

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: November 19, 2019

Account Code No. #:

Sam Perry
Prepared By

Budgeted Amount:

November 12, 2019
Date Prepared

Agenda Title: **Resolution Accepting a Petition to Create a Neighborhood Conservation Overlay District for 90 parcels in North Ridge Subdivision: Dufour, Honor, Red Cedar, Miami Trail and portions of Jacob and North Ridge.**

Recommendation: **Approval**

Discussion:

The legislation for creating Neighborhood Conservation Overlay Districts was adopted by City Council in 2012. The goal was to protect residential neighborhoods, maintain an attractive community appearance, and to provide a desirable living environment. The ordinance restricts residential properties to be rented to no more than two unrelated individuals. Without the overlay, properties can be rented for up to four unrelated occupants. Families are not limited in number. The process to establish an overlay district begins by a petition with signatures of at least two-thirds of parcel owners within the proposed district. The petition goes before City Council for acceptance and referral to the Planning Commission as a zoning map amendment. There have been eighteen (18) petitions that have come before the City Council since 2014.

The petition was organized by residents Elise Clerkin, April Smith and Margi Moul. There are a total of 90 parcels contained in the proposed overlay. The petitioners collected 71% of the parcel owner signatures, which exceeds the minimum requirement. This overlay does not abut any other existing overlays.

This is the first step of the public notice process in creating the neighborhood conservation overlay district and requires City Council to formally accept the petition and forward it to the Planning Commission for review.

The petition meets the code requirements of Section 1146 therefore staff recommends accepting the petition and forwarding the request to the Planning Commission for zoning map amendment review.

Approved by:

Department Head: SP 11-13-19

City Manager: DIRE 11/15/19

RESOLUTION NO.

RESOLUTION OF COUNCIL ACCEPTING THE PETITION AS REQUIRED BY OXFORD CODIFIED ORDINANCE §1146.03 TO ESTABLISH A NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT FOR PARCELS LOCATED ON MIAMI TRAIL, NORTHRIDGE DRIVE, RED CEDAR CIRCLE, DUFOUR LANE, HONOR LANE, AND JACOB DRIVE AS SET FORTH ON EXHIBIT "A" ATTACHED HERETO AND REFERRING THE PETITION TO THE OXFORD PLANNING COMMISSION FOR RECOMMENDATIONS TO CITY COUNCIL.

WHEREAS, the Clerk of Council and the Community Development Director having determined pursuant to Oxford Codified Ordinance §1146.03(b) that the Petition to establish a Neighborhood Conservation Overlay District as set forth on Exhibit "A" attached hereto conforms to the petition requirements of Oxford Codified Ordinance §1146.03 and recommends that the petition be referred to the Oxford Planning Commission to make recommendations to City Council.

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

SECTION 1: City Council accepts the recommendation of the Clerk of Council and the Community Development Director and further refers the petition to establish a Neighborhood Conservation Overlay District as set forth on Exhibit "A" attached hereto to the Oxford Planning Commission to make recommendations to City Council.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)



North Ridge Conservation Overlay District Petition Boundaries

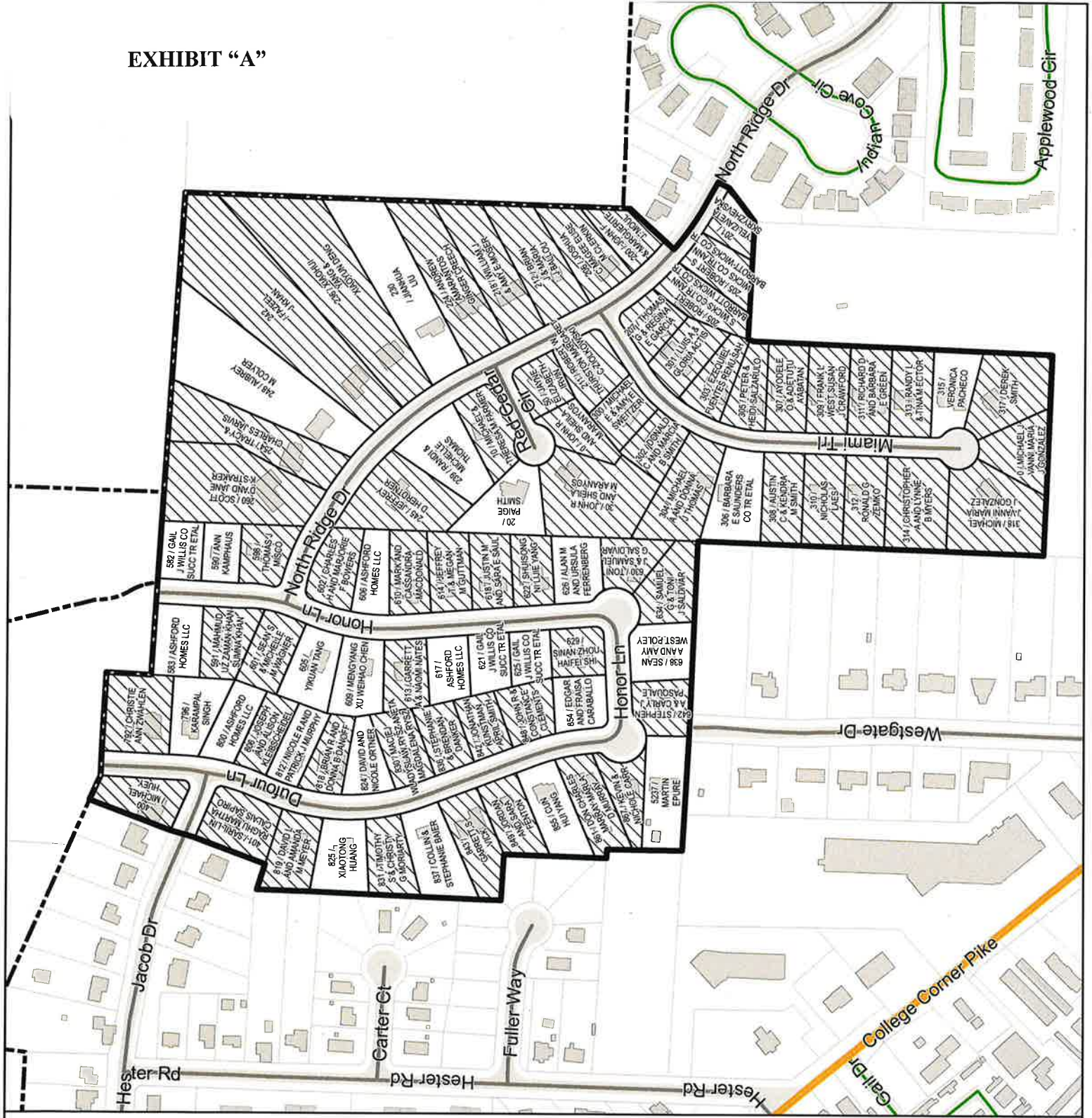
Legend

- Petition Area
- Petition Parcel: Signed
- Petition Parcel: Not Signed
- Oxford Corporation Limit
- Address Point
- Parcel
- Building Footprint
- Paved Roadway



1 inch = 325 feet

The City of Oxford does not guarantee the dimensional accuracy of this map. Precise dimensional accuracy should be based upon recorded deeds, plats or a professional survey.





Approved



Pending City Council Review



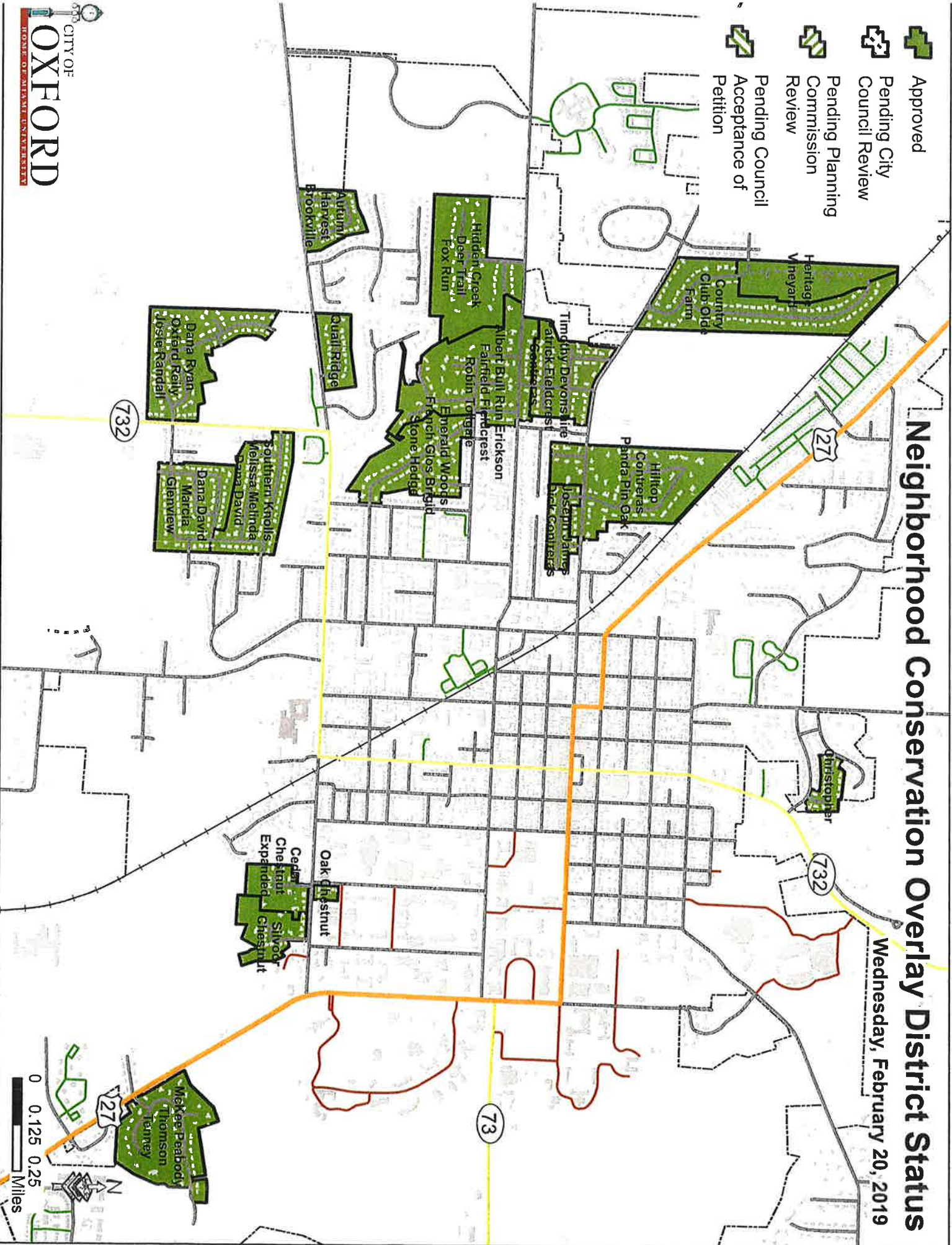
Pending Planning Commission Review



Pending Council Acceptance of Petition

Neighborhood Conservation Overlay District Status

Wednesday, February 20, 2019



OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT

THE PETITION IS SUBMITTED PURSUANT TO OXFORD ZONING CODE CHAPTER 1146 TO REQUEST CITY COUNCIL TO INTRODUCE AN ORDINANCE ACCEPTING A PETITION WHICH WOULD ALLOW THE INITIATION OF A ZONING MAP AMENDMENT TO CREATE A DISTRICT WITHIN THE DESCRIBED BOUNDARIES WHICH WOULD RESTRICT THE ABILITY OF PROPERTY OWNERS TO RENT THEIR PROPERTY TO MORE THAN TWO UNRELATED INDIVIDUALS.

THIS PETITION, IF ADOPTED, WOULD ALLOW THE PETITIONER TO INITIATE A ZONING MAP AMENDMENT TO RESTRICT ANY PROPERTY WITHIN THE DISTRICT TO BE RENTED TO NO MORE THAN TWO UNRELATED INDIVIDUALS. THIS PETITION WILL NOT AFFECT PROPERTIES ALREADY LICENSED.

PLEASE SEE THE ATTACHED MAP FOR EXACT BOUNDARIES:

EAST BOUNDARY: 200 and 201 North Ridge Drive and rear lot lines of North Ridge and Miami Trail lots

NORTH BOUNDARY: Rear lot lines of Dufour, Honor and North Ridge lots

WEST BOUNDARY: 400 and 401 Jacob and rear lot lines of Dufour lots

SOUTH BOUNDARY: Rear lot lines of 5237 Westgate and Honor, Dufour and Miami Trail lots

CIRCULATOR'S FULL NAME: Elise M. Cherkin

CIRCULATOR'S ADDRESS: 206 Northridge Dr

CIRCULATOR'S SIGNATURE: [Signature]

DATE SUBMITTED: 7-20-2019

(THE PETITION MUST CONTAIN THE SIGNATURE OF AN OWNER OR RECORD OF AT LEAST TWO-THIRDS OF THE PARCELS WITHIN THE PROPOSED DISTRICT.)

To: Northridge neighborhood property owners
Re: Petition for "Neighborhood Conservation Overlay District"
Date: June 1, 2019

Proposed:

A zoning change that will limit the number of persons in a rented residence within the Northridge neighborhood to no more than **two** unrelated individuals. This would still allow ownership or rental of a property to a large family, a couple, or to one person.

Purpose:

As outlined in Oxford City Ordinances:

- 1) To maintain an attractive community and a desirable living environment for residents by preserving the **owner-occupied character** of the neighborhood.
- 2) To protect the **privacy** of residents.
- 3) To **minimize** traffic and parking congestion as well as **noise and nuisance** impact.
- 4) To ensure the **safety** of all residents currently residing here, including the safety of children.

Petition Process:

To become a **Neighborhood Conservation Overlay District**, we must:

- 1) Provide information packets to all residents.
- 2) Acquire signatures from 2/3 of the property owners.
 - a. Petition signers must be the homeowner.
 - b. Jointly owned properties need only one signer.
 - c. Residents with multiple lots need to sign for each lot.
- 3) Submit the petition to Oxford City Council for referral to the Oxford Planning Commission (OPC).
- 4) If approved, OPC makes a recommendation to City Council.
- 5) City Council has two separate readings of the proposal.

Information Packet:

- 1) This cover letter, including committee member contact information.
- 2) Boundary description and map.
- 3) Signature page (to be retained by committee members and forwarded to City Council).

For more details, please contact any of us. Thank you!

Elise Clerkin
206 Northridge Drive
eliseclerkin@gmail.com
614-483-1004

Margi Moul
200 Northridge Drive
margimoul@gmail.com
513-292-1760

April Smith
842 Dufour Ln
lirpatex@gmail.com
850-766-5844



North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Elise Clerkin, 206 North Ridge Drive

I, the undersigned, do hereby state that I am an owner of a property within the boundaries designated by the petition and that my residence is truly stated in opposite by the signature below.

This petition, if adopted, would allow the petitioners to initiate a zoning map amendment pursuant to Chapter 1146 of the city's zoning code to restrict any property within the district to be rented to no more than two unrelated individuals. This petition will not affect properties already licensed.

Please see attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
8/13/19	792 DUFOUR LN/ H4100020000083	CHRISTIE ZWANNEN Christie Zwannen	Christie Zwannen	recently sold
	796 DUFOUR LN/ H4100020000084	MEGAN M. DUFFY Karin Kallensch	Karin Kallensch	re-signed w/ date
	800 DUFOUR LN/ H4100020000085	ASHFORD HOMES LLC		vacant lot
8/11/19	806 DUFOUR LN/ H4100020000086	JOSEPH AND ALISON KLEIBSCHEIDEL	A Kleibschudel	8/10 lot at home plan to sign.
	812 DUFOUR LN/ H4100020000087	NICOLE R AND PATRICK J MURPHY		
8/5/19	818 DUFOUR LN/ H4100020000088	BRIAN R AND DONNA B DANOFF	Brian Danoff	
	819 DUFOUR LN/ H4100020000076	DAVID L AND AMANDA M MEYER	✓ electronic	signed electronically
	824 DUFOUR LN/ H4100020000089	DAVID AND NICOLE ORTNER	David Ortner	
	825 DUFOUR LN/ H4100020000075	XIAOTONG HUANG		stopped 9/10 stopped 9/15
	830 DUFOUR LN/ H4100020000090	MACIEJ WLADYSLAW RYSZ ANETA MAGDALENA RYSZ	Maciej Rysz and Aneta Rysz	re-signed w/ date

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Elise Clerkin, 206 North Ridge Drive

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10-7-19	796 DUFOUR LN/ H4100020000084	MEGAN M DUFFY	Karin Kallveer	
	800 DUFOUR LN/ H4100020000085	ASHFORD HOMES LLC		
	806 DUFOUR LN/ H4100020000086	JOSEPH AND ALISON KLEIBSCHEIDEL		
	812 DUFOUR LN/ H4100020000087	NICOLE R AND PATRICK J MURPHY		
	818 DUFOUR LN/ H4100020000088	BRIAN R AND DONNA B DANOFF		
	819 DUFOUR LN/ H4100020000076	DAVID L AND AMANDA M MEYER		
	824 DUFOUR LN/ H4100020000089	DAVID AND NICOLE ORTNER		
	825 DUFOUR LN/ H4100020000075	XIAOTONG HUANG		
10/7/2019	830 DUFOUR LN/ H4100020000090	MACIEJ WLADYSLAW RYSZ ANETA MAGDALENA RYSZ	Aneta Rysz	

 Back

signatures.pdf



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	792 DUFOR LN/ H4100020000083	CHRISTIE ANN ZWAHLN		
	796 DUFOR LN/ H4100020000084	MEGAN M DUFFY		
	800 DUFOR LN/ H4100020000085	ASHFORD HOMES LLC		
	806 DUFOR LN/ H4100020000086	JOSEPH AND ALISON KLEIBSCHEIDEL		
	812 DUFOR LN/ H4100020000087	NICOLE R AND PATRICK J MURPHY		
	816 DUFOR LN/ H4100020000088	BRIAN R AND DONNA B DANOFF		
7/31/19	818 DUFOR LN/ H4100020000089	DAVID L AND AMANDA M MEYER	<i>Amanda Meyer</i>	
	824 DUFOR LN/ H4100020000089	DAVID AND NICOLE ORTNER		
	825 DUFOR LN/ H4100020000075	XIAOTONG HUANG		
	830 DUFOR LN/ H4100020000090	MACIEJ WLADYSLAW RYSZ ANETA MAGDALENA RYSZ		

