

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance Department
Originating Department

Council Meeting Of: April 15, 2008

Account Code No. #: Various

Heidi Hill
Prepared By

Budgeted Amount: \$54,700

April 11, 2008
Date Prepared

Agenda Title: 2008 Investment Management Contract

Recommendation: Approve

Discussion:

Staff sent out a Request for Qualification on February 13, 2008. The City received proposals from six candidates. The Investment Committee met and reviewed all six proposals. Interviews were scheduled for the top three candidates deemed by the Committee. After review of the pricing and services each candidate provided, staff hereby recommends that the City Council approve a contract with PFM Asset Management Company for a period of three years. PFM has provided investment management services for the City of Oxford for the last five years and has proven to be an asset to the City in regards to active asset management.

The budget for investment fees in the Finance Dept within the General, Water, Sewer, Refuse, and Landfill funds totals \$50,900 (this also includes costs for bank checking account fees and for Visa/MasterCard fees).

Approved By:

Department Head:	<u>Initial Date</u> <u>HH \ 04/09</u>
City Manager:	<u>DE \ 04/09</u>

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: April 15, 2008

Donna Heck

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

April 9, 2008

Date Prepared

Agenda Title: Report regarding the April 3, 2008 Civil Service Commission Special Meeting.

Recommendation:

Discussion: The Civil Service Commission held a Special Meeting on Thursday, April 3, 2008. Those members present were: Phil Russo, Chair; Susan Cross Lipnickey; Charles Crain; Sue Morris; and Fred Russell. Donna Heck, Human Resources Director; and Gail Brahier Parks and Recreation Director, were in attendance for the City.

The Commission reviewed and approved the Recreation Programs Coordinator Eligibility List and the Sports Coordinator Eligibility List.

Approved By:

Department Head:

Initial Date

djh \

City Attorney:

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City Manager:

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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)

National Volunteer Week began in 1974 when President Richard Nixon signed an executive order establishing the Week as an annual celebration of volunteering; and

WHEREAS, National Volunteer Week is a time to recognize and celebrate the efforts of volunteers at the local, state and national levels; and

WHEREAS, National Volunteer Week provides a special opportunity to encourage men, women, and children of all ages to get connected to their communities by volunteering; and

WHEREAS, Volunteering isn't just nice, it is necessary for the health of our society as it bridges the gaps between people and communities; and

WHEREAS, Volunteers strengthen America by strengthening our local communities; and

WHEREAS, Volunteering is an investment in our local community; and

WHEREAS, Volunteering provides a variety of personal benefits and satisfaction.

NOW, THEREFORE, I, Prudence Z. Dana, Mayor of the City of Oxford, Ohio, do hereby proclaim April 27, through May 3rd, 2008 as:

"NATIONAL VOLUNTEER WEEK"

in Oxford and urge all citizens to thank a volunteer during National Volunteer Week and find out how you can share your time and talents.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 11th day of April, 2008.

PRUDENCE Z. DANA, MAYOR

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**

<u>Report Date</u>	March 17, 2008
<u>Case Number</u>	PC-05-2008
<u>Applicant Information</u>	City of Oxford, Applicant
<u>Requested Action</u>	Zoning Map Amendment
<u>Summary of Request</u>	Request for a Zoning Map Amendment from R3 (Multi-Family Residential) to GB (General Business District).
<u>Public Hearing Information</u>	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.
<u>Commission Action</u>	The Planning Commission voted 7-0-0 recommending approval of the Zoning Map Amendment.
<u>Commission Findings and Conclusions</u>	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.
<u>Exhibits Submitted to the Commission</u>	1. Community Development Staff Report dated February 27, 2008 2. Inter-Office Review Transmittal Sheets dated February 14, 2008 3. Zoning Map Amendment Application dated January 25, 2008 4. Zoning Map

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 (City of Oxford Zoning)
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

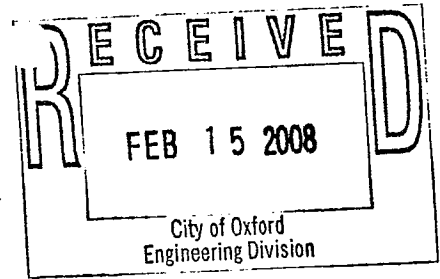
Please return no later than: **3/5/08** Note: If no comments are received, we will assume the project meets your department's standards.

