



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. McKeegan, 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



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:

Department Head:
City Manager:

Initial Date

11/10/14
11/14/14

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:

Department Head:
City Manager:

Initial Date

10/29/14
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	<u>605,739</u>
Total Appropriation	4,836,210

PUBLIC HEALTH AND WELFARE

Personnel Services	-
Other Services & Charges	<u>122,664</u>
Total Appropriation	122,664

LEISURE TIME ACTIVITIES

Personnel Services	1,016,926
Other Services & Charges	<u>420,964</u>
Total Appropriation	1,437,890

COMMUNITY ENVIRONMENT

Personnel Services	533,195
Other Services & Charges	<u>346,428</u>
Total Appropriation	879,623

GENERAL GOVERNMENT

Personnel Services	957,997
Other Services & Charges	<u>834,376</u>
Total Appropriation	1,792,373

TRANSFERS TO OTHER FUNDS

Personnel Services	-
Other Services & Charges	<u>2,428,802</u>
Total Appropriation	2,428,802

ADVANCES TO OTHER FUNDS

Personnel Services	-
Other Services & Charges	<u>944,941</u>
Total Appropriation	944,941

TOTAL GENERAL FUND APPROPRIATIONS	12,442,503
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FIRE/EMS FUND 418

Personnel Services	1,109,362
Other Services & Charges	<u>685,418</u>
TOTAL FIRE/EMS FUND APPROPRIATIONS	1,794,780

STREET FUND 122

Personnel Services	658,240
Other Services & Charges	<u>203,949</u>
TOTAL STREET FUND APPROPRIATIONS	862,189

STATE HIGHWAY IMPROVEMENT FUND 123

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

PARKING FUND 130

Personnel Services	385,926
Other Services & Charges	103,712
Transfer to Other Funds	<u>204,088</u>
TOTAL PARKING FUND APPROPRIATIONS	693,726

PARKING IMPROVEMENT FUND 142

Other Services & Charges	<u>41,553</u>
TOTAL PARKING IMPROVEMENT FUND APPROPRIATIONS	41,553

CAPITAL IMPROVEMENT FUNDS

COMMUNITY DEVELOPMENT BLOCK GRANT FUND 126

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

COMMUNITY DEVELOPMENT BLOCK GRANT LOAN FUND 128

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

CAPITAL EQUIPMENT FUND 140

Other Services & Charges	<u>233,859</u>
Total Appropriations	233,859

CAPITAL IMPROVEMENT FUND 141

Other Services & Charges	586,501
Transfers to Other Funds	-
Advance to Other Funds	<u>944,941</u>
Total Appropriations	1,531,442

MUNICIPAL FACILITIES CAPITAL IMPROVEMENT FUND 140

Other Services & Charges	<u>1,000,000</u>
Total Appropriations	1,000,000

TOTAL CAPITAL IMPROVEMENT FUND APPROPRIATIONS	3,044,301
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WATER FUNDS

WATER (OPERATING) FUND 321

Personal Services	1,374,300
Other Services & Charges	636,307
Transfers to Other Funds	<u>224,769</u>
Total Appropriations	2,235,376

WATER IMPROVEMENT FUND 322

Other Services & Charges	<u>1,384,277</u>
Total Appropriations	1,384,277

WATER CAPACITY FUND – NE 381

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

WATER CAPACITY FUND – NW 382

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

WATER CAPACITY FUND – SE 383

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

WATER CAPACITY FUND – SW 384

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

WATER CAPITAL EQUIPMENT FUND 320

Other Services & Charges	<u>134,230</u>
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	<u>409,769</u>
Total Appropriations	3,279,572

WASTEWATER IMPROVEMENT FUND 332

Other Services & Charges	<u>283,559</u>
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
<u>STORM WATER FUND 351</u>	
Personal Services	-
Other Services & Charges	40,000
TOTAL STORM WATER FUND APPROPRIATIONS	40,000
<u>RUFUSE FUNDS</u>	
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
<u>HOTEL & CONVENTION TAX FUND 120</u>	
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: 11/04/14

Heidi Hill
Prepared By

Account Code No. #: NA

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:
City Manager:

Initial Date

10/29/14
10/29/14

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.)

