

Compensation Analysis, Inc.  
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P.O. Box 31014  
Cleveland, OH 44131

March 27, 2008

Doug Elliott, Jr.  
City Manager  
City of Oxford  
101 East High Street  
Oxford, OH 45056

VIA: Electronic Mail, Fax and Regular Mail

RE: Property Casualty Bid 2008-09

Dear Mr. Elliott:

On March 14, 2008, 12:00 PM Oxford City time, at 101 East High Street Oxford, OH 45056 sealed bids for the 2008-2009 Insurance Program were opened and read. Present were representatives from the Brower Insurance Agency, Governmental Underwriters of America, Inc., and Wichert Insurance Services, as well as Heidi Hill and myself on behalf of Oxford. Seven bids packages were received from six agencies.

The following is intended to be a brief overview of some of the major issues reviewed.

### **Conclusion**

Based upon the variations in the bids received I am recommending that Oxford accept the proposal from the Love Insurance Agency using a combination quote of the St. Paul and AAIC Insurance Companies. The total price of the combined program is \$121,130.

Please note that last year's total insurance cost was approximately \$198,000. The 2008-09 recommended program represents a 38% decrease over last year. Note also that this recommendation includes a \$10 million umbrella over the whole program including the VFIS volunteer firefighter's stand-alone product.

Please keep in mind that there is likely to be a price variance from the above figure although it will be relatively minor. One issue that needs to be addressed is the difference between the property schedules used in the bid and the property schedules used by the current market. The property values maintained by the City were less than those scheduled and that needs to be reconciled. We will need to make sure that we maintain appropriate levels of insurance and need to get with the successful agent to review the variance between our schedule and the one maintained by the current carrier.

### **Market Observations**

Most industries are cyclical to some extent. The property/casualty (P/C) insurance industry cycle is characterized by periods of soft market conditions, in which premium rates are stable or falling and insurance is readily available, and by periods of hard market conditions, where rates rise, coverage may be more difficult to find and insurers' profits increase.

A dominant factor in the P/C insurance cycle is intense competition within the industry. Premium rates drop as insurance companies compete vigorously to increase market share. As the market softens to the point that profits diminish or vanish completely, the capital needed to underwrite new business is depleted. In the up phase of the cycle, competition is less intense, underwriting standards become more stringent, the supply of insurance is limited due to the depletion of capital and, as a result, premiums rise. The prospect of higher profits draws more capital into the marketplace leading to more competition and the inevitable down phase of the cycle.

The insurance market for governmental entities in Ohio remains "soft". This means that there is excess capacity and more insurance carriers are willing to try to write more difficult risks at lower prices. This year has demonstrated that continuing trend in the marketplace. While there are always a number of factors that influence the cost of insurance there are two underlying this bid:

- 1) Certainty in governmental immunity in Ohio and,
- 2) A good loss ratio. The City has an acceptable loss history.

### **Bid Review**

My recommendation is being made recognizing the value associated with continuity in the relationship with your insurance carrier and insurance agent. The more stable the relationships the more stable the insurance premiums will be.

My recommendation is based upon the following:

- **Experience**-the current relationship has not been what we would call long term. The Arrowhead program has been in place for a number of years albeit with two different carriers. We would naturally prefer the existing company relationship however the pricing differential is significant. The recommended program with St. Paul and AAIC, is from insurance carriers with histories in the insurance business and more than a fleeting commitment to the public entity business. In addition you have the

advantage of the same agent. The other markets with the exception of the Public Entity Pool of Ohio would be acceptable alternatives however the advantage is to the Love Insurance Agency and St. Paul.

St. Paul has shown a commitment to the public sector in a number of ways. Since 1991, St. Paul Travelers' Public Sector Services unit has focused exclusively on public entities. St. Paul has dedicated Risk Control and Claim control resources that are specifically tailored to public sector issues.

St. Paul's Coverage highlights include:

- Customized property coverage for public sector clients
- Public Entity General Liability designed exclusively for public entities, as opposed to commercial form of coverage
- Public Entity Management Liability for wrongful acts committed by a protected person in the conduct of duties by or for a public entity
- Employment Practices Liability coverage
- Law Enforcement Liability including protection for the operation of a jail or detention facility
- Auto coverage for law enforcement and emergency vehicles, as well as commandeered autos and their owners
- Umbrella coverage
- Large deductible, self-insured retention and maximum retention plans

**The edge in experience goes to Love and the St. Paul.**

- **Financial Stability**-In looking at financial stability there is no question that the St. Paul is one of the strongest carrier. St. Paul carries an A+ rating by AM Bests and is a size XV carrier. Selective also carries an A+ rating but were not competitive. Fireman's Fund, HCC are A rated and Trident carries an A- rating. The OGRMP is a pool and does not carry a financial rating. I have reviewed the OGRMP on a number of occasions and in fact recommended it to my clients. I would have no problem recommending the program if it were the lowest and the best quote.

**The edge in this case would go to St. Paul and Selective.**

- **Coverage/deductibles**-there are significant variations in the deductibles and there is no major advantage to any of the programs. From a coverage perspective there is no clear winner. There are so many variations in coverage that it would be difficult to outline all of them. If there is any

advantage it is likely with Trident but it is felt to be non-material. The advantage in deductibles is to the OGRMP which has \$5,000 deductibles in Public Officials and Police Professional Liability.

**The advantage in deductibles goes to the OGRMP.**

- **Premium differential**-the premium differential over the incumbent program is \$33,000 a very large differential. The St. Paul program is at least \$10,000 less expensive than its nearest competitor and therefore has the advantage.

**The advantage is to St. Paul.**

### **Summary**

Based upon the totality of the circumstances as reviewed above and attached I am recommending that the City award the bid to Love Insurance Agency using the St. Paul AAIC Insurance Companies.

Please review and let me know if you have any questions.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Daniel P. O'Brien", with a stylized flourish at the end.

Daniel P. O'Brien JD  
Principal

DPO/cao

# CITY OF OXFORD

## STAFF SUMMARY REPORT

**Report to the City Manager**

Finance Department  
**Originating Department**

**Council Meeting Of:** April 1, 2008

**Account Code No. #:** Various

Heidi Hill  
**Prepared By**

**Budgeted Amount:** \$207,129

March 27, 2008  
**Date Prepared**

**Agenda Title:** 2008 Property and Casualty Insurance

**Recommendation:** Approve

### Discussion:

Staff is requesting Council to approve the property and casualty insurance bid of \$121,130 for 2008. This represents a 38% cost reduction over last year's cost of \$198,000.00.

Please find attached the letter of recommendation prepared by our insurance consultant Dan O'Brien. His recommendation is to stay with the incumbent Love Insurance with the quotes of insurance coverage with St.Paul and AAIC insurance companies.

After review of our insurance needs, it is the recommendation of Mr. O'Brien that we use part of the substantial savings to purchase a complete appraisal on all property so that our coverage's on assets be true to the value. We have not had an appraisal on our property in many years. This could and probably will increase our premium slightly once the true values are assessed, however, the impact would be in the range of \$3,000-\$5,000 annually.

**Approved By:**

|                         | <b>Initial Date</b>          |
|-------------------------|------------------------------|
| <b>Department Head:</b> | <u>          \          </u> |
| <b>City Attorney:</b>   | <u>          \          </u> |
| <b>City Manager:</b>    | <u>          \          </u> |

**RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH 32 FORD INC. FOR THE PURCHASE OF A NEW 2008 FORD F350 AND SPECIFIED OPTIONS WITH 30 DAY TAG AT A PRICE BELOW STATE CONTRACT PRICING AT A COST NOT TO EXCEED \$44,484.00.

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

SECTION 1: Council hereby authorizes the City Manager to purchase from 32 Ford Inc. a new 2008 Ford F350 and specified options with 30 day tag at a price below State Contract pricing at a cost not to exceed \$44,484.00. Said amounts shall be paid by funding which the City Manager and Finance Director are hereby authorized to negotiate and secure on behalf of the City.

SECTION 2: The City Manager is purchasing said vehicle through 32 Ford Inc., which meets or exceeds the specifications of the Ohio Cooperative Purchasing Program of the Department of Administrative Services, as required by Section 125.04 of the Ohio Revised Code.

SECTION 3: Council further authorizes the City Manager to dispose of a 1997 Ford F350 through public auction.

SECTION 4: Funds have been appropriated in an amount in excess of the purchase price authorized.

