



Agenda

Oxford City Council

Court House

TUESDAY, JUNE 21, 2016

EXECUTIVE SESSION

7:00 P.M.

1. Roll call. Kate Rousmaniere, Mayor; Mike Smith, Vice-Mayor; Glenn Ellerbe; Bob Blackburn; Kevin McKeehan; Steve Dana; Edna Southard

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda, and Consent Agenda items, will be heard under Public Comments – and (2) Comments on all Resolutions and Ordinances will be heard during Council consideration of said item. Please wait until you are recognized by the Mayor, proceed to the podium, state your name and address so that your comments may be properly recorded and limit your remarks to a period of five minutes or less.

REGULAR MEETING

7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

This facility is wheelchair accessible. If you plan to attend this meeting and you have a disability that requires special arrangements, please notify the City Manager's office 48 hours in advance so that reasonable accommodations can be made.

3. Public Participation.

- A. Annual Report - McCullough Hyde Memorial Hospital / TriHealth Brett Kirkpatrick and Steve Mombach.
- B. Public Hearing - 2017 Tax Budget.
- C. Appointments to Boards and Commissions.
- D. Public Comments.

The purpose of the Public Comments Section is for members of the Public to speak to the City Council on any subject not scheduled on the Agenda, except Consent Agenda items. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff or other members of the public and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

4. Consent Agenda.

- A. Minutes of the June 7, 2016 City Council Meeting. (Mary Ann Eaton, Clerk of Council)



6.716 Minutes

- B. Report regarding the June 1, 2016 Historic and Architectural Preservation Commission Meeting. (Jung-Han Chen, Community Development Director)



HAPC Report

- C. Report regarding the June 1, 2016 Environmental Commission Meeting. (Mike Dreisbach, Service Director)



Environmental Commission Report

- D. A Resolution authorizing the City Manager to enter into an agreement with Pitney Bowes for a 60-month lease for postage equipment through state contract pricing. (Kim Newton, Assistant to the City Manager)



Postage Equipment

5. Resolutions.

- 1. A Resolution authorizing the City Manager to amend the loan agreement between the City of Oxford and Moon Cooperative Services, Inc. with conditions. (Alan Kyger, Economic Development Director)



MOON

- 2. A Resolution of Council supporting the submission of a grant application for the U.S. Department of Justice, Office of Community Oriented Policing Services for the COPS Hiring Program Grant in the amount of \$125,000.00 (\$41,666.66 per year for three years). (John Jones, Police Chief)



COPS

3. A Resolution authorizing the City Manager to enter into an agreement with Cole + Russell Architects, d.b.a. CR architects + design for professional architectural and engineering services for the rehabilitation of municipal properties at 15 S. College Avenue and 101 E. High Street Oxford, Ohio, at a cost of \$344,000.00 plus a contingency amount of ten percent (10%) of the agreement price or \$34,400.00 for a total cost not to exceed \$378,400.00. (Mike Dreisbach, Service Director).



CR Architects

6. Ordinances.

A. First Reading.

1. An Ordinance Repealing Oxford Codified Ordinance Chapter 725 Entitled Taxicabs, And Adopting New Oxford Codified Ordinance Chapter 725 Entitled Taxicabs. (Alan Kyger, Economic Development Director).



Taxicabs

2. An Ordinance Amending Ordinance No. 3335 And Adopting Supplemental Budget Ordinance Number 5 To Make Supplemental Appropriations For Fiscal Year 2016, And Declaring An Emergency. (Joe Newlin, Finance Director).



Supplemental 5

B. Second Reading.

1. An 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. (Jung-Han Chen, Community Development Director).



Hawks Landing

2. An 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. (Jung-Han Chen, Community Development Director).



Bishop Square

3. An Ordinance Authorizing The Tax Budget For The Year 2017 And Directing That The Same Be Transmitted To The Butler County Auditor. (Joe Newlin, Finance Director).



Tax Budget

7. A. Announcements & Communications. The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

1. Remarks from City Council and City Staff.

B. Future Meetings.

WED - June 22 Civil Service Commission Meeting 5:30 p.m. Municipal Building

MON - July 4 Holiday - City Offices Closed

TUES - July 5 City Council Meeting 7:30 p.m.

WED - July 6 Historic & Architectural Preservation Commission Meeting 6:00 p.m.

WED - July 6 Environmental Commission Meeting 7:00 p.m. Cancelled

TUES - July 12 Planning Commission Meeting 7:30 p.m.

WED - July 13 Charter Advisory Commission Meeting 3:00 p.m. Municipal Building

MON - July 18 Housing Advisory Commission Meeting 7:00 p.m. Municipal Building

TUES - July 19 City Council Meeting 7:30 p.m.

WED - July 20 Board of Zoning Appeals Meeting 7:30 p.m.

THUR - July 21 Recreation Board Meeting 4:00 p.m. Senior Citizens Center

FRI - July 22 Community Improvement Corporation Meeting 12:00 p.m. LCNB

WED - July 27 Civil Service Commission Meeting 6:00 p.m. Municipal Building

8. Adjourn.

A Regular meeting of the Oxford City Council was called to order by Vice Mayor Mike Smith on Tuesday, June 7, 2016 at 7:30 p.m. Those members present were Bob Blackburn, Steve Dana, Glenn Ellerbe, Kevin McKeehan and Edna Southard. Mayor Rousmaniere was excused.

Staff members present: Mr. Doug Elliott, City Manager; Mr. Mike Dreisbach, Service Director; Mr. John Jones, Police Chief; Mr. Joe Newlin, Finance Director; Mr. Sam Perry, City Planner; Mr. Alan Kyger, Economic Development Director; Mr. John Detherage, Fire Chief; Mr. Steve McHugh, Law Director and Ms. Mary Ann Eaton, Clerk of Council.

PLEDGE OF ALLEGIANCE

Vice Mayor Smith requested the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Dana moved to approve the agenda. Mr. Blackburn seconded. The motion passed 6-0-0.

PUBLIC PARTICIPATION

PRESENTATION **OXFORD SENIORS**

Ms. Joan Potter Sommer, Executive Director, read the following into the record (in part): ‘I’ve come to provide an update on the organization and the services it provides. The organization was started in 1953 by 9 members of the Golden Years Club. We expect to reach an annual membership of over 500 for the year 2016. Members receive a monthly newsletter and are able to participate in the many activities and programs that take place at the center. You do not have to be a member to receive community based services of home delivered meals, congregate meals, adult day care, senior transportation and outreach. Oxford Seniors annual budget is about \$385,000 with funding from the Council on Aging of Southwest Ohio, United Way of Oxford and Vicinity, the City of Oxford, the Oxford Community Foundation, the Masons of Oxford and various other organizations and individuals. We have seen an increase in the usage of our contracted community based services compared to the last fiscal year. For transportation a 30% increase in the number of rides provided, a 28% increase in the number of meals delivered to homebound older adults and a 22% increase in attendance of the Adult Day Service. It is expected that the needs of the aging community will continue to increase in the coming years. In addition to the Top of the Hill congregate luncheons offered Monday – Thursday at the Senior Center, Oxford Seniors assumed a congregate meal site operated at the Reily Presbyterian Church in July of 2015. Programming and meals are provided on Tuesdays from 10:30 a.m. to 12:30 p.m. We are fast approaching the one year anniversary of this assumption and are pleased to say the service will continue. In April Oxford Seniors assumed the Sage transportation from McCullough Hyde / TriHealth Hospital. Because of limited funding the medical/wellness transportation operates on Monday, Wednesday and Friday with preferred hours from 8-11 a.m. and 2-5 p.m. The focus of this transportation service is on individuals living in the out-lying townships who have no viable transportation to medical and wellness appointments. To date we have funding from the Masons of Oxford, the Oxford Community Foundation and the United Way of Oxford. The number of rides provided in April and May are similar to the number of rides provided when the hospital provided the service.

Ongoing efforts to engage additional funding will be made to ensure the medical and wellness transportation can continue to operate in the future. I provided you a folder that we have been distributing to leaders in Oxford and out-lying communities. The folder contains information about the many services Oxford Seniors provides and you as a leader can read and be informed about the services so you can speak knowledgeably and give referrals to the organizations as needed. Oxford is a wonderful, supportive community in which to grow old.

The Oxford VillAGE Network is a network of people and information dedicated to enhance the quality of life for older adults in the community. In September of 2013, the Oxford VillAGE Network sponsored a forum on aging. It was well attended by you and other community members. This fall, the Oxford VillAGE Network will co-host with the Oxford Community Arts Center, Scripts Gerontology Center and Oxford Seniors to sponsor another forum. Its focus will be to address the livability of our community for individuals 50 years of age and older. Crucial areas to be addressed are housing, transportation, health and wellness and connectivity along with a Key-Note Speaker. Please save the afternoon of Thursday, October 6th to attend the forum. Thank you for your support and the opportunity to update you on the status of Oxford Seniors. We are alive and doing well.'

Mr. Dana inquired what the greatest challenge for Oxford Seniors was in Ms. Potter Sommer's view. Ms. Potter Sommer advised getting the word out about the services available to the communities and funding.

PRESENTATION

ROADWAY & UTILITY PROJECTS

Mr. Mike Dreisbach, Service Director, noted it was an exciting or dreadful time in and around Oxford depending on one's perspective. Mr. Dreisbach advised the City tried to minimize construction during the Talawanda and Miami University school years and a lot of construction was taking place this summer. Mr. Dreisbach noted the City and Miami University kept road construction updates on their websites as well as updates on posted detours. Mr. Dreisbach briefly described the projects taking place on SR 73, US 27, Fairfield Road, Oxford Milford Road and Bonham Road. Mr. Dreisbach also discussed the City's water main replacement project on US 27 from Southpointe Blvd. to Booth Road to Law Road noting it would be done partly in conjunction with ODOT's culvert replacement project on US 27. Mr. Dreisbach updated everyone on the County Engineer's Bonham Road bridge replacement project noting it should be complete by the end of August. Mr. Dreisbach provided an update on the City's US 27 S improvement project noting it should be substantially complete by the end of June. Mr. Dreisbach offered to answer any questions.

Mr. Blackburn noted construction on Booth Road would increase traffic on Kehr Road and asked Mr. Dreisbach to have the honeysuckle trees trimmed back for better driver visibility.

Ms. Southard inquired how emergency vehicles would be affected. Mr. Dreisbach noted the safety departments were made aware of what was open and closed and advised response times could be impacted.

PUBLIC COMMENTS

Mr. David Brown, Butler County Auditor's Office, advised the annual forfeited land sale would take place July 20th at the Government Services Center in Hamilton. Mr. Brown noted a list of the properties was posted on www.butlercountyauditor.org. Mr. Brown advised almost all of the properties were located in Middletown or Hamilton.

Mr. Brown updated everyone on the illegal credit card skimmer issue in Butler County noting Auditor Reynolds has stepped up enforcement and was committed to trying to make it less profitable for the offenders so they will go elsewhere. Mr. Brown advised a 7th skimmer was found today and four of the seven were found in West Chester. Mr. Brown noted the skimmers were being placed inside gas pumps and consumers would not notice them. Mr. Brown encouraged consumers not to use debit cards since they provided direct access to checking accounts. Mr. Brown discussed a Skimmer Summit which was held last month for area trustees and store managers to educate them on preventing this type of theft. Mr. Brown noted the illegal devices could be installed quickly and were not limited to gas pumps.

CONSENT AGENDA

MINUTES

Minutes of the May 17, 2016 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORTS

Report regarding the May 10, 2016 Planning Commission Meeting. (Jung-Han Chen, Community Development Director)

Report regarding the May 18, 2016 Board of Zoning Appeals Meeting. (Jung-Han Chen, Community Development Director)

RESOLUTION

COPIER LEASE

A Resolution No. 4985 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. (Kim Newton, Assistant to the City Manager)

Mr. Dana moved to approve the Consent Agenda. Mr. Ellerbe seconded. The motion passed 6-0-0.

RESOLUTIONS

RESOLUTION **SPEED LIMIT REDUCTION**

A Resolution No. 4986 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). (Mike Dreisbach, Service Director)

Mr. Dreisbach advised staff had been concerned for some time about the 35 mph speed limit on Locust Street between Fairfield Road and Chestnut Street due to all of the new development. Mr. Dreisbach noted the continued development at Bishop Square and the Lane Library relocating to Bishop Square resulted in a noticeable increase of pedestrians crossing Locust Street. Mr. Dreisbach advised the City Engineer performed a speed study on Locust Street from March 28th to April 3rd of this year and found the average speed for vehicles was between 22 and 24 mph. Mr. Dreisbach noted using engineering judgement, evaluating the number of curb cuts, average speeds, and adjoining speed limits being 25 mph, it was staff's recommendation to make that section of Locust Street 25 mph as well. Mr. Dreisbach added he felt there would be little impact or inconvenience to drivers and a 25 mph speed limit would be much safer for pedestrians using the crosswalks on Locust Street.

Vice Mayor Smith inquired if there were any comments from the public and there were none.

Mr. Dana advised he felt this was a very sound measure from his experience driving in that area and he very strongly supported it.

Ms. Southard inquired how soon a new speed limit would be in effect and Mr. Dreisbach advised over the summer.

Mr. Ellerbe referred to residential areas along Locust Street and advised he supported the proposed speed limit.

Vice Mayor Smith advised he supported the proposed Resolution and noted from the speed study it looked like people were already slowing down.

Ms. Southard moved to adopt Resolution No. 4986. Mr. Dana seconded. The motion passed 6-0-0.

RESOLUTION **CURB, GUTTER &** **SIDEWALK REPAIR**

A Resolution No. 4987 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. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised on April 5, 2016 Council adopted a Resolution of necessity for property owners to improve their curb, gutter and/or sidewalks. Mr. Dreisbach noted some property owners had complied and some had not so the City developed plans and specifications to have the work done. Mr. Dreisbach advised the City advertised the project and received one bid of \$90,977 from W.G. Stang LLC which was in line with the City Engineer's estimate of probable cost. Mr. Dreisbach noted concern that last year a similar project was done and the City received 8-9 bids. Mr. Dreisbach advised staff asked some of the previous bidders why they chose not to bid this year and the common response was with an improvement in the economy they were already too busy to meet the City's deadline for having the work completed. Mr. Dreisbach noted the City had worked with W.G. Stang in the past and they had done a fine job. Mr. Dreisbach advised staff would like to award the contract to W.G. Stang and get the curb, gutter and sidewalk work completed in advance of the summer resurfacing program. Mr. Dreisbach noted once the work was done another Resolution and Ordinance would come before Council to levy the assessment. Mr. Dreisbach advised property owners would be made aware of the actual costs to their property and they would have the option to pay cash for the work within 30 days or it could be assessed and they could pay the cost over 5 years through their real estate taxes.

Vice Mayor Smith inquired if there were any comments from the public and there were none.

Ms. Southard inquired how many property owners would be affected and Mr. Dreisbach advised 12-15.

Vice Mayor Smith noted the driveway apron at the Fire Station was slated to be replaced and inquired if the work would be coordinated without blocking units inside the station and Mr. Dreisbach advised yes.

Ms. Southard moved to adopt Resolution No. 4987. Mr. Dana seconded. The motion passed 6-0-0.

RESOLUTION
AGREEMENT WITH
MIDDLETOWN FORD

A Resolution No. 4988 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. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised the 4 vehicles were budgeted in the Capital Equipment Budget and all 4 would be purchased from Middletown Ford through state contract pricing. Mr. Dreisbach noted the available budget for this purchase was \$158,500 and he was very pleased with the pricing from Middletown Ford through the Department of Administrative Services of \$115,728.79.

Vice Mayor Smith inquired if there were any comments from the public and there were none.

Mr. McKeehan noted he was happy with the pricing and that the purchase price was way under the budgeted amount.

Vice Mayor Smith noted the way the 21 and 22 year old trucks were kept in service was outstanding.

Mr. Dana moved to adopt Resolution No. 4988. Mr. McKeehan seconded. The motion passed 6-0-0.

ORDINANCES **FIRST READING**

ORDINANCE **PRELIMINARY AND FINAL** **PLAN APPROVAL**

An 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. (Jung-Han Chen, Community Development Director)

Mr. Perry advised the proposal was a revision to a Planned Development originally approved in 1993 to allow several multi family buildings to be converted from 4 bedroom units to 2 bedroom and 1 bedroom units. Mr. Perry noted the change required Council approval because it changed the number of dwelling units and the 1993 Ordinance limited the dwelling units to 122. Mr. Perry advised this proposal would increase the number of dwelling units to 170 although the overall occupancy would decrease by 48 since 48 units would go from 4 bedroom units to 2 and 1 bedroom units. Mr. Perry noted there would be a minor adjustment to the building footprint and no major changes to the to the exterior buildings. Mr. Perry offered to answer any questions and noted Scott Webb and Christian Elliott were in attendance to answer any questions.