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8-13-19	831 DUFOUR LN/ H4100020000074	TIMOTHY S & CHRISTY G MORIARTY		8/11 stopped by
8/10/19	836 DUFOUR LN/ H4100020000091	STEPHANIE & BRENDAN DANKER		
	837 DUFOUR LN/ H4100020000073	COLLIN & STEPHANIE BAIER		8/11 stopped by emailed info
7/31/19	842 DUFOUR LN/ H4100020000092	JONATHAN KUNSTMAN APRIL SMITH		
	843 DUFOUR LN/ H4100020000072	GARRETT S VICK		8/11 stopped by re-squared info
	848 DUFOUR LN/ H4100020000093	JOHN R & CONSTANCE CLEMENTS		re-signed w/ date
8/4/19	849 DUFOUR LN/ H4100020000071	JORDAN AND SARA FENTON		
	854 DUFOUR LN/ H4100020000094	EDGAR AND FRAISA CARABALLO		
	855 DUFOUR LN/ H4100020000070	CUN HUI YANG		8/10 gave info
8/12/19	861 DUFOUR LN/ H4100020000069	DON CHARLES MARRAY MARLA D MURRAY		8/10 gave info

Before 11am

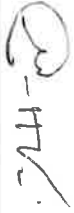
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	837 DUFOUR LN/ H4100020000073	COLLIN & STEPHANIE BAIER		
	842 DUFOUR LN/ H4100020000092	JONATHAN KUNSTMAN APRIL SMITH		
10/17/19	843 DUFOUR LN/ H4100020000072	GARRETT S VICK		
10/17/19	848 DUFOUR LN/ H4100020000093	JOHN R & CONSTANCE CLEMENTS		HA
	849 DUFOUR LN/ H4100020000071	JORDAN AND SARA FENTON		
	854 DUFOUR LN/ H4100020000094	EDGAR AND FRAISA CARABALLO		
	855 DUFOUR LN/ H4100020000070	CUN HUI YANG		
	861 DUFOUR LN/ H4100020000069	DON CHARLES MARRAY MARLA D MURRAY		

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Date	Address	Name(s)	Signature	Notes
	867 DUFOUR LN/ H4100020000068	KEVIN & NICHOLE CARR		
	582 HONOR LN/ H4100013000069	GAIL J WILLIS CO SUCC TR ETAL		
	583 HONOR LN/ H4100013000068	ASHFORD HOMES LLC		
	590 HONOR LN/ H4100013000070	ANN KAMPHAUS		
	591 HONOR LN/ H4100013000067	MAHMUD UZ ZAMAN KHAN SUMNA KHAN		
9/16/19	598 HONOR LN/ H4100013000071	THOMAS J MISCO		
	601 HONOR LN/ H4100013000066	ASHFORD HOMES LLC		
	602 HONOR LN/ H4100013000049	CHARLES H AND MARJORIE F BOWERS		
	605 HONOR LN/ H4100013000065	YIKUAN TANG		
	606 HONOR LN/ H4100013000050	ASHFORD HOMES LLC		

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

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Date	Address	Name(s)	Signature	Notes
8/5/19	867 DUFOUR LN/ H4100020000068	KEVIN & NICHOLE CARR		
	562 HONOR LN/ H4100013000069	GAIL J WILLIS CO SUCC TR ETAL		LOT emailed x2 called x2
	563 HONOR LN/ H4100013000068	ASHFORD HOMES LLC ? home being built, says so Rd		
	590 HONOR LN/ H4100013000070	ANN KAMPHAUS		8/10 stopped by 8/16/19
8/10/19	591 HONOR LN/ H4100013000067	MAHMUD UZ ZAMAN KHAN SUMNA KHAN		
	598 HONOR LN/ H4100013000071	THOMAS J MISCO		signed electronically
	601 HONOR LN/ H4100013000066	ASHFORD HOMES LLC New home		8/10 stopped by 8/11 stopped by 9/15 stopped by stopped by 9/15 10/08
	602 HONOR LN/ H4100013000049	CHARLES H AND MARJORIE F BOWERS		signed electronically
	605 HONOR LN/ H4100013000065	YIKUAN TANG		LOT stopped by 8/10
	606 HONOR LN/ H4100013000050	ASHFORD HOMES LLC New home		stopped by gave info new home

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	583 HONOR LN/ H4100013000068	ASHFORD HOMES LLC		
	590 HONOR LN/ H4100013000070	ANN KAMPHAUS		
	591 HONOR LN/ H4100013000067	MAHMUD UZ ZAMAN KHAN SUMNA KHAN		
	598 HONOR LN/ H4100013000071	THOMAS J MISCO		
10.12.19	601 HONOR LN/ H4100013000066	ASHFORD HOMES LLC/Sean Wagner	Michelle Wagner	
	602 HONOR LN/ H4100013000049	CHARLES H AND MARJORIE F BOWERS		
	605 HONOR LN/ H4100013000065	YIKUAN TANG		
	606 HONOR LN/ H4100013000050	ASHFORD HOMES LLC Liao Mingchao		

[illegible]

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

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Date	Address	Name(s)	Signature	Notes
	609 HONOR LN/ H4100013000064	MENGYANG XU WEIHAO CHEN		stopped by 8/10 stopped 9/15
8-10-19	610 HONOR LN/ H4100013000051	MARK AND CASSANDRA MACDONALD	Cassandra Macdonald	
8-11-19	613 HONOR LN/ H4100013000063	GARRETT A & NAOMI NATES	Naomi Nates	inade info
	614 HONOR LN/ H4100013000052	JEFFREY T & MEGAN M GUTTMAN	Texted signature	have info
	617 HONOR LN/ H4100013000062	ASHFORD HOMES LLC		LOT
8-5-2019	618 HONOR LN/ H4100013000053	JUSTIN M AND SARA E SAUL	Sara E. Saul & Justin M. Saul	
	621 HONOR LN/ H4100013000061	GAIL J WILLIS CO SUCC TR ETAL		LOT
8-10-19	622 HONOR LN/ H4100013000054	SHUISONG NI LIJIE YANG	dist. peng	
	625 HONOR LN/ H4100013000060	GAIL J WILLIS CO SUCC TR ETAL		LOT
	626 HONOR LN/ H4100013000055	ALAN M AND URSULA FERRENBURG		2/10 stopped by 8/11 stopped by

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8/13/19	614 HONOR LN/ H4100013000052	JEFFREY T & MEGAN M GUTTMAN		
	617 HONOR LN/ H4100013000062	ASHFORD HOMES LLC		
	618 HONOR LN/ H4100013000053	JUSTIN M AND SARA E SAUL		
	621 HONOR LN/ H4100013000061	GAIL J WILLIS CO SUCC TR ETAL		
	622 HONOR LN/ H4100013000054	SHUISONG NI LUJIE YANG		
	625 HONOR LN/ H4100013000080	GAIL J WILLIS CO SUCC TR ETAL		
	626 HONOR LN/ H4100013000055	ALAN M AND URSULA FERRENBURG		

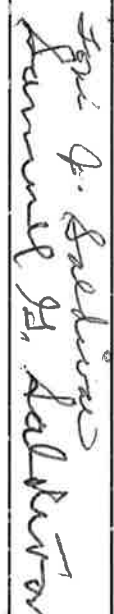
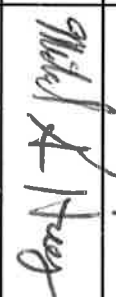
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8/10/201	629 HONOR LN/ H4100013000059	SINAN ZHOU HAIFEI SHI		
8/9/2018	630 HONOR LN/ H4100013000056	TONI J & SAMUEL G SALDIVAR		
8/9/2018	634 HONOR LN/ H4100013000057	SAMUEL G & TONI J SALDIVAR		
	638 HONOR LN/ H4100013000058	SEAN A AND AMY WEST POLEY		8/10 stopped by 8/11 stopped by 8/15 stopped by
8-15-19	642 HONOR LN/ H4100020000122	STEPHEN A & CARLY J PASQUALE		8/10 stopped by 8/11 stopped by
8-13-19	400 JACOB DR/ H4100020000082	MICHAEL HUEY		8/10 stopped by 8/11 stopped by
8/10/19	401 JACOB DR/ H4100020000077	SARIL LIN RAGHU MARTHA CALAIS SAPIRO		
	300 MIAMI TR/L/ H4100013000042	MICHAEL E & AMY E SWEITZER		
	301 MIAMI TR/L/ H4100013000046	LUIS A & GLORIA ACTIS		
	302 MIAMI TR/L/ H4100013000047	ROCCO A MANZO		

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

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	638 HONOR LN/ H4100013000058	SEAN A AND AMY WEST POLEY		
	642 HONOR LN/ H4100020000122	STEPHEN A & CARLY J PASQUALE		
	400 JACOB DR/ H4100020000082	MICHAEL HUEY		
	401 JACOB DR/ H4100020000077	SARIL LIN RAGHU MARTHA CALAIS SAPIRO		
6/23/19	300 MIAMI TRL/ H4100013000042	MICHAEL E & AMY E SWEITZER	Michael E Sweitzer	
6/23/19	301 MIAMI TRL/ H4100013000046	LUIS A & GLORIA ACTIS	Luis Actis	
	302 MIAMI TRL/ H4100013000047	ROCCO A MANZO		more

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Date	Address	Name(s)	Signature	Notes
10/01/2016	313 MIAMI TRL/ H4100014000031	RANDY L & TINA M ECTOR	Tina Ector Tina Ector	not home 7/16
✓ 6/12	314 MIAMI TRL/ H4100014000037	CHRISTOPHER A AND LYNNE B MYERS	Electronic loose sig pag	not home 8/21 out of town →
	315 MIAMI TRL/ H4100014000030	VERONICA PACHECO	loose sig pag	not home 7/16
	317 MIAMI TRL/ H4100014000029	DEREK SMITH		not home 7/16
6/122	318 MIAMI TRL/ H4100014000038	MICHAEL J VANNI MARIA J GONZALEZ	ML	
6/122	MIAMI TRL/ H4100014000028	MICHAEL J VANNI MARIA J GONZALEZ	ML	
	200 NORTH RIDGE DR/ H4100013000036	JOHN F & MARGUERITE J. MOUL	see MVA ✓ loose sig. pag	
6/124	201 NORTH RIDGE DR/ H4100013000004	YELIZAVETA SKRYZHEVSKA	✓ loose sig pag	Electronic
	205 NORTH RIDGE DR/ H4100013000005	ROBERT S WICKS CO TR ANN BARROTT WICKS CO TR	see MVA ✓ loose sig pag	
	205 NORTH RIDGE DR/ H4100013000006	ROBERT S WICKS CO TR ANN BARROTT WICKS CO TR	see MVA ✓ loose sig pag	

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Elise Clerkin, 206 North Ridge Drive

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Date	Address	Name(s)	Signature	Notes
6/22/19	206 NORTH RIDGE DR/ H4100013000035	JOSHUA C MAGEE ELISE M CLERKIN	Elise M. Clerkin	
6/23/19	207 NORTH RIDGE DR/ H4100013000027	THOMAS G & REGINA E GARCIA		
6/23/19 ✓	211 NORTH RIDGE DR/ H4100013000028	ROBERT W THURSTON MARGARET C ZIOLKOWSKI	Elise M. Clerkin loose SIS page	✓ E. desk
✓	212 NORTH RIDGE DR/ H4100013000034	BRIAN J & MARIA J BALLOU	SEE MM ✓ loose SIS page	
✓	218 NORTH RIDGE DR/ H4100013000033	WILLIAM J & AMY E MOSER	SEE MM ✓ loose SIS page	
✓ 7/1/8	224 NORTH RIDGE DR/ H4100013000032	ANDREW AMARANTOS GINGER CREECH	SEE MM loose SIS page	not home 7/6
✓	230 NORTH RIDGE DR/ H4100013000031	JIANHUA LIU		judicial occupied
✓ 6/12/8	236 NORTH RIDGE DR/ H4100013000030	XIAOHUI YANG & XIAOYUN DENG	SEE electronic sig loose SIS page	E. desk
	239 NORTH RIDGE DR/ H4100013000014	RANDI & MICHELLE THOMAS		not home 7/6
6/12/2019	242 NORTH RIDGE DR/ H4100013000029	FAZEEL J KHAN		

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Elise Clerkin, 206 North Ridge Drive

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Date	Address	Name(s)	Signature	Notes
10-1-20	303 MIAMI TRL/ H4100013000045	SAMUEL SMITH Ezequiel Fuentes	Valeriano 4120@hotmail.com Ezequiel Fuentes	Elise
✓	304 MIAMI TRL/ H4100013000044	MICHAEL A AND DONNA J THOMAS	✓ 100 Se Sis page	Elise (don)
7/6/19	305 MIAMI TRL/ H4100014000035	PETER & HEIDI SALZARULO	OK	
✓	306 MIAMI TRL/ H4100014000021	BARBARA E SAUNDERS CO TR ETAL		moved
6/25/19	307 MIAMI TRL/ H4100014000034	AYODELE O & ADETUTU A ABATAN	ayodele	
6/23/19	308 MIAMI TRL/ H4100014000036	AUSTIN C & KENDRA M SMITH	Austin Smith	
6/25/19	309 MIAMI TRL/ H4100014000033	FRANK L WEST SUSAN J CRAWFORD	Frank West	
6/25/19	310 MIAMI TRL/ H4100014000023	NICHOLAS LAES	NL	
6/25/19	311 MIAMI TRL/ H4100014000032	RICHARD D AND BARBARA E GREEN	Richard + Barbara Green	
6/25/19	312 MIAMI TRL/ H4100014000024	RONALD G ZEMKO	Ronald G. Zemko	

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Elise Clerkin, 206 North Ridge Drive

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Please see attached map for boundaries.

$$7606 = \frac{32}{42}$$

Date	Address	Name(s)	Signature	Notes
	629 HONOR LN/ H4100013000059	SINAN ZHOU HAIFEI SHI		
	630 HONOR LN/ H4100013000056	TONI J & SAMUEL G SALDIVAR		
	634 HONOR LN/ H4100013000057	SAMUEL G & TONI J SALDIVAR		
	638 HONOR LN/ H4100013000058	SEAN A AND AMY WEST POLEY		
	642 HONOR LN/ H4100020000122	STEPHEN A & CARLY J PASQUALE		
	400 JACOB DR/ H4100020000082	MICHAEL HUEY		
	401 JACOB DR/ H4100020000077	SARIL LIN RAGHU MARTHA CALAIS SAPIRO		
✓	300 MIAMI TRL/ H4100013000042	MICHAEL E & AMY E SWEITZER	<u>Elise has</u> <u>1000 S's</u> <u>per</u>	→ (done)
✓	301 MIAMI TRL/ H4100013000046	LUIS A & GLORIA ACTIS	✓ <u>1000 S's</u> <u>per</u>	Elise has (done)
✓ 10/01/19	302 MIAMI TRL/ H4100013000047	XXXXXXXXXX Donald & Monica Smith	<u>1000 S's</u> <u>per</u>	-moving, not interested

Chlorine, Ohio

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Elise Clerkin, 206 North Ridge Drive

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	314 MIAMI TRL/ H4100014000037	CHRISTOPHER A AND LYNNE B MYERS		
	315 MIAMI TRL/ H4100014000030	VERONICA PACHECO		
10/11/19	317 MIAMI TRL/ H4100014000029	DEREK SMITH Shay	<i>Derek Smith</i> <i>Shay</i>	
	318 MIAMI TRL/ H4100014000038	MICHAEL J VANNI MARIA J GONZALEZ		
	MIAMI TRL/ H4100014000028	MICHAEL J VANNI MARIA J GONZALEZ		
6/31/19	200 NORTH RIDGE DR/ H4100013000036	JOHN F & MARGUERITE J. MOUL	<i>Marguerite J. Moul</i>	
	201 NORTH RIDGE DR/ H4100013000004	YELIZAVETA SKRZYZEVSKA		
10-1-19	205 NORTH RIDGE DR/ H4100013000005	ROBERT S WICKS CO TR ANN BARROTT WICKS CO TR	<i>Ann Barrett Wicks</i>	
10-1-19	205 NORTH RIDGE DR/ H4100013000006	ROBERT S WICKS CO TR ANN BARROTT WICKS CO TR	<i>Ann Barrett Wicks</i>	

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

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6/22/2019	314 MIAMI TRL/ H4100014000037	CHRISTOPHER A AND LYNNE B MYERS		
	315 MIAMI TRL/ H4100014000030	VERONICA PACHECO		
	317 MIAMI TRL/ H4100014000029	DEREK SMITH		
	318 MIAMI TRL/ H4100014000038	MICHAEL J VANNI MARIA J GONZALEZ		
	MIAMI TRL/ H4100014000028	MICHAEL J VANNI MARIA J GONZALEZ		
	200 NORTH RIDGE DR/ H4100013000036	JOHN F & MARGUERITE J. MOUL		
	201 NORTH RIDGE DR/ H4100013000004	YELIZAVETA SKRYZHEVSKA		
	205 NORTH RIDGE DR/ H4100013000005	ROBERT S WICKS CO TR ANN BARROTT WICKS CO TR		
	205 NORTH RIDGE DR/ H4100013000006	ROBERT S WICKS CO TR ANN BARROTT WICKS CO TR		

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	314 MIAMI TR/ H4100014000037	CHRISTOPHER A AND LYNNE B MYERS		
	315 MIAMI TR/ H4100014000030	VERONICA PACHECO		
	317 MIAMI TR/ H4100014000029	DEREK SMITH		
	318 MIAMI TR/ H4100014000038	MICHAEL J VANNI MARIA J GONZALEZ		
	MIAMI TR/ H4100014000028	MICHAEL J VANNI MARIA J GONZALEZ		
	200 NORTH RIDGE DR/ H4100013000036	JOHN F & MARGUERITE J. MOUL		
6/24/19	201 NORTH RIDGE DR/ H4100013000004	YELIZAVETA SKRYZHEVSKA		
	205 NORTH RIDGE DR/ H4100013000005	ROBERT S WICKS CO TR ANN BARROTT WICKS CO TR		
	205 NORTH RIDGE DR/ H4100013000006	ROBERT S WICKS CO TR ANN BARROTT WICKS CO TR		

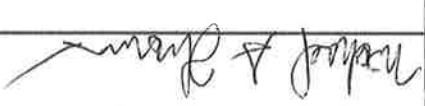
North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Elise Clerkin, 206 North Ridge Drive