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

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MAYOR

ADOPTED:

ATTEST:

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DEPUTY CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: PRUE DANA

PREPARED BY: LAW (STAFF)

**RESOLUTION NO.**

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH JOHN R. JURGENSON CO. FOR RESURFACING AND MAINTENANCE WORK AT A COST OF \$316,604.00 PLUS A CONTINGENCY AMOUNT OF 2.65% OF THE CONTRACT PRICE OR \$8,396.00 FOR A TOTAL COST NOT TO EXCEED \$325,000.00.

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

SECTION 1: Council hereby finds John R. Jurgenson Co. to be the lowest and best bidder and accepts the bid of \$316,604.00 for the 2008 resurfacing and maintenance work as described in Attachment "A" attached hereto and incorporated herein.

SECTION 3: The City Manager is hereby authorized to enter into a contract with John R. Jurgenson Co. at a cost of \$316,604.00 plus a 2.65% contingency for a total cost not to exceed \$325,000.00 for resurfacing and maintenance work as described in Attachment "A."

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

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MAYOR

ADOPTED:

ATTEST:

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DEPUTY CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: PRUE DANA

PREPARED BY: LAW(STAFF)

# CITY OF OXFORD

## STAFF SUMMARY REPORT

**Report to the City Manager**

City Manager

**Originating Department**

**Council Meeting Of:** April 1, 2008

Mary Ann Eaton

**Account Code No. #:**

**Prepared By**

**Budgeted Amount:**

March 24, 2008

**Date Prepared**

**Agenda Title:** Resolution authorizing the City Manager to close Lot 52 on Saturdays, from 5:00 A.M. to 12:30 P.M., from May 3, 2008 through November 1, 2008, to permit the operation of the Farmers Market within Lot 52 during said time.

**Recommendation:** Approve

### Discussion:

The attached request is for the use of Lot 52 for the Farmers Market.

**Approved By:**

**Initial Date**

**Department Head:**

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**City Attorney:**

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**City Manager:**

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**RESOLUTION NO.**

**A RESOLUTION ESTABLISHING THE OXFORD BUS FEASIBILITY WORK GROUP TO ASSESS THE NEED FOR PUBLIC TRANSPORTATION WITHIN THE CITY OF OXFORD.**

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

SECTION 1: Council hereby establishes the Oxford Bus Feasibility Work Group to assess the need for public transportation within the City of Oxford. The Work Group shall be made up of the following eight (8) members, each of whom are appointed by City Council: (A) representative of Oxford's Senior Citizen Center; (B) representative of the Family Resource Center; (C) representative of the Knolls of Oxford; (D) representative of Miami University; (E) representative of the City Council; (F) representative of First Student (the Miami University transit system); (G) representative of Peterman, Ltd. (the Talawanda bus system); (H) a Citizen at large.

SECTION 2: The purpose of the Oxford Bus Feasibility Work Group shall be to (1) assess the need for a public transit system which shall serve all of the residents of the City of Oxford; (2) listen to the concerns of Oxford's citizens, business owners, and property owners; (3) propose where the public transit system would operate, suggesting routes and times based on the needs of the community; (4) investigate the cost of such a system; (5) investigate how the public transit system would be funded; and (6) present findings to City Council to consider in a timely manner.

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

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MAYOR

ADOPTED: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
DEPUTY CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: PRUE DANA

PREPARED BY: LAW(STAFF)

Green Tea Day was established by the Scripps Gerontology Center to promote healthy aging throughout the community of Oxford; and

WHEREAS, Green Tea Day serves to provide enriching opportunities for people to explore life expectancy and the diverse means of developing a healthy life through educational, recreational and cultural activities; and

WHEREAS, Green Tea Day will provide enrichment opportunities in physical health through exercise, nutrition, blood pressure checks, and massage therapy; and

WHEREAS, Green Tea Day will provide an educational environment with demonstrations on the art of origami, and workshops such as "Latin Dancing," "Qigong," "Drumming," and "Cooking and Sampling of Native Cuisines;" and

WHEREAS, numerous activities are planned, including the distribution of free green tea, and the performance of an authentic tea ceremony by a Japanese Tea Master, and programming that will enable people to explore aging and longevity around the world; and

WHEREAS, Green Tea Day will include the awarding of the Grandparents of the Year Awards; and

WHEREAS, Green Tea Day will link over thirty (30) campus and community organizations to provide a variety of educational, recreational, and cultural activities to promote healthy living and longevity.

NOW, THEREFORE, I, Prudence Z. Dana, Mayor of the City of Oxford, Ohio, do hereby proclaim Wednesday, April 9, 2008 as,

**'GREEN TEA DAY'**

in the City of Oxford and encourage all students and citizens to celebrate longevity and healthy lifestyles by participating in the many activities promoting healthy living.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 28th day of of March, 2008.

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PRUDENCE Z. DANA, MAYOR

the Ohio Occupational Therapy Association has declared the month of April 2008 to be known as National Occupational Therapy Month; and

WHEREAS, the profession of occupational therapy makes valuable contributions in helping persons master the 'skills for the job of living' after an illness or injury; and

WHEREAS, the services of occupational therapy are available to citizens of Oxford, Ohio through hospitals, home health agencies, schools, clinics, and nursing homes; and

WHEREAS, the health and productivity of our citizens depend upon the effective use of health care resources, including the important services of occupational therapists and occupational therapy assistants.

NOW, THEREFORE, I, Prudence Z. Dana, Mayor of the City of Oxford, Ohio, do hereby proclaim the month of April 2008 as:

**'NATIONAL OCCUPATIONAL THERAPY MONTH'**

in the City of Oxford and call upon all citizens to recognize the achievements and contributions of these valued health professionals.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 28th day of March, 2008.

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PRUDENCE Z. DANA, MAYOR

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: April 1, 2008

Account Code #: 141.720.51000

Budgeted Amount: \$325,000

Service Department

**Originating Department**

Michael B. Dreisbach

**Prepared By**

March 20, 2008

**Date Prepared**

**Agenda Title: 2008 Street Resurfacing and Maintenance Program**

**Recommendation: Approval**

### Discussion:

The 2008 Operating Budget includes \$325,000 for street and alley improvements. Staff has evaluated the surface condition of City streets in order to provide data for the compilation of the 2008 Street Resurfacing Program. Several factors were considered in recommending a street or alley for resurfacing including traffic volume, road base condition (or lack of a proper base), curb and gutter condition, drainage conditions, past street and utility cuts, proposed underground work scheduled, and current surface condition. Additionally, staff reviewed and updated the City Infrastructure Inventory which includes data on street, water, wastewater, and stormwater systems. Some streets that warrant resurfacing were removed from the list due to scheduled or proposed construction projects in 2008 or 2009 (i.e. Spring Street from Patterson to Campus because of significant demolition / construction activity by the University). A tentative resurfacing list has been identified for the 2008 street maintenance program and staff is notifying property owners on identified streets to repair deficient driveway aprons, curb, and gutter prior to paving. By improving drainage conditions prior to resurfacing, our investment will be expected to last much longer.

The list of streets proposed for improvement is attached and labeled "**Exhibit A**".

Staff also evaluated streets resurfaced in the past few years to assess the current condition and to maximize the longevity of recent improvements. The City included a request for bids for asphalt crack sealing services as part of our street maintenance program. By managing surface cracks with a sealing program, recently paved streets should last considerably longer.

A request for bids was published in the Oxford Press and Hamilton Journal on February 29 and March 7, 2008. Sealed proposals were opened on March 14, 2008. Four firms submitted bids with the following results:

**Approved By:**

Department Head:

Initial

Date

MBD \ 3/24/08

City Manager:

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|                               |                      |
|-------------------------------|----------------------|
| <b>John R. Jurgenson Co.</b>  | <b>\$ 316,604.00</b> |
| Barrett Paving                | 320,304.75           |
| Mt. Pleasant Blacktopping Co. | 343,249.00           |
| Don S. Cisle Contractor, Inc. | 360,511.80           |

Bids submitted included the following line item cost breakdowns:

- Asphalt milling
- Asphalt placing and compacting
- Crack sealing
- Traffic control
- Pavement / traffic marking replacements
- Blue reflective armored markers to indicate fire hydrant locations
- Yellow / white markers to enhance land marking safety

The spread between the top two bids was only approximately 1% and the top two bids were both within the City's estimate of probable cost. In the 2007 resurfacing program, the City paid Mt. Pleasant Blacktopping Co. \$52 per ton (installed) for asphalt. In the 2008 resurfacing program, the cost for per ton of asphalt installed is \$54.60, an increase of 5%. Given the soaring price of raw crude oil, asphalt, and fuel, the pricing received by the City could have been much higher. Funds expended for improvements to High Street (US 27) will be eligible for reimbursement from the Motor Vehicle License Fund.

