



Agenda

Oxford City Council

Court House

TUESDAY, MARCH 3, 2020

EXECUTIVE SESSION

None.

1. Roll Call. Mike Smith, Mayor; William Snavelly, Vice-Mayor; David Prytherch; Jason Bracken; Chantel Raghu; Glenn Ellerbe; 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. Presentation – Business Improvement District – Alan Kyger (Economic Development Director)

- B. Proclamation – “Alan Kyger Day” pg5



Proclamation

- C. 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 February 18, 2020 City Council Meeting. (Mary Ann Eaton, Clerk of Council) pg6



Minutes

- B. Report regarding the February 11, 2020 Planning Commission Meeting. (Sam Perry, Community Development Director) pg13



Report

- C. Report regarding the February 13, 2020 Recreation Board Meeting. (Casey Wooddell, Parks & Recreation Director) pg14



Report

- D. A Resolution authorizing the City Manager to enter into a contract with Ganley Chevrolet of Aurora LLC for the purchase of a 2020 Chevrolet Tahoe with specified options at state contract pricing at a cost not to exceed \$37,382.40. (John Jones, Police Chief) pg16



Staff Report/Resolution

- E. A Resolution authorizing the City Manager to enter into a contract with Lebanon Ford, Inc. for the purchase of a 2020 F-450 cab and chassis with specified options at state contract pricing a cost not to exceed \$35,739.00. (Mike Dreisbach, Service Director) pg19



Staff Report/Resolution

- F. A Resolution authorizing the City Manager to enter into an agreement with Bellefeuil, Szur & Associates (BSA) to furnish and implement a new Human Resources portal at a cost not to exceed \$20,950.00. (Jessica Greene, Assistant City Manager) pg26



Staff Report/Resolution

5. Resolutions.

1. A Resolution authorizing the sale of alcoholic beverages in the Uptown Parks area for the Oxford Community Foundation's "Brews for Bricks" event to be held on August 15, 2020 from 4:00 p.m. until 9:30 p.m. with one condition. (Doug Elliott, City Manager) Pg28



Staff Report/Resolution

2. A Resolution accepting the bid and authorizing the City Manager to enter into a contract with Bearcat Construction, Inc. for the installation of Handicap ramps with tactile dome mats as set forth on Exhibit "A" attached hereto at a cost of \$83,755.00 plus a contingency in the amount of \$12,245.00 for a total cost not to exceed \$96,000.00. (Mike Dreisbach, Service Director).pg37



Staff Report/Resolution

3. A Resolution accepting the bid and authorizing the City Manager to enter into a contract with Jackson Construction, Inc. for the construction and replacement of designated curb, gutter and sidewalk per project specifications at a cost of \$114,038.06 plus a contingency amount of ten percent (10%) of the contract price or \$11,403.80 for a total cost not to exceed \$125,441.86. (Mike Dreisbach, Service Director).pg41



Staff Report/Resolution

4. A Resolution accepting the bid and authorizing the City Manager to enter into an agreement with Barrett Paving Materials, Inc. for the 2020 street resurfacing and maintenance work at a cost of \$460,970.40 plus a contingency amount of \$39,029.00 for a total cost not to exceed \$499,000.40. (Mike Dreisbach, service Director).pg43



Staff Report/Ordinance

5. A Resolution authorizing the City Manager to enter into a contract with Middletown Ford for the purchase of a 2020 F-250 pickup truck with specified options and a 2020 Transit Connect compact cargo van with specified options at state contract pricing at a cost not to exceed \$58,041.16. (Mike Dreisbach, Service Director).pg47



Staff Report/Resolution

6. A Resolution authorizing the City Manager to enter into a contract with Southeastern Equipment Co. for the purchase of a 2020 Case 590SN backhoe with specified options at state contract pricing at a cost not to exceed \$90,697.61, which includes a discount of \$25,000.00 for the trade-in of the current (2004) machine. (Mike Dreisbach, Service Director).pg54



Staff Report/Resolution

7. A Resolution authorizing the City Manager to enter into a contract with Zimmer Tractor, Inc. for the purchase of a 2020 SVL75-2HFWC loader with specified options at a cost not to exceed \$72,317.22. (Mike Dreisbach, Service Director).pg60



Staff Report/Resolution

8. A Resolution authorizing the City Manager to enter into a contract with Baker & Sons Equipment Company for the purchase of a Dura Tech Model 2009 industrial tub grinder as specified at a cost not to exceed \$191,300.00, which includes a discount of \$12,000.00 for the trade-in of the current (1997) equipment. (Mike Dreisbach, Service Director).pg65



Staff Report/Resolution

9. A Resolution designating public depositories and awarding the deposit of active public funds for a five-year period commencing April 6, 2020. (Joe Newlin, Finance Director).pg67



Staff Report/Resolution

6. Ordinances.

- A. First Reading - None.
- B. Second Reading.

1.An Ordinance Amending Ordinance No. 3538. Supplemental Budget Ordinance Number 2 To Make Supplemental Appropriations for Fiscal Year 2020. (Joe Newlin, Finance Director).pg71



Staff Report/Ordinance

2.An Ordinance Repealing Oxford Codified Ordinance Section 507.03 Entitled Fire Civil Citations And Adopting New Oxford Codified Ordinance Section 507.03 Entitled Fire Civil Citations. (John Detherage, Fire Chief).pg75



Staff Report/Ordinance

7. A. Announcements & Communications.

1. Remarks from City Council and City Staff. 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.

B. Future Meetings. (Note: Meetings will be held at the Court House unless otherwise indicated.)

WED - Mar 4 Environmental Commission Meeting 7:00 p.m. Municipal Building

TUES – Mar 10 Oxford Parking and Transportation Advisory Board Meeting 9:30 a.m. Municipal

TUES – Mar 10 Public Arts Commission of Oxford Meeting 4:30 p.m. Municipal Building

TUES – Mar 10 Planning Commission Meeting 7:00 p.m.

