City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

Agenda

Oxford City Council

Court House

TUESDAY, NOVEMBER 18, 2014

EXECUTIVE SESSION
7:15 P.M.

1. Roll call. Kevin McKeehan, Mayor; Kate Rousmaniere, Vice-Mayor; Mike Smith; Bob Blackburn; Steve Snyder; Richard Keebler; Edna Southard

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

REGULAR MEETING
7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

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

3. Public Participation.

   A. Proclamation - 'International Education Week'.

   Proclamation

   B. Council One Year Appointments to Boards and Commissions.

   C. Public Comments.

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

4. Consent Agenda.

   A. Minutes of the November 4, 2014 City Council Work Session. (Mary Ann Eaton, Clerk of Council)

   Minutes

   B. Minutes of the November 4, 2014 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

   Minutes

   C. Report regarding the November 5, 2014 Historic and Architectural Preservation Commission Meeting. (Jung-Han Chen, Community Development Director)

   Report

   D. Report regarding the November 5, 2014 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

   Report

5. Resolutions.

   1. A Resolution authorizing the City Manager to enter into a contract with Rumpke of Ohio, Inc. for the collection and disposal of solid waste and for the collection and processing of recyclable materials for the City of Oxford and its residents for a two (2) year period beginning January 1, 2015. (Mike Dreisbach, Service Director) (Tabled)

   Staff Report/Resolution

   2. A Resolution establishing the 300 and 400 blocks of S. Poplar Street and Wooster Place as residential permitted parking areas, twenty-four (24) hours a day, seven (7) days a week. (Bob Holzworth, Police Chief)

Staff Report/Resolution

3. A Resolution authorizing the City Manager to request advanced payment of property taxes to the City in 2015 from Butler County. (Joe Newlin, Finance Director)

Staff Report/Resolution

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

A. First Reading - None.

B. Second Reading.

1.An Ordinance To Make Appropriations For Current Expenses And Other Expenditures Of The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2015. (Joe Newlin, Finance Director)

Staff Report/Ordinance

2.An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2015. (Joe Newlin, Finance Director)

Staff Report/Ordinance

3.An Ordinance Outlining Budgeted Advances For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2015. (Joe Newlin, Finance Director)

Staff Report/Ordinance

4.An Ordinance Adopting Fees And Charges For Fiscal Year 2015. (Joe Newlin, Finance Director)

Staff Report/Ordinance

5.An Ordinance Establishing Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1, 2015 Through December 31, 2015. (Doug Elliott, City Manager)

Staff Report/Ordinance

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

1. Remarks from City Council and City Staff.

B. Future Meetings.

WED - Nov 19 Board of Zoning Appeals Meeting 7:30 p.m.

THUR- Nov 20 Civil Service Commission Meeting 5:30 p.m. Municipal Building

THUR - Nov 27 Holiday - City Offices Closed

FRI - Nov 28 Holiday - City Offices Closed

TUES - Dec 2 City Council Meeting 7:30.p.m.

WED - Dec 3 Historic and Architectural Preservation Commission Meeting 6:00 p.m.

WED - Dec 3 Environmental Commission Meeting 7:00 p.m. Municipal Building

FRI - Dec 5 Student Community Relations Commission Meeting 1:00 p.m. LCNB

TUES - Dec 9 Planning Commission Meeting 7:30 p.m.

WED - Dec 10 Joint TRI-Recreation Board Meeting 12:00 p.m. Location TBA

MON - Dec 15 Housing Advisory Commission Meeting 7:00 p.m. Municipal Building

TUES - Dec 16 City Council Meeting 7:30 p.m.

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

WED - Dec 24 Holiday - City Offices Closed

THUR - Dec 25 Holiday - City Offices Closed

8. Adjourn.

Office of the Mayor

Proclamation

Whereas: international education is of vital importance today as we face various challenges, including global trade, cultural diversity, and national security; and

WHEREAS, building understanding and respect for others, international education and exchange programs enable students to learn new languages, experience different cultures, and develop a broader knowledge of foreign governments and political issues; and

WHEREAS, exposing our students to diverse languages and cultures will better equip them to help resolve international problems and to encourage countries to work as partners to advance peace and prosperity; and

WHEREAS, by improving global literacy among our citizens, international education and exchange can help contribute to our nation's foreign policy, economic competitiveness, and national security.

NOW, THEREFORE, I, Kevin D. McKeehan, Mayor of the City of Oxford, Ohio, do hereby proclaim November 16-21 as:

'INTERNATIONAL EDUCATION WEEK'

in the City of Oxford and urge all citizens to recognize the importance of international education in preparing our young people to be leaders of our cities, states and nation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 14th day of November, 2014.

KEVIN D. MCKEEHAN, MAYOR

A Work Session of the Oxford City Council was called to order by Mayor Kevin McKeehan on Tuesday, November 4, 2014 at 6:00 P.M. Council members present were, Bob Blackburn, Richard Keebler, Kate Rousmaniere, Mike Smith, Steve Snyder and Edna Southard.

Staff members present: Doug Elliott, City Manager; Bob Holzworth, Police Chief, Jung-Han Chen, Community Development Director; John Detherage, Fire Chief, Steve McHugh, Law Director and Mary Ann Eaton, Clerk of Council.

In attendance for the Miami University Alcohol Task Force were Susan Lipnickey, Kevin Krumpak, Aaron Luebbe, Rose Marie Ward, Rebecca Baudry Young, Amy Macechko and Kip Alishio. Ted Wood was also in attendance.

APPROVAL OF AGENDA

Mr. Blackburn moved approval of the Agenda. Mr. Smith seconded. The motion carried 7-0-0.

PURPOSE

The Miami University Alcohol Task Force asked for Council's input and perspective on the alcohol situation both on and off of campus.

Discussion

Ms. Lipnickey advised the Alcohol Task Force appreciated hearing Council's perspective on the alcohol situation so they could broaden their perspective.

Ms. Lipnickey inquired if Council felt there was an alcohol problem in Oxford and all Council members felt there was.

Comments brought forward by Council were:

- Freshmen are already drinking when they arrive in Oxford.
- Smoking is not 'glorified' anymore and smoking has decreased among young people.
- Students want to 'one up' their parents who attended Miami.

- It's a legacy problem.
- It's not just drinking but acceptance of the bad behavior that goes along with it.
- Today's rationale is to drink to oblivion and people are not held accountable for their behavior.
- The problem has to be addressed nationwide.
- Do diversion programs really help?
- It's problematic to have a judge that doesn't live in Oxford.
- Why is vandalism ok? Several stop signs each week get up-rooted.

Chief Holzworth noted he felt the diversion program does work for first offenders and added even if it's only scratching the surface it was worth doing.

Ms. Lipnickey inquired how to engage a large group of people and noted the Alcohol Task Forces goal was to provide Miami University with a plan. Ms. Lipnickey advised all of Miami's policies that dealt with alcohol consumption would be reviewed to see if 'mixed messages' were being sent. Ms. Lipnickey noted the Alcohol Task Force knew they could not eliminate underage drinking.

Ms. Rousmaniere inquired if Council could request information on alcohol violations issued to establishments in Oxford and Chief Holzworth and Mr. McHugh advised yes.

Mr. Keebler noted no one taught students how to drink responsibly. Mr. Keebler noted only a small amount of students did not have a fake ID.

Mr. Snyder noted he felt increasing the legal age to 21 was a lot of the problem, causing it to go 'underground'.

Mr. Blackburn suggested color coding MU identification to show the persons age. Mr. Blackburn noted he felt bar owners should be part of the task force. Mr. Blackburn advised the 'buddy system' should be used by students and alcohol in dorms should be better enforced.

Mr. Krumpak noted he visited other college towns where guest lists were used for events and fraternity members policed those events.

Mr. Krumpak advised he was looking at ways to register people here in Oxford for parties. Mr. Krumpak noted the SCRC was looking at legislation from other communities regarding disorderly house/social hosting. Ms. Lipnickey noted some of those ordinances put some of the burden on landlords.

Ms. Southard noted people who couldn't quit drinking needed help and suggested literature regarding AA and other groups should be available throughout the community.

The group discussed Green Beer Day and it was noted that Green Beer Day had not been as much of a problem over the last few years. It was noted that the university urged students not to participate in the Green Beer Day event.

Mr. Elliott suggested that the SCRC bring proposed legislation regarding social hosting forward for Council to consider.

Ms. Lipnickey advised some progress had been made and parties such as 'Ghetto Fest' were no longer taking place. Ms. Lipnickey noted we needed to get to the next level and find ways to curb the high risk drinking behaviors.

Ms. Lipnickey thanked Council for their input.

ADJOURNMENT

Mr. Blackburn moved to adjourn at 6:55 p.m. Mr. Smith seconded. The motion carried 7-0-0.

A Regular meeting of the Oxford City Council was called to order by Mayor Kevin McKeehan on Tuesday, November 4, 2014 at 7:15 p.m. Those members present were Bob Blackburn, Richard Keebler, Kate Rousmaniere, Mike Smith, Steve Snyder and Edna Southard.

Staff members present: Mr. Doug Elliott, City Manager; Mr. Bob Holzworth, Police Chief; Mr. Jung-Han Chen, Community Development Director; Mr. John Detherage, Fire Chief; Mr. Steve McHugh, Law Director and Ms. Mary Ann Eaton, Clerk of Council.

ADJOURN TO EXECUTIVE SESSION

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

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

NAY: None (0)

ABS: None (0)

RETURN FROM EXECUTIVE SESSION

Mr. Snyder moved to adjourn from Executive Session at 7:30 p.m. Mr. Blackburn seconded. The motion passed 7-0-0.

PLEDGE OF ALLEGIANCE

Mayor McKeehan requested the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Keebler moved to approve the agenda. Mr. Smith seconded. The motion passed 7-0-0.

PUBLIC PARTICIPATION

APPOINTMENTS TO BOARDS AND COMMISSIONS

Mr. Smith nominated Kelsey Sturgill to fill an unexpired term on the Historic and Architectural Preservation Commission ending June 30, 2015. Mr. Snyder seconded. The motion passed 7-0-0.

PUBLIC COMMENTS

Mr. Ben Wright, 715 W. Chestnut Street, advised he began working for Miami University in August at the Office of Community Engagement and Service and his position was called Capacity Building Coordinator. Mr. Wright noted this was a fulltime position for the first time and he was happy to be aboard. Mr. Wright advised he was involved with the Walk About program, Share Fest, and noted it was Hunger and Homelessness Awareness Week on campus. Mr. Wright noted he helped coordinate student volunteerism within the community for one time or ongoing events and he was working on community engagement as a whole. Mr. Wright advised students were invited to the Apple Butter Festival and the Shared Harvest Festival not just to volunteer but to become engaged in the community.

Ms. Rousmaniere inquired if Mr. Wright would regularly attend Council Meetings and Mr. Wright advised yes. Mr. Wright noted he also served on the Student Community Relations Commission and the Needs Awareness Committee for the Oxford Community Foundation.

CONSENT AGENDA

MINUTES

Minutes of the October 21, 2014 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORTS

Report regarding the October 14, 2014 Planning Commission Meeting. (Jung-Han Chen, Community Development Director)

Report regarding the October 15, 2014 Board of Zoning Appeals Meeting. (Jung-Han Chen, Community Development Director)

Report regarding the October 16, 2014 Recreation Board Meeting. (Gail Brahier, Parks and Recreation Director)

Report regarding the October 22, 2014 Civil Service Commission Meeting. (Donna Heck, Human Resources Director)

Mr. Keebler moved to approve the consent agenda. Mr. Blackburn seconded. The motion passed 7-0-0.

RESOLUTIONS

RESOLUTION
EXTEND ADDENDUM AGREEMNET

A Resolution No. 4873 authorizing the City Manager to extend the addendum to the license agreement between the City of Oxford and the Oxford Community Foundation for a period of two (2) years. (Doug Elliott, City Manager)

Mr. Elliott advised the Oxford Community Foundation owned a home at 338 N. Locust Street and in 2009 Council adopted a Resolution allowing the foundation to improve a portion of a dedicated alley immediately south of the residence. Mr. Elliott noted the proposed Resolution would authorize an extension of the license agreement which was set to expire. Mr. Elliott advised the house was being rented and it was being marketed for sale and the proposed Resolution would extend the addendum for an additional two years. Mr. Elliott noted members of the Oxford Community Foundation were in attendance if there were any questions for them.

Mr. Jim Robinson, advised the Oxford Community Foundation acknowledged when they came for the last extension that the house would be rented but only to persons who qualified as single-family as defined by the zoning code. Mr. Robinson noted the house was being actively marketed and it was being shown tomorrow. Mr. Robinson advised it would only be sold as a single family home as defined by the code. Mr. Robinson advised the foundation had been able to maintain the home with funds from the fund used to set up this project and with the assistance of a lot of volunteers. Mr. Robinson noted the foundation was optimistic that they would be able to sell the house and keep it in the stock for single family homes in the mile square.

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

Ms. Rousmaniere inquired how the foundation acquired the house. Mr. Robinson advised an individual donor gave the foundation a sum of money to be used for this particular kind of project.

Mr. Snyder moved to adopt Resolution No. 4873. Mr. Keebler seconded. The motion passed 7-0-0.

