

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: June 15, 2010

Account Code #: 141.720.51001

Budgeted Amount: \$190,000.00

Service Department
Originating Department

Michael B. Dreisbach, Service Director
Prepared By

June 3, 2010
Date Prepared

Agenda Title: Construction of Temporary Sidewalk on US 27 South

Recommendation: Approve

Discussion: The City's FY2010 Capital Improvement Budget includes \$190,000 for the construction of a temporary sidewalk that will connect with the current sidewalk system at Chestnut St. and Patterson Ave. and extend to Southpointe Parkway. This sidewalk will provide a safer means of pedestrian travel to several areas including Indian Trace Apartments, the Miami-Western Drive neighborhood, Campus Suites apartment complex, University Park Blvd., and the new Talawanda High School (now under construction).

The City's Engineering Division prepared plans and specifications for this project including approximately 5,000 feet of new asphaltic concrete sidewalk. Miami University officials were extremely helpful in minimizing costs for the project by allowing the use of an existing pedestrian bridge at Pepper Park (saving the City approximately \$45,000 on this project). The City advertised for bids in the *Hamilton Journal* on May 21 and May 28, 2010. Plans were also advertised by several clearinghouses and on the City's website. Two sealed bids were opened and publicly read on June 3, 2010 with the following results:

Cox Paving, Inc.	\$ 103,859.82
Hendy, Inc.	\$ 148,384.00

As noted, this is a temporary sidewalk that will be replaced when ODOT commences a planned road widening project in 2013. The lowest and best bid was provided by Cox Paving, Inc. in the amount of \$103,859.82 (this is the same contractor currently installing approximately one mile of new multi-use path at the Oxford Community Park). It is Staff's recommendation that Council authorize the City Manager to enter into an agreement with Cox Paving, Inc. for the construction of a temporary sidewalk on US 27 South at a cost of \$103,859.82. Staff is also requesting a ten percent contingency authorization in the amount of \$ 10,386.00; therefore the construction contract would be authorized at a cost **not to exceed \$114,245.82.**

Approved By:

Department Head:

City Manager:

Initial Date

MBD \ 6/3/10

DRE \ 6/11/10

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID SUBMITTED BY **COX PAVING, INC.** AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH COX PAVING, INC. FOR THE CONSTRUCTION OF A TEMPORARY SIDEWALK ON US-27 SOUTH FROM CHESTNUT STREET TO SOUTHPOINTE PARKWAY AT A COST OF \$103,859.82 PLUS A CONTINGENCY AMOUNT OF TEN PERCENT (10%) OF THE CONTRACT PRICE OR \$10,386.00 FOR A TOTAL COST NOT TO EXCEED \$114,245.82.

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 21, 2010 and May 28, 2010. Plans were also advertised by several clearinghouses and on the City's website. Two (2) sealed bids were opened and publicly read on June 3, 2010. The lowest bid was provided by Cox Paving, Inc. in the amount of \$103,859.82.

SECTION 2: The City Manager and Service Director recommend Council accept the bid of Cox Paving, Inc. as the lowest and best bid for the construction of a temporary sidewalk on US-27 South from Chestnut Street to Southpointe Parkway and authorize the City Manager to enter into a contract with Cox Paving, Inc. for the construction of a temporary sidewalk on US-27 South from Chestnut Street to Southpointe Parkway at a cost of \$103,859.82 plus a contingency amount of ten percent (10%) of the contract price or \$10,386.00 for a total cost not to exceed \$114,245.82.

SECTION 3: Council hereby accepts the recommendation of the City Manager and Service Director and finds Cox Paving, Inc. to be the lowest and best bidder and accepts the bid of \$103,859.82 for the construction of a temporary sidewalk on US-27 South from Chestnut Street to Southpointe Parkway

SECTION 4: Council hereby authorizes the City Manager to enter into a contract with Cox Paving, Inc., at a cost of \$103,859.82 plus a contingency amount of ten percent (10%) of the contract price or \$10,386.00 for a total cost not to exceed \$114,245.82 for the construction of a temporary sidewalk on US-27 South from Chestnut Street to Southpointe Parkway.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Clerk of Council

Originating Department

Council Meeting Of: June 15, 2010

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

June 7, 2010

Date Prepared

Agenda Title: Ordinance To Approve Current Replacement Pages To The Oxford Codified Ordinances.

Recommendation:

Discussion:

The Oxford Codified Ordinances are updated once each year to incorporate all legislation passed by City Council as well as any changes in State laws. This Ordinance is to approve the update.

The update includes legislation adopted through June 1, 2010.

*** Copies of the replacement pages (Exhibit "A") are available at City Hall during normal business hours ***

Approved By:

Initial Date

Department Head:

City Attorney:

City Manager:

 6/7/10

ORDINANCE NO.

AN ORDINANCE TO APPROVE CURRENT REPLACEMENT
PAGES TO THE OXFORD CODIFIED ORDINANCES.

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

SECTION 1: Council has determined that certain provisions within the Codified Ordinances should be amended to conform with current State law as required by the Ohio Constitution. Various ordinances of a general and permanent nature have been passed by Council which should be included in the Codified Ordinances. The City has heretofore entered into a contract with Walter H. Drane Co. to prepare and publish revisions which are before Council.

SECTION 2: The Ordinances of the City of Oxford, Ohio, of a general and permanent nature, as revised, recodified, rearranged and consolidated into component codes, titles, chapters and sections within the 2010 Replacement Pages so the Codified Ordinances are hereby approved and adopted.

SECTION 3: The following sections and chapters are hereby added, amended or appealed and respectfully indicated in order to comply with the current State law:

	<u>Traffic Code</u>
301.04	Definition of a Bicycle. (Amended)
301.321	Definition of a Road Service Vehicle. (Added)
303.082	Private Tow-Away Zones. (Amended)
331.38	Stopping for School Bus. (Amended)
333.01	Driving or Physical Control While Under the Influence. (Amended)
333.031	Approaching a Public Safety, Emergency or Road Service Vehicle. (Amended)
335.01	Driver's License or Commercial Driver's License Required. (Amended)
335.02	Permitting Operation Without a Valid License. (Amended)
335.07	Driving Under License Suspension or Restriction. (Amended)
335.072	Driving Under Financial Responsibility Law Suspension or Cancellation. (Amended)
335.10	Expired or Unlawful License Plates. (Amended)
337.02	Lighted Lights Required. (Amended)
337.03	Headlights on Motor Vehicles and Motorcycles. (Amended)
337.04	Tail Light; Illumination of Rear License Plate. (Amended)
337.05	Rear Red Reflectors. (Amended)
337.06	Safety Lighting on Commercial Vehicles. (Amended)
337.08	Red Light or Red Flag on Extended Load. (Amended)
337.10	Lights on Slow Moving Vehicles. (Amended)
337.11	Spotlight and Auxiliary Lights. (Amended)
337.12	Cowl, Fender and Back-Up Lights. (Amended)
337.13	Display of Lighted Lights. (Amended)
337.14	Use of Headlight Beams. (Amended)
337.15	Lights of Less Intensity on Slow-Moving Vehicles. (Amended)
337.16	Number of Lights. (Amended)
337.17	Focus and Aim of Headlights. (Amended)
337.19	Horn, Siren and Theft Alarm Signal. (Amended)
337.20	Muffler; Excessive Smoke, Gas or Noise. (Amended)
337.21	Rear-View Mirror; Clear View to All Sides. (Amended)

Traffic Code (Cont.)