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

When developed, will driveway enter and exit
on Southpointe, and not 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**

☒ 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

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

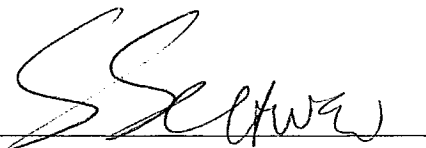
Please return no later than: **3/5/08** Note: If no comments are received, we will assume the project meets your department's standards.

.....
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.

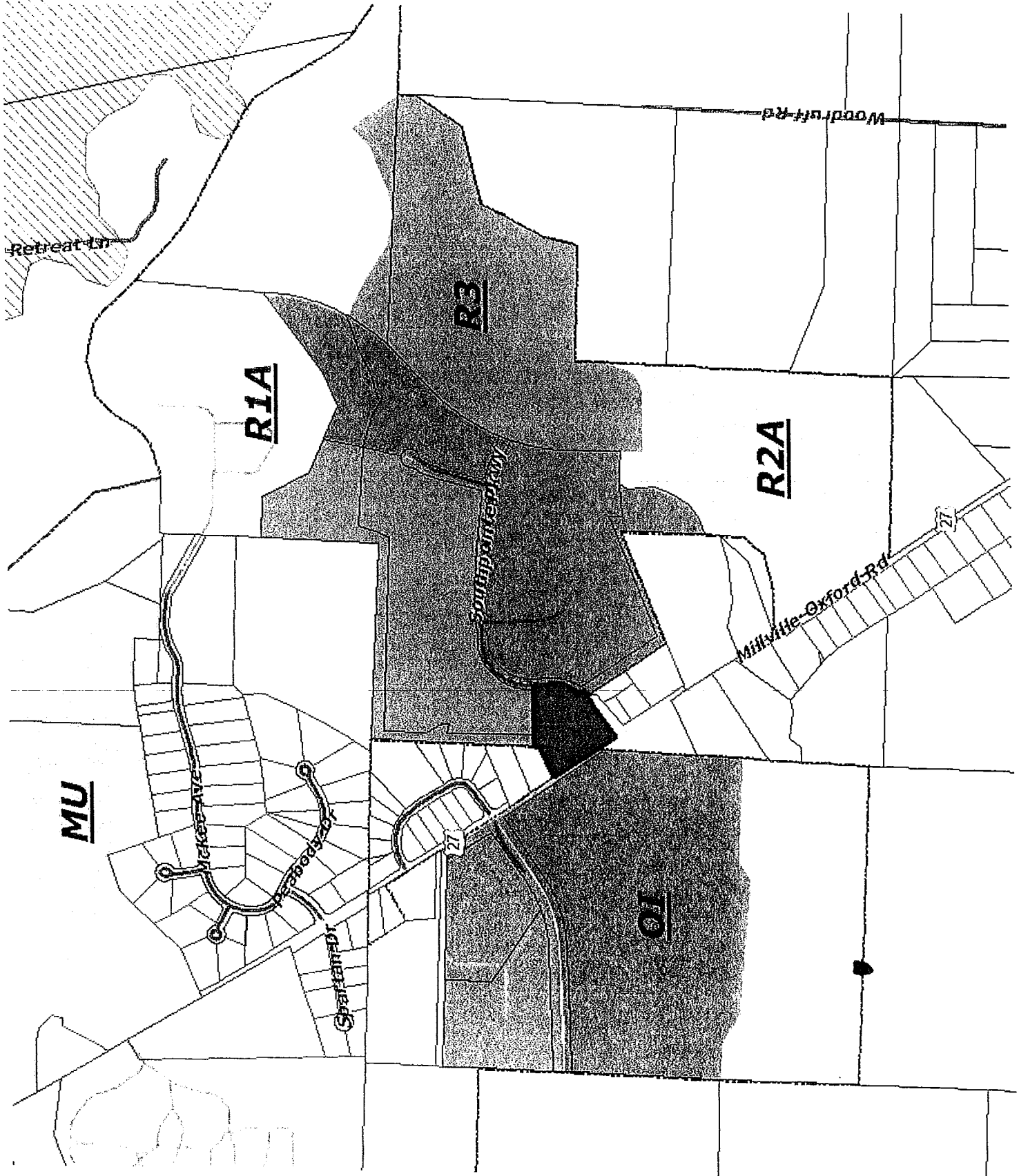
NOTE: Notification and publication requirements must be adhered to. Submit materials 45 days prior to the proposed meeting date.

