

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 3249. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 2 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2014.

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

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

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

Capital Improvement Fund 141	166,000.00
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SECTION 3: The following increase/(decrease)in appropriations from unencumbered balances be made:

General Fund 110	670,327.00
Capital Improvement Fund 141	166,000.00

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

Transfer from:	
General Fund 110	670,327.00

Transfer to:	
Capital Improvement Fund 141	670,327.00

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

Capital Improvement Fund 141	670,327.00
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SECTION 6: The following increase/(decrease)in appropriations from unencumbered balances be made:

Capital Improvement Fund 141	700,000.00
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SECTION 7: In all other respects, Ordinance No. 3249 shall remain in full force and effect.

SECTION 8: This ordinance shall take effect immediately upon its adoption.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN McKEEHAN

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: February 18, 2014

Service Department
Originating Department

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

February 11, 2014
Date Prepared

Agenda Title: Environmental Commission Meeting of February 5, 2014

Recommendation: For Review and Consideration

Discussion:

Environmental Commission members present at the Wednesday, February 5, 2014 meeting were: Chair, Mr. Wright Gwyn; Vice-Chair, Mr. Vince Hand; City Council Representative, Ms. Kate Rousmaniere; Mr. Kevin Armitage, and Mr. Ted Wong. A quorum was present. Planning Commission Representative, Mr. Robert Bell had previously notified the Commission of his absence for the February meeting. Also in attendance were graduate students Ms. Emma Kirkpatrick and Mr. Alex Del Valle from the Miami University Institute for the Environment and Sustainability (IES), who are part of the student team conducting a Professional Service Project (PSP) regarding stormwater (entitled "Oxford Stormwater Management and Outreach") on behalf of the Environmental Commission.

Minutes from the January 8, 2014 Commission meeting were unanimously accepted as presented.

Ms. Kirkpatrick and Mr. Del Valle updated Commissioners on the status of the PSP. The students continued to work on the PSP during Miami University's semester break, attending meetings of the League of Women Voters, Des Fleurs Garden Club, and at the Oxford Seniors Center. The groups were informed of the PSP and encouraged to complete the questionnaire regarding stormwater best management practice (BMP) structures. They contacted the administrator of the Clermont County Soil and Water Conservation District (an IES graduate) regarding methodologies the County utilized during its inventorying of existing structural stormwater BMPs. The students also have started to contact other Ohio municipalities that they had identified as having effective public outreach and education programs.

Ms. Rousmaniere advised the Commission that the Planning Commission had not held a January meeting. The agenda for the upcoming February meeting includes a decision on recommending the alternative transportation plan to City Council.

The text regarding structural stormwater BMPs for inclusion into Oxford's update and revision of its Storm Water Management Design Manual (Manual) was provided to Staff. The text is to be incorporated into the Manual following its review by the City's Engineering Division and Service Department. The Commissioners requested that they be kept informed of any edits to the text and of the progress of the Manual's revision and update.

(Continued)

Approved By:

Department Head:
City Manager:

Initial Date

WPH 2/13/14
DRE 2/14/14

Potential topics for the Environmental Commission to consider undertaking as future projects were suggested. Possible topics included:

- Involvement in stormwater public education;
- Promotion of citizen utilization of rain barrels and/or rain barrel decoration contest;
- Involvement with the alternative transportation plan;
- Developing a public environmental awareness campaign;
- Investigation into promoting green building and property development (funding, sponsors, incentives for developers, etc.);
- Efforts to support and expand land trusts;
- Assistance to City staff with the development and preparation of the upcoming solid waste and recycling contract and bid document;
- Investigation into gray water utilization;
- A public education effort on environmentally-sound practices for lawn care and property maintenance; and
- Community beatification program (litter control, property maintenance and upkeep, etc.); and

The Commissioners were asked to review these topics for further discussion at the March meeting.

The Earth Day Proclamation for 2014 was reviewed. The Commissioners believed that inclusion of additional wording suggesting and/or requesting specific actions by Oxford citizens in recognition of Earth Day would be appropriate. Staff was instructed to forward a copy of the Earth Day Proclamation to the Commissioners so that edits and revision could be made prior to the March 2014 meeting.

The Commission adjourned at 8:15 p.m. The next scheduled meeting of the Environmental Commission is on Wednesday, March 5, 2014 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

Council Meeting of: February 18, 2014

Account Code #: 322.810.50805

Budgeted Amount: \$ 400,000.00

Service Department
Originating Department

Michael Dreisbach, Service Director
Prepared By

Feb. 4, 2014
Date Prepared

Agenda Title: Contract to Replace Filter Media and Air Scour Equipment in Four Filters at the Water Treatment Plant

Recommendation: Approve

Discussion: The 2014 Capital Improvement Budget in the Water Fund includes \$400,000 for the removal and replacement of filter media and filter air scouring equipment in four of six filters at the City's water treatment plant (Plant). The other two of six filters were rehabilitated in 2013. Filtration is a process critical to the proper operation of the Plant and is responsible for the removal of suspended particles from potable water including oxidized iron and manganese.

City staff prepared plans and specifications for the improvement project and advertised for bids in the *Hamilton Journal* and *Oxford Press* on January 17 and January 24, 2014. Three bids were received by the City and publicly opened on January 31, 2014 with the following results:

Ulliman Schutte, LLC	\$ 267,000.00 *** Bid <u>NOT</u> responsive to specifications
Winelco, Inc.	\$ 286,900.00
Layne Christensen Co.	\$ 433,167.00

The four original Plant filters have been in continuous service since constructed in the early 1990's. Plant operators have done an excellent job in operating the filters with minimal aggregate loss through countless backwash cycles in twenty years of operation. Only one of the Plant's six filters will be out of service at any given time. This will have no impact on the Plant's ability to provide water to our customers.

