

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Finance

Originating Department

Council Meeting Of: 6/7 & 6/21

Joe Newlin

Account Code No. _____

Prepared By

Budgeted Amount: _____

5/23/16

Date Prepared

Agenda Title: Year 2017 Tax Budget submitted to the County

Recommendation: Approve

Discussion:

This is the annual Tax Budget to be submitted for the coming year to the Butler County Tax Commission, in accordance with requirements stipulated by Ohio Revised Code. Approval by the legislative body is required by July 15th and it is due to the County by July 20th.

The tax budget required for the County is essentially a preliminary budget estimate for next year. Beginning in August we will undertake our normal detailed line-item budget analysis and preparation. We will spend approximately 3 months of intensive preparation on our detailed budget, and the final approved budget will then be submitted to the County Budget Commission to replace this preliminary estimate.

This tax budget provides our first glimpse at 2017's General Fund budget. We have prepared this budget with an approximately 0% change from the 2016 amended Budget except for a few items. It was prepared as follows:

General Fund Budget Analysis

	<u>2016</u>	<u>2017</u>	<u>Delta</u>
Total Revenue	12,061,109	12,176,709	115,600
Income Tax Receipts	8,893,800	9,009,400	115,600
Total Revenue Delta			115,600
Total Expenditures	13,594,429	12,176,709	(1,417,720)
Personnel Expenses (Communications)	6,490,241	6,826,241	336,000
Contractual Services (Communications)	477,180	141,180	(336,000)
Income Tax Collections	305,109	309,686	4,577
Contractual Services (Engineering)	67,518	35,198	(32,320)
Community Assistance	106,864	105,864	(1,000)
Transfer to Park Debt Service	310,850	307,075	(3,775)
Transfer to Municipal Facilities	1,500,000	-	(1,500,000)

Transfer to Capital Improvement	385,000	499,798	114,798
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Total Expenditure Delta			(1,417,720)
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All other revenues and expenditures remained constant.

See exhibit "A" for all other Funds changes.

Please keep in mind this is just a preliminary estimate.

Ohio Revised Code requires one public hearing be held, advertised at least 10 days in advance. We have advertised the public hearing for the Council meeting of June 21st.

Approved By:

Department Head:

City Manager:

Initial/Date

[Signature] 5/24/16
[Signature] 6/3/16

Exhibit "A"

All Other Funds

Street: No changes from 2016

State Highway Improvement: No changes from 2016

Community Development Block Grant: No changes from 2016

Community Development Block Loan: No changes from 2016

Parking Meter: No changes 2016

Life Squad: No changes from 2016

Affordable Housing Trust: No changes from 2016

Law Enforcement Trust: No changes from 2016

Enforcement & Education: No changes from 2016

FEMA Grant: No changes from 2016

Fire/EMS: No changes from 2016

OVI Task Force: No changes from 2016

1999 Parks Improvement Bond Debt Service: Decrease in revenue and expenditures of \$3,775 to match 2017 debt service

Capital Equipment: Decrease in revenue to match transfer from the General Fund of \$251,269. Expenditures decreased to \$251,269 to match total transfer from the General Fund in 2017

Capital Improvement: Decrease in revenue to match transfer from the General Fund of \$499,798. Expenditures decreased to \$499,798 to match total transfer from the General Fund in 2017

Parking Lot Improvement: No changes from 2016

Municipal Facilities Capital Improvement: Expenditures decreased \$1,557,800 to \$17,292.26 to match the current expected unencumbered balance at 2016 year end

Oxford Area Trail Capital Improvement: No revenue or expenditures at this point

Special Assessment: No changes from 2016

Water Bond Debt Service: No changes from 2016

Water Capital Equipment: No change in revenue. Increase in expenditures to match transfer from the Water Fund of \$125,478 in 2017

Water Operating: No changes from 2016

Water Improvement: Decrease in revenue to match transfer from the Water Fund of \$518,043. Expenditures decreased to \$518,043 to match total transfer from the Water Fund in 2017

Water Capacity Benefit NE: No changes from 2016

Water Capacity Benefit NW: No changes from 2016

Water Capacity Benefit SE: No changes from 2016

Water Capacity Benefit SW: No changes from 2016

Wastewater Capital Equipment: No change in revenue. Increase in expenditures to match transfer from the Wastewater Fund of \$170,000 in 2017

Wastewater Operating: No changes from 2016

Exhibit "A" continued

Wastewater Improvement: No change in revenue. Increase in expenditures to match transfer from the Wastewater Fund of \$200,000 and Special Assessments of \$453 in 2017

Wastewater Capacity Benefit NE: No changes from 2016

Wastewater Capacity Benefit NW: No changes from 2016

Wastewater Capacity Benefit SE: No changes from 2016

Wastewater Capacity Benefit SW: No changes from 2016

Refuse: No changes from 2016

Storm Water Utility: No changes from 2016

Landfill Post-Closure: No changes from 2016

Internal Service: No changes from 2016

Employee Benefits: No changes from 2016

Board of Building Standards: No changes from 2016

Hotel Tax Agency: No changes from 2016

Oxford Natural Gas Refund Agency: No changes from 2016

ORDINANCE NO.

ORDINANCE AUTHORIZING THE TAX BUDGET FOR THE YEAR 2017 AND
DIRECTING THAT THE SAME BE TRANSMITTED TO THE BUTLER COUNTY
AUDITOR.

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

SECTION 1: The year 2017 tax budget, attached hereto as
Attachment A for the City of Oxford is hereby adopted and the
Finance Director is directed to transmit a copy of said budget to
the Butler County Auditor.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

City or
Village of

Oxford

Butler

County, Ohio

(Date)

June 21

2016

Year

This Budget must be adopted by the Council or other legislative body on or before July 15th, and two copies must be submitted to the County Auditor on or before July 20th. **FAILURE TO COMPLY WITH SEC. 5705.28 R.C. SHALL RESULT IN LOSS OF LOCAL GOVERNMENT FUND ALLOCATION.**

To the auditor of said County:

The following Budget year beginning January 1, 2017, has been adopted by Council and is herewith submitted for the consideration of the County Budget Commission.

Signed

Title

Finance Director

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION
AND COUNTY AUDITOR'S ESTIMATED RATES

For Municipal Use		For Budget Commission Use		For County Auditor Use	
FUND (Include only those funds which are requesting general property tax revenue)	Budget Year Amount Requested of Budget Commission Inside/Outside	Budget Year Amount Approved by Budget Commission Inside 10 Mill Limitation	Budget Year Amount to be Derived From Levies Outside 10 Mill Limitation	County Auditor's estimate of Tax Rate to be Levied	
				Inside 10 Mill Limit Budget Year	Outside 10 Mill Limit Budget Year
	Column 1	Column 2	Column 3	Column 4	Column 5
GOVERNMENT FUNDS					
GENERAL FUND	980,623				
SPECIAL REVENUE FUNDS					
DEBT SERVICE FUNDS					
CAPITAL PROJECTS FUNDS					
PROPRIETARY FUNDS					
FIDUCIARY FUNDS					
AGENCY FUNDS					
TOTAL OF ALL FUNDS	980,623	0	0	0	0

[illegible]

FUND NAME: GENERAL FUND
FUND TYPE/CLASSIFICATION : GOVERNMENTAL - GENERAL

EXHIBIT I - A

DESCRIPTION (1)	For 2014 Actual (2)	For 2015 Actual (3)	Current Year Estimated for 2016 (4)	Budget Year Estimated for 2017 (5)
REVENUES				
Local Taxes				
General Property Tax - Real Estate	991,772.00	980,624.00	980,623.00	980,623.00
10% Rollback & Homestead	93,307.00	89,861.00	95,177.00	96,777.00
Tangible Personal Property Tax	5.00	4.00	-	-
Municipal Income Tax	7,788,100.00	8,213,624.00	7,600,000.00	7,714,000.00
Other Local Taxes	220,484.00	226,117.00	218,000.00	218,000.00
Total Local Taxes	9,093,668.00	9,510,230.00	8,893,800.00	9,009,400.00
Intergovernmental Revenues				
State Shared Taxes and Permits	43,999.00	34,575.00	39,896.00	39,896.00
Local Government	298,011.00	325,965.00	325,723.00	325,723.00
Estate Tax	58,723.00	430.00	-	-
Cigarette Tax	764.00	762.00	700.00	700.00
License Tax	-	-	-	-
Liquor and Beer Permits	38,806.00	33,957.00	38,000.00	38,000.00
Gasoline Tax	-	-	-	-
Library and Local Government Support Fund	-	-	-	-
Property Tax Allocation	-	-	-	-
Other State Shared Taxes and Permits	-	-	-	-
Total State Shared Taxes and Permits	440,303.00	395,689.00	404,319.00	404,319.00
Federal Grants or Aid	30,375.00	19,784.00	22,000.00	22,000.00
State Grants or Aid	17,307.00	17,657.00	18,010.00	18,010.00
Other Grants or Aid	39,735.00	37,854.00	36,050.00	36,050.00
Total Intergovernmental Revenues	527,720.00	470,984.00	480,379.00	480,379.00
Special Assessments	-	-	-	-
Charges for Services	439,471.00	530,789.00	423,700.00	423,700.00
Fines, Licenses, and Permits	656,255.00	622,067.00	644,455.00	644,455.00
Miscellaneous	273,540.00	266,708.00	237,468.00	237,468.00
Other Financing Sources:				
Proceeds from Sale of Debt	-	-	-	-
Transfers	157,957.00	151,474.00	152,098.00	152,098.00
Advances	2,541,200.00	1,614,941.00	1,229,209.00	1,229,209.00
Other Sources				
TOTAL REVENUES	13,689,811.00	13,167,193.00	12,061,109.00	12,176,709.00

FUND NAME: GENERAL FUND
 FUND TYPE/CLASSIFICATION : GOVERNMENTAL - GENERAL

EXHIBIT I - B

DESCRIPTION (1)	For 2014 Actual (2)	For 2015 Actual (3)	Current Year Estimated for 2016 (4)	Budget Year Estimated for 2017 (5)
EXPENDITURES				
Security of Persons and Property				
Personal Services	3,932,535.00	4,030,800.00	3,990,798.00	4,326,798.00
Travel Transportation	-	-	-	-
Contractual Services	560,972.00	518,253.00	948,975.00	612,975.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Security of Persons and Property	4,493,507.00	4,549,053.00	4,939,773.00	4,939,773.00
Public Health Services				
Personal Services	-	-	-	-
Travel Transportation	-	-	-	-
Contractual Services	122,530.00	122,331.00	123,664.00	122,664.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Public Health Services	122,530.00	122,331.00	123,664.00	122,664.00
Leisure Time Activities				
Personal Services	960,435.00	983,817.00	1,022,070.00	1,022,070.00
Travel Transportation	-	-	-	-
Contractual Services	407,174.00	385,868.00	429,527.00	429,527.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Leisure Time Activities	1,367,609.00	1,369,685.00	1,451,597.00	1,451,597.00
Community Environment				
Personal Services	495,454.00	517,232.00	538,106.00	538,106.00
Travel Transportation	-	-	-	-
Contractual Services	360,298.00	335,077.00	346,986.00	346,986.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Community Environment	855,752.00	852,309.00	885,092.00	885,092.00
Basic Utility Services				
Personal Services				
Travel Transportation				
Contractual Services				
Supplies and Materials				
Capital Outlay				
Total Basic Utility Services	-	-	-	-

FUND NAME: GENERAL FUND
FUND TYPE/CLASSIFICATION : GOVERNMENTAL - GENERAL

EXHIBIT I - C

DESCRIPTION (1)	For 2014 Actual (2)	For 2015 Actual (3)	Current Year Estimated for 2016 (4)	Budget Year Estimated for 2017 (5)
EXPENDITURES				
Transportation				
Personal Services	-	-	-	-
Travel Transportation	-	-	-	-
Contractual Services	-	-	-	-
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Transportation	-	-	-	-
General Government				
Personal Services	858,543.00	930,039.00	939,267.00	939,267.00
Travel Transportation	-	-	-	-
Contractual Services	789,532.00	790,298.00	846,954.00	819,211.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total General Government	1,648,075.00	1,720,337.00	1,786,221.00	1,758,478.00
Debt Service				
Redemption of Principal	-	-	-	-
Interest	-	-	-	-
Other Debt Service	-	-	-	-
Total Debt Service	-	-	-	-
Other Uses of Funds				
Transfers	2,057,003.00	2,428,802.00	3,095,873.00	1,706,896.00
Advances	2,541,200.00	1,614,941.00	1,229,209.00	1,229,209.00
Contingencies	-	-	83,000.00	83,000.00
Other Uses of Funds	-	-	-	-
Total Other Uses of Funds	4,598,203.00	4,043,743.00	4,408,082.00	3,019,105.00
TOTAL EXPENDITURES	13,085,676.00	12,657,458.00	13,594,429.00	12,176,709.00
Revenues over/(under) Expenditures	604,135.00	509,735.00	(1,533,320.00)	-
Beginning Cash Balance	6,858,740.00	7,462,875.00	7,868,372.49	6,335,052.14
Ending Cash Fund Balance	7,462,875.00	7,972,610.00	6,335,052.49	6,335,052.14
Rounding	(0.33)	(0.35)	(0.35)	-
Outstanding Advances to be repaid	-	-	-	-
Estimated Encumbrances (outstanding at year end)	67,077.15	104,237.51	-	-
Estimated Ending Unencumbered Fund Balance	7,395,797.52	7,868,372.14	6,335,052.14	6,335,052.14

EXHIBIT II -A

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2017	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2017
GOVERNMENTAL: SPECIAL SERVICE:							
Street	276,889.00	872,131.00	1,149,020.00	664,835.00	207,296.00	872,131.00	276,889.00
State Highway Improvement	14,182.64	20,296.00	34,478.64		20,200.00	20,200.00	14,278.64
Community Development Block Grant	25,813.84	119,000.00	144,813.84		119,000.00	119,000.00	25,813.84
Community Development Block Loan	291,624.24	61,484.00	353,108.24		160,000.00	160,000.00	193,108.24
Parking Meter	728,397.28	692,938.00	1,421,335.28	380,791.00	295,694.00	676,485.00	744,850.28
Life Squad	12,749.60	216.00	12,965.60			0.00	12,965.60
Affordable Housing Trust	5,613.64	45.00	5,658.64			0.00	5,658.64
Law Enforcement Trust	149,895.58	10,858.00	160,753.58		12,000.00	12,000.00	148,753.58
Enforcement & Education	197,481.99	3,219.00	200,700.99		34,773.00	34,773.00	165,927.99
FEMA Grant	0.00		0.00			0.00	0.00
Fire/EMS	1,634,180.21	1,662,738.00	3,296,918.21	1,144,981.00	549,568.00	1,694,549.00	1,602,369.21
OVI Task Force	0.00	224,409.00	224,409.00	56,082.00	168,327.00	224,409.00	0.00
TOTAL SPECIAL REVENUE FUNDS	3,336,828.02	3,667,334.00	7,004,162.02	2,246,689.00	1,566,858.00	3,813,547.00	3,190,615.02

EXHIBIT II - B

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2017	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2017
DEBT SERVICE FUNDS							
1999 Parks Imp.Bond Debt Service	0.00	307,075.00	307,075.00		307,075.00	307,075.00	0.00
TOTAL DEBIT SERVICE FUNDS	0.00	307,075.00	307,075.00	0.00	307,075.00	307,075.00	0.00
CAPITAL PROJECT FUNDS							
Capital Equipment	676,230.24	251,269.00	927,499.24		251,269.00	251,269.00	676,230.24
Capital Improvement	493,814.82	499,798.00	993,612.82		499,798.00	499,798.00	493,814.82
Parking Lot Improvement	74,665.05	32,000.00	106,665.05		32,000.00	32,000.00	74,665.05
Municipal Facilities Capital Improvement	17,292.26	0.00	17,292.26		17,292.26	17,292.26	(0.00)
Oxford Area Trails Capital Improvement Fund	0.00	0.00	0.00		0.00	0.00	0.00
TOTAL CAPITAL PROJECTS	1,262,002.37	783,067.00	2,045,069.37		800,359.26	800,359.26	1,244,710.11
Special Assessment	108,701.68	55,314.00	164,015.68		50,000.00	50,000.00	114,015.68
TOTAL SPECIAL ASSESSMENT	108,701.68	55,314.00	164,015.68	0.00	50,000.00	50,000.00	114,015.68