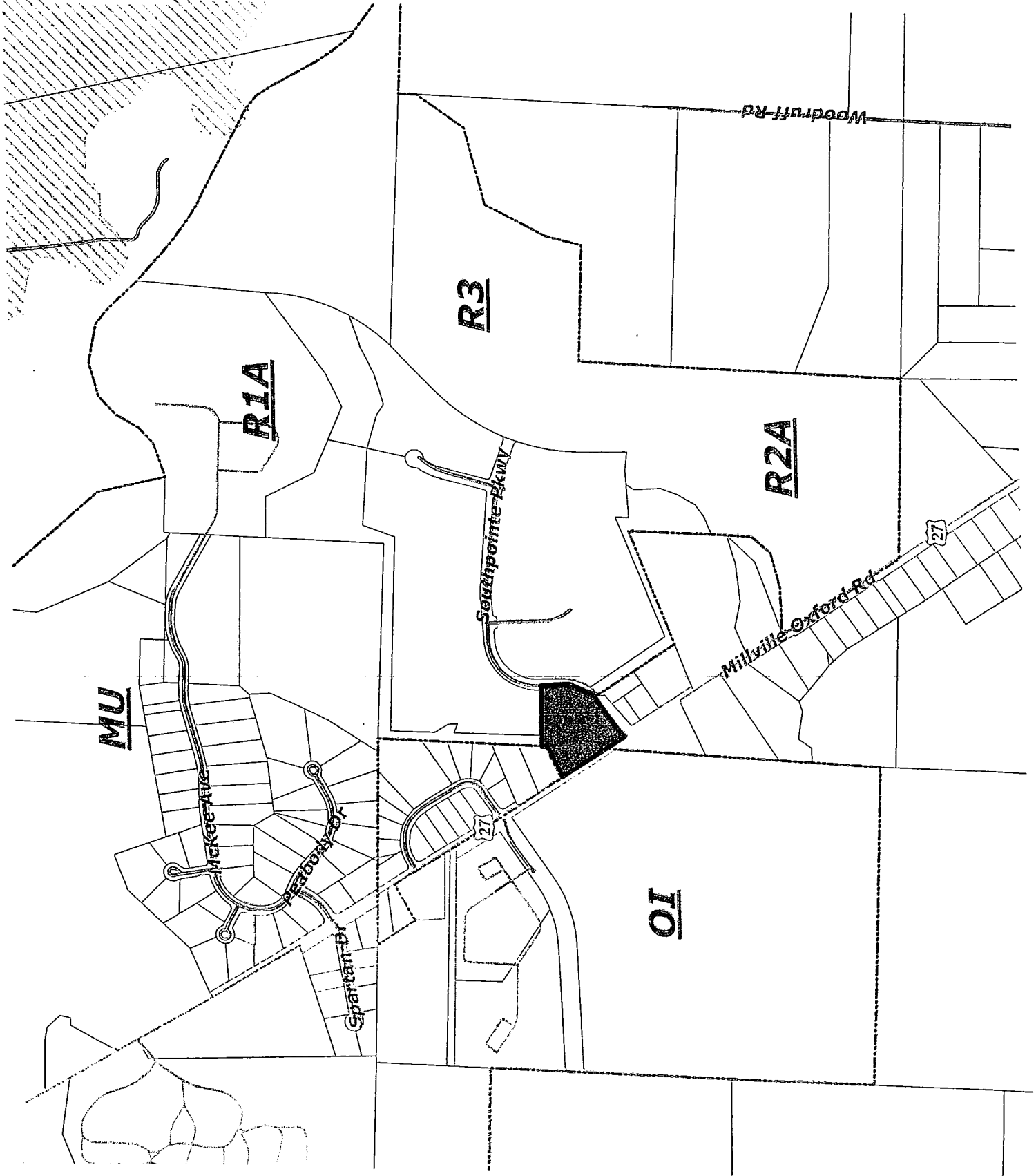
SIGNATURE OF APPLICANT: Jung Han Chen Date: 1/25/08

PRINTED NAME: Jung Han Chen

FEE / RECEIPT

\$150 Fee Paid / Receipt Number: NA





CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: April 15, 2008

Mary Ann Eaton

Account Code No. #:

Prepared By

Budgeted Amount:

March 4, 2008

Date Prepared

Agenda Title: A Resolution amending Resolution No. 4215 by creating the Public Transportation Feasibility Subcommittee.