RESOLUTION
CONTRACT WITH RUMPKE

A Resolution authorizing the City Manager to enter into a contract with Rumpke of Ohio, Inc. for the collection and disposal of solid waste and for the collection and processing of recyclable materials for the City of Oxford and its residents for a two (2) year period beginning January 1, 2015. (Mike Dreisbach, Service Director)

Mr. Elliott advised the City had a contract with Rumpke of Ohio, Inc. to provide solid waste and recycling collection and disposal services and the contract was set to expire at the end of the year. Mr. Elliott noted the City developed specifications, advertised for bids and received 2 bids. Mr. Elliott advised one bid was from Best Way Disposal for a very small portion of the contract and Rumpke submitted a bid for the complete contract. Mr. Elliott noted staff reviewed the bids and were recommending the contract be awarded to Rumpke with an annual savings of $3,000. Mr. Elliott advised the contract would be for 2 years with the option of 3 1 year extensions. Mr. Elliott noted there was a decrease in costs for commercial service and a 5% increase in costs for curbside refuse and recycling collection. Mr. Elliott advised he felt Rumpke provided very good service to the City of Oxford.

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

Ms. Rousmaniere inquired if the bid was based on receiving three tiered volume based service. Mr. Elliott advised staff did request bids for various levels of residential refuse service and after review felt it was not cost effective. Ms. Rousmaniere stated so the three tiered service that the Environmental Commission was advocating for was more expensive and Mr. Elliott advised yes. Ms. Rousmaniere inquired if it was more expensive for the City and for the residents and Mr. Elliott noted the bid for the tiered service was more than the bid for standard service. Mr. Keebler noted it may have been slightly more costly but in fact people who put less at the curb may pay less than people who put more at the curb and there was no analysis of that. Mr. Elliott noted he did not have the detailed bid with him this evening as he was filling in for Mr. Dreisbach and suggested that Council table the Resolution and he would provide them with the detailed bid tomorrow. Ms. Rousmaniere noted the Environmental Commission was meeting tomorrow evening and she would bring this matter to their attention.

Mr. Keebler moved to table the proposed Resolution until the next meeting. Mr. Blackburn seconded. The motion passed 7-0-0.

ORDINANCES
FIRST READING

ORDINANCE
2015 APPROPRIATIONS

An Ordinance To Make Appropriations For Current Expenses And Other Expenditures Of The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2015. (Joe Newlin, Finance Director)

Mr. Elliott advised the proposed Ordinance reflected the annual budget for fiscal year 2015 as presented to Council at their Budget Work Session in October. Mr. Elliott noted the proposed budget included a 2% COLA for fulltime employees which was in line with the current police contracts, it included the 27 pay periods for the year and it included 11 retirements that staff anticipated throughout next year. Mr. Elliott noted the proposed budget included 4.5 million dollars for capital improvements and equipment spending and staff included a one million dollar transfer to the Municipal Facilities Improvement Fund as suggested by Council. Mr. Elliott advised the proposed budget reflected decreased revenue and expenditures in the refuse fund by $120,000 due to favorable pricing in a new agreement with Rumpke. Mr. Elliott noted the proposed Ordinance would give the City Manager and staff the authority to make expenditures during fiscal year 2015.

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

Mr. Keebler noted that Mr. Elliott summarized the proposed budget and that Council thoroughly discussed and vetted the material during their Work Session.

Mr. Blackburn noted unlike a lot of cities, Oxford have a budget and had lived by it over the past 5 years.

ORDINANCE
BUDGETED TRANSFERS

An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2015. (Joe Newlin, Finance Director)

Mr. Elliott advised the proposed Ordinance was the annual transfer ordinance related to the budget ordinance. Mr. Elliott summarized the proposed ordinance noting it included the transfer from the General Fund to the Municipal Facilities Improvement Fund. Mr. Elliott advised it also included a transfer from the General Fund to the Capital Improvement and Capital Equipment Funds because they did not have a source of revenue. Mr. Elliott noted it also included a transfer to the Street Fund. Mr. Elliott offered to discuss each transfer if Council so desired. Mr. Elliott noted the transfer ordinance was required each year.

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

Mayor McKeehan advised Council discussed the budget thoroughly and it was very fiscally conservative and fiscally sound.

Mr. Keebler noted the transfers were bookkeeping measures required by ordinance to support the budget.

ORDINANCE
BUDGETED ADVANCES

An Ordinance Outlining Budgeted Advances For The City Of Oxford, State Of Ohio, For The Fiscal Year Ending December 31, 2015. (Joe Newlin, Finance Director)

Mr. Elliott advised this was the annual 2015 advance ordinance related to the budget and as an example it showed that $568,700 would be advanced from the General Fund to the Capital Improvement Fund for the High Street from Poplar to Campus rebuild. Mr. Elliott noted the City would get reimbursed for a portion of that but the entire amount had to be budgeted. Mr. Elliott advised a good portion of the advances would be paid back to the General Fund.

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

ORDINANCE
FEES AND CHARGES

An Ordinance Adopting Fees And Charges For Fiscal Year 2015. (Joe Newlin, Finance Director)

Mr. Elliott advised this was the fee and charges ordinance which was presented to Council each year. Mr. Elliott noted there were changes in the Recreation Department as presented on pages 46-48 of the agenda and changes in the Community Development Department as presented on pages 48-50 of the agenda. Mr. Elliott referred to Refuse Service on page 58 of the agenda and advised a new fee was being initiated for the special move in move out solid waste removal service within the Mile Square 'Plus' area.

Mr. Elliott noted each year as students moved into and out of the City, the City provided special waste collection services and last year the cost was nearly $39,000. Mr. Elliott advised this additional cost had been borne by all rate payers even though the service was only available to those living in the greater mile square. Mr. Elliott noted this service was provided to keep the greater mile square free from trash and litter during move in and move out periods. Mr. Elliott advised the cost was not being passed on to the users of that service and staff was proposing a user fee that applied to dwelling units with rental permits in the greater mile square. Mr. Elliott noted the fee would not apply to multiple dwelling units utilizing commercial dumpsters. Mr. Elliott advised the proposed fee ordinance did not reflect an increase for residential recycling and solid waste collection and it did not reflect an increase in water and sewer rates.

Mr. Keebler referred to 'Refuse Service' on page 58 of the agenda and advised it did not read well and it was very confusing. Mr. Keebler requested that staff re-work the language before the next meeting.

Mr. Blackburn inquired if the increases in the Community Development Department fees were driven by increases from National Inspection Corporation. Mr. Chen advised the increases would bring Oxford closer in line to what surrounding municipalities were charging for inspections and other services.

Mr. Keebler referred to the middle of page 59 of the agenda and inquired what 'cost determined by Oxford' meant. Mr. Elliott advised he would find out and address the question at the next meeting.

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

ORDINANCE
2015 SALARIES

An Ordinance Establishing Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1, 2015 Through December 31, 2015. (Doug Elliott, City Manager)

Mr. Elliott noted this was the annual salary and benefits Ordinance and referred to page 63 of the agenda which explained changes and additions. Mr. Elliott noted the custodian position in the Parks and Recreation Department was changed from full-time to part-time. Mr. Elliott advised the Assistant Fire Chief/Inspector position was removed and two full-time Captains were added as discussed during Council's Work Session. Mr. Elliott noted staff was also recommending a 2% cost of living increase. Mr. Elliott offered to answer any questions.

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

Mr. Keebler referred to page 68 of the agenda and advised the number of part-time Fire Captains was changed from 3 to 1 and noted he felt it should stay at 3 because all shifts needed to be covered. Mr. Keebler referred to the last two lines under Fire Division and advised that language needed to be stricken as it was no longer appropriate.

ORDINANCES
SECOND READING

ORDINANCE
AMEND SECTION 521.08(b)

An Ordinance No. 3284 Amending Section 521.08(b) Of The Codified Ordinances Of The City Of Oxford, Ohio, Entitled Littering Or Allowing Litter To Remain Upon Property; Corrupting Or Altering A Watercourse. (Bob Holzworth, Police Chief)

Chief Holzworth noted as explained at the first reading this was the addition of one word to clear up an inconsistency in subsection (b). Chief Holzworth offered to answer any questions.

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

Mayor McKeehan advised the proposed Ordinance would add a word to subsection (b) that was inadvertently omitted.

Mr. Snyder moved to adopt Ordinance No. 3284. Ms. Rousmaniere seconded. The Ordinance was adopted by the following roll call:

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

NAY: None (0)

ABS: None (0)

ORDINANCE
SUPPLEMENTAL BUDGET

An Ordinance No. 3285 Amending Ordinance No. 3249. Supplemental Budget Ordinance Number 7 To Make Supplemental Appropriations For Fiscal Year 2014. (Joe Newlin, Finance Director)

Mr. Elliott advised the supplemental budget would allow for an appropriation to the Municipal Facilities Capital Improvement Fund in the amount of $2,000,000.

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

Mr. Snyder noted this appropriation was discussed during the Budget Work Sessions.

Mr. Snyder moved to adopt Ordinance No. 3285. Mr. Keebler seconded. The Ordinance was adopted by the following roll call:

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

NAY: None (0)

ABS: None (0)

ANNOUNCEMENTS

Mr. Elliott noted the polls closed at 7:30 p.m. and the results of Issue 2 would be available soon. Mr. Elliott advised Issue 2 was the Municipal Electric Aggregation Issue and if it passed staff would move forward with setting dates for Public Hearings. Mr. Elliott suggested the Public Hearings be held prior to regular Council meetings. Mr. Elliott noted this would be an opt-out form of Municipal Aggregation and each electric consumer was included unless they chose not to participate.

Mr. Elliott noted Jessica Greene, Executive Director of the Oxford Visitors Bureau, spoke at the last meeting with regard to the Clean Ohio grant that would be awarded to the City. Mr. Elliott advised he met with Ms. Greene and Mr. Perry to discuss ways to obtain the matching funds and the process for spending grant funds. Mr. Elliott noted he would keep Council posted on this matter.

Mr. Chen advised the Historic and Architectural Preservation Commission (HAPC) would like to have a Work Session scheduled with Council to discuss several initiatives they were working on. Mayor McKeehan asked Mr. Chen to see Mr. Elliott and Ms. Eaton to schedule the Work Session.

Ms. Rousmaniere advised the Oxford Empty Bowls event would take place on Saturday, November 8th from 11:00 a.m. to 2:00 p.m. at the Oxford Community Arts Center. Ms. Rousmaniere noted this was a worldwide event that raised awareness and money to combat hunger at a luncheon where people chose a bowl created, decorated and donated by Miami University and Talawanda students filled it with homemade soup and afterwards the bowls could be taken home. Ms. Rousmaniere advised the cost was $10 for adults and free for children 10 and under.

Ms. Southard noted the Oxford Empty Bowls event benefitted the Oxford Community Choice Pantry and it was the largest fund raiser for the pantry each year. Ms. Southard encouraged everyone to attend the event.

Ms. Southard advised the City's Veterans Day Ceremony would take place on November 11th at 12:00 p.m. in the Martin Luther King Uptown Park. Ms. Southard noted it would be a beautiful ceremony and very meaningful in honoring veterans of this country.

Mr. Blackburn encouraged everyone to attend the Empty Bowls event noting the coordinators did a very good job.

Mr. Blackburn advised Oxford Seniors would hold a Christmas Bazaar and bean soup fund raiser on Saturday, November 15th.

Mr. Blackburn congratulated Talawanda High School students and the coaching staff for making it into the football play-offs.

Mr. Keebler thanked the Parks and Recreation Department for coordinating the Halloween event last Thursday in conjunction with the Chamber of Commerce and the Lions Club. Mr. Keebler noted the weather was beautiful and a lot of kids participated in the Uptown event. Mr. Keebler advised it was the 69th year for the Lions Club parade.

Mr. Keebler asked for an update on the US 27 S improvement project noting citizens were concerned about the temporary lane on the west side of the roadway and they were concerned that the new bridge was not under construction yet. Mr. Elliott advised there would be two lanes going over the existing bridge as construction of the new bridge began to the east side. Mr. Keebler stated the northbound lane would be diverted towards the west except for going over the bridge while the new bridge was being built. Mr. Elliott noted that was correct. Council members asked Mr. Elliott to place weekly updates on the City's website including graphics which would be helpful for Oxford residents.

Mr. Smith noted the Police and Fire Departments did a great job with the parade last week.

Mayor McKeehan noted the crowds were staggering at the Halloween event last Thursday. Mayor McKeehan advised he was a judge for the Greek Week Bandstand competition last Friday night which was also a lot of fun.

ADJOURN

Mr. Smith moved to adjourn at 8:25 p.m. Mr. Blackburn seconded. The motion passed 7-0-0.

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: November 18, 2014

Account Code No. #:

Sam Perry
Prepared By

Budgeted Amount:

November 12, 2014
Date Prepared

HAPC MEETING REPORT – NOVEMBER 5, 2014

The election of officers was postponed due to a lack of full attendance.

The August 6th and August 27th meeting minutes were approved.

The City Council's appointment of new HAPC member Kelsey Sturgill was announced.

It was announced that a joint work session between City Council and HAPC will be scheduled.