WED - Mar 11 Historic and Architectural Preservation Commission Meeting 6:00 p.m.

THUR –Mar 12 Recreation Board Meeting 11:30 a.m. Municipal Building

THUR –Mar 12 Civil Rights Commission Meeting 4:00 p.m. Municipal Building

FRI - Mar 13 Student Community Relations Commission Meeting 3:00 p.m. LCNB

MON – Mar 16 Housing Advisory Commission Meeting 1:30 p.m. Municipal Building

TUES – Mar17 City Council Meeting 7:30 p.m.

WED - Mar 18 Board of Zoning Appeals Meeting 6:30 p.m. Cancelled

8. Adjourn.

A regular meeting of the Oxford City Council was called to order by Mayor Mike Smith on Tuesday, February 18, 2020 at 7:30 p.m. Those members present were Jason Bracken, David Prytherch, and William Snavelly. Chantel Raghu, Edna Southard and Glenn Ellerbe were excused.

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

PLEDGE OF ALLEGIANCE

Mayor Smith requested the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Snavelly moved to approve the agenda. Mr. Prytherch seconded. The motion passed 4-0-0.

PUBLIC PARTICIPATION

PRESENTATION **ENJOY OXFORD**

Ms. Kim Daggy, Director, Enjoy Oxford, thanked Council for their continued support of the Summer Music Festival. Ms. Daggy provided a PowerPoint recap of Enjoy Oxford's activities, projects and accomplishments in 2019. Ms. Daggy also discussed Enjoy Oxford's plans and projects for 2020 noting she was looking forward to another great year.

PRESENTATION **SHAREFEST 2019**

Ms. Carol Michael, advised she was pleased to again present a very positive ShareFest report. Ms. Michael provided a PowerPoint and discussed the mission of ShareFest noting it was a service and environmental non-profit corporation dedicated to the collection and re-distribution of items donated by Miami University students and the Oxford community at the end of the academic year. Ms. Michael advised collected items benefit individuals in need through social service agencies throughout the whole region. Ms. Michael recognized members of the Sharefest Board of Directors, Planning Committee and recognized the many volunteers. Ms. Michael advised 2019 was a record year for donations noting 109 tons of materials were collected which was a 12% increase over last year. Ms. Michael thanked Council for their continued support of ShareFest.

Members of Council thanked Ms. Michael for her report and Mayor Smith noted the ShareFest numbers were staggering.

PRESENTATION

#TAKE3OXFORD

Ms. Carla Blackmar, provided a PowerPoint and noted #Take3Oxford was a grass roots group that takes an incremental and persistent approach to waste reduction. Ms. Blackmar advised people who pick up at least 3 pieces of trash per day automatically become a member. Ms. Blackmar noted this effort was very easy and helps keep the streets clean. Ms. Blackmar advised members of #Take3Oxford were in attendance to congratulate the City of Oxford for its leadership noting 2 weeks ago the City received one of #Take3Oxford's Oscars for outstanding achievement in community cleanup and waste reduction. Ms. Blackmar discussed the City's pilot program for food scrap composting spearheaded by Councilor Raghu and implemented by David Treleaven, the City's Environmental Specialist. Ms. Blackmar advised Community Outreach Specialist, John Buchholz leveraged the momentum of the new food scrap program to make the 2019 Uptown Community Picnic a zero waste event. Ms. Blackmar noted the City invested in a portable water refill station to eliminate the need for plastic water bottles and purchased compostable serving ware for the community picnic and modeled how large-scale events can both be fun and ecologically sound. Ms. Blackmar advised the City of Oxford has shared these models widely with the community bringing compost bins to events at Talawanda Schools and to the annual Oxford Empty Bowls luncheon. Ms. Blackmar discussed other City of Oxford accomplishments including the Non-Solicited Written Materials Ordinance and insuring all Mile Square residents are eligible to receive the large green recycle bins. Ms. Blackmar advised she felt the interest in water softening Citywide presents another big opportunity for waste reduction.

Mr. Prytherch advised it was amazing to see the three presentations back to back noting the City has an award winning, strong and vibrant Enjoy Oxford. Mr. Prytherch advised ShareFest would not exist if not for leadership and service among people. Mr. Prytherch noted things like #Take3Oxford makes the job of government much easier. Mr. Bracken concurred.

PUBLIC COMMENTS

There were no comments from the public.

CONSENT AGENDA

MINUTES

Minutes of the February 4, 2020 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORT

Report regarding the February 5, 2020 Environmental Commission Meeting. Mike Dreisbach, Service Director)

RESOLUTION
WAIVE FEES

A Resolution No. 7159 authorizing the City Manager to waive the fees adopted in the Fee Ordinance for the street closures for Enjoy Oxford for the 2020 annual Summer Music Festival. (Doug Elliott, City Manager)

Mr. Snavelly moved to approve the consent agenda. Mr. Prytherch seconded. The motion passed 4-0-0.