The lowest bid for the 2008 street maintenance program was provided by John R. Jurgenson Co. at \$316,604.00. Staff is requesting an authorized contingency amount of 2.65 percent of the contract or \$8,396.00. It is Staff's recommendation that Council authorize the City Manager to enter into an agreement with John R. Jurgenson Co. for a total amount not to exceed **\$325,000.00**.

# EXHIBIT "A"

## CITY OF OXFORD 2008 STREET RESURFACING PROGRAM PROPOSED LIST OF STREETS TO BE RESURFACED

Revised 3/20/2008

### STREETS TO BE RESURFACED

High Street – Patterson Ave. to Talawanda Rd.  
High Street – Talawanda Rd. to Bishop St.  
High Street – Bishop St. to University Ave.  
High Street – University Ave. to Campus Ave.  
Chestnut Street – Campus Ave. to Railroad Crossing  
Police Impound Lot (Flood control, pavement sealing)  
College Ave. – Spring St. to Foxfire Dr.  
Lynn Ave. – Contreras Rd. to Fairfield Rd.  
Contreras Road – Locust St. to James Rd.  
Vine St. and Locust St. – Drainage correction to intersection

### ALLEYS TO BE PAVED

North/south alley from Sycamore St. to Vine St. between Campus Ave. and University Ave.

**\* Streets shown in bold type are to have a six (6) foot wide milling along each curb face or edge of pavement. Other streets are to be milled curb to curb unless otherwise indicated.**

**\*\* Adjustments to quantities may be made to reflect bid prices versus budgeted funds and other variables beyond the contractor's control.**

**RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO CLOSE LOT 52 ON SATURDAYS, FROM 5:00 A.M. TO 12:30 P.M., FROM MAY 3, 2008 THROUGH NOVEMBER 1, 2008, TO PERMIT THE OPERATION OF THE FARMERS MARKET WITHIN LOT 52 DURING SAID TIME.

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

SECTION 1: Council has determined that it would be beneficial for the City to permit the Farmers Market to operate on Lot 52 on Saturdays, between May 3, 2008 through November 1, 2008 and that the closure of Lot 52 between the hours of 5:00 A.M. and 12:30 P.M. is required to permit this operation.

SECTION 2: Council hereby authorizes the City Manager to close Lot 52 on Saturdays from 5:00 A.M. to 12:30 P.M., from May 3, 2008 through November 1, 2008 to permit the operation of the Farmers Market within Lot 52 during said time.

SECTION 3: In all other respects the City of Oxford traffic code shall remain in full force in effect.

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

\_\_\_\_\_  
MAYOR

ADOPTED: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
DEPUTY CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: PRUE DANA

PREPARED BY: LAW(STAFF)

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: April 1, 2008

Account Code #: 140.122.50802

Budgeted Amount: \$44,500.00

Service Department

**Originating Department**

Michael B. Dreisbach

**Prepared By**

March 7, 2008

**Date Prepared**

**Agenda Title: Purchase of Replacement Truck for Streets & Maintenance Division - # 61**

**Recommendation: Approve**

**Discussion:** The 2008 Operating Budget includes \$44,500 for the purchase of a replacement truck for use by the Streets & Maintenance Division of the Service Department. The current vehicle, # 61, is a 1997 model and exceeded its planned replacement cycle of ten years. This vehicle will be used in snow plowing and de-icing activities, yard waste collection / processing, and for general street repair and construction.

The State of Ohio contract for the purchase of trucks and vans (Index No. GDC-093-E) includes item #31B, a 2008 F350 regular cab four wheel drive truck (cab/chassis ONLY). The unit price for this vehicle, sold through Mike Bass Ford is \$24,599.00. Staff is requesting the following additional equipment for the vehicle:

|                                                             |                    |
|-------------------------------------------------------------|--------------------|
| Base vehicle price:                                         | \$24,599.00        |
| Two cubic yard dump body (Rugby)                            |                    |
| Safety package inc. lighting and backing alarm              |                    |
| Towing option w/ central hydraulics                         |                    |
| Tailgate material spreader and snow plow assembly           |                    |
| Miscellaneous options as described in attached quotation    |                    |
| Delivery to Oxford (City Garage) and temporary tag          |                    |
| Options sub total....                                       | <u>22,128.70</u>   |
| <b>Total price under State contract with Mike Bass Ford</b> | <b>\$46,727.70</b> |

Staff obtained an additional quote from our 2007 vendor to compare to the State contract already in place. The City was able to obtain lower pricing than that obtained by the State of Ohio in their Department of Administrative Services (DAS) Contract. This quote was provided by **"32 Ford Mercury, Inc."** at a total cost of **\$44,484.00**. House Bill #204 provides the City the authority to purchase in this manner while beating a previously advertised cost from another vendor through the DAS contract.

This Resolution will authorize the City Manager to enter into an agreement with "32 Ford, Inc." for the purchase of a 2008 Ford F350 truck and specified options with 30-day tag at a cost not to exceed **\$44,484.00**. Staff further recommends Council authorize the sale of a 1997 Ford F-350 truck by public auction at the earliest convenience of the City.

**Approved By:**

Department Head: Initial MB Date 3/18/08

City Manager: \_\_\_\_\_

ITEM -31B – Cab & Chassis – Full Size, 4WD, Regular Cab, 10,500 lbs. GVWR – Diesel

DELIVERY: 120 DAYS A.R.O. (See IV.A.) INDICATE CITY/STATE OF MANUFACTURER: LOUISVILLE, KENTUCKY

CONTRACTOR: MIKE BASS FORD MFG: FORD MODEL: F-350 MODEL NUMBER: F-37

Item ID No.: 11981 UNIT PRICE: \$24,599.00

List any exceptions to the specifications: NONE

| <u>ITEM ID NO.</u> |                                                                                              | <u>UNIT COST</u> |
|--------------------|----------------------------------------------------------------------------------------------|------------------|
| 12424              | Delivery charge per mile, per vehicle round trip map mileage for delivery by the contractor: | \$ .60           |
|                    | Minimum Delivery Charge:                                                                     | \$ 0.00          |

| <u>ITEM ID NO.</u> | <u>CONTRACTOR'S ORDER NO.</u> | <u>OPTIONS</u>                                                  | <u>UNIT COST</u> |
|--------------------|-------------------------------|-----------------------------------------------------------------|------------------|
|                    | VS                            | Vinyl Seat Covering                                             | \$ -133.00       |
| 12432              | 165                           | 84" Cab to Axle (Not available with 2 Yard Dump)                | \$ 165.00        |
| 12433              | 473                           | Snow Plow Prep. (No Plow)                                       | \$ 84.00         |
| 12434              | 8 PLOW                        | Snow Plow Pkg. (Incl. Prep)                                     | \$ 2,799.00      |
| 12435              | DUMP                          | 2 Yard Dump Body                                                | \$ 5,900.00      |
| 12436              | TBM                           | All Terrain Tires, State Size/Ply: (LT245/17 - 10)              | \$ 124.00        |
| 12437              | 531                           | Towing Package, State Rating: (11,100 lbs.)                     | \$ 154.00        |
| 12438              | 525                           | Cruise Control/Tilt Wheel                                       | \$ 384.00        |
|                    | STD                           | Trailer Mirrors                                                 | \$ 0.00          |
| 12439              | 62R                           | PTO Provision                                                   | \$ 249.00        |
| 12440              | TAG                           | 30 Day Tag                                                      | \$ 10.50         |
| 12441              | PM                            | Parts Manual (Electronic)                                       | \$ 249.00        |
| 12442              | SM                            | Shop Manual (Electronic)                                        | \$ 249.00        |
| 12443              | F47                           | Additional Option Package (Bidder to specify type: 16,000 GVW). | \$ 8,901.00      |

List standard paint colors: GRAY, BLUE, RED, GOLD, GREEN, TOREADOR RED, STONE, BLACK, WHITE, SILVER

ITEM ID NUMBERS are not assigned to No Charge and/or Delete Items. Items are entered into OAKS as \$.001. This allows the person entering the requisition to adjust the dollar value.

Note: Please use this page when entering a requisition for this item, reference Mike Bass Ford contract RS904308-4.