Mr. Scott Webb, Applicant, advised the original development was built in the 1990's and designed with all 4 bedroom units which was very common at that time. Mr. Webb noted the current model for student housing was individual bedrooms and more bathrooms. Mr. Webb advised his clients would like the opportunity to offer more variety on the property with 1 and 2 bedroom units. Mr. Webb showed a slide of the proposed alterations noting the project met the criteria for a minor change except the Ordinance adopted in 1993 specifically addressed the number of units. Mr. Webb noted the proposal would reduce the intensity of use and reduce the number of occupants resulting in extra parking, less traffic and there would be no visible change from off the site. Mr. Webb advised this was a simple matter of reducing occupancy on the property and since the number of dwelling would be increased from the 1993 Ordinance the proposal needed to come before the Planning Commission and City Council. Mr. Webb noted his clients were becoming experts at this type of renovation as it was happening all over the country as student's expectations for rental units were changing.

Vice Mayor Smith inquired if there were any comments from the public and there were none.

Vice Mayor Smith noted he felt this was an excellent idea and advised he'd been receiving calls on this issue for a long time. Vice Mayor Smith noted young professionals would also have an opportunity to rent a single bedroom unit.

Mr. Dana inquired what the time line was for completing the renovations. Mr. Webb advised drawings were complete, bidding was underway, and work would begin as soon as possible.

Mr. McKeehan noted he felt the proposal would make an older property more viable. Mr. McKeehan advised he believed the property was in financial distress some years before Capstone acquired it and they had made many improvements already.

ORDINANCE
FINAL PLAN APPROVAL

An 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. (Jung-Han Chen, Community Development Director)

Mr. Perry advised he proposed Ordinance was a follow up to the 2013 Final Planned Development application. Mr. Perry noted at the time it was approved in 2013 by City Council it was known that the 2 out lots were individual parcels and no tenants were identified by the developer so it was unclear exactly how the lots would be built out and it was left for a later review. Mr. Perry advised the 2013 Ordinance was adopted with the understanding it would come back for Planning Commission and City Council review. Mr. Perry noted the two lots were grassed pads in front of the Lane Library. Mr. Perry displayed the rendering presented to the Planning Commission noting a drive-through was proposed for each lot. Mr. Perry advised the Planning Commission had a lengthy discussion about the safety of pedestrians and potential conflicts and that was reflected in the conditions placed on the approval. Mr. Perry noted after Council's approval the developer would work with their civil engineer and the City to prepare detailed drawings to obtain building permits and reviews.

Mr. Robert Fiorita, Applicant, advised the proposal would consist of 1,000 square feet of commercial space and it was consistent with the intent when the original Ordinance was adopted. Mr. Fiorita noted there was a good tenant line-up including a Sprint Store. Mr. Fiorita advised there was an outdoor terrace on the south side of the north building which he hoped would be a restaurant. Mr. Fiorita noted he would be out of town for the second reading of the Ordinance and offered to answer any questions.

Vice Mayor Smith inquired what the timeline was for construction. Mr. Fiorita noted he expected to have foundations in this fall and most tenants expected to move in by the end of the first quarter, and some did not want to move in until the students returned in the fall of next year.

Ms. Southard noted this would impact the entrance to the library visually and in terms of pedestrians and inquired how the rear entrance of the buildings would be dealt with. Mr. Fiorita advised the architecture was three sided and the buildings would be brick on all four sides. Mr. Fiorita noted landscaping would be planted along the back to screen cars from the buildings.

Mr. McKeehan inquired what the total square footage of the two parcels was. Mr. Fiorita advised 6,800 for the south parcel and 6,500 for the north parcel.

Vice Mayor Smith advised the Ordinance would receive its second reading on June 21, 2016.

ORDINANCE
2017 TAX BUDGET

An Ordinance Authorizing The Tax Budget For The Year 2017 And Directing That The Same Be Transmitted To The Butler County Auditor. (Joe Newlin, Finance Director)

Mr. Newlin addressed his staff report as presented on pages 68-69 of Council's packet noting the annual tax budget would be submitted for 2017 to the Butler County Tax Commission in accordance with requirements stipulated by the Ohio Revised Code. Mr. Newlin advised approval by the legislative body was required by July 15th and it was due to the county by July 20th. Mr. Newlin noted the tax budget was essentially a preliminary budget estimate for next year and beginning in August staff would undertake the detailed line-item budget analysis and preparation. Mr. Newlin advised the tax budget was prepared with an approximate 0% change from the 2016 budget except for a few items. Mr. Newlin discussed the exceptions and noted the Public Hearing for the Tax Budget would take place at the next meeting.

Mr. Dana referred to page 77 of Council's packet and asked for an explanation of contingencies in the amount of \$83,000.00. Mr. Newlin advised there was \$50,000 in operating expenses and \$23,000 in personnel expenses so during the year if a department had an unplanned expense in the operating budget he or Mr. Elliott had the ability to move money from the contingency into the department that needed the funds. Mr. Dana referred to page 68 of Council's packet and asked for an explanation for the change in communications from \$477,180 in 2016 and \$141,180 in 2017. Mr. Newlin advised when the 2016 budget was done the City's contract with the Butler County Sheriff's Department for contracting dispatch services was not complete. Mr. Newlin noted personnel expenses were decreased by \$330,000 and the operating budget was increased to cover the contract with Butler County.

Vice Mayor Smith inquired if there were any comments from the public and there were none.

ANNOUNCEMENTS

Mr. Elliott updated Council and the public on the merger of Time Warner Cable, Inc., Charter Communications, Inc. and Brighthouse Networks LLC into a single company. Mr. Elliott reminded everyone in 2007 the State of Ohio passed a video franchise law which eliminated the authority of local governments to issue, renew or extend cable franchises. Mr. Elliott advised cable franchises were now a state regulatory matter and any problems or complaints should be directed to the Ohio Department of Commerce.

Mr. Elliott updated Council and the public with regard to Glenwood Energy's proposed BTU rider.

Mr. Elliott advised the City's gas regulatory lawyer reviewed the request and has advised Glenwood Energy the City will not entertain a BTU rider that attempts to recover past revenue shortfalls. Mr. Elliott noted the City was willing to consider a BTU rider on a going forward basis and has requested additional information to develop an acceptable formula for calculating this monthly rate.

Mr. Dana asked for an explanation of the 'going forward' statement and inquired why it was necessary or advisable for the City. Mr. Elliott advised historically that was how the rates were set and the City was following a pattern typical for the PUCO as they did not look at past revenue shortfalls but looked at the estimated consumption moving forward and setting the rate.

Chief Jones referred to Mr. Brown's earlier comments about credit card skimming and advised Sergeant Hool and Detective Terrell attend the Skimmer Summit. Chief Jones updated Council and the public on a program being initiated by OPD to work with fueling station owners to detect any illegal entry into pumps and deter potential offenders. Chief Jones advised letters were delivered to all of the local fueling stations explaining the program whereby Police Officers would inspect pumps and take photographs of the pumps and their inner workings to help employees identify skimmers. Chief Jones noted stickers would be strategically placed over a seal on the pumps with the OPD logo and inspection date and check to see if they've been broken. Chief Jones reminded consumers to be diligent and that OPD was working with business owners to prevent and deter this problem in Oxford.

Mr. Dana inquired if the stickers would be placed on every fuel pump in Oxford and Chief Jones advised they would be placed on pumps where the business owner chose to participate in the program.

Mr. Perry noted Mayor Rousmaniere and Mr. Chen along with representatives from Miami University were at the International Town Gown Association (ITGA) conference where they would present and attend.

Mr. Perry updated Council and the public on the 'This Place Matters' national campaign and advised the Historic and Architectural Preservation Commission had information on the City's website about the campaign.

Mr. Kyger noted he was looking forward to hearing what his colleagues were learning at the ITGA conference. Mr. Kyger advised folks from Ohio were forming their own Town Gown conference this summer.

Mr. McKeehan advised he was glad to be back after his recent surgery.

Mr. McKeehan noted Chief Jones touched on the issue of skimmers which was something he was very aware of on the ATM side. Mr. McKeehan advised it only took seconds to install one although a lot of thought and effort by the offender went in to it.

Mr. Dana advised the Planning Commission with assistance from a consultant was re-thinking the City's zoning to incentivize different modes of development.

Mr. Dana noted this was a question of what kind of development and what degrees of density should occur and in what parts of the City and especially the Mile Square. Mr. Dana advised the increase in the number of dwelling units and the decrease in occupancy (which we saw at Hawks Landing) speaks to these issues. Mr. Dana noted the Planning Commission is examining how zoning should address density for the entire City.

Mr. Blackburn advised he attended the third Heroin Session in Cincinnati and the general consensus was that cities, towns and townships did not have money in their budgets to deal with this matter. Mr. Blackburn noted one idea was to initiate more education in the schools and perhaps videos to scare kids from doing it.

Ms. Southard noted summer concerts in Uptown Oxford had began and it was a beautiful time to enjoy our City on Thursday evenings.

Vice Mayor Smith plugged the Butler County Auditor's website for the Land Auction noting it was a great place to find a bargain for anyone looking for a house.

ADJOURN

Mr. Dana moved to adjourn at 8:50 p.m. Mr. Ellerbe seconded. The motion passed 6-0-0.

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: June 21, 2016

Sam Perry
Prepared By

Account Code No. #:

Budgeted Amount:

June 15, 2016
Date Prepared

HAPC MEETING REPORT – June 1, 2016

Proposed Amendments to HAPC Rules of Procedure

Staff proposed amendments regarding the appointment eligibility requirements for members.

Staff proposed amending the rules to match the codified ordinance Chapter 1331.03. Current eligibility rules are more restrictive than the codified ordinance. The amendments would remove the residency requirement for all but the City Council and Planning Commission representatives but maintain a land ownership requirement for at least three of seven members.

Commission members voted 5-0-0 to approve proposed changes. Commission members asked staff about other sections of rules. Final changes to rules will be forwarded to Council for information only.

Summary of Preservation Month Activities

City Council representative Smith gave a summary of the Saturday May historic walking tours and the good attendance and participation of this annual event. The information is prepared by the Smith Library of Regional History for the volunteer tour guides to present on the walks. There were fifteen to 25 attendees each week.

Next regular meeting is July 6, 2016 at 6:00 p.m.

Department Head:	<u>JHC</u> / <u>6/15/16</u>
City Attorney:	_____ / _____
City Manager:	_____ / _____

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: June 21, 2016

Service Department
Originating Department

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

June 3, 2016
Date Prepared

Agenda Title: Environmental Commission Meeting of June 1, 2016

Recommendation: For Review and Consideration

Discussion:

Environmental Commission members present at the Wednesday, June 1, 2016 meeting were: Chair, Mr. Wright Gwyn; City Council Representative, Mayor Kate Rousmaniere; Mr. Ted Wong, and Ms. Madeline Maurer. A quorum was present. Vice-Chair, Mr. Vince Hand had previously informed the Commission that he would be unable to attend this meeting.

The minutes from the May 4, 2016 Environmental Commission meeting were unanimously approved as presented.

Mayor Rousmaniere informed the Commission that the City Council had approved the City Manager to invite contractors to submit pricing for the residential development of up to 47 acres in the Western Knolls area. Mayor Rousmaniere has spoken to the City Manager about including conservation development components in the proposed development request for this area, and was informed that the development process is not to the point where the layout or nature of the residential development has been determined. The Commissioners requested that the Mayor continue contact with the City Manager to keep the Environmental Commission's desire to include features of conservation development components to the land's development plan fresh in his mind.

Commissioners considered public education reminders regarding Oxford's electrical aggregation program. Review of the proposed edits to be included in the City of Oxford's web site regarding its electrical aggregation program was unanimously accepted as proposed. These revisions were the addition of the descriptive phrases to the end of the title lines of the two options. With the revisions in italics, the title lines would read: "Option 1: 100% Renewable Energy (*Wind Energy*)", and "Option 2: Traditional Energy or 0% Designated Renewable (*Coal and Natural Gas*)". Staff was instructed to have the revisions added to the web page. The Commission had previously worked on wording of a public education/outreach to be included on an up-coming monthly utility bill, and Staff was instructed to inquire about having the message posted on an upcoming utility billing statement.

Diversity in street and public tree plantings was discussed. It was concluded that rather than have a codified requirement (which the local Ohio Department of Natural Resources' Urban Forester advised against as too cumbersome), that a policy statement regarding species diversity in plantings would be incorporated into Oxford's Codified Ordinance Chapter 935.05's Official Street Tree species list. Staff was requested to prepare the diversity policy for the Commissions review/approval at a future meeting.

(Continued)

Approved By:

Department Head:
City Manager:

Initial Date
DT 6/9/16

Commissioners discussed the potential for increasing the availability of bicycle racks in the community. Ms. Maurer stated that she was taking a summer class at Miami University that had a mapping project requirement, and volunteered to prepare a map of Oxford (including Miami University) indicating where bicycle racks were presently located. Chair Gwyn indicated that he would undertake research into availability of potential grant funding for obtaining additional bicycle racks. Mr. Ted Wong indicated he would liaison with other individuals with Miami University's Department of Architecture and Interior Design (and the associated design shop) inquiring about interest in fabrication of bicycle racks and/or hosting a design competition for their design and manufacture.

Mayor Rousmaniere reminded Commissioners that the annual Race Across America bicycle event with teams traveling from Oceanside California to Annapolis, Maryland would be coming through Oxford on June 20 – 24, 2016. Volunteers are wanted to staff the time station located on South Locust Street by the public library. Also, the Great Ohio Bicycle Adventure (GOBA) is scheduled to be in southwest Ohio this year, and will be in and around Oxford June 20 – 22, 2016. GOBA is anticipated to draw between 2,000 – 3,000 bicyclists to Oxford for the event.

Mr. Ted Wong announced that this was his last Environmental Commission meeting. Mr. Wong had joined the Commission in 2008 as the Planning Commission representative, and his term as an Environmental Commission expires on June 30, 2016. The Commissioners expressed their appreciation to Mr. Wong for his service to the community.

The Commissioners concluded discussion at 7:55 p.m. Review of Commissioners' anticipated summer schedule indicates that a quorum would likely not be available for the regularly scheduled July 2016 meeting, so that meeting was cancelled. The next scheduled meeting of the Environmental Commission is on Wednesday, August 3, 2016 at 7:00 p.m., in the Municipal Building's Second Floor Conference Room.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager
Original Department

Council Meeting Of: June 21, 2016

Kim Newton

Account Code No. #: 370.510.52411

Prepared By

Budgeted Amount: \$18,000.00

June 14, 2016
Date Prepared

Agenda Title: Postage Equipment Lease

Recommendation: Approve

Discussion:

The attached Resolution authorizes the City Manager to enter into an agreement with Pitney Bowes for a 60-month lease at \$303.00 per month (via State Contract #800051) for new postage equipment and meter rental beginning in August 2016. The City currently leases a postage machine from Pitney Bowes, which will expire in August 2016. Our current lease with Pitney Bowes is \$246.00 per month.

Approved By:

Initial Date

Department Head: /
City Manager JRE 6-17-16

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH PITNEY BOWES FOR A 60-MONTH LEASE FOR POSTAGE EQUIPMENT 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 having reviewed information submitted for replacement postage equipment hereby recommends the current Pitney Bowes postage equipment be replaced with new Pitney Bowes postage equipment.

SECTION 2: The City Manager recommends the City enter into a 60-month lease with Pitney Bowes through State Contract pricing at a cost of \$303.00 per month.

SECTION 3: Council having reviewed the City Manager's recommendation hereby authorizes the City Manager to enter into an agreement with Pitney Bowes for a 60-month lease of the postage equipment through State Contract pricing at a cost of \$303.00 per month.