RESOLUTIONS

RESOLUTION
ALCOHOL ON CITY PREMISES

A Resolution No. 7160 authorizing the City Manager to permit the Oxford Farmers Market Association to allow a Farmers Market vendor to sell tasting samples of wine for consumption on premises, and wine in sealed containers for consumption off the premises of the Oxford Farmers Market with conditions. (Alan Kyger, Economic Development Director)

Mr. Kyger advised the Oxford Farmers Market needed a temporary F-10 permit from the State of Ohio for the tasting of wine samples at a registered Farmers Market noting it was primarily for the Hanover Winery which offered the same tastings and sales in 2019. Mr. Kyger noted because the Farmers Market is held on City property Council's approval was necessary for the tastings and sales to occur.

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

Mr. Prytherch noted this was another example of good things happening in Oxford. Mr. Snavelly advised it has worked well so far.

Mr. Snavelly moved to adopt Resolution No. 7160. Mr. Prytherch seconded. The motion passed 4-0-0.

RESOLUTION
AGRICULTURAL DISTRICT CONTINUANCE

A Resolution No. 7161 by Oxford City Council authorizing the continued placement of 67.376 acres of land owned by EVR Investments, L.L.C. in an agricultural tax district, said property address being 4160 Oxford Reily Road Oxford, Ohio 45056 (Parcel No. H4100-132-000-001) in accordance with Ohio Revised Code Chapter 929 and with the Farmland Preservation Act. (Doug Elliott, City Manager)

Mr. Elliott advised an agricultural district provides protection against nuisance suits over farm operations, deferment of tax assessments on land to build sewer and water lines, and allows for additional review if land is taken by eminent domain for a public purpose.

Mr. Elliott noted this was the third application received by the City from this property owner the first two being in 2010 and in 2015. Mr. Elliott advised there was concern expressed about the stipulation of taking land by eminent domain and noted the section only applies if more than 10 acres or 10% of the property is appropriated. Mr. Elliott noted plans for the OATs trail are not finalized although it is likely some land will need to be obtained from this property owner. Mr. Elliott advised the City would only need approximately one acre. Mr. Elliott recommended Council's approval of the proposed Resolution.

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

Mr. Prytherch noted this was a continuation of what has been approved in the past.

Mr. Snively moved to adopt Resolution No. 7161. Mr. Prytherch seconded. The motion passed 4-0-0.

ORDINANCES

FIRST READING

ORDINANCE

SUPPLEMENTAL BUDGET

An Ordinance Amending Ordinance No. 3538. Supplemental Budget Ordinance Number 2 To Make Supplemental Appropriations For Fiscal Year 2020. (Joe Newlin, Finance Director)

Mr. Newlin addressed his staff report as presented on pages 37 and 38 of Council's packet noting the first item would rectify an oversight related to Supplemental Budget number 1 adopted earlier this year. Mr. Newlin advised the second item would make an adjustment to correct an internal posting error and the third item dealt an issue related to the Ohio Department of Taxation.

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

Mayor Smith advised this was the first reading of Supplemental Budget No. 2 noting it would receive a second reading in March.

ORDINANCE

NEW SECTION 507.03

An Ordinance Repealing Oxford Codified Ordinance Section 507.03 Entitled Fire Civil Citations And Adopting New Oxford Codified Ordinance Section 507.03 Entitled Fire Civil Citations. (John Detherage, Fire Chief)

Chief Detherage advised Oxford Codified Ordinance Section 507.03 was adopted in 2009 so the Fire Department could better deal with certain first time offenses of the fire code. Chief Detherage addressed the changes and additions to this section of the code as presented on page 42 of Council's packet.

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

Mayor Smith advised the second reading of the proposed Ordinance would take place in March.

ORDINANCE
SECOND READING
ZONING MAP
AMENDMENT

An Ordinance No. 3552 Accepting The Planning Commission's Recommendation And Granting A Zoning Map Amendment To Establish A Neighborhood Conservation Overlay District In A R-1A (Single Family Low Density Residential) District For 90 Parcels Located on Miami Trail, Northridge Drive, Red Cedar Circle, Dufour Lane, Honor Lane And Jacob Drive In The City Of Oxford. (Sam Perry, Community Development Director)

Mr. Perry advised there were no changes since the first reading of the proposed Ordinance. Mr. Perry noted this additional zoning regulation would limit the unrelated number of tenants in one residence from 4 to 2. Mr. Perry advised this was the end of a several month process for the neighborhood. Mr. Perry noted there are two permitted rental properties in this neighborhood, which will be allowed to continue.

Ms. Elise Clerkin, thanked Council for listening to the petition and thanked Mr. Perry for his assistance noting it had been a huge process over the course of the past year.

Mr. Prytherch advised the decision criteria for overlay districts was process based noting as long as the boundaries are drawn in a logical way, the parcels are contiguous and the number of petitioner signatures are sufficient the request should be approved.

Mr. Snavelly moved to adopt Ordinance No. 3552. Mr. Prytherch seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Snavelly, Mr. Bracken, Mr. Prytherch, Mayor Smith (4)

NAY: None (0)

ABS: None (0)

ANNOUNCEMENTS

Mr. Elliott advised the City's website was updated regarding the electric aggregation program. Mr. Elliott noted in the coming months the City would receive proposals for an energy provider since the current agreement expires in December of 2020.

Mr. Elliott addressed the issue of Miami University reducing its workforce noting it would have a negative impact on the City's income tax revenue which is the City's major source of revenue for the General Fund and the Fire EMS Fund.