Recommendation: Approve

Discussion:

As requested at the April 1, 2008 City Council Meeting.

Approved By:

Initial Date

Department Head:

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City Attorney:

_____\

City Manager:

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RESOLUTION NO. 4176

A RESOLUTION AUTHORIZING THE FORMATION OF AN ADVISORY BOARD FOR THE PURPOSE OF ASSISTING TO CREATE A PARKING AUTHORITY.

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

SECTION 1: Council having determined the need for additional control and oversight of the parking function hereby authorizes the formation of an Advisory Board for the purposes of bringing recommendations to Council with the assistance of the City Manager regarding the Parking Authority.

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

VICE MAYOR

ADOPTED: May 16, 2006

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: PRUE DANA

PREPARED BY: LAW(STAFF)

RESOLUTION NO. 4215

A RESOLUTION ESTABLISHING THE PARKING ADVISORY BOARD PER
RESOLUTION NO. 4176.

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

SECTION 1: In accordance with Resolution No. 4176, Council herewith establishes the Parking Advisory Board. The Board shall be made up of nine (9) voting members, appointed by Council, representing the following: City (Council) representative; Chamber representative; Landlord representative; Mile Square resident; year round Oxford resident; Miami University representative; Associated Student Government representative; Talawanda representative; Hospital representative. Staff support shall be provided by a City Police Department representative.

SECTION 2: The purpose of the Parking Advisory Board shall be as follows: 'Act as an independent agency working toward incorporation of a Parking Authority and to develop policies and strategies for the operations of the parking fund subject to City Council approval.

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

MAYOR

ADOPTED: December 5, 2006

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: JEROME CONLEY

PREPARED BY: LAW(STAFF)

ORDINANCE NO.

ORDINANCE REPEALING ORDINANCE NO. 2502 AND CHANGING THE STUDENT/COMMUNITY RELATIONS COMMITTEE TO THE STUDENT/COMMUNITY RELATIONS COMMISSION.

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

SECTION 1: There is hereby created a Student/Community Relations Commission consisting of nine voting members and six ex-officio members.

SECTION 2: The composition of the Commission and method of appointment thereto shall be as follows: (a) one member of the Oxford City Council; (b) three residents of the City of Oxford, at least one of whom shall reside in the Mile Square, to be appointed by the Oxford City Council to serve a three (3) year term; (c) one Miami University graduate student, appointed by the Miami University Graduate Student Association to serve a one (1) year term; (d) four undergraduate students of Miami University who are members of university-recognized organizations, one of whom shall be the Associated Student Government Secretary for Off-Campus Affairs, to be appointed by the Miami University Coordinator of Off-Campus Affairs for a one (1) year term.

The Commission shall also have six (6) ex-officio members as follows: (a) the City Manager or the City Manager's designee; (b) the Miami University Dean of Students or the Dean's designee; (c) the Miami University Coordinator of Off-Campus Affairs; (d) one representative of the Oxford Chamber of Commerce; (e) one member of the Oxford Police Department; (f) and one representative of the Talawanda School District. Each of the above ex-officio members shall be appointed to serve a one (1) year term.

SECTION 3: The Commission shall elect its own chairperson, secretary, and such other officers as it deems advisable. The Commission shall have full power to organize itself and to determine its own rules, regulations and bylaws. The Commission will meet bi-weekly during the academic year at a regularly scheduled time, date and place.

SECTION 4: The purpose of the Commission shall be to identify and explore any and all matters that the Commission determines are related to student/community relations, and serve in an advisory capacity to the City Council. The Commission shall report and recommend to City Council as the Commission or City Council deems necessary. The Commission is expressly authorized and directed to make such recommendation to Council relative to legislation or policy matters as the Commission determines to be in the interest of student/community relations.