## Cab & Chassis – Full Size, 4WD, Regular Cab, 10,500 lbs GVWR – Diesel

Item Number 31B

| Standard Specification Items              | Minimum Requirements |                                                      | Minimum Requirements |
|-------------------------------------------|----------------------|------------------------------------------------------|----------------------|
| Mfg. Make                                 |                      | Alternator (amps)                                    | 115                  |
| Mfg. Model-Model No.                      |                      | Battery (CCA)                                        | 600                  |
| Seating Capacity                          | 3                    | Fuel Capacity (gals.)                                | 34                   |
| # of Doors                                | 2                    | Exterior Rear View Mirror                            | Req.                 |
| Wheelbase (in.)                           | 133                  | Keyed Door Locks                                     | Req.                 |
| Cab to Axle (in.)                         | 60                   | Intermittent Windshield Wipers                       | Req.                 |
| Dual Rear Wheels                          | Req.                 | Air Conditioning                                     | Front                |
| Gross Vehicle Weight Rating (GVWR) (lbs.) | 10,500               | Seat Covering                                        | Cloth                |
| Base Curb Weight (lbs.)                   | 5,400                | Floor Covering                                       | Vinyl                |
| Payload (lbs.)                            | 5,100                | Floor Mats (Front)                                   | Req.                 |
| Drivetrain                                | 4WD                  | Radio                                                | AM/FM                |
| Engine Type (Cylinder/Liter)              | 8/6.4L               | Front Seat Type                                      | Split Bench          |
| Horsepower (HP)                           | 300                  | Power Antilock Brakes (Front and Rear)               | Req., 4 Wheel        |
| Torque (ft-lbs)                           | 360                  | Restraint System (Driver and Passenger)              | Req.                 |
| Cooling System                            | h.d.a.               | Supplemental Restraint System (Driver and Passenger) | Req.                 |
| Automatic Transmission                    | Auto                 | Tires                                                | All Season           |
| Skid Plate                                | Req.                 | Spare Tire                                           | Full                 |
| Differential Type/Ratio                   | Limited Slip/3.73    | Mfg. Standard Warranty                               | 3yr/36K Mile Min.    |
|                                           |                      |                                                      |                      |
| <b>Dimensions/Ratings</b>                 |                      | <b>Optional Equipment</b>                            |                      |
| Head Room (Front)                         | 40                   | Vinyl Seat Covering                                  |                      |
| Leg Room (Front)                          | 41                   | 84" Cab to Axle (Not available with 2 Yard Dump)     |                      |
| Hip Room (Front)                          | 61                   | Snow Plow Prep (No Plow)                             |                      |
| Shoulder Room (Front)                     | 65                   | Snow Plow Package (Incl. Prep)                       |                      |
|                                           |                      | 2 Yard Dump Body                                     |                      |
|                                           |                      | All Terrain Tires (Rear Only)                        |                      |
|                                           |                      | Tow Package                                          |                      |
|                                           |                      | Cruise Control/Tilt Wheel                            |                      |
|                                           |                      | Trailer Mirrors                                      |                      |
|                                           |                      | PTO Provision                                        |                      |
|                                           |                      | 30-Day Tag                                           |                      |
|                                           |                      | Parts Manuals                                        |                      |
|                                           |                      | Shop Manuals                                         |                      |
|                                           |                      |                                                      |                      |



## Sales Quotation

Fleet Department  
610 West Main Street - Batavia, OH 45103  
Phone (513) 732-2681 / Fax (513) 732-2868  
Email: 32FordFleet@Fuse.Net

Date: 3/6/08

To: Eric Keebler  
City of Oxford

Phone: 513-523-8412  
Fax:  
Email: [ekeebler@cityofoxford.org](mailto:ekeebler@cityofoxford.org)

### **2008 Ford F350 Regular Cab 4x4 Chassis 10,500 GVWR Price Schedule For Supplemental Options**

Ohio State Contract Index No. GDC-93-E, Item #31B, base unit specifications and off contract options requiring a secondary P.O. are shown below.

| <b>Description</b>                  | <b>Price</b>       |
|-------------------------------------|--------------------|
| <b>Base Unit Price</b>              | <b>\$24,595.00</b> |
| 6.4L, V8, Diesel Engine             | Included           |
| Automatic Transmission              | Included           |
| LT245/75Rx17E BSW All Season        | Included           |
| Air Conditioning                    | Included           |
| 115 Amp Alternator, 650 CCA Battery | Included           |
| 141" Wheelbase, 60" CA              | Included           |
| 3.73 Limited Slip Differential      | Included           |
| Cloth Bench Seat                    | Included           |
| AM/FM Radio                         | Included           |

#### **State Contract Options**

|       |                                             |            |
|-------|---------------------------------------------|------------|
| V     | Vinyl Seat Covering                         | -\$133.00  |
| 8PLOW | Snow Plow Package                           | \$2,799.00 |
| DUMP2 | 2 Yard Dump Body                            | \$5,900.00 |
| TBM   | All Terrain Tires (Rear Only) LT245/75Rx17E | \$124.00   |
| 531   | Towing Package                              | \$154.00   |
| STD   | Trailer Mirrors                             | \$0.00     |
| DEL   |                                             | \$50.00    |

Total Cost of Vehicle \$33,489.00

#### **Off Contract Options**

|     |                                                                                                                                                         |            |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 41H | Engine Block Heater                                                                                                                                     | \$65.00    |
| 66S | Upfitter Switches                                                                                                                                       | \$125.00   |
| 52B | Tow Command Brake Controller                                                                                                                            | \$230.00   |
| 17F | XL Décor Package                                                                                                                                        | \$175.00   |
| BHP | Buyer's 1/2" Receiver Hitch Plate Assembly w/ 7-Pole Plug                                                                                               | \$595.00   |
| SLP | Cab Mounted Strobe Light with Front Corner Strokes, Rear Stop, Tail, Turn and Backup Lights, Rear LED Amber Warning Lights Mounted In Steel Light Boxes | \$1,495.00 |

|                                    |                                                                                                                                                                                               |             |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| RSL                                | Rear Spreader Light Assembly with Switch                                                                                                                                                      | \$125.00    |
| CHU                                | Central Hydraulic Upgrade: Belt Driven Clutch Pump, 3-Control Cables, Hydraulic Hoses Front and Rear With Quick Couplers, Oil Reservoir with Filter and Shutoff Valve, Spreader Control Valve | \$3,895.00  |
| SAD                                | Swenson Under Tailgate Salt Spreader                                                                                                                                                          | \$3,495.00  |
| W85                                | Western 8.5' Uni-Mount Snow Plow Assembly Upgrade                                                                                                                                             | \$795.00    |
| Total Cost of Off Contract Options |                                                                                                                                                                                               | \$10,995.00 |
| Total Cost of Vehicle              |                                                                                                                                                                                               | \$44,484.00 |

For ordering, please fax purchase orders to our fleet department.

Thank you for allowing 32 Ford Mercury the opportunity to submit this proposal. If you need additional assistance please feel free to contact me at your earliest convenience.

Sincerely,

Dave Trimpe  
Commercial Accounts Manager  
32 Ford Mercury Inc.

Feb.14. 2008 1:32PM Mike Bass Truck Center

No.3904 P.1



02/14/08

STATE BID INDEX GDC093E

CITY OF OXFORD  
945 COLLINS RUN RD  
OXFORD OHIO 45056  
ATT: ERIC KEEBLER

UNIT PRICE \$24,599.00 ONE EACH

2008 FORD F-350 4X4 REGULAR CAB 141" WB DRW HD CAB CHASSIS

|       |                                    |
|-------|------------------------------------|
| 640A  | OPTION CODE 640A                   |
| 425   | 50 STATE EMISSIONS                 |
| 99R   | 6.4 LITER DIESEL                   |
| 44B   | 5-SPD AUTOMATIC                    |
| X4N   | 4.10 LTD SLIP AXLE                 |
| STDGV | 13,000 GVWR                        |
| TBK   | TIRES:LT245/75RX17 BSW             |
| C3    | CLOTH & VINYL BENCH SEAT W/RECLINE |
| 141WB | 141" WHEELBASE/60" CA              |
| 572   | AIR CONDITIONING                   |
| 587   | AM/FM/STEREO W/CLOCK               |