Mr. Elliott reminded everyone of the up-coming Census noting the Census affects the distribution of federal funds for programs such as medical assistance, student loans, nutrition assistance and transit. Mr. Elliott advised it was important for residents to complete the Census form on line, by phone, through the mail or in person. Mr. Elliott reminded everyone the Census information was kept strictly confidential.

Mr. Dreisbach clarified that the City was proceeding with the water softening study for the Water Treatment Plant to reduce the hardness of the water not because of receiving complaints about the water.

Mr. Perry updated everyone on the City's rental inspection program and encouraged those interested in seeing how the approved rentals list has been changed to visit cityofoxford.org/rentals.

Ms. Greene advised she traveled with President Crawford and Randi Thomas to Washington D.C. last week to gain support for the Elm Street renovation project. Ms. Greene noted President Crawford gave congressional testimony to the sub-committee on business and innovation. Ms. Greene advised they also made seven legislative visits around D.C.

Ms. Greene noted a Census FAQ page would be available on the City's homepage before the end of the month.

Mr. Snavelly noted the Planning Commission has been busy and has recommended that City Council adopt the "Tree" Ordinance. Mr. Snavelly commended the Environmental Commission for spending time reviewing the language. Mr. Snavelly commended Mr. Perry, Mr. Moore and members of the Planning Department who took the feedback from the Environmental Commission and crafted legislation that everyone liked. Mr. Snavelly noted Council should see the legislation on an upcoming agenda. Mr. Snavelly advised the Planning Commission's next topic of special interest was Short Term Rentals.

Mr. Prytherch advised President Crawford and Miami University have followed the City's lead in terms of making a commitment to a pathway to neutrality. Mr. Prytherch noted President Crawford was going to sign the President's Climate Leadership Commitment. Mr. Prytherch advised the City created a Climate Action Steering Committee and was soliciting applications noting he hoped a broad cross section of people would apply. Mr. Prytherch noted his hope the City would continue to collaborate with Miami University on climate action.

Mr. Prytherch referred to the draft Zero Waste Resolution that Council discussed and sent to the Environmental Commission noting the Environmental Commission forwarded it to the Climate Action Committee. Mr. Prytherch inquired procedurally how to get this topic on the Environmental Commission's agenda. Mayor Smith advised he would discuss the issue with staff.

Mr. Prytherch referred to the upcoming political season noting the City's sign code was relatively permissive with regard to political signs. Mr. Prytherch noted concern with large signs appearing all around town. Mr. Prytherch inquired if Councilors were interested in looking at modifications to the sign code.

Mr. Elliott advised political signs were fraught with court cases noting he has experienced two during his tenure in Ohio. Mr. Elliott recommended Council give any modifications to the sign code careful consideration. Mr. Elliott advised he would consult with Mr. Mazer and Mr. Conard to see how recent court cases have turned out. Mr. Snively noted he was in favor of the Legal Department looking at the issue. Mr. Snively advised he did not think it was important enough to get into a legal battle that the City is likely to lose.

Mr. Prytherch noted concerns with rental property signage noting some of it seemed to be nearly permanent.

Mayor Smith welcomed members of the press and thanked them for attending the meeting and for the work they do.

Mayor Smith referred to the recent fire at 101 W. Church and advised that property was not inspected on the inside. Mayor Smith noted staff could not determine if an inspection could have made a difference. Mayor Smith encouraged anyone who smelled smoke or saw smoke to call the Fire Department immediately.

ADJOURN

Mr. Snively moved to adjourn at 8:33 p.m. Mr. Prytherch seconded. The motion passed 4-0-0.



Office of the Mayor

Proclamation

Whereas:

Alan Kyger will retire from the City of Oxford on March 31, 2020 after serving as the City's Economic Development Director for twelve years; and

WHEREAS, Alan has been involved in the guidance and governance of our community for decades, his exceptional knowledge of Oxford would be hard to equal; and

WHEREAS, trying to recognize and summarize what Alan has contributed to the Oxford community is an impossibility so a few of his most noteworthy efforts are listed; and

WHEREAS, in addition to his service as Economic Development Director, Alan served on the Planning Commission in the 1980's, and served two terms on City Council from 1987 to 1995 being Mayor from 1993 to 1995; and

WHEREAS, Alan filled an unexpired term on City Council from 1997 to 1999 and served another 2 terms from 1999 to 2007; and

WHEREAS, over the years Alan has also served on the Recreation Board, the Community Improvement Corporation Board, Enjoy Oxford Board, Chamber of Commerce Board and countless other boards, commissions and committees; and

WHEREAS, Alan approached each issue with the betterment of our community in mind seeking compromise and resolution and Oxford is a better place for his willingness to devote his time and expertise to it; and

WHEREAS, Oxford City Council, along with all of City staff will miss Alan immensely and offer their sincere appreciation to G. Alan Kyger for his valued service and contributions to the community.

NOW, THEREFORE, I, Michael Smith, Mayor of the City of Oxford, Ohio, do hereby proclaim Thursday, March 5, 2020 as:

"G. ALAN KYGER DAY"

in the City of Oxford, and extend to Alan the City's thanks and best wishes in all of his future endeavors.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 3rd day of March 2020.