EXHIBIT II - C

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2017	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2017
PROPRIETARY: ENTERPRISE FUNDS							
Water Capital Equipment	107,704.41	125,478.00	233,182.41		125,478.00	125,478.00	107,704.41
Water Operating	2,469,596.82	2,697,040.00	5,166,636.82		1,324,228.00	2,652,550.00	2,514,086.82
Water Improvement	1,769,445.43	518,043.00	2,287,488.43		518,043.00	518,043.00	1,769,445.43
Water Capacity Benefit Fund NE	196,347.22	1,577.00	197,924.22			0.00	197,924.22
Water Capacity Benefit Fund NW	143,107.82	985.00	144,092.82			0.00	144,092.82
Water Capacity Benefit Fund SE	258,874.92	2,080.00	260,954.92			0.00	260,954.92
Water Capacity Benefit Fund SW	167,402.12	1,288.00	168,690.12			0.00	168,690.12
Sewer Capital Equipment	359,688.57	170,000.00	529,688.57		170,000.00	170,000.00	359,688.57
Sewer Operating	1,842,117.68	2,978,194.00	4,820,311.68		1,767,632.00	3,271,160.00	1,549,151.68
Sewer Improvement	1,203,216.57	200,453.00	1,403,669.57		200,453.00	200,453.00	1,203,216.57
Sewer Capacity Benefit Fund NE	260,178.67	2,090.00	262,268.67			0.00	262,268.67
Sewer Capacity Benefit Fund NW	136,431.69	932.00	137,363.69			0.00	137,363.69
Sewer Capacity Benefit Fund SE	372,575.05	2,993.00	375,568.05			0.00	375,568.05
Sewer Capacity Benefit Fund SW	114,922.86	866.00	115,788.86			0.00	115,788.86
Refuse	1,782,422.31	1,556,683.00	3,339,105.31		1,412,707.00	1,591,424.00	1,747,681.31
Stormwater Utility	36,500.89	40,397.00	76,897.89		40,000.00	40,000.00	36,897.89
Landfill Post-Closure	1,119,601.10	12,000.00	1,131,601.10		1,200.00	1,200.00	1,130,401.10
TOTAL ENTERPRISE FUNDS	12,340,134.13	8,311,099.00	20,651,233.13	3,010,567.00	5,559,741.00	8,570,308.00	12,080,925.13

EXHIBIT II - D

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2017	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2017
INTERNAL SERVICE FUNDS							
Internal Service Fund	56,662.73	279,818.00	336,480.73		277,509.00	277,509.00	58,971.73
Employee Benefits Fund	206,922.20	1,820,956.00	2,027,878.20		1,819,595.00	1,819,595.00	208,283.20
TOTAL INTERNAL SERVICE FUNDS	263,584.93	2,100,774.00	2,364,358.93	0.00	2,097,104.00	2,097,104.00	267,254.93
FIDUCIARY:							
TRUST AND AGENCY FUNDS							
Board of Building Standards Fund	0.00	2,850.00	2,850.00		2,850.00	2,850.00	0.00
Hotel Tax Agency Fund	0.00	218,000.00	218,000.00		218,000.00	218,000.00	0.00
Oxford Natural Gas Refund Agency Fund	(0.00)	0.00	(0.00)		0.00	0.00	(0.00)
TOTAL TRUST AND AGENCY FUNDS	(0.00)	220,850.00	220,850.00	0.00	220,850.00	220,850.00	(0.00)
TOTAL FOR MEMORANDUM ONLY	17,311,251.13	15,445,513.00	32,756,764.13	5,257,256.00	10,601,987.26	15,859,243.26	16,897,520.87

EXHIBIT III

[illegible]

**FUND NAME: GENERAL FUND
FUND TYPE/CLASSIFICATION:
REVENUES PG 1 OF 1**

DESCRIPTION

	For 2016	Budget Year 2016	Estimate for Budget 2017	% increase over prior year budget
REVENUES				
Local Taxes				
General Property Tax - Real Estate	980,623	980,623	980,623	0.00%
10% Rollback & Homestead, Trailor	95,177	95,177	96,777	1.68%
Tangible Personal Property Tax	0	0	0	0.00%
Municipal Income Tax	7,600,000	7,600,000	7,714,000	1.50%
Other Local Taxes (Hotel tax)	218,000	218,000	218,000	0.00%
Total Local Taxes	8,893,800	8,893,800	9,009,400	1.30%
Intergovernmental Revenues				
State Shared Taxes and Permits	39,896	39,896	39,896	0.00%
Local Government	325,723	325,723	325,723	0.00%
Estate Tax	430			0.00%
Cigarette Tax	700	700	700	0.00%
Liquor and Beer Permits				
Gasoline Tax	38,000	38,000	38,000	0.00%
Library and Local Government Support Fund				
Property Tax Allocation				
Other State Shared Taxes and Permits	404,319	404,319	404,319	0.00%
Total State Shared Taxes and Permits				0
Federal Grants or Aid	22,000	22,000	22,000	0.00%
State Grants or Aid	18,010	18,010	18,010	0.00%
Other Grants or Aid	36,050	36,050	36,050	0.00%
Total Intergovernmental Revenues	76,060	76,060	76,060	0.00%
Special Assessments				
Charges for Services	423,700	423,700	423,700	0.00%
Fines, Licenses, and Permits	644,455	644,455	644,455	0.00%
Miscellaneous	237,468	237,468	237,468	0.00%
Other Financing Sources:				
Proceeds from Sale of Debt				
Transfers	152,098	152,098	152,098	0.00%
Advances	1,229,209	1,229,209	1,229,209	0.00%
Other Sources				
TOTAL REVENUE	12,061,109	12,061,109	12,176,709	0.95%
TOTAL EXPENSES	4,939,773	4,939,773	4,939,773	Security of Persons & Property
NET GAIN/(LOSS)	123,664	123,664	122,664	Public Health & Welfare
	1,451,597	1,451,597	1,451,597	Leisure Time Activities
	885,092	885,092	885,092	Community Environment
	1,786,221	1,786,221	1,758,478	General Government
	3,095,873	3,095,873	1,706,896	Transfers
	1,229,209	1,229,209	1,229,209	Advances
	83,000	83,000	83,000	Contingency
	13,594,429	13,594,429	12,176,709	
	(1,533,320)		0	

FUND NAME: GENERAL FUND
FUND TYPE/CLASSIFICATION: GOVERNMENTAL - GENERAL

EXPENDITURES

Increase over PRIOR YR: 0.00% 0.00%

revision to the % increase

Dept	2014 Actual				2015 Actual				2016 Estimate				2017 Tax Budget			
	Personal Services	Operating	Capital Outlay	total	Personal Services	Operating	Capital Outlay	total	Personal Services	Operating	Capital Outlay	total	Personal Services	Operating	Capital Outlay	total
Security of Persons & Property																
110	3,104,798	328,488	0	3,433,286	3,199,570	300,245	0	3,499,815	3,406,394	334,036	0	3,740,430	3,406,394	334,036	0	3,740,430
120	35,512	32,491	0	68,003	37,139	36,833	0	73,972	37,974	39,038	0	77,012	37,974	39,038	0	77,012
130	41,018	9,048	0	50,066	36,344	7,930	0	44,274	44,847	14,773	0	59,620	44,847	14,773	0	59,620
140	751,207	107,107	0	858,314	757,747	88,985	0	846,732	501,583	477,180	0	978,763	837,583	141,180	0	978,763
150	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
151	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
160	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
170	0	83,838	0	83,838	0	84,260	0	84,260	0	83,948	0	83,948	0	83,948	0	83,948
Total	3,932,535	560,972	0	4,493,507	4,030,800	518,253	0	4,549,053	3,990,798	948,975	0	4,939,773	4,326,798	612,975	0	4,939,773
Public Health & Welfare																
210	0	10,057	0	10,057	0	9,925	0	9,925	0	10,200	0	10,200	0	10,200	0	10,200
220	0	6,609	0	6,609	0	6,542	0	6,542	0	6,600	0	6,600	0	6,600	0	6,600
221	0	105,864	0	105,864	0	105,864	0	105,864	0	106,864	0	106,864	0	105,864	0	105,864
Total	0	122,530	0	122,530	0	122,331	0	122,331	0	123,664	0	123,664	0	122,664	0	122,664
Leisure Time Activities																
290	21,996	22,514	0	44,510	16,141	22,203	0	38,344	19,628	23,500	0	43,128	19,628	23,500	0	43,128
291	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
610	55,092	45,134	0	100,226	44,038	44,760	0	88,798	59,573	47,500	0	107,073	59,573	47,500	0	107,073
620	460,489	207,040	0	667,529	477,673	204,578	0	682,251	479,824	217,361	0	697,185	479,824	217,361	0	697,185
630	261,353	127,005	0	388,358	278,267	107,768	0	386,035	273,360	132,016	0	405,376	273,360	132,016	0	405,376
680	161,505	5,481	0	166,986	167,698	6,559	0	174,257	189,685	9,150	0	198,835	189,685	9,150	0	198,835
Total	960,435	407,174	0	1,367,609	983,817	385,868	0	1,369,685	1,022,070	429,527	0	1,451,597	1,022,070	429,527	0	1,451,597
Community Environment																
310	331,446	22,030	0	353,476	345,818	25,271	0	371,089	365,196	26,461	0	391,657	365,196	26,461	0	391,657
320	64,825	288,550	0	353,375	66,957	260,163	0	327,120	69,277	269,053	0	338,330	69,277	269,053	0	338,330
330	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
335	0	12,600	0	12,600	0	12,600	0	12,600	0	12,600	0	12,600	0	12,600	0	12,600
345	0	33,133	0	33,133	0	33,524	0	33,524	0	32,500	0	32,500	0	32,500	0	32,500
360	99,183	3,985	0	103,168	104,457	3,519	0	107,976	103,633	6,372	0	110,005	103,633	6,372	0	110,005
Total	495,454	360,298	0	855,752	517,232	335,077	0	852,309	538,106	346,986	0	885,092	538,106	346,986	0	885,092
General Government																
408	0	90,833	0	90,833	0	89,623	0	89,623	0	104,850	0	104,850	0	104,850	0	104,850
410	196,637	7,962	0	204,599	220,969	7,118	0	228,087	205,594	9,646	0	215,240	205,594	9,646	0	215,240
411	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
420	166,422	167,066	0	333,488	182,486	95,834	0	278,320	162,126	112,421	0	274,547	162,126	112,421	0	274,547
421	0	302,416	0	302,416	0	364,942	0	364,942	0	305,109	0	305,109	0	309,686	0	309,686
430	105,063	27,342	0	132,405	109,048	39,987	0	149,035	109,830	40,782	0	150,612	109,830	40,782	0	150,612
450	43,876	24,962	0	68,838	62,955	41,833	0	104,788	84,121	21,819	0	105,940	84,121	21,819	0	105,940
465	73,107	7,619	0	80,726	75,935	7,793	0	83,728	78,272	11,350	0	89,622	78,272	11,350	0	89,622
470	18,683	7,343	0	26,026	18,392	7,930	0	26,322	18,520	10,176	0	28,696	18,520	10,176	0	28,696
480	57,004	77,504	0	134,508	58,251	67,790	0	126,041	61,408	88,595	0	150,003	61,408	88,595	0	150,003
481	89,626	27,925	0	117,551	90,753	28,264	0	119,017	92,782	33,408	0	126,190	92,782	33,408	0	126,190
483	0	22,386	0	22,386	0	20,850	0	20,850	0	41,280	0	41,280	0	41,280	0	41,280
490	108,125	26,174	0	134,299	111,250	18,334	0	129,584	126,614	67,518	0	194,132	126,614	35,198	0	161,812
500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	856,543	789,532	0	1,646,075	930,039	790,298	0	1,720,337	939,267	846,954	0	1,786,221	939,267	819,211	0	1,758,478
Transfers																
Transfers	2,057,003	0	0	2,057,003	2,428,802	0	0	2,428,802	3,095,873	0	0	3,095,873	1,706,896	0	0	1,706,896
Advances	0	2,541,200	0	2,541,200	0	1,614,941	0	1,614,941	1,229,209	0	0	1,229,209	1,229,209	0	0	1,229,209
Contingency	0	0	0	0	0	0	0	0	83,000	0	0	83,000	83,000	0	0	83,000
tot gen fund	6,246,967	6,838,709	0	13,085,676	6,461,888	6,195,570	0	12,657,458	6,490,241	7,104,188	0	13,594,429	6,826,241	5,350,468	0	12,176,709

FUND NAME: GENERAL FUND
FUND TYPE/CLASSIFICATION: GOVERNMENTAL - GENERAL
TRANSFERS/ADVANCES PG 1 OF 1

DESCRIPTION

	For 2014 Actual	For 2015 Actual	Adjusted Budget Year 2016	Estimate for Budget 2017
REVENUES TRANSFERS-IN				
From Hotel Tax Fund	22,778	13,567	13,080	13,080
From Parking Fund	27,333	28,588	29,015	29,015
From Oxford Natural Gas Fund	-	12	-	-
From Water Fund	39,282	39,769	40,001	40,001
From Sewer Fund	39,282	39,769	40,001	40,001
From Capital Improvement Fund	-	-	-	-
From FEMA Fund	-	-	-	-
From Storm Water Fund	-	-	-	-
From Refuse Fund	29,282	29,769	30,001	30,001
Total Transfers In	157,957	151,474	152,098	152,098
REVENUES ADVANCES-IN				
Return of Advance from OVI Task Force Fund	-	-	224,409	224,409
Return of Advance from Internal Service Fund	-	-	-	-
Return of Advance from Oxford Area Trails	-	670,000	668,000	668,000
Return of Advance from Capital Improvement Fund	2,541,200	944,941	331,800	331,800
Return of Advance from Employee Benefit Fund	-	-	5,000	5,000
Total Advances In	2,541,200	1,614,941	1,229,209	1,229,209
EXPENDITURES TRANSFERS-OUT				
To FEMA Fund	-	-	-	-
To Street Fund	492,038	521,664	530,604	530,604
To Capital Improvement Fund	1,006,015	335,688	385,000	499,798
To Capital Equipment Fund	174,000	174,000	251,269	251,269
To Municipal Facilities Fund	-	1,000,000	1,500,000	-
To Park Debt Service Fund	306,800	309,300	310,850	307,075
To Fire/EMS Fund	18,150	18,150	18,150	18,150
To Storm Water Fund	30,000	40,000	40,000	40,000
To Special Assessment Fund	30,000	30,000	30,000	30,000
To Oxford Area Trail Fund	-	-	30,000	30,000
Total Transfers Out	2,057,003	2,428,802	3,095,873	1,706,896
EXPENDITURES ADVANCES-OUT				
To Employee Benefit Fund	-	-	5,000	5,000
To OVI Task Force Grant Fund	-	-	224,409	224,409
To Capital Improvement Fund	2,541,200	944,941	331,800	331,800
To Oxford Area Trails Fund	-	670,000	668,000	668,000
Total Advances Out	2,541,200	1,614,941	1,229,209	1,229,209

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager
Original Department

Council Meeting Of: 6/7/2016

Account Code No. #: MIS Printing
&
Reproduction

Kim Newton
Prepared By

Budgeted Amount: 22,040

5/23/2016
Date Prepared

Agenda Title: **Lease Agreement for Canon ImageRunner Advance
C7270 Color Copier**

Recommendation: **Approve**

Discussion: The Canon ImageRunner Advance C7270 Color Copier from Canon Solutions America will replace our current Canon IR Advance C7065 color copier.

The current lease for the Canon IR C7065' copier is \$664 per month, which includes 20,000 B&W copies and 850 color copies per month. The average maintenance (overage) cost is approximately \$62.00 per month, which includes overage costs at \$0.005 per B&W copies and \$0.05 for color copies. (Note: We are currently averaging 13,000 B&W copies and 2081 color copies per month.) The average monthly payment is **currently \$726 per month.**

A new 60 month lease for the Canon IR7270 would be \$685.00 per month, which includes 15,000 B&W copies and 2250 color copies per month with a maintenance (overage) agreement of \$0.0073 per B&W copies and \$0.055 per color copies. The total average monthly payment for the lease and maintenance would be approximately **\$685 per month** for an average savings of \$41 per month.

Please note: The Fire Department is currently paying an average maintenance cost of \$231.00 per month for their OCE' (Canon) copier. Our current Canon IR C7065 will replace the OCE' (Canon) copier with a maintenance cost of \$48.00 per month, which includes 1500 B&W copies and 500 color copies. Overage costs will be \$0.012 for B&W copies and \$0.06 for color copies, with an average savings of \$177.00 per month. This brings a total average monthly savings for both copiers to approximately \$218.00 per month.

Please note, this copier (Canon) and vendor (Canon Solutions America) falls under the Ohio State Term Schedule (State Contract pricing), schedule number 800088.

Approved By:

Initial Date

Department Head:
City Manager

DKE 6/3/16

RESOLUTION NO. 4635

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CANON SOLUTIONS AMERICA FOR A 60-MONTH LEASE OF A CANON IMAGERUNNER ADVANCE C7270 COLOR COPIER THROUGH STATE CONTRACT PRICING.

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

SECTION 1: The City Manager has reviewed information submitted for the replacement of the existing copier equipment and has recommended that the current copier equipment be replaced with the Canon ImageRunner Advance C7270 color copier.

SECTION 2: The City Manager has recommended that the City enter into a 60-month lease with Canon Solutions America for the Canon ImageRunner Advance C7270 color copier through State Contract pricing at a monthly cost of \$ 685.00 with overage costs of \$ 0.0073 per black and white copies and \$ 0.055 per color copies. It is anticipated that this lease agreement would result in an average savings of \$ 41.00 per month.