It was announced that Oxford would be one of six sites in Ohio to host a Building Doctor Clinic in 2015. Discussion took place of potential clinic dates. Each two-day clinic will begin with an evening seminar on topics like roof repair, windows, wood repair, masonry and many other maintenance issues common to buildings built before 1955. On the second day the "doctors" make rounds to ailing buildings within five miles of the city's center to examine problems and prescribe cures. The Building Doctors visit all kinds of pre-1955 buildings including homes, schools, churches, commercial buildings, rental properties, and government buildings. Ohio History Connection will send out flyers this winter inviting property owners to have their buildings visited. The program is intended to assist property owners, not to provide the general public a tour of historic buildings.

The regular meeting was adjourned to a work session for Certified Local Government (CLG) training presented by Nathan Bevil, Ohio History Connection CLG Coordinator. Oxford is one of 65 CLGs in Ohio.

Administrative Approvals
HAPC-2014-16-ADM 19 W. High Street, formerly Teapioca, new wall sign,
Lun Hui Yang, Applicant

Department Head: JHC / 11/12/14
City Attorney: /
City Manager: / 11/14/14

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: November 18, 2014

Service Department
Originating Department

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

November 10, 2014
Date Prepared

Agenda Title: Environmental Commission Meeting of November 5, 2014

Recommendation: For Review and Consideration

Discussion:

Environmental Commission members present at the Wednesday, November 5, 2014 meeting were: Chair, Mr. Wright Gwyn; Vice-Chair, Mr. Vince Hand; City Council Representative, Ms. Kate Rousmaniere; Planning Commission Representative, Mr. Robert Bell, and Mr. Kevin Armitage. A quorum was present. Mr. Ted Wong had previously notified the Commission that he would be unable to attend the November meeting.

The minutes from the October 1, 2014 Environmental Commission meeting were unanimously accepted as presented.

Ms. Rousmaniere updated Commissioners on the proposed residential development along Southpointe Parkway. During their October meeting, the Planning Commission recommended not approving the development. The developer is apparently intending to go to City Council for their consideration of the project, following internal discussions between the developer, property owner, and other involved parties. The timing of the developer's presentation to City Council was unknown.

Bid prices for the solid waste contract were publically opened on October 9, 2014. Two contractors, Best Way Disposal and Rumpke of Ohio, submitted bids. Rumpke of Ohio provided bid prices on both residential and commercial services. Best Way Disposal only provided bids on construction-style roll-off dumpsters and servicing the compactor "transfer station" located at the city's Garage. The bid request included pricing for a four-tiered, volume-based style of residential service, and a maximum, not-to-exceed style of residential service. Staff provided the Commissioners with summary spread sheets examining the various bid prices. Review of the various prices indicated that while the tiered service was preferred by the Commissioners, the purchase/rental costs associated with uniformed-sized containers made this style of residential service too expensive.

The Environmental Commission recommends the City Council's approval the solid waste contract as recommended by Staff at the November 4, 2014 Council meeting (a two year contract commencing on January 1, 2015, with up to three one-year extension options through December 31, 2019). During this

(Continued)

Approved By:

	Initial	Date
Department Head:	MRB	11/13/14
City Manager:		11/14/14

time, the Environmental Commission intends to investigate other programs that: 1) incentivize citizens to minimize waste and maximize recycling; 2) provide a tired system that benefits citizens with small waste disposal needs; and 3) reduces costs for the city and citizens.

The November 4th ballot initiative (Issue 2) regarding energy aggregation for the community passed, with approximately 68% in favor. The Commissioners discussed strategies to encourage the inclusion of a renewable energies component from the electrical provider. Mr. Gwyn requested that Commissioners consider the matter and each provide five "talking points" to Ms. Rousmaniere, who will summarize them and compose a white paper on explaining why Oxford should incorporate a renewable energy component into the electrical energy aggregation program. Mr. Gwyn instructed that the talking points should be submitted prior to Friday, November 21, 2014, to allow time for circulation of the white paper prior to the upcoming public hearings on the electrical aggregation program (scheduled for December 2 and 16, 2014 at the Area 1 Court House).

Staff informed Commissioners that during the Regional Storm Water Collaborative's December 2014 meeting, Collaborative members intend to discuss and prepare revisions to their Storm Water Management Program's public education minimum control measure (MCM) component. All of the general permits for small Municipal Separate Storm Sewer Systems (MS4s) were renewed by the Ohio Environmental Protection Agency in early fall this year. Part of the MS4 permit requirements stipulates updates to existing Storm Water Management Programs. As the Regional Storm Water Collaborative provides a uniform approach and messages for public awareness of storm water issues, it was considered appropriate that the members' public education MCM be uniform, or at the least, similar in structure and objectives.

The Commission adjourned at 8:25 p.m. The next scheduled meeting of the Environmental Commission is on Wednesday, December 3, 2014 at 7:00 p.m., in the Municipal Building's Second Floor Conference Room.

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: November 18, 2014

Service Department
Originating Department

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

November 11, 2014
Date Prepared

Agenda Title: 2015-2016 Refuse and Recycling Collection and Disposal Contract

Recommendation: Approve

Discussion:
The City of Oxford's (City) current contract with Rumpke of Ohio, Inc. will expire December 31, 2014. The City has exercised all three option years of the contract obtaining a 2.5% rate increase in 2013 and a 0% increase in 2014. The City developed specifications and advertised for bids for the collection of solid waste and recyclable materials in the *Hamilton Journal-News* on September 19 and 26, 2014.

The City requested bids for two contract periods. The first was for solid waste services for the 2015 and 2016 time period, with the possibility of three additional one-year extensions (2017, 2018 and 2019), with not-to-exceed annual percentage increases allowed. This is similar to the existing contract period. The second was for the entire five year time period of 2015-2019. Additionally, the City of Oxford requested bids for various levels of residential refuse service: up to ten items and/or containers of refuse weekly (the existing level of service), and a tiered, volume-based service utilizing one 65-gallon container, a 90-gallon (or equivalent volume) container, two 90-gallon containers, or three 90-gallon containers.

Sealed proposals from Best Way Disposal (Best Way) and Rumpke of Ohio, Inc. (Rumpke) were publicly opened and read aloud on October 9, 2014. Best Way submitted a bid to only service the 42-cubic yard compactor at the Streets and Maintenance Garage's transfer station and for 15-, 20-, and 30-cubic yard roll off containers. Rumpke submitted bids for all of the requested services. After analyzing the data for the compactor / roll off container specification, Staff has determined Rumpke to be the lowest bidder for this service by ~ $3,000 annually.

The total cost difference between Rumpke's two-year contract with annual extension options versus the five year contract has the two year contract being slightly less for both residential and commercial service, even assuming the maximum annual increases of 2.5% not-to exceed amount included in Rumpke's bid.

(Continued)

Approved By:

	Initial	Date
Department Head:		11/11/14
City Manager:		11/14/14

(Continued)

The use of standardized sizes of containers was required to utilize the tiered, volume-base residential refuse service. Review of the tiered, volume-based prices indicated that while the bids for collection and disposal were lower than the 10-item bid, once the cost of container rental ($1.50 per month per container) or the containers' purchase cost (with over a five-year pay-back period) was included, the tiered service was more expensive ($8.50, $9.25, $11.75, and $13.75) compared to the 10 items standard fee of $8.00).

Rumpke's bid price for weekly residential, curb-side refuse and recycling collection and disposal increased by $0.58 per month (a 5.07% increase) over the current price, effective since January 1, 2013. In the bid, Rumpke has included the option for a third size of residential recycling container (a 35-gallon lidded, wheeled tote) in addition to the existing 18-gallon bin or 65-gallon lidded, wheeled tote.

Monthly commercial refuse collection prices for once weekly collection increased $0.36 (2.64%) for a 96-gallon lidded, wheeled tote. Commercial dumpster service has decreased in cost between 30.97% ($233.38 per month for an eight-cubic yard refuse dumpster collected six-times weekly) and 37.58% ($20.47 per month for a two-cubic yard dumpster collected one time per week). While Rumpke was the sole bidder for this service, prices will decline compared to the current contract.

It is the recommendation of staff that Council authorize the City Manager to enter into an agreement with Rumpke of Ohio, Inc. for the collection and disposal of solid waste and for the collection and processing of recyclable materials. This agreement would be for a two-year period commencing on January 1, 2015 and could be extended by annual options through December 31, 2019.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH RUMPKE OF OHIO, INC. FOR THE COLLECTION AND DISPOSAL OF SOLID WASTE AND FOR THE COLLECTION AND PROCESSING OF RECYCLABLE MATERIALS FOR THE CITY OF OXFORD AND ITS RESIDENTS FOR A TWO (2) YEAR PERIOD BEGINNING JANUARY 1, 2015.

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

SECTION 1: The City advertised for bids in the *Hamilton Journal-News* on September 19, 2014 and September 26, 2014. Two (2) sealed bids were opened and publicly read on October 9, 2014. The lowest and best bid was provided by Rumpke of Ohio, Inc.

SECTION 2: The City Manager and the Service Director recommend City Council accept the bid of Rumpke of Ohio, Inc. as the lowest and best bid for the collection and disposal of solid waste and for the collection and processing of recyclable materials for the City of Oxford and its residents for a two year period commencing on January 1, 2015. The contract could be extended by annual options through December 31, 2019.

SECTION 3: Council hereby accepts the recommendation of the City Manager and the Service Director and finds Rumpke of Ohio, Inc. to be the lowest and best bidder for the collection and disposal of solid waste and for the collection and processing of recyclable materials for the City of Oxford and its residents.

SECTION 4: The City Manager is hereby authorized to enter into a two (2) year contract with three (3) one (1) year options in a form acceptable to the Law Director with Rumpke of Ohio, Inc. for the collection and disposal of solid waste and for the collection and processing of recyclable materials for the City of Oxford and its residents effective January 1, 2015 pursuant to the terms of the bid submitted by Rumpke, Inc. by reference herein.

SECTION 5: This resolution shall take effect at the earliest date allowed by law.

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW(STAFF)

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott

Police
Originating Department

Council Meeting Of: **TBA**

Chief Robert Holzworth
Prepared By

Account Code No. #: **Not Applicable**

Budgeted Amount: **Not Applicable**

14 November 2014
Date Prepared

Agenda Title: Report of a Public Hearing regarding a Residential Permitted Parking Petition for South Poplar Street and Wooster Place

Recommendation: Discussion and Determination to consider implementation of a Residential Permitted Parking for the 300- block of South Poplar Street and the east end cul-de-sac of Wooster Place

Discussion: A public hearing was held on Thursday, 07 November 2014 at 6:30 p.m. at the Oxford Court House to allow public discussion of the Residential Permitted Parking petition submitted by the residents of the 300-block of South Poplar Street and the east end of Wooster Place at the request of Liz Baer-Broestl, co-trustee of the Paul W. Baer Testamentary Trust, Paul W. Baer Trust Properties, LLC, developers of the Campus Commons, Phase 3 residential units.

These units are located on the 300-block of South Poplar Street (south of the east-west driveway adjacent to 321 and 322 South Poplar Street, aka New England Square Apartments) and the cul-de-sac end of Wooster Place, located east of South Poplar Street. The petition requested permitted parking with a restriction of seven (7) days a week, twenty-four (24) hours a day. The City of Oxford was represented at the public hearing by James E. Butts, Public Safety Assistant, and Perry M. Gordon, Assistant to the Chief/Parking & Transportation.

Notice of the public hearing was provided to The Oxford Press. Perry Gordon called the hearing to order at 6:31 p.m., read the agenda, and waited for participants. Neither residents of South Poplar Street and Wooster Place, nor any residents of the surrounding community or of the Oxford community as a whole attended the hearing. No media representatives attended the hearing. At 7:01 p.m., the hearing was adjourned.

In accordance with the RPP application guidelines, Ms. Baer-Broestl had obtained signatures from at least one (1) resident at each of the addresses noted herewith: 7 and 10 Wooster Place (west of south Poplar Street); 101, 103, 110, 112, 115, 117, 120, and 122 Wooster Place (east of South Poplar Street); 325, 327, 409, 410 South Poplar Street, thereby meeting the 51% minimum 'yes' requirement. Also included in the petition, but currently unoccupied is 412 South Poplar Street. The petition is based on the problem of parking in the area because of its proximity to the campus, the presence of parking meters on Campus Avenue, and the presence of RPP zones in adjacent blocks (including Bern Street, and the 400- and 500- blocks of South Poplar) and the removal of parking spaces on East Spring Street.

In accordance with OCC 355.03(B)(1), the City of Oxford parking services staff conducted an occupancy survey on three separate dates during times for which the RPP was sought, during the period including 29 September 2014 through 09 October 2014. The staff determined that on-street parking in the petitioned area met the required 50% occupancy standard as set forth in OCC 355.03(b)(1)(a) at the time of the assessment. The results are summarized in the attachment.

The decision to designate the 300-block of South Poplar Street and the east end of Wooster Place (as defined by the above street addresses) as A Residential Permitted Parking area lies with the City Manager and the City Council. Approval of this petition would be consistent with past practices and OPD **recommends** its approval.

Approved By:

	Initial	Date
Department Head:	RH	11-14-14
City Attorney:		
City Manager:		11-14-14

RESOLUTION NO.

A RESOLUTION ESTABLISHING THE 300 AND 400 BLOCKS OF SOUTH POPLAR STREET AND WOOSTER PLACE AS RESIDENTIAL PERMITTED PARKING AREAS, TWENTY-FOUR (24) HOURS A DAY, SEVEN (7) DAYS A WEEK.