## ADDS:

|      |                                      |            |
|------|--------------------------------------|------------|
| VS   | VINYL SEAT COVERING                  | \$ -133.00 |
| 473  | SNOW PLOW PREP                       | \$ 84.00   |
| DUMP | 2 YARD DUMP                          | \$ 5900.00 |
| TBM  | ALL TERRAIN TIRES                    | \$ 124.00  |
| 531  | TOW PKG. (wiring to rear of chassis) | \$ 154.00  |
| STD  | TRAILER MIRRORS                      | \$ 0.00    |
| TAG  | 30 DAY TAG                           | \$ 10.50   |
| 66S  | UPFITTER SWITCHES(4)                 | \$ 84.00   |
| 91T  | TOW COMMAND                          | \$ 354.00  |
| DB01 | 1/2' PINTLE PLATE/RECEIVER           | \$ 840.00  |
| DB03 | 7 WAY PLUG                           | \$ 110.00  |
| HY3  | FULL CENTRAL                         | \$ 3750.00 |
| LT7  | STROBE FRONT/REAR                    | \$ 1095.00 |
| SN5  | 8.5 WESTERN PRO PLUS                 | \$ 4425.00 |
| SNO2 | SNOWPLOW DEFLECTOR                   | \$ 375.00  |
| SP13 | SWENSON TAILGATE SS                  | \$ 4649.00 |
| DEL  | DELIVERY CHARGES                     | \$ 307.20  |

TOTAL AS ORDERED \$ 46,727.70

EXTERIOR COLOR: WHITE

PO# \_\_\_\_\_ AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## We're Serious About Trucks

I-90 at Rt. 254, Exit 148, P.O. Box 844, Lorain, Ohio 44052-0844

Lorain 440/934-3673 • Elyria 440/365-9300 • Cleveland 440/871-8072 • 1-877-TRK-CTR8 • www.mikebassford.com

**RESOLUTION NO.**

RESOLUTION ACCEPTING THE INSURANCE BID OF INSURANCE SPECIALIST GROUP, INC. DBA LOVE INSURANCE PARTNERS FOR THE CITY'S PROPERTY AND CASUALTY INSURANCE COVERAGE FOR 2008.

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

SECTION 1: The City Manager and the Finance Director hereby recommend that Council accept the property and casualty insurance quote of Insurance Specialist Group, Inc. DBA Love Insurance Partners effective April 1, 2008. The City Manager and Finance Director further recommend Council authorize them to update insurance coverage on an ongoing basis as needed, to provide insurance coverage of future assets acquired.

SECTION 2: Council hereby accepts the recommendation of the City Manager and the Finance Director and accepts the quote of Insurance Specialist Group, Inc. DBA Love Insurance Partners for the City's property and casualty insurance coverage for a cost of \$121,130.00 for 2008. The Council authorizes the City Manager and the Finance Director to update the City's insurance coverage and to incur additional costs throughout the year as deemed necessary to provide insurance coverage of future assets acquired.

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

\_\_\_\_\_  
MAYOR

ADOPTED: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: PRUE DANA

PREPARED BY: LAW (STAFF)

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION AUTHORIZING THE SALE OF SALVAGED MOTOR VEHICLES.

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

SECTION 1: The following items are hereby declared to be valued for salvage and not needed for any municipal purpose and the same shall be sold for salvage to one buyer for the highest obtainable salvage price. The vehicles are those as set forth on Attachment 'A', a Memorandum from the Chief of Police and incorporated herein.

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

\_\_\_\_\_  
MAYOR

ADOPTED: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
DEPUTY CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: PRUE DANA

PREPARED BY: LAW(STAFF)

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

Community Development Department  
**Originating Department**

Council Meeting Of: April 1, 2008

Jung-Han Chen  
**Prepared By**

Account Code No. #:

Budgeted Amount:

March 17, 2008  
**Date Prepared**

**Agenda Title:** PC-05-2008 ZONING MAP AMENDMENT Southpointe Crossings, 3.26 acres located on the northeast corner of US 27 South and Southpointe Parkway, from R3 (Multi-Family Residential) to GB (General Business) District, **City of Oxford, Applicant**

**Recommendation:** **Approve**

**Discussion:**

The initial zoning of the entire Southpointe development was approved by the Butler County Planning Commission and then subsequently annexed into the City. Based on the executed Development Agreement, the zoning of these 3.26 acres of land needed changed to the most equivalent City zoning classification through the rezoning process. Unfortunately, Butler County's commercial zoning classification of this corner was inadvertently not carried over to the City of Oxford's classification. This request is to rectify this oversight and honor the Agreement by correctly providing the appropriate zoning.

For the past few decades this corner has been a commercial use, and a commercial establishment for this general vicinity would be an appropriate land use practice. The design features and aesthetic element would be critical in the development of this site due to the location of this corner being the gateway to the City and future Tech Park.

The Planning Commission voted 7-0-0 to recommend approval of this zoning change request.

**Approved By:**

**Department Head:**

**City Attorney:**

**City Manager:**

**Initial Date**

JHC 3/17/08

**Certification of Action  
Oxford Planning Commission  
Recommendation to City Council**

|                                                    |                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Report Date</u></b>                          | March 17, 2008                                                                                                                                                                                                                                                                   |
| <b><u>Case Number</u></b>                          | PC-05-2008                                                                                                                                                                                                                                                                       |
| <b><u>Applicant Information</u></b>                | City of Oxford, Applicant                                                                                                                                                                                                                                                        |
| <b><u>Requested Action</u></b>                     | Zoning Map Amendment                                                                                                                                                                                                                                                             |
| <b><u>Summary of Request</u></b>                   | Request for a Zoning Map Amendment from R3 (Multi-Family Residential) to GB (General Business District).                                                                                                                                                                         |
| <b><u>Public Hearing Information</u></b>           | On March 11, 2008, a public hearing was held at 118 West High Street. A legal notice of the hearing was published in the Oxford Press on February 8, 2008. Courtesy notices were mailed to adjacent property owners on February 15, 2008.                                        |
| <b><u>Commission Action</u></b>                    | The Planning Commission voted 7-0-0 recommending approval of the Zoning Map Amendment.                                                                                                                                                                                           |
| <b><u>Commission Findings and Conclusions</u></b>  | After public hearing and discussion, the Planning Commission voted to recommend approval of the Zoning Map Amendment to honor the executed Development Agreement and correct the error in zoning.                                                                                |
| <b><u>Exhibits Submitted to the Commission</u></b> | <ol style="list-style-type: none"><li>1. Community Development Staff Report dated February 27, 2008</li><li>2. Inter-Office Review Transmittal Sheets dated February 14, 2008</li><li>3. Zoning Map Amendment Application dated January 25, 2008</li><li>4. Zoning Map</li></ol> |

**City of Oxford**  
*Community Development Department*  
**STAFF REPORT**

**Planning Commission**

**Case # PC-05-2008**

**Date – March 11, 2007**

---

**APPLICATION**

|                                 |                                                                |
|---------------------------------|----------------------------------------------------------------|
| Applicant:                      | City of Oxford                                                 |
| Location:                       | U.S. 27 South (Southpointe Blvd.)                              |
| Owner:                          | 4-Leaf Development LLC                                         |
| Action Request:                 | Zoning Map Amendment from "R3" to "GB"                         |
| Current Use:                    | Multi-Family Residence and Vacant Land                         |
| Current Zoning                  | "R3" Multi-family Residential ( <b>City of Oxford Zoning</b> ) |
| Surrounding Existing Land Uses: | Single-Family\Agricultural and Vacant                          |

---

**GENERAL DESCRIPTION**

The subject property is part of a Development Agreement and annexation acceptance that was recently finalized in August 2007. City Council Ordinance No. 2966 adopted the zoning classifications of the property while Ordinance No. 2965 accepted the annexation of the land into the City of Oxford. A Development Agreement was made with the property owner May 23, 2006.

As a part of the Ordinances, Development Agreement and annexation process, the City agreed to zone the property that was the most equivalent to the preliminary development plan and County zoning classifications for the property.

During these hearings, much of the discussion focused on the southern portion of the property and residential densities. While recently reviewing the zoning map and data collection for the Comprehensive Plan, staff noticed that the 3.26 acres on the northeast corner of US 27 South and Southpointe Parkway was illustrated as "R3" Multi-Family Residential. Upon further review of the file and plans submitted with the annexation, Staff realized that this corner should have been rezoned to "GB" General Business from the beginning, in accordance with the Ordinances and Agreements mentioned above. The accepted Preliminary development plan lists this corner as B-PUD for commercial development.

The City has initiated this map amendment solely to correct an error and honor the Development Agreement.

**SURROUNDING NEIGHBORHOOD**

The site is 3.26 acres on the northeast corner of US 27 South and Southpointe Parkway. The area directly north of the site is a single-family residential subdivision. The area south of the site is mainly agricultural landscape and zoned "OI". The site is bordered by Four-Mile Creek to the east and U.S. 27 to the west. Directly across U.S.27 is multi-family and vacant land that is inside the City limits.