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

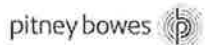
ADOPTED:

ATTEST:

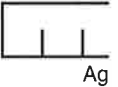
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)



State and Local Fair Market Value Lease



Your Business Information

CITY OF OXFORD

Full Legal Name of Lessee / DBA Name of Lessee		Tax ID # (FEIN/TIN)
101 E HIGH ST STE 1	OXFORD	OH
Billing Address : Street	City	State
KIM NEWTON	5135245200	0016983389
Billing Contact Name	Billing Contact Phone #	Billing Account #
101 E HIGH ST STE 1	OXFORD	OH
Installation Address (if different from billing address) : Street	City	State
KIM NEWTON	5135245200	0012541800
Installation Contact Name	Installation Contact Phone #	Installation Account #
	2016-09-01	
PO #	Quote Expiration Date	

Your Business Needs

Qty	Item	Business Solution Description
1	SENDPROPSERIES	SendPro P Series
1	1FW1	Differential Weighing Feature
1	1FWV	5 lb Interfaced Weighing Unit
1	4W00	Connect+ /SendPro P Series Meter
1	APA2	100 Dept Analytics
1	APSB	Connect +160 LPM Speed
1	AZBA	SendPro P1000 Series
1	AZBE	SendPro P Series Mono Print Module
1	AZBG	Black Graphics Upgrade
1	M9SS	Mailstream Intellilink Services
1	MP0X	Differential Weigh 2, 5, & 10lb scale
1	MSD2	15" Color Touch Display
1	MW90007	SendPro P Series Drop Stacker
1	MW90147	Wireless Keyboard
1	MW96000	Weighing Platform
1	NV10	INVIEW TMR Web Acct Bundle Single only

Your Payment Plan

Initial Term: 60 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
60	\$ 303.02	\$ 909.06

*Does not include any applicable sales, use, or property taxes which will be billed separately.

- () Tax Exempt Certificate Attac
() Tax Exempt Certificate Not R
(X) Purchase Power® transactio
() Purchase Power® transactio

Your Signature Below

By signing both below and the attached Exhibit A Lease Schedule to the State's Master Leasing Agreement, you agree to be bound by your State's Contracts www.pb.com/states. The terms and conditions of these contracts will govern this transaction and be binding on us only after we have completed our credit and d approval process and an authorized employee signs below.

800051

State/Entity's Contract #

Lessee Signature

Print Name

Title

Date

Email Address

Pitney Bowes Signature

Print Name

Title

Date

Sales Information

Account Rep Name 1

Split

Sales Rep ID

District Office

Account Rep Name 2

Split

Sales Rep ID

District Office



Shipping & Mailing
Postage Meters

pitney bowes 

SendPro™ P1000

Take control of everyday challenges.

Integrate the sending process.

Shipping and receiving packages, and sending daily letter mail are all a necessary part of doing business. Yet, these seemingly simple tasks are actually complicated processes that demand proper attention.

The SendPro P1000 simplifies the process by integrating mailing, shipping and receiving into a single processing system. With this integration, the P1000 provides a simpler, more streamlined way to send letter mail and large envelopes as well as ship packages using your USPS®, FedEx® and UPS® business accounts.

Plus, with sending costs rising and shipping becoming more complex, the SendPro P1000 can also quickly improve productivity and cost efficiency in your office.

Mail, ship and track with ease.

For letter mail, the SendPro P1000 will seal and print postage for your short and longer runs at up to 180 letters per minute. It handles thin or thick mail as well as small or large envelopes.

For packages, the P1000 takes away guesswork, by allowing you to review services provided by USPS, FedEx or UPS. Now, you can get your packages delivered with the best cost and delivery options available.

With the receiving application, you can accurately log all of your incoming packages' information so that you have an accurate history of every package that has been delivered to your office.



For more information, visit us online: pitneybowes.com/us

Desktop shipping.

The SendPro™ P1000 enables users outside the mail area to ship packages from their individual PCs. Office workers simply log in to ship—without having to leave their desk to send or track a package delivery. The optional SendKits featuring a scale and label printer, allow your office staff to weigh, rate and print professional shipping labels. No matter how many people in your office ship, equip them with desktop capabilities.

Manage inbound deliveries.

Automate and streamline the receipt and management of incoming packages using your P1000 and its integrated barcode scanner. The P1000 instantly logs package information, including carrier, recipient, sender, tracking number and date and time of receipt, keeping a history report of all your incoming packages. You will then know when each and every package was delivered. You can also have the option to automatically alert the intended recipient with email notifications, making the entire process more accurate and efficient.

Simple user display.

The modern, color touch screen display of the P1000 enables anyone in your office to pick the ideal service and complete each job quickly and accurately. The system guides the user with its easy-to-follow menus for processing mail and shipments with each of the three carriers: USPS®, FedEx® and UPS®.

Flexible printing.

The P1000 also gives you unique control over envelope printing. From any desktop PC, you can upload your graphics, enabling the P1000 print a business logo, return address, or

promotional message in full color on outbound envelopes. Print just one or print a thousand. The savings add up. It's quick changeover gives you printing flexibility and can eliminate the premiums you pay for special envelope stock.

Specifications

Max processing speed (letters per minute)	130 standard: Up to 160 or 180 lpm
Weigh-on-the-Way® (WOW®)	WOW not available: See SendPro 1500
Envelope processing	Thickness: feed and seal up to $\frac{5}{8}$ " Media size: 3 $\frac{1}{2}$ " x 5" up to 10" x 14" Envelope flap depth: min 1", max 3 $\frac{7}{8}$ "
Shipping: USPS-approved IMpb label printing	Standard: Print USPS shipping labels from attached adhesive label printer using Commercial Base Pricing discounts.
Shipping: Integrated FedEx and UPS	Optional: FedEx and UPS with existing discounted business account. Print shipping labels from attached adhesive label printer.
Shipping: Desktop access	Optional: SendKits available for desktop PC shipping. SendKits include both a label printer and scale that attach to any PC with a USB connection.
Receiving: Inbound Package Management	Integrated software with reporting from base system. Optional: Scanning hardware, number of recipients, email notification capability.
Full color printing	Optional: Print return address, custom logo, or promotional message. CMYK @ 1200 dpi
Envelope sealing system	Pump-fed pad; closed flap feeding. Seal only mode.
Weighing (large envelopes and packages)	Optional: 5-10-15 lb small platform with stand; 15-30 lb tabletop platform: 70-149 lb shipping platform. Differential weighing.
Postage accounting	Optional: Up to 100, 500, 1000, 2000, 3000 max accounts for postal meter analytics
Expanded analytics	Optional: INVIEW® Analytics (web-based), Business Manager, SendSuite® shipping solutions.
Package tape printing	Adhesive roll tape (for large envelopes and packages using non-discounted USPS Retail rates)
Color touch screen display	Standard: 10.2" (WSVGA); Optional: 15" detachable display (XGA)
Peripheral hardware options	Account barcode scanner, laser report printer, power stacker, portrait flats kit for a power stacker, wireless keyboard (for quick alpha-numeric entries)
Dimensions	37.5"L x 22.5"D x 24"H (with basic apps display). Drop stacker adds 12" to L. Power stacker adds 31" to L. Color adds 6.5" to L. 15" display adds 2" to H.



United States
3001 Summer Street
Stamford, CT 06926-0700

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Economic Development Department

For the June 21, 2016
City Council Meeting

Prepared by: G. Alan Kyger
Date Prepared: June 13, 2016

Agenda Title: MOON Co-Op Revolving Loan Modification

Recommendation: Approval

MOON Co-Op is requesting both a continuation of their existing Revolving Loan Fund (RLF) loan modification for another year and to adjust the monthly payments. Over the last twelve months the RLF payments were \$700.00 per month. The requested payments are for \$1,000.00 per month. The purpose of this request is to assist in MOON's sustainability by continuing with a reduced repayment plan.

MOON Co-op entered into a 5 year, \$245,000 RLF agreement with the City of Oxford on May 6, 2011. MOON Market opened in November of 2011.

In May of 2012, the City approved a loan modification of 'Interest Only' payments. This action was repeated for 2013 and 2014. These payments were \$516.68 per month.

In May of 2015, the City approved both re-financing the MOON Co-op RLF loan and to allow for a one year payment modification of \$700.00 per month.

In May of 2016, Joe Newlin & I met with MOON representatives to discuss the RLF loan.

On June 2nd 2016 the CIC Loan Review Committee met to review and discuss MOON's request. Upon reviewing the MOON Co-op financial statements, the CIC Board feels it is in the best interest of the sustainability of the MOON Market and public RLF fund to grant an additional loan modification.

The CIC Board was provided a full report of the Loan Review Committee's recommendations and voted to recommend approval of the one year modification.

The Oxford CIC Board is recommending the MOON Co-op RLF loan be modified by:

- * Extending the loan by one additional year. Loan maturity date May 1, 2026
- * Minimum of \$1,000.00 per month interest and principle payments from June 2016 to May 2017.
- * The loan and loan payments will be re-amortized after the completion of the one year modified payments.
- * Monthly financial & bank statements shall be provided to the City.
- * MOON Co-op member loans will not be repaid during the extension period.
- * The City reserves the right to request the resumption of full payments should MOON Co-Op financial condition warrant it.

As of May 2016, MOON has made all of their required payments, with the total of payments received being \$72,057.14 and the current loan balance is \$201,269.18.

Reviewed By:

	Initial	Date
Department Head:	<u>GA</u>	<u>6-15-16</u>
City Attorney:	<u></u>	<u></u>
City Manager:	<u>DRK</u>	<u>6-17-16</u>

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO AMEND THE LOAN AGREEMENT BETWEEN THE CITY OF OXFORD AND MOON COOPERATIVE SERVICES, INC. WITH CONDITIONS.

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

SECTION 1: A Request was made by the borrower, Moon Cooperative Services, Inc. to amend the loan agreement with the City of Oxford to extend the promissory note from ten (10) years to eleven (11) years and to modify the loan payments for a period of twelve (12) months.

SECTION 2: Council finds that the Oxford Community Improvement Corporation Loan Review Committee met on June 2, 2016 to consider amending the loan agreement between the City of Oxford and Moon Cooperative Services, Inc. to extend the promissory note from ten (10) years to eleven (11) years and to modify the loan payments for a period of twelve (12) months.

SECTION 3: The Oxford Community Improvement Corporation, after due deliberation, recommended approving the request with the following conditions:

- a. The loan be amended extending the promissory note from ten (10) years to eleven (11) years, with a new loan maturity date of May 2026.
- b. From June 2016 to May 2017 to allow Moon Cooperative Services, Inc. to make modified payments of a minimum of one thousand (\$1,000.00) dollars per month.
- c. Upon completion of the one (1) year modified payment period, the outstanding loan balance will be re-amortized based on the terms of the original loan.
- d. Monthly financial and bank statements shall be provided to the City.
- e. Moon Cooperative Services, Inc. member loans will not be repaid during the extension period.
- f. The City reserves the right to request the resumption of full payments should Moon Cooperative Services, Inc.'s financial condition warrant it.

SECTION 4: Council hereby accepts and approves the recommendation of the Oxford Community Improvement Corporation and authorizes the City Manager to enter into an addendum agreement between the City of Oxford and Moon Cooperative Services, Inc. to extend the promissory note from ten (10) years to eleven (11) years and to allow modified payments for the period of June 2016 to May 2017 pursuant to the conditions listed above.

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: Douglas Elliott

Police

Originating Department

Council Meeting Of: June 21, 2016

John A. Jones

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

June 10, 2016

Date Prepared

Agenda Title: Resolution authorizing the City Manager and the Chief of Police to submit an application with the U.S. Department of Justice, Office of Community Oriented Policing Services for the COPS Hiring Program Grant.

Recommendation: Approve

Discussion: The Office of Community Oriented Policing Services is offering grant opportunities to hire police officers to advance public safety through community policing. The grant funds may be used to hire new police officers and/or rehire career law enforcement officers.

The grant is designed to provide up to 75% funding for approved entry-level salaries and fringe benefits of full-time officers for 36 months of grant funding up to \$125,000. The total cost of the position over 36 months is \$224,600. The City contribution over the three year period is estimated to be \$99,600. At the conclusion of the 36 months, grantees must retain all sworn officer positions awarded under the grant for a minimum of 12 months.

The police department is currently authorized to have a sworn strength of 16 police officers, which is a reduction from 19 authorized in 2011. In order to meet the needs of the Oxford community, it is the hope of the Oxford Police Division to apply and obtain this three year grant to fund one police officer position, raising the total authorized strength to 17 police officers.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

JAJ \ 6-14-16

DRE \ 6-17-16

RESOLUTION NO.

A RESOLUTION OF COUNCIL SUPPORTING THE SUBMISSION OF A GRANT APPLICATION FOR THE U.S. DEPARTMENT OF JUSTICE, OFFICE OF COMMUNITY ORIENTED POLICING SERVICES FOR THE COPS HIRING PROGRAM GRANT IN THE AMOUNT OF \$125,000.00 (\$41,666.66 PER YEAR FOR THREE YEARS).

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

SECTION 1: Council having determined an additional City of Oxford Police Officer would be beneficial to the community supports the submission of a grant application for the U.S. Department of Justice, Office of Community Oriented Policing Services for the COPS Hiring Program grant.

SECTION 2: Council hereby authorizes the submission of a grant application to the U. S. Department of Justice, Office of Community Oriented Policing Services for the COPS Hiring Program Grant.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: June 21, 2016

Account Code #: 141.720.63142

Budgeted Amount: \$ 1,557,800

Service Department
Originating Department

Michael B. Dreisbach, Service Director
Prepared By

June 1, 2016
Date Prepared

Agenda Title: Authorization to Enter into an Agreement with Cole + Russell Architects, d.b.a. "CR architecture + design" for Architectural and Engineering Services for 15 S. College Ave. and 101 E. High St.

Recommendation: Approve

Discussion:

With the purchase of the former Lane Library building, located at 15 S. College Ave., the City has taken steps to address the space needs of the Administration and Police Division. In February 2016, the Oxford City Council approved Resolution No. 4967 accepting a Facilities Assessment and Programming Report (MSA Architects), and directing Staff to publish a Request for Qualifications (RFQ) for firms interested in designing renovations to both the former Lane Library building and the current Municipal Building at 101 E. High St, including the existing Police Div. facilities.

The City Manager formed a task force for the purpose of evaluating responses to our RFQ. The task force consisted of City Manager Elliott, Economic Development Director Kyger, Finance Director Newlin, Community Development Director Chen, and Service Director Dreisbach. Eight (8) responses were received and evaluated with the top three firms being short-listed to give presentations to the task force. The presentations were designed to highlight individual firm talents and why their particular firm best suited the specific needs of the City. The short-listed firms included the following (ranked in specific order of preference):

Cole + Russell Architects, d.b.a. "C R architecture + design"

MSA Architects

Horne & King Architects

Following Ohio Revised Code procurement protocols for architecture / engineering professional services, the City began negotiations with the top ranked firm – Cole + Russell Architects, d.b.a. "C R architecture + design" of Cincinnati, OH (CR). CR has successfully completed numerous municipal renovation projects including projects for the cities of Cincinnati, Piqua, Oakwood, and the Village of Indian Hill. CR has also successfully completed several high profile projects for Miami University including total renovations of several buildings in the North Quad. After several rounds of meetings to clarify the scope of the project, the City has received a fee proposal that may be recommended for approval to the City Council. The proposal clearly defines the projects scope and expectations, and fees have been delineated on page 8 of the proposal. At the City's request, the fee structure was shown with two options including the following:

(Continued)

Approved By:

Department Head:

City Manager:

Initial Date

MBD 6/15/16

[Signature] 6-17-16

Option 1: Concurrent design services for both 15 S. College Ave. AND 101 E. High St.

The fee for this option is \$334,000

Option 2: Design for 15 S. College Ave. ONLY

The fee for this option is \$231,000

As noted with the fee structure, there are significant economies of scale to pursue the designs of both building projects at one time. The project schedule for all phases of design and construction is noted on page 7 of the attached proposed Agreement. Based on preliminary estimates, CR is forecasting a total construction budget of \$4.14M for the rehabilitation of both buildings. The proposed fee, using the forecasted construction budget, is 8% of the construction costs. This percentage is fair and reasonable for a project of this magnitude and is in line with expectations of Miami University in their numerous dealings with consultants in their building programs.