SECTION 3: Council having reviewed the City Manager's recommendation, hereby authorizes the City Manager to enter into an Agreement with Canon Solutions America for a 60-month lease of the Canon ImageRunner Advance C7270 color copier.

SECTION 4: Funds have been appropriated in an amount in excess of the annual cost authorized.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

Current

Proposed

(1) Canon iR Advance C7065

(1) Océ CM5520

60

(1) Canon iR Advance C7270

(1) Canon iR Advance C7065

\$ 664.00

Lease

\$ 685.00

20,000 B&W & 850 Color Inc.

INCLUDED

Maintenance

Included

15,000 B&W & 2,250 Color Inc.

0 copies @ 0.005 each

\$

-

Usage B&W

\$

-

0 Copies @ 0.0073 each

1,231 copies @ 0.05 each

\$

61.55

Usage Color

\$

-

0 Copies @ 0.055 each

Lease

10,000 B&W Included

\$

171.30

Maintenance

\$

48.00

1,500 B&W & 500 Color Inc.

0 copies @ 0.014907 each

\$

-

Usage B&W

\$

3.58

298 Copies @ 0.012 each

534 copies @ 0.111139 each

\$

59.35

Usage Color

\$

2.04

34 Copies @ 0.06 each

\$

956.20

Total

\$

738.62

Total Monthly Savings \$ 217.58

Financial Breakdown

Currently, you avg. 13,045 B&W Copies a Month on your IRC7065

Currently, you avg. 2,081 Color Copies a Month on your IRC7065

Currently, you avg. 1,798 B&W Copies a Month on your Océ CM5520

Currently, you avg. 534 Color Copies a Month on your Océ CM5520

*Averages based off last 12 months of usage.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Service Department

Originating Department

City Council Meeting of: June 7, 2016

Michael B. Dreisbach

Prepared By

Account Code #: 140.720.61173 - \$36,500
140.720.61174 - \$32,000
140.720.61175 - \$30,000
330.831.69146 - \$60,000

Budgeted Amount: \$158,500.00

June 1, 2015

Date Prepared

Agenda Title: Purchase of Replacement Trucks for Wastewater Collection Division and Streets & Maintenance Division of the Service Department

Recommendation: Approve

Discussion:

The 2016 Capital Equipment Budget includes \$158,500 for the purchase of four replacement pickup trucks for use by the Wastewater Collection Division (1) and the Streets & Maintenance Division (3) of the Service Department. The following vehicles are in fair to poor condition and have been budgeted for replacement:

# 94-42	Streets / Park Maint.	22 year old	Ford F150 pickup 2 wh. drive
# 95-14	Streets & Maint.	21 year old	Ford F150 pickup 2 wh. drive
# 02-87	Streets & Maint.	14 year old	Dodge Ram 2500 4 wh. drive
# 05-46	Wastewater Coll.	11 year old	Ford 1-Ton with utility body

The State of Ohio contract for the purchase of trucks and vans (Index No. GDC-093) includes items #20AT, 21AT, and 35AT. The unit price for these vehicles, all sold through Middletown Ford is as follows:

	Contract Price	Options	Total Contract Price
Contract Item #20AT	\$23,141.99	\$950.85	\$24,092.84
Contract Item #20AT	\$23,141.99	\$950.85	\$24,092.84
Contract Item #21AT	\$25,608.04	\$1,405.85	\$27,013.89
Contract Item #35AT	\$31,840.83	\$8,688.39	\$40,529.22
Total Contract Value.....			\$115,728.79

This Resolution will authorize the City Manager to enter into an agreement with Middletown Ford, Inc. for the purchase of four (4) Ford trucks and specified options with 30-day tags at a cost not to exceed **\$115,728.79**. Staff further recommends Council authorize the sale of four surplus trucks identified as #94-42, #95-14, #02-87, and # 05-46 by public or electronic auction at the earliest convenience of the City.

Approved By:

Department Head:

Initial MBD Date 6/3/16

City Manager:

DRE 6-3-16

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH MIDDLETOWN FORD, INC. FOR THE PURCHASE OF FOUR (4) 2017 FORD TRUCKS AND SPECIFIED OPTIONS WITH 30-DAY TAGS AT STATE CONTRACT PRICING AT A TOTAL COST NOT TO EXCEED \$115,728.79 AND TO DISPOSE OF FOUR (4) SURPLUS TRUCKS THROUGH PUBLIC OR ELECTRONIC AUCTION.

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

SECTION 1: Council hereby authorizes the Service Department to purchase four (4) 2017 Ford trucks and specified options with 30-day tags at state contract pricing at a total cost not to exceed \$115,728.79 and to dispose of four (4) surplus trucks through public or electronic auction.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with Middletown Ford, Inc. for the purchase of four (4) 2017 Ford trucks and specified options with 30-day tags at state contract pricing at a total cost not to exceed \$115,728.79. Council further authorizes the sale of four surplus trucks identified as #94-42, #95-14, #02-87, and #05-46 by public or electronic auction.

SECTION 3: Funds have been appropriated for the authorized purchase price.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)

PRICE SCHEDULE

Minority Business Enterprise Award In Accordance with ORC CH. 125.081

ITEM #20AT- PICKUP-8,500 LBS.,2WD-REG. CAB-LONG BED-FLEX FUEL

DELIVERY: 90-112 DAYS A.R.O. (SEE IV.A.)	INDICATE CITY/STATE OF MANUFACTURER: Louisville, Kentucky		
CONTRACTOR: Middletown Ford	MFG: Ford	MODEL: F-250	MODEL NUMBER: F2A
ITEM ID NO.: 28563	UNIT PRICE: \$ 23,141.99		

ITEM ID NO.	DELIVERY CHARGE	UNIT COST
28564	Delivery charge per mile, per vehicle round trip map mileage for delivery by the contractor.	\$ 0.50
28565	Minimum Delivery Charge	\$ 150.00

ITEM ID NO.	DEALER OPTION/ORDER CODE	OPTION	UNIT COST
28566	TAG	45-Day Tags	\$ 18.50
28567	PART	Parts Manual (ELECTRONIC)	\$ 254.50
28568	SERVICE	Service Manual (ELECTRONIC)	\$ 252.35
28569	KEY	Additional Set of Keys with FOB Enabling Electronic Keyless Entry (1 KEY / 1 FOB)	\$ 289.95
NOTE ON P.O.	SBE	Seat Belt Extender (1 unit)	\$ 0.00
28571	CG	Cloth Seat Covering	\$ 87.00
28572	85L	Bed Liner (Bidder to Specify Type: <u>HARD</u>)	\$ 305.00
28573	52B	Tow Hitch/7-Pin Receptacle/Brake Controller	\$ 236.90
28574	47595	7-Pin Trailer Receptacle Wiring (HARD WIRED)	\$ 135.00
28575	TBM	All Terrain Tires	\$ 145.00
NOTE ON P.O.	STANDARD	Trailer Tow Mirrors	\$ 0.00
28577	76C	Backup Alarm	\$ 110.50
28578	98ASW	6-Door Utility Body	\$ 5,019.30
28579	18B	Step Rails/Running Boards	\$ 280.00

INSTRUCTIONS TO STATE AGENCIES REQUESTING UNSPECIFIED OPTIONS: State agencies that require additional equipment that is not listed in the option table above will need to provide the following to the current contract analyst listed on the contract website overview page, for approval;

1. Quote: Lists the unit price and the contents of the option(s). Manufacturer's invoice should be included.
2. Justification: Specific reasoning why the unlisted option is needed to perform job duties.

UNSPECIFIED OPTION PRICE: 3.00% above manufacturer invoice.

List standard paint colors: Oxford White, Shadow Black, Caribou, Magnetic, Blue Jeans, Ingot Silver, Green Gem,

Middletown Ford Fleet Department
 1750 N. Verity Parkway
 Middletown, OH 45042
 (513) 420-8700

ashley.hillis@middletownford.com
darco.murphy@middletownford.com

To whom it may concern,

Thank you for allowing Middletown Ford to bid on your:

Vehicle Information							Date: 06/01/2016
Item #	Year	Make	Model	Trim	Body Style	Color	No. of Units
20AT	2017	FORD	F-250	XL	REG CAB 4X2	OXFORD WHITE	2

Buyer Information						
Name	Address	City	State	Zip Code	Phone Number	
CITY OF OXFORD	101 EAST HIGH STREET	OXFORD	OHIO	45056	513-523-8412	

Vehicle Bid (Per Unit)			Amount Due At Inception:	
Item ID No.	Description	Selling Price	[Down Payment:]	
20AT	2017 F-250	\$23,141.99	[Rebate(s):]	
28587	ADDITIONAL KEY	\$289.95		
28591	TOW HITCH/ 7-PIN PLUG/ BRAKE CONTROLLER	\$236.90		
28593	ALL TERRAIN TIRES	\$145.00		
28595	BACK UP ALARM	\$110.50	N/A	\$0.00
	Delivery	\$150.00	Trade 2	\$0.00
	Title Fee	\$0.00	Trade 3	\$0.00
	Reg. Fee (45-Day Tag)	\$18.50	Total Net Trade(s)	
	Other Fees	\$0.00		
	Total Due	\$48,185.68	Total Credits	\$0.00

We would also like to announce that we participate in the state's Minority Business Enterprise (MBE) Program. Please see attached documents for further details. We greatly appreciate you giving Middletown Ford the opportunity to earn your business! The above quote is good for 30 days unless otherwise specified. State bids follow bid terms as specified in the state contract. **PLEASE NOTE: Any upfits such as Dump Bodies, Utility Bodies, Snow Plows etc. May add up to 6-8 weeks onto vehicle delivery time on state bid.**

WE ALSO ACCEPT TRADE-INS!

Sincerely,
 Ashley Hillis, Fleet Manager
 Darco Murphy, Fleet Director

PRICE SCHEDULE

Minority Business Enterprise Award In Accordance with ORC CH. 125.081

ITEM #21AT- PICKUP-8,500 LBS.,4WD-REG. CAB-LONG BED-FLEX FUEL

DELIVERY:	INDICATE CITY/STATE OF MANUFACTURER:		
90-112 DAYS A.R.O. (SEE IV.A.)	Louisville, Kentucky		
CONTRACTOR: Middletown Ford	MFG: Ford	MODEL: F-250	MODEL NUMBER: F2B
ITEM ID NO.: 28581	UNIT PRICE: \$ 25,608.04		

ITEM ID NO.	DELIVERY CHARGE	UNIT COST
28582	Delivery charge per mile, per vehicle round trip map mileage for delivery by the contractor:	\$ 0.50
28583	Minimum Delivery Charge	\$ 150.00

ITEM ID NO.	DEALER OPTION/ORDER CODE	OPTION	UNIT COST
28584	TAG	45-Day Tags	\$ 18.50
28585	PART	Parts Manual (ELECTRONIC)	\$ 254.50
28586	SERVICE	Service Manual (ELECTRONIC)	\$ 252.35
28587	KEY	Additional Set of Keys with FOB Enabling Electronic Keyless Entry (1 KEY / 1 FOB)	\$ 289.95
NOTE ON P.O.	SBE	Seat Belt Extender (1 unit)	\$ 0.00
28589	1S	Cloth Seat Covering	\$ 87.00
28590	85L	Bed Liner (Bidder to Specify Type: <u>HARD</u>)	\$ 305.00
28591	52B	Tow Hitch/7-Pin Receptacle/Brake Controller	\$ 236.90
28592	47595	7-Pin Trailer Receptacle Wiring (HARD WIRED)	\$ 135.00
28593	TBM	All Terrain Tires	\$ 145.00
NOTE ON P.O.	STANDARD	Trailer Tow Mirrors	\$ 0.00
28595	76C	Backup Alarm	\$ 110.50
28596	98ASW	6-Door Utility Body	\$ 4,950.00
28597	18B	Step Rails/Running Boards	\$ 280.00
28598	473/41P	Manufacturer Snow Plow Prep Package (Includes HD Suspension, HD Alternator, HD Transmission Cooling, Skid Plates, Etc.) Does not include Snow Plow	\$ 175.00
28599	WP8	Snow Plow Package (order w/Snow Plow Prep Package) (Indicate Blade Length: <u>8 FT.</u>)	\$ 4,999.00

Middletown Ford Fleet Department
 1750 N. Verity Parkway
 Middletown, OH 45042
 (513) 420-8700

ashley.hillis@middletownford.com
darco.murphy@middletownford.com

To whom it may concern,

Thank you for allowing Middletown Ford to bid on your:

Vehicle Information							Date: 06/01/2016
Item #	Year	Make	Model	Trim	Body Style	Color	No. of Units
21AT	2017	FORD	F-250	XL	REG CAB 4X4	OXFORD WHITE	1

Buyer Information						
Name	Address	City	State	Zip Code	Phone Number	
CITY OF OXFORD	101 EAST HIGH STREET	OXFORD	OHIO	45056	513-523-8412	

Vehicle Bid (Per Unit)			Amount Due At Inception:	
Item ID No.	Description	Selling Price	[Down Payment:]	
21AT	2017 F-250	\$25,608.04	[Rebate(s):]	
28587	ADDITIONAL KEY	\$289.95		
28591	TOW HITCH/ 7-PIN PLUG/ BRAKE CONTROLLER	\$236.90		
28593	ALL TERRAIN TIRES	\$145.00		
28595	BACK UP ALARM	\$110.50	N/A	\$0.00
28597	STEP RAILS	\$280.00		
28598	SNOW PLOW PREP	\$175.00	[Trade(s):]	
	Delivery	\$150.00	Trade 2	\$0.00
	Title Fee	\$0.00	Trade 3	\$0.00
	Reg. Fee (45-Day Tag)	\$18.50	Total Net Trade(s)	
	Other Fees	\$0.00		
	Total Due	\$27,013.89	Total Credits	\$0.00

We would also like to announce that we participate in the state's Minority Business Enterprise (MBE) Program. Please see attached documents for further details. We greatly appreciate you giving Middletown Ford the opportunity to earn your business! The above quote is good for 30 days unless otherwise specified. State bids follow bid terms as specified in the state contract. **PLEASE NOTE: Any upfits such as Dump Bodies, Utility Bodies, Snow Plows etc. May add up to 6-8 weeks onto vehicle delivery time on state bid.**

WE ALSO ACCEPT TRADE-INS!

Sincerely,
 Ashley Hillis, Fleet Manager

PRICE SCHEDULE

Minority Business Enterprise Award In Accordance with ORC CH. 125.081

ITEM #35AT- CAB & CHASSIS-12,800 LBS.-DRW-4WD-EXT. CAB-FLEX FUEL

DELIVERY: 126-140 DAYS A.R.O. (SEE IV.A.)	INDICATE CITY/STATE OF MANUFACTURER: Louisville, Kentucky		
CONTRACTOR: Middletown Ford	MFG: Ford	MODEL: F-350	MODEL NUMBER: X3H
ITEM ID NO.: 28855	UNIT PRICE: \$ 31,840.83		

ITEM ID NO.	DELIVERY CHARGE	UNIT COST
28856	Delivery charge per mile, per vehicle round trip map mileage for delivery by the contractor.	\$ 0.50
28857	Minimum Delivery Charge	\$ 135.00

ITEM ID NO.	DEALER OPTION/ORDER CODE	OPTION	UNIT COST
28858	TAG	45-Day Tags	\$ 18.50
28859	PART	Parts Manual (ELECTRONIC)	\$ 254.50
28860	SERVICE	Service Manual (ELECTRONIC)	\$ 252.35
28861	KEY	Additional Set of Keys with FOB Enabling Electronic Keyless Entry (1 KEY / 1 FOB)	\$ 289.39
NOTE ON P.O.	SBE	Seat Belt Extender (1 unit)	\$ 0.00
NOTE ON P.O.	AS	Vinyl Seat Covering	\$ 0.00
28864	52B	Tow Hitch/7-Pin Receptacle/Brake Controller	\$ 700.40
28865	47595	7-Pin Trailer Receptacle Wiring (HARD WIRED)	\$ 135.00
28866	TBM	All Terrain Tires	\$ 145.00
NOTE ON P.O.	STANDARD	Trailer Tow Mirrors	\$ 0.00
28868	76C	Backup Alarm	\$ 110.50
28869	18B	Step Rails/Running Boards	\$ 280.00
28870	DUMP	2 Yard Dump Body	\$ 9,900.00
28871	99T	Diesel Engine	\$ 7,500.00
*28872	473 / 41P	Manufacturer Snow Plow Prep Package (Includes HD Suspension, HD Alternator, HD Transmission Cooling, Skid Plates, Etc.) Does not include Snow Plow	* \$ 75.00
28873	8.5W	Snow Plow Package (order w/Snow Plow Prep Package) (Indicate Blade Length: 8.5 FT.)	\$ 5,150.00

*Indicates correct contract cost and correction to OAKS Item ID No. Pricing

Middletown Ford Fleet Department
 1750 N. Verity Parkway
 Middletown, OH 45042
 (513) 420-8700

ashley.hillis@middletownford.com
darco.murphy@middletownford.com

To whom it may concern,

Thank you for allowing Middletown Ford to bid on your:

Vehicle Information							Date: 06/01/2016
Item #	Year	Make	Model	Trim	Body Style	Color	No. of Units
35AT	2017	FORD	F-350	XL	EXT CAB 4X4 C&C	OXFORD WHITE	1

Buyer Information						
Name	Address	City	State	Zip Code	Phone Number	
CITY OF OXFORD	101 EAST HIGH STREET	OXFORD	OHIO	45056	513-523-8412	

Vehicle Bid (Per Unit)			Amount Due At Inception:	
Item ID No.	Description	Selling Price	[Down Payment:]	
35AT	2017 F-350	\$31,840.83	[Rebate(s):]	
	ADDITIONAL KEY	\$289.39		
	7-PIN PLUG/	\$135.00		
	ALL TERRAIN TIRES	\$145.00		
	BACK UP ALARM	\$110.50	N/A	\$0.00
	STEP RAILS	\$280.00		
	SNOW PLOW PREP	\$75.00	[Trade(s):]	
	DIESEL	\$7,500.00		
	Delivery	\$135.00	Trade 2	\$0.00
	Title Fee	\$0.00	Trade 3	\$0.00
	Reg. Fee (45-Day Tag)	\$18.50	Total Net Trade(s)	
	Other Fees	\$0.00		
	Total Due	\$40,529.22	Total Credits	\$0.00

We would also like to announce that we participate in the state's Minority Business Enterprise (MBE) Program. Please see attached documents for further details. We greatly appreciate you giving Middletown Ford the opportunity to earn your business! The above quote is good for **30** days unless otherwise specified. State bids follow bid terms as specified in the state contract. **PLEASE NOTE: Any upfits such as Dump Bodies, Utility Bodies, Snow Plows etc. May add up to 6-8 weeks onto vehicle delivery time on state bid.**

WE ALSO ACCEPT TRADE-INS!