### AGENCY COMMENTS

Requests for agency review were sent to the Police, Engineering and Fire Departments. The following Comments were returned:

|                    |                                     |
|--------------------|-------------------------------------|
| Police Department: | No comments on this request.        |
| Engineering:       | Support the proposed map amendment. |
| Fire:              | No comments received to date.       |

### PUBLIC COMMENT FORMS

No comments have been received to date.

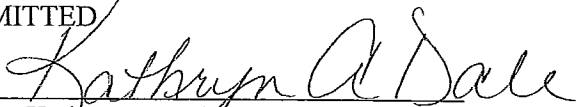
### RECOMMENDATION

Staff recommends Approval of Case # 05-2008, a zone map amendment for 3.26 acres on the northeast corner of US 27 South and Southpointe Parkway, from "R3" Multi-Family Residential to "GB" General Business District.

---

SUBMITTED

BY:

  
Kathryn A. Dale, AICP  
City Planner  
Community Development Department

DATE: February 27, 2008

City of Oxford  
Inter-Office Review Transmittal Sheet

Date: 2/14/2008

To: Fire Department      Engineering Division      Police Department

From: Community Development

Drawings are being submitted to you for the following:

Case #: PC-05-2008

Description:

**PC-05-2008      ZONING MAP AMENDMENT Southpointe Crossings**, 3.26 acres on the northeast corner of US 27 South and Southpointe Parkway, from R3 (Multi-Family Residential) to GB (General Business) District **City of Oxford, Applicant**

  X   Review                 Revisions                 Other

Comments or status update requested by: Lynn Taylor

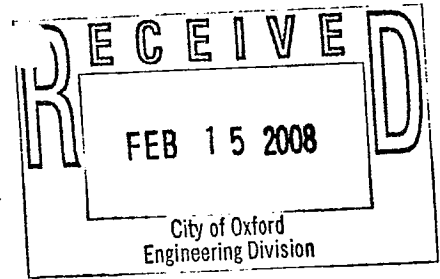
Please return no later than: **3/5/08** Note: If no comments are received, we will assume the project meets your department's standards.

.....  
Drawings are returned: w/comments      without/comments

When developed, will driveway enter and exit  
on Southpointe, and road US 27

Drawings reviewed by: Len Erchess, Fire Chief

City of Oxford  
Inter-Office Review Transmittal Sheet



Date: 2/14/2008

To: Fire Department

Engineering Division

Police Department

From: Community Development

Drawings are being submitted to you for the following:

Case #: PC-05-2008

Description:

**PC-05-2008**      **ZONING MAP AMENDMENT Southpointe Crossings**, 3.26 acres on the northeast corner of US 27 South and Southpointe Parkway, from R3 (Multi-Family Residential) to GB (General Business) District **City of Oxford, Applicant**

☒ Review

☐ Revisions

☐ Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **3/5/08** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: ☒ w/comments      ☐ without/comments

*SEE MEMO DATED 2-19-2008*

Drawings reviewed by:

*A. Poppen*      *2-19-2008*



## Memo

Service Department  
Engineering Division

513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Victor Popescu, P.E.  
City Engineer

RE: Case #: PC-05-2008

DATE: February 19, 2008

---

We agree with the proposed Zoning Map Amendment that corrects a previous omission.

City of Oxford  
Inter-Office Review Transmittal Sheet

Date: 2/14/2008

To: Fire Department

Engineering Division

Police Department

From: Community Development

Drawings are being submitted to you for the following:

Case #: PC-05-2008

Description:

**PC-05-2008**      **ZONING MAP AMENDMENT Southpointe Crossings**, 3.26 acres on the northeast corner of US 27 South and Southpointe Parkway, from R3 (Multi-Family Residential) to GB (General Business) District **City of Oxford, Applicant**

☒ Review

☐ Revisions

☐ Other

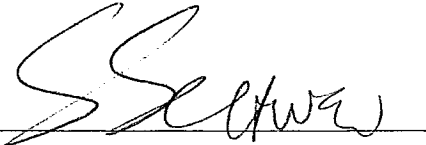
Comments or status update requested by: Lynn Taylor

Please return no later than: **3/5/08** Note: If no comments are received, we will assume the project meets your department's standards.

.....  
Drawings are returned:    w/comments

without/comments

Drawings reviewed by: \_\_\_\_\_



**Zoning Map Amendment Application**  
City of Oxford, Ohio

**REQUIRED INFORMATION**

Name of Applicant: City of Oxford  
(Attach a letter of agency if the applicant is not the property owner.)  
Mailing Address: 101 East High  
Telephone Number(s): (513) 524-5204  
Location of Property: 3900 Southpointe Parkway  
(Indicate address if there is an existing structure or subdivision name and lot number if subdivided.)  
Legal Description:  
Total Area: 3.26 Acres / Square Feet (circle one)  
Existing Use of Property:  
Current Zoning: R-3  
Proposed Zone(s): GB  
Proposed Use:

**SUBMISSION REQUIREMENTS**

Please submit a vicinity map, at a scale and a metes and bounds description of the property, the statement described below and the required fee of \$150.00, made payable to the City of Oxford. The entire submission must be prepared in accordance with Chapter 1135, Zoning Code Amendments, of the City of Oxford Zoning Code.

On a separate sheet of paper, provide the names and addresses of all adjoining property owners within 200 feet of every parcel proposed to be rezoning, including those across streets, roads, alleys and highways.

Attach a statement which responds to the following questions:

- 1) What is the relationship of the proposed zone change to the City of Oxford's Comprehensive Plan?
- 2) How will the zone change affect the neighborhood in which the property is located? Briefly describe any impacts of the change as proposed.
- 3) How will the zone change affect public facilities such as sewer and water service, drainage, schools and roads, if applicable?
- 4) What mitigating actions might be suggested to offset problems resulting from adverse impacts on private property and public facilities (e.g., landscape screening, drainage improvements, changes in traffic signalization, provision of additional turn lanes).
- 5) Why is the current zoning classification of the property no longer appropriate?

All materials and application fee must be delivered to the office of the Planning Director, Municipal Building, 101 East High Street, Oxford, Ohio 45056. **Incomplete applications will not be processed.** Any questions should be directed to the Planning Department at (513) 524-5204. The issue will be placed on the next possible agenda.

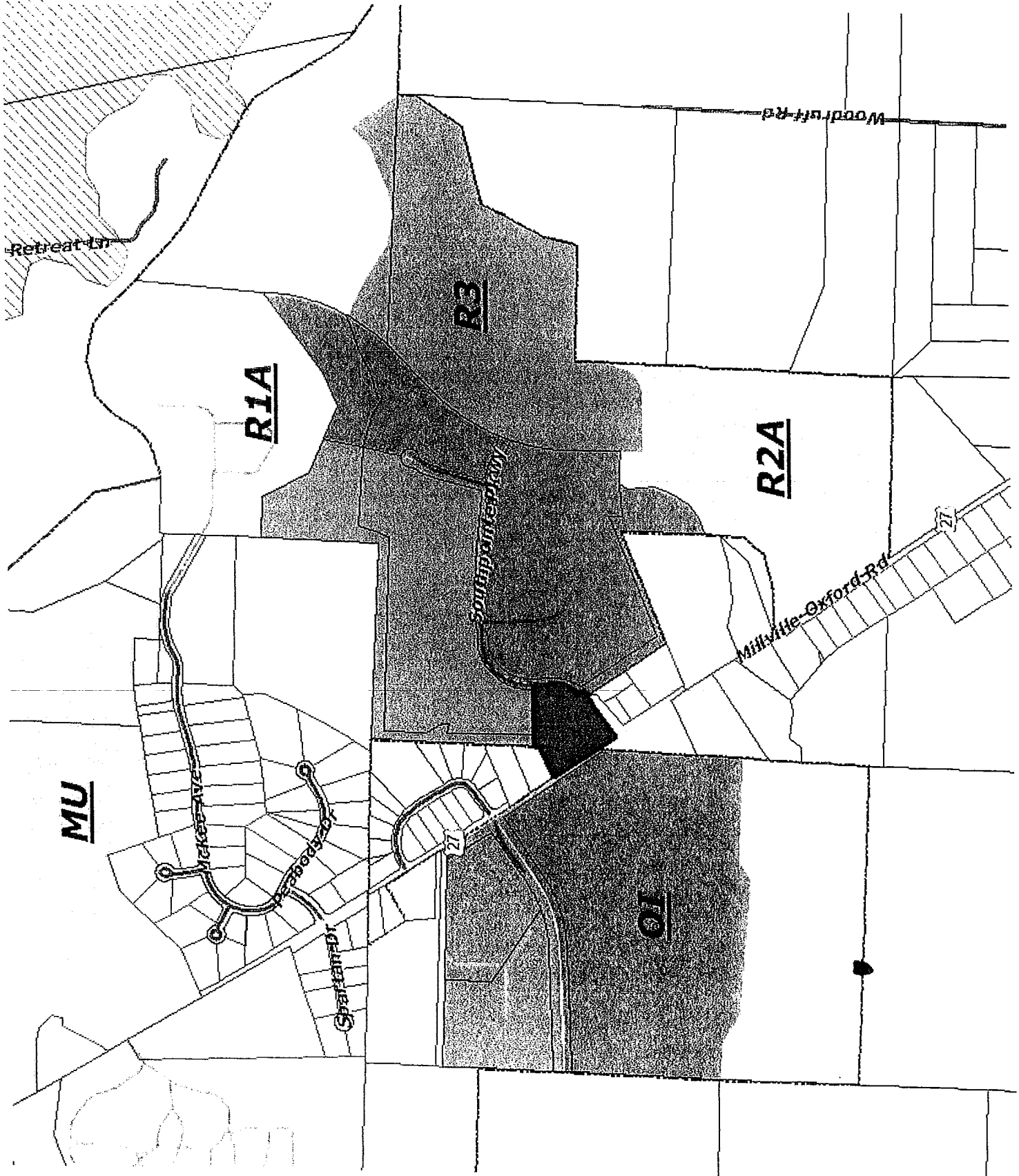
**NOTE:** Notification and publication requirements must be adhered to. Submit materials 45 days prior to the proposed meeting date.