It is Staff's recommendation that the City Council authorize the City Manager to enter into an Agreement with **Cole + Russell Architects, d.b.a. "CR architecture + design"** for architectural / engineering services for the rehabilitation of municipal properties at both 15 S. College Ave. and 101 E. High St. (including the current Police Division headquarters) at a cost of \$344,000 (this cost includes an allowance of \$10,000 for reimbursable expenses). Staff is also requesting a 10% contingency allowance of \$34,400 should there be unforeseen expenses outside the scope of this agreement; therefore the total amount not to exceed for this Agreement shall be **\$378,400.00**.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH COLE + RUSSELL ARCHITECTS, D.B.A. CR ARCHITECTURE + DESIGN FOR PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR THE REHABILITATION OF MUNICIPAL PROPERTIES AT 15 S. COLLEGE AVENUE AND 101 E. HIGH STREET OXFORD, OHIO, AT A COST OF \$344,000.00 PLUS A CONTINGENCY AMOUNT OF TEN PERCENT (10%) OF THE AGREEMENT PRICE OR \$34,400.00 FOR A TOTAL COST NOT TO EXCEED \$378,400.00.

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

SECTION 1: The City Manager and the Service Director recommend Council accept the proposal attached hereto as Exhibit "A" of Cole + Russell Architects, d.b.a. CR architects + design and authorize the City Manager to enter into an agreement with Cole + Russell Architects, d.b.a. CR architecture + design for professional architectural and engineering services for the rehabilitation of municipal properties at 15 S. College Avenue and 101 E. High Street Oxford, Ohio, at a cost of \$344,000.00 plus a contingency amount of ten percent (10%) of the agreement price or \$34,400.00 for a total cost not to exceed \$378,400.00.

SECTION 2: Council accepts the recommendation of the City Manager and the Service Director and accepts the proposal attached hereto as Exhibit "A" of Cole + Russell Architects, d.b.a. CR architecture + design for professional architectural and engineering services for the rehabilitation of municipal properties at 15 S. College Avenue and 101 E. High Street Oxford, Ohio, at a cost of \$344,000.00 plus a contingency amount of ten percent (10%) of the agreement price or \$34,400.00 for a total cost not to exceed \$378,400.00.

SECTION 3: Council further authorizes the City Manager to enter into the agreement attached hereto as Exhibit "A" with Cole + Russell Architects, d.b.a. CR architecture + design for professional architectural and engineering services for the rehabilitation of municipal properties at 15 S. College Avenue and 101 E. High Street Oxford, Ohio, at a cost of \$344,000.00 plus a contingency amount of ten percent (10%) of the agreement price or \$34,400.00 for a total cost not to exceed \$378,400.00.

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)

RESOLUTION NO. 4967

A RESOLUTION ACCEPTING THE FACILITIES ASSESSMENT AND PROGRAMMING REPORT PREPARED BY MSA ARCHITECTS FOR CITY OWNED PROPERTY LOCATED AT 15 S. COLLEGE AVENUE AND 101 E. HIGH STREET AND DIRECTING STAFF TO OBTAIN REQUESTS FOR QUALIFICATIONS FROM A DESIGN PROFESSIONAL FOR THE NECESSARY DRAWINGS, SPECIFICATIONS AND ESTIMATES FOR THE REHABILITATION OF CITY OWNED PROPERTY LOCATED AT 15 S. COLLEGE AVENUE AND 101 E. HIGH STREET.

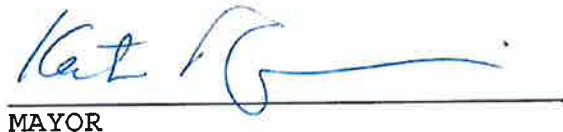
BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, THAT:

SECTION 1: Oxford City Council hereby accepts the Facilities Assessment and Programming Report prepared by MSA Architects for city owned property located at 15 S. College Avenue and 101 E. High Street.

SECTION 2: The City Manager and the Service Director recommend staff be authorized to obtain Requests for Qualifications from a design professional for the necessary drawings, specifications and estimates for the rehabilitation of City owned property located at 15 S. College Avenue and 101 E. High Street.

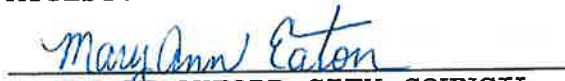
SECTION 3: Oxford City Council hereby accepts the recommendation of the City Manager and the Service Director and further directs staff to obtain Requests for Qualifications from a design professional for the necessary drawings, specifications and estimates for the rehabilitation of City owned property located at 15 S. College Avenue and 101 E. High Street.

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


MAYOR

ADOPTED: February 2, 2016

ATTEST:


CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)



June 15th, 2016

LETTER OF PROPOSAL

Mr. Michael Dreisbach
Service Director, City of Oxford
101 East High Street
Oxford, Ohio 45056

RE: **Proposal of Architectural and Engineering Services**
City of Oxford Municipal Building and Police Station Renovations
101 East High St and 15 S. College Ave
Oxford, Ohio 45056
CR Proposal No.: P36416.15

Dear Mr. Dreisbach:

Cole + Russell Architects, Inc., d.b.a. CR architecture + design (the Architect), is pleased to have the opportunity to propose the following professional architectural and engineering services for the above referenced project, in accordance with the Terms and Conditions that are attached to and incorporated in this Proposal.

Due to the unique nature and location of these projects, you will find that the efficiencies found in combining the design phase of both projects provides significant cost savings. Please see below for our understanding of the project and the scope that we plan to provide.

PROJECT DESCRIPTION

Based upon the RFQ, this Proposal will provide professional services for the design and preparation of construction documents, including construction observation, for the renovation of the former Lane Library into the City Administration Offices and the renovation of the current Oxford Municipal Building into the expansion of the Police Department currently located in the lower level.

This Proposal is based on the proposed project program that is understood to include the following:

- The initial project description is outlined in the Request for Qualifications issued by the City of Oxford:
 - **Scope:**
 - Full renovation of the former Lane Library at 15 S. College Avenue
 - Full renovation of the Municipal Building at 101 E High St.
 - **Program:** As described in:
 - Oxford 2005's Feasibility Study
 - 2015 Facilities Assessment and Programming
 - **Approximate Square Footage:** +/-26,400 total Gross SF
 - Municipal Building – three (3) floors; +/- 11,900 Gross SF
 - Former Lane Library – two (2) floors; +/- 14,500 Gross SF



- **Renovation Estimated Construction \$/SF:** \$165/SF for Municipal Building \$150/SF for the former Lane Library per Oxford's 2015 Facilities Assessment
- **Construction Delivery Method:** Design/ Bid/ Build
- Presumes full access to the buildings and site.
- Presumes two phased construction.
- Building mechanical systems were previously evaluated in a facility assessment dated October 2015. The status will be confirmed and the mechanical systems will be reused or updated based on the results.
- This Proposal presumes that the project will be built "as-drawn". Any modifications to the documents relative to "value engineering" proposals from the Client or his contractors after completion of the Design Document Phase shall be an Additional Service
- Client acknowledges and agrees that due to variable field conditions and construction tolerances, Architect will be permitted, at its discretion, to provide architectural designs, specifications and documentation that reasonably exceed code compliant minimum standards, and that if Client, for any reason, directs Architect to provide minimum code compliant standards, Client will indemnify and hold Architect harmless for any resulting claim, damage, or expense.
- Both the Client and the Architect shall endeavor to produce a design that preserves the Architect's original (or subsequent) design intent, notwithstanding any review, comment, or value engineering changes. Client acknowledges Architect's interest in preserving its professional reputation and will cooperate with Architect to reach a mutually agreeable solution in the event any review, comment, or value engineering modification is deemed by Architect to significantly compromise the aesthetic, functional, or operational intent of the design.
- This Proposal presumes that the required building utilities are readily available at the property line, and are sized to meet the required service loads of the proposed building
- The Architect presumes and the Client agrees that the Project Description information is accurate and that substantial deviation from that information may require adjustment to the schedule, Scope of Services and compensation.

PROJECT TEAM

In addition to the principal Architect participants, Consultants in the area of structural engineering, mechanical and electrical engineering, and civil/ landscape engineering will be retained by the Architect and included as part of the project team. The following Architect's Consultants are proposed for this project:

Structural Engineering

THP Limited, Inc.
Cincinnati, OH

Mechanical and Electrical Engineering

Ross & Baruzzini
Indianapolis, IN



Civil Engineering

Bayer Becker
Oxford, OH

Cost Estimating

Blundall Associates, Inc.
Fort Wayne, IN

APPROACH + METHODOLOGY

Our approach to the Project will be to offer a phased process relying upon the close involvement and interaction with the Owner. The Scope of Services chronologically outlined below will allow the Owner to continually evaluate and approve the status of each phase of the project development with the Architect.

SCOPE of SERVICES

Initial Basic Services

The Scope of Initial Basic Services proposed by the Architect for the successful completion of this Project shall include, and be limited to, the following work as outlined below:

Schematic Design (SD) Phase Services

- Review and coordination with Owner-supplied program and facility assessment
- Limited field verification and documentation of existing site and facility conditions including photo documentation and field measurements
- Preparation of CAD base drawings of existing site and building conditions based upon the following drawings, supplied to CR by the City of Oxford, and limited field verification
 - 1983 Alterations and Addition to the Oxford Police Department
 - Steed Hammond Paul Architects, Inc.
 - 1995 Renovation and Alteration to the City of Oxford Municipal Building
 - Robert Treadon & Associates Architects
 - 1990 Addition & Renovation to the Lane Public Library Oxford Branch
 - Steed Hammond Paul Architects, Inc.
- Building code due diligence review and analysis
- Evaluation of Owner's project budget
- Evaluation of project schedule
- Interior design services – assumes 2 image strategy concepts, 1 revision
- Initial material/finish selection – assumes 2 material pallet concepts, 1 revision
- Local Utility contact and coordination
- Phase Deliverables: Schematic Design Documents Including a minimum:
 - Title sheet
 - SD Demolition plans
 - SD Floor plans
 - SD Finish plans
 - SD layout plans for MEP systems (including equipment sizes, chase locations & sizes, clearance heights, etc.)
 - SD MEP Demolition plans



- SD MEP load calculations
 - SD Opinion of probable construction cost
- Regular correspondence with Owner's representative (phone, fax, e-mail, etc.) as required by the work
- Attend three (3) Owner/Consultant coordination and review meetings

Design Development (DD) Phase Services

- Services provided during this phase include:
 - Architectural design services
 - Interior design services (assumes pricing level documentation, including: floor finish plans, RCPs, & elevations where required to delineate finish, lighting, and focal areas. Interior design also assumes preliminary budgetary pricing for flooring, lighting, wallcovering, and any other specified non-architectural finish. This does not include furniture selection or documentation.)
 - Structural engineering design services
 - Working with existing conditions to provide concepts and associated calculations to achieve modifications in accordance with concept expressed in architectural plans
 - Mechanical/ Plumbing engineering design services
 - Detailed review of existing systems in order to make educated recommendations for modifications to or replacement of systems in order to best serve concept expressed in architectural plans
 - Electrical engineering design services
 - Detailed review of existing electrical service and proposed design loads to make recommendations for modifications to existing systems associated with concept expressed in architectural plans
 - Civil engineering design services
 - Review of existing site utilities, parking, and pedestrian access and recommendation of required modifications to support new use of building
 - Landscape design services
 - Review of existing landscaping and proposed building design to provide recommendations for landscape modifications to support concept expressed in architectural plans (including plant selection in existing or proposed beds)
 - Building materials research and specification
 - Special furnishings/casework design
- Phase Deliverables: Design Development Documents including a minimum:
 - Title and project data sheets
 - DD Site utility plan
 - DD Site landscape plan
 - DD Structural plans
 - DD Structural details
 - DD Demolition plans
 - DD Floor plans
 - DD Reflected ceiling plans
 - DD Finish plans
 - DD Exterior elevations as required



- DD Interior elevations as required
- DD Sections, details, wall types
- DD MEP Demolition plans
- DD MEP Plans
- DD MEP Load calculations
- DD MEP Details
- Outline specifications
- Renderings – assumes 2 full color renderings
- Opinion of probable construction cost
- Regular correspondence with Owner's representative (phone, fax, e-mail, etc.) as required by the work
- Attend two (2) Owner/Consultant coordination and review meetings

Construction Document Phase Services

- Preparation of construction documents, including architectural and engineering drawings and written technical specifications, when combined with Owner provided items, sufficient for bidding, permitting, Owner review and construction.

Phase Deliverables: Documentation shall include a minimum of the following:

- Title and project data sheets
- Site utility plan
- Site plan
- Site details
- Site landscape plan
- Structural plans
- Structural details
- Demolition plans
- Floor plans
- Reflected ceiling plans
- Finish plans, flooring transitions
- Exterior elevations as required
- Wall sections
- Interior elevations as required
- Details, Wall types
- Casework sections and details
- Schedules; finish, door, window, openings, etc.
- MEP plans
- MEP details
- Written technical specifications
- Regular correspondence with Owner's representative (phone, fax, e-mail, etc.) as required by the work
- Attend two (2) Owner/Consultant coordination and review meetings

Bidding/Permitting and Review Phase Services

- Assistance with bidding procedures, preparation of bid packages to pre-qualified general construction bidders, review of submitted bids and construction contract award.



- Address questions and provide clarifications received from identified bidders in response to requests for information during Bidding Phase.
- Coordinate and submit for a general building permit including preparation of the permit applications, coordinating Consultants documents for submittal and provide signed, sealed document sets to the Owner for submittal to the local authorities as required to obtain a general building permit. Subsequently, make revisions to the contract bid documents as required to address building department plan review comments, in order to obtain their final approvals.
- Regular correspondence with Owner's representative (phone, fax, e-mail, etc.) as required by the work
- Attendance at a Pre-Bid Meeting at the Project Site.

Construction Administration Phase Services

- General Architect project administration services during Construction Phase including:
 - Preparation of supplemental architectural documentation/clarification as determined to be necessary by the Architect for clarification of the documents during the construction phase
 - Contractor product submittal/shop drawing review services
 - Site visitation estimated at twenty-four (24) site visits during construction phase (12 per bldg.)
 - Preparation and distribution of twelve (12) site visit reports with photo documentation
 - Contractor payment certification
 - necessary during construction phase
 - Administration of changes in the work, during construction phase (ie. Preparation of necessary AIA Documents)
 - Assistance with Project close-out procedures, including assistance with the preparation of punch-list(s)
 - Regular correspondence with Owner's representative (phone, fax, e-mail, etc.) as required by the work

Additional Services

Services that are not included in the Architect's Basic Scope of professional services as outlined in this Proposal, but which may be provided by the Architect as an optional Additional Service if requested by the Owner, include:

- Preparation of site surveys and/or geotechnical reports
- Preparation of photorealistic Architectural renderings, models and presentation drawings/materials other than what is described above
- Inventorying of existing equipment/furnishings
- Preparation of separate, expedited structural bid/review/permit packages
- Construction phasing plans or alternate bid packages
- LEED certification reviews, design or related services
- Value engineering review services and document revisions
- Revisions to the documents inconsistent with previous instruction or approvals by the Owner



- Revisions to the documents due to changes required as a result of Owner's failure to render decisions in a timely manner
- Building permit application costs/fees
- Special inspections and related reports, as required by governing agencies, during construction phase
- Construction management procedures
- Providing consultation concerning repair/replacement of work damaged or installed incorrectly during construction
- Preparation of project record drawings
- Professional project photography
- Maintenance and operational programming
- Project startup assistance
- Warranty review
- Facility operations and performance meeting
- Post contract evaluation
- Branding and graphic design services

Client Provided Items:

The Client agrees to provide the following as a condition of this agreement:

- Access to the site and building
- Approvals at each Phase

PROJECT SCHEDULE

Based upon our current workload, staffing, and project schedules, the Architect team would be prepared to begin work on this project immediately upon the execution of a signed Proposal and receipt of all Owner provided items.