337.22	Windshield and Windshield Wiper. (Amended)
337.24	Motor Vehicle Stop Lights. (Amended)
337.26	Child Restraint System Usage. (Amended)
337.27	Drivers and Passengers Required to Wear Seat Belts. (Amended)
341.03	Prerequisites to Operation of a Commercial Vehicle. (Amended)
351.04	Parking Near Curb; Angle Parking. (Amended)
375.05	Licensing Requirements of Operator. (Amended)

General Offenses Code

525.02	Falsification. (Amended)
525.03	Impersonation of Peace Officer. (Amended)
537.14	Domestic Violence. (Amended)
537.15	Temporary Protection Order. (Amended)
541.05	Criminal Trespass. (Amended)
549.04	Improperly Handling Firearms in a Motor Vehicle. (Amended)

SECTION 4: The complete text of the Traffic and General Offenses Code sections listed above are set forth in full in the current replacement pages to the Codified Ordinances which are attached hereto and incorporated herein by reference as Exhibit A. Any summary publication of this Ordinance shall include a complete listing of these sections. Notice of adoption of each new section by reference to its title shall constitute sufficient publication of new matter contained therein.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Clerk of Council
Originating Department

Council Meeting Of: June 15, 2010

Mary Ann Eaton
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

June 7, 2010
Date Prepared

Agenda Title: Legislative Authority Notice - Transfer from Rohan Inc DBA Johnnys Campus Deli 209 E. Sycamore Street Unit A Oxford, Ohio 45056 to Oxford Johnnys Inc 209 E. Sycamore Street Unit A Oxford, Ohio 45056.

Recommendation:

Discussion:

The permit is for:

- C1 - Beer only in original sealed container for carry out only.
- C2 - Wine and certain prepackaged mixed drinks in sealed containers for carry out.

This transfer will go through the normal process with all required inspections being conducted by the Ohio Liquor Commission.

Approved By:

Initial Date

Department Head:

City Attorney:

City Manager:

DRE 6/11/10



City of Oxford, Ohio
Division of Police

Criminal Investigations Unit

Oxford Police Department

Lt. Dan Umbstead Det. Dennis Barter
Det. Adam Price Det. Geoff Robinson



City of Oxford, Ohio
Division of Police

6-4-10

Chief Schwein-

A Notice to Legislative Authority was received by this office on June 3, 2010. The purpose of the Notice is a transfer of the Johnny's Campus Deli permit to a new owner. A search of all calls for service since January 2008 indicates no liquor violations or nuisance type calls to Johnny's Campus Deli.

It should also be noted that 2 permit checks have been conducted at that establishment in the past year. Johnny's passed both checks (Oct. 20, 2009 and April 16, 2010) in which an underage agent was sent into the store and attempted to purchase alcoholic beverage.

Det. Geoff Robinson #43
Criminal Investigations Unit

Oxford Police Department
101 E. High St. Oxford, OH 45056
Dispatch 513.524.5240
Fax 513.524.9111

CONFIDENTIALITY NOTICE: This information transmitted is intended only for the person or entity to which it is addressed and may contain personal information which is privileged and confidential. If you receive this material/information in error, please contact the sender and delete or destroy the material/information immediately.

NOTICE TO LEGISLATIVE
AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

6616712		TRFO		OXFORD JOHNNYS INC 209 E SYCAMORE ST UNIT A OXFORD OHIO 45056
PERMIT NUMBER TYPE				
06	01	2010		
ISSUE DATE				
05	27	2010		
FILING DATE				
C1	C2	D6		
PERMIT CLASSES				
09	088	A	F03058	
TAX DISTRICT		RECEIPT NO.		

FROM 06/01/2010

7490282				ROHAN INC DBA JOHNNYS CAMPUS DELI 209 E SYCAMORE ST UNIT A OXFORD OHIO 45056
PERMIT NUMBER TYPE				
06	01	2010		
ISSUE DATE				
05	27	2010		
FILING DATE				
C1	C2	D6		
PERMIT CLASSES				
09	088			
TAX DISTRICT		RECEIPT NO.		

RECEIVED

JUN 03 2010

City of Oxford



MAILED 06/01/2010

RESPONSES MUST BE POSTMARKED NO LATER THAN. 07/02/2010

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.
REFER TO THIS NUMBER IN ALL INQUIRIES **A TRFO 6616712**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.

WE DO NOT REQUEST A HEARING. ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

CLERK OF OXFORD MUNICIPAL COUNCIL
101 E HIGH ST
OXFORD OHIO 45056

FOR OFFICE USE ONLY	
NEW	TRANSFER
PERMIT # 6616712	

OHIO DEPARTMENT OF COMMERCE
DIVISION OF LIQUOR CONTROL
6606 Tussing Road, P.O. Box 4005, Reynoldsburg, Ohio 43068-9005
Telephone: (614) 644-2431 http://www.com.ohio.gov/liqr

OFFICER/ SHAREHOLDERS DISCLOSURE FORM

SECTION A. (This form must accompany all applications of a corporate business entity)

Name of Corporation <u>OXFORD JOHNNY'S INC.</u>	DBA Name	
Permit Premises Address <u>209 E. SYCAMORE ST</u>	City, State <u>OXFORD, OH</u>	Zip Code <u>45056</u>
Township, if in Unincorporated Area	Tax Identification No. (TIN) <u>27-2378878</u>	

SECTION B.

1. Is stock publicly traded? If "YES", indicate exchange _____ & Do NOT complete SECTION D.	☐ YES	☒ NO
2. Does any stockholder own 5% or more shares? If YES, complete SECTION D.	☒ YES	☐ NO
3. Total Number of shares issued <u>1000</u>		

Please be advised that any social security numbers provided to the Division of Liquor Control in this application may be released to the Ohio Department of Public Safety, the Ohio Department of Taxation, the Ohio Attorney General, or to any other state or local law enforcement agency if the agency requests the social security number to conduct an investigation, implement enforcement action, or collect taxes.

SECTION C. List the top five (5) officers of the captioned corporation. If an office is NOT held please indicate by writing NONE.

THE INDIVIDUALS LISTED BELOW MUST HAVE A BACKGROUND CHECK PERFORMED BY BCI&I AND SUBMIT A PERSONAL HISTORY BACKGROUND FORM. PLEASE READ "BACKGROUND CHECK INFORMATION" DLC4191

NAME OF OFFICER	SOCIAL SECURITY NUMBER	DATE OF BIRTH
1) CEO <u>KESHAV REDDY</u>		<u>01/21/1970</u>
2) President <u>KESHAV REDDY</u>		<u>01/21/1970</u>
3) Vice-President <u>NONE</u>		
4) Secretary <u>NONE</u>		
5) Treasurer <u>NONE</u>		

SECTION D. Stockholders holding 5% or more outstanding shares. Note: If you answered Question 1 YES, do not complete this section

THE INDIVIDUALS LISTED BELOW MUST HAVE A BACKGROUND CHECK PERFORMED BY BCI&I AND SUBMIT A PERSONAL HISTORY BACKGROUND FORM. PLEASE READ "BACKGROUND CHECK INFORMATION" DLC4191. If none, please indicate by writing "NONE".