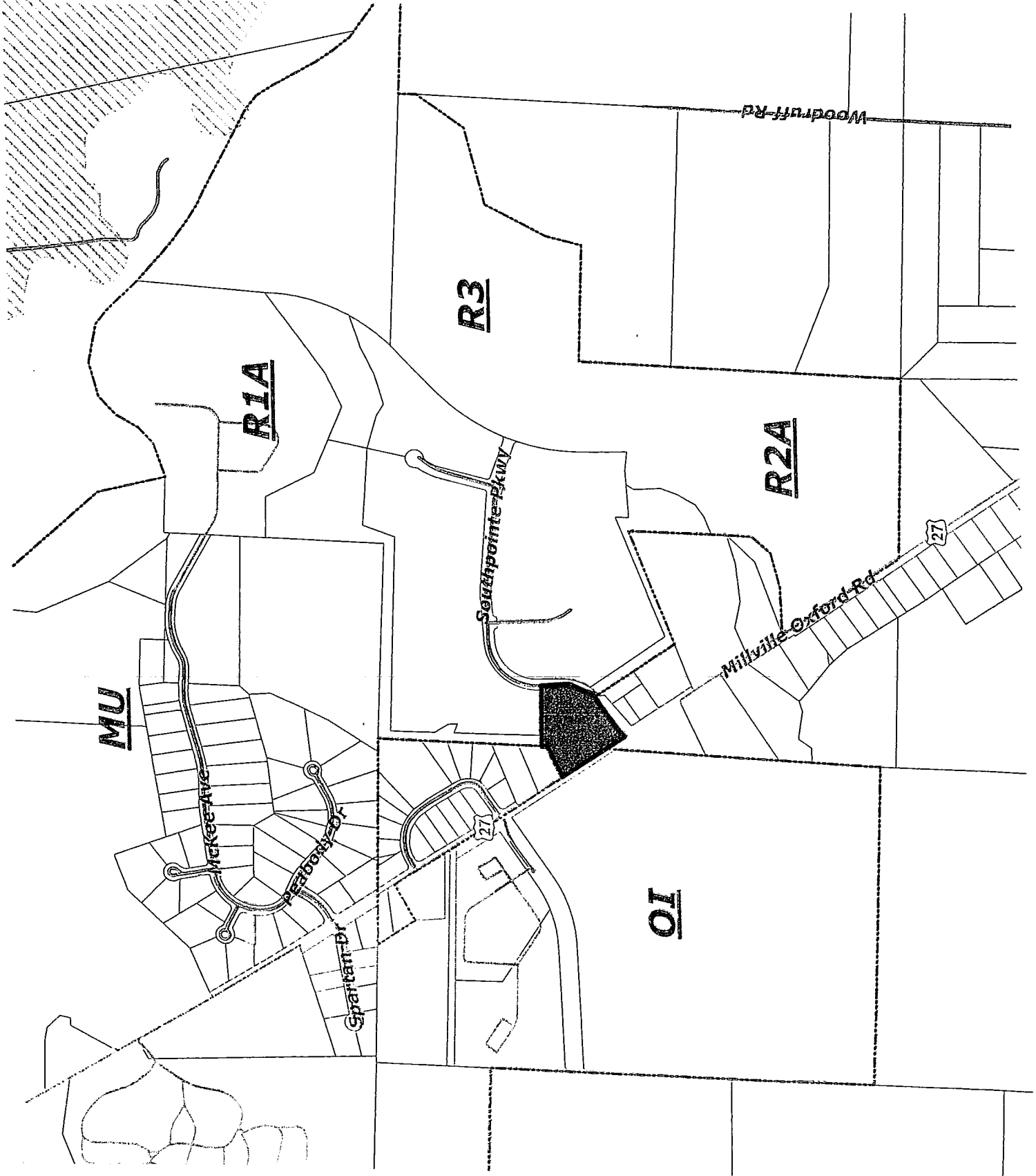
SIGNATURE OF APPLICANT: Jung Han Chen Date: 1/25/08

PRINTED NAME: Jung Han Chen

**FEE / RECEIPT**

\$150 Fee Paid / Receipt Number: NA





**CITY OF OXFORD  
STAFF SUMMARY REPORT**

**Report to the City Manager**

Community Development  
**Originating Department**

**Council Meeting Of:** April 1, 2008

Kathryn A. Dale

**Account Code No. #:**

**Prepared By**

**Budgeted Amount:**

March 14, 2008

**Date Prepared**

|                      |                                                               |
|----------------------|---------------------------------------------------------------|
| <b>Agenda Title:</b> | <b>Board of Zoning Appeals- March 12, 2008 Meeting Report</b> |
|----------------------|---------------------------------------------------------------|

|                        |            |
|------------------------|------------|
| <b>Recommendation:</b> | <b>N/A</b> |
|------------------------|------------|

Discussion:

**PUBLIC HEARING**

***BZA-01-2008 218 N. University Variances for Section 1143.05(c)(1)A; Section 1143.05(c)(2)A; Section 1143.05(c)(4)A2; Section 1143.05(c)(4)A3; Section 1137.06(a)&(c); Section 1149.02(a); Section 1149.03(a); Section 1129.01 for Second Story Addition to a Non-Conforming Structure, Michael Jarman, Applicant***

The property is located on the southwest corner of Vine Street & University Avenue and is an irregular 50.3' x 70' (4,162 sq. ft.) lot. The Applicant is proposing to construct a second story addition over the existing footprint of the house, with the exception of the stairwell addition at the rear of the house. The structure is considered nonconforming because the current house has a zero front yard setback and was constructed on the property line. The house is physically 16.5 feet from the street due to the vacated right-of-way.

The variances requested were regarding minimum lot size, front yard setbacks, front yard lot coverage, total lot coverage, increasing a nonconformity, and gravel parking.

After discussion, the Applicant expressed that they would be willing to pave the proposed gravel drive to satisfy the requirements of Section 1149.02(a) & 1149.03(a). The Board voted 5-0 to deny these variance requests because the Applicant indicated that they could be withdrawn. The Board discussed the rear stairwell addition and discussion indicated that they preferred the enclosure because aesthetically it would look better. The Board voted 5-0 to grant variances to Section 1143.05(c)(1)A; Section 1143.05(c)(2)A; Section 1143.05(c)(4)A2; Section 1143.05(c)(4)A3; and Section 1137.06(a)&(c) with the following conditions:

1. That, the proposed work complies in all other respects with all applicable codes, Ordinances and the City of Oxford Zoning Code.
2. That, the proposed work be constructed as approved with this appeal and that no changes or modifications be made without the consent of this Board.

**EXECUTIVE SESSION**

The Board broke for approximately 30 minutes to meet in executive session to discuss pending litigation regarding 6405 Contreras Road. Mr. McHugh, Mr. Elliott and Ms. Dale also attended.