We would anticipate that the Project could be complete per the schedule listed below pending timely Owner reviews and approvals:

Schematic Design Phase Service	8 weeks
Design Development Phase Service.....	10 weeks
Construction Document Phase Services.....	10 weeks
Bidding/Permitting and Review Phase Services	4-6 weeks
Contract Administration Phase Services.....	5-6 months (per bldg)

FEES

Basic Services

The compensation for the Concurrent Basic Services as described herein is based upon a Stipulated Sum as outlined below if the design phases for both buildings are concurrent. Design and meetings will be scheduled at the same time for both sites:

Concurrent Basic Services:

Schematic Design Phase Services	\$63,000.00
Design Development Phase Services.....	\$89,000.00
Construction Document Phase Services.....	\$113,000.00
Bidding/Permitting and Review Phase Services	\$12,000.00



Construction Administration Phase Services\$57,000.00

TOTAL Cost of Basic Services:

Stipulated Sum\$334,000.00

If the City of Oxford chooses to extend the schedule so that the design and construction for the two buildings are consecutive (complete one before the starting the second) compensation for the first phase, the former Lane Library Renovation as described herein is based upon a Stipulated Sum as outlined below:

Former Lane Library Renovation Basic Services:

Schematic Design Phase Services\$55,000.00

Design Development Phase Services\$54,000.00

Construction Document Phase Services\$75,000.00

Bidding/Permitting and Review Phase Services\$8,000.00

Construction Administration Phase Services\$39,000.00

TOTAL Cost of Basic Services:

Stipulated Sum\$231,000.00

CLIENT PROVISIONS

At the request of the Client, the design services listed below are not provided by the Architect and may be provided by the Client under separate agreement. Unless otherwise indicated, those services shall be performed by a licensed professional consultant, who shall affix their seals on the appropriate documents prepared by them. The contracts between the Client and the Client's consultants shall require the consultants to coordinate their drawings and other instruments of service with those of the Architect and to advise the Architect of any potential conflict. The Architect shall have no responsibility for the components of the Project designed by the Client's consultants. Review by the Architect of the Client's consultant drawings and other instruments of service are solely for consistency with the Architect's design concept for the project. The Architect shall be entitled to rely on the technical sufficiency and timely delivery of documents and services, and shall not be required to review or verify those computations or designs for compliance with applicable laws, statutes, ordinances, building codes, and rules and regulations. The Client shall indemnify and hold harmless the Architect, the Architect's consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of the services performed by other consultants of the Client.

Professional design services which are not provided by The Architect and which may be provided by the Client under a separate contractual Proposal for this project include:

- Site lighting design services

As a condition of this Proposal, the Client agrees to provide the following:

- Access to the Project site for field verification as needed.
- Existing building drawings, (preferably in AutoCAD format), if required and available.
- Environmental testing reports.



- Shop drawings, product data, samples, etc. as requested by documents (by Client's Contractor.)
- Construction contract and CM agreement.
- Client-held consultant agreements

A professional services fee retainer will not be required for this Project.

This Proposal shall remain valid for a period of Thirty (30) days from the date of issue.

Billings are compiled at the end of each month based upon the work completed and are due in full upon receipt of invoice. Invoices which are unpaid and past due more than 30 days may be subject to interest penalty charges at 1.5% per month. In the event that any portion of an account remains unpaid Sixty (60) days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees and the Architect may elect to suspend services.

The Client explicitly understands and agrees that the CR fees for professional services for this project are payable per the terms stated herein and are not dependent upon funding for the project, approval by agencies, or the construction of the project. The Architect will not issue complete contract documents for the purpose of bidding or permit application if the Client's account is not current.

PROFESSIONAL SERVICE FEE SCHEDULE

The Architect's standard schedule of professional service fees is as follows:

Fee Schedule

Coordinator	\$75/hour
Administrator	\$75/hour to \$175/hour
Intern	\$60/hour to \$90/hour
Associate	\$80/hour to \$100/hour
Architect	\$90/hour to \$110/ hour
Project Manager	\$100/hour to \$140/hour
Director	\$140/hour to \$175/hour
Managing Principal	\$225/hour

Additional Services

The proposed scope of services and related professional service fees are based upon the Architect's understanding of the Project at the time of this Proposal and are based upon the project program, site information, discussions with the Owner, and other Owner provided information. Changes in the project scope determined after this date may entail additional professional services.

In addition, Additional Services, if requested by the Owner will be quoted at an hourly rate based upon the Architect's Standard Schedule of Professional Fees and will be provided only upon prior written approval of the Owner.

Reimbursable Expenses

Not included in the above listed services are out-of-pocket reimbursable expenses such as those listed below which will be billed at cost:

City of Oxford Municipal Building and Police Station Renovations
CR Commission/Project No. : P36416.15
May 26, 2016
Page 9 of 11



- CAD plotting, printing and photo copy reproduction costs
- Project photographs
- Postage and courier delivery services
- Mileage costs at the prevailing Internal Revenue Service rate
- Out of town travel expenses
- Long distance communications and teleconference fees/charges
- Third party consulting fees not included in Basic Services
- Liability insurance premiums/costs, in excess of that normally carried by the Architect, specific to the Project as requested by Client

The Architect suggests an allowance in the amount of \$10,000.00 for the above outlined expenses.

We appreciate the opportunity to submit this Proposal to you and the City of Oxford and we look forward to your favorable response. If you have any questions, or if we can be of further assistance, please call me at your earliest convenience.

If this Proposal is acceptable to you, please execute the attached Project Proposal Approval Form from which a Standard AIA Owner/Architect Agreement will be prepared, which Agreement will include a copy of this Proposal as Exhibit A, as fully incorporated and attached thereto. Upon the Client's acceptance, this Proposal will serve as our Agreement until an AIA Standard Form of Agreement has been successfully executed.

We look forward to the possibility of working with you, and a successful completion of this Project.

Sincerely,
CR architecture + design

A handwritten signature in blue ink, appearing to read 'Tim Wiley'.

Tim Wiley, AIA, LEED AP
Director



PROJECT PROPOSAL APPROVAL FORM

CR architecture + design

CLIENT: City of Oxford

PROJECT NAME: City of Oxford Municipal Building and Police Station Renovations

PROPOSAL DATE: June 15, 2016

PROPOSAL NUMBER: P36416.15

PROJECT FEE: TOTAL Cost of Concurrent Basic Services:
APPROVAL (Initials)
Stipulated Sum.....\$334,000.00 _____

TOTAL Cost of Former Library Basic Services:
APPROVAL (Initials)
Stipulated Sum.....\$231,000.00 _____

PROPOSED START DATE: Upon Authorization to Proceed

Client authorizes the Architect to proceed with the project in accordance with the attached Proposal of Professional Design Services. Authorization by the Client to proceed, whether oral or written, constitutes acceptance of the terms and conditions of this Proposal, without modification, addition or deletion. In the event Client's acknowledgement, invoice or other forms state terms additional to or different from those set forth herein, this shall be deemed a notification of objection to such additional and/or different terms and a rejection thereof. No waiver or modification of the terms and conditions set forth herein shall be binding upon Architect unless made in writing and signed by Architect's authorized representative.

CLIENT

Signature _____

Printed Name _____

Title _____

Date _____

CR ARCHITECTURE + DESIGN

Signature _____

Tim Wiley, AIA, LEED AP

Printed Name _____

Director

Title _____

June 15, 2016

Date _____

Please sign both copies, keep one copy for your files and return one copy to CR architecture + design.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Economic Development Department

For the: June 21, 2016
City Council Meeting

Prepared by: G. Alan Kyger
Date Prepared: June 14, 2016

Agenda Title: Chapter 725 Taxicabs

Recommendation: Informational

Over the last nine months, Officer Derrick Carlson and I have met many times to discuss and review proposed changes to Oxford's Taxicab regulations. In addition to our meetings, we have also met with all the current taxicab companies and many of the drivers, the Miami Student Senate, the Oxford Police Command Staff and the City Manager.

The proposed changes reflect the following purpose statement which has been shared with all the Oxford Taxicab Companies. *"The City of Oxford needs and wants taxicabs operating in the City of Oxford. The goal of this review is to make sure the taxicab patrons are provided safe conditions. Taxicabs play an important role in our community, from providing services like transporting our citizens to and from doctor's appointments to providing late night patrons a safe ride home."*

The current Chapter 725 which regulates Taxicabs was adopted in 1961. Over the last several years the volume of taxicabs in Oxford has grown significantly and the manner in which taxicabs operate has also changed. The proposed new Chapter 725 updates Oxford's Taxicab regulations to better serve both the Taxicab operators and the citizens & guests of Oxford. The recommended changes to Chapter 725 reflect many of the changes which have taken place with many Taxicab companies and operators. Many operators or drivers operate as contractors for the Taxicab Company rather than employees.

These regulations do not address ride sharing entities such as über or lyft. These are regulated by Ohio HB 237.

In addition to lacking depth in the regulations, the current Chapter 725 only regulated Taxi Companies and Vehicles. Operator or Driver requirements were very basic, the operator had to be over 21 years old and have a driver's license.

The proposed new ordinance provides oversight and requires licensing of three separate taxicab operations.

Taxicab Companies: Each company operating in Oxford must be registered and licensed. The purpose of this section is to establish a responsible party for the operation of the company and operators.

Taxicab Vehicle: Each vehicle operating in Oxford must be registered and licensed. The purpose of this section is to ensure the vehicles are routinely inspected and are safe. All licensed vehicles will be required to display a windshield sticker.

Taxicab Operators or drivers: Each operator or driver must be registered and licensed to operate a taxicab in Oxford. The most important new requirement is all Operators must pass a BCI&I (Ohio Bureau of Criminal Identification & Investigation) background check and a local records check.

Additional items this new ordinance provides are:

- * Creating a '**Taxicab Licensing Official**'. This will be a designee of the City Manager who will be responsible for managing taxicab Companies, Operators and Vehicles.

- * Increasing required insurance coverages and providing for insurance cancellation notification.

- * Creating uniform taxicab markings standards and allowing the Taxicab Licensing Official to approve each companies paint scheme and logos.

Reviewed By:

	Initial Date
Department Head: <u>CK</u>	<u>6-15-16</u>
City Manager: <u>JLH</u>	<u>6-17-16</u>

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE CHAPTER 725 ENTITLED TAXICABS, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE CHAPTER 725 ENTITLED TAXICABS.

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

SECTION I: Council hereby finds the City Manager and the Economic Development Director recommend Oxford Codified Ordinance Chapter 725 entitled Taxicabs be repealed and new Oxford Codified Ordinance Chapter 725 entitled Taxicabs be adopted to provide new provisions for Taxicab operations within the City of Oxford, Ohio.

SECTION II: Council hereby repeals Chapter 725 of the Oxford Code of Ordinances and adopts new Chapter 725 as follows:

CHAPTER 725 Taxicabs

- 725.01 Definitions.**
- 725.02 Powers and Duties of Taxicab Licensing Official.**
- 725.03 Taxicab License Required**
- 725.04 Taxicab License Required Terms and Fees.**
- 725.05 Application for Taxicab Company License.**
- 725.06 Application for Taxicab Vehicle License.**
- 725.07 Application for Taxicab Operators License.**
- 725.08 Vehicle Windshield Sticker.**
- 725.09 Taxicab Company & Vehicle Identification, Painting and Lettering.**
- 725.10 Insurance Required.**
- 725.11 Taxicab Vehicle Inspection Requirements.**
- 725.12 Operator's Identification Card & Display.**
- 725.13 Fare Rate System and Schedules.**
- 725.14 Tobacco Smoke Free Taxicabs.**
- 725.15 Taxicab Operational Requirements.**
- 725.16 Change of Company, Operator or Vehicle Information.**
- 725.17 Taxicab Stands**
- 725.18 Exempt Vehicles and Operations.**
- 725.19 License Revocation or Suspension.**
- 725.20 Penalty.**

CROSS REFERENCE

Power to regulate - see Ohio R.C. 715.22, 715.66
Power to establish stands and fix rates - see Ohio R.C. 715.25
Chauffeur's license not required - see Ohio R.C. 4501.01(y)
Operation by minor prohibited - see Ohio R.C. 4507.321
Operation and equipment - see TRAF. CODE
Use of taxicab and bus stands - see TRAF. **351.10**

725.01 DEFINITIONS.

As used in this chapter, the following terms shall have the meanings respectively ascribed to them:

- (a) "Taxicab" or "Vehicle" means and includes all motor driven vehicles carrying passengers for hire on the streets of the City, except motor buses operated on regular schedules and over regularly established routes.
- (b) "Taxicab Company" or "Company" means and includes every corporation, association, joint stock association, sole proprietor, firm or co-partnership, their lessees, directors, receivers, trustees, appointed by any court whatsoever, or personal representatives or assigns of any deceased owner, owning, controlling, operating or managing any Taxicab.
- (c) "Trade Name" refers to the public business name the Taxicab Company and/or Taxicab operates under.
- (d) "Operator" or "Taxicab Operator" refers to the driver of the Taxicab.
- (e) "Taxicab Licensing Official" is a City Employee who has been authorized by the City Manager, to oversee and manage the licensing and operation of Taxicab Companies, Taxicab Operators and Taxicab Vehicles in the City of Oxford.

725.02 POWERS AND DUTIES OF THE TAXICAB LICENSING OFFICIAL.

- (a) If the Taxicab Licensing Official finds from the application the provisions of this chapter and the Ohio Revised Code have been met, then in conformity with this chapter, the Taxicab Licensing Official shall notify the applicant of the Taxicab Licensing Official's findings and a license shall be issued for each application in which all requirements have been met and licensing fees have been paid.
- (b) If the Taxicab Licensing Official finds the applicant has not complied with this chapter, the Taxicab Licensing Official may require the applicant to furnish, within 30 days, any additional relevant information that is required.
- (c) Taxicab Licensing Official may investigate, act upon, make findings upon and grant, deny, suspend or revoke Taxicab licenses. This Official may also place a Taxicab Operator or Taxicab Company on probation as defined within this chapter.

725.03 TAXICAB LICENSE REQUIRED.

No Taxicab shall be put into service and operated as a Taxicab within the City of Oxford without first the Taxicab Company, Operator and Vehicle all being licensed and approved by the Taxicab Licensing Official.

- (a) To operate a Taxicab service within the City of Oxford, all three components must be approved by the Taxicab Licensing Official for the Taxicab to lawfully operate. These components are:
 - 1. Taxicab Company License is required for all Taxicab Companies wishing to operate within the City of Oxford as per Section 725.05.
 - 2. Taxicab Operators License is required to ensure all Taxicab drivers have been properly screened and pose no known risk to the public as per Section 725.07.
 - 3. Taxicab Vehicle License is required to ensure all vehicles being used as Taxicabs have been inspected and found to be roadworthy and safe for public use as per Section 725.06.

725.04 TAXICAB LICENSE TERM AND FEES.

- (a) No Taxicab Company, Operator or Vehicle shall operate within the City of Oxford until all fees have been paid in accordance with the City of Oxford Fee Ordinance.
- (b) Each component of the Taxicab license expires annually on January 20th. In cases of licenses issued for operation on or after July 20th of any year, the fee shall be one-half of the per annum fee.

725.05 APPLICATION FOR TAXICAB COMPANY LICENSE.

- (a) Application for a Taxicab Company license for Taxicabs shall be made to the Taxicab Licensing Official. The following minimum information is required:
 - 1. The Taxicab Company name and address under which business it will be conducted.
 - 2. The trade name of the Company should it be different than the legal name.
 - 3. The name and address of the owner or operating officer of the Taxicab Company.
 - 4. The Taxicab Company's State of Ohio Vendors Number.
 - 5. The Taxicab Company's Federal Tax Identification Number or EIN Number.
 - 6. Proof of Insurance which meets the standards in Section 725.10.
 - 7. The Fare System being used and the Fare Rate Sheet meeting the standards in Section 725.13.
 - 8. The color scheme, logos, markings or lettering to be used on such Vehicle(s) which meets the standards in Section 725.09.
 - 9. Any other information as required by the Taxicab Licensing Official.
 - 10. A list of the Vehicles operating under this company's name and the Vehicle's Oxford Vehicle license number as per Section 725.06.
 - 11. A list of Operators who will be driving under this Company's name and Oxford Operator's license number as per Section 725.07.

725.06 APPLICATION FOR TAXICAB VEHICLE LICENSE REQUIREMENTS.

- (a) Prior to a Vehicle being placed into Taxicab service, the Vehicle must receive a Taxicab Vehicle license. A Vehicle license will be issued after the Taxicab Licensing Official verifies the vehicle has met the following standards:
 - 1. A full description of the Vehicle is provided. Vehicle Year, Make, Model, Body Style, Color, license plate number and VIN.
 - 2. A photo copy of the current State of Ohio Vehicle Registration.
 - 3. Vehicle Safety Report as per Section 725.11. This report cannot be over 30 days old.
 - 4. A copy of the Vehicle Insurance certificate, verifying the insurance matches the requirements of Section 725.10.
 - 5. Vehicle Markings. The vehicle markings must match the approved marking scheme for the Taxicab Company for which the Vehicle will operate as per Section 725.09.
- (b) Once the Taxicab Licensing Official is satisfied that all the above Vehicle requirements have been met, the Taxicab Licensing Official will issue this vehicle a Taxicab Vehicle license.