MICHAEL SMITH, MAYOR



CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation

Originating Department

Council Meeting Of: March 3, 2020

Account Code No. #: N/A

Prepared By: Casey D. Wooddell

Budgeted Amount: N/A

Date Prepared: Feb. 18, 2020

Agenda Title: Oxford Recreation Board Meeting, 02/13/2020

Recommendation: Approve

Attendance: Rec Board: Mike Smith, Wes Cole, Kevin Ackley, Craig Bennett, Ken Bogard
OPRD: Casey Wooddell, Deanna Barbour

Chair Ken Bogard opened the meeting at 11:30am.

Casey Wooddell, Parks and Recreation Director, provided updates on several projects and programs. These updates included the renovation of the Teen Center area within the TRI Community Center, the renovation of Field #4 at Oxford Community Park into a smaller youth ball diamond, the Request for Proposals (RFPs) for the construction of new Tennis/Pickleball courts at the TRI Community Center, and the upcoming OPRD Activity Guide for April-September 2020.

Wes Cole provided updates for Talawanda Athletics, including; swim team, hockey team, boys and girls basketball teams and upcoming games. Mr. Cole also mentioned spring sports starting in the near future, as early as February 24.

Kevin Ackley and Craig Bennett provided updates for Miami University, including; discussions about the renovations of Millett Hall, activities for OneMiami Weekend, hockey camps and the summer family movie in partnership with Parks and Recreation.

Topic of discussion for New Business was focused on a Master Plan for Parks and Recreation. Oxford Parks and Recreation has not has a Master Plan completed since 1997. The Oxford Recreation Board has stated previously a desire to focus on a 5 year plan for recreation facilities and programs. Master Plans can be performed in a variety of methods, focusing on 5 year, 10 year or 20 year plans. Master plans give guidance on future facility needs, grant opportunities to fill those needs, destination-type facilities to bring people to the community, and demographic breakdowns to guide program decisions.

Discussion also included collaboration opportunities with the TRI Board of Directors, in terms of partnering on a new master plan for recreation facilities and how that existing relationship would work for future recreation needs. More discussion needs to occur with the TRI Board.

Next meeting: March 12, 2020 – Oxford Municipal Building; 11:30am.

Meeting adjourned 12:42pm

Approved By:

Initial Date

Department Head:

CDW \ 2/24/2020

City Manager:

DRE \ 2/28/20

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott

Police

Originating Department

Council Meeting Of: March 3, 2020

John A. Jones

Account Code No. #: 140.110.61204

Prepared By

Budgeted Amount: N/A

February 18, 2020

Date Prepared

Agenda Title: Resolution authorizing the City Manager to enter into a contract with Ganley Chevrolet of Aurora for the purchase of one (1) Chevrolet Tahoe with specified manufacturer installed options at State Contract pricing for an amount not to exceed \$37,382.40.

Recommendation: Approve

Discussion: The 2020 budget includes \$50,000.00 in the Capital Equipment Fund for the purchase of a Police Command Vehicle and equipment necessary to maintain the operating integrity of the Police Department. This vehicle will be replacing a 2006 Ford Explorer, which is currently being used as a duty vehicle by the Chief of Police.

This resolution will authorize the City Manager to enter into a contract with Ganley Chevrolet of Aurora for the purchase of one (1) Chevrolet Tahoe with specified manufacturer installed options at State Contract pricing for an amount not to exceed \$37,382.40.

State Contract #RS901620

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

DRE \ *2/28/20*

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH GANLEY CHEVROLET OF AURORA LLC FOR THE PURCHASE OF A 2020 CHEVROLET TAHOE WITH SPECIFIED OPTIONS AT STATE CONTRACT PRICING AT A COST NOT TO EXCEED \$37,382.40.

WHEREAS, the 2020 Capital Equipment Budget includes funding for the replacement of a 2006 Ford Explorer with specified options for use by the Division of Police; and

WHEREAS, the City Manager and the Police Chief recommend City Council authorize the City Manager to enter into a contract with Chevrolet of Aurora LLC Inc. for the purchase of a 2020 Chevrolet Tahoe with specified options at state contract pricing at a cost not to exceed \$37,382.40.00.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Police Chief and accepts the state contract pricing for the purchase of a 2020 Chevrolet Tahoe with specified options at a cost not to exceed \$37,382.40.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Chevrolet of Aurora LLC for the purchase of a 2020 Chevrolet Tahoe with specified options at state contract pricing at a cost not to exceed \$37,382.40, which was previously appropriated in the 2020 budget.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)



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MEMO

To: Chief John Jones
From: Lt. Geoff Robinson
Date: 18 FEB 2020
Re: 2020 Command Vehicle Purchase

Unit #146, a 2006 Ford Explorer, which is used for an incident command vehicle, is well beyond its useful life. The exhaust system, cabin heating system, 4-wheel drive system, and ABS systems have been patched/repared over the past 3 years. The vehicle's A/C will need replaced this year before the summer months.

The 2020 Capital Improvement Budget includes a line item (\$50,000) for the replacement of unit #146. A quote based on state contract #RS901620 was obtained from Ganley Chevrolet of Aurora (OH) LLC. The quoted vehicle if purchased without the benefit of state contract pricing would have a base price of \$49,008.00.

The base price for a 2020 Police Package SSV Four-wheel Drive Tahoe is \$37,156.00. Delivery and vehicle prep is an additional \$251.40. Total purchase price via state contract will be \$37,382.40.

For comparison purposes, the Tahoe purchased in 2017 was \$1,702.90 less than the 2020, but did not include features such as max towing, factory wiring, and heavy-duty suspension. The 2017 Tahoe serves the division well and performs outstanding as a command vehicle.

Additional emergency equipment will be installed after delivery. The installation of this equipment will be via a third-party vendor.