1) Stockholder's Name	Social Security	NUMBER OF SHARES HELD (NOT PERCENTAGE)
<u>KESHAV REDDY</u>		
Residence Address <u>6522 Greenoak Dr</u>	Tax Identification No. (if applicable) <u></u>	
City and State <u>Cincinnati, OH</u>	Zip Code <u>45248</u>	
Telephone No. <u>513 237 7800</u>	Date of Birth <u>01/21/1970</u>	<u>1000</u>
2) Stockholder's Name	Social Security No. (if Individual)	NUMBER OF SHARES HELD (NOT PERCENTAGE)
Residence Address	Tax Identification No. (if applicable)	
City and State	Zip Code	
Telephone No.	Date of Birth	

(PLEASE SEE REVERSE SIDE SHOULD YOU NEED ADDITIONAL SPACE TO LIST STOCKHOLDERS)

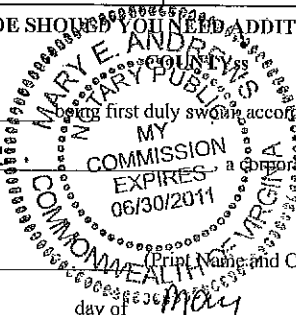
STATE OF OHIO,

I, KESHAV REDDY
of the OXFORD JOHNNY'S, INC.

statements made in the foregoing affidavit are true.

(Signature) KESHAV REDDY (Print Name and Corporate Title) KESHAV REDDY, PRESIDENT

Sworn to and subscribed in my presence this 18 day of May 2010



Mary E. Andrews (Notary Public)
Jan 30, 2011 (Notary Expiration)

notary number 333755

OHIO DIV. OF LIQUOR CONTROL
LICENSING SCAN RM. 1-B

09 BUTLER	088 OXFORD			POPULATION	22,887
CLASS	RATIO	PERMIT QUOTA	PERMITS ISSUED	PERMITS AVAILABLE	APPLICATIONS ON FILE
C1	1,000	23	18	5	1
C2	1,000	23	19	4	1
D1	2,000	12	12	0	3
D2	2,000	12	12	0	4
D3	2,000	12	12	0	3
D3A	0	0	7	7	0
D4	2,000	12	1	11	0
D5	2,000	12	11	1	4

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Economic Development
Originating Department

Council Meeting Of: June 15, 2010

Alan Kyger
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

June 9, 2010
Date Prepared

Agenda Title: Resolution, Arabian Nights Authentic Lebanese Cuisine Inc. Revolving Loan Fund application ratification.

Recommendation: Approval w/conditions

Discussion: Arabian Nights Authentic Lebanese Cuisine Inc, is seeking to open a new restaurant at 19 W. High Street. Arabian Nights is owned by Farrah Akkoub. Arabian Nights has requested a Revolving Loan Fund (RLF) loan of \$20,000 to open a new restaurant. The RLF request represents 24% of the total project funding of \$46,000.

The RLF application will allow Arabian Nights to redevelop the location formally used by Fiesta Charra. Employment will be 9 total employees or 4 FTE's.

The proceeds from this loan will be used to purchase, kitchen equipment, tables & chairs and other kitchen supplies.

The Oxford Community Improvement Corporation approved this loan on May 21, 2010, providing Arabian Nights satisfies all concerns and conditions of the CIC RLF Review Committee.

The CIC Loan Review Committee is requesting the following conditions:

*Financing commitment letter is provided from the other financing source before the loan can be closed and funded.

*A signed lease is provided before the loan is closed and funded.

Staff has requested the following conditions.

*Butler County Community Development ratifies this loan.

The following documents are attached for your review:

*Arabian Nights RLF Project Summary.

*CIC Loan review committee recommendations.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

 6/14/10

RESOLUTION NO.

A RESOLUTION APPROVING THE OXFORD COMMUNITY IMPROVEMENT CORPORATION'S RECOMMENDATION TO LOAN \$20,000.00 TO ARABIAN NIGHTS AUTHENTIC LEBANESE CUISINE, INC.

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

SECTION 1: Council finds that the Oxford Community Improvement Corporation met on May 21, 2010, to consider the loan request of Arabian Nights Authentic Lebanese Cuisine, Inc. for a loan from the Oxford Revolving Loan Fund ("RLF") to assist with the redevelopment of 19 W. High Street into a new restaurant.

SECTION 2: The Oxford Community Improvement Corporation, after due deliberation, did recommend a loan of \$20,000.00 at three percent (3%) interest for seven (7) years. The loan proceeds will be used to purchase kitchen equipment, tables, chairs and other necessary items.

SECTION 3: The Oxford Community Improvement Corporation found the applicant will create job opportunities as required in the RLF guidelines.

SECTION 4: Council of the City of Oxford hereby accepts and approves the recommendation of the Oxford Community Improvement Corporation and approves the loan of \$20,000.00 at three percent (3%) interest for seven (7) years.

SECTION 5: Council hereby authorizes the City Manager, Finance Director and Law Director to prepare and execute loan documents as necessary with the following conditions being met prior to closing:

- (a) Butler County Community Development ratifies this loan.
- (b) Financing commitment letters are provided from all the sources of financing.
- (c) A signed leased for 19 W. High Street has been secured.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE CURRIE

PREPARED BY: LAW (STAFF)

Arabian Nights Authentic Lebanese Cuisine

PROJECT SUMMARY

Revolving Loan Fund (RLF)

Borrower: Arabian Nights Authentic Lebanese Cuisine Inc.
Farrah Akkoub

Small Business Concern: Arabian Nights Authentic Lebanese Cuisine

Principals & Guarantors: Farrah Akkoub – Principal
Michael Tyee - Guarantor

Business Address: 26 Vickie Anda Ct. #2
Oxford, Ohio 45056

Project Address: 19 West High Street
Oxford, Ohio 45056

Company Description: The Arabian Nights Authentic Lebanese Cuisine will be a full service, family oriented, Middle Eastern Restaurant. The planned opening will be in August 2010. The focus of the restaurant will be on customer service and quality food products at a value price. All food products will be prepared fresh on site using authentic recipes. This will be a new flavor experience for this city, since there are no Middle Eastern restaurants in the area. Arabian Nights started business at the Oxford Uptown Farmers Market starting in mid-September 2009. Response for products increased for 10 consecutive weeks. Each week all products produced were sold out. Arabian Nights increased production for each session and realized a steady increase in sales. Arabian Nights also currently caters private parties.

Proposed Project: The Arabian Nights has negotiated a lease for 19 West High Street. This site is the current facility for the successful restaurant Fiesta Charra. Fiesta Charra is moving to a new, larger location right next door. Because the site is a current restaurant, the start-up costs are expected to be low. The funds for this project are to re-equip an existing restaurant.

Proposed Cost: \$ 46,000

Proposed Financing:

\$ 20,000	43.5% - RLF
\$ 20,000	43.5% - Commercial Loan
\$ 6,000	13.0% - Equity

Annual Debt Service:

RLF	\$ 3,181	3.0%	7 yrs
C. Loan	\$ 4,822	7.5%	5 yrs.