725.07 APPLICATION FOR TAXICAB OPERATORS LICENSE REQUIREMENTS.

- (a) No person shall drive or operate a Taxicab unless duly licensed by the City of Oxford as herein provided.
- (b) Every applicant for a license as an Operator of a Taxicab shall make application to the Taxicab Licensing Official on forms to be supplied by the Taxicab Licensing Official. To qualify to drive a Taxicab within the City of Oxford, all individuals must provide the following information to the Taxicab Licensing Official and pass the following requirements.
- (c) Required applicant information.
 - 1. Name, Address and Telephone number.
 - 2. Date of Birth, Height, Weight, Hair Color and Eye Color.
 - 3. Current valid Driver's license.
 - 4. A current 2"x 3" color head shot photograph.
 - 5. The applicant must sign a release allowing the Taxicab Licensing Official to complete a BCI&I Report and a Local Records Check.
- (d) Requirements for approval include, but are not limited, to the following:
 - 1. The applicant's BCI&I report, for the most recent five year period, must be free from any convictions for a felony level offense of violence as defined in Ohio Revised Code 2901.01, a felony drug conviction, a felony theft conviction, a felony sexual offense or driving while under the influence of drugs and/or alcohol conviction.
 - 2. The applicant must be at least 19 years of age.
- (e) When the Taxicab Licensing Official is satisfied all the required conditions for a Taxicab Operators license have been completed, and the proper fees have been collected, a City of Oxford Taxicab Operators license will be issued to the applicant.

725.08 VEHICLE WINDSHIELD STICKER.

At the time the Vehicle license is issued by the Taxicab Licensing Official to the owner of a Taxicab, the Taxicab Licensing Official shall issue to such owner a windshield sticker showing the license number and the year for which such license was issued.

- (a) The sticker shall be applied to the lower right hand corner of the windshield and no person shall remove or transfer the same during the year for which it was issued.

725.09 COMPANY & VEHICLE IDENTIFICATION, PAINTING AND LETTERING.

- (a) Every Taxicab Company operating a Taxicab service under a license from the City of Oxford is required to provide to the Taxicab Licensing Official the design, color scheme or method of painting or lettering such Taxicabs operating for the Taxicab Company.
- (b) Each Taxicab Company operating within the City of Oxford shall have a unique trade name, markings and color scheme. The Taxicab Licensing Official may require modifications to the proposed markings should the proposed marking be too similar to other Taxicab Companies operating within the City of Oxford.
- (c) Such trade name, design, color scheme or method of painting or lettering shall meet the following requirements:

1. Trade Name: The name of the owner or the trade name under which the owner does business shall be displayed on each side of each Taxicab. Whenever, the name of the owner or trade name he/she does business under does not include any of the words "taxicab", "taxi", or "cab", then the word "taxicab" shall be displayed on each side of the Taxicab immediately beneath such name or trade name.
 2. Rooftop Sign: An illuminated roof top sign with the words 'Taxi or 'Cab' shall be visible. The sign will have a minimum size of 10" in width by 6" in height.
 3. Taxi Permit: When issued by the Taxicab Licensing Official the Vehicle Window Sticker will be displayed in accordance with Section 725.08.
- (d) All exterior markings and identification can be either permanent markings or temporary, with the exception of the Taxi Vehicle Permit window sticker.
- (e) All approved markings must be in place and visible when the Vehicle is being used as a Taxicab.

725.10 INSURANCE REQUIRED

No Taxicab Company, Operator or Vehicle is permitted to operate as a Taxicab within the City of Oxford without having the required levels of insurance.

- (a) The Taxicab Company must have on file with the City proof the Taxicab Company has a commercial insurance policy in-force which provides liability coverage for said company in operating as a Taxicab company.
- (b) Each Taxicab Vehicle must have documentation on file with the City of Oxford providing proof of insurance which provides the following items:
 1. The Vehicle has an insurance policy in effect which insures the Vehicle for taxicab use.
 2. A Certificate of Insurance listing the City of Oxford as a Certificate Holder.
 3. The following minimum levels of insurance:
 - o \$500,000 in Combined Coverage or,
 - o \$200,000 in injury or death of one person per accident, and
 - o \$500,000 in injury or death of more than one person per accident, and
 - o \$100,000 in property damage coverage per accident.
 - o Or equivalent Bond
- (c) The City of Oxford shall be notified within ten (10) days of any lapse of insurance.

725.11 TAXICAB VEHICLE INSPECTION REQUIREMENTS

- (a) As per Section 725.06 all Vehicles must provide Vehicle Safety Reports to the Taxicab Licensing Official prior to being issued a Taxicab Vehicle license.
- (b) The vehicle inspection facility can either use a City of Oxford Vehicle Safety Report or submit a similar report with approval of the City's Taxicab Licensing Official.
- (c) These reports must meet the following standards and requirements:
 1. All Vehicle Safety Reports will be performed by an ASE Certified Mechanic or a repair facility which has been approved by the Taxicab Licensing Official or an Ohio State Patrol station.

2. The Vehicle Safety Report must state that the vehicle meets or exceeds all normal and customary safety requirements as per ORC 4513.02 or conditions set forth in Section 725.11.
- (d) If any portion of the inspection is unsatisfactory, the Vehicle owner or operator shall cause the condition to be corrected before the issuance of the license is granted.
- (e) Vehicle Safety Reports shall be submitted to the Taxicab Licensing Official twice a year. Prior to January 20th and July 21th.
- (f) A new Vehicle Safety Report shall be submitted to the Taxicab Licensing Official when the Vehicle has been involved in a repairable accident or should the Taxicab Licensing Official feel the Vehicle warrants an additional inspection.

725.12 OPERATOR'S IDENTIFICATION CARD AND DISPLAY .

- (a) All Taxicabs in service within the City of Oxford are required to display a Taxicab Operator Identification Card. The Operator's Identification Card shall be placed in a location in the Taxicab where it is visible to passengers at all times.
- (b) Identification Cards shall be at least 3" by 5" in size and the lettering shall be a minimum height of ½ inch and contain the following information:
 1. Operator's full name.
 2. A two-inch by three-inch photograph of the Operator.
 3. Taxicab Company name or Trade Name.
 4. City of Oxford issued Operator's license number.

725.13 FARE RATE SYSTEM AND SCHEDULES.

- (a) Every Taxicab Company under license from the City of Oxford shall file with the Taxicab Licensing Official a complete schedule of fares and rates charged to passengers for transportation.
- (b) The City of Oxford allows for a Metered or a Flat Rate fare system to be used within the City.
- (c) Every Operator of a Taxicab under license from the City of Oxford shall display at all times a printed rate card of the fares and rates to be charged to passengers for transportation.
- (d) No Operator shall charge a fare or rate more than those so displayed, unless the Operator and patron have agreed prior to the service being performed.
- (e) Before any schedule of fares and rates charged are changed or increased and enacted, these changes must be filed with the Taxicab Licensing Official.

725.14 TOBACCO SMOKE FREE TAXICABS.

All Taxicabs licensed by the City of Oxford shall be tobacco smoke free.

725.15 TAXICAB OPERATIONAL REQUIREMENTS.

- (a) Every Taxicab shall be kept in a safe and sanitary operating condition, and shall at all times have all safety equipment required of Taxicabs by law.
- (b) All lost items found in the Taxicab must be turned into the Oxford Police Division.
- (c) All Taxicab accidents or patron incidents shall be reported to the Oxford Police

Department within seven (7) days after the accident or incident occurs.

- (d) Ridesharing is permitted with the approval of the patrons in the vehicle.
- (e) Receipts are not required, but must be provided when requested.
- (f) The Taxicab Licensing Official or an Oxford Police Department official shall have the authority to inspect any Taxicab upon a patron complaint or a City official is concerned about the safety and/or roadworthiness of the Vehicle or Operator.

725.16 CHANGE OF COMPANY, OPERATOR & VEHICLE INFORMATION.

- (a) All Taxicab Company, Operator and Vehicle information required by the City of Oxford shall be kept current. It is the responsibility of the Taxicab Company to provide to the City of Oxford Taxicab Licensing Official all changes of Company, Operator and Vehicle information.
- (b) All changes of information and supporting documents shall be submitted to the Taxicab Licensing Official within seven (7) days after making such changes.

725.17 TAXICAB STANDS.

The City Manager may designate regular parking spaces for the Taxicabs, and may prescribe rules for usage of such stands suitable to an applicant's business and agreeable with the public convenience and welfare.

725.18 EXEMPT VEHICLES & OPERATIONS

- (a) The following vehicles and operations are exempt from the provisions of this chapter;
 - (1) Taxicab Companies whose place of business is outside the City of Oxford may bring passengers into the City and may pick up passengers within the City of Oxford for transportation outside the City limits;
 - (2) Hotel shuttles, Church transportation, Wedding transportation and similar limited use vehicles are exempt when used for private events; or
 - (3) Transportation Networking Companies or Ride Sharing Companies as defined by the Ohio Revised Code.

725.19 LICENSE REVOCATION OR SUSPENSION.

- (a) The Taxicab Licensing Official, after notice and a hearing, may permanently revoke or temporarily suspend a Taxicab Company, Vehicle, or Operators license for any of the following reasons:
 - (1) Licensee fails to file a complete and accurate application or a complete and accurate affidavit in applying for a duplicate license;
 - (2) Licensee fails to maintain accurate and current business and insurance information with the Taxicab Licensing Official;
 - (3) Licensee fails to maintain proper proof of insurance or proper levels of insurance as per Section 725.10;
 - (4) Licensee fails to pay any of the application fees; or
 - (5) Licensee requests to suspend operation.
- (b) After notice and a hearing, a Taxicab Operators license can also be suspended if:

(1)Licensee has become physically or mentally incapable of driving a Taxicab; or

(2)Licensee has been convicted or has plead guilty to a crime involving moral turpitude.

(c) A license suspended pursuant to Section 725.20(b) can be reinstated when satisfactory proof is presented to the Taxicab Licensing Official by medical certificate or complete recovery.

725.20 PENALTY.

(a)Whoever violates or fails to comply with any provision of this chapter shall be guilty of a minor misdemeanor for a first offense and shall be fined not more than one hundred fifty dollars (\$150.00); upon subsequent conviction, such person shall be deemed guilty of a misdemeanor of the third degree and shall be fined not more than five hundred dollars (\$500.00) or imprisoned not more than sixty (60) days, or both.

(b) A violation of any section of Chapter **725** shall be grounds for the suspension or revocation of a Taxicab Company, Vehicle, or Operators license. In the case of a new application, a violation shall be grounds to refuse to issue such license for a determinate period of time up to ninety (90) days, or permanently.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD STAFF SUMMARY REPORT

Report to City Manager

Council Meeting Of :

6/21/2016

Account Code No. :

see below

Budgeted Amount :

Finance

Originating Department

Joe Newlin

Prepared By

6/15/2016

Date Prepared

Agenda Title:	2016 Supplemental Budget #5
----------------------	------------------------------------

Recommendation:	Approve
------------------------	----------------

Issue 1

To make adjustment to amended budget for health care reimbursements and associated expenditures over the \$75,000 budgeted amount

Action Needed:

Revenue Side

Employee Benefits (230)	1,069,984.00	Reimbursements from carrier
-------------------------	--------------	-----------------------------

Expense Side

Employee Benefits (230)	1,069,984.00	Appropriation from unencumbered balance for medical expenses
-------------------------	--------------	--

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

Issue 2

To make adjustment to amended budget for Police cruiser purchases (see attached memo)

Action Needed:

Revenue Side

Capital Equipment (140)	15,800.00	Transfer from General Fund
-------------------------	-----------	----------------------------

Expense Side

General Fund (110)	(15,800.00)	Decrease in appropriations from Law Enforcement budgeted operating expenditures
General Fund (110)	15,800.00	Transfer to Capital Equipment Fund
Capital Equipment (140)	15,800.00	Increase in appropriations from unencumbered balance for Police Cruiser purchases

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

Issue 3

To make adjustment to amended budget for donations and expenditures for stage lighting in uptown park

Action Needed:

Revenue Side

General Fund (110)	10,800.00	Donations
--------------------	-----------	-----------

Expense Side

General Fund (110) 10,800.00 Increase in appropriations from unencumbered balance for lighting purchases

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

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

Breakdown by Fund

General Fund (110) -

Capital Equipment (140) -

Employee Benefits (230) -

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

Approved By:

Department Head:

Initials

Date

City Manager:

DBE 6-17-16

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3335 AND ADOPTING SUPPLEMENTAL BUDGET ORDINANCE NUMBER 5 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2016, AND DECLARING AN EMERGENCY.

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

SECTION 1: Additional appropriations are needed for the current fiscal year to pay an obligation of the City, and monies are available for appropriation in those funds, and to change the estimated revenues;

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

General Fund 110	10,800.00
Employee Benefits Fund 230	1,069,984.00

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

General Fund 110	10,800.00
Employee Benefits Fund 230	1,069,984.00
General Fund 110	(15,800.00)
General Fund 110	15,800.00

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

Transfer from:	
General Fund 110	15,800.00

Transfer to:	
Capital Equipment Fund 140	15,800.00

SECTION 5: The following increase/(decrease)in revenues be made:

Capital Equipment Fund 140	15,800.00
----------------------------	-----------

SECTION 6: The following increase/(decrease)in appropriations from unencumbered balances shall also be made:

Capital Equipment Fund 140	15,800.00
----------------------------	-----------

SECTION 7: In all other respects, Ordinance No. 3335 shall remain in full force and effect.

SECTION 8: This ordinance is hereby declared an emergency measure necessary for the immediate preservation of the public peace, health, safety, and welfare of the City of Oxford, the reason for such emergency being to insure timely payment of the City's health insurance claims. This Ordinance shall take effect immediately upon adoption.

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-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: Action Request:	Scott Webb, Architect/Applicant 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

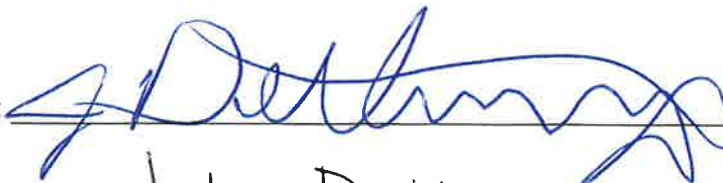
PC-2016-06 COMBINED PRELIMINARY AND FINAL PUD, 5262 Brown Road, Hawk's Landing,
formerly known as University Commons, to amend an approved PUD, Scott Webb,
Applicant/Architect