Sincerely,
 Ashley Hillis, Fleet Manager
 Darco Murphy, Fleet Director

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: June 7, 2016

Sam Perry
Prepared By

Account Code No. #:

May 23, 2016
Date Prepared

Budgeted Amount:

Agenda Title:	Board of Zoning Appeals Meeting Report – May 18, 2016
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Adjudication Hearing

BZA-2016-03, 706 Carter Court, Variance to Section 1149.04(a)(4) Parking and Site Access, Setback of Parking Spaces, James Lipnickey, Habitat for Humanity Greater Cincinnati, Applicant/Agent

This variance request came about as part of a final inspection for a new home. The driveway parking space was installed without the minimum required three feet of setback from the building. The space was proposed with no setback. The Board heard staff and appellant testimony. The BZA deliberated the case using the decision standards. The BZA voted 4-0-0 to grant the variance request based upon staff findings, allowing the driveway parking to remain as installed.

Old Business

BZA-2015-13 14 N. College Avenue, Appeal of Administrator's Decision, Gursaran Shoker, Lee Ann Shoker Owners, Applicants Tabled; Withdrawn by Applicant 2/01/2016

Staff reported that additional evidence had been received and processed causing a revision to the allowable gravel parking. An additional use (a.k.a. conditional use) #PC-1991-20 had been approved in 1991 with a condition that gravel parking be allowed. A revised boundary map of allowable gravel was then created. The owner is to comply with a partial gravel-to-grass conversion as well as the installation of a gravel perimeter boundary. The BZA voted 4-0-0 to close the case citing the appellant withdrawal and no further need for review.

Approved By:

Department Head:
City Attorney:
City Manager:

Initial	Date
<u>Jhc</u>	<u>5/23/16</u>
<u>DRE</u>	<u>6/3/16</u>

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: June 7, 2016

Account Code #: 417.750.54340; 418.152.73101

Budgeted Amount: \$50,000; 75,000

Service Department
Originating Department

Michael B. Dreisbach, Service Director
Prepared By

May 31, 2016
Date Prepared

Agenda Title: Construction Contract for the Repair of Concrete Curb, Gutter, & Sidewalk

Recommendation: Approve

Discussion:

The 2016 capital improvement plan includes \$125,000 for the repair of defective curb, gutter, and sidewalk in advance of street pavement resurfacing this summer. On April 5, 2016 the City Council approved **Resolution No. 4976** authorizing Staff to move forward with a special assessment project to repair defective curb, gutter, and sidewalks as defined in Exhibit "A" in the Resolution.

Staff prepared and filed plans with the City Clerk as required by ORC 729.03 and the Clerk served notice to the properties involved. The City advertised this project for bids on May 13 and 20, 2016. One contractor responded when bids were opened and publically read on May 27, 2016 with the following results:

W.G. Stang LLC

\$ 90,977.00

In addition to the work specified in Resolution No. 4976, the contractor will also be removing and replacing the driveway apron and sidewalk for all apparatus bays at the Elm St. Fire Station. This concrete will be substantially reinforced with steel bars, and dowels will be drilled into the existing foundation for additional concrete strength.

W.G. Stang, LLC (Stang) has completed numerous public contracts and is in good standing with the city's where references were checked. Staff did inquire with other contractors as to why they did not bid this project; they all responded that the economy continues to improve, and they are already committed for the time frame when Oxford requires the work to be completed.

Once work has been completed by the contractor, Staff will request that Council authorize an Ordinance assessing improvement costs in accordance with Ohio Revised Code. Owners will have the opportunity to pay for the improvements in cash within 30 days of the assessing Ordinance. Should an owner choose not to pay in cash, levied amounts will be paid in five annual installments with an interest rate on deferred payments at 5%.

The lowest and best bid was provided by W.G. Stang, LLC at a cost of \$90,977.00. Staff recommends the City Council authorize the City Manager to enter into an agreement with W.G. Stang, LLC for the replacement of designated curb, gutter, and sidewalk per project specifications. Staff is also requesting a ten percent contingency in the amount of \$9,097.70, therefore the contract amount not to exceed shall be **\$ 100,074.70**.

Approved By:

Department Head:
City Manager:

Initial Date

MBD 6/1/16
[Signature] 6/3/16

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH W.G. STANG, LLC FOR THE IMPROVEMENT AND REPLACEMENT OF DEFECTIVE CURB, GUTTER, AND SIDEWALK AT A COST OF \$90,977.00 PLUS A CONTINGENCY AMOUNT OF TEN PERCENT (10%) OF THE CONTRACT PRICE OR \$9,097.70 FOR A TOTAL COST NOT TO EXCEED \$100,074.70.

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

SECTION 1: The City advertised for bids in the *Hamilton Journal* on May 13, 2016 and May 20, 2016. One (1) sealed bid was opened and publicly read on May, 27, 2016. The bid was provided by W.G. Stang, LLC. in the amount of \$90,977.00.

SECTION 2: The City Manager and the Service Director recommend Council accept the bid of W.G. Stang, LLC for the improvement and replacement of defective curb, gutter, and sidewalk at a cost of \$90,977.00 plus a contingency amount of ten percent (10%) of the contract price or \$9,097.70 for a total cost not to exceed \$100,074.70.

SECTION 3: Council accepts the recommendation of the City Manager and the Service Director and accepts the bid of W.G. Stang, LLC for the improvement and replacement of defective curb, gutter, and sidewalk at a cost of \$90,977.00 plus a contingency amount of ten percent (10%) of the contract price or \$9,097.70 for a total cost not to exceed \$100,074.70.

SECTION 4: Council further authorizes the City Manager to enter into a contract with W.G. Stang, LLC. for the improvement and replacement of defective curb, gutter, and sidewalk at a cost of \$90,977.00 plus a contingency amount of ten percent (10%) of the contract price or \$9,097.70 for a total cost not to exceed \$100,074.70.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: KATE ROUSMANIERE
PREPARED BY: LAW(STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: June 7 and 21, 2016

Account Code #: Not Applicable

Budgeted Amount: Not Applicable

Service Department

Originating Department

Michael Dreisbach

Prepared By

May 20, 2016

Date Prepared

Agenda Title: Review of Local Speed Limits Under Local Control – Locust Street

Recommendation: Approve

Discussion:

With the opening of significant developments along Locust St. between Fairfield Rd. and Chestnut St, including Bishop Square, Miami Preserve, and the new Lane Library, the Engineering Division has conducted a vehicle speed study through this corridor where the posted speed limit is currently 35 MPH. The study was conducted between March 28, 2016 and April 3, 2016 and noted the average speed for southbound vehicles was 22 MPH and the average speed for northbound vehicles was 24 MPH.

Ohio Revised Code 4511.21 (B)(2) sets a speed limit of 25 MPH (twenty-five miles per hour) in all other portions of a municipal corporation, except on state routes outside business districts, through highways outside business districts, and alleys. Based on several factors including average recorded speed, roadway characteristics including numerous curb cuts and crosswalks, increased usage by pedestrians crossing Locust St., and engineering judgement, the City Engineer is recommending a reduction in the speed limit through this corridor to 25 MPH. Police Chief Jones supports a speed limit of 25 MPH as well.

It is Staff's recommendation that the City Council authorize a speed limit of 25 MPH on South Locust St. from Fairfield Rd. / Spring St. to Chestnut St. Upon approval by the City Council, staff will install appropriate signage noting the new speed limit.

Approved By:

Department Head:

Initial MD Date 5/24/16

City Manager:

DRE \ 6/3/16

RESOLUTION NO.

A RESOLUTION OF COUNCIL SUPPORTING THE REDUCTION OF THE SPEED LIMIT ON LOCUST STREET BETWEEN FAIRFIELD ROAD AND CHESTNUT STREET FROM THIRTY-FIVE (35) MILES PER HOUR (MPH) TO TWENTY-FIVE (25) MILES PER HOUR (MPH).

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

SECTION 1: With the opening of significant developments along Locust Street between Fairfield Road and Chestnut Street, the Engineering Division conducted a vehicle speed study through that corridor where the posted speed limit is currently thirty five (35) miles per hour (MPH.)

SECTION 2: The average speed for southbound vehicles was twenty two (22) miles per hour (MPH) and the average speed for northbound vehicles was twenty four (24) miles per hour (MPH).

SECTION 3: The City Manager and the Service Director, upon review of the Engineering Division's vehicle speed study, have determined the speed limit on Locust Street between Fairfield Road and Chestnut Street should be reduced from thirty five (35) miles per hour (MPH) to twenty-five (25) miles per hour (MPH).

SECTION 4: Council hereby accepts the recommendation of the City Manager and the Service Director and hereby authorizes the City Manager and the Service Director to take all actions necessary to implement the new speed limit of twenty five (25) miles per hour (MPH) on Locust Street from Fairfield Road to Chestnut Street.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: June 7, 2016

Jung-Han Chen
Prepared By:

Account Code No. #:

Budgeted Amount:

May 17, 2016
Date Prepared:

PC-08-2013, FINAL PLANNED DEVELOPMENT, 419 S. Locust Street, Ordinance 3221, Out Lot Final Phase, New Village Communities, LLC

Recommendation by the Planning Commission: Approval with Conditions

Discussion:

This is the final phase development for this site concerning two vacant pads along Locust Street. The developer has secured tenants for both buildings and prepared a building schematic plan for Planning Commission review and City Council approval.

There will be one drive-through for each pad, with one drive-through to be used for a bank and the other for a pizza eatery. Currently, these pads are curbed and grassed.

The Planning Commission was very appreciative of the efforts taken by the developer on this redevelopment project and the inclusion of the Lane Library as part of this project. Because this project has been very successful, the Planning Commission wanted to make sure the final development would not detract from the overall project nor create a pedestrian safety impediment concern since library patrons can walk to the library. Lengthy discussion and dialogue took place between the Commission and the developer. At the end, the Planning Commission made the following conditions for approval:

1. Pedestrian safety improvements, such as a marked crosswalk at the drive through and signage for left turn only, on the southern pad.
2. Pedestrian and vehicle conflict points at the northeastern corner of the northern pad where the bank drive-through is located, must be mitigated via pedestrian safety design features, such as signage, audible warning of vehicle exiting drive-through, crosswalk mirrors, either individually or collectively, to minimize potential dangers to pedestrians.

The Commission voted 6-0-0 to City Council for the approval of the final development phase of this project.

Approved by:

Department Head:
City Attorney:
City Manager:

JHC 5/17/16
RAE 6/3/16

ORDINANCE NO.

ORDINANCE ACCEPTING THE PLANNING COMMISSION'S RECOMMENDATION FOR FINAL PLAN APPROVAL TO DEVELOP THE TWO WESTERNMOST OUTPARCELS AT BISHOP SQUARE FOR COMMERCIAL USES WITH CONDITIONS.

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

SECTION 1: Council hereby finds the Planning Commission held a public hearing on May 10, 2016 in accordance with Section 1145.10 of the Codified Ordinances of the City of Oxford, on the request of Robert Fiorita, Architect, for final plan approval to develop the two westernmost outparcels at Bishop Square for commercial uses.

SECTION 2: The Planning Commission, after due deliberation found the request satisfies the code requirements in Chapter 1145 of the Oxford Zoning Code and recommended final plan approval to develop the two westernmost outparcels at Bishop Square for commercial uses with conditions.

SECTION 3: Council hereby accepts the recommendation of the Planning Commission and further approves the Final Plan to develop the two westernmost outparcels at Bishop Square for commercial uses based on the submittals of the applicant that are attached hereto and incorporated herein by reference as Exhibit "A" and made a part of this approval with the following conditions:

1. A marked crosswalk at the drive through and signage for left turn only shall be installed on the southern pad.
2. Pedestrian and vehicle conflict points at the northeastern corner of the northern pad (drive through area) shall be mitigated via installation of pedestrian safety design features such as signage, audible warning of vehicle exiting drive through and crosswalk mirrors.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)

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

<u>Report Date</u>	June 7, 2016
<u>Case Number</u>	PC-08-2013
<u>Applicant Information</u>	New Village Communities, LLC
<u>Requested Action</u>	Final Planned Development, Out Lot Final Phase Approval
<u>Public Hearing Information</u>	A Public Hearing took place at 118 W. High Street on May 10, 2016.
<u>Commission Action</u>	The Planning Commission voted 6-0-0 recommending approval with conditions.
<u>Commission Findings and Conclusions</u>	The Final Planned Development, Out Lot Final Phase was approved with the following conditions after lengthy discussion. 1. Pedestrian safety improvements, such as a marked crosswalk at the drive through and signage for left turn only on the southern pad. 2. Pedestrian and vehicle conflict points at the northeastern corner of the northern pad, where the bank drive thru is located must be mitigated via pedestrian safety design features, such as signage, audible warning of vehicle exiting drive thru, crosswalk mirrors, either individually or collectively to minimize potential dangers to pedestrians.
<u>*Exhibits Included</u> <u>(Please note: plans and elevations are excerpts only)</u>	1. Staff Report Dated May 17, 2016 2. Applicant Submission Documents for May 10, 2016 Planning Commission Meeting

April 24, 2016

Jung-Han Chen
Community Development Director
City of Oxford
101 E. High Street
Oxford OH 45056

**RE: City Of Oxford, Ohio
Ordinance #3221
Section 3; Articles 1, 7, 8
Out Lot Final Submission**

Dear Jung Han,

We are pleased to submit the final phase of the above captioned development known as Ordinance 3221 for Miami Preserve and Bishop Square. Per the above captioned Sections and Articles, the Applicant is responsible to submit and gain design approval from Planning Commission and City Council for the two westernmost outparcels prior to building permit submission.

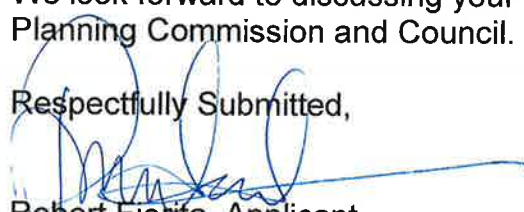
Applicant has reached preleasing requirements to gain financing approval and hereby requests City Planning Staff, Planning Commission and City Council approve its attached submission. The attached buildings and site plans are mostly identical to the presentation and submission made by Applicant to City Council as part of its Final Development Plan per Section 3 Article 1 of the approved Ordinance.

Additionally, comments regarding circulation for vehicles, bicycles, pedestrians and barrier free access have been incorporated into the site as described in Section 7 of the approved Ordinance. All requested aspects of the approved site plans submitted herein, are identical to those presented in the Final Development Plan of the Ordinance.

Applicant's building design and uses being submitted herein comply with Section 8 of the approved Ordinance. Buildings being submitted hereby substantially conform to the perspectives and aerial views. Applicant is also requesting that Staff, Commission and Council now approve Applicants request for drive-throughs that were not originally requested but are allowed under Section 1143.12 General Business District of Oxford's Adopted City Code as a conditional use. Vehicular drive-through circulation being submitted in this request is identical to all aspects of the Final Approved Development Plan approved in Ordinance 3221.

We look forward to discussing your comments and the opportunity to present to Planning Commission and Council.

Respectfully Submitted,



Robert Fiorita, Applicant

ORDINANCE NO. 3221

ORDINANCE APPROVING THE PLANNING COMMISSION'S RECOMMENDATION FOR FINAL PLAN APPROVAL OF THE PLANNED DEVELOPMENT AT THE FORMER WAL-MART SITE (419 SOUTH LOCUST STREET) TO ALLOW A DEVELOPMENT WITH COMMERCIAL AND RESIDENTIAL USES WITH CONDITIONS.