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

SECTION 1: The Council hereby finds that in accordance with the requirements of City Ordinance No. 2580, adopted April 7, 1998, a petition duly signed and executed by residents comprising more than 51% of the residential living units in the area proposed for designation was duly submitted to the City Manager.

SECTION 2: Council finds that as a result of the submission of the petition proposing designation a public hearing was scheduled.

SECTION 3: Council further finds that on October 25, 2014, a notice of a public hearing was published in the *Oxford press*. Said notice being at least 10 days prior to the hearing held on November 6, 2014 at the City of Oxford Court House. It is further found that the notice clearly stated the purpose of the hearing, and the location and boundaries tentatively considered for the proposed residential permit parking areas. Those residents residing within the areas were hand delivered notification of the Public Hearing on October 23, 2014. Council further finds these procedures were in compliance with Section 355.04 of the Oxford Codified Ordinances.

SECTION 4: As a result of the public hearing and the request by petition, the City Manager found based on the evidence that:

(1) The petition was valid and showed support for the designation.
(2) Surveys were conducted and found that more than 50% of the on-street parking spaces in the proposed restricted parking blocks were occupied during the test period.
(3) No one spoke in opposition to residential permit parking areas designation at the public hearing.

SECTION 5: Council finds in accordance with Section 355.06 of the Oxford Codified Ordinances that the standards for designation of residential permit parking areas have been met for the 300 and 400 blocks of S. Poplar Street and Wooster Place. Council by this Resolution hereby designates the area as residential permit parking areas twenty-four (24) hours a day, seven (7) days a week. Council further orders that resident motor vehicles shall display a valid parking permit entitling them to stand or be parked without limitation by parking time restrictions established by this Resolution.

SECTION 6: This Resolution shall take effect at the earliest date allowed by law.

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW(STAFF)

Residential Permit Parking Areas

Legend 1 inch = 600 feet

K

- Paved Streets
- Residential Permit Parking
- New Residential Permit Parking

View more information at cityofoxford.org/parking

RESIDENTIAL PARKING PERMIT SURVEY (OCC section 355.03(B)(1) requires that the on-street parking survey shall be conducted on at least three (3) separate days at some time during the hours for which the restricted parking is sought.

LOCATION: General area to include the 300-block of South Poplar Street, south of the east-west alley adjacent to 321 and 322 South Poplar Street (New England Square Apartments) to Bern Street, and the cul-de-sac of Wooster Place (east of South Poplar Street), and the following specific addresses:

7 and 10 Wooster Place (west of south Poplar Street)
101, 103, 110, 112, 115, 117, 120, 122 Wooster Place (east of South Poplar Street)
325, 327, 409,410, 411, and 412 (currently vacant) South Poplar Street

RESTRICTIONS: Residential Permitted Parking requested for the following hours: Seven (7) day per week, and Twenty-four (24) hours per day

CAPACITY: Up to nine **(9)** vehicles can park on Wooster Place (east of South Poplar)

Up to eleven **(11)** vehicles can park on South Poplar Street (south of the east-west alley adjacent to 321 and 322 South Poplar Street and north of the intersection at Bern Street)

Maximum capacity of twenty (20) vehicles on the above listed street areas

Occupancy Survey conducted on:

Number of Vehicles, and Occupancy as Percentage of Maximum Capacity

Day/Date	Time: 7 a.m.	9 a.m.	12 noon	3 p.m.	6 p.m.	8 p.m.
Monday 09/29/2014	13, 65%	16, 80%	17, 85%	16, 80%		
Tuesday 09/30/14	15, 75%	15, 75%	16, 80%	15, 75%		
Wednesday 10/01/14	13, 65%	11, 55%	13, 65%	13, 65%	15, 75%	
Thursday 10/02/14					11, 55%	10, 50%
Friday 10/03/14					10, 50%	13, 65%
Saturday 10/04/14					14, 70%	14, 70%
Thursday 10/09/14					7, 35%	

115 Wooster

City of Oxford

Residential Permit Parking Petition

Please list all residential living units in the area requested.
Please contact all residents possible in the area requested.

Date (when petition is submitted to City): 9/22/14 3:41pm - RH

Permit Parking Hours REQUESTED (Check One):

____ Monday through Friday, 8 am to 6 pm
____ Monday through Friday, 8 am to 6 pm and NO Overnight (2 am to 6 am)
____ Monday through Friday, NO Overnight (2 am to 6 am)
X Twenty-four (24) hours, Seven (7) days a week
____ Other (specify time and day range): _____

Residential Area (See DEFINITIONS PAGE for description criteria):
300 & 400 blocks of S. Poplar Street and Wooster Place east of S. Poplar Street.

Area Resident Petition Information (one signature per address or residential living unit. Please choose one person to sign (individual must appear on the property tax assessment or lease). Please PRINT LEGIBLY then sign under printed name. Designate YES for RPP or NO against RPP):

NAME	ADDRESS	TELEPHONE	YES	NO
OK SEE ATTACHED ROSTER ✓	7 Wooster Place Oxford, OH 45056			
Taylor Shuey	10 Wooster Place Oxford, OH 45056	317-501-0037	✓	
Joe Washington	410 S. Poplar St. Oxford, OH 45056	847-525-9376	✓	
OK SEE ATTACHED ROSTER ✓	101 Wooster Place Oxford, OH 45056			
OK SEE ATTACHED ROSTER ✓	103 Wooster Place Oxford, OH 45056			
OK SEE ATTACHED ROSTER ✓	110 Wooster Place Oxford, OH 45056			
OK SEE ATTACHED ROSTER ✓	112 Wooster Place Oxford, OH 45056			

ADDITIONAL PAGES FOR
CITY OF OXFORD RESIDENTIAL PARKING PERMIT PETITION
(COPY AS NECESSARY)

NAME	ADDRESS	TELEPHONE	YES	NO
* Kelsey Bloss	115 Wooster Place Oxford, OH 45056	513-281-0184	X	
Cameron Sonder	117 Wooster Place Oxford, OH 45056	513-288-8806	X	
OK SEE ATTACHED POSTER ✓ R	120 Wooster Place Oxford, OH 45056			
VACANT —	122 Wooster Place Oxford, OH 45056			
OK SEE ATTACHED POSTER R	325 S. Poplar St. Oxford, OH 45056			
OK SEE ATTACHED POSTER R	327 S. Poplar St. Oxford, OH 45056			
OK SEE ATTACHED POSTER ✓ R	409 S. Poplar St. Oxford, OH 45056			
OK SEE ATTACHED POSTER ✓	411 S. Poplar St. Oxford, OH 45056			

City of Oxford

Residential Permit Parking Petition

Please list all residential living units in the area requested.
Please contact all residents possible in the area requested.

Date (when petition is submitted to City): _____

Permit Parking Hours REQUESTED (Check One):

____ Monday through Friday, 8 am to 6 pm
____ Monday through Friday, 8 am to 6 pm and NO Overnight (2 am to 6 am)
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__X__ Twenty-four (24) hours, Seven (7) days a week
____ Other (specify time and day range): _____

Residential Area (See DEFINITIONS PAGE for description criteria):
300 & 400 blocks of S. Poplar Street and Wooster Place east of S. Poplar Street.

Area Resident Petition Information (one signature per address or residential living unit. Please choose one person to sign (individual must appear on the property tax assessment or lease). Please PRINT LEGIBLY then sign under printed name. Designate YES for RPP or NO against RPP):

NAME	ADDRESS	TELEPHONE	YES	NO
David Breininger	7 Wooster Place Oxford, OH 45056	419-787-4117	✓	
	10 Wooster Place Oxford, OH 45056			
	410 S. Poplar St. Oxford, OH 45056			
	101 Wooster Place Oxford, OH 45056			
	103 Wooster Place Oxford, OH 45056			
	110 Wooster Place Oxford, OH 45056			
	112 Wooster Place Oxford, OH 45056			

City of Oxford

Residential Permit Parking Petition

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NAME	ADDRESS	TELEPHONE	YES	NO
	7 Wooster Place Oxford, OH 45056			
	10 Wooster Place Oxford, OH 45056			
	410 S. Poplar St. Oxford, OH 45056			
Jinxin Liu	101 Wooster Place Oxford, OH 45056	513-593-5128	✓	
	103 Wooster Place Oxford, OH 45056			
	110 Wooster Place Oxford, OH 45056			
	112 Wooster Place Oxford, OH 45056			

Theiler
Sign Scan+Email

City of Oxford

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300 and 400 blocks of S. Poplar Street and Wooster Place east of S Poplar Street.

Area Resident Petition Information (one signature per address or residential living unit. Please choose one person to sign (individual must appear on the property tax assessment or lease). Please **PRINT LEGIBLY** then sign under printed name. Designate YES for RPP or NO against RPP):

NAME	ADDRESS	TELEPHONE	YES	NO
* John Meyers	103 Wooster Place Oxford OH 45056	404.718-9488	✓	

City of Oxford

Residential Permit Parking Petition

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NAME	ADDRESS	TELEPHONE	YES	NO
	7 Wooster Place Oxford, OH 45056			
	10 Wooster Place Oxford, OH 45056			
	410 S. Poplar St. Oxford, OH 45056			
	101 Wooster Place Oxford, OH 45056			
	103 Wooster Place Oxford, OH 45056			
Dylan Gerding	110 Wooster Place Oxford, OH 45056	513-290-7363	X	
	112 Wooster Place Oxford, OH 45056			

City of Oxford

Residential Permit Parking Petition

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Date (when petition is submitted to City): _____

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Area Resident Petition Information (one signature per address or residential living unit. Please choose one person to sign (individual must appear on the property tax assessment or lease). Please PRINT LEGIBLY then sign under printed name. Designate YES for RPP or NO against RPP):

NAME	ADDRESS	TELEPHONE	YES	NO
Clayton Witt	112 Wooster Ox, OH 45056	708-856-2382	X	

ADDITIONAL PAGES FOR
CITY OF OXFORD RESIDENTIAL PARKING PERMIT PETITION
(COPY AS NECESSARY)

NAME	ADDRESS	TELEPHONE	YES	NO
	115 Wooster Place Oxford, OH 45056			
Cameron Sonder	117 Wooster Place Oxford, OH 45056	513-288-8806	X	
	120 Wooster Place Oxford, OH 45056			
	122 Wooster Place Oxford, OH 45056			
	325 S. Poplar St. Oxford, OH 45056			
	327 S. Poplar St. Oxford, OH 45056			
	409 S. Poplar St. Oxford, OH 45056			
	411 S. Poplar St. Oxford, OH 45056			

City of Oxford

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NAME	ADDRESS	TELEPHONE	YES	NO
Francesca Veluscek	120 Wooster Pl.	419-461-3355	X	

ADDITIONAL PAGES FOR
CITY OF OXFORD RESIDENTIAL PARKING PERMIT PETITION
(COPY AS NECESSARY)

NAME	ADDRESS	TELEPHONE	YES	NO
✓	115 Wooster Place Oxford, OH 45056			
Cameron Sonder	117 Wooster Place Oxford, OH 45056	513-288-8806	X	
✓	120 Wooster Place Oxford, OH 45056			
—	122 Wooster Place Oxford, OH 45056			
** Mary Drury	325 S. Poplar St. Oxford, OH 45056	937 4990586	X	
✓	327 S. Poplar St. Oxford, OH 45056			
✓	409 S. Poplar St. Oxford, OH 45056			
✓	411 S. Poplar St. Oxford, OH 45056			

ADDITIONAL PAGES FOR
CITY OF OXFORD RESIDENTIAL PARKING PERMIT PETITION
(COPY AS NECESSARY)

NAME	ADDRESS	TELEPHONE	YES	NO
	115 Wooster Place Oxford, OH 45056			
Cameron Sonder	117 Wooster Place Oxford, OH 45056	513-288-8806	X	
✓	120 Wooster Place Oxford, OH 45056			
—	122 Wooster Place Oxford, OH 45056			
	325 S. Poplar St. Oxford, OH 45056			
Kristina Graham	327 S. Poplar St. Oxford, OH 45056	330-968-9416	X	
✓	409 S. Poplar St. Oxford, OH 45056			
✓	411 S. Poplar St. Oxford, OH 45056			

City of Oxford

Residential Permit Parking Petition

Please list all residential living units in the area requested.
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Area Resident Petition Information (one signature per address or residential living unit. Please choose one person to sign (individual must appear on the property tax assessment or lease). Please **PRINT LEGIBLY** then sign under printed name. Designate YES for RPP or NO against RPP):

NAME	ADDRESS	TELEPHONE	YES	NO
Chloe Smith Chloe Smith	409 Poplar Oxford, OH. 45056	513-827-7219	✓	

City of Oxford

Residential Permit Parking Petition

Please list all residential living units in the area requested.
Please contact all residents possible in the area requested.

Date (when petition is submitted to City): _____

Permit Parking Hours REQUESTED (Check One):

____ Monday through Friday, 8 am to 6 pm
____ Monday through Friday, 8 am to 6 pm and NO Overnight (2 am to 6 am)
____ Monday through Friday, NO Overnight (2 am to 6 am)
__X__ Twenty-four (24) hours, Seven (7) days a week
____ Other (specify time and day range): _____

Residential Area (See DEFINITIONS PAGE for description criteria):
300 and 400 blocks of S. Poplar Street and Wooster Place east of S. Poplar Street.