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Please see attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
	303 MIAMI TRL/ H4100013000045	SAMIR BALI RENU SAH		nothing not here
6-23-19	304 MIAMI TRL/ H4100013000044	MICHAEL A AND DONNA J THOMAS		
	305 MIAMI TRL/ H4100014000035	PETER & HEIDI SALZARULO		
	306 MIAMI TRL/ H4100014000021	BARBARA E SAUNDERS CO TR ETAL		
	307 MIAMI TRL/ H4100014000034	AYODELE O & ADETUTU A ABATAN		
	308 MIAMI TRL/ H4100014000036	AUSTIN C & KENDRA M SMITH		
	309 MIAMI TRL/ H4100014000033	FRANK L WEST SUSAN J CRAWFORD		
	310 MIAMI TRL/ H4100014000023	NICHOLAS LAES		
	311 MIAMI TRL/ H4100014000032	RICHARD D AND BARBARA E GREEN		
	312 MIAMI TRL/ H4100014000024	RONALD G ZEMKO		

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

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	206 NORTH RIDGE DR/ H4100013000035	JOSHUA C MAGEE ELISE M CLERKIN		
	207 NORTH RIDGE DR/ H4100013000027	THOMAS G & REGINA E GARCIA		
6/23/19	211 NORTH RIDGE DR/ H4100013000028	ROBERT W THURSTON MARGARET C ZIOLKOWSKI	Robert W. Thurston	
	212 NORTH RIDGE DR/ H4100013000034	BRIAN J & MARIA J BALLOU		
	218 NORTH RIDGE DR/ H4100013000033	WILLIAM J & AMY E MOSER		
	224 NORTH RIDGE DR/ H4100013000032	ANDREW AMARANTOS GINGER CREECH		
	230 NORTH RIDGE DR/ H4100013000031	JIANHUA LIU		
	236 NORTH RIDGE DR/ H4100013000030	XIAOHUI YANG & XIAOYUN DENG		
	239 NORTH RIDGE DR/ H4100013000014	RANDI & MICHELLE THOMAS		
	242 NORTH RIDGE DR/ H4100013000029	FAZEEL J KHAN		

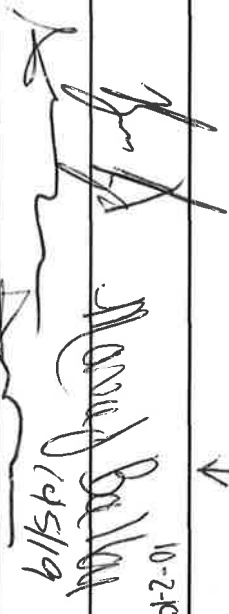
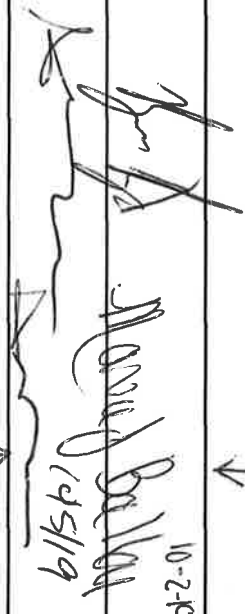
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	211 NORTH RIDGE DR/ H4100013000028	ROBERT W THURSTON MARGARET C ZIOLKOWSKI		
	212 NORTH RIDGE DR/ H4100013000034	BRIAN J & MARIA J BALLOU	 10-2-19	
	218 NORTH RIDGE DR/ H4100013000033	WILLIAM J & AMY E MOSER	 10-2-19	
	224 NORTH RIDGE DR/ H4100013000032	ANDREW AMARANTOS GINGER CREECH	 10-2-19	
	230 NORTH RIDGE DR/ H4100013000031	JIANHUA LIU	 10-2-19	
	236 NORTH RIDGE DR/ H4100013000030	XIAOHUI YANG & XIAOYUN DENG		
	239 NORTH RIDGE DR/ H4100013000014	RANDI & MICHELLE THOMAS		
	242 NORTH RIDGE DR/ H4100013000029	FAZEEL J KHAN		

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

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	211 NORTH RIDGE DR/ H4100013000028	ROBERT W THURSTON MARGARET C ZIOLKOWSKI		
	212 NORTH RIDGE DR/ H4100013000034	BRIAN J & MARIA J BALLOU		
	218 NORTH RIDGE DR/ H4100013000033	WILLIAM J & AMY E MOSER		
7/16/19	224 NORTH RIDGE DR/ H4100013000032	ANDREW AMARANTOS GINGER CREECH		
	230 NORTH RIDGE DR/ H4100013000031	JIANHUA LIU		
	236 NORTH RIDGE DR/ H4100013000030	XIAOHUI YANG & XIAOYUN DENG		
	239 NORTH RIDGE DR/ H4100013000014	RANDI & MICHELLE THOMAS		
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	211 NORTH RIDGE DR/ ROBERT W THURSTON H4100013000028 MARGARET C ZIOLKOWSKI			
	212 NORTH RIDGE DR/ BRIAN J & MARIA J BALLOU H4100013000034			
	218 NORTH RIDGE DR/ WILLIAM J & AMY E MOSER H4100013000033			
	224 NORTH RIDGE DR/ ANDREW AMARANTOS H4100013000032 GINGER CREECH			
	230 NORTH RIDGE DR/ JIANHUA LIU H4100013000031			
6/24/2019	238 NORTH RIDGE DR/ XIAOHUI YANG & XIAOYUN DENG H4100013000030		<i>Elise Clerkin</i>	
	239 NORTH RIDGE DR/ RANDI & MICHELLE THOMAS H4100013000014			
	242 NORTH RIDGE DR/ FAZEEL J KHAN H4100013000029			

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	245 NORTH RIDGE DR/ H4100013000015	JEFFREY D HERDTNER		
	248 NORTH RIDGE DR/ H4100013000018	AUBREY M COLYER		
	254 NORTH RIDGE DR/ H4100013000041	TRACY & CHARLES JARVIS		
	260 NORTH RIDGE DR/ H4100013000040	SCOTT D AND JANE K STRAKER		
10-1-19	10 RED CEDAR CIR/ H4100013000013	MICHAEL & THERESA M FARMER		
	20 RED CEDAR CIR/ H4100013000012	PAIGE SMITH		
	30 RED CEDAR CIR/ H4100013000048	JOHN R AND SHEILA M ARANYOS		
	RED CEDAR CIR/ H4100013000010	JOHN R AND SHEILA M ARANYOS		
	50 RED CEDAR CIR/ H4100013000009	JAYNE ELIZABETH IRVIN		
	5237 WESTGATE DR/ H4000020000034	MARTIN EPURE		

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initial: Elise Clerkin, 206 North Ridge Drive

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	254 NORTH RIDGE DR/ H4100013000041	TRACY & CHARLES JARVIS		
	260 NORTH RIDGE DR/ H4100013000040	SCOTT D AND JANE K STRAKER		
	10 RED CEDAR CIR/ H4100013000013	MICHAEL & THERESA M FARMER		
	20 RED CEDAR CIR/ H4100013000012	PAIGE SMITH		
	30 RED CEDAR CIR/ H4100013000048	JOHN R AND SHEILA M ARANYOS		
	RED CEDAR CIR/ H4100013000010	JOHN R AND SHEILA M ARANYOS		
6/24/19	50 RED CEDAR CIR/ H4100013000009	JAYNE ELIZABETH IRVIN	<i>[Signature]</i>	
	5237 WESTGATE DR/ H400020000034	MARTIN EPURE	<i>[Signature]</i>	

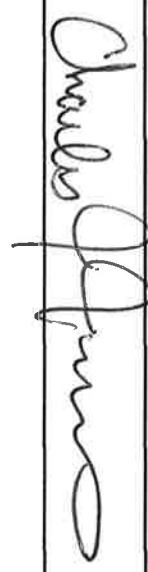
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	248 NORTH RIDGE DR/ H4100013000018	AUBREY M COLYER		
7/8/19	254 NORTH RIDGE DR/ H4100013000041	TRACY & CHARLES JARVIS		
	260 NORTH RIDGE DR/ H4100013000040	SCOTT D AND JANE K STRAKER		
	10 RED CEDAR CIR/ H4100013000013	MICHAEL & THERESA M FARMER		
	20 RED CEDAR CIR/ H4100013000012	PAIGE SMITH		
	30 RED CEDAR CIR/ H4100013000048	JOHN R AND SHEILA M ARANYOS		
	RED CEDAR CIR/ H4100013000010	JOHN R AND SHEILA M ARANYOS		
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7/8	245 NORTH RIDGE DR/ H4100013000015	JEFFREY D HERDTNER	see MM loose sig page	7/6 - not home
	248 NORTH RIDGE DR/ H4100013000018	AUBREY M COLVER		7/6 - not home (3 days there)
6/23/19	254 NORTH RIDGE DR/ H4100013000041	TRACY & CHARLES JARVIS	see MM loose sig page	
7-2-19	260 NORTH RIDGE DR/ H4100013000040	SCOTT D AND JANE K STRAKER	see MM loose sig page	
	10 RED CEDAR CIR/ H4100013000013	MICHAEL & THERESA M FARMER	see MM loose sig page	7/6 - not home
	20 RED CEDAR CIR/ H4100013000012	PAIGE SMITH		
6/24/19	30 RED CEDAR CIR/ H4100013000048	JOHN R AND SHEILA M ARANYOS	see MM loose sig page	
6/24/19	RED CEDAR CIR/ H4100013000010	JOHN R AND SHEILA M ARANYOS	see MM loose sig page	
	50 RED CEDAR CIR/ H4100013000009	JAYNE ELIZABETH IRVIN	see MM loose sig page	Elise Clerkin ask
	5237 WESTGATE DR/ H4000020000034	MARTIN EPURE		

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

Advance from GENERAL FUND 110

Advance to EMPLOYEE BENEFIT FUND 230

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

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

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

Advance from GENERAL FUND 110

Advance to SPECIAL ASSESSMENT FUND 417

- Sidewalk, curb & gutter repairs associated with repaving program

Funds to be reimbursed from the special assessments 150,000.00

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

Advance from GENERAL FUND 110

Advance to OVI TASK FORCE FUND 419

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

Funds to be reimbursed from Ohio Department of Public Safety 225,000.00

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

Approved By:

Department Head:

City Manager:

Initial Date
10/28/19
DRK 10/31/19

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED ADVANCES FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2020.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2020 and monies will be available for appropriation in those funds.

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

SECTION 1: The following advances are to be executed for the City of Oxford during the fiscal year ending December 31, 2020, as follows:

Advance from:

General Fund 110	785,050.00
Capital Improvement Fund 141	785,050.00
General Fund 110	1,800,000.00
Oxford Area Trail Capital Improvement Fund 144	1,800,000.00
General Fund 110	1,630,000.00
High St Pedestrian Safety MU Capital Improvement Fund 147	1,630,000.00
General Fund 110	5,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	150,000.00
Special Assessment Fund 417	150,000.00
General Fund 110	225,000.00
OVI Task Force Fund 419	225,000.00

Advance to:

Capital Improvement Fund 141	785,050.00
General Fund 110	785,050.00
Oxford Area Trail Capital Improvement Fund 144	1,800,000.00
General Fund 110	1,800,000.00
High St Pedestrian Safety MU Capital Improvement Fund 147	1,630,000.00
General Fund 110	1,630,000.00
Employee Benefit Fund 230	5,000.00
General Fund 110	5,000.00
Special Assessment Fund 417	150,000.00
General Fund 110	150,000.00
OVI Task Force Fund 419	225,000.00
General Fund 110	225,000.00

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: STAFF

A Work Session of the Oxford City Council was called to order by Mayor, Kate Rousmaniere on Tuesday, November 5, 2019 at 6:30 P.M. Council members present were Steve Dana, Glenn Ellerbe, David Prytherch, Chantel Raghu, Mike Smith and Edna Southard.

Staff members present: Doug Elliott, City Manager, Joe Newlin, Finance Director, Jessica Greene, Assistant City Manager, Alan Kyger, Economic Development Director, Chris Conard, Law Director and Mary Ann Eaton, Clerk of Council.

Mr. Ryan Nelson and Mr. Tyler Smith were in attendance from RedTree Investment Group.

APPROVAL OF AGENDA

Mr. Dana moved to approve the agenda. Mr. Smith seconded. The motion carried 7-0-0.

PURPOSE

The purpose of the Work Session was for Council to receive information and discuss the issue of divesting from fossil fuels.

PRESENTATION

Mr. Newlin provided an overview of the City's investment policies and what the City is permitted to invest in pursuant to the Oxford Codified Ordinances, the City's Investment Policy and the Ohio Revised Code. Mr. Newlin reviewed his research with regard to divesting from fossil fuels and recommended leaving the City's investments the way they are. Mr. Newlin advised he felt it was unwise to limit investment opportunities since there are not very many to begin with for municipalities within the State of Ohio.

DISCUSSION

Councilors discussed the issue further and Ms. Raghu advised she would redistribute information she previously shared from BankTrack for Council and staff to consider in an effort to further this cause.

ADJOURNMENT

Mr. Dana moved to adjourn at 7:31 p.m. Mr. Ellerbe seconded. The motion carried 7-0-0.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Police

Originating Department

Council Meeting Of: November 19, 2019

John A. Jones

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

November 7, 2019

Date Prepared

Agenda Title: A Resolution to provide free 2-hr parking at meters on High Street, East and West Park, a portion of Lot 52, and Poplar, Main and Beech Streets, between Church and Walnut during the 2019 holiday season.

Recommendation: Approve.

Discussion:

The OPD Parking Unit recommends that **FREE** 2-hr holiday parking be provided at the meters on High Street (between Campus and College), East Park Place, West Park Place, Poplar Street, Main Street and Beech Street between Walnut and Church, and the southern section of Lot 52, starting on Monday, December 16, 2019 at 9:00 a.m. and ending on Tuesday, December 31, 2019 at 6:00 p.m.

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

Approved By:

Department Head:
City Manager:

Initial Date

DRE 11/15/19

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO WAIVE PARKING METER FEES ON HIGH STREET, EAST PARK PLACE, WEST PARK PLACE, POPLAR STREET, MAIN STREET AND BEECH STREET BETWEEN WALNUT STREET AND CHURCH STREET, AND IN THE SOUTHERN (2-HR) SECTION OF LOT 52 FROM 9:00 A.M. ON DECEMBER 16, 2019 UNTIL 6:00 P.M. ON DECEMBER 31, 2019. THE TWO HOUR RESTRICTION FOR METERS IN THESE LOCATIONS SHALL REMAIN IN EFFECT.

WHEREAS, the City Manager recommends approval of the proposal of the Police Chief to waive parking meter fees on High Street, East Park Place, West Park Place, Poplar Street, Main Street and Beech Street between Walnut Street and Church Street, and in the southern (2-hr) section of Lot 52 from 9:00 a.m. on December 16, 2019, until 6:00 p.m. on December 31, 2019. The two hour restriction for meters in these locations shall remain in effect.

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

SECTION 1: City Council hereby accepts the recommendation of the City Manager and the Police Chief and authorizes the City Manager to waive parking meter fees on High Street, East Park Place, West Park Place, Poplar Street, Main Street and Beech Street between Walnut Street and Church Street, and in the southern (2-hr) section Lot 52 from 9:00 a.m. on December 16, 2019 until 6:00 p.m. on December 31, 2019. The two hour restriction for meters in these locations shall remain in effect.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: November 19, 2019

Service Department
Originating Department

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

November 7, 2019
Date Prepared

Agenda Title: Environmental Commission Meeting of November 6, 2019

Recommendation: For Review and Consideration

Discussion:

Environmental Commission members present at the Wednesday, November 6, 2019 meeting were: Chair, Mr. Wright Gwyn; Planning Commission Representative, Ms. Carla Blackmar, Mr. Andor Kiss, Mr. Jon Ralinovsky, and Mr. Steven Elliott. A quorum was present. Vice-Chair, Ms. Madeline Maurer had previously informed the Commission that she would be unable to attend the November meeting. Also in attendance were graduate students from the Miami University Institute for the Environment and Sustainability Department (IES) Mr. Sam Squillante, Mr. Emmanuel Aina, Ms. Olivia Herron, Ms. Maggie Kinney, and Mr. Cecil Okotah.

The minutes from the October 2, 2019 Commission meeting was unanimously approved as presented.

Mr. Squillante updated the Commission on his independent study project of preparing the local government operations' greenhouse gas (GHG) inventory questionnaires and compiling the provided data. Mr. Squillante has been working with Ms. Jessica Greene, Oxford's Assistant City Manager, and Staff to fine-tune the standard GHG inventory questionnaire forms from the ClearPath software (a GHG inventory tool that complies with the protocols of the United Nation's Intergovernmental Panel on Climate Change) to be more applicable to Oxford's municipal operations. These questionnaires were distributed to the appropriate City personnel on Wednesday, November 6th, and due to be completed before the end of November 2020. Mr. Squillante intends to enter the provided information into the ClearPath software, with the goal of having the data available by early January 2021 for the IES Professional Service Project (PSP) graduate student team working to complete the municipal GHG inventory.

IES graduate students Mr. Aina, Ms. Herron, Ms. Kinney, and Mr. Okotah were present to update the Commission on their activities as the student PSP team working to complete the municipal operation's GHG inventory for Oxford. The PSP student team is comprised of six members. Their current intentions are to have two team members working with the ClearPath software program to complete the municipal GHG inventory itself, while the other four members intend to prepare a guidance handbook for how to best conduct a community-wide GHG inventory. Both the municipal and community-wide GHG inventories are a requirement for participation in the Global Covenant of Mayors for Climate and Energy, which Oxford City Council committed to in September 2019. A formal presentation of the PSP team's project outline will be made during the first week in December 2019, with a summary presentation made to the Commission at its December 4, 2019 monthly meeting. The PSP is to be completed in May 2020.