	<u>\$ Amount</u> <u>Residents</u>	<u>\$ Amount</u> <u>Non-residents</u>
<u>1) FITNESS</u>		
Drop-in-fees	4.50	5.00
Aerobics per class	3.75	4.00
 <u>2)WEIGHT ROOM FEES</u>		
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
 <u>3) PRESCHOOL</u> (per week)		
Mon/Wed/Fri	35.00	39.00
Tues/Thurs	25.00	29.00
 <u>5)PLAYGROUND/SUMMER DAY CAMPS</u> 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
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7) 6) YOUTH SPORTS LEAGUES

Basketball (11 wks)

Instructional League, Grade K	46.00	48.00	52.00	53.00
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Competitive League, Grade 1-2	60.00	62.00	66.00	68.00
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Competitive League, Grade 3-10	75.00	83.00
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8) 7) ADULT SPORTS LEAGUES

Adult softball	400.00
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9) 8) RENTAL FEES

Municipal pool

Pool rental, per hour	50.00	55.00
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(minimum 2 hours)

Guard fee, per hour	11.00	13.00
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Athletic Field Rental Fees

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

10) 9) MUNICIPAL POOL

Season pool passes

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

<u>3) DOCUMENTS, MAPS, & OTHER MATERIALS</u>	At Cost
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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	20.00 plus .50 per 10 square foot over 200 square feet
200 square feet or more	

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
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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	Greater of \$200.00 or twice the cost of the permit fee
(Starting construction without a permit)	
Gas Line (per meter)	30.00

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

Initial Establishment (or if inactive for 2 years or more)	
First unit	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
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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
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(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
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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	10.00 per meter per day
(Meter Bags)	
Purchase Meter time,	
Fee for Construction	10.00 per meter per day
(Meter Bags)	
Signs: "No Parking by Order of	
the Oxford P.D."	0.35 per sign
Impound/Immobilization Fees	
	100.00 1 st offense
	200.00 2 nd offense
	300.00 3 rd 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 1 st offense
	200.00 2 nd offense
	300.00 3 rd 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 1 st 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 1/2"	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 & 1/2	28.77
2	46.05
3	86.34
4	143.92
6	287.83
Outside city limits	35% added to amounts above
Late fee	10%
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 1 st occurrence when past due payment is received before 3:00 PM. 20.00 2 nd occurrence when past due payment is received before 3:00 PM. 30.00 3 rd 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 & 1/2 8,090.00

2 13,090.00

3 26,100.00

4 40,700.00

6 81,600.00

8 130,500.00

10 187,900.00

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

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

Highest rate allowable by
law

New construction and Sanitary

50.00 (initial inspection)

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 25.00 per hour (1 hr. min.)
Video inspection

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

<u>Service type</u>	<u>Monthly charge</u>
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.

<u>Service type</u>	<u>Monthly charge</u>
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 & 1/2	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 & 1/2	8,090.00
2	13,090.00
3	26,100.00
4	40,700.00
6	81,600.00
8	130,500.00
10	187,900.00

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

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

New construction inspection	50.00 (initial inspection)
	50.00 (re-inspection of failed work)

New Water Main Chlorination / Disinfection Inspection	150.00
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New water main valve operation / And line flushing	150.00
--	--------

New Water Main Hydrostatic Testing	100.00 per test
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New Water Main Bacteria sampling / Testing	150.00 per event (includes laboratory fees)
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Water main installation inspection / Outside of normal working hours	City cost for inspection expense
--	----------------------------------

Fire Hydrant Flow Testing	100.00 per hydrant test
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- 3) Plans and Specifications Sales 20.00 to 500.00
 (dependending on the size of the project)
- 4) Document handling/forwarding fee 25.00
 to regulating agencies
- 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	250.00 Opening and closing
After 3:30 Monday-Friday	Additional 100.00
And weekends	
Street Banner Installation	Single banner 100.00
And removal	
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

Council Meeting of: November 18, 2014

Service Department
Originating Department

Account Code #: N/A

David Treleven
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:

Department Head:
City Manager:

Initial Date
DT 11/11/14
[Signature] 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

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:

Department Head:
City Manager:

Initial Date

[Signature] 10/17/14
[Signature] 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

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:

Department Head:
City Manager:

Initial Date

WBD 11/13/14

DRE 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: Douglas Elliott

Police

Originating Department

Council Meeting Of: TBA

Chief Robert Holzworth

Account Code No. #: Not Applicable

Prepared By

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:

Department Head:

City Attorney:

City Manager:

Initial Date

RT 11-14-14

[Signature] 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

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

K



View more information at cityoffoxford.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:

Day/Date	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%	

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 341pm - 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)
☒ 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 Isaacington	410 S. Poplar St. Oxford, OH 45056	847-528-9376	✓	
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)**

[illegible]

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)
☒ 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	419-787-1117	☒	☐
	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

*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)
☒ 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
	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			

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)
☒ 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
	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 Garding	110 Wooster Place Oxford, OH 45056	513-290-7363	X	
	112 Wooster Place Oxford, OH 45056			

Residential Permit Parking Petition

Date (when petition is submitted to City): _____

☐ 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)
☒ 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 Webster 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).

[illegible]

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

[illegible]

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)
☒ Twenty-four (24) hours, Seven (7) days a week
☐ Other (specify time and day range): _____

Residential Area (See DEFINITIONS PAGE for description criteria):
400 blocks of S Polar St

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

	ADDRESS	TELEPHONE	YES	NO
--	---------	-----------	-----	----

[illegible]

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

[illegible]

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

[illegible]

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)
☒ 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 Webster
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):

[illegible]

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)
☒ 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 Webster 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):

[illegible]

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 (1 st quarter)	
Transfer from GENERAL FUND 110	
Transfer to SPECIAL ASSESSMENT FUND 417	30,000.00
General Fund Financial Support (1 st quarter)	
Transfer from PARKING FUND 130	
Transfer to PARKING IMPROVEMENT FUND 142	41,553.00
Annual Parking Fund Financial Support (1 st 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 (1 st 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:

Department Head:

City Manager:

Initial Date

CV 10/17/14
DCE 10/3/14

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

Human Resources

Originating Department

Council Meeting Of: November 4, 2013

Donna Heck

Account Code No. #: N/A

Prepared By

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:

Department Head:

City Attorney:

City Manager:

Initial Date

11/12/14

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		
	<u>TYPE</u>	<u># OF EMPLOYEES</u>	<u>PAY BAND</u>
<i>OFFICE OF THE CITY MANAGER</i>			
City Manager	(NC)	(1)	By Contract
Assistant to the City Manager	(NC)	(1)	5
Human Resources Director	(NC)	(1) **	7
Clerk of Council/AAIL	(NC)	(1)	4
<i>ECONOMIC DEVELOPMENT DEPARTMENT</i>			
Economic Development Director	(NC)	(1)	7
<i>FINANCE DEPARTMENT</i>			
Finance Director	(NC)	(1)	By Contract
Assistant Finance Director	(C)	(1)	6
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
<i>LAW DEPARTMENT</i>			
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)
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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 <u>EMPLOYEES</u>	PAY <u>RATE</u>
<i>ADMINISTRATION</i>		
Human Resources Director	1	\$42.65/hr \$43.51
<i>FINANCE DEPARTMENT</i>		
Accounting Assistant	1	\$14.00/hr
<i>PARKS & RECREATION DEPARTMENT</i>		
Park/Recreation Technician	5	\$11.00/hour
Program/Facility Coordinator	3	\$14.00/hour
Senior Program Coordinator	1	\$16.25/hour
Recreation Programs Coordinator	1	\$12.00/hour
Custodian	1	\$13.00/hour
<i>SERVICE DEPARTMENT</i>		
Deputy Director	1	\$37.55/hr \$38.31
Laborers	4	\$12.00/hour
Streets & Maintenance Division		
Wastewater Collection		
Water Plant Operators	2	\$20.66/hour
<i>SAFETY DEPARTMENT - FIRE DIVISION</i>		
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
<i>SAFETY DEPARTMENT - POLICE DIVISION</i>		
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		
<i>CITY-WIDE</i>		
Intern/Temporary Part-time		\$14.00/hour

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

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

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

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

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

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

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

L. Continuing Education/Tuition Reimbursement. For 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)

		<u>MINIMUM</u>	<u>MAXIMUM</u>	
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

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: November 18, 2014

Sam Perry
Prepared By

Account Code No. #:

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:

City Attorney:

City Manager:

JHC 11/12/14
DBE 11/14/14