Area Resident Petition Information (one signature per address or residential living unit. Please choose one person to sign (individual must appear on the property tax assessment or lease). Please **PRINT LEGIBLY** then sign under printed name. Designate YES for RPP or NO against RPP):

NAME	ADDRESS	TELEPHONE	YES	NO
Brianna Schacter Brianna M. Schacter	411 South Poplar Street	(781)424-2148	X	

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/18/14

Account Code No. _____

Heidi Hill
Prepared By

Budgeted Amount: _____

11/10/2014
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 2015 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:

	Initial	Date
Department Head:		11/10/14
City Manager:		

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO REQUEST ADVANCED PAYMENT OF PROPERTY TAXES TO THE CITY IN 2015 FROM BUTLER COUNTY.

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

SECTION 1: The City Manager and the Finance Director recommend that 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.

SECTION 2: 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 3: Council further determines that the early receipt of said property taxes will result in additional interest income for the City.

SECTION 4: 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 5: This resolution shall take effect at the earliest date allowed by law.

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/4/2014

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount:

10/20/2014
Date Prepared

Agenda Title: 2015 ANNUAL BUDGET ORDINANCE

Recommendation: Approve

Discussion:

Description of 2015 Budget

The current piece of legislation is a reflection of the information presented to Council at its October 9th work session.

Highlights:

2% COLA for all fulltime employees as agreed upon at our work session

27 pay periods for the year (effect approximately $300,000 spread over all funds

Eleven retirements included

Capital Improvement & Equipment Spending $4,610,523

An additional $1,000,000 transfer to the Municipal Facilities Improvement Fund

Decreased revenue and expenditures in Refuse Fund 341 by $120,000 due to favorable pricing in new agreement with Rumpke

Approved By:

	Initial	Date
Department Head:		10/29/14
City Manager:		10/31/14

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, 2015.

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

SECTION 1: To provide for the current expenses and expenditures of the City of Oxford during the fiscal year ending December 31, 2015, the following sums be and they are hereby set aside and appropriated as follows:

GENERAL FUND 110

SECURITY OF PERSONS & PROPERTY	
Personnel Services	4,230,471
Other Services & Charges	605,739
Total Appropriation	4,836,210
PUBLIC HEALTH AND WELFARE	
Personnel Services	-
Other Services & Charges	122,664
Total Appropriation	122,664
LEISURE TIME ACTIVITIES	
Personnel Services	1,016,926
Other Services & Charges	420,964
Total Appropriation	1,437,890
COMMUNITY ENVIRONMENT	
Personnel Services	533,195
Other Services & Charges	346,428
Total Appropriation	879,623
GENERAL GOVERNMENT	
Personnel Services	957,997
Other Services & Charges	834,376
Total Appropriation	1,792,373
TRANSFERS TO OTHER FUNDS	
Personnel Services	-
Other Services & Charges	2,428,802
Total Appropriation	2,428,802
ADVANCES TO OTHER FUNDS	
Personnel Services	-
Other Services & Charges	944,941
Total Appropriation	944,941
TOTAL GENERAL FUND APPROPRIATIONS	12,442,503

FIRE/EMS FUND 418	
Personnel Services	1,109,362
Other Services & Charges	685,418
TOTAL FIRE/EMS FUND APPROPRIATIONS	1,794,780
STREET FUND 122	
Personnel Services	658,240
Other Services & Charges	203,949
TOTAL STREET FUND APPROPRIATIONS	862,189
STATE HIGHWAY IMPROVEMENT FUND 123	
Other Services & Charges	20,200
TOTAL STATE HIGWAY IMPROVEMENT FUND APPROPRIATIONS	20,200
PARKING FUND 130	
Personnel Services	385,926
Other Services & Charges	103,712
Transfer to Other Funds	204,088
TOTAL PARKING FUND APPROPRIATIONS	693,726
PARKING IMPROVEMENT FUND 142	
Other Services & Charges	41,553
TOTAL PARKING IMPROVEMENT FUND APPROPRIATIONS	41,553
CAPITAL IMPROVEMENT FUNDS	
COMMUNITY DEVELOPMENT BLOCK GRANT FUND 126	
Other Services & Charges	119,000
Total Appropriations	119,000
COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND 128	
Other Services & Charges	160,000
Total Appropriations	160,000
CAPITAL EQUIPMENT FUND 140	
Other Services & Charges	233,859
Total Appropriations	233,859
CAPITAL IMPROVEMENT FUND 141	
Other Services & Charges	586,501
Transfers to Other Funds	-
Advance to Other Funds	944,941
Total Appropriations	1,531,442
MUNICIPAL FACILITIES CAPITAL IMPROVEMENT FUND 140	
Other Services & Charges	1,000,000
Total Appropriations	1,000,000
TOTAL CAPITAL IMPROVEMENT FUND APPROPRIATIONS	3,044,301

WATER FUNDS	
WATER (OPERATING) FUND 321	
Personal Services	1,374,300
Other Services & Charges	636,307
Transfers to Other Funds	224,769
Total Appropriations	2,235,376
WATER IMPROVEMENT FUND 322	
Other Services & Charges	1,384,277
Total Appropriations	1,384,277
WATER CAPACITY FUND – NE 381	
Other Services & Charges	-
Transfers to Other Funds	-
Total Appropriations	-
WATER CAPACITY FUND – NW 382	
Other Services & Charges	-
Transfers to Other Funds	-
Total Appropriations	-
WATER CAPACITY FUND – SE 383	
Other Services & Charges	-
Transfers to Other Funds	-
Total Appropriations	-
WATER CAPACITY FUND – SW 384	
Other Services & Charges	-
Transfers to Other Funds	-
Total Appropriations	-
WATER CAPITAL EQUIPMENT FUND 320	
Other Services & Charges	134,230
Total Appropriations	134,230
TOTAL WATER FUNDS APPROPRIATIONS	3,753,883
WASTEWATER FUNDS	
WASTEWATER (OPERATING) FUND 331	
Personal Services	1,514,606
Other Services & Charges	1,355,197
Transfers to Other Funds	409,769
Total Appropriations	3,279,572
WASTEWATER IMPROVEMENT FUND 332	
Other Services & Charges	283,559
Total Appropriations	283,559

WASTEWATER CAPACITY FUND – NE 391	
Other Services & Charges	-
Transfers to Other Funds	-
Total Appropriations	-
WASTEWATER CAPACITY FUND – NW 392	
Other Services & Charges	-
Transfers to Other Funds	-
Total Appropriations	-
WASTEWATER CAPACITY FUND – SE 393	
Other Services & Charges	-
Transfers to Other Funds	-
Total Appropriations	-
WASTEWATER CAPACITY FUND – SW 394	
Other Services & Charges	-
Transfers to Other Funds	-
Total Appropriations	-
WASTEWATER CAPITAL EQUIPMENT FUND 330	
Other Services & Charges	465,030
Total Appropriations	465,030
TOTAL WASTEWATER FUNDS APPROPRIATIONS	4,028,161
STORM WATER FUND 351	
Personal Services	-
Other Services & Charges	40,000
TOTAL STORM WATER FUND APPROPRIATIONS	40,000
RUFUSE FUNDS	
REFUSE (OPERATING) FUND 341	
Personal Services	155,098
Other Services & Charges	1,482,323
Transfer to Other Funds	29,769
Total Appropriations	1,667,190
LANDFILL POST-CLOSURE INVESTMENT FUND 353	
Other Services & Charges	1,020
Transfer to Other Funds	-
Total Appropriations	1,020
TOTAL REFUSE FUNDS APPROPRIATIONS	1,668,210
HOTEL & CONVENTION TAX FUND 120	
Other Services & Charges	204,920
Transfer to Other Funds	13,080
TOTAL HOTEL & CONVENTION TAX FUND APPROPRIATIONS	218,000

LIFE SQUAD GIFT FUND 210	
Other Services & Charges	-
TOTAL LIFE SQUAD GIFT FUND APPROPRIATIONS	-
AFFORDABLE HOUSING TRUST FUND 212	
Other Services & Charges	-
TOTAL AFFORDABLE HOUSING TRUST FUND APPROPRIATIONS	-
EMPLOYEE BENEFITS FUND 230	
Other Services & Charges	1,641,335
TOTAL EMPLOYEE BENEFITS FUND APPROPRIATIONS	1,641,335
INTERNAL SERVICE FUND 370	
Other Services & Charges	276,009
TOTAL INTERNAL SERVICE FUND APPROPRIATIONS	276,009
LAW ENFORCEMENT TRUST FUND 410	
Personnel Services	-
Other Services & Charges	12,000
TOTAL LAW ENFORCEMENT TRUST FUND APPROPRIATIONS	12,000
ENFORCEMENT & EDUCATION FUND 412	
Personnel Services	45,190
Other Services & Charges	60,853
TOTAL ENFORCEMENT & EDUCATION FUND APPROPRIATIONS	106,043
BOARD OF BUILDING STANDARDS FUND 414	
Other Services & Charges	2,850
TOTAL BOARD OF BLD STANDARDS FUND APPROPRIATIONS	2,850
OXFORD NATURAL GAS REFUND FUND 415	
Other Services & Charges	-
TOTAL OXFORD NATURAL GAS REFUND FUND APPROPRIATIONS	-
FEMA FUND 416	
Personnel Services	-
Other Services & Charges	-
Advance to Other Funds	-
TOTAL FEMA FUND APPROPRIATIONS	-
SPECIAL ASSESSMENT FUND 417	
Other Services & Charges	60,000
TOTAL SPECIAL ASSESSMENT FUND APPROPRIATIONS	60,000
DEBT SERVICE FUNDS	
1999 PARKS IMPROVEMENT BOND FUND 152	
Other Services & Charges	309,300
Total Appropriations	309,300

TOTAL DEBT SERVICE FUND APPROPRIATIONS	309,300
TOTAL 2015 BUDGET APPROPRIATIONS	31,015,043

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

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

_____

MAYOR

ADOPTED: _____

ATTEST:

_____

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: STAFF

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/4/2014

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount:

10/17/2014
Date Prepared

Agenda Title: 2015 ANNUAL TRANSFER ORDINANCE

Recommendation: Approve

Discussion:

Description of Budgeted Transfers for the 2015 Budget

Transfer from GENERAL FUND 110 Transfer to MUNICIPAL FACILITIES IMPROVEMENT FUND 143	1,000,000.00
General Fund Financial Support (1st quarter)	
Transfer from GENERAL FUND 110 Transfer to STREET FUND 122	521,664.00
Annual General Fund Financial Support (quarterly)	
Transfer from GENERAL FUND 110 Transfer to CAPITAL IMPROVEMENT FUND 141	335,688.00
Annual General Fund Financial Support (quarterly)	
Transfer from GENERAL FUND 110 Transfer to CAPITAL EQUIPMENT FUND 140	174,000.00
Annual General Fund Financial Support (quarterly)	
Transfer from GENERAL FUND 110 Transfer to PARKS IMPROVEMENT BOND DEBT SERVICE FUND 152	309,300.00
Annual General Fund Debt Service Payment (bi-annual to match debt payment)	
Transfer from GENERAL FUND 110 Transfer to FIRE/EMS FUND 418	18,150.00
Annual General Fund Financial Support (quarterly)	

Transfer from GENERAL FUND 110 Transfer to STORM WATER FUND 351	40,000.00
General Fund Financial Support (1st quarter)	
Transfer from GENERAL FUND 110 Transfer to SPECIAL ASSESSMENT FUND 417	30,000.00
General Fund Financial Support (1st quarter)	
Transfer from PARKING FUND 130 Transfer to PARKING IMPROVEMENT FUND 142	41,553.00
Annual Parking Fund Financial Support (1st quarter)	
Transfer from PARKING FUND 130 Transfer to STREET FUND 122	23,947.00
Annual Parking Fund Financial Support for work performed (quarterly)	
Transfer from PARKING FUND 130 Transfer to CAPITAL IMPROVEMENT FUND 141	110,000.00
Annual Parking Fund Loan Repayment (quarterly)	
Transfer from PARKING FUND 130 Transfer to GENERAL FUND 110	28,588.00
Annual Parking Fund Payment for Service department support (quarterly)	
Transfer from WATER FUND 321 Transfer to WATER CAPITAL IMPROVEMENT FUND 322	100,000.00
Annual Water Fund Financial Support (quarterly)	
Transfer from WATER FUND 321 Transfer to WATER CAPITAL EQUIPMENT FUND 320	85,000.00
Annual Water Fund Financial Support (quarterly)	
Transfer from WATER FUND 321 Transfer to GENERAL FUND 110	39,769.00
Annual Water Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)	
Transfer from WASTEWATER FUND 331 Transfer to WASTEWATER CAPITAL IMPROVEMENT FUND 332	200,000.00
Annual Wastewater Fund Financial Support (1st quarter)	
Transfer from WASTEWATER FUND 331 Transfer to WASTEWATER CAPITAL EQUIPMENT FUND 330	170,000.00
Annual Wastewater Fund Financial Support (quarterly)	

Transfer from WASTEWATER FUND 331 Transfer to GENERAL FUND 110	39,769.00

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

Transfer from REFUSE FUND 341 Transfer to GENERAL FUND 110	29,769.00

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

Transfer from HOTEL TAX FUND 120 Transfer to GENERAL FUND 110	13,080.00

Annual Hotel Tax Fund Financial Support (monthly)

Approved By:

	Initial	Date
Department Head:		10/17/14
City Manager:		10/31/14

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED TRANSFERS FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2015.