(Continued)

Approved By:

Department Head:

City Manager:

Initial	Date
MBT	11/8/19
DRE	11-15-19

Ms. Jessica Greene updated the Commission on on-going activities associated with complying with the Global Covenant of Mayors for Climate and Energy (the Covenant). Initial compliance activities need to be completed within the first three years of commitment. Following the PSP team's GHG inventory for Oxford's municipal operations, the community-wide GHG inventory will be undertaken, hopefully utilizing the PSP team's instruction handbook for its format. In addition to the GHG inventories, Oxford needs to conduct a Risk and Vulnerability Assessment, to identify infrastructures and procedures that may be disrupted, damaged, or destroyed by climatic conditions associated with climate change. All of these items are to be completed by September 2021 to meet the requirements of the Covenant. Finally, a plan shall be developed identifying goals to mitigate and adapt to potential changes due to climate change. This shall be done by September 2022. The Covenant also requires ongoing annual progress reports, with additional GHG inventories (both municipal and community-wide) done every two years. The Covenant specifies public involvement in fulfilling the requirements. Ms. Greene proposed to the Commissioners that the Environmental Commission may consider being Oxford's public involvement group. Commissioners were divided about taking on this duty. Those opposed indicated they were concerned that the task would be all-encompassing, precluding or limiting the Commission's ability to undertake or address other issues that may arise during the next two to three years. It was suggested that the Climate Action Task Force (Task Force) that recommended to City Council to commit to the Covenant may be considered for the public participation party, with representation of the Environmental Commission in the Task Force. A second suggestion was a hybrid group made up of a sub-committee from the Environmental Commission and the Task Force. Ms. Greene indicated she would contact the Task Force for their input, and report back to the Commission. Ms. Greene also informed the Commission of a near-future meeting between Miami University (MU) and the City of Oxford representatives to discuss MU's involvement in Oxford's commit to the Covenant.

Ms. Raghu updated the Commission on recent City Council activities. Council had a work session on divestment of City monies from fossil fuel-related funds, with Oxford subsequently ceasing future financial involvement with several of its current investments. Ms. Raghu indicated that there were State regulatory limitations on municipal investments which serve to complicate and restrict Oxford's investment strategies. Ms. Raghu has suggested getting several other municipalities to cooperate with retaining a consultant to educate the municipalities on fossil fuel divestment, and to assist in encouraging the State legislature to revise existing rules to allow cities more flexibility for their investments.

Ms. Raghu informed the Commission that she was working with Oxford's legal counsel with legislation banning polystyrene foam containers for carry-out food and beverages. Initially, the intent is to address large national and regional restaurants (by the end of 2020), with locally-owned establishments included in the ban by 2021. Commissioners inquired if the polystyrene container ban would include grocery stores, and Ms. Raghu indicated she was investigating that as well.

With the success of the recycling (both food wastes for composting and paper and cardboard materials) at the recent Community Picnic last August, Ms. Raghu indicated she was working to require any group applying for a Right-of-Way request to utilize city facilities to present a plan for zero-waste generation during their event. Commissioners were informed that MU's Farmer Business School was undertaking a project for the local MOON Co-Op to identify and prepare a list of sources of zero-waste and/or recyclable materials which might be of use for the development of the proposed zero-waste plans.

Mr. Ralinovsky informed the Commission that a meeting of the Oxford Parking and Transportation Board is up coming, and inquired if the Commissioners had questions or topics of discussion for the meeting. Commissioners briefly discussed the proliferation of electric scooters, Oxford's compensation for allowing these modes of micro-transportation in town, and where this compensation was directed.

A summary of the residential food scraps drop-off program was provided. Through October 23rd (29 weeks of collections), approximately 15,750 pounds of food scraps have been collected by the residential drop-off program, averaging approximately 540 pounds per week.

Commissioners concluded discussions at 8:40 p.m. The next Environmental Commission meeting is tentatively scheduled for 7:00 p.m. on December 4, 2019, in the Municipal Building's First Floor Conference Room.

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/5/2019

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/28/2019
Date Prepared

Agenda Title: An Ordinance Approving the Creation a New Fund for the 2020 Operating Budget to Provide for High St Pedestrian Safety MU Capital Improvement Fund collection of receipts and improvements to existing property and necessary equipment for the High St Pedestrian Safety MU construction project.

Recommendation: **Approve**

Discussion:

Staff recommends Council approve the creation of a new fund 147 to account for collection of receipts and improvements to existing property and necessary equipment for the High St Pedestrian Safety MU construction project in the 2020 operating budget. This is an accounting method to record all High St Pedestrian Safety MU receipts and improvements to existing property and necessary equipment for the High St Pedestrian Safety MU construction project.

Approved By:

Department Head:
City Manager:

Initial Date
10/28/19
DRE 10/30/19

ORDINANCE NO.

A ORDINANCE APPROVING THE CREATION OF A NEW FUND FOR THE 2020 OPERATING BUDGET TO PROVIDE FOR HIGH STREET PEDESTRIAN SAFETY MU CAPITAL IMPROVEMENT FUND COLLECTION OF RECEIPTS AND IMPROVEMENTS TO EXISTING PROPERTY AND NECESSARY EQUIPMENT FOR THE HIGH STREET PEDESTRIAN SAFETY MU CONSTRUCTION PROJECT.

WHEREAS, the City Manager and the Finance Director recommend the City Manager and the Finance Director have oversight over the activities within the High Street Pedestrian Safety MU Capital Improvement Fund and that it be used for collection of receipts and improvements to existing property and necessary equipment for the High Street Pedestrian Safety MU construction project.

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

SECTION 1: Council hereby approves and authorizes the Finance Director to create a Capital Improvement Fund #147 High Street Pedestrian Safety MU Capital Improvement Fund to account for collection of receipts and improvements to existing property and necessary equipment for the High Street Pedestrian Safety MU construction project.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/05/2019

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

10/25/2020
Date Prepared

Agenda Title: 2020 ANNUAL TRANSFER ORDINANCE

Recommendation: Approve

Discussion:

Description of Budgeted Transfers for the 2020 Budget

Transfer from GENERAL FUND 110	
Transfer to STREET FUND 122	452,425.00

Annual General Fund Financial Support (quarterly)

Transfer from GENERAL FUND 110	
Transfer to CAPITAL EQUIPMENT FUND 140	489,004.00

Annual General Fund Financial Support (quarterly)

Transfer from GENERAL FUND 110	
Transfer to CAPITAL IMPROVEMENT FUND 141	759,448.00

Annual General Fund Financial Support (quarterly)

Transfer from GENERAL FUND 110	
Transfer to AQUATIC CENTER DEBT SERVICE FUND 150	308,500.00

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

Transfer from GENERAL FUND 110	
Transfer to STORM WATER FUND 351	30,000.00

General Fund Financial Support (1st quarter)

Transfer from WASTEWATER FUND 331

Transfer to WASTEWATER CAPITAL IMPROVEMENT FUND 332 237,754.00

Annual Wastewater Fund Financial Support (1st quarter)

Transfer from REFUSE FUND 341

Transfer to GENERAL FUND 110 36,852.00

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

Transfer from SOUTHPOINTE TIF DISTRICT 1 FUND 420

Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151 267,440.00

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

Transfer from SOUTHPOINTE TIF DISTRICT 2 FUND 421

Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151 6,795.00

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

Transfer from SOUTHPOINTE TIF DISTRICT 3 FUND 422

Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151 10,197.00

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

Transfer from SOUTHPOINTE TIF DISTRICT 4 FUND 423

Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151 10,173.00

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

Transfer from SOUTHPOINTE TIF DISTRICT 5 FUND 424

Transfer to SOUTHPOINTE TIF DEBT SERVICE FUND 151 10,120.00

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

Transfer from OXFORD AREA TRAIL PROPERTY TAX FUND 425

Transfer to OXFORD AREA TRAIL CAP. IMPROVEMENT FUND 144 1,050,000.00

Annual Property Tax Transfer (bi-annual to match receipt of property taxes)

Approved By:

Department Head:

City Manager:

Initial Date
1/10/18/19
DRE 10/31/19

Transfer from GENERAL FUND 110	
Transfer to SPECIAL ASSESSMENT FUND 417	90,000.00
General Fund Financial Support (1 st quarter)	
Transfer from GENERAL FUND 110	
Transfer to FIRE/EMS FUND 418	18,150.00
Annual General Fund Financial Support (quarterly)	
Transfer from PARKING FUND 130	
Transfer to GENERAL FUND 110	33,364.00
Annual Parking Fund Payment for Service department support (quarterly)	
Transfer from PARKING FUND 130	
Transfer to STREET FUND 122	28,686.00
Annual Parking Fund Financial Support for work performed (quarterly)	
Transfer from PARKING FUND 130	
Transfer to CAPITAL IMPROVEMENT FUND 141	110,000.00
Annual Parking Fund Loan Repayment (quarterly)	
Transfer from PARKING FUND 130	
Transfer to PARKING IMPROVEMENT FUND 142	321,489.00
Annual Parking Fund Financial Support (1 st quarter)	
Transfer from WATER FUND 321	
Transfer to GENERAL FUND 110	46,852.00
Annual Water Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)	
Transfer from WATER FUND 321	
Transfer to WATER CAPITAL EQUIPMENT FUND 320	131,850.00
Annual Water Fund Financial Support (quarterly)	
Transfer from WATER FUND 321	
Transfer to WATER CAPITAL IMPROVEMENT FUND 322	439,624.00
Annual Water Fund Financial Support (1 st quarter)	
Transfer from WASTEWATER FUND 331	
Transfer to GENERAL FUND 110	46,852.00
Annual Wastewater Fund Financial Support – Mowing & Muni-Building Expenses (quarterly)	
Transfer from WASTEWATER FUND 331	
Transfer to WASTEWATER CAPITAL EQUIPMENT FUND 330	195,350.00
Annual Wastewater Fund Financial Support (1 st quarter)	

ORDINANCE NO.

AN ORDINANCE OUTLINING BUDGETED TRANSFERS FOR THE CITY OF OXFORD, STATE OF OHIO, DURING THE FISCAL YEAR ENDING DECEMBER 31, 2020.

WHEREAS, appropriations are needed for the fiscal year ending December 31, 2020 and monies will be available for appropriation in those funds.

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

SECTION 1: The following transfers are to be executed for the City of Oxford during the fiscal year ending December 31, 2020, as follows:

Transfer from:

General Fund 110	452,425.00
General Fund 110	489,004.00
General Fund 110	759,448.00
General Fund 110	308,500.00
General Fund 110	30,000.00
General Fund 110	90,000.00
General Fund 110	18,150.00
Parking Fund 130	33,364.00
Parking Fund 130	28,686.00
Parking Fund 130	110,000.00
Parking Fund 130	321,489.00
Water Fund 321	46,852.00
Water Fund 321	131,850.00
Water Fund 321	439,624.00
Wastewater Fund 331	46,852.00
Wastewater Fund 331	195,350.00
Wastewater Fund 331	237,754.00
Refuse Fund 341	36,852.00
Southpointe TIF District 1 Fund 420	267,440.00
Southpointe TIF District 2 Fund 421	6,795.00
Southpointe TIF District 3 Fund 422	10,197.00
Southpointe TIF District 4 Fund 423	10,173.00
Southpointe TIF District 5 Fund 424	10,120.00
Oxford Area Trail Property Tax Fund 425	1,050,000.00

Transfer to:

Street Fund 122	452,425.00
Capital Equipment Fund 140	489,004.00
Capital Improvement Fund 141	759,448.00
Aquatic Center Debt Service Fund 150	308,500.00
Storm Water Fund 351	30,000.00
Special Assessment Fund 417	90,000.00
Fire/EMS Fund 418	18,150.00
General Fund 110	33,364.00
Street Fund 122	28,686.00

Capital Improvement Fund 141	110,000.00
Parking Improvement Fund 142	321,489.00
General Fund 110	46,852.00
Water Capital Equipment Fund 320	131,850.00
Water Capital Improvement Fund 322	439,624.00
General Fund 110	46,852.00
Wastewater Capital Equipment Fund 330	195,350.00
Wastewater Capital Improvement Fund 332	237,754.00
General Fund 110	36,852.00
Southpointe TIF Debt Service Fund 151	267,440.00
Southpointe TIF Debt Service Fund 151	6,795.00
Southpointe TIF Debt Service Fund 151	10,197.00
Southpointe TIF Debt Service Fund 151	10,173.00
Southpointe TIF Debt Service Fund 151	10,120.00
Oxford Area Trail Capital Improvement Fund 144	1,050,000.00

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: STAFF

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: November 19, 2019

Service Department
Originating Department

Account Code #: N/A

Michael Dreisbach
Prepared By

Budgeted Amount: N/A

November 6, 2019
Date Prepared

Agenda Title: Release of Public Improvement Bond for Honor Lane Terminus

Recommendation: Approve

Discussion:

The City currently holds a \$14,000 cash bond to ensure completion of an acceptable terminus to the north end of Honor Lane. The City approved plans for a "hammerhead turnaround" at the north terminus of Honor Lane that will accommodate typical vehicular traffic as well as Fire Division emergency apparatus.

The Developer has now completed all requirements related to public improvements for the northern terminus of Honor Lane and has requested the release of the bond for the improvement. Staff recommends the City Council authorize the release of the bond for this street improvement.

Approved By:

Department Head:

City Manager:

Initial	Date
<u>MD</u>	<u>11/8/19</u>
<u>DRF</u>	<u>11/15/19</u>

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE RELEASE OF A PERFORMANCE BOND IN THE FORM OF A CHECK IN THE AMOUNT OF \$14,000.00 FOR IMPROVEMENTS MADE AT THE NORTH TERMINUS OF HONOR LANE IN THE CITY OF OXFORD.

WHEREAS, the Developers (Dennis and Doug Day) have met the terms and conditions for which a performance bond in the form of a check in the amount of \$14,000.00 was given to the City of Oxford.

WHEREAS, the City Manager and the Service Director recommend Oxford City Council authorize the release of a performance bond in the form of a check in the amount of \$14,000.00 for improvements made at the north terminus of Honor Lane in the City of Oxford.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and authorizes the City Manager and the Service Director to take all steps necessary to release the performance bond in the form of a check in the amount of \$14,000.00 for improvements made at the north terminus of Honor Lane in the City of Oxford.

SECTION 2: The release is hereby given upon report from the City Engineer that the work secured by the performance bond in the form of a check has been satisfactorily completed.

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

MAYOR

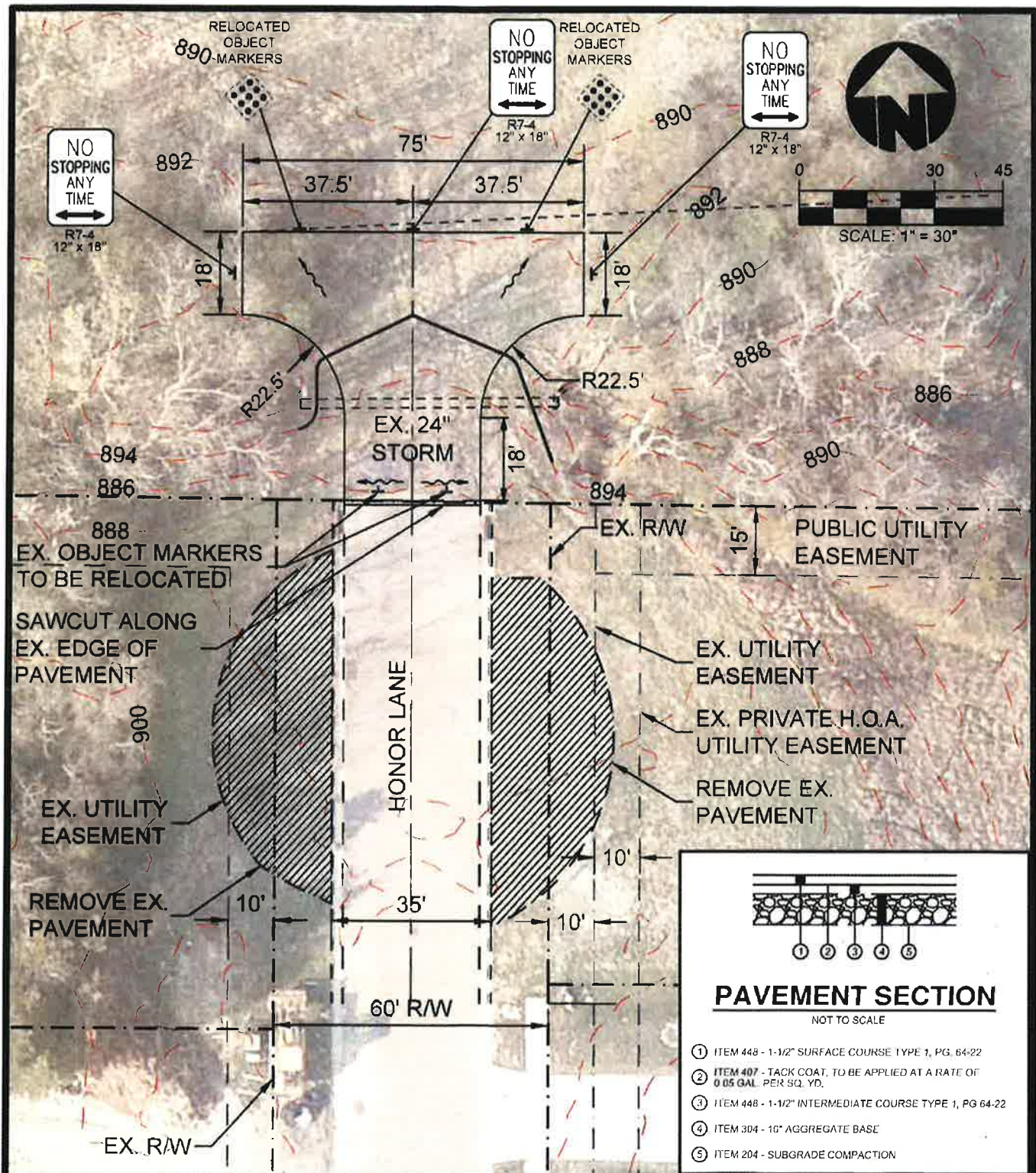
ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)



Drawing:
15D014-000 H-HEAD

Scale
1" = 30'

Drawn by:
STC

Checked By:
EMR

Issue Date:
03-18-19

Northridge Subdivision
Honor Lane -
Temporary Hammerhead
City of Oxford, Ohio

REV. 4/12/19

bayer becker

110 S. College Avenue, Suite 101
Oxford, OH 45056 - 513.523.4270

October 22, 2019

Scott Otto Engineer
City of Oxford
South College Avenue
Oxford, Ohio 45056

Dear Scott,

The undersigned Dennis and Doug Day have two separate performance bonds with the City. One bond covers Northridge III and the second covers the Hammerhead turnaround at the north end of Honor Lane.