At this time, I am recommending the purchase of a 2020 Chevy Tahoe per state contract pricing of \$37,382.40 as a replacement command vehicle.

Please let me know if you have any further questions.

Lt. Geoff Robinson

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: March 3, 2020

Account Code #: 140.720.61211 & 341.851.64706

Budgeted Amount: \$70,000 & 500,000

Service Department
Originating Department

Michael B. Dreisbach
Prepared By

February 18, 2020
Date Prepared

Agenda Title: Purchase of Replacement Truck and Associated Equipment for the Streets & Maintenance Division of the Service Department

Recommendation: Approve

Discussion:

The 2020 Capital Equipment Budget includes funding for the purchase of a replacement one ton dump truck with associated equipment including stainless steel bed, salt spreading equipment, and snow plow. This vehicle is used daily, and when not plowing and salting, will be used for yard waste collection and general street maintenance.

The State of Ohio – Department of Administrative Services (DAS) contract for the purchase of trucks and vans includes the following awards through Lebanon Ford (State Contract #RS901720; Index # GDC093):

	<u>Contract Price</u>	<u>Options</u>	<u>Total Contract Price</u>
#39AT F450 Cab & Chassis	\$33,798.00	\$ 1,941.00	\$35,739.00

Options for the cab & chassis are detailed on the attached price schedule and include extra keys, tow hitch, all terrain tires, backing alarm, power take off clutch, and plow prep package.

This Resolution will authorize the City Manager to enter into an agreement with Lebanon Ford, Inc. for the purchase of a 2020 F-450 cab & chassis as described at a cost not to exceed \$35,739.00.

Approved By:

Department Head:

Initial

MB

Date

2/19/20

City Manager:

DRE

2/28/20

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH LEBANON FORD, INC. FOR THE PURCHASE OF A 2020 F-450 CAB AND CHASSIS WITH SPECIFIED OPTIONS AT STATE CONTRACT PRICING AT A COST NOT TO EXCEED \$35,739.00.

WHEREAS, the 2020 Capital Equipment Budget includes funding for the replacement of a one ton dump truck with associated equipment for use by the Streets & Maintenance Division of the Service Department; and

WHEREAS, the City Manager and the Service Director recommend City Council authorize the City Manager to enter into a contract with Lebanon Ford, Inc. for the purchase of a 2020 F-450 cab and chassis with specified options at state contract pricing at a cost not to exceed \$35,739.00.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and accepts the State Contract pricing for the purchase of a 2020 F-450 cab and chassis with specified options at a cost not to exceed \$35,739.00.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Lebanon Ford, Inc. for the purchase of a 2020 F-450 cab and chassis with specified options at state contract pricing at a cost not to exceed \$35,739.00, which was previously appropriated in the 2020 budget.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

Capital Equip 08-61
Account 140.720.61211

Lebanon Ford

Phone

VEHICLE PURCHASE CONTRACT AND/OR DEPOSIT RECEIPT

Deal No.

Cust. No. CV3012518

770 Columbus Ave Lebanon OH 45036

Date 2/7/2020

Salesperson Richard Supe

Order #

The undersigned (Purchaser) hereby agrees, under the terms and conditions set forth below, to purchase from Lebanon Ford

(Seller) the following:

PURCHASER

Name City Of Oxford

Address 15 S COLLEGE AVE

City Oxford

State OH

County

Zip Code 45056-1887

Home Phone 513-524-5200

Bus. Phone

Cell Phone (1)

Cell Phone (2)

Email

☒ NEW ☐ DEMO ☐ RENTAL UNIT ☐ USED

Yr. 2020 Make Ford

Stock No. order

Model F-450

Body Type reg cab

Color white

Top

Trim xl

V.I.N. order

TRADE-IN (1)

PURCHASE

State bid pricing

Additional Equipment is 1 extra key & fob (dealer installed)

Yr	Make	Selling Price	35474.00
Model		Protection Package	
Vin #		Added Equip.	265.00
Mileage		Doc Fee	0
Stock #		Ext Serv Agrmt	

TRADE-IN (2)

Yr	Make		
Model			
Vin #			
Mileage		SUB TOTAL	35739
Stock #		Sales Tax	0

Combined Allowance	0	New License ☐	0
Deposit	0.0	Trans Temp ☒	
Cash Due	0.00	Title ☐	0

Rebate	0.00	TOTAL PRICE CASH	35739.00
TOTAL CREDITS	0.00		(0.00)

TRADE-IN BALANCE OWED TO	TRADE-IN PAYOFF	0
☐ SPOT DELIVERY Purchaser agrees that a Motor Vehicle Contingent Delivery Agreement and Modification to Purchaser's Installment and/or Security Agreement is part of this Vehicle Purchase Contract.	BALANCE DUE	35739.00

- FOR OFFICE USE ONLY -

ACV

UNPAID BALANCE OF CASH
PRICE DUE FROM

C

D.F.M.