SECTION 5: 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)

in 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska; and

WHEREAS, trees can produce oxygen, provide habitat for wildlife, reduce the erosion of our precious top-soil by wind and water, cut heating and cooling costs, moderate the temperatures, and clean the air; and

WHEREAS, trees are a resource providing us with wood for our homes, fuel for our fires, paper, and countless other wood products; and

WHEREAS, associated with the management of the approximately 3,110 street and public trees in the community, the City of Oxford has fulfilled the requirements for "Tree City USA" for twelve consecutive years.

NOW, THEREFORE, I, Prudence Z. Dana, Mayor of the City of Oxford, Ohio, Tree City USA, do hereby proclaim that on the last Friday in April, April 25, 2008, the City of Oxford will recognize and participate in the national and international celebration of:

"ARBOR DAY"

I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 11th day of April, 2008.

PRUDENCE Z. DANA, MAYOR

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: April 15, 2008

Mary Ann Eaton

Account Code No. #:

Prepared By

Budgeted Amount:

April 10, 2008

Date Prepared

Agenda Title: Resolution by the Oxford City Council appointing the Finance Director for the City of Oxford, and approving an Employment Agreement for the Finance Director.

Recommendation: Approve

Discussion:

This Resolution authorizes the appointment and Employment Agreement for the new Finance Director.

Approved By:

Initial Date

Department Head:

_____\

City Attorney:

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City Manager:

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RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER AND ACTING FINANCE DIRECTOR TO CONTRACT WITH PFM ASSET MANAGEMENT LLC INVESTMENT MANAGEMENT SERVICES FOR THE MANAGEMENT OF THE CITY'S INVESTABLE FUNDS.

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

SECTION 1: Council hereby finds that the Investment Committee solicited Requests for Qualifications (RFQs) for the management of City investable funds and the Investment Committee reviewed the proposals submitted and interviewed three investment firms.

SECTION 2: Council hereby accepts the Investment Committee's recommendation that the City utilize the services of PFM Asset Management LLC for the management of the City's investable funds.

SECTION 3: The City Manager and Acting Finance Director are hereby authorized to contract with PFM Asset Management LLC for the management of the City's investable funds for a period of three years.

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)

On April 22, 1970, United States Senator Gaylord Nelson of Wisconsin and Denis Hayes organized the first nation-wide day devoted to environmental awareness and education that was celebrated by an estimated 20 million Americans; and

WHEREAS, this day of environmental awareness and education is now celebrated in some 168 countries with the participation of over 4,000 separate organizations; and

WHEREAS, individuals and institutions have a mutual responsibility to seek ecological, economical and ethical choices that enable the world, as well as our individual communities, to establish and maintain sustainable societies.

NOW, THEREFORE, I, Prudence Z. Dana, Mayor of the City of Oxford, Ohio, do hereby proclaim that on April 22, 2008, the City of Oxford will recognize and participate in the national and international celebration of:

'EARTH DAY'

and urge all citizens to celebrate Earth Day and to remind each person of their right and responsibility to the wise use of this global home, to heal, preserve and improve the Earth and the quality of life for this and future generations, and to approach every day as an Earth Day.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 11th day of April, 2008.

PRUDENCE Z. DANA, MAYOR

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Service Department
Originating Department

Council Meeting of: April 15, 2008

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

March 28, 2008
Date Prepared

Agenda Title:	Environmental Commission Meeting of March 26, 2008
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Recommendation:	For Review and Consideration
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Discussion:

Environmental Commission members present at the March 26, 2008 meeting were: Secretary, Ms. Heidi Schran; Planning Commission Representative; Mr. Marvin Hurston; and Mr. Charlie Ford. Oxford resident, Mr. Vincent Hand, was also in attendance. Vice-Chair, Ms. Gisela Bahr and Mr. John Obrycki were excused.

As a quorum (five voting members) was not present for this Commission meeting, the 2008 officer elections were not held. Staff was instructed by the Commission to investigate other possible locations for the April, May, and possibly June, 2008 meetings that may be more readily accessible for a Commission member who is recovering from surgery.

Staff briefed the Commission on the March 10, 2008 public meeting regarding the revised Comprehensive Plan and potential incorporation of an environmental review statement into the revised Plan. Public comments appear to support green space/greenbelt retention and/or development, alternative transportation and bike path and multi-use trail developments, and the Plan's conceptual land use plan. Discussion with the City Community Development Department personnel indicated that the purpose of the revised Comprehensive Plan was likely too broad to be an appropriate avenue for incorporation of an environmental review statement.