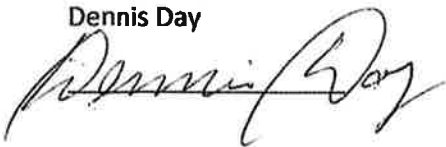
We are requesting the return of only the bond covering the Hammerhead. The project is complete to the design and specifications of the plan submitted by Etta Reed of Bayer & Becker, and approved by the city.

If you have any questions please contact Dennis Day at 513-615-5545.

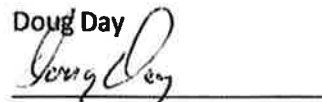
We are in the process of closing our books for the year end and would appreciate your help in this matter.

Thank you,

Dennis Day

A handwritten signature in cursive script, appearing to read "Dennis Day", written over a horizontal line.

Doug Day

A handwritten signature in cursive script, appearing to read "Doug Day", written over a horizontal line.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting Of: November 19, 2019

Account Code No. #: N/A

Budgeted Amount: N/A

City Manager
Originating Department

Doug Elliott
Prepared By

November 12, 2019
Date Prepared

Agenda Title: A Resolution authorizing the City Manager to apply for an Abandoned Gas Station Cleanup Grant from the Ohio Development Services Agency for property located at 110 East High Street.

Recommendation: Approve

Discussion:

The Ohio Development Services Agency (ODSA), in partnership with the Ohio EPA and Bureau of Underground Storage Tank Regulations (BUSTR), provides grants to political subdivisions under the Abandoned Gas Station Cleanup Grant Program for the investigation and/or remediation of abandoned gas stations with a documented petroleum release from an Underground Storage Tank (UST). The program provides funding to assess and cleanup abandoned gas station/service station properties. In order to be eligible to receive funding, the gas station property must satisfy two criteria. First, the property must be unoccupied and out of use. Second, the property must be designated by BUSTR as having a "Class C Release." Eligible sites may be awarded up to \$100,000 for site assessment and \$500,000 for site cleanup.

The property at 110 East High St. (site of former Follett's Co-Op Bookstore) is owned by 110 High St., LLC which is represented by Benjamin W. Federbush. Mr. Federbush is interested in developing the site but he must remove any existing fuel storage tanks and cleanup any contaminated soil before development may begin. Mr. Federbush is requesting that the City apply for this grant and provide the funding as a pass-through to his consultant which is Patriot Engineering and Environmental, Inc.

Patriot Engineering and Environmental, Inc. has completed site assessment and determined that there has been a release of petroleum, contaminating the property, and recommends applying for this cleanup program. The cleanup will mitigate a contaminated site and improve the overall environment of the City. The site has already received the Class C Release designation according to the consultant.

Funds will be provided from the State of Ohio through the Ohio Abandoned Gas Station Cleanup Program with Oxford reimbursing Patriot.

The City Manager recommends that Council adopt a Resolution authorizing the City Manager to sign a relevant agreement with Benjamin W. Federbush for the assessment and remediation of the site located at 110 East High Street.

Approved By:

Department Head:
City Manager:

Initial Date

DRE 11/15/19

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR AN ABANDONED GAS STATION CLEANUP GRANT FROM THE OHIO DEVELOPMENT SERVICES AGENCY FOR THE PROPERTY LOCATED AT 110 EAST HIGH STREET OXFORD, OHIO.

WHEREAS, the Ohio Abandoned Gas Station Cleanup Program provides grant funding to assess and cleanup abandoned gas station sites across Ohio; and

WHEREAS, a site can be awarded up to \$100,000.00 for site assessment and up to \$500,000.00 for site cleanup; and

WHEREAS, the site located at 110 East High Street has an underground storage gas tank, contaminated soil, and other hazardous substances which need to be addressed before new construction may commence; and

WHEREAS, the site is privately owned and the property owner is not eligible to apply for this grant; and

WHEREAS, the City is eligible to apply for this grant on behalf of the property owner if a relevant agreement is signed with the property owner.

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

SECTION 1: Council authorizes the City Manager to apply for an Abandoned Gas Station Cleanup Grant from the Ohio Development Services Agency for the property located at 110 East High Street and owned by 110 High St., LLC.

SECTION 2: Council further authorizes the City Manager to enter into a relevant agreement with Benjamin Federbush of 110 High St., LLC with the City serving as a conduit for reimbursing the contractor known as Patriot Engineering and Environmental, Inc.

SECTION 3: The relevant agreement shall include a provision that Benjamin Federbush of 110 High St., LLC shall cause the existing building to be demolished and commence construction of a new building within three months of the completion of any required remediation on the site. All such work shall be in accordance with the City's regulations and approvals.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance

Originating Department

Council Meeting Of: November 19, 2019

Joe Newlin

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

November 12, 2019

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 2020 property taxes which they have already received to the City earlier than their standard pay date in March. The early payment request can accelerate the receiving of a portion of the taxes by a month or more. To qualify for the early advance, the County requires the passage of a resolution each year.

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] 11/13/19

DRE 11/15/19

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO REQUEST ADVANCED PAYMENT OF PROPERTY TAXES TO THE CITY IN 2020 FROM BUTLER COUNTY.

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

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

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

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

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

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: November 19, 2019

Jessica Greene

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

November 13, 2019

Date Prepared

Agenda Title: A Resolution approving revisions to the Employee Handbook

Recommendation: Approve

Discussion: The Oxford City Charter requires in Article V, Section 5.04, that there be an Employee Handbook which is to be distributed to all divisions of the City. The Charter also requires that Council formally adopt any revisions to the Handbook.

The last review and update of the Employee handbook was approved by Council in 2012. A Committee was formed consisting of employees and Department Heads who worked together to review and update the Handbook in 2016. Additional edits were added in October 2019 and the draft Handbook was submitted to the Law Director, Chris Conard and his legal team for review and input.

A list of the changes is included with the Resolution.

The Handbook is included in your packet and referred to in the Resolution as Attachment 'A'.

Approved By:

	Initial	Date
Department Head:	<u>JG</u>	<u>11/13/2019</u>
City Manager:	<u>DRB</u>	<u>11/15/19</u>

RESOLUTION NO.

A RESOLUTION APPROVING REVISIONS TO THE EMPLOYEE HANDBOOK.

WHEREAS, the City Manager and the Assistant City Manager recommend the Employee Handbook be revised and said revisions be accepted and adopted by Council as submitted in Attachment 'A' attached hereto and incorporated herein by reference.

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

SECTION 1: Council, in accordance with Article V, Section 5.04 of the Charter of the City of Oxford, Ohio, hereby accepts the recommendation of the City Manager and the Assistant City Manager and approves the revisions to the Employee Handbook attached hereto and incorporated herein by reference as Attachment 'A'.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

Excerpt from the Charter of the City of Oxford, Ohio

SECTION 5.04 EMPLOYEE HANDBOOK.

An employee Handbook shall be distributed among all divisions of the City. Pending adoption of revisions to the Employee Handbook by Council, the City Manager may establish temporary provisions of the Employee Handbook. Subject to the provisions of this Charter, and after consultations with the City Manager, the Council shall approve and adopt an Employee Handbook, which shall provide in detail the organization of the municipal government, define the powers and duties of each organizational unit and determine the employee procedures to be followed. Amendments to, and revisions of, the Employee Handbook shall be made by Council only after consultation with the City Manager. Where the Employee Handbook is silent, the officers and employees of the City shall have and may exercise all powers and duties provided for similar officers and employees by the state law. However, provisions of the Employee Handbook shall supersede those of state law in cases of conflict.

Listed below are the changes made to the 2012 Handbook for the 2019 edition:

- Civil Service Commission has been changed to "Personnel Appeals Board" throughout the document.
- Background, Human Resources Department, "Assistant City Manager/Human Resources Director" was added after "The Human Resources Department is administered by the"
- Chapter III, Section 3.01, "or designee" was added after "must notify employee's supervisor"
- Chapter III, Section 3.04, Flex Policy, was deleted as this policy is no longer used.
- Chapter III, Section 3.08, Insurance, Payroll Specialist was changed to "Human Resources Director" in the last sentence after "Questions concerning insurance benefits should be directed to".
- Chapter III, Section 3.10, Worker's Compensation & Disability Income Continuation, was revised and reworded to reflect that instead of employees being paid under the code for sick leave; they will be paid using the code WC (Worker's Comp) on their paystubs. In addition, the Light Duty Policy was added to this section.
- Chapter III, Section 3.12, Personal Leave, was changed from (4 days per year – 32 hours) to "(5 days per year – 40 hours)"
- Chapter III, Section 3.16, Leaves of Absence, Section A-Sick Leave, 2, the Sick Leave Donation Policy was added.
- Chapter III, Section 3.16, Leaves of Absence, Section D – Family and Medical Leave, the statement "12 weeks leave during any 12 month period commencing on the date leave is first taken " was replaced with "rolling 12-month period".
- Chapter IV, Section 4.00 A, Drugs and Alcohol, "Appendix B Comprehensive Drug Abuse Policy" was added after the last sentence.
- Chapter VI, Working Conditions, Section 6.01, Probationary Periods, was revised in that probationary reviews will not be required of new employees.
- Chapter VI, Working Conditions, Section 6.02, Performance Evaluations, was revised to include "employee performance and growth"
- Chapter VI, Working Conditions, Section 6.04, Evaluation Process, was revised to explain our new evaluation process in the month of the employee's anniversary date.
- Chapter VI, Working Conditions, Section 6.12, Use of City Vehicles, was updated to the current policy.
- Chapter VI, Working Conditions, Section 6.14, Wellness, Parks & Recreation was removed from this section.
- Chapter VI, Working Conditions, Section 6.16, Tobacco Use, was revised to include the language as follows, "E-Cigarettes are also not permitted to be used in any City Building."
- Chapter VII, Separation from Employment, Section 7.03, Retirement. The last paragraph regarding an annual retirement information session was deleted.
- Chapter VIII, Miscellaneous, Section 8.07, Travel Policy, was added.
- Chapter VIII, Miscellaneous, Section 8.08, Computer Network Policies, was added.
- Appendix A, Computer Network Policies was added.
- Appendix B, Comprehensive Substance Abuse Testing Policy was added.

Additional edits made by Law Director, Chris Conard and his legal team:

Welcome

Welcome! The Citizens of Oxford rely on government through public employees to provide valuable services for our community. The City welcomes you to what we hope will be a satisfying and rewarding experience and is pleased to have you as a new member of our organization.

This handbook has been provided to explain City policies and procedures. Please read it thoroughly and retain it for future reference. The benefits, responsibilities, procedures and policies described in this handbook are subject to change, modification and revision as needed. Notice of any changes, modifications or revisions will be issued by the Human Resources Department and any such notice. The Handbook can be amended at any time by the City, with or without notice. Any revisions or changes will supersede, modify or eliminate the policies and benefits outlined in this Employee Handbook. Any revisions or changes issued should be kept with your copy of this handbook.

It is the City's intent to provide fair and equal opportunity to all persons who enter City employment. The City's policy is to afford all individuals, without regard to their race, sex, (including pregnancy), color, sexual preference or orientation, religion, national origin, disability, age, ancestry, military or veteran status, marital status, family responsibilities or genetic (GINA) information, or any other protected characteristic in accordance with applicable federal, state and local laws equal opportunity to compete for employment and advancement in accordance with applicable federal, state and local law. Accordingly, there shall be no unlawful discrimination concerning any individual or group with respect to any personnel action, including, but not limited to, the following employment decisions: hiring, tenure, job assignment, terms, conditions, or privileges of employment.

The City of Oxford strives to be a leader in providing quality service to our community and to provide our employees with an open, challenging and rewarding work environment and looks forward to working with you in delivering the best to our fellow citizens.

Introduction

This handbook has been prepared as a guide to assist you in understanding the City's personnel policies and practices, and to assist those persons responsible for the management of people in providing an efficient and equitable system of personnel recruitment, evaluation and promotion of employees in the day-to-day conduct of the City. This handbook applies to all City Employees both part-time and full-time as described later in this document. Additional information concerning the City's policies and practices may be obtained from the City Manager or from the Human Resources Director.

This employee handbook should not be construed as, and does not constitute, a contract, expressed or implied, or a guarantee of employment for any specific duration. At all times, employment with the City shall be considered at-will; the employment relationship may be terminated either by the employee or the City at any time, for any reason or no reason, with or without cause.

Your acceptance and/or continuation of employment with the City, including the receipt of compensation and/or applicable fringe benefits, confirms your employment relationship as defined in this section. Your employment with the City is voluntarily entered into and you are free to resign at any time and for any or for no reason. Likewise, the City may end the employment relationship at any time and for any or for no reason. Therefore, the only employment relationship that exists is one terminable at-will by either the employee or the City.

Chapter I—General Provision

1.00 Purpose

This handbook provides an overview of City rules and policies and is not a contract of employment, expressed or implied, or a guarantee of employment for any specific duration. Because the salary ordinance changes from year to year, as do conditions at the City, this handbook may be updated without prior notification as deemed necessary. The intent is, where possible, to create one unified set of procedures for all City Employees to follow. Specific departments may have additional procedures that apply to their department.

Chapter II—Nondiscrimination Policy

2.00 Nondiscrimination

As a governmental entity, the City is committed to a policy which forbids any form of ~~illegal~~ discrimination against any employee. The City shall not, because of race, sex, (including pregnancy), color, sexual orientation, ~~gender identity~~, religion, national origin, disability, age, ~~ancestry~~, military ~~status, marital or veteran~~ status, or genetic ~~(GINA)~~ information of any person, refuse or otherwise discriminate against any person with respect to hire, tenure, job assignment, terms, conditions, or privileges of employment or on any matter directly or indirectly related to employment in accordance with applicable federal, state and local law.

It is the policy of the City of Oxford to ensure that the workplace is free from any form of discrimination. If you have a complaint about discrimination, you ~~should~~must report such conduct immediately to the City Manager, Department Head, or to the City's Human Resources Department. Upon receipt of such complaint, the City Manager or the Manager's designee shall immediately promptly conduct an investigation of the incident. ~~The employee shall further be advised of the right to file a complaint with the Ohio Civil Rights Commission or Equal Employment Opportunity Commission.~~ Retaliation against any employee who in good faith makes such a complaint is ~~illegal~~prohibited, and the City will not tolerate any such retaliation. However, individuals who make complaints that are demonstrated to be intentionally false may be subject to disciplinary action, up to and including, termination.

2.02 Harassment

It is the City's policy to maintain a work environment free of harassment, discrimination and intimidation based on, but not limited to: race, sex, (including pregnancy), color, sexual ~~preference~~orientation, religion, national origin, disability, age, ~~ancestry~~, military ~~or veteran~~ status, ~~marital status, family responsibilities~~ or genetic ~~(GINA)~~ information. Prohibited harassing conduct includes, but is not limited to epithets, slurs or negative stereotyping; intimidating or hostile acts; denigrating jokes; or display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Harassment, discrimination and intimidation are strictly prohibited by employees, management, and any outside third party (e.g. vendor, supplier, independent contractors, and government representatives). Any employee found to be engaging in harassment of another employee or an outside third party is subject to disciplinary action, up to and including, termination of employment.

2.03 Accommodation to Disabilities

It is the policy of the City of Oxford to ~~comply with the Americans with Disabilities Act (ADA) and to~~ take all reasonable steps to make all public facilities accessible to disabled persons ~~as required by law~~. Accommodations which are reasonable and necessary under the circumstances will be considered to

enable disabled employees to perform the essential functions of their jobs, provided the requested accommodations do not result in an undue hardship for the City. ~~The Human Resources Director is the City's ADA administrator and any~~Any questions or concerns regarding ~~ADA compliance should~~accommodation must be brought to the Human Resource Director's attention. It is the responsibility of an employee with a disability to inform the employee's supervisor and the Human Resources Director that an accommodation is required. While the performance of the individual is a primary consideration when selecting among equally effective accommodations, the City of Oxford has the ultimate discretion and may choose the less expensive or the more easily provided accommodation, if such accommodation is reasonable and effective. The City of Oxford will not provide an accommodation which is primarily for personal use.

3.02 Overtime

The regularly scheduled work week for full-time hourly employees shall be 40 hours. The City reserves the right to revise or modify routine work schedules as deemed necessary after giving advance notice of a minimum of two weeks where possible to the affected employee(s). This policy is not a guarantee of 40 hours of work per week, 52 weeks of work per year or a guarantee of continued future employment. When circumstances warrant, hourly employees may be required by their supervisor to work overtime. An hourly employee may receive overtime pay for overtime worked only with the prior approval of the employee's supervisor. Pursuant to the salary ordinance, compensation for overtime ~~for non-exempt employees~~ shall be computed at one and one-half (1 1/2) times the employee's hourly rate of pay for all hours worked in excess of 40 hours per week. Exempt employees, including the City Manager and Department Heads, do not receive overtime pay.

3.05 Temporary Move-Up Pay

An employee who is directed by a supervisor to temporarily perform all the duties of a position having greater responsibility, which is vacated due to another employee's termination or leave of absence, will be ~~entitled~~eligible to be paid at not less than the entry rate applicable to the temporary position for all time during which the employee performs satisfactorily the full responsibility of the temporary position, as determined by the City Manager. Under these circumstances, the employee ~~would~~will be eligible to receive not less than a five percent increase over the employee's regular rate of pay.

Employees who are directed by their supervisor to work for a period of time in a position having a higher salary grade than their regular position are ~~entitled~~eligible to be paid at the rate applicable to the higher grade positions for all time greater than 30 consecutive days that they satisfactorily perform the duties of the higher grade position. Payment of the higher grade will be retroactive to the first day of service in the higher position after 30 days have elapsed.

E. ~~Additional Supplemental Tax-Deferred Programs~~Optional Payroll Deductions

These are additional ~~tax-deferred programs~~optional payroll deductions for which employees may be eligible. Each program may have an annual cap or contribution limit. Check with the human resources department for updated contribution limits. ~~This Handbook does not change or otherwise interpret the terms of the official plan or program documents. Your rights can be determined only by referring to the full text of the official plan or program documents. To the extent that any of the information contained in this Handbook is inconsistent with the official plan or program documents, the provisions of the official documents will govern in all cases.~~

- 529 College Savings Program: Allows Ohio taxpayers to deduct their contributions from Ohio taxable income. You may authorize a payroll deduction to be contributed to the program for college savings.
- Flex Health Savings: You may authorize a payroll deduction for an amount to go toward healthcare expenses. You must use all funds in this account in a calendar year or you will lose it.

- Dependent Care Savings: You may authorize a payroll deduction for an amount to go toward dependent care expenses, including child and elder care.