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

SECTION 1: Council hereby finds that the Planning Commission held a public hearing on May 14, 2013 in accordance with Section 1145 of the Codified Ordinances of the City of Oxford, on the application of Robert Fiorita, Applicant, Agent, Architect, for approval of a Final Planned Development at the former Wal-Mart site, at the corner of South Locust and West Spring Street (419 South Locust Street) to allow a Planned Development with commercial and residential uses.

SECTION 2: The Planning Commission, after due deliberation found the application satisfies the code requirements in Chapter 1145 of the Oxford Zoning Code and recommended approval of the Final Planned Development application for the former Wal-Mart site (419 South Locust Street) with conditions.

SECTION 3: Council hereby accepts the recommendation of the Planning Commission and further approves the Final Planned Development application for the former Wal-Mart Site, at the corner of South Locust and West Spring Street (419 South Locust Street) to allow a development with commercial and residential uses based on the submittals of the applicant that are attached hereto and incorporated herein by reference as Exhibit "A" and made a part of this approval with the following conditions:

1. All aspects of the presentation made by the applicant on May 14, 2013 shall be included as part of the final development approval. The construction of all of the proposed buildings for this development shall substantially reflect the renderings presented by the applicant to the Planning Commission on May 14, 2013.
2. Off-site sanitary improvements shall be made by the City, according to the terms of a cost-sharing agreement to be finalized between the City and the Developer.
3. A marked crosswalk with signage shall be provided at the developer's expense connecting the north side of Wells Mill Drive to the southwest corner of the project, in accordance with City standards. The City Engineer may require, at the developer's expense, additional off-site signage to increase awareness and safety of this marked crosswalk.

4. The proposed sidewalk along Locust Street and associated ramps/crosswalks shall be aligned with other off-site pedestrian facilities.
5. Earthen mounds, as required by the previous Ordinance, (2958) are waived.
6. The 12 parcels shall be consolidated and combined to a maximum of three lots contingent on review and approval of the City Attorney. The residential portion of the site shall be approximately 7.6 acres and the commercial portion shall be approximately 4 acres. The approval of this Final Planned Development shall be effective upon agreement between the Lane Public Library Board of Directors and New Village Communities, LLC to locate a new library building within the Planned Development. No building permits for any structures on the site will be issued until such agreement between the Lane Public Library Board of Directors and New Village Communities, LLC is signed and a copy filed with the City Clerk. The construction of the library building and the two-story commercial building shall be in concurrence with the construction of residential development. No occupancy of any residential dwellings on the site shall be granted until there is substantial completion of the two-story commercial structure exterior shell, the library building exterior shell, and the commercial area site improvements.
7. The internal circulation pattern for all modes shall be made safe and continuous for pedestrian, vehicular, bicycle and wheelchair traffic through direct alignment of different sidewalk segments and connection through ADA compliant ramps and crosswalk markings. These include, but are not limited to:
 - a. East/West connection between North Locust Street entrance and Spring Street entrance, along the northern facades of the northern two commercial buildings.
 - b. East/West connection between the southern Locust Street entrance and the proposed library will be provided along the southern facades of the southern two commercial buildings.
 - c. North/South connection between the westernmost two commercial sites, along with the western facades.
8. The layout and construction of the two westernmost outbuildings shall substantially conform with the perspective aerial and ground views presented to the Planning Commission on May 14, 2013 and is subject to Planning Commission and/or City Council review and approval at a future date prior to the construction. No drive-through for these two outbuildings are approved for this Final Planned Development at this time.

All site improvements, including parking spaces shown on the plan submitted to the Planning Commission on May 14, 2013 shall be constructed and completed at the same time and the pads for the two westernmost outbuildings shall be curbed and grassed for future commercial tenant build-outs.

9. The pedestrian path to Spring Street shall be constructed as presented to the Planning Commission on May 14, 2013.
10. Landscaping improvements shall be installed as presented by the developer to the Planning Commission on May 14, 2013 and the requirement for tree islands at every 7 spaces is waived.
11. The number and size of freestanding signs will conform to the signs proposed and will be limited to property identification. Other signage shall also be limited to that which was presented to the Planning Commission on May 14, 2013.
12. The existing fence along the southern property line shall be maintained and repaired or replaced when necessary.
13. The northern entrance on Locust Street shall be upgraded, including signal, signage, crosswalks, lane markings, and striping on street, to meet City standards at the developer's expense.
14. The modifications proposed in the Traffic Impact Study related to vehicular striping and signal timing shall be approved by the City Engineer and at the developer's expense.
15. The developer shall coordinate with the City of Oxford and the Butler County Regional Transit Authority in locating potential bus stops within and adjacent to the site.
16. The overnight parent-unit shall not be allowed.

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


MAYOR

ADOPTED: June 18, 2013

ATTEST:


CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

1143.12 GB GENERAL BUSINESS DISTRICT.

(a) Purpose. This district is intended to provide for a variety of retail, service and administrative establishments required to satisfy the needs of the overall community. This district is also intended to accommodate retail trade establishments in the community that cannot be practically provided for in a neighborhood commercial district development. This district is only appropriate within areas that are presently served, or will be served upon development, with both central water and sewer.

(b) Uses.

(1) Permitted uses.

A. Retail services

1. Apparel and jewelry.
2. Books, stationery, newspapers, magazines, office equipment and office supply stores.
3. Department stores.
4. Drug stores selling health and personal care aids.
5. Food products, including groceries, meat, fish, baked goods, confectionary, and beverages.
6. Flowers, potted plants, and garden supplies.
7. Hardware, paint, home furnishings, and other home improvement products.
8. Optical aids.
9. Photography, bicycles, gifts and toys, pets, music, sporting goods, and other hobby and craft supplies.
10. Restaurants, not including drive-in or fast food.
11. Sales of new and used motor vehicles by dealerships holding franchises authorized by manufacturers for the sale of new vehicles.

B. Personal and professional services.

1. Accounting, advertising, architectural, auditing, bookkeeping, legal, and medical offices, and offices for other similar professional service providers.
2. Banks, credit agencies, investment firms, real estate, insurance offices, and other similar establishments engaged primarily in financial services.
3. Barber and beauty shops.
4. Cleaners, including dry cleaning and Laundromats.
5. Home improvement services, including carpentry, electrical, heating, plumbing, and decorating.
6. Offices for nonprofit, charitable, labor, and other service organizations.
7. Repair establishments for bicycles, household appliances, locksmiths, shoes, and motor vehicles (if no gasoline is sold and repair work is done inside).
8. Theaters, not including drive-ins.
9. Other similar personal and professional services, such as employment agencies, travel bureaus, and ticket offices.

C. Accessory buildings incidental to the principal use.

(2) Conditional uses. The following Conditional Uses are subject to review and regulation in accordance with Chapter 1147.

A. Retail services.

1. Automobile service stations selling gasoline.
2. Bars and establishments serving alcohol.
3. Banks with drive-through facilities.
4. Building supplies, garden supplies.
5. Drive-in and fast-food restaurants.
6. Sales of motorcycles and used motor vehicles, rental and service of motor vehicles, sales and rental of boats and marine equipment, and sales and rental of trailers.
7. Temporary or outdoor sales of plants and garden supplies.

B. Personal and public services.

1. Animal hospitals or kennels.
2. Bowling alleys.
3. Cultural institutions, including libraries, art galleries and museums.
4. Hotels and motels.
5. Places of worship.
6. Funeral homes.
7. Indoor skating rinks, arcades, and similar recreational uses.
8. Instructional studios.
9. Night clubs, discotheques, and other entertainment facilities.

C. Other uses.

1. Community-Oriented Residential Social Service Facilities (CORSSF's).
2. Shared Housing and Congregate Housing for the elderly.
3. Government owned and/or operated parks and recreation facilities.
4. Bed and breakfast homes.
5. Publicly owned and operated neighborhood recreation centers.
6. Day care facilities, including Day Care for child, Day Care Center for child, Day Care Home Type A family, and Day Care Home Type B family.
7. Schools: primary, intermediate, and secondary, both public and private.
8. Mini-Warehouse (Self-Storage Units)
9. Business Incubator

(c) Site Development Regulations. (Unless superseded by Conditional Use Requirements)

(1) Lot requirements. No minimum lot size or lot width is specified, however, lot size and width shall be adequate to provide for parking, access drive spacing, yard space and screening requirements. Any proposed development for over 1 acre shall submit a concept review to the Planning Commission for discussion purposes.

(2) A. Yard requirements (minimum).

Front yard Rear yard Side yard

35 feet 25 feet 0 feet

When a side or rear lot line abuts residential district lot lines, the minimum side or rear transitional setback distance shall be 25 feet in depth and shall be screened from the residential district by a dense evergreen hedge a minimum of 6 feet tall at planting and that will maintain at least 90 percent opacity over time. Existing vegetation may be considered as long as the anticipated overall opacity effect can be achieved. Alternatively, different types of screenings may be utilized subject to review and approval by the Zoning Administrator if the alternative material can achieve the overall 90% opacity effect.

B. Maximum front yard setback. A maximum front yard setback of 150 feet; and at least 75% of the façade of the principal building must be setback no more than 150 feet from the front lot line.

(3) Structural requirements.

Maximum building height 45 feet

(d) Supplementary regulations.

(1) All merchandise, new and used, with the exception of boat, automobile, truck or farm implements and plants and garden supplies, shall be stored within a completely enclosed building. Displays of boats, automobiles, tractors, recreational trailers and/or mobile homes shall conform to the requirements as defined in Section 1141.03 (e)

(2) Landscaping: The required front yard, with the exception of the area used for vehicle access shall be landscaped with trees, shrubs and ground cover. A minimum of 1 tree for every 25 linear feet of frontage shall be planted in this area provided that the placement of the trees does not interfere with sight distance entering or leaving the site. Each tree shall be a minimum of 6 feet tall and have a minimum 2-inch diameter at breast height (DBH).

A. A minimum of 50% of the trees shall be hardwood type, as listed on the City's Tree List maintained by the Environmental Commission.

B. All landscaping material must be maintained in good condition. Any missing or dead materials must be replaced in a timely manner.

(3) The building should be oriented so that the principal building entrance faces the principal street or the street providing main access to the site. The entrance must be connected to the street and adjacent parking with clearly marked sidewalks/walkways. The building façades facing the street must adhere to the façade treatment as outlined in the following sections. In no instance, shall the rear of the building face the public right-of-way.

(4) Building facades that are oriented toward a right-of-way shall be provided for visual relief as follows:

A. Windows and transparent doors must occupy a minimum of 60% of the entire building wall area measured between 2.5 and 7 feet in height above grade along

the entire front façade. Glass block, opaque or darkly tinted glass is not considered to be transparent.

B. Building façades must have different articulation in height and setback. Different horizontal articulations with material, color and opening shall also be utilized when building elevation is higher than 14 feet. Preferred materials include brick, stone, glass or wood.

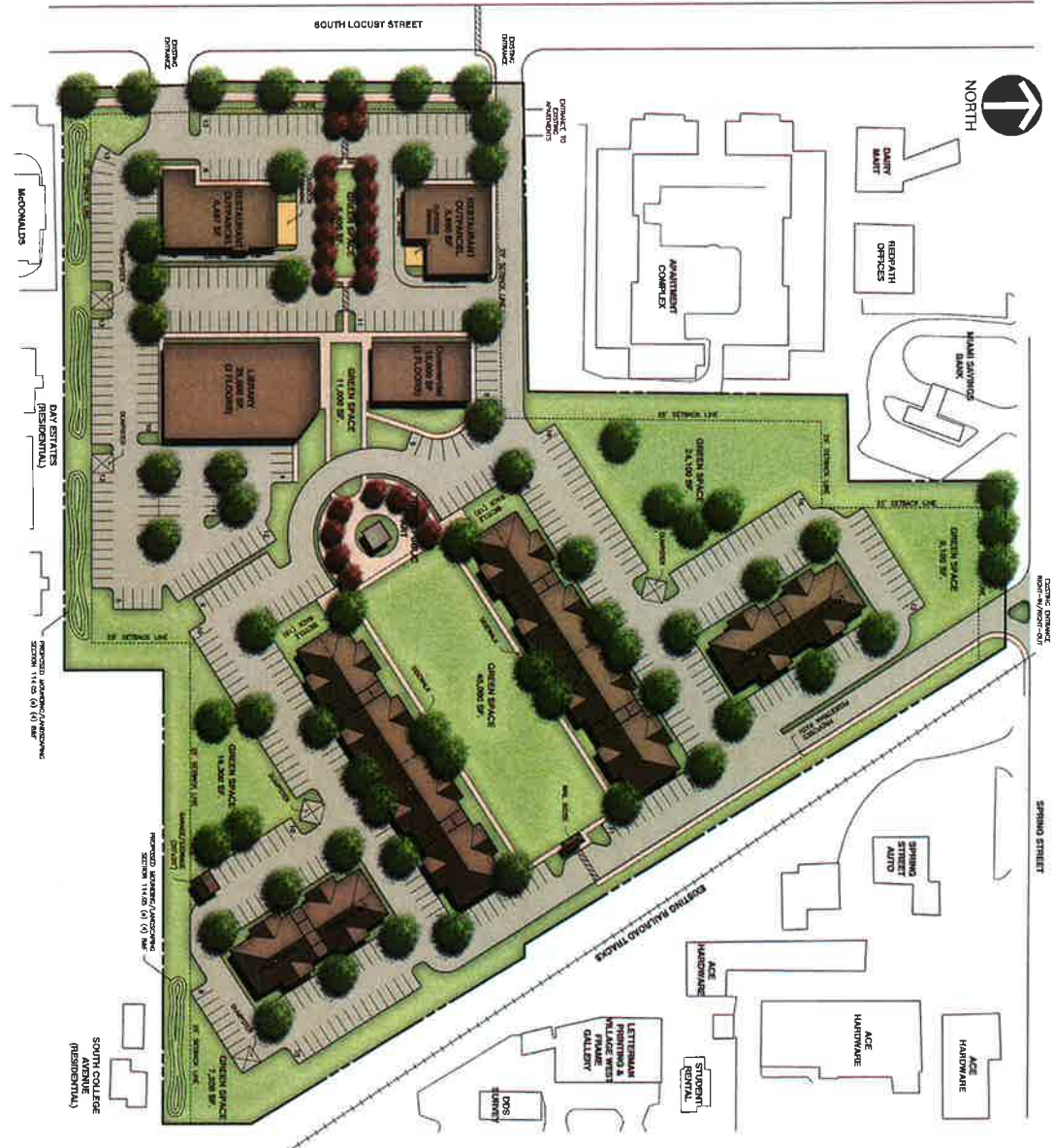
(5) Each development is required; where appropriate, to provide adequate space (including easements) for alternative modes of transportation such as bike paths, multi-use paths, bus stops and turnarounds. Each development is also required to provide bicycle rack space at a rate of 3 per 10,000 square feet of gross floor area.

(6) The front façade of the principal structure shall be finished, utilizing at least 50% natural materials including brick, stone, masonry, glass, or wood. No aluminum or vinyl siding shall be used in finishing or utilized on the front façade of the building.

(7) A. All utility boxes must be screened with appropriate landscaping material such that they are not visible from a right-of-way or other publicly accessible area.

B. All refuse collection and recycling containers must be enclosed or screened so as not to be visible from a right-of-way or other publicly accessible area. The structure surrounding the container(s) must be enclosed on all sides, one of which includes a gate or door that can be secured. The enclosure may consist of wood or masonry walls. Containers shall not be located in any front yard. The exterior perimeter of the enclosure(s) must be landscaped, excluding the access point.

(Ord. 3294. Passed 12-16-14.)