Proposed Funding Detail:**\$ 20,000 RLF Funds**

Freezer
Ice Cube Maker
Gas Range
Char-Broiler
Convection Oven
Cold Table (salad unit)
Fryer
Food Warmers
Shawermath Machine
Food Warmers
Rice Cooker
Food Processor
Food Blender
Coffee Maker
Mixer
Pan Rack
Work Tables
Shelving
Dining Tables
Dining Chairs
High Chairs
Booster Seats
Mops & Buckets

\$ 20,000 Commercial Loan

Re-modeling / Construction
Signage & Decorations
Flatware & Tableware
Cookware
Employee Training
Permits & Licensing
Storage Containers
Cash Register
Trash Cans

\$ 6,000 Equity Funds

Working Capital
Start Up Inventory

\$ 46,000 Total Project Cost**Collateral:**

Farrah Akkoub - Personal Guarantee
Michael Tyree - Personal Guarantee

UCC Filings on Equipment

New Employment:

9 new jobs to be created, 4 full time equivalents
\$5,000 per job created

CITY OF OXFORD STAFF SUMMARY REPORT

Report to City Manager

Council Meeting Of : 6/1/2010

Account Code No. : see below

Budgeted Amount :

Finance
Originating Department

Joe Newlin
Prepared By

5/20/2010
Date Prepared

Agenda Title:	2010 Supplemental Budget #5
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Recommendation:	Approve
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Issue 1

Inheritance Tax reimbursement to Oxford Township revenue sharing for Knolls.

Correction of transposition on ordinance 3115

Action Needed:

Revenue Side

General 110	25,926.51	Receipt from County
General 110	(578.40)	Increase in appropriation to pay Oxford Township
General 110	(329.90)	Increase in appropriation to pay Auditor/Treasurer Fees
General 110	(1,857.74)	Increase in appropriation for prior year's reimbursement

Expense Side

General 110	578.40	Increase in appropriation to pay Oxford Township
General 110	329.90	Increase in appropriation to pay Auditor/Treasurer Fees
General 110	1,857.74	Increase in appropriation for prior year's reimbursement
General 110	(25,926.51)	Receipt from County

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

Issue 2

2010 Budget Amounts	2,000.00	Unemployment Benefits
	8,000.00	Police Education Reimbursement

Action Needed:

Revenue Side

- N/A

Expense Side

General 110	12,000.00	Increase in appropriation to pay Unemployment Insurance
General 110	4,500.00	Increase in appropriation to pay Police Education Reimbursement
Net Effect on Fund Balance/(s) Increase/(Decrease)	(16,500.00)	

Issue 3

\$3,363.71 balance carry over from 2009 in Hotel Tax Fund suggesting to use part of it to Audit Hotels.

Action Needed:

Revenue Side

- N/A

Expense Side

Hotel Tax 120	2,000.00	Increase in appropriation to pay for Audit Expense
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Net Effect on Fund Balance/(s) Increase/(Decrease)	(2,000.00)
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Total Net Effect on Fund Balance/(s) Increase/(Decrease)	(18,500.00)
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Breakdown by Fund

General 110	(16,500.00)
Hotel Tax 120	(2,000.00)

Net Effect on Fund Balance/(s) Increase/(Decrease)	(18,500.00)
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Approved By:

Department Head:

City Manager:

Initials

Date

[Signature] 5/20/10
[Signature] 5/23/10

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3089. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 5 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2010.

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

SECTION 1: The following increase/(decrease)in estimated revenues be made:

GENERAL FUND 110	(578.40)
GENERAL FUND 110	(329.90)
GENERAL FUND 110	(1,857.74)
GENERAL FUND 110	25,926.51

SECTION 2: The following increase/(decrease)in appropriations from unencumbered balances be made:

GENERAL FUND 110	(25,926.51)
GENERAL FUND 110	578.40
GENERAL FUND 110	329.90
GENERAL FUND 110	1,857.74
GENERAL FUND 110	12,000.00
GENERAL FUND 110	4,500.00
HOTEL & CONVENTION TAX FUND 120	2,000.00

SECTION 3: In all other respects, Ordinance No. 3089 shall remain in full force and effect.

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Clerk of Council
Originating Department

Council Meeting Of: June 1, 2010

Mary Ann Eaton
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

May 26, 2010
Date Prepared

Agenda Title: A Resolution authorizing a temporary abatement of the Traffic Code, Section 335.09, Display of License Plates (front plate requirement only), on Thursday, July 29, 2010 through Monday, August 2, 2010.

Recommendation: N/A

Discussion:

As requested by Council Member Harman.

Approved By:

Department Head:
City Attorney:
City Manager:

Initial Date

RESOLUTION NO.

A RESOLUTION AUTHORIZING A TEMPORARY ABATEMENT OF THE TRAFFIC CODE, SECTION 335.09, DISPLAY OF LICENSE PLATES (FRONT PLATE REQUIREMENT ONLY), ON THURSDAY, JULY 29, 2010 THROUGH MONDAY, AUGUST 2, 2010.

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

SECTION 1: The Police Chief recommends a temporary abatement of the Traffic Code, Section 335.09, Display of License Plates (front plate requirement only), for the duration of the Porsches2Oxford event from Thursday, July 29, 2010 through Monday, August 2, 2010.

SECTION 2: Council having reviewed the recommendation and finding this to be a community event hereby authorizes the City Manager to issue a temporary abatement of the Traffic Code, Section 335.09, Display of License Plates (front plate requirement only).

SECTION 3: The City Manager is hereby authorized to approve a temporary abatement of the Traffic Code, Section 335.09, Display of License Plates (front plate requirement only) for the duration of the Porsches2Oxford event from Thursday, July 29, 2010 through Monday, August 2, 2010.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: JOHN HARMAN

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: June 15, 2010

Service Department
Originating Department

Account Code #: N/A

David Treleven
Prepared By

Budgeted Amount: N/A

June 3, 2010
Date Prepared

Agenda Title:	Environmental Commission Meeting of June 2, 2010
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Recommendation:	For Review and Consideration
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Discussion:

Environmental Commission members present at the Wednesday, June 2, 2010 meeting were: Chair, Mr. Charlie Ford; Vice-Chair, Mr. Wright Gwyn; Planning Commission Representative, Mr. Ted Wong, Ms. Kelly Church, and Mr. Vince Hand. A quorum was present. Minutes from the May 5, 2010 meeting were unanimously approved as presented.

Commission officer elections were held with Chair Charlie Ford and Vice-Chair Wright Gwyn being unanimously re-elected.

Chair Charlie Ford had prepared a spread sheet matrix addressing five pertinent conservation development subjects that the Planning Commission had requested that the Environmental Commission research; these being: 1) locations where conservation development had worked; 2) what type of development incentives were utilized; 3) the open-space set-aside area requirements utilized; 4) codes and/or ordinances for these conservation developments; and 5) visual depictions of the conservation developments. Chair Charlie Ford also had prepared a draft PowerPoint slide presentation providing a visual depiction of the information contained within the matrix spread sheet. The Commissioners reviewed the matrix and PowerPoint slides, with format and content edits suggested. Commissioners were requested to provide their research information regarding conservation developments to Chair Charlie Ford by June 16, 2010 so a final draft of the matrix spread sheet and PowerPoint presentation could be completed for review/approval at the July 2010 Commission meeting.

Vice-Chair Wright Gwyn provided the Commissioners some background regarding energy aggregation. The de-regulation of the energy industry in the 1990's gave rise to energy brokers who will leverage for lower electrical and natural gas rates for interested communities. With the current depressed economical situation, energy brokers are offering contracts at low rates, which may serve to assist the Oxford community financially should it be interested in participating with an energy aggregation program.