3.08 Insurance

Life, accidental death and dismemberment and health insurance coverage is provided to regular full-time employees subject to the terms and conditions described in the salary ordinance and the applicable plan summary. An employee on unpaid leave of absence, other than for disciplinary reasons, may continue insurance benefits by paying the portion of the premium the employee would pay as an active employee. If for disciplinary reasons, the employee must pay both the portion of the premium the employee would pay as an active employee and the portion of the premium which would otherwise be paid by the City. Questions concerning insurance benefits should be directed to the Human Resources Director. This Handbook does not change or otherwise interpret the terms of the official plan or program documents. Your rights can be determined only by referring to the full text of the official plan or program documents. To the extent that any of the information contained in this Handbook is inconsistent with the official plan or program documents, the provisions of the official documents will govern in all cases.

A) Light Duty Policy

The city recognizes that in particular circumstances where an employee's injury/illness, whether incurred or contracted on or off the job, prevents them from being able to return to work in a full duty work status; but are capable of performing certain job assignments, which constitute a limited portion of one or more job classifications. These temporary light-duty assignments, when available, are for eligible personnel who are temporarily unable to perform their regular assignments, but who are capable of performing alternative duty assignments. It is the policy of the City of Oxford that eligible personnel be given a reasonable opportunity to work in temporary light-duty assignments where available. -A light duty assignment is strictly temporary and does not serve to permanently change or modify the essential functions of the employee's regular assignment.

3.11 Holidays

See Salary Ordinance for designated holidays.

In order to be eligible to receive holiday pay, an employee must actually work the employee's last scheduled work day before the holiday and the employee's first scheduled work day after the holiday unless the employee uses pre-approved vacation time, compensatory time, personal time or sick leave time before or after the holiday. An employee may be required to verify and document the use of sick leave. The City reserves the right to request a doctor's note or other documentation supporting the need for sick leave time. Employees will not receive pay for holidays which occur while the employee is off work, except those holidays occurring during an employee's vacation or period of paid sick leave will be considered a holiday and the employee will not be charged a vacation or a sick day. If a designated holiday falls on an employee's scheduled day off, the employee shall be eligible to receive a banked holiday to be used within one year of the date earned.

3.12 Personal Leave (5 days per year – 40 hours)

All full-time non-contract employees receive five (5) personal days (40 hours) each year. The personal days (40 hours) are posted to the employee's account the first of each year.

Personal Leave is available/eligible to be used for absences subject to the approval of the Department Head. An employee who wishes to use Personal Leave is required to call the employee's supervisor at least fifteen (15) minutes prior to the employee's scheduled starting time. If an employee is unable to contact the employee's supervisor, the employee shall then call the employee's respective division,

department or Human Resources and leave a voice mail. Failure to do so may result in an unexcused absence for which the employee shall not receive Personal Leave compensation and may be subject to disciplinary action. In the event an employee takes personal leave and does not have sufficient time available from the preceding pay period, such time will be deducted from the employee's compensatory time or vacation time, in that order. Employees taking Personal leave not approved prior to the leave, are required to request approval of personal leave in writing immediately upon their return to work using the City leave form.

3.13 Vacations

Vacation Schedules are listed in the Salary Ordinance.

At the end of the first year (after 12 months) the employee will be credited with eighty (80) hours of vacation. At that time the employee will start accruing monthly vacation according to the schedule in the Salary Ordinance.

An employee may accumulate one year of earned and accrued vacation time plus eighty (80) hours vacation time and may carry the same forward each calendar year. If an employee leaves the City's employ the employee willis eligible to receive vacation pay computed on a pro-rated basis and at the employee's regular pay rate for all earned but unused vacation days.

A record of each employee's vacation time is kept by the Human resources department and is available to the employee upon request. Vacation time may not be used for absences of less than fifteen (15) minutes. Vacation schedules must be approved in advance by the supervisor or department head.

Conflicts in vacation schedules among employees of a department are to be resolved by the supervisor or department head. Vacation is not available until after it has been posted to the employee's account and is reflected on their previous check stub.

3.15 Leaves of Absence

A. Paid Sick Leave.

Paid sick leave is earned by all full-time non-contract employees at the rate of ten (10) hours per month (15 days per year). Sick time may be used for absences of fifteen minutes or more. An employee may be required to submit medical documentation or other verification to justify the use of sick time. An employee may take leave for illness or death of an immediate family member as defined in Subsection B or for inclement weather.

Sick leave is not available until after it has been posted to the employee's account and is reflected on the employee's previous check stub. Sick leave may not be used to supplement or add to vacation leave, but vacation leave may be used to supplement or add to sick leave. The City Manager has the authority, under extraordinary circumstances, to approve sick leave in advance. In the event an employee takes sick leave and does not have sufficient time available from the preceding pay period, such time will be deducted from the employeesemployee's compensatory time, personal time or vacation time, in that order.

Employees who wish to use sick leave are required to call their supervisors at least 30 minutes prior to their regular starting time. If an employee is unable to contact the employee's supervisor the employee shall then call the employee's respective division, department or Human Resources and leave a voice mail. Failure to do so may result in an unexcused absence for which the employee will not receive sick leave compensation and the employee may be subject to disciplinary action. Employees on shift work must give at least two hours' notice so that a replacement can be found. Employees are required to request approval of sick leave in the timesheet tracking software (i.e. TimeClock Plus) upon their return to work.

After two (2) full work days of sick leave, the City may require proof of bona-fide illness, injury or disability from a physician duly licensed to practice medicine. Abuse of sick leave will lead to disciplinary action, up to and including, termination.

1) Sick Leave Incentive – a full-time, non-contract employee shallis eligible to receive an incentive for the calendar quarter if the employee uses no sick leave during that quarter. A non-contract employee who uses no sick leave for a calendar year shallis eligible to receive an additional incentive (see Salary Ordinance for details). Donation of sick time to a fellow employee, will result in forfeiture of the sick leave incentive.

When authorized by the salary ordinance, once a year, accumulated sick leave may be converted to vacation time or cash. Employees should consult the salary ordinance to determine whether this option is available and the circumstances under which it may be exercised. Questions about the sick leave conversion option should be directed to the Human resources department.

Police employees should refer to their collective bargaining agreement for information regarding sick leave benefits.

2) Donation of Sick Time - it has been the policy of the City to allow employees to donate sick time to those individuals who do not have enough time on the books to cover their absence due to unforeseen circumstances, an unexpected illness, or pregnancy. The intent of this policy was to assist employees during a difficult time by providing their co-workers with the opportunity to help.

Each request will be reviewed on a case-by-case basis to determine whether to allow such donation of time. A number of factors are considered in determining whether the individual is eligible for donation, including but not limited to, their attendance record, available time, etc.

Upon receipt of a request, the Human Resources Department will notify the Payroll and Benefits Specialist who will provide a complete report of all time the individual to receive the donation of sick time has on the books. All vacation time, comp time, personal time, and sick time hours will be considered. If the individual does not have any sick time but does have vacation, comp or personal time they will be expected to use all that time prior to any donation being approved. In unforeseen circumstances, employees with no more than 40 hours of combined sick time may be eligible for sick time donation.

Should an employee choose to donate sick time to another individual, they will not be eligible for the sick leave bonus.

The transfer of sick leave from one employee to another employee shall be at the sole discretion of the City Manager.

D. Family and Medical Leave

Subject to certain conditions, employees who have at least 12 months of service and have worked at least 1250 hours during the prior 12-month period are entitled to a maximum of 12 weeks leave during any rolling 12-month period, for one or more of the following reasons:

- (1) Because of the birth, adoption or foster care placement of a child of the employee (leave must be taken within 12 months of the child's date of birth or in the case of adoption or foster care the first 12 months of custody);
- (2) To care for a spouse, child or parent who has a serious health condition;
- (3) Because of a serious health condition that makes the employee unable to perform the employee's job.

"Child" includes biological, adopted, foster or stepchild as well as a legal ward who is under 18 or who is 18 or older but incapable of self-care due to a physical or mental disability.

In cases where both spouses are employed by the City, their combined leave may not exceed the 12-week limit where the leave is taken because of the birth or placement of a child or to care for a sick parent. In all cases, accrued sick leave, vacation time and personal time will be counted towards the 12-week limit. Where the leave is the result of a serious health condition of the employee or the employee's spouse, child or parent, the employee's accrued sick leave, vacation and personal time will

also be counted toward the 12-week limit. Whenever an employee's leave of absence exceeds the amount of applicable accrued leave time, the remainder of the leave is without pay. In other words, if an employee is ~~entitled to~~eligible for both FMLA leave and paid leave such as sick, personal or vacation time, the employee is required to use all applicable paid leave before unpaid leave is granted, however paid leave must be taken at the onset of the absence. Once the City is informed or becomes aware that the employee has an FMLA qualifying event, the City shall designate any leave taken from the onset as FMLA leave, regardless of employee preference and alternative types of leave available. If paid leave is available to the employee, the employee's paid leave will run concurrently with the FMLA leave from the onset.

Intermittent/Reduced Schedule Leave – Under certain circumstances, the FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule:

- (1) When medically necessary to care for a seriously ill family member, or because of the employee's serious health condition.
- (2) To care for a newborn or newly placed adopted or foster care child only with the employer's approval.

Employees needing intermittent or reduced leave for foreseeable medical treatment must work with their Supervisor or Department Head to schedule the leave so as not to unduly disrupt the employer's operations. In such cases, the City may require the employee to transfer temporarily to an available position with equivalent pay and benefits which better accommodates recurring periods of leave than does the employee's regular position.

Where the necessity for a leave is foreseeable, employees are expected to provide at least 30 days' advance notice. Where unanticipated events or unusual circumstances prevent 30 days' advance notice, the employee is expected to provide notice of the leave at the earliest possible date.

With any request for a leave involving serious illness of the employee or the employee's spouse, child or parent, the City ~~may~~shall require written certification of the illness from the health care provider of the seriously ill person. Information regarding the specific items which must be addressed in the certificate may be obtained from the Human Resources Director. Under certain circumstances, the City may, at its expense, require the employee seeking the leave to obtain the opinion of one or more independent health care providers. The City may also require an employee to provide periodic certificates, as necessary and reasonable, from the treating health care provider during the course of the leave. In such circumstances, the employee is required to return completed certifications from the treating health care provider to the City. Where the leave was occasioned by a serious health condition of the employee, the employee must present a certificate from the employee's health care provider releasing the employee to return to work.

Upon return from leave all hourly and most salaried employees ~~are entitled to~~will return to the position held at the commencement of the leave or to an equivalent position. Questions concerning reinstatement rights of salaried employees should be directed to the Human Resources Director.

E. Military Leave

Employees may take a leave of absence to perform military service without loss of pay for a period of up to thirty (30) days for each calendar year in which they are performing service in the uniformed services. Any employee who wishes to take a leave of absence for military service is expected to provide the City with notice of the leave immediately after becoming aware of the obligation and the duration of the absence for military reasons.

1. *Active Duty*

In general, any employee with more than ninety (90) days tenure who voluntarily or involuntarily enters any of the Armed Services of the United States, shall be granted a military leave of absence. If not accepted for active duty, the employee shall be reinstated to the employee's former position without loss of seniority or status or reduction in pay. Employees who complete their active duty obligation (without voluntarily re-enlisting or extending that obligation) are eligible to return to their previous position within thirty (30) days of their written request, provided such request is submitted within ninety (90) days of discharge or release from active duty. If temporary physical disability precludes the employee's performing the employee's job, the employee shall be allowed up to one (1) year from the date of application to overcome such disability and return to work. Employees returning to a previously held position under these provisions shall receive credit for military service in areas affecting status, rank, rating, increments and qualifications as though they had continued their City employment. ~~This does~~ Employees are not ~~require that employees entitled to~~ be credited with sick leave, personal leave and vacation accrual while on unpaid military leave.

2. *Reserve Training* Paid Military Leave for Permanent Public Employees

~~The Ohio Revised Code Section 5923.05 requires that~~ Ohio National Guard, Defense Corps, Naval Militia, and all U.S. Armed Forces reserve component members ~~be~~ are authorized up to twenty-two (22) ~~eight~~ (8) hour working days [or 176 hours for forty (40) hours per week employees] leave with pay per ~~calendar year for training purposes; federal fiscal year for training purposes or for a public safety~~ employee, seventeen (17) twenty-four-hour days or four hundred eight (408) hours, within one federal fiscal year. A "public safety employee" is defined as a permanent public employee who is employed as a fire fighter or emergency medical technician. In order to qualify as a "permanent public employee" the employee must hold a position that requires working a regular schedule of twenty-six (26) consecutive bi-weekly pay periods, or any other regular schedule of comparable consecutive pay periods. "Permanent public employee" does not include student help, intermittent, seasonal, or external interim employees; or individuals covered by personal services contracts.

3. *Call Up*

Any employee called to military duty for a period in excess of the twenty-two (22) ~~eight (8) hour~~ eight (8) hour working days ~~or, for public safety employees, seventeen (17) twenty-four-hour days or four hundred eight (408) hours~~ because of an executive order issued by the President of the United States ~~or, an act of Congress or because of an order to perform duty issued by the governor~~ may receive the ~~less of the following (a) the difference between the employee's gross monthly wage and military or salary as a permanent public employee and the sum of the permanent public employee's gross uniformed pay, up to and allowances received that month, or (b) five hundred dollars (\$500.00) per month. No permanent public employee shall receive payments under either (a) or (b) in this section, if the sum of the permanent public employee's gross uniformed pay and allowances received in a pay period exceeds the employee's gross wage or salary as a permanent public employee for that pay period.~~ Along with requests for such leave, employees are required to submit the published orders authorizing the military duty or a written statement from the appropriate military commander authorizing such duty. Employees requesting such leave will also be required to complete the necessary leave papers.

4. *Re-Employment After Active Duty*

A regular employee who is drafted or is called for active duty in the Armed Forces of the United States, the Coast Guard, Public Health Service, or Civil defense, or is drafted by the Merchant Marine Service, shall ~~(in accordance with existing law)~~ be eligible for re-employment after honorable discharge or discharge under honorable conditions from such services, provided the employee is physically and mentally able to do the work required and reports for work within ninety (90) days after the employee is released from hospitalization continuing after discharge for a period of not more than one (1) year. The employee shall be employed in the position or a similar position to the one held at the time of entry into the Armed Forces. All salary adjustments or position upgrades shall be granted the employee upon reinstatement. In the event the employee's former job no longer exists, the employee shall be

employed in such capacity for which the employee is qualified at a salary comparable with that the employee formerly received.

F. Public Service Leave

Employees who are members of the Oxford volunteer Fire Department or Emergency Medical Teams (EMT) and respond to public emergencies or are called in for mutual aid for the City of Oxford shall be ~~entitled to~~eligible for full pay and benefits and shall not be required to use vacation or time-off without pay for the time away from his/her job. Attendance at non-emergency meetings or gatherings of the Oxford volunteer Fire Department or EMT during the employee's workday shall be considered "time off without pay" or vacation time. Employees who are members of such public volunteer units shall make every effort to coordinate their on call schedules to not disrupt their regular employment.

I. Election Leave

~~In accordance with Ohio Revised Code 3501.28 G(1), an~~An employee may serve as a judge (poll worker) of elections on the day of an election as follows: ~~ORC 3501.28 G(6)~~ may use personal leave, vacation leave, or comp time, or take unpaid leave, to serve as a judge (poll worker) of elections on the day of an election.

D. Outside Work

Full-time employees may engage in occasional or part-time work in addition to City employment upon written approval by the City Manager. The City Manager's written approval must be obtained before the employee begins the outside employment. Approval or denial of the request will be based, in part, on whether the outside employment is likely to cause a conflict of interest, whether it is compatible with the employee's position, and whether it is likely to affect the employee's efficiency on the City job. See Section 8.02, which defines "conflict of interest."

Outside work is defined as any self-employment or other employment for which pay is received by salary, wages, commission or sale, for work performed in addition to full-time City employment regardless of the number of hours worked.

E. Private Business Activities

An employee shall not engage in private business activities during his/her working hours and shall not use City property or facility for such activities. Any violation of this policy will subject the employee to discipline, up to and including, immediate discharge.

4.01 Disciplinary Action

An employee may be disciplined or discharged for deficiencies in performance or conduct. Deficiencies which may result in disciplinary action or discharge include, but are not limited to, the following:

- (1) Unexcused absences or tardiness. (Excused absence – an absence that is allowed under our policy and there was leave available. Unexcused absence – leave was not allowed or there was no leave available.)
- (2) Failure or refusal to follow instructions or to abide by rules applicable to the employee's position or status.
- (3) Insubordination.
- (4) Falsification of records.
- (5) A deliberate statement or act intended to deceive a supervisor.
- (6) Harassment of a fellow employee or a member of the public on the basis of sex, race, color, sexual ~~preference~~orientation, age, national origin, religion or disability.

- (7) Unsatisfactory performance.
- (8) Improper use or treatment of city property.
- (9) On or off-duty conduct which tends to bring the City into discredit.
- (10) Abuse of sick leave or other benefits.
- (11) Use or possession of alcohol or illegal substances on the City's premises, or while on duty including all authorized break periods including, but not limited to, lunch and dinner breaks.
- (12) Reporting for work under the influence of alcohol or illegal drugs.
- (13) Unauthorized disclosure of protected or confidential information.
- (14) Retaliation against an employee for an employee's good faith exercise of a right provided for in this booklet.
- (15) Failure of persons to provide information to their supervisor in the event of loss of driving privileges.
- (16) Misfeasance, malfeasance, and/or nonfeasance.

These rules are not all-inclusive. The City may impose disciplinary action of its choosing on employees because of other behavior and situations. Deficiencies in performance or conduct may be grounds for a recommendation of immediate discharge depending on the nature, severity or frequency of the employee's deficient conduct or performance. Where a discharge recommendation is deemed unwarranted by the Department Head, any or all of the following actions may be taken in any order.

- (1) Verbal warning - documentation of verbal warning will be maintained by your supervisor.
- (2) Written warning – with a copy being placed in the employee's personnel file.
- (3) Suspension – employee will be placed on (paid/unpaid) leave upon approval of City Manager.
- (4) Demotion or Dismissal - recommendation will be made to the City Manager for approval.

The City reserves the right to skip progressive discipline and to terminate an employee when circumstances warrant. Generally, corrective action is progressive in nature; however, the above-listed disciplinary measures are not exhaustive and do not obligate the City to administer discipline on a progressive basis. Discharge may result without any prior warning being given where the City deems such action appropriate.