DUE BILL is part
Purchaser of this contract
initials

HOLD CHECK
purchaser agreement is part
initials of this contract

ACCEPTED
Lebanon Ford

by

TERMS AND CONDITIONS

- The odometer of the purchased vehicle currently reads _____ miles and is accurate to the best of Seller's knowledge.
- This written Vehicle Purchase Contract constitutes the final expression of our agreement. Any and all representations, promises, warranties or statements by Seller's agents or employees that differ in any way from this written agreement shall be null and void. This contract is not binding upon Seller until accepted by Seller in writing.
- In the event Purchaser breaches this contract by failure to take delivery of the purchased vehicle, it is agreed that in lieu of proving damages the Seller's liquidated damages shall be twenty percent (20%) of the Total Cash Price. The Seller shall have the right to apply any down payment, deposit, or trade-in value against such damages.
- Purchaser warrants to Seller that Purchaser's trade-in vehicle does not have a "salvage", "flood", "lemon law buyback" or other type of branded title. Purchaser further warrants that the emission system on the trade-in vehicle is in proper operating condition and has not been modified in any manner. Seller reserves the right to repossess or reduce the trade-in allowance if the trade-in value or condition has diminished between the time this contract was executed and Purchaser delivered the trade-in to Seller.
- Seller acknowledges receipt of the above deposit and will hold this or a similar vehicle until _____ Deposit is refundable only upon purchase of this or another vehicle from Seller.
- None of the above Terms and Conditions shall be construed to limit Seller's legal remedies against Purchaser. This contract shall be construed under Ohio law.

NEGATIVE EQUITY TRANSFER AGREEMENT

I/WE ACKNOWLEDGE THE BALANCE OWED ON THE TRADE-IN VEHICLE EXCEEDS ITS ACTUAL CASH VALUE. I/WE AGREE TO TRANSFER \$ _____ OF THE TRADE-IN PAYOFF TO THE BALANCE DUE ON THE PURCHASED VEHICLE.

X

Purchaser(s)

WARRANTY INFORMATION

THE ONLY WARRANTY ON THE VEHICLE IS THAT WHICH IS SUPPLIED BY THE VEHICLE MANUFACTURER, UNLESS THE SELLER, Lebanon Ford FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY, MADE BY SELLER ON ITS OWN BEHALF. IN ALL CASES EXCEPT SELLER'S SEPARATE WRITTEN WARRANTY, SELLER HEREBY EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES, EITHER EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, THE PURCHASER, BY EXECUTION OF THIS CONTRACT, ACKNOWLEDGES THAT HE/SHE HAS READ THE CONTRACT AND AGREES TO ALL ITS TERMS AND CONDITIONS. If the vehicle purchased is a "used vehicle" as defined in The Federal Trade Commission Used Motor Vehicle Trade Regulation Rule, THE INFORMATION YOU SEE ON THE WINDOW FORM OVERRIDES ANY CONTRARY PROVISIONS IN THE CONTRACT OF SALE.

X

Purchaser(s)

ST #08-61

Index No.: GDC093

Eff. Date: 01/01/20

Page 155

PRICE SCHEDULEITEM #39AT - CAB & CHASSIS - 16,000 LB. - DRW - 4WD - REG. CAB

DELIVERY:		INDICATE CITY/STATE OF MANUFACTURER:	
130 DAYS A.R.O. (SEE IV.A.)		Kentucky/Ohio	
CONTRACTOR:	MFG:	MODEL:	MODEL NUMBER:
Lebanon Ford	Ford	E-450 4X4	F4H
ITEM ID NO.: 37272	UNIT PRICE: \$ 33,798.00		
E85 Compatible? NO			

ITEM ID NO.	DELIVERY CHARGE	UNIT PRICE
37335	Delivery charge per mile, per vehicle round trip map mileage for delivery by the contractor	\$ 0.75
37336	Minimum Delivery Charge	\$ 175.00

ITEM ID NO.	DEALER OPTION/ORDER CODE	OPTION	UNIT PRICE
37605	PARTS DVD	Parts Manual: DVD	\$ 399.00
37321	SHOP DVD	Service Manual: DVD	\$ 399.00
37322	EXTRA FOB & KEY	Additional Set of Keys with FOB Enabling Electronic Keyless Entry	\$ 265.00
Specify on P.O.	SBE	Seat Belt Extender (1 Unit)	\$ 0.00
37346	1S	Cloth Seat Covering	\$ 99.00
37352	52B/535	Tow Hitch / 7-Pin Receptacle / Brake Controller	\$ 795.00
37619	TRAILER WIRING	7-Pin Trailer Receptacle Wiring (See Supplement A, page 58)	\$ 345.00
37616	TGK MAX TRAC	All Terrain Tires	\$ 214.00
STD	TT MIRRORS STANDARD	Trailer Tow Mirrors	STD
37607	76C	Backup Alarm	\$ 139.00
37372	2 YARD	2 Yard Dump Body	\$ 10,300.00
37370	99T	Diesel Engine	\$ 7,995.00
37373	169 WB	84" CA in lieu of 60"CA (N/A with 2 Yard Dump Body)	\$ 220.00
37621	473/41P	Manufacturer Snow Plow Prep Package (Includes HD Suspension, HD Alternator, HD Transmission Cooling, Skid Plates, Etc.) Does not include Snow Plow	\$ 249.00
37368	SNOW DOG	Snow Plow Package (order w/Snow Plow Prep Package) Indicate Blade Length: 8.5 FT	\$ 3,895.00

Upfitter Switches

See page 2

\$ 35,739.00

PRICE SCHEDULE (CONT'D)

ITEM #39AT – CAB & CHASSIS – 16,000 LB. – DRW – 4WD – REG. CAB

ITEM ID NO.	DEALER OPTION/ORDER CODE	OPTION	UNIT PRICE
37366	62R	Transmission Power Take-Off Provision	\$ 279.00
37367	86M	Dual Batteries (Specify Amp Hour Rating): 78AMP	\$ 335.00
37337	67B	Heavy Duty Alternator (220 Amp Minimum)	\$ 335.00
37627	WESTERN 9FT	Additional Option Package: PLOW	\$ 4,900.00
37628	WARREN SPREADER	Additional Option Package: SALT SPREADER	\$ 6,985.00