Staff informed the Commission that the annual Earth Day "EarthFest" celebration is scheduled for Saturday, April 19, 2008 in the Uptown Memorial Park, tentatively running from 10:00 a.m. to 4:00 p.m. Staff has reserved a table for the Commission for the event, to display and distribute environmental information to the public.

The Commission adjourned at 7:55 p.m. The next Commission meeting is tentatively scheduled for Wednesday, April 23, 2008 at 7:00 p.m. The location of the meeting will be determined and forwarded to the Commission members and posted on the City web site.

Approved By:

	Initial	\	Date
Department Head:		\	
City Attorney:		\	
City Manager:		\	

RESOLUTION NO. _____

**A RESOLUTION AMENDING RESOLUTION NO. 4215 BY
CREATING THE PUBLIC TRANSPORTATION FEASIBILITY
SUBCOMMITTEE.**

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

SECTION I: On December 5, 2006, Council for the City of Oxford, Ohio adopted Resolution No. 4215 establishing the Parking Advisory Board.

SECTION II: Council hereby amends Resolution No. 4215 by adding a new Section 3 and Section 4 which shall read as follows:

Section 3. Council hereby establishes the Public Transportation Feasibility Subcommittee to assess the need for public transportation within the City of Oxford. The Subcommittee shall consist of the following seven (7) members, each of whom shall be appointed by City Council: (A) representative of Oxford's Senior 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); and (G) a Citizen at large.

Section 4. The purpose of the Public Transportation Feasibility Committee shall be to assess the need for public transportation to serve the residents of the City of Oxford and to present findings to City Council and the Parking Advisory Board.

SECTION III: Section 3 of Resolution No. 4215 shall be renumbered Section 5.

SECTION IV: All other Sections of Resolution No. 4215, not previously or herein amended or corrected, shall remain in full force and effect.

SECTION V: This resolution shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED: _____

ATTEST:

DEPUTY CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: PRUE DANA

PREPARED BY: LAW (STAFF)

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 2990. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 1 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2008.

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

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

SECTION 2: The following additional appropriations are hereby made:

GENERAL FUND	2,000,000.00
From fund balance	
WATER FUND	10,010.00
From fund balance	
SEWER FUND	7,020.00
From fund balance	
CAPITAL IMPROVEMENT FUND	571,000.00
From fund balance	
STREET FUND	59,601.00
From fund balance	

SECTION 3: In all other respects, Ordinance No. 2990 shall remain in full force and effect.

SECTION 4: This ordinance shall take effect immediately upon its adoption.

MAYOR

ADOPTED: _____

ATTEST:

DEPUTY CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: PRUE DANA

PREPARED BY: LAW (STAFF)

the Kiwanis Club of Oxford was chartered on March 2, 1926 as part of Kiwanis International; and

WHEREAS, the Kiwanis Club has endeavored to provide service and support to the Oxford community and the Talawanda School District; and

WHEREAS, the Kiwanis Club's principle fund raiser is, and has been, its annual Pancake Day, including its first Pancake Day, which raised money for band uniforms for the Talawanda High School; and

WHEREAS, Kiwanis Pancake Day is a well-recognized community event that brings together residents of Oxford and Miami University students in fun and fellowship; and

WHEREAS, the Kiwanis Club of Oxford continues to support youth in our community through its sponsorship of Miami University Circle K, Talawanda High School Key Club, Talawanda Middle School Builders Club, Kramer Elementary School K-Kids, Boy Scout Troop 930, Cub Scout Pack 961, and the Indian Creek Girl Scout District, and

WHEREAS, the Kiwanis Club of Oxford is hosting its 51st Pancake Day on April 26, 2008 at Talawanda High School.

NOW, THEREFORE, I, Prudence Z. Dana, Mayor of the City of Oxford, Ohio, do hereby proclaim April 26, 2008:

'KIWANIS CLUB OF OXFORD PANCAKE DAY'

in the City of Oxford and encourage all citizens to participate in this worthwhile community event.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 4th day of April, 2008.

PRUDENCE Z. DANA, MAYOR

RESOLUTION NO.