☒ 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. Anna Kusan

PRINTED NAME



PC-2016-06 **Surrounding** **Property Owners** **Notifications Map**

Legend

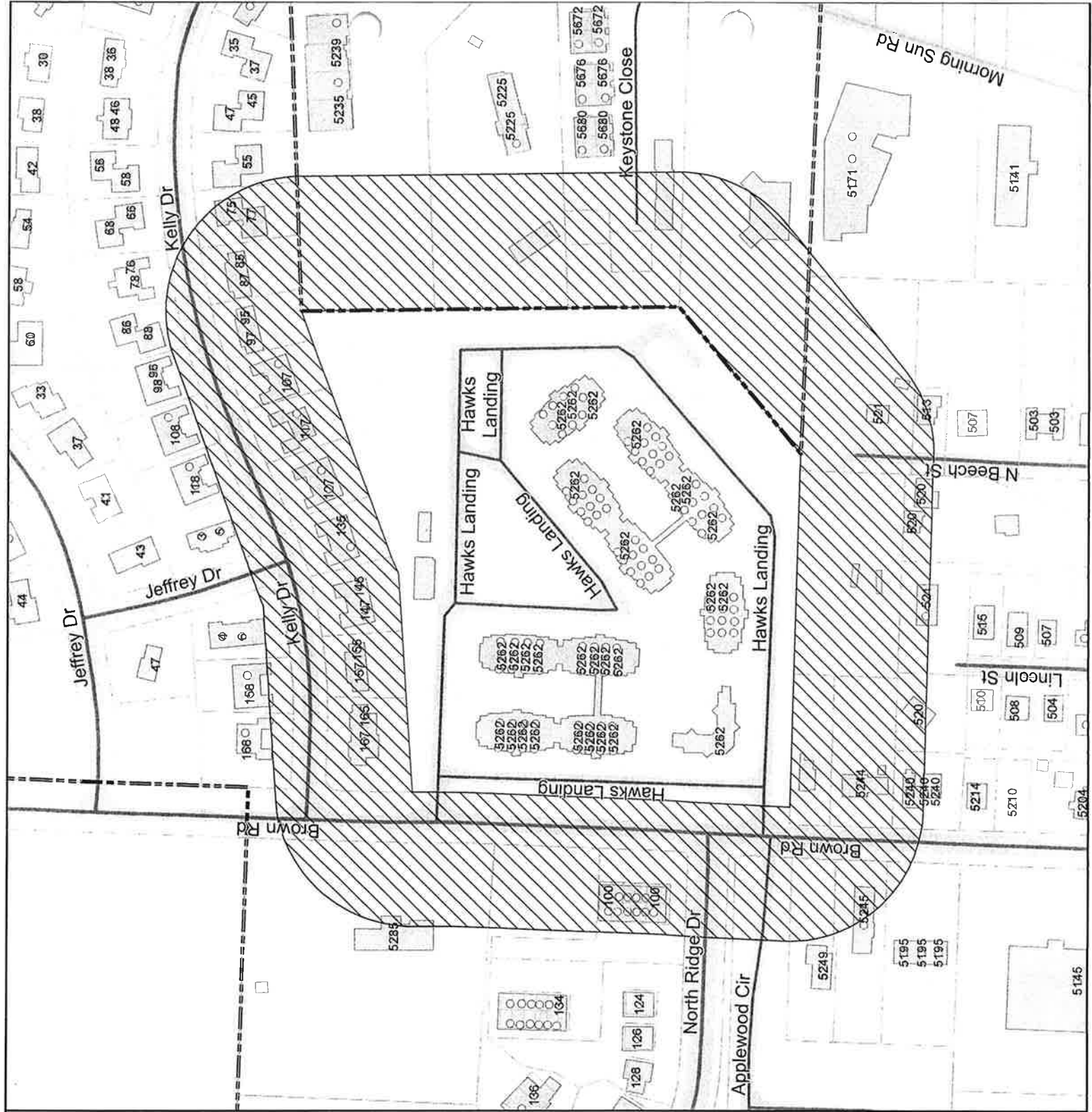
-  Subject Parcel
-  200 Ft. Buffer
-  Oxford Corp. Limit
-  Address Point
-  Parcel
-  Building Footprint
-  Paved Roadway



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
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.*

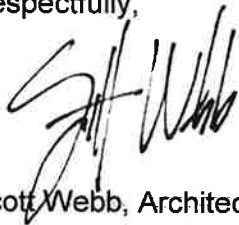
The proposed changes, resulting in a 10% reduction in occupancy, would simply decrease any negative impact on adjoining properties. Reduction of traffic accessing the site and the inclusion of additional fire hydrants, lessen the effect on adjoining properties, and make the area safer.

- (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:

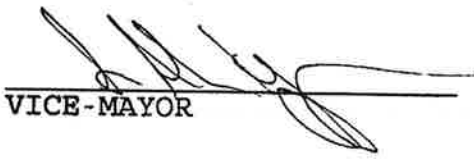
1. There be satisfactory resolution of the comments of the City Engineer, including the widening of the pavement on Brown Road, and relocation of the proposed sidewalk and proposed visual screen.

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.

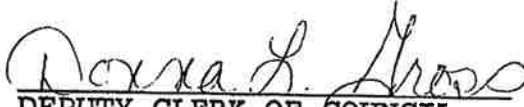
SECTION 3: Council of the City of Oxford hereby accepts and approves the action of the Planning commission approving the final planned unit development, subject to the above stated conditions.

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)



PROPOSED BATHROOM ADDITION

HawksLanding

CAPSTONE REAL ESTATE INVESTMENT

**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 5/12/16
JAE 5/13/16

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**

Report Date June 7, 2016

Case Number PC-08-2013

Applicant Information New Village Communities, LLC

Requested Action Final Planned Development, Out Lot Final Phase Approval

Public Hearing Information A Public Hearing took place at 118 W. High Street on May 10, 2016.

Commission Action The Planning Commission voted 6-0-0 recommending approval with conditions.

Commission Findings and Conclusions 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.

***Exhibits Included**
(Please note: plans and elevations are excerpts only)

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.

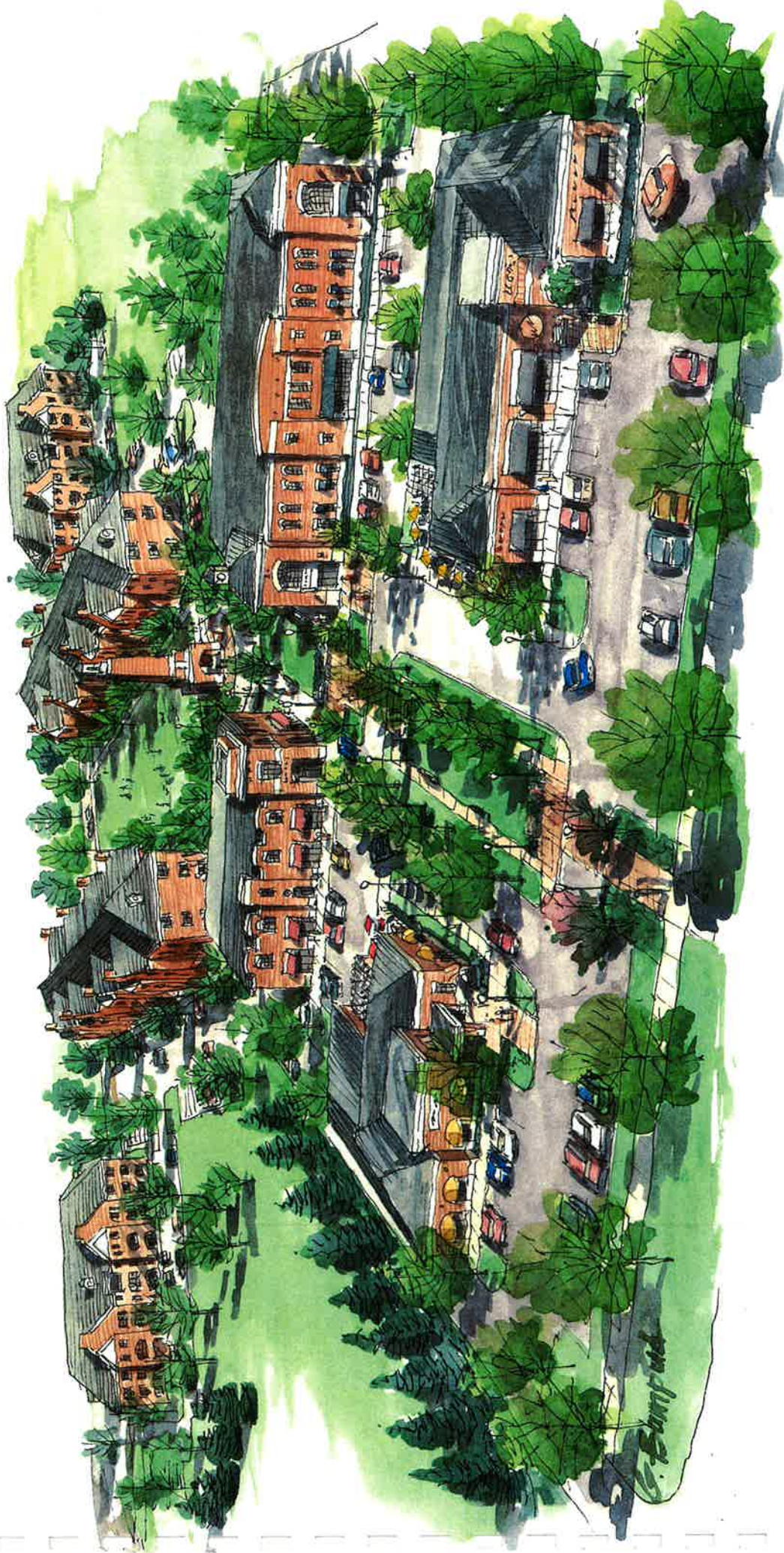
B. All refuse collection and recycling containers must be enclosed or screened so as not to be visible from a right-of-way or other publicly accessible area. The structure surrounding the container(s) must be enclosed on all sides, one of which includes a gate or door that can be secured. The enclosure 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.)

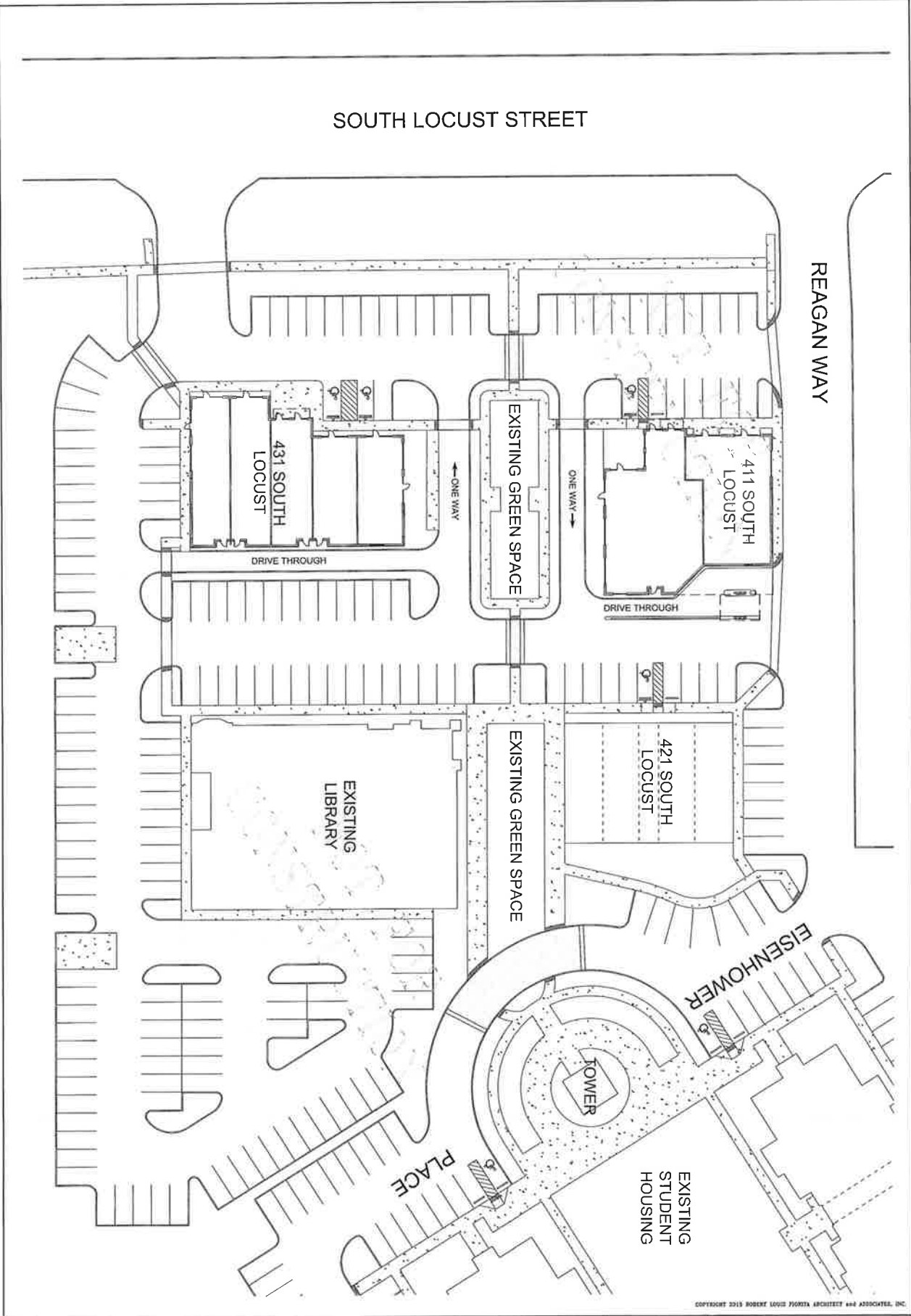
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1/1	DATE	7/26/12		REDEVELOPMENT OF WAL-MART SITE PREPARED FOR NEW VILLAGE COMMUNITIES, LLC 4242 TULLER ROAD DUBLIN, OHIO 43017	 Civil & Environmental Consultants, Inc.	REVISIONS
	SHEET					

C130

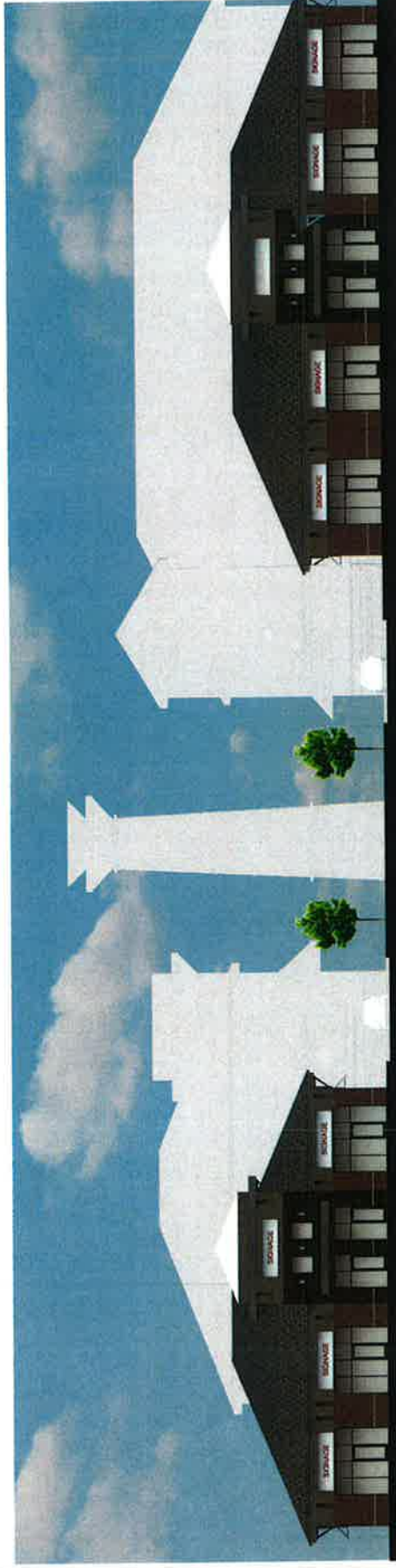


St. Bonifacio



COPYRIGHT 2015 ROBERT LOUIS PFOHSTA ARCHITECT AND ASSOCIATES, INC.