The Commission adjourned at 8:35 p.m. The next Commission meeting is tentatively scheduled for Wednesday, July 14, 2010 at 7:00 p.m. in the Municipal Building's Second Floor Conference Room. The July meeting was moved back by one week; a quorum would not be present at a July 7th meeting.

Approved By:	Department Head: City Manager:	Initial \ Date <u>DT</u> \ <u>6/4/10</u> <u>TRE</u> \ <u>6/4/10</u>
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**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: June 15, 2010

Kathryn A. Dale

Account Code No. #:

Prepared By

Budgeted Amount:

June 4, 2010
Date Prepared

Agenda Title:	HAPC Meeting Report – June 2, 2010
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DISCUSSION:

Requests for Review:

HAPC-08-2010 *22 W. Park Place, (former Ball of Oxford) installation of signage, Scott Webb, Applicant/Agent*

The Applicant was seeking a COA to install a 1.5' x 18' wall sign for the temporary location of DuBois Bookstore. The sign will be ¼" thick Alumacore with a red vinyl applied and Dubois' signature white, script lettering. The Applicant is also proposing to install five black gooseneck lights.

Staff shared with the Applicant that the building owner has received a peeling paint violation from the Property Maintenance Code Enforcement Officer and that the HAPC is in the process of working with the owner on an approved color scheme. Staff asked that the Applicant coordinate the installation of the sign with the paint schedule.

There was no further discussion. The HAPC voted 5-0-0 to **APPROVE** the COA for the sign and lights as presented.

HAPC-09-2010 *118 E. High Street DuBois Book Store, demolition of an existing building and construction of a new four-story mixed use building, Scott Webb, Applicant/Agent*

The Applicant sought a COA for approval to demolish the existing DuBois Bookstore and build a new mixed-use building. The structure will be one building with two façades. Part of the building is proposed as a four-story structure, while another portion steps down to three stories. The structure will have two-tone bricks, very similar in style as the building constructed at 25 W. High Street in 2008-2009 and proposed for 116 E. High Street.

The window and door framing for the ground floor appears to be a dark bronze or brown metal. The upper story windows appear to have a cream frame. The proposed building would be flat-roofed, with full brick façades on all sides of the building. The three story building has a slightly different style to the façade with a bay window, red awning, and center peak at the top. The Applicant presented that the awning would be of a canvas material. No other details regarding the signage materials, final brick and exterior materials, lighting or streetscape were physically presented.

Staff shared their concern that three new buildings Uptown (two next to each other) would consist of the exact same materials. The Applicant shared that what appears in the drawings as a yellow brick was actually a stucco material/granite composite mix that would look like tile.

Much of the discussion between the Commission and the Applicant was in regards to the four story building height. Some of the Commission voiced they liked the extra details of the building, but were initially not sure if the fourth story looked appropriate/was appropriate for this specific block of the Uptown District, in relation to the surrounding building heights.

The Applicant explained that the fourth story allowed them to offer insets and other features that make the building attractive and interesting.

The HAPC voted 5-0-0 to **APPROVE** the COA demolition and re-use plan for 118 E. High Street with the following conditions:

1. That, any modifications to the structure as a result of any other City Board or Commission; or permit review decisions are re-presented to the HAPC.
2. That, 30 days after demolition, if construction has not commenced, the site shall be properly filled in and covered with seed and sod.
3. That, final details of the building, including but not limited to brick color, window frame selections, cornice and band finishes and color, signage, lighting, and streetscape are presented to the HAPC.

HAPC-10-2010 *1 E. High Street, replacement of current logo awnings with new logo awnings, Skyline Chili, Chris Jones, Applicant*

The Applicant was seeking a COA to replace all six of the blue awnings at the Skyline Chili restaurant. Currently, there are three awnings with the Skyline logo and three awnings that say "Skyline". The new awnings would all be yellow with the Skyline logo and Skyline blue checkers across the bottom. The Applicant also proposed to permanently remove the awnings along the backside of the restaurant.

According to the zoning code, businesses in the Uptown "UP" Zoning District that are located on a corner lot are permitted to have a maximum of three wall signs. The logo on the awning constitutes as the businesses' sign. There was discussion on which awnings should have the logo applied.

The HAPC voted 5-0-0 to **APPROVE** the COA for the replacement awnings with the following conditions:

1. That, the awnings and signage are limited to three as stipulated in Section 1151.05(a)(2) of the Planning & Zoning Code and that the logos are applied to every other awning starting with the most eastern awning facing High Street.
2. That, to maintain consistency, the remaining 3 awnings may maintain the blue checkers at the bottom of the awnings.
3. That, any modifications to the awning and signage as a result of any other City permit or Board review are re-presented to the HAPC.

Correspondence and Announcements:

Mr. Smith shared that the Township House Dedication would be held June 18, 2010 at 10:00a.m. He also shared an article in the paper on the Sheri Corbett memorial.

Other Business:

Ms. Dale shared that she thought Matt Rodbro would be present to share his concerns regarding the use of siding in the Mile Square and Historic Districts, but shared that she had forwarded to them his email correspondence stating his concerns.

Ms. Dale shared that Mr. Webb delivered photos of the Pita Pit/Bruno's building and asked if HAPC would be opposed to painting the crosses at the top of the building red. The Commission expressed that they would prefer to see them painted hunter green instead since there is no other red on the upper portion of the building.

Michael Tyree & Farrah Akkoub, owners of a new restaurant called Arabian Nights Lebanese Cuisine, were present to share concepts for proposed signage they would like to install at 19 W. High Street once Fiesta Charra moved. The HAPC said they were overall on the right path with their concepts and offered some suggestions. They were asked that the final proposal be presented to HAPC.

Old Business:

Walking Tours:

Ms. Henderson stated that all of the tours were well attended, and was very thankful for the coverage in the newspaper and thought that the Open House was a success also.

Pillar Restoration Guide:

Mr. Smith shared that he had been busy with all the Preservation Month activities and that he hadn't time to work on, but hoped to have more for the Commission next month.

Historic Marker Concept:

Mr. Smith shared another rendition of the proposed Historic District signs. The HAPC agreed that they liked this version and said quotes could be sought.

Other Updates:

Ms. Dale shared that 26 & 28 W. High have been marked for where the Historic Plaque and Marker would be installed and that she was still waiting to hear back from Dave DeWitt regarding the Bouden Lane installation.

New Business:

Ms. Dale shared the paint selections for the properties that were in peeling paint violation and asked if the Commission would approve the selections made by the Paint Committee. The HAPC voted unanimously to approve all of the color options as presented. Ms. Dale shared that she would forward this information onto the property owners.

Administrative Findings / Approvals:

HAPC-ADM-03-2010 20 West High Street, removal of windows and door at Chase Bank, **Buck Run Doors and Hardware, Applicant/Agent**

HAPC-ADM-04-2010 14 N. Poplar Oxford United Methodist Church, replacement of existing concrete steps with new limestone treads and risers, **Scott Webb, Applicant/Agent**

Mr. Smith shared that he also Administratively approved a sign face change for the former Radius commercial space for the Oxford Vineyard Church and the information would formally be included in the next HAPC packet.

The next regular HAPC meeting is scheduled for July 7, 2010.