**OTHER BUSINESS**

Mr. McHugh shared his opinion on changes to the BZA's Rules and Procedures.

The next regular meeting is scheduled for April 16, 2008. There is one application scheduled to date.

**Approved By:**

**Department Head:**

**City Attorney:**

**City Manager:**

**Initial Date**

*ghc* 3/17/08

# CITY OF OXFORD

## STAFF SUMMARY REPORT

**Report to the City Manager:** Douglas Elliott, Jr.

*Police*

**Originating Department**

**Council Meeting Of:** April 1, 2008

**Account Code No. #:** N/A

*Steve Schwein*

**Prepared By**

**Budgeted Amount:** N/A

**March 24, 2008**

**Date Prepared**

**Agenda Title:** A Resolution authorizing the Oxford Division of Police to sell impounded vehicles to the highest salvage bidder.

**Recommendation:** Adopt the Resolution.

**Discussion:** All vehicles listed for sale to the salvage dealer submitting the highest bid are in poor condition.

**Approved By:**

**Department Head:**

**City Attorney:**

**City Manager:**

**Initial Date**

|               |
|---------------|
| _____ \ _____ |
| _____ \ _____ |
| _____ \ _____ |

# CITY OF OXFORD

## STAFF SUMMARY REPORT

**Report to the City Manager**

City Manager

**Originating Department**

**Council Meeting Of:** April 1, 2008

Mary Ann Eaton

**Account Code No. #:**

**Prepared By**

**Budgeted Amount:**

March 24, 2008

**Date Prepared**

**Agenda Title:** Resolution establishing the Oxford Bus Feasibility Work Group to assess the need for Public Transportation within the City of Oxford.

**Recommendation:** Approve

**Discussion:**

The proposed Resolution will establish an Oxford Bus Feasibility Work Group.

**Approved By:**

**Initial Date**

**Department Head:**

\_\_\_\_\_\

**City Attorney:**

\_\_\_\_\_\

**City Manager:**

\_\_\_\_\_\

## **ORDINANCE NO.**

AN ORDINANCE ACCEPTING THE PLANNING COMMISSION'S RECOMMENDATION AND GRANTING A ZONING MAP AMENDMENT FOR 3.26 ACRES OF LAND LOCATED ON THE NORTHEAST CORNER OF U.S. 27 S. AND SOUTHPOINTE PARKWAY OXFORD, OHIO AND REZONING THE PROPERTY FROM R-3 (MULTI-FAMILY RESIDENTIAL) TO GB (GENERAL BUSINESS) ZONING DISTRICT.

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

SECTION 1: Council finds in accordance with Section 1125.01 of the Codified Ordinances of the City of Oxford, the Oxford Planning Commission held a public hearing on March 11, 2008, at 7:30 p.m., on the applicant's, City of Oxford, application for a Zoning Map Amendment for 3.26 acres of land located on the northeast corner of U.S. 27 S. and Southpointe Parkway Oxford, Ohio requesting the rezoning of the property from R-3 (Multi-Family Residential) to GB (General Business) Zoning District.

SECTION 2: The Oxford Planning Commission, after due deliberation, recommended granting the Zoning Map Amendment, and found that the proposed rezoning request was in keeping with the intended characteristics of the general vicinity of the property and was the most appropriate use of the property in question.

SECTION 3: The Planning Commission found the request does comply with the intent of the Oxford Zoning Ordinances and the Oxford Comprehensive Plan

SECTION 4: Council hereby accepts the recommendation of the Oxford Planning Commission, and after due deliberation, finds for the granting of the Zoning Map Amendment, rezoning 3.26 acres of land located on the northeast corner of U.S. 27 S. and Southpointe Parkway Oxford, Ohio and rezoning the property from R-3 (Multi-Family Residential) to GB (General Business) Zoning District.

SECTION 5: Council hereby grants the rezoning request to the City of Oxford for the property as requested by the applicant, incorporating the application and documents submitted by the applicant as a term and condition of the granting of this rezoning request and orders that the official zoning map be amended.

SECTION 6: This Ordinance shall take effect at the earliest time allowed by law.

\_\_\_\_\_  
MAYOR

ADOPTED: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
DEPUTY CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

Community Development  
**Originating Department**

Council Meeting Of: April 1, 2008

Jung-Han Chen  
**Prepared By**

Account Code No. #:

March 14, 2008  
**Date Prepared**

Budgeted Amount:

|                      |                                                            |
|----------------------|------------------------------------------------------------|
| <b>Agenda Title:</b> | <b>Planning Commission Meeting Report – March 11, 2008</b> |
|----------------------|------------------------------------------------------------|

|                        |            |
|------------------------|------------|
| <b>Recommendation:</b> | <b>N/A</b> |
|------------------------|------------|

### DISCUSSION

#### Appointment to Boards and Commissions

Mr. Brewer shared with the Planning Commission that City Council had appointed Mr. Brady to the Uptown Revitalization Ad-Hoc Committee to review zoning regulations and property maintenance codes for the Uptown District.

#### Public Hearing

**PC-03-2008 ZONING TEXT AMENDMENT** – Chapter 1143 Section 1143.03(d) Mile Square Design Standards; Section 1143.05(d) Mile Square Design Standards; Section 1143.07(d) Mile Square Design Standards, **City of Oxford, Applicant**

Several months ago, the Planning Commission asked staff to bring forth language to regulate party decks. After much discussion, the Planning Commission felt decks should be allowed on the upper floors in residential districts; however, the HAPC had the ability to make decisions regarding the design of Uptown buildings.

The Planning Commission also discussed vinyl siding replacement projects and how they could ensure standards would be met for simple replacement projects. It was decided that because there were no permit requirements for vinyl siding replacement, staff could not find a reasonable approach to encourage property owners to be cognizant of the Design Standards. The Planning Commission felt the intent of the Design Standards was to encourage new construction and major renovations while respecting the character of the Mile Square. At the conclusion, the Planning Commission felt this amendment needed withdrawn from consideration.

**PC 05-2008 ZONING MAP AMENDMENT Southpointe Crossings, 3.26 acres on the northeast corner of US 27 South and Southpointe Parkway, from R3 (Multi-Family Residential) to GB (General Business) District, City of Oxford, Applicant**

Staff presented the request to rezone this property due to an error that occurred during the initial rezone request in 2007. The initial zoning of this entire tract was approved by the Butler County Planning Commission. The County Planning Commission approved the zoning of this corner as commercial property. It was an oversight that this zoning designation was not carried over to the most equivalent City zoning classification when the zoning changes was requested and adopted for this tract of land.

This request is to rectify this oversight and honor the Development Agreement by properly providing the zoning classification for this site. The Planning Commission felt the process for annexing this tract of land into the City was not done properly. However, the site has been a commercial use for the last few decades, and a commercial establishment for this general vicinity would be an appropriate land use practice. The aesthetic element and design features are essential in the development of the site due to the location of this corner being the gateway to the City and the future Tech Park.

The Planning Commission voted 7-0-0 to recommend approval of this zone change request to City Council.

**PC 06-2008 ZONING TEXT AMENDMENT Chapter 1141, Section 1141.03 Supplemental Regulations, additional regulations regarding projection into the public right-of-way in the (UP) Uptown District, City of Oxford, Applicant**

City Council directed staff to prepare language to address the issue of projection into the public right-of-way after the issue was brought up by a local architect. The Zoning Code is silent in the projection issue and staff had taken the position that no projection could be permissible. Based on the Ohio Basic Building Code, staff prepared regulations allowing projections into the public right-of-way to encourage attractive architectural features that have been part of the Uptown history. Staff highlighted several elements that were essential to this draft language and asked for Planning Commission's suggestions and input.

The Planning Commission discussed the draft language at length and felt it may be beneficial to accept the section of the Ohio Basic Building with a few exceptions to preserve the streetscape of the Uptown corridors. The elements affecting the streetscape that the Planning Commission felt needed excluded from being allowed to project into the public right-of-way were: (a) no deck/balcony is allowed to be projected into public right-of-way; (b) signs will be regulated under Chapter 1151, (c) no projection into the alleyways.

The Planning Commission voted to table this item for staff to rework the language for consideration at next month's meeting.

**OTHER BUSINESS**

The Planning Commission has also scheduled a Work Session on April 3, 2008 from 6:00 p.m. to 8:00 p.m. to further discuss Subdivision Regulations.

The next regular meeting is scheduled for April 8, 2008.

**Approved By:**

**Department Head:**

**City Attorney:**

**City Manager:**

**Initial    Date**

*JHC* 3/14/08  
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