMENT FUND 417

Other Services & Charges	150,000
Advance to Other Funds	150,000
TOTAL SPECIAL ASSESSMENT FUND APPROPRIATIONS	300,000

OVI TASK FORCE FUND 419

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

SOUTHPOINTE TIF DISTRICT 1 FUND 420

Transfers to Other Funds	<u>270,161</u>
Total Appropriations	270,161

SOUTHPOINTE TIF DISTRICT 2 FUND 421

Transfers to Other Funds	<u>6,864</u>
Total Appropriations	6,864

SOUTHPOINTE TIF DISTRICT 3 FUND 422

Transfers to Other Funds	<u>10,301</u>
Total Appropriations	10,301

SOUTHPOINTE TIF DISTRICT 4 FUND 423

Transfers to Other Funds	<u>10,276</u>
Total Appropriations	10,276

SOUTHPOINTE TIF DISTRICT 5 FUND 424

Transfers to Other Funds	<u>10,223</u>
Total Appropriations	10,223

OXFORD AREA TRAIL PROPERTY TAX FUND 425

Other Services & Charges	13,980
Transfers to Other Funds	<u>1,036,020</u>
Total Appropriations	1,050,000

TOTAL MISCELLANEOUS FUNDS APPROPRIATIONS 4,916,106

DEBT SERVICE FUNDSAQUATIC CENTER IMPROVEMENT DEBT SERVICE FUND 150

Other Services & Charges	<u>309,450</u>
Total Appropriations	309,450

SOUTHPOINTE TIF IMPROVEMENT DEBT SERVICE FUND 151

Other Services & Charges	<u>307,825</u>
Total Appropriations	307,825

TOTAL DEBT SERVICE FUND APPROPRIATIONS 617,275

TOTAL 2021 BUDGET APPROPRIATIONS 41,663,039

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

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: STAFF

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation

Originating Department

Council Meeting Of: Nov. 17, 2020

Account Code No. #: N/A

Prepared By: Casey D. Wooddell

Budgeted Amount: N/A

Date Prepared: Nov. 6, 2020

Agenda Title: Oxford Recreation Board Meeting, 11/5/2020

Recommendation: Approve

Attendance: Rec Board: Mayor Mike Smith, Kevin Ackley, Wes Cole, Craig Bennett, Rich Kammer, Holli Morrish, and Chairperson Ken Bogard
OPRD: Casey Wooddell, Deanna Barbour

The Oxford Recreation Board met on Thursday, Nov. 5, 2020 at 11:30am via Zoom. Parks and Recreation Director Casey Wooddell provided an update to the Recreation Board members about a variety of topics including the current status of the TRI Community Center and Oxford Parks and Recreation Department (OPRD) programs and special events, such as the Drive Thru Circus event and upcoming Veterans Day and Holiday Fest plans.

Mr. Wes Cole and Ms. Holli Morrish shared updates from Talawanda School District. Mr. Cole's updates included results for fall sports teams, including the playoff football team victory and several teams and individuals finishing in first place in the league. Ms. Morrish's updates were focused on the school district and its procedures for students and staff regarding COVID and the district's wellness dashboard on the website, which is updated each afternoon.

Richard Kammer, Kevin Ackley and Craig Bennett shared updates from Miami University about recreation and student life, Goggin Ice Center programs, and university athletics, highlighting the football team's victory over Ball State.

Mr. Wooddell provided a long-term plan idea to the Board members at the October meeting. Discussions continued in regards to this exploratory plan idea, which involves the City and the Talawanda Recreation, Inc. (TRI), a non-profit organization which owns and controls the facilities and grounds located on the TRI property at 6025 Fairfield Road.

Mr. Wooddell provided the Board members with a current update of their term dates. At that time, Mr. Rich Kammer informed the members that he has accepted a new position in Michigan and will no longer be able to participate on the Recreation Board.

Meeting adjourned at 12:36pm. Next meeting scheduled for December 3, 2020 at 11:30am. It will be a virtual meeting.