While the apparent low bidder was Ulliman Schutte, LLC, their bid was NOT responsive to project specifications. The bidder indicated that Ulliman Schutte, LLC would select the equipment for the filters – not the Owner; obviously, this arrangement would not be acceptable to the City. The bidder provided NO information as to an acceptable equal to the City specified equipment (this violates Specification Section 1.3 (A) requiring certification that products meet or exceed specified requirements). City Specifications require air scour equipment by type 304 stainless steel; no acceptable alternate was suggested by the bidder. General Provision Section 102.06 warns bidders that proposals may be rejected “if there are unauthorized additions, conditional or alternate bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning. For the stated reasons, Staff recommends the bid submitted by Ulliman Schutte, LLC be rejected.

Continued

Approved By:

Department Head:

City Manager:

Initial Date
MBD 2/5/14

DRE 2/18/14

Winelco, Inc. has performed work previously at the City's wastewater treatment plant and the City was very pleased with the quality of their product. The Winelco, Inc. proposal is complete and complies with City specifications for the project.

The lowest and best bid for the project was submitted by Winelco, Inc. with a bid of \$286,900.00. Staff is requesting a 10% contingency for this project in the amount of \$28,690. It is Staff's recommendation that the City Council authorize the City Manager to enter into an agreement with **Winelco, Inc.** for an amount not to exceed **\$315,590.00.**

CITY OF OXFORD STAFF SUMMARY REPORT

Report to City Manager

Council Meeting Of : 2/18/2014

Account Code No. : see below

Budgeted Amount :

Finance
Originating Department

Joe Newlin
Prepared By

2/12/2014
Date Prepared

Agenda Title:	2014 Supplemental Budget #2
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Recommendation:	Approve
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Issue 1

- To reflect (\$130,000), (\$30,500) & (\$5,500) for returned checks not cashed in 2013 for US 27 South Right-A-Way purchases and reissuance of checks for \$130,000, \$30,500 & \$5,500 for US 27 South Right-A-Way purchases in 2014.

- Transfer \$670,327 from General Fund to Capital Improvement Fund

Action Needed:

Revenue Side

Capital Improvement 141	670,327.00	Transfer from General Fund
Capital Improvement 141	166,000.00	Returned Checks

Expense Side

General Fund 110	670,327.00	Transfer to Capital Improvement
Capital Improvement 141	166,000.00	Appropriation from unencumbered balance to reissue checks
Capital Improvement 141	700,000.00	Appropriation from unencumbered balance for property acquisition & improvements

Net Effect on Fund Balance/(s) Increase/(Decrease)	(700,000.00)
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Total Net Effect on Fund Balance/(s) Increase/(Decrease)	(700,000.00)
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Breakdown by Fund

General Fund 110	(670,327.00)
Capital Improvement 141	(29,673.00)

Net Effect on Fund Balance/(s) Increase/(Decrease)	(700,000.00)
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Approved By: Department Head: City Manager: <u> </u> Initials <u>2/12/14</u> Date <u> </u> Initials <u>2/19/14</u> Date
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Suggested Transfer for US 27 South Improvements

General Fund

2013 Ending Cash Balance	6,858,740
Encumbered	(145,069)
2013 Ending Unencumbered Balance	6,713,671
2013 Projected Ending Cash Balance	6,043,344
Amount Available to Transfer to Capital Improvement Fund	670,327
Adjusted Ending Balance	6,043,344
2014 Budgeted Expenditures & Transfers	10,131,778
Adjusted Ending Balance as a percent of 2014 Budgeted Expenditures & Transfers	59.65%

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID SUBMITTED BY WINELCO, INC. AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH WINELCO, INC. FOR THE REMOVAL AND REPLACEMENT OF FILTER MEDIA AND FILTER AIR SCOURING EQUIPMENT AT THE CITY'S WATER TREATMENT PLANT AT A COST OF \$286,900.00 PLUS A CONTINGENCY AMOUNT OF TEN PERCENT (10%) OF THE CONTRACT PRICE OR \$28,690.00 FOR A TOTAL COST NOT TO EXCEED \$315,590.00.

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

SECTION 1: The City advertised for bids in the *Hamilton Journal* and the *Oxford Press* on January 17, 2014 and January 24, 2014. Three (3) sealed bids were opened and publicly read on January 31, 2014. One bid was rejected as it was not responsive to the City's specifications. The next lowest bid was provided by Winelco, Inc. in the amount of \$286,900.00.

SECTION 2: The City Manager and the Service Director recommend City Council accept the bid of Winelco, Inc. as the lowest and best bid for the removal and replacement of filter media and filter air scouring equipment at the City's Water Treatment Plant at a cost of \$286,900.00 and authorize the City Manager to enter into a contract with Winelco, Inc. for the removal and replacement of filter media and filter air scouring equipment at the City's Water Treatment Plant at a cost of \$286,900.00 plus a contingency amount of ten percent (10%) of the contract price or \$28,690.00 for a total cost not to exceed \$315,590.00.

SECTION 3: City Council hereby accepts the recommendation of the City Manager and the Service Director and finds Winelco, Inc. to be the lowest and best bidder and accepts the bid of \$286,900.00 for the removal and replacement of filter media and filter air scouring equipment at the City's Water Treatment Plant.

SECTION 4: City Council hereby authorizes the City Manager to enter into a contract with Winelco, Inc. for the removal and replacement of filter media and filter air scouring equipment at the City's Water Treatment Plant at a cost of \$286,900.00 plus a contingency amount of ten percent (10%) of the contract price or \$28,690.00 for a total cost not to exceed \$315,590.00.

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)