SHEET NUMBER A100	PRELIM. SET 1/16"	DRAWN BY DATE CHECKED BY DATE	BISHOP SQUARE - OVERALL SITE PLAN 411 & 431 SOUTH LOCUST STREET		ROBERT LOUIS PFOHSTA ARCHITECT & ASSOCIATES 4242 TULLER ROAD, SUITE A DUBLIN, OHIO 43017
			NEW VILLAGE CONSTRUCTION		



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

ROBERT
LOUIS
FIORITA
ARCHITECT
& ASSOCIATES
INCORPORATED

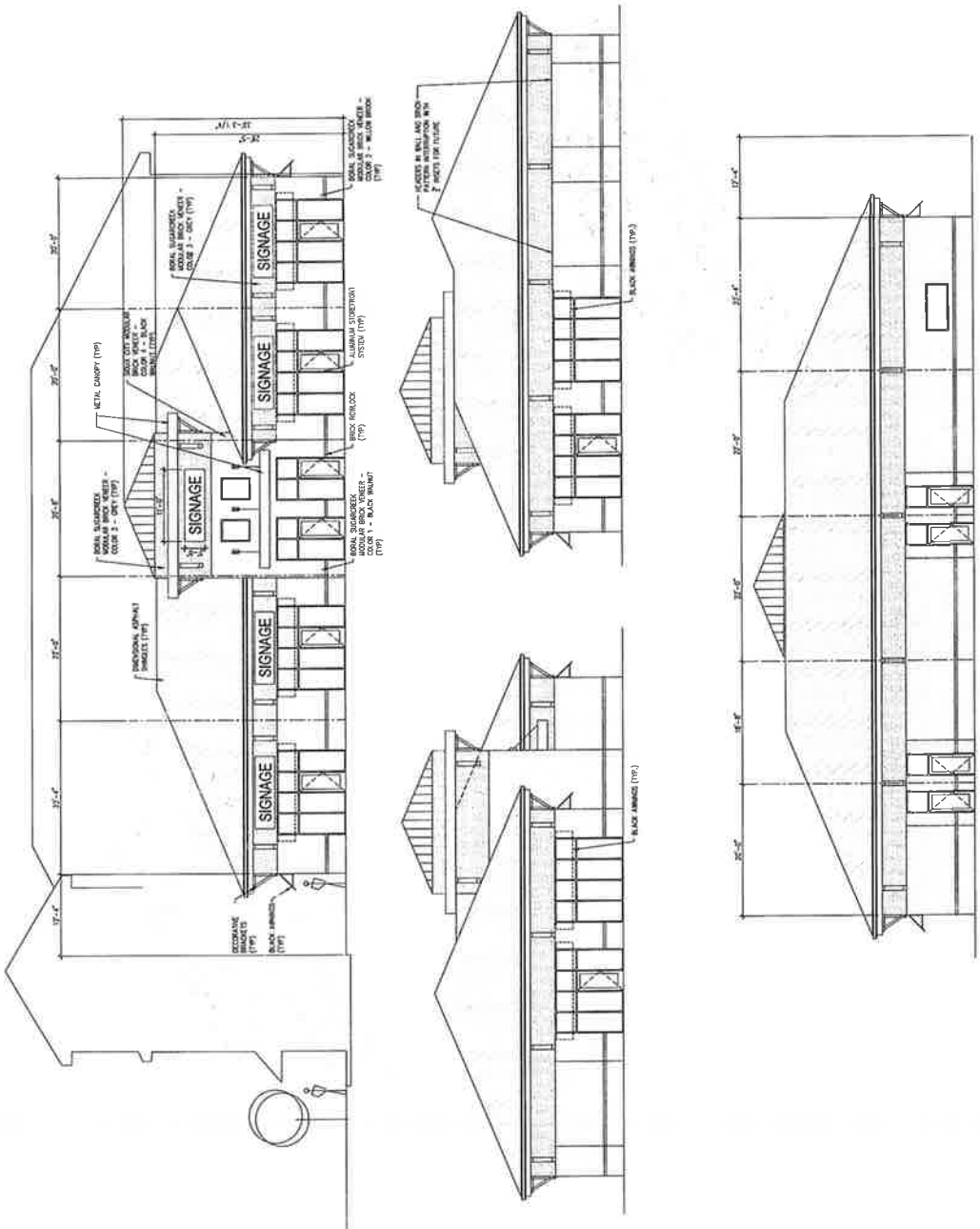
BISHOP SQUARE - SOUTH OUT LOT
431 SOUTH LOCUST STREET

DATE	BY	CHKD	DATE

SET TYPE
PRELIM

SHEET NAME
A401

COPYRIGHT 2015 ROBERT LOUIS FIORITA ARCHITECT AND ASSOCIATES, INC.



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

ROBERT
 LOUIS
 FLORITA
 ARCHITECT
 & ASSOCIATES
 INCORPORATED

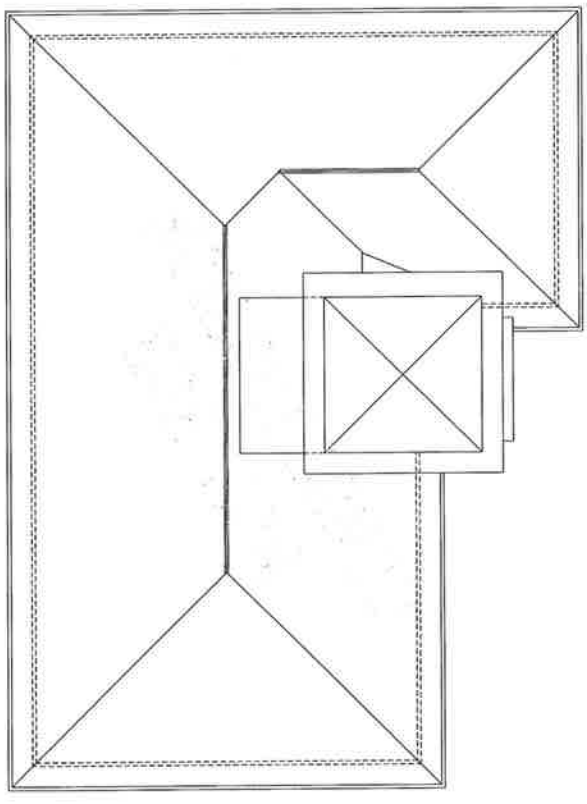
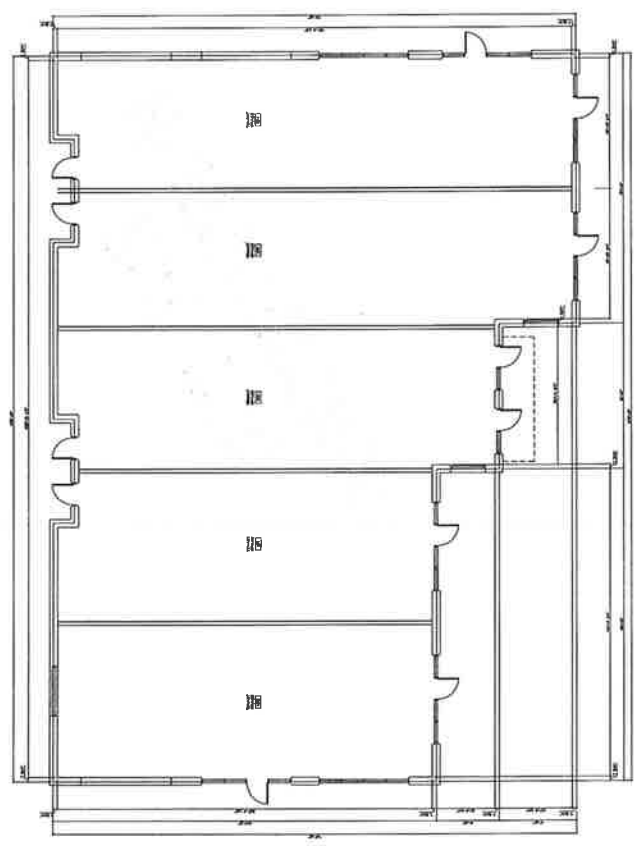
BISHOP SQUARE - SOUTH OUT LOT
 431 SOUTH LOCUST STREET

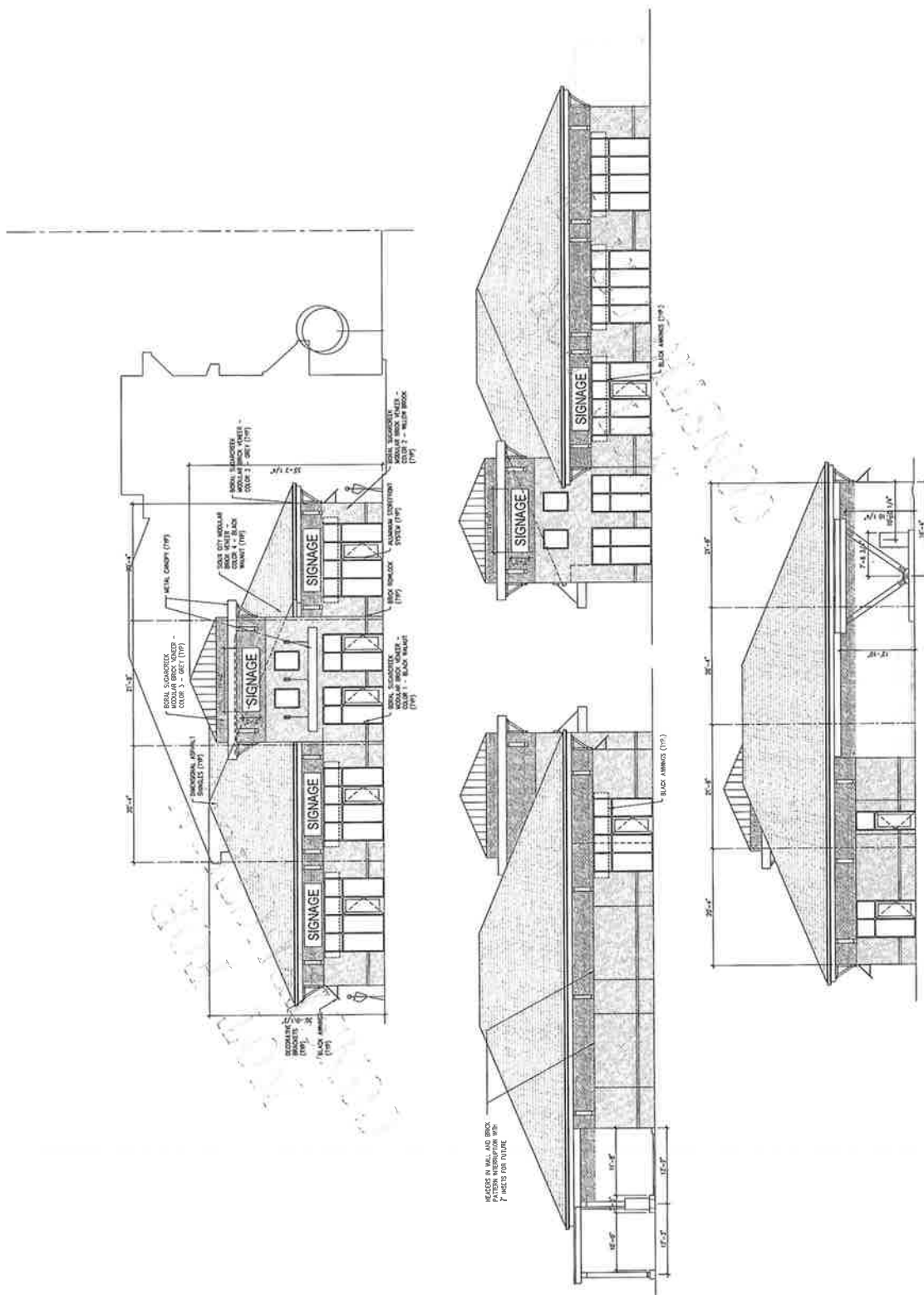
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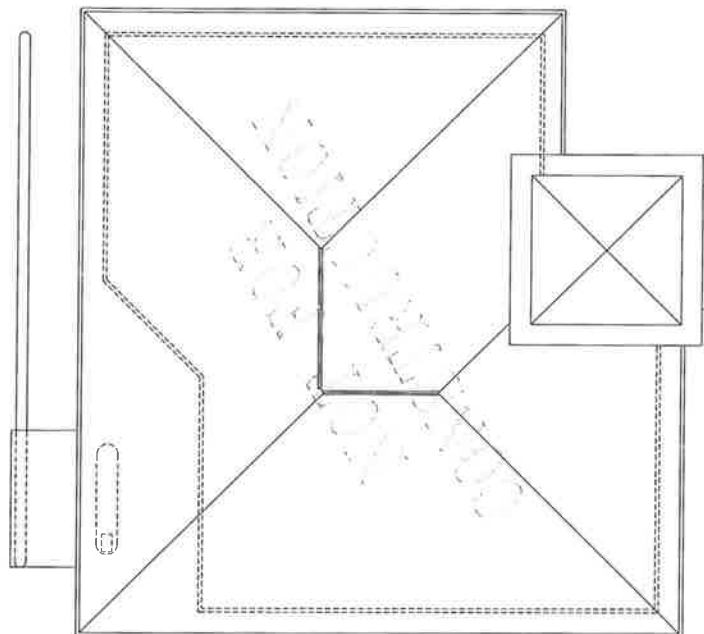
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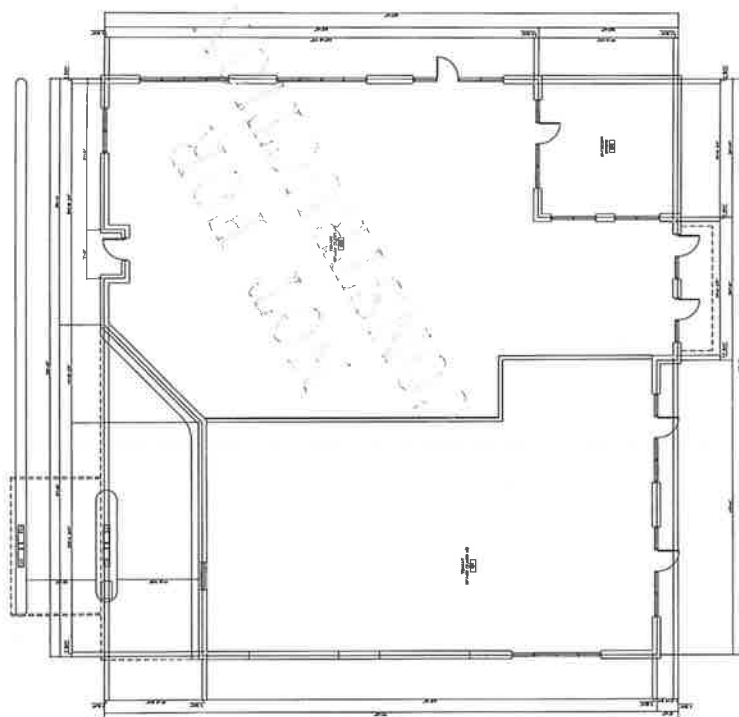
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ROOF PLAN



TYPICAL BAY LAYOUT FLOOR PLAN

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 6/7 & 6/21

Joe Newlin
Prepared By

Account Code No. _____

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

Total Expenditure Delta

(1,417,720)

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

DR 5/24/16
DR 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 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	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	0

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

[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							
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	1,503,528.00	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	178,717.00	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

BUDGET YEAR

[illegible]

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

DESCRIPTION	For 2014		For 2015		Adjusted Budget Year 2016	Explanation for Changes from prior year	
	Actual		Actual			Estimate for Budget 2017	% increase over prior year budget
REVENUES							
Local Taxes							
General Property Tax - Real Estate	991,772		980,624		980,623		0.00%
10% Rollback & Homestead, Trailer	93,307		89,861		96,777		1.68%
Tangible Personal Property Tax	5		4		0		0.00%
Municipal Income Tax	7,788,100		8,213,624		7,600,000		1.50%
Other Local Taxes (Hotel tax)	220,484		226,117		218,000		0.00%
Total Local Taxes	9,093,668		9,510,230		8,893,800		1.30%
Intergovernmental Revenues							
State Shared Taxes and Permits	43,999		34,575		39,896		0.00%
Local Government	298,011		325,965		325,723		0.00%
Estate Tax	58,723		430				0.00%
Cigarette Tax	764		762		700		0.00%
Liquor and Beer Permits	38,806		33,957		38,000		0.00%
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		395,689		404,319		0.00%
Federal Grants or Aid							
State Grants or Aid	30,375		19,784		22,000		0.00%
Other Grants or Aid	17,307		17,657		18,010		0.00%
Other Grants or Aid	39,735		37,854		36,050		0.00%
Total Intergovernmental Revenues	87,417		75,295		76,060		0.00%
Special Assessments							
Charges for Services	439,471		530,789		423,700		0.00%
Fines, Licenses, and Permits	656,255		622,067		644,455		0.00%
Miscellaneous	273,540		266,708		237,468		0.00%
Other Financing Sources:							
Proceeds from Sale of Debt							
Transfers	157,957		151,474		152,098		0.00%
Advances	2,541,200		1,614,941		1,229,209		0.00%
Other Sources							
TOTAL REVENUE	13,689,811		13,167,193		12,061,109		0.96%
7,829,600							
Security of Persons & Property							
Public Health & Welfare							
Leisure Time Activities							
Community Environment							
General Government							
Transfers							
Advances							
Contingency							
TOTAL EXPENSES							
NET GAIN/(LOSS)							

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

EXPENDITURES

Increase over PRIOR YR: 0.00%

0.00%

0.00%

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	83,998	83,948	0	83,948	83,998	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	105,864	106,864	0	106,864	105,864	106,864	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	67,518	0	194,132
500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	858,543	789,532	0	1,648,075	930,039	790,298	0	1,720,337	939,267	846,954	0	1,786,221	939,267	846,954	0	1,786,221
Transfers																
Transfers	2,057,003	2,057,003	0	2,057,003	2,428,802	2,428,802	0	2,428,802	3,095,873	3,095,873	0	3,095,873	1,706,896	1,706,896	0	1,706,896
Advances	0	2,541,200	0	2,541,200	0	1,614,941	0	1,614,941	1,229,209	1,229,209	0	1,229,209	1,229,209	1,229,209	0	1,229,209
Contingency	0	0	0	0	0	0	0	0	83,000	83,000	0	83,000	83,000	83,000	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