A RESOLUTION BY THE OXFORD CITY COUNCIL APPOINTING _____, AS
FINANCE DIRECTOR FOR THE CITY OF OXFORD, AND APPROVING AN
EMPLOYMENT AGREEMENT WITH _____, AS FINANCE DIRECTOR.

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

SECTION 1: Council having undertaken an extensive search for an individual to fill the
Finance Director vacancy has after interviewing a number of applicants, offered the Finance
Director's position to _____.

SECTION 2: _____ has informed Council of his intention to accept the offer of
employment.

SECTION 3: Council in accordance with Section 5.05 of the Charter of the City of
Oxford, hereby appoints _____ as Finance Director for the City of Oxford vesting him
with all authority granted the Finance Director, and further approves his employment as Finance
Director pursuant to the terms of the contract incorporated herein by this reference, effective on
the 19th day of May, 2008.

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)

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR THE 2008 ASSISTANCE TO FIREFIGHTER GRANT PROGRAM WITH A TEN PERCENT MATCH.

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

SECTION I: The City Manager does report that the City Fire Department may apply for funding from the Firefighter Grant Program to enable the Fire Department to purchase equipment including, but not limited to, three 12 lead cardiac monitors/defibrillators, 2 thermal imaging cameras, a diesel exhaust filtration system, and an ambulance. To cover the cost of said equipment, the Fire Department will apply for a grant totaling \$353,144.

SECTION II: Due to the population size of the City, the Assistance to Firefighter Grant Program requires the City to provide a ten percent match of funds. If the Firefighter Grant Program grants the Fire Department the full amount asked for, the City match would be \$35,314.

SECTION III: Council hereby authorizes the City Manager to apply on behalf of the City Fire Department for a grant, in the amount of \$353,144, from the Firefighter Grant Program. Further, the City Manager is authorized to take all actions necessary to receive said grant funds if awarded.

SECTION IV: Council authorizes a ten percent match of funds in an amount up to \$35,314.

SECTION V: This resolution shall take effect at the earliest time 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
Originating Department

Council Meeting Of: April 15, 2008

Jung-Han Chen

Account Code No. #:

Prepared By

Budgeted Amount:

April 10, 2008
Date Prepared

Agenda Title:	Ordinance Repealing Ordinance No 2502 and Changing the Student/Community Relations Committee to the Student/Community Relations Commission
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Recommendation: Approval

Discussion:

Per Council's request and based on the discussion and direction from the last council meeting, this legislation is to modify the existing Student Community Relations Committee (SCRC) to a Commission. This legislation also outlines the membership of this recommended Commission, as well as the purposes and functions of the Commission

Approved By:	Department Head:	Initial	Date
	City Attorney:	_____	_____
	City Manager:	_____	_____

April 1, 2008

Revisions are in bold

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

SECTION 1: There is hereby created a Student/Community Relations ~~Committee~~ **Commission** consisting of ~~ten members~~ **nine voting members and six ex-officio members**.

~~SECTION 2: The composition of the Committee and method of appointment thereto shall be as follows: One member chosen by the Oxford City Council; one resident of the City of Oxford appointed by the Mayor; one member of the Mile Square Neighborhood Association appointed by the Mile Square Neighborhood Association; the City Manager or the city Manager's designee; one Miami University administrative person appointed by the President of Miami University; one member appointed by the Oxford Chamber of Commerce, which members heretofore defined shall be appointed to serve a three (3) year term; four (4) students of Miami University who are members of University recognized organizations, to be appointed by the Vice-President for Student Affairs of Miami University for a one (1) year term.~~

SECTION 2: The composition of the Commission and method of appointment thereto shall be as follows: One member of the Oxford City Council; three residents of the City of Oxford, at least one of whom shall reside in the Mile Square, to be appointed by the Oxford City Council to serve a three (3) year term; one Miami University graduate student, appointed by the Miami University Graduate Student Association to serve a one (1) year term; four undergraduate students of Miami University who are members of university-recognized organizations, one of whom shall be the Associated Student Government Secretary for Off-Campus Affairs, to be appointed by the Miami University Coordinator of Off-Campus Affairs for a one (1) year term.

The Commission shall also have six (6) ex-officio members as follows: the City Manager or the City Manager's designee; the Miami University Dean of Students or the Dean's designee; the Miami University Coordinator of Off-Campus Affairs; one representative of the Oxford Chamber of Commerce; one member of the Oxford Police Department; and one representative of the Talawanda School District; each of whom shall be appointed to serve a one (1) year term.