Approved By:

Initial Date

Department Head: CDW \ 11/6/2020

City Manager:

DRE \ 11/13/20

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Council Meeting Of :

11/3/2020

Account Code No. :

see below

Budgeted Amount :

Finance
Originating Department

Joe Newlin
Prepared By

11/12/2020
Date Prepared

Agenda Title: 2020 Supplemental Budget #8

Recommendation: Approve

Issue 1

To make adjustment to budget for transfers to Southpoint TIF Debt Service Fund due to carryover balance of \$9,218.30 and current year interest income of 4,958.51

Action Needed:

Revenue Side

Southpoint TIF Improvement Debt Service Fund (151)	4,958.51	Interest Income
Southpoint TIF Improvement Debt Service Fund (151)	(14,176.81)	Transfers from TIF Districts

Expense Side

Southpoint TIF District 1 (420)	(12,442.25)	Transfer to Southpoint TIF Improvement Debt Service Fund
Southpoint TIF District 2 (421)	(316.12)	Transfer to Southpoint TIF Improvement Debt Service Fund
Southpoint TIF District 3 (422)	(474.35)	Transfer to Southpoint TIF Improvement Debt Service Fund
Southpoint TIF District 4 (423)	(473.26)	Transfer to Southpoint TIF Improvement Debt Service Fund
Southpoint TIF District 5 (424)	(470.83)	Transfer to Southpoint TIF Improvement Debt Service Fund

Net Effect on Fund Balance/(s)	4,958.51
Increase/(Decrease)	

Issue 2

To make adjustment to budget for the transfer of remaining balance to the General Fund from the Small Business Loan Fund due to the fact the program was changed to a grant program using CARES funding

Action Needed:

Revenue Side

Small Business Loan Fund (427)	491.47	Interest & Gift Card Sales
General Fund (110)	196,597.47	Transfer from the Small Business Loan Fund

Expense Side

Small Business Loan Fund (427)	3,894.00	Printing & Reproduction expenditures
Small Business Loan Fund (427)	(200,000.00)	Gift Card Purchases
Small Business Loan Fund (427)	196,597.47	Transfer to the General Fund

Net Effect on Fund Balance/(s)	196,597.47
Increase/(Decrease)	

Issue 3

To make adjustment to budget for the Cold Shelter and Transitional Housing for one year in the General Fund providing funds to the Family Resource Center

Action Needed:

Revenue Side

N/A

Expense Side

General Fund (110)	74,160.00	Provide funds to Family Resource Center
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Net Effect on Fund Balance/(s)	(74,160.00)
Increase/(Decrease)	

Issue 4

To make adjustment to budget for the receipt of CARES funding from the County for small business grants and the reimbursement to the business applicants for their COVID-19 related expenditures.

Action Needed:**Revenue Side**

Local Coronavirus Relief Fund (428) 106,714.00 CARES Receipts County

Expense Side

Local Coronavirus Relief Fund (428) 106,714.00 Reimbursements to businesses for COVID-19 related expenditures.

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

-

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

127,395.98

Breakdown by Fund

General Fund (110)	122,437.47
Southpoint TIF Improvement Debt Service Fund (151)	(9,218.30)
Southpoint TIF District 1 (420)	12,442.25
Southpoint TIF District 2 (421)	316.12
Southpoint TIF District 3 (422)	474.35
Southpoint TIF District 4 (423)	473.26
Southpoint TIF District 5 (424)	470.83
Small Business Loan Fund (427)	-
Local Coronavirus Relief Fund (428)	-

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

127,395.98

Approved By:

Department Head:

City Manager:

Initials	Date
<i>[Signature]</i>	11/12/20
<i>[Signature]</i>	11/13/20

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO.3538. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 8 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2020.

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

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

SECTION 1: The following increase/(decrease)in revenues be made:

Small Business Loan Fund 427	491.47
Southpoint TIF Imp. Debt Service Fund 151	4,958.51
Local Coronavirus Relief Fund 428	106,714.00

SECTION 2: Additional appropriations are needed for the current fiscal year and monies are available for appropriation in those funds, and changes to estimated revenues;

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

General Fund 110	74,160.00
Southpoint TIF District 1 420	(12,442.25)
Southpoint TIF District 2 421	(316.12)
Southpoint TIF District 3 422	(474.35)
Southpoint TIF District 4 423	(473.26)
Southpoint TIF District 5 424	(470.83)
Small Business Loan Fund 427	3,894.00
Small Business Loan Fund 427	(200,000.00)
Small Business Loan Fund 427	196,597.47
Local Coronavirus Relief Fund 428	106,714.00

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

Transfer from:

Southpoint TIF District 1 420	(12,442.25)
Southpoint TIF District 2 421	(313.12)
Southpoint TIF District 3 422	(474.35)
Southpoint TIF District 4 423	(473.26)
Southpoint TIF District 5 424	(470.83)
Small Business Loan Fund 427	196,597.47

Transfer to:

General Fund 110	196,597.47
Southpoint TIF Imp. Debt Service Fund 151	(14,176.81)

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

General Fund 110	196,597.47
Southpoint TIF Imp. Debt Service Fund 151	(14,176.81)

SECTION 6: In all other respects, Ordinance No. 3493 shall remain in full force and effect.

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)