Nothing in this "Disciplinary Action" section alters, or should be construed to alter, your employment at-will relationship as defined in this Handbook.

Employees may appeal disciplinary actions through the complaint procedure.

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- (18) Failure or refusal to follow instructions or to abide by rules applicable to the employee's position or status.
- (19) Insubordination.
- (20) Falsification of records.
- (21) A deliberate statement or act intended to deceive a supervisor.
- (22) Harassment of a fellow employee or a member of the public on the basis of sex, race, color, sexual preferenceorientation, age, national origin, religion or disability.
- (23) Unsatisfactory performance.
- (24) Improper use or treatment of city property.
- (25) On or off-duty conduct which tends to bring the City into discredit.
- (26) Abuse of sick leave or other benefits.
- (27) Use or possession of alcohol or illegal substances on the City's premises, or while on duty including all authorized break periods including, but not limited to, lunch and dinner breaks.
- (28) Reporting for work under the influence of alcohol or illegal drugs.
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- (30) Retaliation against an employee for an employee's good faith exercise of a right provided for in this booklet.
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Employees may appeal disciplinary actions through the complaint procedure.

Chapter V—Education

5.00 Continuing Education / Tuition Reimbursement

The City encourages employees to pursue courses of study which will enhance existing skills or teach new skills which will enable employees to better perform their work. Employees are encouraged to take such courses as long as it does not interfere with their jobs.

Periodically, courses are offered for professional certifications. If a vacancy exists or is anticipated, the City may pay course fees and certify the enrollment of an employee who applies for the position.

Failure to complete the course may eliminate the employee from future City financial participation in courses and may result in the City Manager collecting a refund of the course fee from the employee.

All requests for continuing education must be approved prior to registration.

Please see the Salary Ordinance for the current amount budgeted for tuition reimbursement.

Depending upon the availability of funds (as noted in the Salary Ordinance), an employee may be reimbursed for the cost of tuition and required course books for any job-related courses, 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 be eligible to receive 50% of the amount budgeted. An employee who receives a final grade of "A" will be eligible to 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 willis eligible to 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.

Probationary employees are not eligible for tuition reimbursement.

Should the employee leave City employment prior to the completion of a two year (twenty-four month) period following the reimbursement of tuition, the employee will be required to refund the City for said amount.

6.04 Evaluation Process

Performance appraisals ~~are~~may be completed annually during the employee's month of hire (example: Employee hired 02/05/1998 –Employee evaluated annually in February). ~~The basis from which a supervisor conducts an appraisal is the position description of the employee being evaluated and expected conformance to the City's Standards of Conduct. Supervisors should review the job description and all job requirements prior to completing the appraisal. Evaluators will sign each evaluation they complete.~~ Under the evaluation process, employees are permitted to review and respond to their evaluations. Employees ~~must~~may be given the opportunity to comment on the evaluation and shall acknowledge receipt of their evaluations by signing the form provided. Each evaluation is reviewed and signed by the department head and turned in to the Human Resources Department. Evaluations that have not been completed properly will be returned for additional information. Once this process is complete, the evaluations becomes a part of the employee's personnel record. Failure to complete performance evaluations shall not be a defense against personnel actions including, but not limited to, termination taken by the City.

B. Demotions

An employee may be demoted to a position of a lower grade if the City Manager deems such action appropriate. ~~Demotions are most likely to occur~~Reasons for demotion include, but are not limited to, situations where the employee does not possess the necessary qualifications to render satisfactory service in the higher grade position, the employee fails to perform the job as required by the job description or the employee was promoted but failed to satisfactorily complete the probationary period. All demotions must be approved by the City Manager.

6.10 Use of City Property

City property is to be used only for official City business and must be used in accordance with all applicable rules, operating procedures, or directives. The City Manager may expressly authorize a non-official use of property that does not interfere with City operations, does not result in appreciable cost to the City, and is not inconsistent with the interests of the City or the public.

No employee may remove City property or the property of any other employee from City premises or work sites without proper authorization. Any employee who steals City property or the property of any other employee, or who abuses, misuses, damages, or destroys City property will be subject to disciplinary action ~~which may include, up to and including,~~ discharge.

6.12 Use of City Vehicles and Employee Driving Policy

When an employee requires transportation to perform the employee's job duties, a suitable City vehicle may be made available if the employee's use of the vehicle has been approved, in advance, by the City Manager. An employee who uses the employee's private vehicle to conduct City business ~~may~~is eligible to be reimbursed for mileage expenses where the employee has obtained approval in advance to use a private vehicle for City business. City vehicles will be used by City employees for City business only.

6.19 Personal Calls, Visits and Business

The City expects the full attention of employees while they are working. Although employees may occasionally have to take care of personal matters during the workday, employees should try to conduct such personal business either before or after the workday or during breaks or meal periods. Regardless

of when any personal call, visit or personal business is made, it ~~should~~must be kept to a minimum and not disrupt co-workers.

Chapter VII—Separation from Employment

7.00 Termination

Upon separation, regular employees ~~will~~are eligible to receive payment for all earned wages as well as earned but unused compensatory, vacation or holiday time subject to deductions for any indebtedness to the City. All City equipment and uniforms must be turned back to the City prior to receipt of your final paycheck.

7.01 Resignation

An employee may resign by presenting a written resignation to his/her department head. At least two weeks' notice should be given to resign in good standing unless, due to extenuating circumstances, the department head agrees to a shorter period.

Failure to report to work or call in for three (3) consecutive days will be deemed as a resignation of your employment.

7.02 Discharge

Except where immediate action is deemed necessary, oral or written notice of the charges supporting the recommendation for discharge will be given to the employee and the employee will be afforded an opportunity to respond to the charges and to meet with the City Manager to discuss the proposed dismissal before it becomes effective. Nothing in this section alters, or should be construed to alter, your employment at-will relationship as defined in this Handbook.

7.03 Retirement

The City of Oxford participates in two retirement programs: The Ohio Public Employees Retirement System (OPERS) and the Ohio Police and Fire Pension Fund (OP&F). Employees are enrolled in one of these programs based on their position with the City. Eligibility for retirement is in accordance with the requirements established by the respective retirement systems [Ohio Public Employees Retirement System (OPERS) or the Ohio Police and Fire Pension Fund (OP&F)]. This information is available by accessing the OPERS website www.opers.org or the OP&F website www.op-f.org. Employees who are eligible to participate in OPERS or in OP&F contribute to the respective retirement funds through payroll deductions. In addition, the City also makes contributions to the fund on behalf of each participating employee. Each participating employee receives an annual statement of their account from the respective System or Fund. Employees eligible for retirement, are urged to contact their particular retirement system as several retirement benefit payment plans are available to participating employees upon retirement. The plan selected, length of service, age at retirement and the amount contributed to the fund by the retiring employee or on their behalf will determine the amount and duration of retirement benefit payments.

In the event a participating employee leaves the City's employ prior to retirement, the employee may be eligible to receive a refund of amounts contributed to the fund. Members interested in requesting a refund are required to apply online.

7.04 Layoff

When it is necessary for one or more employees performing service in the same classification and department to be laid off due to economic consideration, lack of work, and elimination of positions due to reclassification or for any other reason, the order of layoff ~~is~~may be as follows:

- (1) Temporary employees;
- (2) Probationary employees (excludes promotional probation);

- (3) Regular part-time employees (based on seniority and performance evaluations).
- (4) Regular full-time employees (based on seniority and performance evaluations).

If there is a vacancy in another department and an employee facing potential layoff meets minimum job requirements for that vacancy and requests a transfer, the City Manager may approve a transfer in lieu of lay-off.

A department head, with the City Manager's approval and in agreement with the employee, may appoint a laid-off employee to a vacancy in an equivalent or lesser classification for which the employee is qualified.

Layoffs in the Police Division are governed by the terms of the collective bargaining agreements.

Public Access to Personnel Files

Information contained in personnel files ~~will~~must be made available in response to public records requests in accordance with law.

8.01 Nepotism

~~Relatives-Immediate family members~~ of City employees may be hired by the City if qualified for the position involved. However, ~~an individual will effective January 1, 2020, a full-time employee is not permitted to be hired into a position where the employee is under or transferred into the same City division or department as another full-time City employee who qualifies as an immediate family member. A part-time employee may work in the direct supervision of same division or department as an immediate family member, nor will as long as the immediate family members be hired to work within the same division. member is not the employee's direct supervisor.~~ If an employee is promoted into a supervisory position over an immediate family member, the City reserves the right, where feasible, to transfer either employee to equivalent or similar positions if available in order to prevent the direct supervision of an employee by an immediate family member. Employees currently in the same City division or department as an immediate family member, whether full-time or part-time employees, are permitted to remain in their current divisions or departments, so long as the placement was made effective prior to January 1, 2020.

City officials and employees are prohibited from making decisions that will affect an immediate family member's employment, such as raises, promotions and performance evaluations.
City officials and employees are prohibited from hiring, or using a public position to secure the hire of, an immediate family member. City officials and employees must completely remove themselves from participating in any way in the hiring process for any position in which the official or employee has an immediate family member competing for the job. The City official and employee must not participate in the process, even if the immediate family member lives in a different household.
Additionally, City officials and employees are prohibited from using their position to influence another person to hire an immediate family member.

For purposes of this provision, "immediate family member" includes spouse, child, parent, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter - in-law, grandparent, grandchild, spouse's grandparent or grandchild. Dependents, whether or not related by blood or legal relationship, are also included within the definition of immediate family member.

8.02 Conflicts of Interest

Conflicts of interest generally are defined as circumstances in which an employee's outside activities, interests or obligations conflict or are likely to create a conflict with the best interests of the City.

Employees are expected to exercise good judgment and discretion in evaluating particular activities so as to avoid actual or apparent conflicts of interest.

In this regard, employees are reminded that the City Charter provides, at Section 10.03, as follows:

No member of the Council or any officer or employee of the City shall have any financial interest, direct or indirect, in any contract with or sale to the City of any materials, supplies or services, or any land or interest in land. A person who knowingly and willfully violates this section shall be guilty of malfeasance in office and upon conviction thereof shall be removed from office. Any contract or agreement made in violation of this section shall be voidable at the election of the Council.

See for reference, Ohio Revised Code 102.03(D) and Ohio Revised Code 102.03(E). For clarification, contact the Human Resources Department for additional information on conflict of interest

8.05 Re-Employment

A new employee who within the last ten (10) years worked for the State of Ohio, an agency of the State of Ohio or an Ohio public employer shall upon employment with the City of Oxford be allowed to transfer accumulated and unused sick hours to the City of Oxford.

A new employee who within the last ten (10) years worked for the State of Ohio, an agency of the State of Ohio or an Ohio public employer shall upon employment with the City of Oxford be given credit for the Ohio public service for computation of vacation time.

A former employee who is re-employed within ten (10) years shall be given credit for prior years of service to the City of Oxford and shall be treated as a new employee for the purpose of determining the transferability of accumulated and unused sick leave from another Ohio public employer and for the computation of vacation time.

A former employee who is re-employed within ten (10) years shall be given credit for prior years of service to the City of Oxford for the purpose of calculating longevity pay. A new employee will not be given credit for years of service to another employer.

Under certain circumstances, a regular employee who leaves the City's employ to serve in the armed services may be ~~entitled to~~ eligible for reinstatement to the position and seniority the employee would have had if the previous employment had not been interrupted.

8.06 Death of Employee

A. Wages

Upon the death of an employee, benefits due (earned wages, accrued vacation, personal time, comp time and sick leave as well as any other funds due the employee) will be made payable to the employee's estate in accordance with federal, state, and local laws.

B. Life Insurance

The beneficiary designated on the employee's life insurance record will be paid the applicable life insurance amount in force at the time of death. Formal documents set forth the eligibility, participation, coverage, benefits, limitations, exclusions, and other requirements and provisions which govern any applicable insurance policy or retirement plan. You must refer to these formal documents to locate the actual provisions that govern each such policy. You may not rely on this handbook or any other representations.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 11/05/18

Heidi Hill
Prepared By

Account Code No. #: NA

Budgeted Amount: NA

10/28/2019
Date Prepared

Agenda Title: **2020 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
10/28/19
DRE \ 10/31/19

ORDINANCE NO.

AN ORDINANCE TO ADOPT FEES AND CHARGES FOR THE FISCAL YEAR 2020.

WHEREAS, the City Manager and the Finance Director recommend City Council adopt fees for 2020, as itemized below.

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

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

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

	<u>\$ Amount</u>		<u>\$ Amount</u>
	<u>Residents</u>		<u>Non-residents</u>
<u>1) FITNESS</u>			
Drop-in	5.00		5.50
10 sessions	45.00		50.00
20 sessions	85.00		94.00
30 sessions	120.00		132.00
<u>2) YEARLY MEMBERSHIP FEES - TRI COMMUNITY CENTER</u>			
(INCLUDES OPEN GYM AND WEIGHT ROOMS - for eligible ages)			
Child (Ages 0-9)	FREE		FREE
Youth (Ages 10-17)	6.00		7.00
Adult (Ages 18+)	12.00		14.00
<u>3) PRESCHOOL (per month)</u>			
Effective 6/1/2019			
Mon/Wed/Fri	175.00	180.00	193.00
Tues/Thurs	122.00	125.00	135.00
<u>4) SUMMER CAMP PROGRAM</u>			
Daily	32.00		36.00
each additional child in family	28.00		31.00
Weekly	110.00	115.00	121.00
each additional child in family	95.00	100.00	105.00
Half-day:			
Pre-school camps	65.00		72.00
<u>5) YOUTH SPORTS LEAGUES</u>			
Basketball			
Instructional League, Grade K	55.00	60.00	61.00
Competitive League, Grade 1-2	70.00	75.00	77.00
Competitive League, Grade 3-12	85.00	90.00	94.00
Flag Football League	60.00	70.00	66.00
<u>6) ADULT SPORTS LEAGUES</u>			
Adult softball	425.00		
Adult kickball	175.00	200.00	
<u>7) RESERVATION FEES</u>			
Municipal Pool			
Reservation, per hour	125.00	100.00	138.00
Guard fee, per hour	12.00	15.00	12.00
Athletic Fields			
Per game, per field	30.00		33.00
Per day, per field	140.00		160.00
Per game, per field (preps)	35.00		39.00
Reservation & prep	60.00		66.00
Per hour, per field (lights)	30.00		33.00

Community Park Gazebo Reservation

Up to 2 hours	30.00		33.00	
Up to 4 hours	50.00		55.00	
Over 4 hours	60.00	65.00	66.00	72.00

Park Shelter Reservation

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

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

8) AQUATIC CENTER

Season pool passes

Family (4 or less)	195.00		215.00	
each additional	25.00		28.00	
Adult (18 & over 18-59)	110.00	75.00	121.00	83.00
Youth (2-17) & Senior (60+)	90.00	65.00	99.00	72.00
Youth (2-17)	50.00		55.00	
Child under 2	FREE		FREE	

General admission

Adult (18 & over 18-59)	7.00	8.00		
Youth (2-17) & Senior (60+)	5.00	6.00		
Youth (2-17)	5.00			
Child under 2	FREE			

Swimming lessons

Parent/child	36.00	38.00	40.00	44.00
Preschool & Level I	40.00	42.00	44.00	46.00
Skill Level II thru V	44.00	45.00	48.00	50.00

9) SENIOR CITIZEN CENTER RENTAL

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

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

B. COMMUNITY DEVELOPMENT DEPARTMENT

1) ADMINISTRATIVE ZONING REVIEW

Administrative Zoning Review Item

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

2) BOARD OR COMMISSION REVIEW

a) Planning Commission

Planning Commission Item

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

b) Historic & Architectural Preservation Commission

HAPC Item

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

c) Board of Zoning Appeals

BZA Item

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

3) DOCUMENTS, MAPS, & OTHER MATERIALS

~~At Cost to City~~ **At Media or Copy Cost Otherwise Noted**

4) PLANNING AND DATA SERVICES

45.00 per hour

C) INSPECTIONS (Building Official)

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

Residential Building Item

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

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

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

Commercial Building Item

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

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

3) Rental Permits

a) Initial Establishment		
One-, Two-, Three-Family, Multi-Family (per structure)	110.00	30.00 each additional unit
Fraternity or Sorority House (First 50 persons)	330.00	15.00 per additional person
Condo	110.00	
Short Term Rental, One, Two or Three Family (per structure)	110.00	30.00 each additional unit
b) Annual Renewal & Ownership Transfer		
One-, Two-, Three-Family, Multi-Family (per structure)	55.00	30.00 each additional unit
Fraternity or Sorority House (First 50 persons)	330.00	15.00 per additional person
Lodging House	110.00	
Condo	55.00	
Short Term Rental, One, Two or Three Family (per structure)	55.00	30.00 each additional unit
c) Late Renewal		
After 30 days expired	10.00	
After 60 days expired	20.00	
After 90 days expired	30.00	
d) Re-inspection		
Charge for second re-inspection and each subsequent re-inspection. This charge also applies to second re-inspections due to "no show" by agent or owner.		
One-, Two-, Three-Family, Multi-Family (per structure)	75.00	10.00 each additional unit
Fraternity or Sorority House (First 50 persons)	75.00	
Lodging House	75.00	
Short Term Rental, One, Two or Three Family (per structure)	75.00	10.00 each additional unit
e) Board of Appeals		
Application	150.00	

D) POLICE DEPARTMENT

Events requiring Officers for Crowd or Traffic Control:

One Officer	45.00	50.00	per hour
Each additional Officer	45.00	50.00	per hour
Police Supervisor (Required for each 4 Police Officers)	55.00	60.00	per hour
Police Command Officer (Required for two squads of five Officers)	65.00	70.00	per hour
Per arrestee processed and transported to Butler County Jail by Oxford Police Department on City of Oxford criminal charges	200.00		
Subsequent per diem for inmates incarcerated in Butler County Jail on City of Oxford criminal charges	100.00		
Fingerprinting	15.00		
Records Checks	15.00		