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

SECTION 1: The following transfers are to be executed for the City of Oxford during the fiscal year ending December 31, 2015, as follows:

Transfer from:

General Fund 110	1,000,000.00
General Fund 110	521,664.00
General Fund 110	335,688.00
General Fund 110	174,000.00
General Fund 110	309,300.00
General Fund 110	18,150.00
General Fund 110	40,000.00
General Fund 110	30,000.00
Parking Fund 130	41,553.00
Parking Fund 130	23,947.00
Parking Fund 130	110,000.00
Parking Fund 130	28,588.00
Water Fund 321	100,000.00
Water Fund 321	85,000.00
Water Fund 321	39,769.00
Wastewater Fund 331	200,000.00
Wastewater Fund 331	170,000.00
Wastewater Fund 331	39,769.00
Refuse Fund 341	29,769.00
Hotel Tax Fund 120	13,080.00

Transfer to:

Municipal Facilities Improvement Fund 143	1,000,000.00
Street Fund 122	521,664.00
Capital Improvement Fund 141	335,688.00
Capital Equipment Fund 140	174,000.00
Parks Improvements Bond Debt Service Fund 152	309,300.00
Fire/EMS Fund 418	18,150.00
Storm Water Fund 351	40,000.00
Special Assessment Fund 417	30,000.00
Parking Improvement Fund 142	41,553.00
Street Fund 122	23,947.00
Capital Improvement Fund 141	110,000.00
General Fund 110	28,588.00
Water Capital Improvement Fund 322	100,000.00
Water Capital Equipment Fund 320	85,000.00

General Fund 110	39,769.00
Wastewater Improvement Fund 332	200,000.00
Wastewater Capital Equipment Fund 330	170,000.00
General Fund 110	39,769.00
General Fund 110	29,769.00
General Fund 110	13,080.00

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

_____

MAYOR

ADOPTED: _____

ATTEST:

_____

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: STAFF

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/4/2014

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount:

10/16/2014
Date Prepared

Agenda Title: **2015 ANNUAL ADVANCE ORDINANCE**

Recommendation: **Approve**

Discussion:

Description of Budgeted Advances for the 2015 Budget

Advance from GENERAL FUND 110
Advance to CAPITAL IMPROVEMENT FUND 141
- High Street Poplar to Campus Rebuild

Funds to be reimbursed from OPWC 568,700.00

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

Advance from GENERAL FUND 110
Advance to CAPITAL IMPROVEMENT FUND 141
- US 27 South Right-A-Way

Funds to be reimbursed from ODOT/Federal Earmark Funds 256,241.00

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

Advance from GENERAL FUND 110
Advance to CAPITAL IMPROVEMENT FUND 141
- North Locust & Brown Sidewalks, Signalization

Funds to be reimbursed from OKI 120,000.00

This repayment to General Fund will be made when funds received

Approved By:

	Initial	Date
Department Head:		10/17/14
City Manager:		10/31/14

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED ADVANCES FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2015.

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

SECTION 1: The following advances are to be executed for the City of Oxford during the fiscal year ending December 31, 2015, as follows:

Advance from:

General Fund 110	568,700.00
General Fund 110	256,241.00
General Fund 110	120,000.00
Capital Improvement Fund 141	568,700.00
Capital Improvement Fund 141	256,241.00
Capital Improvement Fund 141	120,000.00

Advance to:

Capital Improvement Fund 141	568,700.00
Capital Improvement Fund 141	256,241.00
Capital Improvement Fund 141	120,000.00
General Fund 110	568,700.00
General Fund 110	256,241.00
General Fund 110	120,000.00

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

_____

MAYOR

ADOPTED: _____

ATTEST:

_____

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: STAFF

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/04/14

Account Code No. #: NA

Heidi Hill
Prepared By

Budgeted Amount: NA

10/29/14
Date Prepared

Agenda Title: 2015 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: **Initial Date** 10/29/14

City Manager: DATE 10/30/14

ORDINANCE NO.

ORDINANCE ADOPTING FEES AND CHARGES FOR FISCAL YEAR 2015.

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

SECTION 1: The City Manager recommends City Council adopt fees for 2015 as itemized below.

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

1) FITNESS	$ Amount Residents	$ Amount Non-residents
Drop-in-fees	4.50	5.00
Aerobics per class	3.75	4.00

2) WEIGHT ROOM FEES

Adults		
1 Year	100.00	115.00
6 Months	85.00	95.00
3 Months	70.00	80.00
1 Month	30.00	35.00
Drop-ins	5.00	5.50
High School		
1 Year	~~60.00~~ **70.00**	~~66.00~~ **77.00**
6 Months	~~50.00~~ **60.00**	~~55.00~~ **66.00**
3 Months	45.00	50.00
1 Month	25.00	30.00
Drop-ins	~~4.00~~ **5.00**	~~4.50~~ **6.00**

3) PRESCHOOL (per week)

Mon/Wed/Fri	35.00	39.00
Tues/Thurs	25.00	29.00

5) PLAYGROUND/SUMMER DAY CAMPS 10 WKS.

Daily	30.00	33.00
each additional child in family	27.00	30.00
Weekly	~~95.00~~ **98.00**	~~105.00~~ **108.00**
each additional child in family	~~90.00~~ **92.00**	~~99.00~~ **100.00**

~~6) DAY CAMPS~~

Half-day:		
Pre-school camps	65.00	76.00

~~7)~~ **6)** YOUTH SPORTS LEAGUES

Basketball (11 wks)		
Instructional League, Grade K	~~46.00~~ **48.00**	~~52.00~~ **53.00**
Competitive League, Grade 1-2	~~60.00~~ **62.00**	~~66.00~~ **68.00**
Competitive League, Grade 3-10	75.00	83.00

~~8)~~ **7)** ADULT SPORTS LEAGUES

Adult softball	400.00

~~9)~~ **8)** RENTAL FEES

Municipal pool		
Pool rental, per hour (minimum 2 hours)	50.00	55.00
Guard fee, per hour	11.00	13.00
Athletic Field Rental Fees		
Per game, per field (rental)	25.00	30.00
Per game, per field (prep)	30.00	35.00
Per hour, per field (lights)	30.00	35.00
Per day, per field (Rental)	110.00	175.00
Community Park Gazebo Rental **4 hrs**	~~25.00~~ **30.00**	~~30.00~~ **33.00**
~~(Minimum 2 hours)~~ **5+hrs**	**60.00**	**65.00**
~~Leonard Howell, TRI Shelter Half Day~~	~~25.00~~	~~30.00~~
~~Full Day~~	~~50.00~~	~~55.00~~
Park Shelter Rental **4 hrs**	**25.00**	**30.00**
5+ hrs	**50.00**	**55.00**
Electric Tap Fee	50.00 (~~First 3 hours~~)	**per day**
(Large machines such as ice machine Inflatable's, etc.)	~~25.00 (Each additional hour)~~	

~~10)~~ **9)** MUNICIPAL POOL

Season pool passes		
Family (5 or less)	~~130.00~~ **135.00**	~~145.00~~ **150.00**
~~Family (6 or less)~~ **10.00 each additional**	~~135.00 150.00~~ **11.00 each additional**	
Adult	95.00	105.00
High School	75.00	85.00
Child over 3 years	70.00	80.00

General admission		
Adult	~~4.00~~	~~4.00~~ **4.25**
Age 13-17	~~3.75~~	~~3.75~~ **4.00**
Age 3-12	~~3.00~~	~~3.00~~ **3.25**
2 and under Free		
Swimming lessons		
Parent/toddler (6 mo. - 5 yr.)	~~33.00~~ **35.00**	~~36.00~~ **38.00**
Skill Level I and II	~~35.00~~ **38.00**	~~39.00~~ **42.00**
Skill Level III thru IV	~~38.00~~ **40.00**	~~42.00~~ **44.00**

~~11~~)**10)** SENIOR CITIZEN CENTER RENTAL
(minimum 2 hour rental) 60/hr includes kitchen/great room

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

B.COMMUNITY DEVELOPMENT DEPARTMENT

1) ADMINISTRATIVE ZONING REVIEW

Building Accessory, Minor Improvements	
Residential	20.00
Commercial	25.00
One or Two-Family Residential	~~25.00 per unit~~
New home	**100.00**
Existing	**50.00**
Three-Family or more Residential	~~25.00~~ **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 (per sign)	25.00 per sign plus $1 per sq. ft. per side
Face changes of signs	25.00
Zoning verification letter	35.00

2) BOARD OR COMMISSION REVIEW

GENERAL FEES FOR ALL BOARDS AND COMMISSIONS

Significant changes to original application may be subject to new fees as determined by the Community Development Director at a cost not to exceed original application. (Revisions beyond the 3rd submittal, requiring planning or engineering review, will be charged a re-review fee per review.)	30.00
List of property owners for notification purposes	30.00

PLANNING COMMISSION

Conditional Use Permits	400.00 plus actual postage
Alternate Landscaping Plan	25.00
Annexation	
100% owner petition	300.00 plus 1.00 per acre
Conceptual Review	No fee
Lot Changes	
Subdivision Development	
Preliminary	400.00 plus 10.00 per lot, plus actual postage
Final	400.00 plus 10.00 per lot, plus actual postage
Planned Development	
Preliminary	400.00 plus 100.00 per acre, plus actual postage
Final	400.00 plus 100.00 per acre, plus actual postage
Minor Amendment	50.00
Lot Consolidation	20.00
Lot Split	20.00
Zoning Amendments	
Code (per topic)	150.00, plus actual postage
Map	150.00, plus actual postage
All other for Planning Commission	
Review at public meeting only	25.00
Requiring one or more legal notices	100.00

HISTORIC & ARCHITECTUAL PRESERVATION COMMISSION

Certificate of Appropriateness	30.00
Sketch Review	No fee

BOARD OF ZONING APPEALS

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

3) DOCUMENTS, MAPS, & OTHER MATERIALS	At Cost

C. INSPECTIONS

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

a. New Construction	
Building	~~25.00~~ **50.00** plus ~~10.00~~ **20.00** per 100 square feet of gross floor area
Mechanical	25.00 plus 4.00 per 100 square feet of gross floor area.
Electrical	25.00 plus ~~3.00~~ **4.00** per 100 square feet of gross floor area.
Third and subsequent plan review	40.00 per hour
b. Miscellaneous	
Accessory Buildings 200 square feet **or more**	20.00 plus .50 per 10 square foot over 200 square feet
Furnace installation/replacement	30.00
Central air condition installation/ replacement	30.00
Combination furnace/central air Installation/replacement	60.00
Minor Electric	30.00
Demolition	50.00
Alterations/Remodeling/Fire Repair	~~40.00~~ **100.00** plus ~~10.00~~ **20.00** per 100 square feet
Partial permits (where granted)	50.00
Temporary Certificate of Occupancy	40.00
Swimming Pool	
In-ground	90.00
Above ground	40.00

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

a. New Construction	
Building	120.00 plus ~~7.00~~ **10.00** per 100 square feet of gross floor area, including accessory buildings
Mechanical	100.00 plus ~~3.00~~ **5.00** per 100 square feet of gross floor area, including accessory buildings
Electrical	~~150.00~~ **100.00** plus ~~2.50~~ **5.00** per 100 square feet of gross floor area, including accessory buildings
Alterations/Remodeling/Fire Repair	80.00 plus ~~3.00~~ **6.00** per 100 square feet
Fire Suppression Systems	~~150.00~~ **100.00** plus ~~3.20~~ **5.00** per 100 square feet of gross floor area.
Hood Suppression Systems	100.00
Hood System	80.00
Fire Alarm System	100.00 plus 1.00 per 100 square feet of gross floor area
Minor Electric	80.00
Third and subsequent plan review	75.00 per hour
b. Miscellaneous	
Demolition	80.00

Furnace/AC Replacement, including roof top units	80.00
Partial Permit (where granted)	100.00
Temporary Certificate of Occupancy	80.00

OBBC Surcharge

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

3. Other Fees

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

Moving or relocating buildings	250.00
Building Permit Renewal	50.00
Electric Service Upgrade	35.00
Temporary Pole	30.00
Change of Building Plans (after approval)	50.00 plus cost of plan review (40.00 for residential, 75.00 for commercial per hour) when building plans are revised after issuance of permit.
Fuel Storage Tank (per tank)	25.00
Sidewalk-Curb-Gutter Permit	25.00
Certificate of Use and Occupancy (not associated with building permit)	80.00
Awnings, tents	25.00
Signs	50.00
Fences	20.00
Reinspection Fee	30.00
(Charge for the third and subsequent inspection each time for the same permit)	
Backflow Prevention Permit	25.00
Work without a permit (Starting construction without a permit)	Greater of $200.00 or twice the cost of the permit fee
Gas Line (per meter)	30.00
4. Removal of structure prior to receipt of Certificate of Appropriateness	50% of estimated demolition cost for each day after notification until a plan for reuse of property and a bond is filed.

5. Rental Housing Permits

Initial Establishment (or if inactive for 2 years or more)	
First unit	110.00
Each additional unit	30.00
Fraternity	330.00 for first 50 persons, 15.00 for each additional person

Invalid rental permit: The rental permit shall be invalid if the permit has not been renewed for over one year after the expiration date or the subject property has not been inspected for over 24 months, unless an active building permit is in progress.