Approved By:

Department Head:

City Attorney:

City Manager:

Initials	Date
<i>JHC</i>	6/8/10
<i>DDE</i>	6/10/10

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance

Originating Department

Council Meeting Of: 6/1 & 6/15

Joe Newlin

Account Code No. _____

Prepared By

Budgeted Amount: _____

5/27/10

Date Prepared

Agenda Title: Year 2011 Tax Budget submitted to the County

Recommendation: Approve

Discussion:

This is the annual Tax Budget for the General Fund 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 2011's budget. We have prepared this budget with a 0% change from the 2010 Budget except for a few items. General Fund was prepared as follows:

- 1) **Property Tax Revenue:** Decreased to match Auditor's revised figure
- 2) **Intergovernmental Revenue:** Included \$54,000 Oxford Township EMS payment
- 3) **Transfer/Advance Revenues:** Reduced transfers by \$590,000 (Western Knolls) and advances to only match \$150,000 Advance to CDBG Fund
- 4) **Western Knolls Payment:** Reduced by \$590,000
- 5) **Insurance Premium:** Reduced by \$3,325

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 4th.

Approved By:

Department Head:

City Manager:

Initial Date

5/27/10

Joe Newlin

ORDINANCE NO. _____

ORDINANCE AUTHORIZING THE TAX BUDGET FOR THE YEAR 2011 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 2011 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: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

City or
Village of

Oxford

Butler

County, Ohio

(Date)

June 15

2010

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, 2011, 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 Column 1	Budget Year Amount Approved by Budget Commission Inside 10 Mill Limitation Column 2	Budget Year Amount to be Derived From Levies Outside 10 Mill Limitation Column 3	County Auditor's estimate of Tax Rate to be Levied	
				Inside 10 Mill Limit Budget Year Column 4	Outside 10 Mill Limit Budget Year Column 5
GOVERNMENT FUNDS					
GENERAL FUND	1,093,639				
SPECIAL REVENUE FUNDS					
DEBT SERVICE FUNDS					
CAPITAL PROJECTS FUNDS					
PROPRIETARY FUNDS					
FIDUCIARY FUNDS					
AGENCY FUNDS					
TOTAL OF ALL FUNDS	1,093,639	0	0	0	0

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES[illegible]

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

EXHIBIT I

DESCRIPTION (1)	For 2008 Actual (2)	For 2009 Actual (3)	Current Year Estimated for 2010 (4)	Budget Year Estimated for 2011 (5)
REVENUES				
Local Taxes				
General Property Tax - Real Estate	963,256.00	1,100,125.00	1,178,033.00	1,093,639.00
Tangible Personal Property Tax	38,156.00	46,842.00	-	-
Municipal Income Tax	7,100,077.00	7,063,680.00	6,944,190.51	6,944,190.00
Other Local Taxes	174,303.00	170,727.00	168,000.00	168,000.00
Total Local Taxes	8,275,792.00	8,381,374.00	8,290,223.51	8,205,829.00
Intergovernmental Revenues				
State Shared Taxes and Permits	91,305.00	80,609.00	76,239.00	76,239.00
Local Government	739,711.00	634,318.00	621,486.00	621,486.00
Estate Tax	658,541.00	271,443.00	25,927.00	25,927.00
Cigarette Tax	563.00	711.00	600.00	600.00
License Tax	-	-	-	-
Liquor and Beer Permits	60,152.00	39,743.00	30,000.00	30,000.00
Gasoline Tax	-	-	-	-
Library and Local Government Support Fund	-	-	-	-
Property Tax Allocation	-	-	-	-
Other State Shared Taxes and Permits	-	-	-	-
Total State Shared Taxes and Permits	1,550,272.00	1,026,824.00	754,252.00	754,252.00
Federal Grants or Aid	-	20,231.00	8,000.00	8,000.00
State Grants or Aid	27,940.00	24,844.00	19,167.00	19,167.00
Other Grants or Aid	109,111.00	59,315.00	83,200.00	83,200.00
Total Intergovernmental Revenues	1,687,323.00	1,131,214.00	864,619.00	864,619.00
Special Assessments	-	-	-	-
Charges for Services	664,880.00	769,441.00	706,720.00	706,720.00
Fines, Licenses, and Permits	639,844.00	618,523.00	618,100.00	618,100.00
Miscellaneous	926,534.00	481,871.00	231,963.00	231,963.00
Other Financing Sources:				
Proceeds from Sale of Debt	-	-	-	-
Transfers	1,662,812.00	788,271.00	725,928.00	135,928.00
Advances	22,476.00	327,448.00	943,494.00	150,000.00
Other Sources				
TOTAL REVENUES	13,879,661.00	12,498,142.00	12,381,047.51	10,913,159.00

FUND NAME: GENERAL FUND

EXHIBIT I

FUND TYPE/CLASSIFICATION : GOVERNMENTAL - GENERAL

DESCRIPTION (1)	For 2008 Actual (2)	For 2009 Actual (3)	Current Year Estimated for 2010 (4)	Budget Year Estimated for 2011 (5)
EXPENDITURES				
Security of Persons and Property				
Personal Services	4,209,145.00	4,417,154.00	5,093,546.00	5,093,546.00
Travel Transportation	-	-	-	-
Contractual Services	597,684.00	710,987.00	781,758.00	781,758.00
Supplies and Materials	-	-	-	-
Capital Outlay	268.00	7,218.00	-	-
Total Security of Persons and Property	4,807,097.00	5,135,359.00	5,875,304.00	5,875,304.00
Public Health Services				
Personal Services	-	-	-	-
Travel Transportation	-	-	-	-
Contractual Services	288,470.00	191,009.00	123,958.00	123,379.00
Supplies and Materials	-	-	-	-
Capital Outlay	4,348.00	-	-	-
Total Public Health Services	292,818.00	191,009.00	123,958.00	123,379.00
Leisure Time Activities				
Personal Services	852,023.00	917,017.00	936,936.00	936,936.00
Travel Transportation	-	-	-	-
Contractual Services	391,254.00	394,515.00	392,731.00	392,731.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Leisure Time Activities	1,243,277.00	1,311,532.00	1,329,667.00	1,329,667.00
Community Environment				
Personal Services	402,536.00	460,071.00	474,794.00	474,794.00
Travel Transportation	-	-	-	-
Contractual Services	324,465.00	344,080.00	368,263.00	368,263.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Community Environment	727,001.00	804,151.00	843,057.00	843,057.00
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