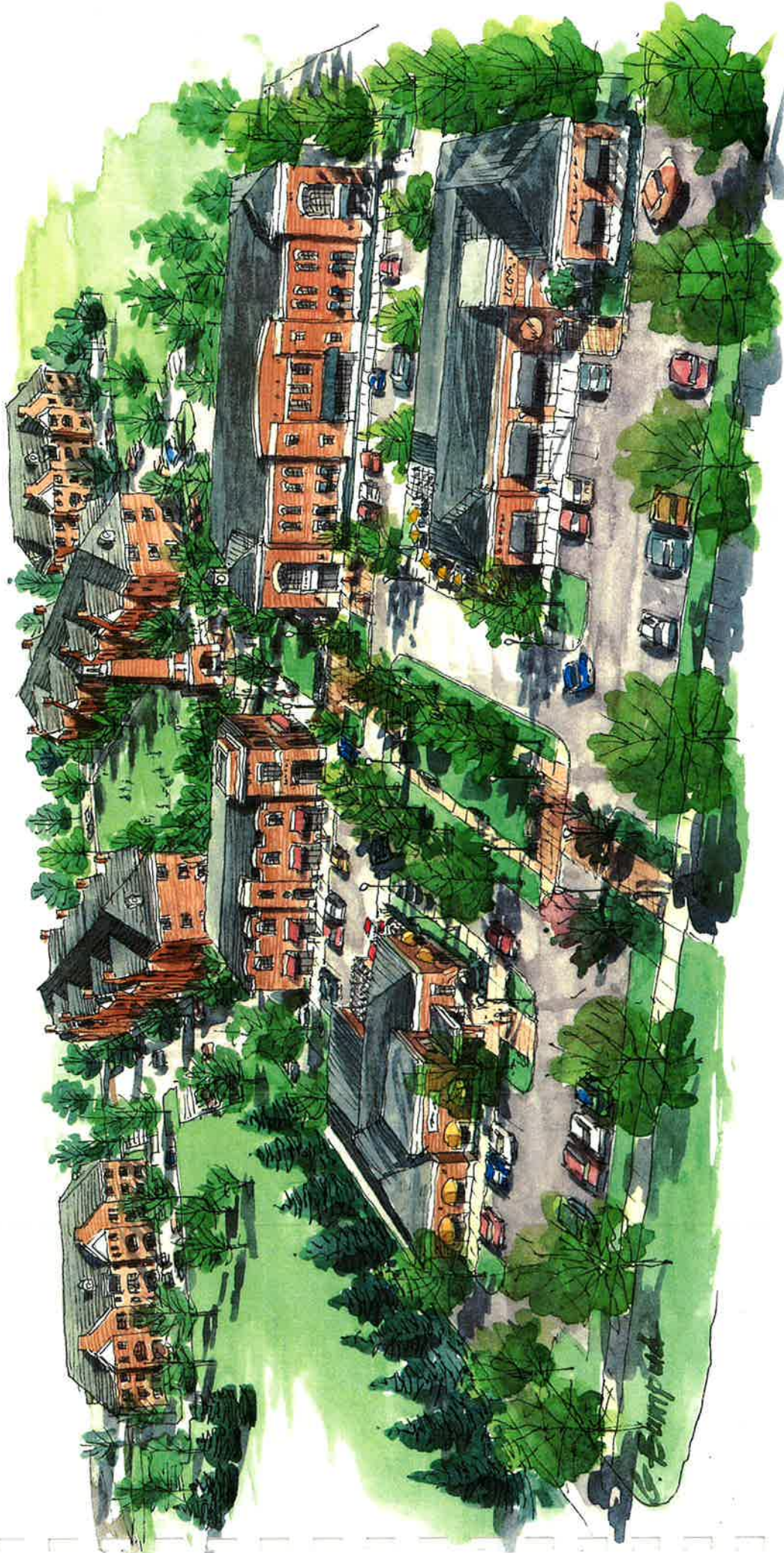
PRELIMINARY DEVELOPMENT PLAN			
511,219 S.F. TOTAL LOT AREA	11.7 ACRES		
22,715 S.F. COMMERCIAL ACCESS ROAD	0.5 ACRES		
284,504 S.F. RESIDENTIAL ONLY	6.5 ACRES		
RESIDENTIAL COMPONENT			
120 UNITS (RESIDENTIAL ONLY)			
RES. ACRES BASED ON R-10 ZONING			
PARKING REQUIRED @ 2.5 PER UNIT	300 SPACES		
RESIDENTIAL UNITS SPACES	60 UNITS		
PARKING @ 2.5 PER UNIT	265 SPACES		
PERMITS PROVIDED	265 SPACES		
COMMERCIAL COMPONENT			
42,469 S.F. COMMERCIAL SPACE			
PARKING REQUIRED @ 1/200 SQUARE FEET (750); 178 SPACES			
PARKING PROVIDED	178 SPACES		
PERIMETER SETBACK			
25' PERIMETER SETBACK REQUIRED			
25' SETBACK PROVIDED			
NOT PROVIDED @ NORTHWEST CORNER FOR EXISTING ENTRANCE TO REAR			
REQUIRED OPEN SPACE			
102,263 S.F. REQUIRED OPEN SPACE (20%)			
142,740 S.F. OPEN SPACE PROVIDED (28.1%)			
OPEN SPACE PROVIDED DOES NOT INCLUDE ADDITIONAL 44,000 S.F. OF PERIMETER SETBACK			
LOT COVERAGE FOR RESIDENTIAL			
MAXIMUM LOT COVERAGE FOR RESIDENTIAL			
PORTION OF SITE = 40%			
204,722 (40%) RESIDENTIAL ONLY			

REFERENCE

1. THIS PLAN PROVIDES TO CITY & SUBMITTANT ON DATE 10/16/2012 IS PREPARED BY CEC

0 25 50 100 150

1"=50'



C. Bumpold

REAGAN WAY



**ROBERT
LOUIS
FIORITA
ARCHITECT
& ASSOCIATES
INCORPORATED**

NEW VILLAGE CONSTRUCTION
4242 TULLER ROAD, SUITE A
DUBLIN, OHIO 43017

SET TYPE	PRELIM.
SHEET NUMBER	A100

NEW VILLAGE CONSTRUCTION
4242 TULLER ROAD, SUITE A
DUBLIN, OHIO 43017

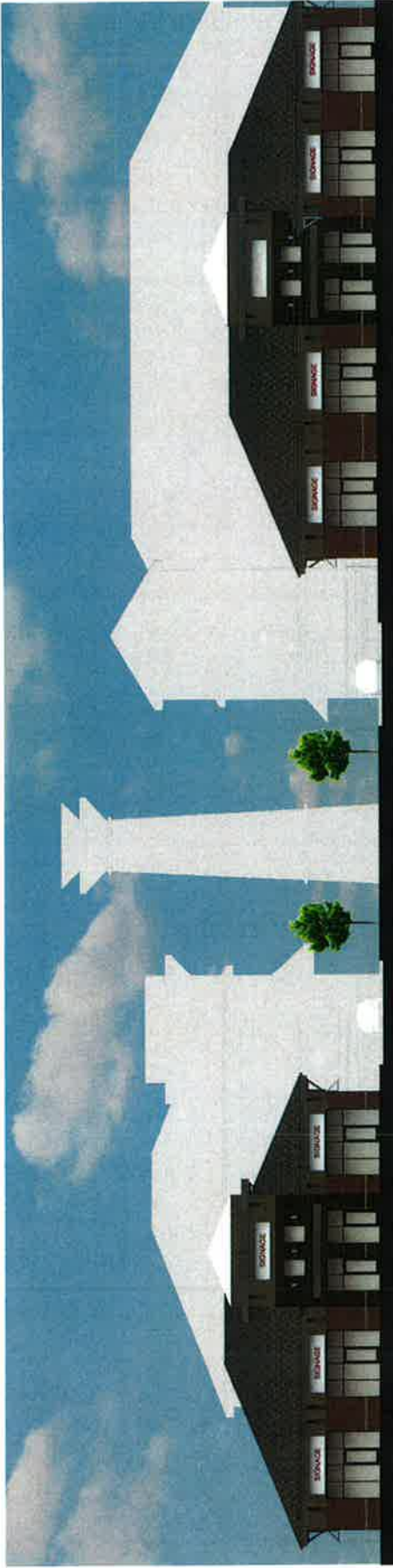
ROBERT
LOUIS
FLORITA
ARCHITECT
& ASSOCIATES
INCORPORATED

BISHOP SQUARE - LOCUST STREET RENDERING

DATE:	04-20-2016
BY:	RL
DATE:	
BY:	
DATE:	
BY:	
DATE:	
BY:	

SHEET NO.
PRELIM.

SHEET NAME
A402



431 SOUTH LOCUST STREET

SOUTH LOCUST
STREET ELEVATIONS

411 SOUTH LOCUST STREET

COPYRIGHT 2015 ROBERT LOUIS FLORITA ARCHITECT AND ASSOCIATES, INC.

SHEET NUMBER
A401

CONFIDENTIAL THIS REPORT CONTAINS TRADE SECRETS AND PROPRIETARY INFORMATION

NEW VILLAGE CONSTRUCTION
 4242 TULLER ROAD, SUITE A
 DUBLIN, OHIO 43017

ROBERT
 LOUIS
 FORITA
 ARCHITECT
 & ASSOCIATES
 INCORPORATED

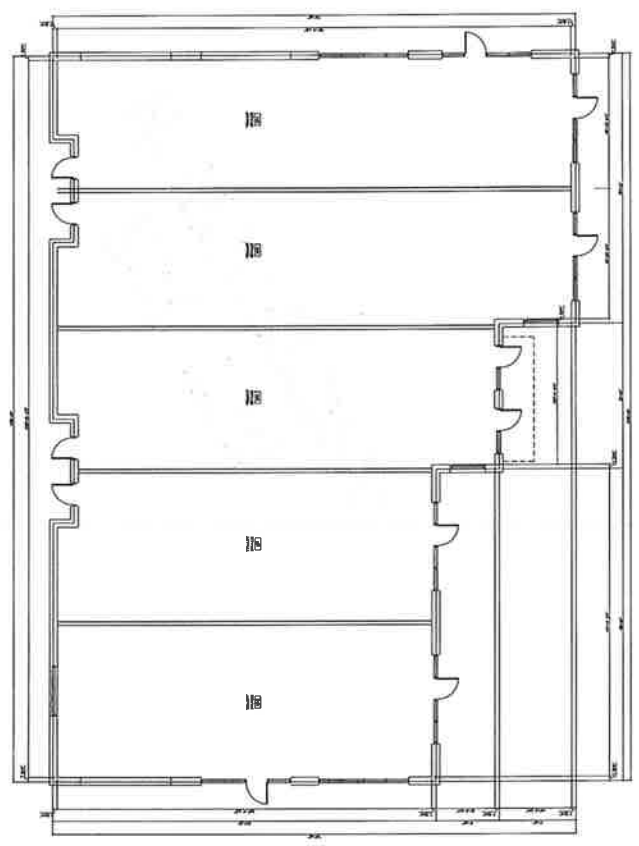
BISHOP SQUARE - SOUTH OUT LOT
 431 SOUTH LOCUST STREET

DATE:	01-25-2018
REV:	NO
DATE:	
REV:	
DATE:	
REV:	
DATE:	
REV:	
DATE:	
REV:	

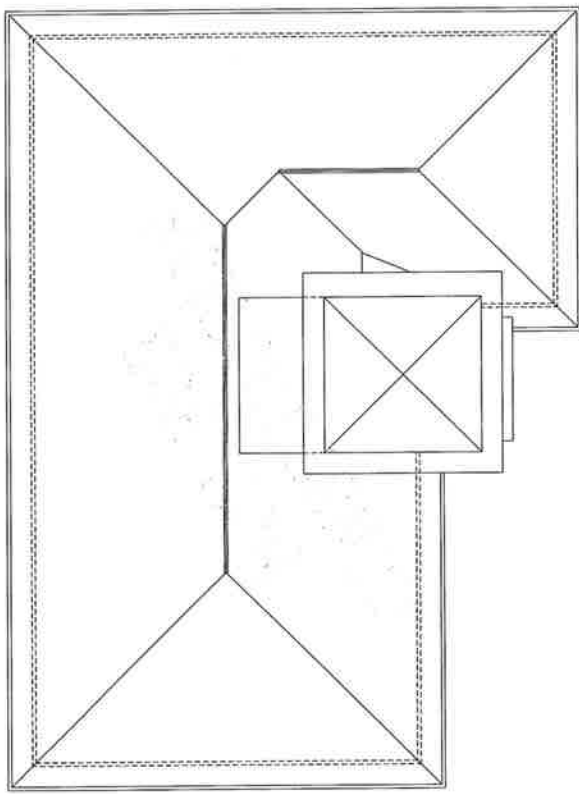
DATE PREPARED
 PRELIM.

SHEET NUMBER
 A301

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TYPICAL BAY LAYOUT FLOOR PLAN



ROOF PLAN

NEW VILLAGE CONSTRUCTION
 4242 TULLER ROAD, SUITE A
 DUBLIN, OHIO 43017

ROBERT LOUIS
 FLORITA
 ARCHITECT
 & ASSOCIATES
 INCORPORATED

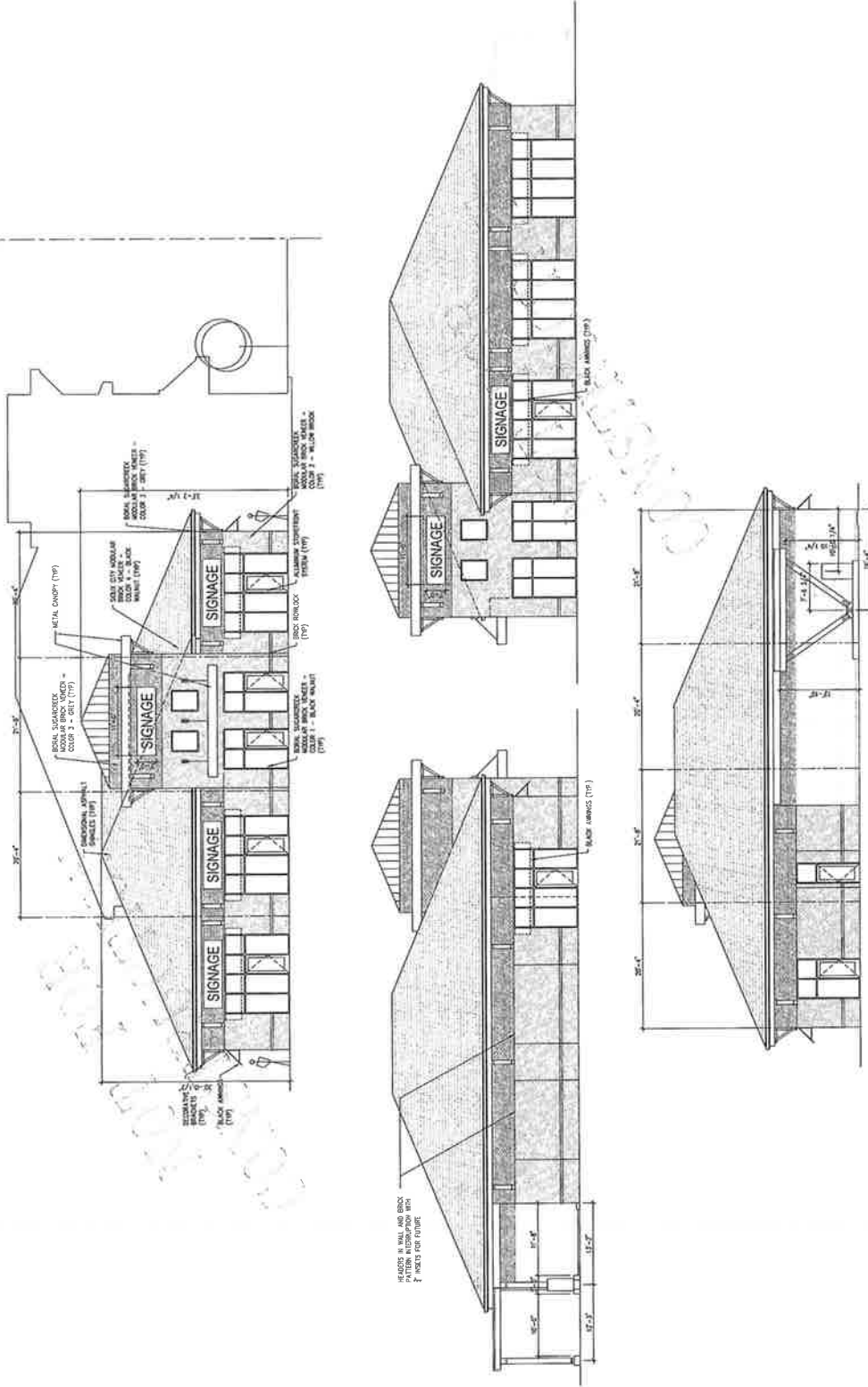
BISHOP SQUARE - NORTH OUT LOT
 411 SOUTH LOCUST STREET

DATE:	04-25-2006
BY:	RL
CHECKED BY:	RL
SCALE:	
SHEET NO.:	
TOTAL SHEETS:	

ST: PRELIM.