Late Fee	10.00 after 60 days expired. 20.00 after 120 days expired. 30.00 after 180 days expired.
Annual Renewal & Ownership Transfer	
First unit	55.00
Each additional unit	30.00
Rooming house or lodging house	110.00
Fraternity	330.00 for first 50 persons, 15.00 for each additional person

Re-inspection (charge for a second site visit to re-inspection and each subsequent re-inspection. This charge also applies to additional site visits due to "no show" by agent/owner/designee)

First unit	75.00
Each additional unit	10.00
Rooming house or lodging house	75.00
Fraternity	75.00

Board of Appeal Application	150.00

D. POLICE DEPARTMENT

Events requiring Officers for Crowd or Traffic Control:

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

Per arrestee processed and transported to Butler County Jail by Oxford Police Department on City of Oxford criminal charges 200.00

Subsequent per diem for inmates incarcerated in Butler County Jail on City of Oxford criminal charges 100.00

Fingerprinting	15.00
Records Checks	15.00

Alarm User Permit Fees	
New Residential	20.00 annually
New Commercial/Industrial	25.00 annually
Renewal	10.00 annually
False Alarm Fees	
Residential, Commercial & Industrial	
1 to 2 Annually	No charge
Residential	
3 or more	50.00 per occurrence

Commercial/Industrial	
3 to 4 Annually	50.00 per occurrence
5 to 6 Annually	100.00 per occurrence
7 to 8 Annually	200.00 per occurrence
9 or more	400.00 per occurrence
Accident, crime, other reports	.10 per page
Purchase Meter time, Fee for Special Event (Meter Bags)	10.00 per meter per day
Purchase Meter time, Fee for Construction (Meter Bags)	10.00 per meter per day
Signs: "No Parking by Order of the Oxford P.D."	0.35 per sign
Impound/Immobilization Fees	100.00 1st offense 200.00 2nd offense 300.00 3rd and all subsequent for the first day or any part thereof 12.00 each subsequent day or any part thereof 20.00 each subsequent day or any part thereof for vehicles covered or stored within a building
Towing Charges	100.00 1st offense 200.00 2nd offense 300.00 3rd offense plus any additional charges for services requiring specialized equipment or extra personnel
Administrative Citation Hearing Fee	20.00 per appeal (lost appeal only)
Administrative Citation Collection Fee	27% of unpaid fine
Animal Boarding	21.50 1st day or any part thereof 13.50 each subsequent day or any part thereof
Parking	
Short Term Meters	0.25 per 20 minutes
High Density Parking Areas	0.50 per hour
Street side hourly meters	0.25 per hour
Parking garage meters	0.50 per hour
10 hour meters	0.50 for two hours
Monthly garage lease	475.00 biannually 900.00 annually
Residential Permitted Parking	25.00 annually
Parking Collection Fees	
Retrieval of vehicle record	1.95 per look up
Citations collection fee	27% of unpaid fine
Alcohol Education Program Admin Fee	350.00

Alcohol Education Instructional Fee	125.00

E. FIRE/EMS DEPARTMENT

EMS Runs	BLS-E	~~601.00~~ **610.00** per run
	ALS-1 E	~~869.00~~ **882.00** per run
	ALS-2 E	~~1081.00~~ **1097.00** per run
EMS Mileage Rate		~~15.00~~ **16.00** per loaded mile

Court ordered restitution for Transport refusal	300.00
Fire Watch	35.00 per hour per person Two hour minimum
EMS Stand-By	35.00 per hour per person Two hour minimum
Civil Citation Hearing Fee	Actual cost of Hearing Officer (lost appeal only, does not apply on first offense)

F. SERVICE DEPARTMENT

1) Water service

Temporary meter deposit (hydrant connection)

5/8 Inch	500.00
2 Inch	1600.00
Daily set-up and removal of device	100.00

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

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

5/8 x 3/4"	64.00
1"	166.00
1 ½"	332.00
2"	536.00
3"	1,071.00
4"	1,670.00
6"	3,347.00

Bulk Water Service	3.20 per 100 cubic feet; requires new account fee for service. Sanitary fees in effect for water entering the sanitary system. Service available under authority of Service Director or his/her designee.
Account Initiation Fee	50.00 (50% Water, 50% Sewer)

Water rates		
Volume charge per 100 cu feet		2.37
Base monthly charge Meter size (inch):	3/4 or smaller	8.64
	1	14.39
	1 & ½	28.77
	2	46.05
	3	86.34
	4	143.92
	6	287.83
Outside city limits		35% added to amounts above
Late fee		10%
Green Card distribution		5.00 if card leaves office
Gold Card distribution		5.00 charge would be in addition to turn on fee if the service is terminated.
Reconnection fee following service termination		10.00 1st occurrence when past due payment is received before 3:00 PM.
		20.00 2nd occurrence when past due payment is received before 3:00 PM.
		30.00 3rd and subsequent occurrences when past due payment is received before 3:00 PM.
		50.00 after 3:00 PM and for weekends/holidays reconnection
Irrigation meter		At cost to City
Irrigation meter repair		5.00 + costs
"No show" on scheduled appointment		25.00
Tap-in fees Based on tap size (inch)	1	2,500.00
	2	2,845.00
	4	3,500.00
	6	4,325.00
	8	6,525.00
	10	8,995.00
	12	10,295.00
	On brick street	Add 30.00/per sq ft of affected area
Outside City Limits		35% added to amounts above
Separate meter pits		time and materials

Damage to City facilities	Repair cost plus 40%

2. Sanitary Sewer service

Sewer rates	
Volume charge Per 100 cu feet	3.72
Base monthly fee	3.63
Surcharges	
Excess suspended solids	0.177/lb
Excess biochemical oxygen demand	0.182/lb
Excess oil and grease	0.20/lb
Commercial preparer or server of food	0.10 per 100 cu feet
Sewage Sampling fee	75.00
Late fee	10%

Sewer Capacity benefit charges

Meter size (inch):	
5/8 & 3/4	1,550.00
1	4,020.00
1 & ½	8,090.00
2	13,090.00
3	26,100.00
4	40,700.00
6	81,600.00
8	130,500.00
10	187,900.00

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

Interest rate on past due capacity benefit permits unpaid after 30 days	Highest rate allowable by law
New construction and Sanitary	50.00 (initial inspection)
Lateral repair inspection	50.00 (reinspection of failed work) 50.00 Inspection of existing sanitary lateral repairs
Sanitary Sewer Cleaning (jet truck)	280.00 per hour (1 hr. min.)
Sanitary Sewer Main Video Inspection	280.00 per hour (1 hr. min.)
Sanitary Lateral Video Inspection	280.00 per hour (1 hr. min.)
Sanitary Sewer Manhole Inspection (vacuum method)	50.00 per manhole
Staff monitoring of private contractor Video inspection	25.00 per hour (1 hr. min.)

Sanitary Sewer Low Pressure Air Test (per City specifications)	25.00 per test section
Sanitary Sewer Main Construction (inspection services beyond normal working hours - overtime expense)	Cost to City of Oxford
Sanitary sewer Lift Station District Surcharge	Charge 50% surcharge to volume fee.
Locating service for private sanitary lateral	280.00 per hour (1 hr min.)
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	11.16 per 100 cubic feet
Damage to City facilities	**Repair costs plus 40%**

3. Refuse service

~~Monthly rate~~ **Residential Rates** include 2.95 Recycle fee or 4.00 fee with larger 65 gallon container:

Service type	**Monthly charge**
Residential service ~~**(per month)**~~ (Single family or multi-unit dwellings with four-or less units)	17.60 ~~or 18.80 with 65 gallon recycling container~~
Hand Service refuse	~~30.40~~ **37.00**
Hand Service recycling	~~12.10~~ **13.00**
Waste-wheeler	17.60 ~~if owned or 18.80 with 65 Gallon recycling container~~
Waste-wheeler rental	3.00
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.	**2.10**

Commercial Service **(solid waste) monthly charge for pick up 1 time per week**

Service type	**Monthly charge**
Waste-wheeler customer	~~24.50~~ **24.90**
Waste-wheeler rental	9.00
Two cubic yard dumpster	~~75.70~~ **55.25**
Two cubic yard dumpster rental	14.00
Three cubic yard dumpster	~~99.90~~ **73.80**
Three cubic yard dumpster rental	17.00
Four cubic yard dumpster	~~127.40~~ **95.55**
Four cubic yard dumpster rental	20.00
Six cubic yard dumpster	~~186.00~~ **140.60**
Six cubic yard dumpster rental	23.00
Eight cubic yard dumpster	~~243.40~~ **185.00**
Eight cubic yard dumpster rental	26.00

~~Charge per additional pickup~~ **Monthly charge for each additional pick up requested per week in addition to the 1 time per week charge.**

Service type	**Monthly charge**
Waste-wheeler customer	~~17.50~~ **17.60**
Two cubic yard dumpster	~~54.40~~ **46.00**
Three cubic yard dumpster	~~74.60~~ **60.00**
Four cubic yard dumpster	~~97.90~~ **79.00**
Six cubic yard dumpster	~~140.50~~ **114.00**
Eight cubic yard dumpster	~~183.00~~ **148.00**

Recycling	
Waste wheeler	10.40
Waste wheeler rental	9.00
Two cubic yard dumpster	~~35.60~~ **36.00**
Two cubic yard dumpster rental	14.00
Three cubic yard dumpster	~~47.70~~ **48.00**
Three cubic yard dumpster rental	17.00
Four cubic yard dumpster	~~59.80~~ **60.00**
Four cubic yard dumpster rental	20.00
Six cubic yard dumpster	~~78.10~~ **82.00**
Six cubic yard dumpster rental	23.00
Eight cubic yard dumpster	~~98.00~~ **99.00**
Eight cubic yard dumpster rental	26.00
Late fee	10%
One-time additional pickup permit Stickers	10.00 per Sticker ~~(Cost determined by Oxford)~~
Yard Waste Stickers	3.00 per Sticker
Compactor Tickets	~~37.50~~ **45.00** per 1 Cu. Yd.

~~Portable Toilet Rental and Servicing - Contract cost to city~~

4. ~~Cable franchise agreement fee~~ **Video service provider fee**
5% of annual gross revenue

5. Miscellaneous

DVD Copies 5.00

G. ENGINEERING DIVISION

1) Design manual fees:

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

2) Map Order

Media:

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

Dry Mounted

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

Base and Zoning maps

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

Base and Zoning maps (continued)

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

Meter Vault and Lid (based on meter size)

5/8 & 3/4 (inch)	One Included in tap fee; 515.00 each additional (max of four pits per residential tap)

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

Water Meter including RF remote sending unit.

5/8 & 3/4 (inch)	330.00
1	369.00
1 & ½	~~721.00~~ **1390.00**
2	~~844.00~~ **1750.00**
3	2,400.00
4	3,750.00
Larger than 4	Cost to the City plus 10% administrative fee.

Water Capacity benefit charges

Meter size (inch):

5/8 & 3/4	1,550.00
1	4,020.00
1 & ½	8,090.00
2	13,090.00
3	26,100.00
4	40,700.00
6	81,600.00
8	130,500.00
10	187,900.00

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

Interest rate on past due capacity benefit permits unpaid after 30 days	Highest rate allowable by law
New construction inspection	50.00 (initial inspection) 50.00 (re-inspection of failed work)
New Water Main Chlorination / Disinfection Inspection	150.00
New water main valve operation / And line flushing	150.00
New Water Main Hydrostatic Testing	100.00 per test
New Water Main Bacteria sampling / Testing	150.00 per event (includes laboratory fees)
Water main installation inspection / Outside of normal working hours	City cost for inspection expense
Fire Hydrant Flow Testing	100.00 per hydrant test

3) Plans and Specifications Sales (depending on the size of the project)	20.00 to 500.00
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	Up to 40 sq.ft. - $100.00 (or 40 linear ft of curb totaling less than 40 sq. ft.) >40 sq.ft. - $100.00 + 2.50 per additional sq.ft. Brick Street Repair - $30.00 per sq. ft.
Work without a permit in ROW (Starting construction or without a permit)	Greater of $200.00 or twice the cost of the permit fee
Street Tree Permits	No charge
Removal of hazardous trees from private property	At cost to city plus 5% Administrative fee
Street Spills	Cost of time and materials for cleanup + 10% Administrative Fee
Right-of-way Requests	
Personnel (misc. tasks)	25.00 hr
Event Electrician	100.00+ necessary materials at cost
Road Closures/Detours	135.00
Event Trash cans	5.00
Street Signs	Cost of labor/materials used + 10% administrative fee
Woodside Cemetery gravesite plots	100.00
Woodside Cemetery gravesite After 3:30 Monday-Friday And weekends	250.00 Opening and closing Additional 100.00
Street Banner Installation And removal	Single banner 100.00
Damage to City Facilities	Costs plus 40%

I. FINANCE DEPARTMENT

Misc. Copies	
per copy	.10 per Page
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	3.00%
Convention tax	3.00%
Motor vehicle license tax	5.00 per motor vehicle
Motor Coach or Bus (Each)	25.00 per Year
Taxicab (Each)	10.00 per Year
Minimum fee per company	25.00 per Year
Vendor License	50.00 per Calendar Month, or 300.00 per Year
NSF check Fee	At cost to City
Collections Fee on Delinquent Accounts	
Phase I	10.00 per written off account
Phase II	45% of the amount due on accounts more than $250.00 35% of the amount due on accounts less than $250.00
Dog License	0.75 per Tag (City Share), plus amount charged by County

J. HUMAN RESOURCES

Non refundable Civil Service Exam Fee 15.00

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

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

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

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY:

PREPARED BY: LAW (STAFF)

. CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Human Resources
Originating Department

Council Meeting Of: November 4, 2013

Donna Heck
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

October 29, 2014
Date Prepared

Agenda Title: An Ordinance Establishing Salaries And Certain Benefits For Salaried and Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio, Paid From January 1, 2015 Through December 31, 2015.