DESCRIPTION (1)	For 2008 Actual (2)	For 2009 Actual (3)	Current Year Estimated for 2010 (4)	Budget Year Estimated for 2011 (5)
EXPENDITURES				
Transportation				
Personal Services	-	-	-	-
Travel Transportation	-	-	-	-
Contractual Services	-	-	-	-
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Transportation	-	-	-	-
General Government				
Personal Services	851,732.00	875,037.00	820,787.00	820,787.00
Travel Transportation	-	-	-	-
Contractual Services	2,596,679.00	1,390,028.00	1,497,040.00	888,352.00
Supplies and Materials	-	-	-	-
Capital Outlay	3,000.00	-	-	-
Total General Government	3,451,411.00	2,265,065.00	2,317,827.00	1,709,139.00
Debt Service				
Redemption of Principal	-	-	-	-
Interest	-	-	-	-
Other Debt Service	-	-	-	-
Total Debt Service	-	-	-	-
Other Uses of Funds				
Transfers	3,554,456.00	1,736,768.00	1,320,430.00	1,320,830.00
Advances	646,280.00	112,670.00	942,996.00	150,000.00
Contingencies	15,682.00	-	78,000.00	78,000.00
Other Uses of Funds				
Total Other Uses of Funds	4,216,418.00	1,849,438.00	2,341,426.00	1,548,830.00
TOTAL EXPENDITURES	14,738,022.00	11,556,554.00	12,831,239.00	11,429,376.00
Revenues over/(under) Expenditures	(858,361.00)	941,588.00	(450,191.49)	(516,217.00)
Beginning Cash Balance	5,855,274.96	4,996,913.96	6,348,291.12	5,898,099.63
Ending Cash Fund Balance	4,996,913.96	5,938,501.96	5,898,099.63	5,381,882.63
Rounding	(0.01)	(3.28)		
Outstanding Advances to be repaid	773,803.98	559,026.00	-	-
Estimated Encumbrances (outstanding at year end)	274,055.25	149,233.56	-	-
Estimated Ending Unencumbered Fund Balance	5,496,662.68	6,348,291.12	5,898,099.63	5,381,882.63

EXHIBIT II -A

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2011	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2011
GOVERNMENTAL: SPECIAL SERVICE:							
Street	157,247.67	756,469.00	913,716.67	600,851.00	167,000.00	767,851.00	145,865.67
State Highway Improvement	19,108.93	21,545.00	40,653.93		25,000.00	25,000.00	15,653.93
Community Development Block Grant	0.00	150,000.00	150,000.00		150,000.00	150,000.00	0.00
Community Development Block Loan	89,073.80	50,000.00	139,073.80		89,073.80	89,073.80	50,000.00
Parking Meter	984,533.97	685,152.00	1,669,685.97	391,305.00	293,531.00	684,836.00	984,849.97
Life Squad	13,405.29	8,124.00	21,529.29		6,000.00	6,000.00	15,529.29
Affordable Housing Trust	476.89		476.89			0.00	476.89
Law Enforcement Trust	91,172.36	59,422.00	150,594.36	79,000.00	15,500.00	94,500.00	56,094.36
Enforcement & Education	56,381.59	22,714.00	79,095.59		13,800.00	13,800.00	65,295.59
FEMA Grant	1,840.63		1,840.63			0.00	1,840.63
TOTAL SPECIAL REVENUE FUNDS	1,413,241.13	1,753,426.00	3,166,667.13	1,071,156.00	759,904.80	1,831,060.80	1,335,606.33

EXHIBIT II - B

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2011	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2011
DEBT SERVICE FUNDS							
1999 Parks Imp.Bond Debt Service	0.00	312,150.00	312,150.00		312,150.00	312,150.00	0.00
TOTAL DEBIT SERVICE FUNDS	0.00	312,150.00	312,150.00	0.00	312,150.00	312,150.00	0.00
CAPITAL PROJECT FUNDS							
Capital Equipment	307,419.79	71,023.00	378,442.79		71,023.00	71,023.00	307,419.79
Capital Improvement	531,430.96	617,657.00	1,149,087.96		617,657.00	617,657.00	531,430.96
Parking Lot Improvement	6,654.99	37,500.00	44,154.99		37,500.00	37,500.00	6,654.99
TOTAL CAPITAL PROJECTS	845,505.74	726,180.00	1,571,685.74		726,180.00	726,180.00	845,505.74
Special Assessment	34,187.68		34,187.68		34,187.68	34,187.68	0.00
TOTAL SPECIAL ASSESSMENT	34,187.68	0.00	34,187.68	0.00	34,187.68	34,187.68	0.00

EXHIBIT II - C

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2011	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2011
PROPRIETARY:							
ENTERPRISE FUNDS							
Water Bond Debt Service Fund	0.00	921,150.00	921,150.00		921,150.00	921,150.00	0.00
Water Capital Equipment Fund	104,648.64	85,000.00	189,648.64		85,000.00	85,000.00	104,648.64
Water Operating Fund	2,138,584.47	2,708,705.00	4,847,289.47	1,148,714.00	1,745,520.00	2,894,234.00	1,953,055.47
Water Improvement Fund	2,002,882.00	100,000.00	2,102,882.00		100,000.00	100,000.00	2,002,882.00
Water Capital Benefit Fund NE	161,895.87		161,895.87			0.00	161,895.87
Water Capital Benefit Fund NW	211,273.87		211,273.87			0.00	211,273.87
Water Capital Benefit Fund SE	254,883.81		254,883.81			0.00	254,883.81
Water Capital Benefit Fund SW	125,794.56		125,794.56			0.00	125,794.56
Sewer Capital Equipment Fund	593,037.02	170,000.00	763,037.02		170,000.00	170,000.00	593,037.02
Sewer Operating Fund	1,917,351.41	3,057,476.00	4,974,827.41	1,334,976.00	1,718,005.00	3,052,981.00	1,921,846.41
Sewer Improvement Fund	3,388,054.69	200,000.00	3,588,054.69		200,000.00	200,000.00	3,388,054.69
Sewer Capital Benefit Fund NE	151,956.60		151,956.60			0.00	151,956.60
Sewer Capital Benefit Fund NW	218,020.26		218,020.26			0.00	218,020.26
Sewer Capital Benefit Fund SE	149,632.78		149,632.78			0.00	149,632.78
Sewer Capital Benefit Fund SW	146,520.05		146,520.05			0.00	146,520.05
Refuse Fund	1,338,280.82	1,875,405.00	3,213,685.82	124,747.00	1,704,623.00	1,829,370.00	1,384,315.82
Stormwater Utility Fund	2,521.19	20,000.00	22,521.19		20,000.00	20,000.00	2,521.19
Landfill Post-Closure Fund	1,461,777.30	30,000.00	1,491,777.30		198,500.00	198,500.00	1,293,277.30
TOTAL ENTERPRISE FUNDS	14,367,115.34	9,167,736.00	23,534,851.34	2,608,437.00	6,862,798.00	9,471,235.00	14,063,616.34

EXHIBIT II - D

FUND	Estimated Unencumbered Fund Balance 1/1/2011	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2011
List All Funds Individually Unless Reported on Exhibit I or II							
INTERNAL SERVICE FUNDS							
Internal Service Fund	46,895.88	269,636.00	316,531.88		269,011.00	269,011.00	47,520.88
Employee Benefits Fund	435,436.15	1,451,015.00	1,886,451.15		1,453,700.00	1,453,700.00	432,751.15
TOTAL INTERNAL SERVICE FUNDS	482,332.03	1,720,651.00	2,202,983.03	0.00	1,722,711.00	1,722,711.00	480,272.03
FIDUCIARY:							
TRUST AND AGENCY FUNDS							
Board of Building Standards Fund	153.55	3,000.00	3,153.55		3,000.00	3,000.00	153.55
Hotel Tax Agency Fund	1,363.71	168,000.00	169,363.71		168,000.00	168,000.00	1,363.71
Oxford Natural Gas Refund Agency Fund	2,806.80	35.00	2,841.80		150.00	150.00	2,691.80
TOTAL TRUST AND AGENCY FUNDS	4,324.06	171,035.00	175,359.06	0.00	171,150.00	171,150.00	4,209.06
TOTAL FOR MEMORANDUM ONLY	17,146,705.98	13,851,178.00	30,997,883.98	3,679,593.00	10,589,081.48	14,268,674.48	16,729,209.50

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Economic Development
Originating Department

Council Meeting Of: June 15, 2010

Alan Kyger
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

June 10, 2010
Date Prepared

Agenda Title: Resolution approving the Revolving Loan Fund application ratification for One Fourth Oxford Inc.