SECTION 3: The **Commission** shall elect its own chairperson, secretary, and such other officers as it deems advisable. The **Commission** shall have full power to organize itself and to determine its own rules, regulations and bylaws. The **Commission** will meet ~~monthly~~ **biweekly during the academic year** at a regularly scheduled time, date and place.

SECTION 4: The purpose of the **Commission** shall be to ~~meet, investigate, explore and discuss~~ **identify and explore** any and all matters that the **Commission** determines are related to student/community relations, **and serve in an advisory capacity to the City Council**. The **Commission** shall report and recommend to City Council as the **Commission or City Council**

deems necessary. The **Commission** is expressly authorized and directed to make such recommendation to Council relative to legislation or policy matters as the **Commission** determines to be in the interest of student/community relations.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Fire Department

Originating Department

Council Meeting Of: April 15, 2008

Len Endress, Fire Chief

Account Code No. #: _____

Prepared By

Budgeted Amount: None

April 10, 2008

Date Prepared

Agenda Title: Resolution authorizing the City Manager to apply for the 2008 Assistance to Firefighter Grant Program, with a 10% match.

Recommendation: Approve

Discussion: The Fire Department has made application for the 2008 Assistance to Firefighter Grant Program. This is a program that provides assistance to Fire Departments for the purchase of equipment, vehicles, and training to better their ability to respond to emergencies. Due to the City population, we are required to provide a 10% match of funds. We have applied for a total of \$353,144 for the 2008 period. The City match would be \$35,314 if all items were approved. The application was for three 12 lead cardiac monitors/defibrillators, 2 thermal imaging cameras, a diesel exhaust filtration system, and an ambulance. The first three items total \$194,144 with the ambulance being \$159,000. These will be awarded over the next twelve months. If the grant is awarded, staff will request Council approval to accept the grant and the budget adjustment to cover the 10% match as well as the approval to purchase.

The City received this grant in 2001 and 2002 for personal protective equipment and miscellaneous firefighter equipment.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 04/15/08

Account Code No. #: see below

Heidi Hill
Prepared By

Budgeted Amount: _____

04/07/08
Date Prepared

Agenda Title: 2008 SUPPLEMENTAL BUDGET #1

Recommendation: Approve

Discussion:

Supplements to the 2008 Budget

General Fund

Transfer to Capital Improvement

From fund balance

2,000,000.00

Additional appropriation needed to transfer to Capital Improvement fund to cover the set asides for projects scheduled in the Capital Improvement Plan. Set aside money has been spent from the fund balance in prior years for capital projects.

Capital Improvement Fund

US 27 North

571,000.00

From fund balance

Additional appropriation needed for right of way acquisition for Phase III of project. Federal funding will pay for the project, however, the City must pay for costs upfront, and we will then be reimbursed for our expenditures.

Approved By:

Department Head:
City Manager:

Initial Date

HH \ 04/09
DE \ 04/09

Street Fund

Salaries & Benefits 9,851.00

From fund balance

Additional appropriation needed to cover cost of promotional advancement.

Overtime 22,000.00

From fund balance

Additional appropriation needed to replenish overtime line item from snow event #16 (March 7-10 blizzard 12"+ accumulation).

Materials 27,750.00

From fund balance

Re-stock road salt storage facility under our current contract (600 tons at \$46.50/ton). 2008-2009 pricing is expected to be higher.

Water Fund

Salaries & Benefits 10,010.00

From fund balance

Additional appropriation needed to cover cost of promotion advancement.

Sewer Fund

Salaries & Benefits 7,020.00

From fund balance

Additional appropriation needed to cover cost of promotion advancement.

Modifications to the 2008 Budget

The following budget modifications are transfers and are a net zero balance. However, the transfers must be approved by Council as required by Ohio Revised Codes Section 5705.38.

Transfer Appropriation From	Transfer Appropriation To	Amount
210.151.52520 Capital Outlay	210.151.52330 Instruction	2,500.00
210.151.52520 Capital Outlay	210.151.52420 Operating Supplies	380.00
110.335.52495 Housing Trust	212.310.52495 Housing Trust	5,000.00