False Alarm Fees

Residential, Commercial & Industrial 1 to 2 Annually	No charge
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Residential			
3 or more	50.00	per occurrence	
Commercial/Industrial			
3 to 4 Annually	50.00	per occurrence	
5 to 6 Annually	100.00	per occurrence	
7 to 8 Annually	200.00	per occurrence	
9 or more	400.00	per occurrence	
Accident, crime, other reports	0.10	per page	
<u>Purchase Meter time</u>			
Fee for Special Event/Construction at Smartmeter	10.00	15.00	per meter per day
Fee for Special Event/Construction at meters	10.00		per meter per day
Signs: "No Parking by Order of the Oxford P.D."	1.00		per sign
<u>Other fees</u>			
Impound/Immobilization Fees	100.00	125.00	
Each subsequent day or any part thereof	15.00		
Each subsequent day or any part thereof for vehicles covered or stored within a building	20.00		
Impound fee for e-scooters and bicycles	25.00		
Each subsequent day or any part thereof	5.00		
Towing Charges	125.00		plus charges for services requiring specialized equipment or extra personnel
Administrative Citation Hearing Fee	20.00		per appeal (lost appeal only)
Administrative Citation Collection Fee	30%		of unpaid fine
Animal Boarding			
1 st day or any part thereof	21.50		
Each subsequent day or any part thereof	13.50		
<u>Shared Active Transportation Permit Fees</u>			
Annual Permit Fee	500.00		
Annual Public Infrastructure and Property Maintenance Fee			
per approved small vehicle	40.00		
Small Vehicle Impound Fee	50.00		
<u>Parking</u>			
Short Term Meters	0.25		per 30 minutes
High Density Parking Areas	0.50		per hour
South Campus Avenue	0.50		per hour
Side street 2 hour meters	0.25		per hour
Side Street 10 hour meters	0.25		per hour
Parking garage meters	0.50		per hour
Smart Meter/pay station rate	up to 1.00		per hour
<u>Parking Garage lease</u>			
Summer lease only (June 1- August 14)	150.00		
School year (August 15-May 31)	1,100.00		
Annual (August 15 - August 14)	1,200.00		
Per Semester (August 15-December 31) January 1-May 31)	600.00		
Parking garage replacement/lost card	25.00		
Residential Permitted Parking	15.00		annually
<u>Parking Collection Fees</u>			
Retrieval of vehicle record	2.00		per look up
Citations collection fee	30%		of unpaid fine
<u>E) FIRE/EMS DEPARTMENT</u>			
EMS Runs			
BLS-E	644.00	640.00	per run
ALS-1 E	930.00	958.00	per run
ALS-2 E	1,155.00	1,190.00	per run
EMS Mileage Rate	17.90	18.50	per loaded mile

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

F) SERVICE DEPARTMENT

1) Water Service

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

Green Card distribution	5.00	
Gold Card distribution	5.00	
(If card leaves office, charge would be in addition to turn on fee if service is terminated.)		
Reconnection fee when payment is received before 3:00 PM		
1st occurrence	10.00	
2nd occurrence	20.00	
3rd occurrence and subsequent occurrences	30.00	
After 3:00 PM and for weekends/holidays	50.00	
Irrigation Meter	At cost to City	
Irrigation Meter repair	5.00	plus costs
"No show" on scheduled appointment	25.00	
Tap in fees		
Based on tap size (inch):		
1	2,650.00	
2	3,020.00	
4	3,710.00	
6	4,590.00	
8	6,925.00	
10	9,550.00	
12	10,950.00	
Outside city limits	35%	added to amounts above
Separate meter pits	time and materials	
Meter vault and Lid (based on meter size)	535.80	each additional (max
5/8 & 3/4 Inch - one included in tap fee		of 4 pits per residential tap)
3" and greater installed by the contractor at developer's expense		
<u>Water Meter including RF remote sending unit (inch):</u>		
5/8 & 3/4	325.00	
Ally Remote Meter & Valve assembly	616.00	
1	400.00	
1 1/2	1,680.00	
2	1,905.00	
3	2,450.00	
4	4,080.00	
>4	Cost to City plus 10% administrative fee	
<u>Water Capacity benefit charges</u>		
Meter size (inch):		
5/8 & 3/4	1,680.00	
1	4,350.00	
1 1/2	8,760.00	
2	14,200.00	
3	28,250.00	
4	44,050.00	
6	88,330.00	
8	141,270.00	
10	203,400.00	

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

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

Highest rate allowable by law

New construction inspection	50.00	initial inspection
	50.00	re-inspection of failed work
New water main Chlorination/Disinfection Inspection	150.00	
New water main valve operation/and line flushing	150.00	
New water main Hydrostatic testing	100.00	per test
New water main bacteria sampling/testing	150.00	per event (includes laboratory fees)
Water main installation inspection/outside normal working hours	City cost for inspection expense	
Fire Hydrant flow testing	100.00	per hydrant test
Backflow Prevention Permit	25.00	
Damage to City facilities	Repair cost plus 40%	

2) Sanitary Sewer service

Sewer rates

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

Sewer Capacity benefit charges

Meter size (inch):

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

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

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

New construction sanitary inspection

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

3) Refuse service

Service Type

	<u>Monthly Charge</u>	
Hand Service refuse	37.00	32.95
Hand Service recycling	13.00	15.00
65 gallon recycle container rental	1.00	
Move in/out solid waste removal fee for all dwelling units with Rental permits within the Mile Square "Plus" area, as designated by Section 931.02 of the Oxford Codified Ordinance, excluding multiple dwelling units utilizing commercial dumpsters.	4.25	4.50

	Rumpke	Admin	Total			
<u>Refuse</u>						
Residential	12.21	2.52	14.73	12.95	2.52	15.47
(Single family or multi-unit dwellings with four or less units)						
Rental for Waste wheeler	3.00	-	3.00			
Residential rates include 3.68 4.00 Recycle fee						
Commercial						
2 Cubic Yard dumpster						
1x/week	36.26	7.46	43.72	37.27	7.26	44.53
2x/week	57.59	11.87	69.46	59.02	11.52	70.54
3x/week	86.38	17.79	104.17	88.39	17.24	105.63
4x/week	111.98	23.03	135.01	114.50	22.28	136.78
5x/week	139.71	28.76	168.47	142.78	27.81	170.59
6x/week	167.43	34.45	201.88	171.06	33.40	204.46
Requested extra pick up (outside of normal schedule)	26.66	5.48	32.14	27.19	5.28	32.47
Rental fee	14.00	-	14.00			
3 Cubic Yard dumpster						
1x/week	46.92	9.67	56.59	48.20	9.37	57.57
2x/week	83.18	17.10	100.28	85.18	16.55	101.73
3x/week	120.51	24.87	145.38	123.26	24.07	147.33
4x/week	157.82	32.61	190.43	161.32	31.51	192.83
5x/week	194.09	40.09	234.18	198.31	38.59	236.90
6x/week	231.42	47.66	279.08	236.39	45.96	282.35
Requested extra pick up (outside of normal schedule)	26.66	5.48	32.14	28.25	5.49	33.74
Rental fee	17.00	-	17.00			
4 Cubic Yard dumpster						
1x/week	60.79	12.51	73.30	62.41	12.16	74.57
2x/week	107.71	22.18	129.89	110.26	21.48	131.74
3x/week	154.63	32.00	186.63	158.12	30.80	188.92
4x/week	202.62	41.83	244.45	207.07	40.43	247.50
5x/week	249.54	51.50	301.04	254.93	49.80	304.73
6x/week	295.40	60.87	356.27	301.71	58.87	360.58
Requested extra pick up (outside of normal schedule)	32.00	6.58	38.58	32.64	6.36	39.00
Rental fee	20.00	-	20.00			
6 Cubic Yard dumpster						
1x/week	90.65	18.69	109.34	92.92	18.09	111.01
2x/week	156.76	32.40	189.16	160.36	31.20	191.56
3x/week	222.88	45.91	268.79	227.80	44.21	272.01
4x/week	276.21	57.03	333.24	282.19	55.03	337.22
5x/week	359.39	73.88	433.27	367.04	71.68	438.72
6x/week	427.64	87.94	515.58	436.65	85.34	521.99
Requested extra pick up (outside of normal schedule)	37.33	7.72	45.05	35.64	6.92	42.56
Rental fee	23.00	-	23.00			
8 Cubic Yard dumpster						
1x/week	119.44	24.63	144.07	122.35	23.83	146.18
2x/week	206.89	42.58	249.47	211.55	41.28	252.83
3x/week	293.27	60.32	353.59	299.66	58.52	358.18
4x/week	380.72	78.27	458.99	388.85	75.97	464.82
5x/week	467.09	96.63	563.72	476.95	93.13	570.08
6x/week	554.53	114.77	669.30	566.14	110.27	676.41
Requested extra pick up (outside of normal schedule)	37.33	7.72	45.05	38.08	7.42	45.50
Rental fee	26.00	-	26.00			

Waste wheeler						
1x/week	14.93	3.09	18.02	15.25	2.97	18.22
2x/week	25.59	5.29	30.88	26.10	5.09	31.19
3x/week	36.26	7.48	43.74	36.99	7.22	44.21
4x/week	46.92	9.67	56.59	47.86	9.35	57.21
5x/week	57.59	11.87	69.46	58.74	11.48	70.22
6x/week	68.25	14.06	82.31	69.62	13.58	83.20
Requested extra pick up (outside of normal schedule)	10.67	2.20	12.87	10.88	2.12	13.00
Rental fee	9.00		9.00			
	Rumpke	Admin	Total			
Recycling						
2 Cubic Yard dumpster						
1x/week	25.39		25.39	25.54	-	25.54
2x/week	41.46		41.46	43.12	-	43.12
3x/week	56.38		56.38	58.49	-	58.49
4x/week	73.44		73.44	76.06	-	76.06
5x/week	88.38		88.38	91.45	-	91.45
Requested extra pick up (outside of normal schedule)	26.66		26.66	27.46	-	27.46
Rental fee	14.00		14.00			
3 Cubic Yard dumpster						
1x/week	34.18		34.18	35.72	-	35.72
2x/week	57.65		57.65	59.89	-	59.89
3x/week	81.11		81.11	84.05	-	84.05
4x/week	106.71		106.71	110.42	-	110.42
5x/week	130.17		130.17	134.59	-	134.59
Requested extra pick up (outside of normal schedule)	26.66		26.66	28.53	-	28.53
Rental fee	17.00		17.00			
4 Cubic Yard dumpster						
1x/week	43.98		43.98	45.90	-	45.90
2x/week	75.98		75.98	78.86	-	78.86
3x/week	107.97		107.97	111.81	-	111.81
4x/week	139.97		139.97	144.77	-	144.77
5x/week	171.95		171.95	177.71	-	177.71
Requested extra pick up (outside of normal schedule)	32.00		32.00	32.96	-	32.96
Rental fee	20.00		20.00			
6 Cubic Yard dumpster						
1x/week	64.44		64.44	67.06	-	67.06
2x/week	110.30		110.30	114.30	-	114.30
3x/week	157.22		157.22	162.63	-	162.63
4x/week	205.21		205.21	212.06	-	212.06
5x/week	254.27		254.27	262.59	-	262.59
Requested extra pick up (outside of normal schedule)	32.00		32.00	35.96	-	35.96
Rental fee	23.00		23.00			
8 Cubic Yard dumpster						
1x/week	79.58		79.58	82.75	-	82.75
2x/week	143.56		143.56	148.65	-	148.65
3x/week	207.55		207.55	214.56	-	214.56
4x/week	271.53		271.53	280.46	-	280.46
5x/week	335.52		335.52	346.37	-	346.37
Requested extra pick up (outside of normal schedule)	37.33		37.33	38.45	-	38.45
Rental fee	26.00		26.00			

Waste wheeler						
1x/week	3.80		3.80	4.25	-	4.25
2x/week	10.20		10.20	10.87	-	10.87
3x/week	16.59		16.59	17.49	-	17.49
4x/week	23.00		23.00	24.12	-	24.12
5x/week	29.39		29.39	30.73	-	30.73
Requested extra pick up (outside of normal schedule)	10.67		10.67	11.05	-	11.05
Rental fee	9.00		9.00			
Late fee			10%			
One time additional pickup permit stickers		10.00		15.00	per sticker	
Compactor tickets		45.00	per 1 cubic yard			

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

5) Miscellaneous

DVD Copies 5.00

G) ENGINEERING DIVISION

1) Design manual fees:

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

2) Map Order

Media:	Bond	8 1/2 x 11 B/W	4.00	
	Bond	8 1/2 x 11 Color	4.00	
	Bond	11 x 17 B/W	4.00	
	Bond	11 x 17 Color	4.50	
	Bond	24 x 36 B/W	10.00	
	Bond	24 x 36 Color	11.00	
	Bond	36 x 48 B/W	18.00	
	Bond	36 x 48 Color	20.00	
	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	10.00	plus map fee
		36 x 48	22.00	plus 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
Storm sewer lines	5.00	plus media cost
Zoning	5.00	plus media cost
Proposed development	5.00	plus media cost
Additional use permits	5.00	plus media cost
P.U.D.'s	5.00	plus media cost
Special use permits	5.00	plus media cost
Street index	1.00	plus media cost
Digital base map section	15.00	plus media cost

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

4) Document handling/forwarding fee to regulating agencies 25.00

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

H) STREET DIVISION

Street cut surface repair - April through November:

Up to 40 sq. ft. (or 40 linear ft of curb totaling less than 40 sq. ft.) 128.00

More than 40 sq. ft. 128.00 plus 3.20 per additional sq. ft.

December through March: add 50% to above costs

Brick Street Repair 30.00 per sq. ft.

Sidewalk Curb Gutter Permit 25.00

Work without a permit in ROW (Starting construction or work without permit) Greater of \$200.00 or twice the cost of permit

Street Tree Permits No charge

Removal of hazardous trees from private property At cost to city plus 5% Administrative fee

Street Spills Cost of time and materials for cleanup plus

10% administrative fee

Right-of-way Requests

Personnel (misc. tasks 25.00 per hour

Event Electrician 100.00 plus necessary materials at cost

Road Closures/Detours 135.00

Event Trash cans 5.00

Street Signs Cost of labor/materials used plus 10% administrative fee

Woodside Cemetery

Gravesite plots 100.00

Opening and closing of gravesite 250.00

Additional charge after 3:30 weekdays and on weekends 100.00

Street Banner Installation and removal 100.00 Single banner

Damage to City Facilities Cost to City plus 40%

I) FINANCE DEPARTMENT

Miscellaneous copies 0.10 per page per copy

Final Annual Budget Document

Paper At cost to City

Electronic 5.00 per DVD/CD

Any other method At cost to City

Comprehensive Annual Financial Report

Paper At cost to City

Electronic 5.00 per DVD/CD

Any other method At cost to City

Hotel tax rates:

Hotel tax 3%

Convention tax 3%

Motor Vehicle license tax 5.00 per motor vehicle

Motor Coach or Bus 25.00 each per year

Taxicab Company License 25.00 per year

Taxicab per Operator License 25.00 per year

Taxicab per Vehicle License 25.00 per year

Vendor License 50.00 per Calendar month or

300.00 per Calendar year

NSF check Fee At cost to City

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

J) HUMAN RESOURCES

Non refundable ~~Civil Service~~ **Classified** exam fee

15.00

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

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY : LAW (STAFF)

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Finance

Council Meeting Of :

11/5/2019

Originating Department

Account Code No. :

see below

Joe Newlin

Prepared By

Budgeted Amount :

10/31/2019

Date Prepared

Agenda Title: 2019 Supplemental Budget #8

Recommendation: Approve

Issue 1

To make adjustment to budget for Rumpke billings from unencumbered balance \$83,000

Action Needed:

Revenue Side

N/A

Expense Side

Refuse Fund (341) 83,000.00 Increase for Rumpke contract

Net Effect on Fund Balance/(s) (83,000.00)
Increase/(Decrease)

Issue 2

To make adjustment to budget for Banner Lift System in the uptown pavilion from unencumbered balance, funding provides by Oxford Community Foundation Grant \$8,000

Action Needed:

Revenue Side

General Fund (110) 8,000.00 Oxford Community Foundation Grant

Expense Side

General Fund (110) 8,000.00 Increase for Banner Lift System

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

Issue 3

To make adjustment to budget for retainer and refunds from unencumbered balance \$50,000 General Fund and \$8,000 for Fire & EMS Fund Increase Income Tax Receipts \$552,476 General Fund and \$67,253 for Fire & EMS Fund and decrease Property Tax Revenue by \$73,152 in the General Fund to match year to date receipts

Action Needed:

Revenue Side

General Fund (110) (73,152.00) Property Tax Receipts
General Fund (110) 552,476.00 Income tax Receipts
Fire & EMS Fund (418) 67,253.00 Income tax Receipts

Expense Side

General Fund (110) 50,000.00 Retainer and refunds
Fire & EMS Fund (418) 9,000.00 Retainer and refunds

Net Effect on Fund Balance/(s) 487,577.00
Increase/(Decrease)

Issue 4

To make adjustment to budget for excess funds left in the Aquatic Center Capital Improvement Fund transferring excess to Aquatic Center Debt Service Fund

Action Needed:

Revenue Side

Aquatic Center Debt Service Fund (150) 200,000.00 Transfer from Aquatic Center Capital Improvement Fund

Expense Side

Aquatic Center Capital improvement Fund (145) 200,000.00 Transfer to Aquatic Center Debt Service Fund

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

Total Net Effect on Fund Balance/(s)
Increase/(Decrease) 404,577.00

Breakdown by Fund

Refuse Fund (341)	(83,000.00)
General Fund (110)	429,324.00
Aquatic Center Capital improvement Fund (145)	(200,000.00)
Aquatic Center Debt Service Fund (150)	200,000.00
Fire & EMS Fund (418)	58,253.00

Net Effect on Fund Balance/(s)
Increase/(Decrease) 404,577.00

Approved By:

Department Head:

City Manager:

Initials

Date

[Signature] 10/31/19
DRE 11/1/19

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3493. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 8 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2019.

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

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

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

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

General Fund 110	8,000.00
General Fund 110	(73,152.00)
General Fund 110	552,476.00
Fire & EMS Fund 418	67,253.00

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

General Fund 110	8,000.00
General Fund 110	50,000.00
Refuse Fund 341	83,000.00
Fire & EMS Fund 418	9,000.00
Aquatic Center Debt Service Fund 150	200,000.00

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

Transfer from:

Aquatic Center Debt Service Fund 150	200,000.00
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Transfer to:

Aquatic Center Debt Service Fund 150	200,000.00
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SECTION 5: The following increase/(decrease) in revenues be made:

Aquatic Center Debt Service Fund 150	200,000.00
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SECTION 5: In all other respects, Ordinance No. 3493 shall remain in full force and effect.

SECTION 6: This ordinance shall take effect immediately upon its adoption.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)