SHEET NAME:
A401

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NEW VILLAGE CONSTRUCTION
4242 TULLEH ROAD, SUITE A
DUBLIN, OHIO 43017

ROBERT
LOUIS
FLORITA
ARCHITECT
& ASSOCIATES
INCORPORATED

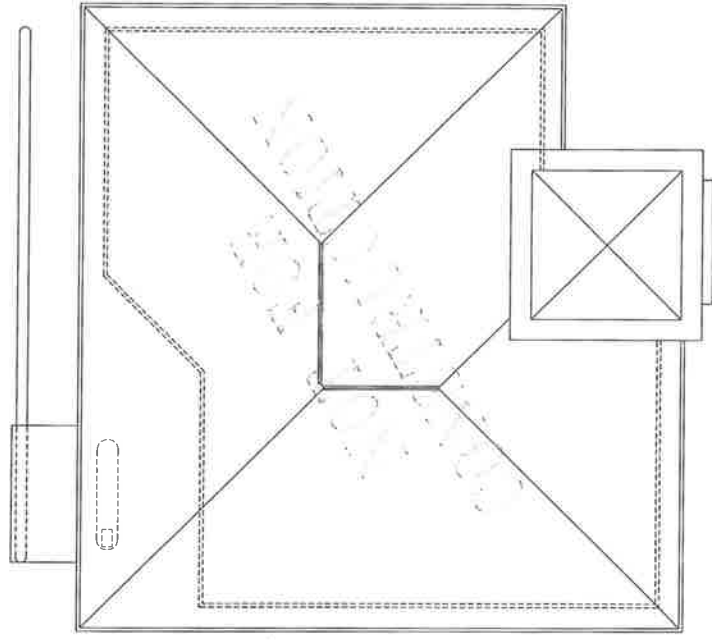
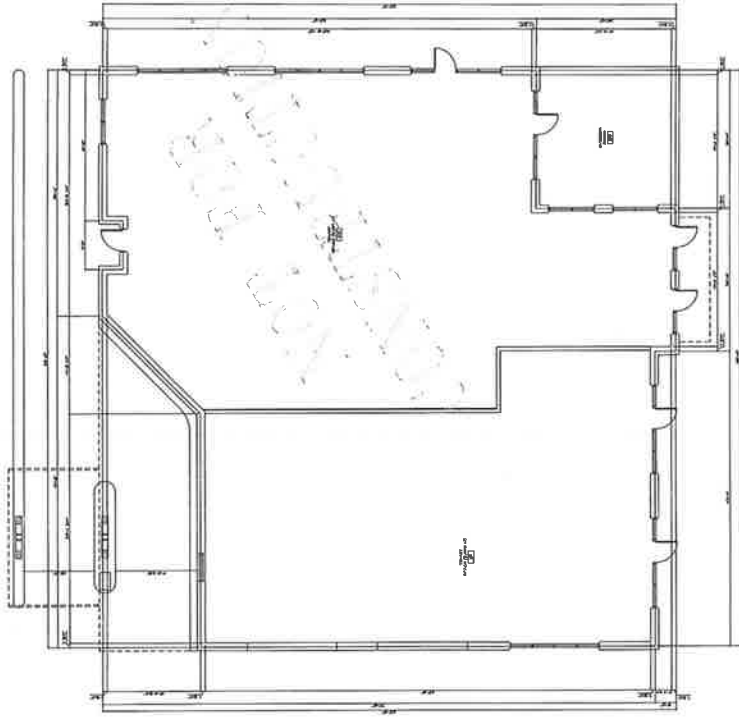
BISHOP SQUARE - NORTH OUT LOT
411 SOUTH LOCUST STREET

DRAWN BY:	
DATE:	04-22-2018
REV. No.	DATE

SHEET
PRELIM.

SHEET NUMBER
A301

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**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: June 7, 2016

Jung-Han Chen

Account Code No. #:

Prepared By:

Budgeted Amount:

May 17, 2016

Date Prepared:

PC-2016-06, COMBINED PRELIMINARY AND FINAL PUD, 5262 Brown Road, Hawk's Landing, formerly known as University Commons, to amend an approved PUD, Scott Webb, Applicant/Architect

Recommendation by the Planning Commission: Approval

Discussion:

The proposal is to renovate and reconfigure existing apartment buildings in Hawk's Landing to subdivide some dwelling units from 4- bedroom into two- dwelling types: one bedroom units and two bedroom units. The buildings that are slated to be renovated are labeled Building A, E, F, G. See attached drawing.

The current configuration is that each building contains 12 dwelling units. There will be an additional bathroom added to each newly divided dwelling unit.

This project was approved by City Council in 1993 via Ordinance 2313, as a Planned Development project for approving 120 multiple units and one duplex unit (2 units) for a total of 122 units. The proposal, as presented, will increase the number of dwellings from 122 to 170.

It would appear that the proposal could meet the threshold of being considered as a minor amendment since the proposed scope of work should not substantially alter the character or the appearance of the development. However, Ordinance #2313 was very specific about the number of dwelling units on site. Any changes/amendments to an ordinance cannot be approved by the Planning Commission alone. It must be approved by the City Council via legislative action. This is the reason it is considered to be a major amendment.

After a public hearing, the Commission voted 6-0-0 to recommend approval of the application to City Council.

Approved by:

Department Head:

City Attorney:

City Manager:

JHC / 5/17/16
JHE / 6/3/16

ORDINANCE NO.

ORDINANCE ACCEPTING THE PLANNING COMMISSION'S RECOMMENDATION FOR PRELIMINARY AND FINAL PLAN APPROVAL OF A MAJOR CHANGE TO AN EXISTING PLANNED DEVELOPMENT AT 5262 BROWN ROAD, HAWKS LANDING, FORMERLY KNOWN AS UNIVERSITY COMMONS.

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

SECTION 1: In accordance with Oxford Codified Ordinance Section 1145.10, the Oxford Planning Commission held a public hearing on May 10, 2016 on the application of Scott Webb, Applicant, for approval of a preliminary and final plan for a major change to an approved, existing planned development at 5262 Brown Road, Hawks Landing, formerly known as University Commons.

SECTION 2: The Planning Commission, after due deliberation approved a motion recommending the approval of the preliminary and final plan for a major change to an approved, existing planned development at 5262 Brown Road, Hawks Landing, formerly known as University Commons, subdividing certain dwelling units as shown on Exhibit "A" attached hereto from four bedroom units into one and two bedroom units and adding an additional bathroom to each newly divided dwelling unit.

SECTION 3: Council having considered the decision standards in Oxford Codified Ordinance Section 1145 hereby accepts the action of the Planning Commission and accepts the recommendation report submitted by the Planning Commission and incorporates the same herein and further grants approval of the preliminary and final plan for a major change to an approved, existing planned development at 5262 Brown Road, Hawks Landing, formerly know as University Commons.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)

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

<u>Report Date</u>	May 18, 2016
<u>Case Number</u>	PC-2016-06
<u>Applicant Information</u>	Scott Webb, Architect MAM-Oxford LLC
<u>Requested Action</u>	Combined Preliminary and Final PUD
<u>Summary of Request</u>	To Approve an Amendment to an Existing Approved Planned Development
<u>Public Hearing Information</u>	A Public Hearing took place at 118 W. High Street on May 10, 2016. A Public Hearing notice was published in the Journal News on April 10, 2016. Courtesy notices were mailed to adjacent property owners on April 21, 2016. Signage was posted at the site on May 3, 2016.
<u>Commission Action</u>	The Planning Commission voted 6-0-0 recommending approval.
<u>Commission Findings and Conclusions</u>	City Staff explained the reasoning for determining the application as a major amendment, even though the scope of work would not substantially alter the character or appearance of the development. City Staff also shared that even though there would be an increase in the number of dwelling units there would be a decrease in the occupancy. The Planning Commission recommended 6-0-0 to approve to City Council.
<u>Exhibits Submitted to the Commission</u>	1. Staff Report Dated April 25, 2016 2. Interoffice Review Transmittal Sheets 3. Surrounding Property Owner Notifications Map Dated April 21, 2016 4. Letter of Agency 5. Planned Development Application 6. Applicant Letter Dated March 25, 2016 7. Ordinance No. 2313 8. Site Plan

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2016-06

Date – May 10, 2016

APPLICATION

Applicant: Scott Webb, Architect/Applicant
Action Request: **Combined Preliminary and Final Planned Development to amend an approved Planned Development, 5262 Brown Road, Hawk's Landing, formerly known as University Commons**

DESCRIPTION

This application is to amend an existing approved Planned Development that was approved in 1993, via Ordinance #2313. The proposal is to renovate four (4) buildings #A, E, F, and G, a total of 48 units to divide each 4-bedroom unit into two dwelling units: one-bedroom units and two-bedroom units. Therefore, the number of dwelling units will increase from 48 units to 96 units, while the total occupancy will be reduced from 192 to 144. The renovation also includes a small bath to each unit.

ZONING CODE

Chapter 1145 Planned Development Chapter governs the amendment of an approved PUD, specifically Chapter 1145.10 Changes to a Planned Development.

COMPREHENSIVE PLAN

The proposal is consistent with redevelopment focus in rental housing.

AGENCY REVIEWS

Police:	Reviewed with no comments
Engineering:	Reviewed with no comments
Fire:	Reviewed with no comments
Econ. Dev.	Reviewed with no comments

DECISION CRITERIA

A copy of the Amendment Decision Criteria is attached.

ANALYSIS

The proposal is to renovate and reconfigure existing apartment buildings in Hawk's Landing to subdivide some dwelling units from 4- bedroom into two- dwelling types: one bedroom units and two bedroom units. The buildings that are slated to be renovated are labeled Building A, E, F, G. See attached drawing.

The current configuration is that each building contains 12 dwelling units. There will be an additional bathroom added to each newly divided dwelling unit.

This project was approved by the City Council in 1993 via Ordinance 2313, as a Planned Development project for approving 120 multiple units and one duplex unit (2 units) for a total of 122 units. The proposal, as presented, will increase the number of dwellings from 122 to 170.

Chapter 1145 Planned Development governs the amendment to an approved Planned Development. There are two types of amendments to an approved plan: minor and major. The differences between minor and major based on the following criteria:

- (1) The changes do not change the use.
- (2) The magnitude will not substantially alter the appearance of the development from off of the site.

- (3) There will be no substantial or detrimental effect to the provision of public services to the site or general vicinity.
- (4) There will not be substantial or detrimental increase in potential demand of public or private utilities.
- (5) They are not of a scope, scale, or character that would cause a negative impact on adjoining properties and neighborhood.
- (6) They are not contrary to and in no way diminishing the intent of the original approval.

It would appear that the proposal could meet the threshold of being considered to be a minor amendment since the proposed scope of work should not substantially alter the character or the appearance of the development. However, Ordinance #2313 was very specific about the number of dwelling units on site. Any changes/amendments to the Ordinance cannot be approved by the Planning Commission alone. It must be approved by the City Council via legislative action. This is the reason it is considered to be a major amendment. Furthermore, the changes to the development is considered to be relatively small scale and is planned to be accomplished as a single phase, it is procedurally permissible to file a combined Planned Development for a small, single phase development, per 1145.06.

RECOMMENDATION

Staff recommends that the Planning Commission concur with the changes and forward to City Council for legislation.

SUBMITTED

BY:


Jung-Han Chen
Community Development Director

DATE: April 25, 2016

ATTACHMENT

1145.06 PLANNING COMMISSION AND COUNCIL REVIEW

(b) General Decision Standards. All planned developments shall satisfy these general decision standards:

- (1) The proposed planned development is in fact permitted in the zoning districts in which it is proposed.
- (2) If the application is for the same site where a planned development application has been denied within one year, the plan is substantially different from the application so denied.
- (3) The uses and site plan will satisfy the general intent of this Zoning Code.
- (4) The uses and site plan will be compatible with the general intent of the Comprehensive Plan.
- (5) The size and shape of the site are sufficient for the proposed planned development.
- (6) The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
- (7) The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
- (8) Accessory uses will be directly related to the operation of the principal uses and will not be operated independent of the principal uses.
- (9) The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
- (10) Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
- (11) The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
- (12) The site is designed so that on-site traffic and traffic accessing the site will not adversely impact the movement or safety of all modes of traffic on adjacent public streets.
- (13) Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.

(c) Additional Final Plan Decision Standards

- (1) The final planned development shall substantially conform to the preliminary plan.
- (2) Any substantial changes from the preliminary plan improve the plan or were requested by Planning Commission or Council as a part of the preliminary plan approval process.
- (3) If the final plan seeks approval of only a portion of the approved preliminary plan, the elements of the proposed phase are sufficient to stand alone if the remainder of the planned development is abandoned.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: April 15, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

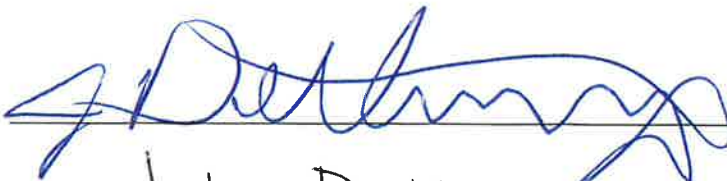
PC-2016-06 COMBINED PRELIMINARY AND FINAL PUD, 5262 Brown Road, Hawk's Landing,
formerly known as University Commons, to amend an approved PUD, **Scott Webb,**
Applicant/Architect

☒ Review ☐ Revisions ☐ Other

Please return no later than: **4/29/16** 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:



Date: 4-25-16

John Detherage

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: April 15, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2016-06 COMBINED PRELIMINARY AND FINAL PUD, 5262 Brown Road, Hawk's Landing,
formerly known as University Commons, to amend an approved PUD, **Scott Webb,**
Applicant/Architect

 X Review Revisions Other

Please return no later than: **4/29/16** 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: _____

A. Popescu

Date: _____

4-20-16

VICTOR POPESCU

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: April 15, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2016-06 COMBINED PRELIMINARY AND FINAL PUD, 5262 Brown Road, Hawk's Landing,
formerly known as University Commons, to amend an approved PUD, **Scott Webb,**
Applicant/Architect

 X Review Revisions Other

Please return no later than: **4/29/16** 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:  Date: 4/20/16

John A. Jones

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: April 15, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2016-06 COMBINED PRELIMINARY AND FINAL PUD, 5262 Brown Road, Hawk's Landing,
formerly known as University Commons, to amend an approved PUD, **Scott Webb,**
Applicant/Architect

 X Review Revisions Other

Please return no later than: **4/29/16** 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:  Date: 4-18-16

G. Alan Ryan
PRINTED NAME



PC-2016-06 Surrounding Property Owners Notifications Map

Legend

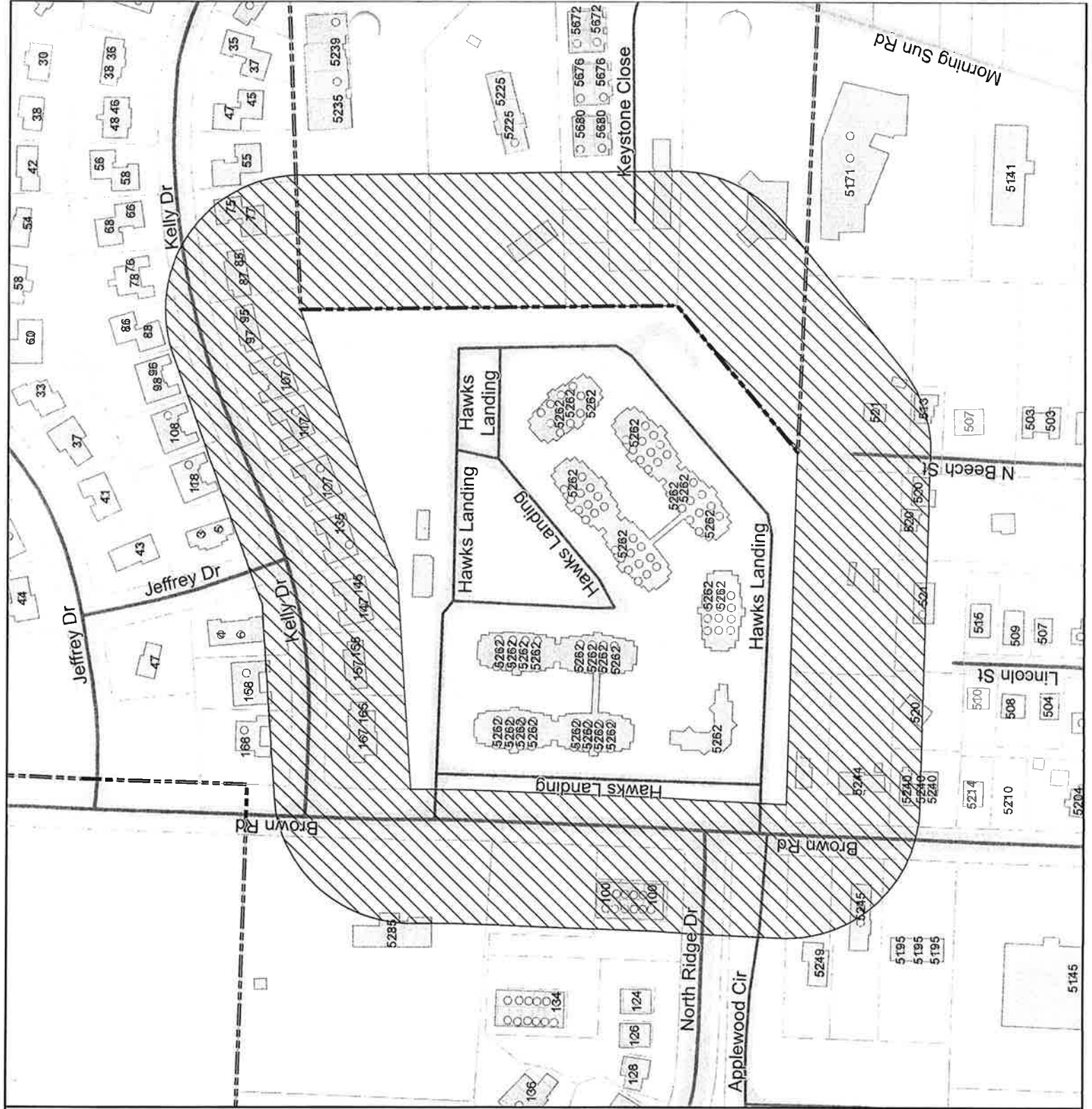
- Subject Parcel
- 200 Ft. Buffer
- Oxford Corp. Limit
- Address Point
- Parcel
- Building Footprint
- Paved Roadway



1 inch = 200 feet

Prepared on Thursday, April 21, 2016

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



LETTER OF AGENCY

To Whom It May Concern:

Please be advised that Scott Webb, Architect has permission to represent our interest with the City of Oxford Board of Planning Commission and act on our behalf regarding a modification to an approved Planned Development at Hawk's Landing at 5262 Brown Road.