Recommendation: Approve.

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

Section 1. The Parks and Recreation Department is amended to change the Custodian position from a full-time position to a part-time position.

Section 1. The Fire Department is amended to remove the Assistant Chief/Inspector position and add two full-time Fire Captain positions.

These changes will result in total authorized personnel of one hundred and eleven (111) full time employees. There are four (4) positions that are filled part-time. These are noted by two asterisks (**) and are listed with pay in Section 3. There are also seven (7) additional positions that are authorized, not budgeted (1 Accounting Assistant, 3 Police Officers, 1 Engineer, 1 Equipment Mechanic, and 1 Service Worker). I have listed these together at the bottom of Section 1.

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

Attachment A: The pay bands have been increased by 2% for 2015.

Approved By:

	Initial	Date
Department Head:		11/12/14
City Attorney:		
City Manager:		11/14/14

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, ~~2014~~ **2015** THROUGH DECEMBER 31,~~2014~~. **2015**

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

***Authorized-Part Time*

PARKS & RECREATION DEPARTMENT			
Parks & Recreation Director	(NC)	(1)	7
Recreation Programs Supervisor	(C)	(1)	5
Sports Activities Supervisor	(C)	(1)	5
Office Manager	(NC)	(1)	5
Receptionist	(C)	(1)	1
Sports Coordinator	(C)	(1)	3
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)**	**(2)**	**6**
~~Assistant Chief/Inspector~~	~~(NC)~~	~~(1)~~	~~6~~
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)	(16)	By Contract
Public Safety Assistant	(C)	(3)	By Contract
Police Records Specialist	(C)	(1)	By Contract
Public Safety Communications Officer	(C)	(9)	By Contract
Office Manager	(NC)	(1)	5
Properties Custodian	(C)	(1)	2
Parking Clerk	(NC)	(1)	2
SERVICE DEPARTMENT			
Service Director	(NC)	(1)	7
Deputy Director	(C)	(1)**	6
Environmental Specialist	(C)	(1)	5
Administrative Assistant III	(NC)	(1)	4
Custodian	(NC)	(1)	1

**Authorized - Part Time

ENGINEERING DIVISION			
City Engineer	(C)	(1)	6
Engineer-in-training (EIT)	(C)	(1)	5
Engineering Aide	(C)	(1)	4
STREETS AND MAINTENANCE DIVISION			
Streets and Maintenance Manager	(C)	(1)	6
Equipment Mechanic	(C)	(1)	5
Parks Maintenance Supervisor	(C)	(1)	5
Street Operations Specialist	(C)	(1)	4
Service Workers		(9)	
WASTEWATER DIVISION			
Collection			
Wastewater Collection Manager	(C)	(1)	6
Service Workers		(4)	
Plant			
Wastewater Plant Manager	(C)	(1)	6
WWTP Laboratory Technician	(C)	(1)	3
Plant Mechanic II	(C)	(1)	4
Plant Mechanic I	(C)	(1)	3
Service Worker I	(NC)	(1)	1
WWTP Operators		(3)	
WATER DIVISION			
Distribution			
Water Distribution Manager	(C)	(1)	6
Service Workers		(4)	
Plant			
Water Plant Manager	(C)	(1)	6
Utility Maintenance Technician	(C)	(1)	2
Utility Meter Reader	(NC)	(1)	1
Water Plant Operators		(2)	
TOTAL Full-Time Budgeted:		111 ~~110~~	(~~122~~ **118** authorized not budgeted)

Positions that are authorized but not budgeted:

Accounting Assistant	(C)	(1)	2
Police Officers	(C)	(3)	Contract
Engineer	(C)	(1)	6
Equipment Mechanic	(C)	(1)	5
Service Workers		(1)	

NC = Non-Classified Employee
C = Classified Employee

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

A. Adoption of this ordinance reflects a 2%(COLA) increase rounded up to the nearest penny of all employees not covered by a collective bargaining agreement. The Finance Director, Law Director and City Manager shall also receive the same increase to their current base salaries.

B. The City Manager, except as otherwise provided in the charter, is authorized to establish the starting salary not to exceed the position's market midpoint.

C. The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year.

D. The City Manager is hereby authorized to increase an employee's salary not to exceed the market midpoint of the new position when a promotion occurs where an employee moves to a higher job classification.

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

POSITION TITLE	*AUTHORIZATION # OF EMPLOYEES*	*PAY RATE*
ADMINISTRATION		
Human Resources Director	1	~~$42.65~~/hr $43.51
FINANCE DEPARTMENT		
Accounting Assistant	1	$14.00/hr
PARKS & RECREATION DEPARTMENT		
Park/Recreation Technician	5	$11.00/hour
Program/Facility Coordinator	3	$14.00/hour
Senior Program Coordinator	1	$16.25/hour
Recreation Programs Coordinator	1	$12.00/hour
Custodian	1	$13.00/hour
SERVICE DEPARTMENT		
Deputy Director	1	~~$37.55~~/hr **$38.31**
Laborers Streets & Maintenance Division Wastewater Collection	4	$12.00/hour
Water Plant Operators	2	$20.66/hour
SAFETY DEPARTMENT - FIRE DIVISION		
Part-Time Firefighters/EMT's	30	up to ~~$15.72~~/hr **$16.04**
Firefighters and/or EMT's	64	up to ~~$15.72~~/hr **$16.04**
Fire Division Captains	3	up to ~~$16.78~~/hr **$17.12**
Fire Division Lieutenants	3	up to ~~$16.25~~/hr **$16.58**
	~~$16.78/12-hr shift 1 run~~ ~~$33.55/24-hr shift 2 runs~~	
SAFETY DEPARTMENT - POLICE DIVISION		
Assistant to the Chief-Parking & Transportation	1	~~$25.30~~/hr **$25.81**
Assistant to the Chief - Technical	1	VACANT
Asst. to Chief - Business Liaison	1	~~$25.30~~/hr **$25.81**
Police Officer	6	contract base pay
Public Safety Assistant	3	contract base pay
Public Safety Communications Officer	4	contract base pay
Parking Interns	8*	$14.00/hr
*Reimbursed		

TOTAL Part-Time Authorized Strength: ~~142~~ **144**

CITY-WIDE		
Intern/Temporary Part-time		$14.00/hour

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

POSITION TITLE	*AUTHORIZATION # OF EMPLOYEES*	*PAY RATE*
PARKS & RECREATION DEPARTMENT		
Park/Recreation Technician	36	$11.00/hour
Program/Facility Coordinator	3	$14.00/hour
SERVICE DEPARTMENT		
STREET DIVISION		
Laborer	7	$12.00/hour
WASTEWATER DIVISION		
Plant		
Laborer	1	$12.00/hour
Collections		
Laborer	1	$12.00/hour
WATER DIVISION		
Plant		
Laborer	1	$12.00/hour

TOTAL Seasonal Part-Time Authorized Strength: 49

SECTION 5: Department Heads and Supervisory Employees.

A. Defined. The positions of City Manager, Finance Director, Law Director, Police Chief, Community Development Director, Service Director, Parks and Recreation Director, Fire Chief, Human Resource Director and Economic Development Director are department heads. These employees in addition to Assistant Finance Director, Deputy Service Director, Streets and Maintenance Manager, Wastewater Collection Manager, Water Distribution Manager, Water Plant Manager and Wastewater Plant Manager for the purposes of group life and accidental death and dismemberment, are considered supervisory employees.

B. Overtime. Department heads are salaried employees and are not entitled to overtime.

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

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

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

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

D. **Other Benefits and Provisions.** Except as superseded by the provisions of this section, department heads and supervisory employees shall be entitled to all other benefits and provisions of this ordinance applicable to full-time employees of the City of Oxford.

E. **Sick Leave.** The Police Chief shall receive a bonus of $310 per calendar quarter if he uses no sick leave during that quarter. If the Police Chief uses no sick leave for the calendar year, he shall receive an additional $360. The bonus payment shall be issued at the end of each calendar quarter.

SECTION 6: General Provisions

A. **Pay Periods.** Employees shall be paid bi-weekly. Pay days shall be on Friday, except when City offices are closed for a holiday on Friday, in which case payday shall be the last workday preceding the holiday.

B. **Hours of Work.** Full-time, non-salaried employees' work week shall be forty hours. When directed by their supervisor to work overtime, such employees shall be compensated at the rate of one and one-half (1-1/2) times their base rate of pay for all hours actually worked in excess of forty hours per week. An employee who is called to work following the completion of their normal work day and one-half (1/2) or more hours prior to the commencement of their next normal work day shall receive a minimum of two (2) hours compensation for such call-in at one and one-half (1-1/2) times their normal rate.

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

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

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

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

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

SECTION 7: Employee Benefits

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

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

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

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

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

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

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

E. **Payment of Health Insurance Premiums.** For each full-time, employee (forty hours per week) and Law Director who participates in the City group medical insurance programs, the City will make a per month per employee contribution as determined by the budget during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay a contribution for single coverage or for family coverage, each pay period, with deductions being made from gross pay before taxes resulting in the cost being reduced.

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

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

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

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

inclusive, on the designated holiday. When such an employee works on a holiday, the employee shall be entitled to an additional day off in lieu of the holiday.

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

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

a) If an employee works the designated holiday, the employee is entitled to:
   1) One and one-half (1-1/2) times their base hourly rate for the hours worked, and
   2) a paid day to be taken at another time.

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

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

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

I. **Longevity Bonus Pay.** Longevity Bonus Pay will only be paid to eligible employees who accrue the required years of service on or before December 31, ~~2014~~ **2015** and are full-time employees of the City on or before December 31, ~~2014~~ **2015**. 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 ~~2014~~ **2015** shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November ~~2014.~~ **2015** 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 6 years - $475
After 7 years - $500
After 8 years - $525
After 9 years - $550
After 10 years - $575
After 11 years - $600
After 12 years - $625
After 13 years - $650
After 14 years - $675
After 15 years - $700
After 16 years - $725
After 17 years - $750
After 18 years - $775
After 19 years - $800
After 20 years - $825
After 21 years - $850
After 22 years - $875
After 23 years - $900
After 24 years - $925
After 25 years - $950
After 26 years - $975
After 27 years - $1000
After 28 years - $1025
After 29 years - $1050
After 30 years - $1075

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

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

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

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

L. **Continuing Education/Tuition Reimbursement.** For ~~2014~~ **2015** $1,000 will be budgeted. Depending upon the availability of funds, an employee may be reimbursed for the cost of tuition and required course books for any job-related course, provided that the employee submits a written request for reimbursement on the appropriate form, with a copy of the course description, before taking the class. If only one employee submits a request for a class and receives at least a "B" average in the class, the employee will receive 50% of the amount budgeted. An employee who receives a final grade of "A" will receive 100% of the amount budgeted as

reimbursement. Should there be more than one employee requesting tuition reimbursement, the funds will be distributed equally among those employees who have completed their classes and received their final grades as noted above. For example, if three (3) employees submit requests and all three receive a final grade of "A" for their classes, the amount budgeted will be divided among the three and the funds will be distributed equally at the end of the year. Requests for reimbursement should be submitted to the Human Resources Director.

SECTION 8: Applicability

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

SECTION 9: Repeal of Conflicting Ordinances

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

_____
MAYOR

ADOPTED: _____

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

ATTACHMENT A

CITY OF OXFORD OHIO

PAY BANDS ~~(2014)~~ (2015)

		MINIMUM	MAXIMUM	
PAY BAND 7				
Annual	$61,131	~~$59,918~~	~~$107,717~~	$109,886
Hourly	$29.39	~~$28.82~~	~~$51.80~~	$52.83
PAY BAND 6				
Annual	$47,549	~~$46,599~~	~~$82,754~~	$84,427
Hourly	$22.86	~~$22.41~~	~~$39.79~~	$40.59
PAY BAND 5				
Annual	$40,726	~~$39,926~~	~~$67,282~~	$68,640
Hourly	$19.58	~~$19.20~~	~~$32.35~~	$33.00
PAY BAND 4				
Annual	$35,797	~~$35,091~~	~~$56,894~~	$58,032
Hourly	$17.21	~~$16.88~~	~~$27.36~~	$27.90
PAY BAND 3				
Annual	$32,448	~~$31,794~~	~~$53,600~~	$54,683
Hourly	$15.60	~~$15.29~~	~~$25.77~~	$26.29
PAY BAND 2				
Annual	$30,347	~~$29,744~~	~~$48,273~~	$49,254
Hourly	$14.59	~~$14.31~~	~~$23.21~~	$23.68
PAY BAND 1				
Annual	$27,435	~~$26,880~~	~~$43,599~~	$44,491
Hourly	$13.19	~~$12.93~~	~~$20.97~~	$21.39