Recommendation: Approval, with conditions

Discussion: One Fourth Oxford Inc. is seeking to open a new Coffee House, Restaurant, Micro-brewery at 107 East Church Street. This establishment will be called "Quarter Gastropub and Brewery". Quarter is owned by three local Oxford individuals, Brandon Ney, Christopher Hensey and Janet Holmes. One Fourth Oxford Inc. has requested a Revolving Loan Fund (RLF) loan of \$94,889. The RLF request represents 32% of the total project funding of \$294,889.

The RLF application will allow the build-out and equipping of the unfinished first floor 107 E Church St. into a Coffee-House, Micro-brewery and Restaurant. This site has approximately 3,000 sq. ft. of commercial space, and when finished it will have seating for an estimated 60 guests. This new business will have an estimated 10 to 15 employees, creating 6 to 8 FTE (Full Time Equivalents).

The proceeds from this loan will be used to purchase, kitchen equipment, chairs & booths, exhaust hood, brewing equipment, cabinets, computer menu system, and architectural & engineering designs.

The Oxford Community Improvement Corporation Loan Review Committee approved this loan on June 10, 2010 with the following condition:

*Financing commitment letters are provided from all financing sources before the loan can be closed and funded.

Staff has requested the following condition:

*Butler County Community Development ratifies this loan.

The following documents are attached for your review:

*Quarter Gastropub & Brewery RLF Project Summary.

Approved By:	Initial \ Date
Department Head:	
City Attorney:	
City Manager:	<i>DCE</i> \ 6/11/10

RESOLUTION NO.

A RESOLUTION APPROVING A \$94,889.00 REVOLVING LOAN FUND LOAN TO ONE FOURTH OXFORD INC. DBA QUARTER GASTROPUB & BREWERY PENDING FINAL APPROVAL FROM THE OXFORD COMMUNITY IMPROVEMENT CORPORATION.

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

SECTION 1: Council finds that the Oxford Community Improvement Corporation Revolving Loan Fund Loan Review Committee met on June 10, 2010, to consider the loan request of One Fourth Oxford Inc. dba Quarter Gastropub & Brewery for a loan from the Oxford Revolving Loan Fund ("RLF") to assist with the build-out and development of 107 East Church Street into a Micro-Brewery and Restaurant.

SECTION 2: The Oxford Community Improvement Corporation RLF Loan Review Committee, after due deliberation, is recommending a loan of \$94,889.00 at three percent (3%) interest for five (5) years. The loan proceeds will be used to purchase a Computer Menu system, an exhaust hood, kitchen equipment, dining room supplies & accessories and other equipment.

SECTION 3: The Oxford Community Improvement Corporation RLF Loan Review Committee found the applicant will create job opportunities as required under the RLF guidelines.

SECTION 4: Council of the City of Oxford hereby accepts and approves the recommendation of the Oxford Community Improvement Corporation RLF Loan Review Committee and approves the loan of \$94,889.00 at three percent (3%) interest for five (5) years.

SECTION 5: Council hereby authorizes the City Manager, Finance Director and Law Director to prepare and execute loan documents as necessary with the following conditions being met prior to closing:

- a. The full Community Improvement Corporation Board approves this application as presented.
- b. Butler County Community Development ratifies this loan.
- c. Financing commitment letters are provided from all the sources of financing.
- d. A signed lease for 107 East Church Street is secured.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE CURRIE

PREPARED BY: LAW (STAFF)

Quarter Gastropub & Brewery

One Fourth Oxford Inc.

PROJECT SUMMARY

Revolving Loan Fund (RLF)

June 9, 2010

Borrower:	One Fourth Oxford Inc.
Business Name:	Quarter Gastropub & Brewery
Principals & Guarantors:	Brandon Ney Christopher Hensey Janet Holmes
Business Address:	107 East Church Street Oxford, Ohio 45056
Project Address:	107 East Church Street Oxford, Ohio 45056
Company Description:	Quarter Gastropub and Brewery will be a locally owned establishment operated by four local professionals who are pooling their skill sets together to create a completely new and sophisticated business. Quarter offers a bookstore, coffeehouse, and brewpub serving quick, hot lunches and affordable dinners to the Oxford, Ohio community. At nearly fifteen hundred square feet of public interior space, as well as a sizable outdoor terrace for three season use, Quarter is an amazing home away from home for daytime studying or used-book browsing. Then in the evenings, Quarter extends the day by offering it's clientele some of the best food and wine in Oxford, and the area's only site brewed craft beer. Quarter completes these aspects with live music, movies, and games in a way which will become a destination spot for anyone living in Southwest Ohio.
Proposed Project:	Quarter Gastropub and Brewery will be located at 107 East Church St. This is a new "mixed use" building with 2,800 sq. ft. commercial space on the first floor and residential units above. This site is located in the Uptown Business District and is correctly zoned for the proposed use. The project will create a new business offering the combined services of a coffeehouse, restaurant and brew-pub. The total amount needed for this project is \$294,994 Quarter is requesting \$94,889 in RLF financing. The RLF funding is to purchase kitchen equipment, computerized menu system, appliances and additional micro brewing equipment.

Proposed Cost: **\$ 294,889**

Proposed Financing:

\$ 55,000	19% - Owner Equity
\$ 120,105	41% - Owner Investment Loan
\$ 94,889	32% - RLF
\$ 25,000	8% - Bank Financing

Annual Debt Service:

\$ 13,332	Investment	\$ 120,105	5.9%	10 yrs.
\$ 20,460	RLF	\$ 94,889	3.0%	5 yrs.
\$ 6,082	Bank	\$ 25,000	8.0%	5 yrs.
\$ 39,874	Total	\$ 239,994		

Proposed Funding Detail:

\$ 94,889 Revolving Loan Fund

Flatware & Glasses
Coffee & Tea Equipment
Kitchen Equipment & Supplies
Chairs & Booths
Computer / Menu System Software
Exhaust Hood
Micro-Brewing Equipment
Engineering & Architectural
Legal Services & Permits
Safe
Ice Maker
Convection Oven
Cabinetry & Shelving

\$ 25,000 Bank Financing

Interior Build-Out

\$ 120,105 Investor Loan

Interior Build-Out
Brewing System
Beer Brewing & Dispensing Equip.
Digital Dining POS System

\$ 55,000 Owner Equity

Interior Build-Out
Working Capital
Location & Administration
Inventory
Shipping/Delivery/Misc.
Tables & Chairs
Signage & Advertising
Prep-Tables
A/V Equipment
Kitchen Equipment
Restaurant Small Wares
Display Case

Collateral:

Personal Guarantees
Brandon Ney
Janet Holmes
Christopher Hensey

Property Liens
319 W. Withrow St. Oxford, OH

UCC Filings on the Equipment

New Employment:

10 - 15 new jobs created
6 FTE (Full Time Equivalent)

\$15,814 per job created