Thank-you,

Signed:


Christian Elliott
MAM-Oxford, LLC
Development Manager

03/23/2016
Date:



Internal Use Only:

Case No.

PC-2016-06

Date Filed

3/25/16

Planned Development Application

Application Type

Choose One

☐

Preliminary (\$400)

☐

Final (\$400)

☒

Preliminary & Final (\$400)

Applicant Information

Attach a Letter of Agency if the Applicant is not the property owner.

Name *

Scott Webb, Architect

Mailing Address *

103 West Walnut Street

City, State & Zip Code *

Oxford, Ohio 45056

Telephone Number *

513-523-3838

Email Address

scott@scottwebbarchitect.com

Owner Information

Name *

MAM-Oxford LLC

Mailing Address *

431 Office Park Drive

City, State & Zip Code *

Birmingham Alabama 35223

Telephone Number *

205-949-2062

Email Address

CElliott@capstonemail.com

Engineer/Surveyor Information

Name *

Bayer Becker

Mailing Address *

110 South College Ave.

City, State & Zip Code *

Oxford, Ohio 45056

Telephone Number *

513-523-4270

Email Address

ettareed@bayerbecker.com

Location and Lot Information

Name of Subdivision *

Hawks Landing

Location of Property *

5262 Brown Road

Legal Description *

Zoning District *

R3 (PUD)

Total Area *

9.9778

Acres

Submission Requirements and Documentation

The application requirements (Section 1145.05¹) for a preliminary and final planned development are different. The final planned development application requires a greater degree of accuracy and completeness than does the preliminary planned development application. This section describes the application content requirements for each step of the process.

Thirteen (13) complete sets of all information shall be submitted with each preliminary and final application. If any information is submitted in color or on non-standard paper, more copies may be required. The Zoning Administrator may modify this requirement based upon

O. Other information as required by the Planning Commission or Council.

(7) Elevations. Elevations of proposed structures or typical elevations if structures are not yet designed.

(8) Other. Photographs of the existing site and its surroundings.

(b) Final Plan.

- (1) The same items and information as required for the preliminary plan, except that the approximations shall be refined to specific locations, dimensions, and descriptions.
- (2) A detailed traffic impact analysis, including all modes of transportation, prepared by a qualified professional engineer
- (3) Any additional description or information requested by the Planning Commission or Council during the preliminary plan approval process.
- (4) Detailed agreements, contracts, deed restrictions, and sureties that will be used to guarantee performance of the development during and after construction.

Surrounding Property Owners

On a separate sheet, provide the parcel numbers, names, and mailing addresses of all property owners within 200 feet of all boundaries of the property in question. The [Butler County Auditor Real Estate Search](#)² is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number.

Decision Process

A preliminary plan shall be approved prior to approval of a final plan, although the processes can be concurrent for small, single phase developments. Both preliminary and final plan approval require a Planning Commission recommendation and Council approval. The review is based on the General Decision Standards found in Section 1145.06¹.

Fees & Receipt

The required fee for preliminary and final is \$400.00 plus \$100 per acre, plus postage charge. To calculate the postage charge, multiply the number of adjoining properties by current postage rate³.

Sign and Date

Applicant Signature *

Date *

4/8/16

Submit Application, Submission Requirements and Documentation, and Fees

We will not accept incomplete applications and/or plans and documentation.

Send or drop off this application with required preliminary plans containing all required information as attachments and a check for fee and postage charges made payable to **City of Oxford**, to Community Development Director, 101 East High Street, Oxford, OH 45056.

Direct questions to the Community Development Dept. at 513-524-5204. The application will be placed on the next possible agenda.

Note: You must adhere to notification and publication requirements. Submit materials 45 days prior to the proposed Planning Commission meeting on which the action is requested. City Staff will place a public hearing sign on the subject property. **The Applicant is responsible for removing the signage at the completion of the hearing(s).**

For Staff Use Only

Fee Paid Date *

4/8/16

Receipt Number *

91966

¹ See City of Oxford Codified Ordinances: <http://www.cityofoxford.org/fees-ordinances-and-charter>

² Butler County Auditor Real Estate Search: <http://www.butlercountyauditor.org/>

³ The United States Postal Service: <http://www.usps.com/>

Jung-Han Chen,
Community Development Director
City of Oxford
101 East High Street
Oxford, Ohio 45056



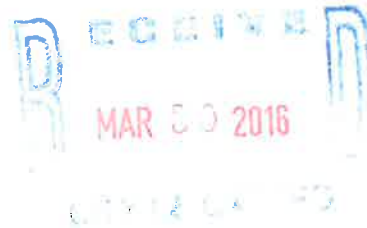
SCOTT
WEBB

ARCHITECT

103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838

www.scottwebbarchitect.com

Re: Hawk's Landing (Formerly University Commons)
Minor Change to an Approved PUD
5262 Brown Road
Oxford, Ohio 45056



March 25, 2016

Mr. Chen,

The following represents our written request to an approved planned development per 1145.10(a) of the City of Oxford Zoning Code.

In 1993, approval was granted to Capstone Development to construct a multi-family housing development at 5262 Brown Road, formerly known as University Commons. This was approved by City Council through Ordinance #2313 in July of that year. Over the years the project has changed owners several times.

In 2013, Capstone Development repurchased the development, now known as Hawk's Landing, and discussion began about modifications to the now 20+ year old housing complex.

The development is currently comprised of 484 Beds in 120 4-bedroom apartments (+2 units in a stand-alone duplex on the site), and includes a common clubhouse. The current number of occupants on the site

The plan represented in this application is to subdivide (48) 4-bedroom units in two separate dwelling units, resulting in a 1-bedroom & 2 bedroom, and the construction of a small bath addition to each unit. This proposal results in a 48 bed reduction in occupancy on the overall site.

The original approval however was based on the number of units, and not the number of occupants. Subsequently, the change to the approved Planned Development would actually increase the number of units to 168 (+2 units in the duplex), even though the overall occupancy would be reduced by approximately 10%.

With regard to the criteria for a minor change described in 1145.10, we offer the following:

(1) Does not change the Use

The project remains a multifamily residential development.

(2) Are of a magnitude that will not substantially alter the appearance of development from off of the site

As shown on the attached site and unit plans, the interior split of the units & the minor bath addition, are not of a magnitude that would substantially alter the appearance of the development from off the site. The proposed additions are quite small, and will continue the design and material scheme represented in the existing buildings.

- (3) *Will not substantially or detrimentally affect the provision of public services to the site or general vicinity*

The proposed 10% reduction in occupancy on the site would likely reduce the need for public services to the site. This reduction in occupancy would reduce car trips, and traffic for the development & the general vicinity.

- (4) *Will not substantially or detrimentally increase potential demand on public or private utilities.*

In October of 2013, meetings were held with the City Water Department, the City Engineer and Fire Chief regard the utilities on the site. Meetings were also held with Duke Energy, regard the electrical service changes that may be required.

In each case, the site is adequately served by utilities.

In the October 2013 meetings, changes to the distribution of utilities were discussed, including changes to the water meters & the installation of new meter pits per the new City standards. In addition to these changes, the Fire Chief requested the installation of (2) additional fire hydrants on the property. The owners have agreed to provide these hydrants in the locations as requested.

- (5) *Are not of a scope, scale, or character that would cause a negative impact on adjoining properties or the neighborhood.*

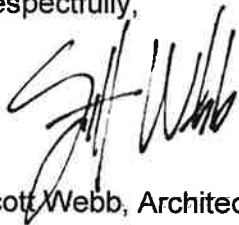
The proposed changes, resulting in a 10% reduction in occupancy, would simply decrease any negative impact on adjoining properties. Reduction of traffic accessing the site and the inclusion of additional fire hydrants, lessen the effect on adjoining properties, and make the area safer.

- (6) *Are not contrary to and in no way diminish the intent of the originally approved plan.*

The proposal described herein in no way diminishes the intent of the originally approved plan. The development remains a multi-family student housing complex, though less intensive in its use and occupancy.

If you have any questions or additional comments, please let me know.

Respectfully,



Scott Webb, Architect

AN ORDINANCE APPROVING PLANNING COMMISSION'S APPROVAL OF THE FINAL PLANNED UNIT DEVELOPMENT ON PART-LOT 2472, 10.479 ACRES ON BROWN ROAD. (CAPSTONE DEVELOPMENT CORPORATION)

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

SECTION 1: Council finds the Planning Commission held a public hearing as prescribed by Section 1122.01 of the Codified Ordinances of the City of Oxford on June 8, 1993, on the application submitted by Capstone Development Corporation, for approval of the final planned unit development for 120 multiple family units and one duplex unit (2 units) for a total of 122 units on part-lot 2472, Brown Road, Oxford, Ohio.

SECTION 2: Oxford Planning Commission, after due deliberation, did recommend approval of the final planned unit development for 120 multiple family units and 1 duplex unit (2 units) for a total of 122 units on part lot 2472, Brown Road, subject to the following conditions:

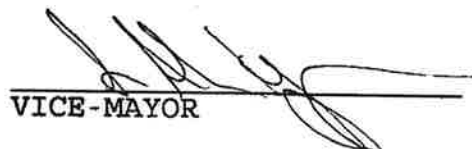
1. There be satisfactory resolution of the comments of the City Engineer, including the widening of the pavement on Brown Road, and relocation of the proposed sidewalk and proposed visual screen.

2. The final planned unit development should indicate the number of dwelling units in each dwelling and specify on the engineering drawings the total number of units. The final engineering drawings must be submitted to the City before final approval by Council

3. Acceptance by the developer of the terms of a development agreement acceptable to the City.

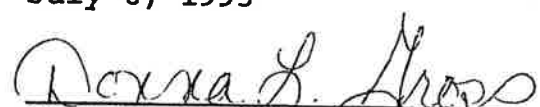
SECTION 3: Council of the City of Oxford hereby accepts and approves the action of the Planning commission approving the final planned unit development, subject to the above stated conditions.

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


VICE-MAYOR

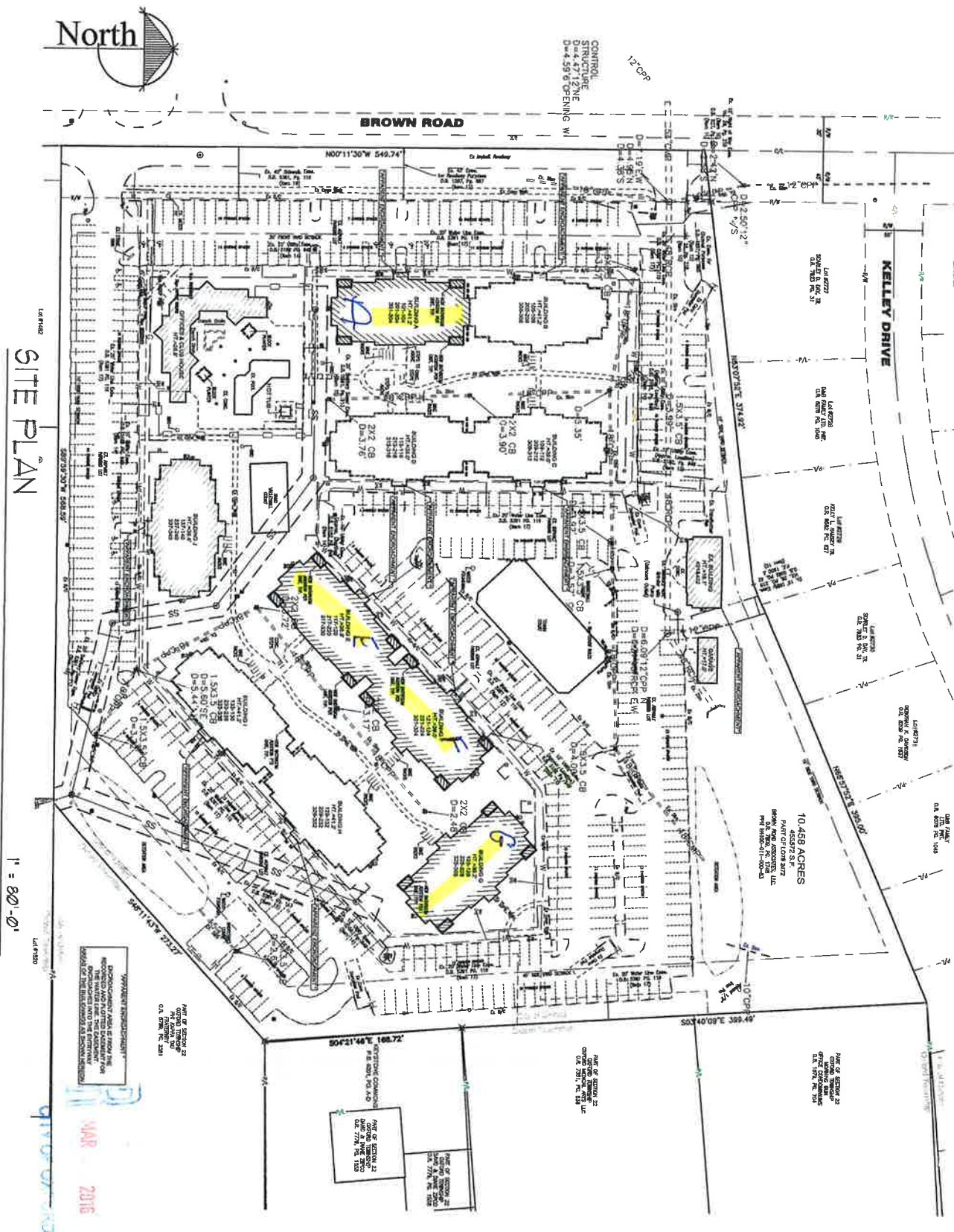
ADOPTED: July 6, 1993

ATTEST:


DEPUTY CLERK OF COUNCIL

INTRODUCED BY: Chuck Warren

STAFF (LAW)



Site PLAN

$$I'' = 80' - 0''$$

ENCLOSURE AREA IS FROM THE
RECORDED AND PLATTED EASEMENT FOR
THE WATER LINE THE EASEMENT
ENCLOSURES INTO THE EASEMENT
AREAS OF THE LOTS SHOWN AS SHOWN HEREON

MAR 2016

PROPOSED BATHROOM ADDITION

HawksLanding

CAPSTONE REAL ESTATE INVESTMENT

A R C H I T E C T
103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838
www.scottwebarchitect.com



**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: June 7, 2016

Account Code No. #:

Jung-Han Chen
Prepared By

Budgeted Amount:

May 25, 2016
Date Prepared

Agenda Title: Planning Commission Meeting Report –May 10, 2016

Zoning Items

PC-2016-06, COMBINED PRELIMINARY AND FINAL PUD, 5262 Brown Road, Hawk's Landing,
formerly known as University Commons, to amend an approved PUD, **Scott Webb, Applicant/Architect**

This application is to amend an existing approved Planned Development that was approved in 1993, Ordinance #2313. The proposal is to renovate four (4) buildings #A, E, F, and G, a total of 48 units and divide each 4-bedroom unit into two dwelling units: one-bedroom and two-bedroom units. The number of dwelling units will increase from 48 units to 96 units, while the total occupancy will be reduced 192 to 144. The renovation also includes a small bath to each unit.

After the public hearing, the Planning Commission discussed this combined Preliminary and Final Planned Development and voted 6-0-0 to City Council for legislative action.

Old Business

PC-08-2013, FINAL PLANNED DEVELOPMENT, 419 S. Locust Street, Ordinance 3221, Out Lot Final Phase, **New Village Communities, LLC**

The developer presented his final phase development plan for two old empty pads at Bishop Square. The prospective tenants would be a banking institute and pizza carry-out. Based upon the architectural drawings by the developer, the Planning Commission discussed at length the safety of pedestrians in and out of the site in relation to the drive-thru as proposed. The issue was how to alleviate and mitigate any potential and perceived conflict at this location. At the end, the Planning Commission made a recommendation to City Council to approve this final development project with conditions that the developer installs signage and markings to separate pedestrian paths from drive-through's. Additional landscaping may also be necessary to provide shelter to pedestrians.

After the public hearing, the Planning Commission voted 6-0-0 to City Council for legislative action.

Next regular meeting is June 14, 2016.

Approved by:

	Initial	Date
Department Head:	<u>JHC</u>	<u>5/25/16</u>
City Attorney:	<u></u>	<u></u>
City Manager:	<u>DRE</u>	<u>6/3/16</u>