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

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

UNSPECIFIED OPTION PRICE: 3.00% above manufacturer invoice (Not to exceed 3.00%)

List standard paint colors: Agate Black UM, Blue Jeans N1, Iconic Silver JS, Magnetic J7, Oxford White Z1, Race Red PQ, Stone Gray D1

Contains recycled materials – Y/N: N If Yes _____. (Will not be part of the evaluation)

SPECIFICATIONS

Cab & Chassis – 16,000 lb. – DRW – 4WD – Reg. Cab
 Item Number 39AT

Line No.	Standard Specification Items	Minimum Requirements	Exceptions
Powertrain			
1.	Engine Type (Liter / Cylinder)	6.4L, V8, Gasoline	
2.	Horsepower (Net HP)	280	
3.	Transmission	Automatic	
4.	Locking Differential	Required	
5.	Alternator (amps)	Manufacturer Standard	
6.	Battery (CCA)	Manufacturer Standard	
7.	Cooling System	Heaviest Duty Available	
8.	Alternative Fuel (Type)	Specify	
9.	Drivetrain	4WD	
Exterior			
10.	Body Side Moldings	Manufacturer Standard	
11.	Tires	All Season	
12.	Spare Tire	Full	
Safety			
13.	Restraint System (Driver & Passenger)	Required	
14.	Supplement Restraint System (Driver & Passenger)	Required	
15.	Power Antilock Brakes (Front and Rear)	Required	
16.	Rear Camera	Required	
17.	Factory Installed Running Boards	Required	
Seating			
18.	Seating Capacity	3	
19.	Front Seat Type	Split Bench	
20.	Seat Covering	Vinyl	
21.	Floor Covering	Vinyl	
Dimensions			
22.	Wheelbase (in.)	140	
23.	Fuel Capacity (Gal.)	40	
24.	Headroom (Front) (in.)	40	
25.	Leg Room (Front) (in.)	41	
26.	Hip Room (Front) (in.)	67	
27.	Shoulder Room (Front) (in.)	68	
28.	Payload (lbs.)	8,700	
29.	Gross Vehicle Weight Rating (GVWR)(lbs.)	16,000	

SPECIFICATIONS (CONT'D)

Cab & Chassis – 16,000 lb. – DRW – 4WD – Reg. Cab
 Item Number 39AT

Line No.	Standard Specification Items	Minimum Requirements	Exceptions
Accessories			
30.	Air Conditioning	Required	
31.	Tilt Wheel & Cruise Control	Required	
32.	Power Windows & Door Locks	Required	
33.	Keyed Door Locks	Required	
34.	2 Set of Keys with FOB Enabling Electronic Keyless Entry	Required	
35.	Intermittent Windshield Wipers	Required	
36.	Radio	Standard AM/FM	
37.	Exterior Rear View Mirror	Dual	
38.	Cargo Dome Light	Automatic	
39.	Skid Plate(s)	Required	
Warranty			
40.	Rust Proofing	Min. Factory Warranty	
41.	Manufacturer Standard	Min. 3 yr./36,000 Mile	
Optional Equipment Items			
42.	Parts Manual(s)		
43.	Service Manual(s)		
44.	Additional Set of Keys with FOB Enabling Electronic Keyless Entry		
45.	Seat Belt Extender		
46.	Cloth Seat Covering		
47.	Tow Hitch / 7-Pin Receptacle / Brake Controller		
48.	7-Pin Trailer Receptacle Wiring (See Supplement A, page 58)		
49.	All Terrain Tires		
50.	Trailer Tow Mirrors		
51.	Backup Alarm		
52.	2 Yard Dump Body		
53.	Diesel Engine		
54.	84" CA in lieu of 60" CA (N/A with 2 Yard Dump Body)		
55.	Manufacturer Snow Plow Prep Package (Includes HD Suspension, HD Alternator, HD Transmission Cooling, Skid Plates, Etc.) Does not include Snow Plow		
56.	Snow Plow Package (order w/Snow Plow Prep Package)		
57.	Transmission Power Take-Off Provision		
58.	Dual Batteries (Specify Amp Hour Rating):		
59.	Heavy Duty Alternator (220 Amp Minimum)		

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: March 3, 2020

Jessica Greene

Account Code No. #: _____

Prepared By

Budgeted Amount: \$20,950.00

February 27, 2020

Date Prepared

Agenda Title: A Resolution authorizing the City Manager to enter into an agreement with Bellefeuil, Szur & Associates (BSA) to furnish and implement a new Human Resources portal at a cost not to exceed \$20,950.00.

Recommendation: Adopt the Resolution

Discussion:

The ability to track applicants and employees in an online system that is integrated with the City's payroll system is an extremely important technology update for the community. This system will save countless hours of data entry for HR staff and provide a paperless option for much of the HR filing.

This HR system will allow for online applications and for online applicant tracking. It will also allow for online storage of HR files. HR staff will gain the ability to easily run many required regional, state and federal reports such as SERB, EEOC, BWC etc. This system will also provide a secure server for staff to log into to review their paystubs and W2s.

By using BS&A, the HR module will work in conjunction with the existing payroll modules. HR staff currently manually enters applications and data into multiple systems and platforms. HR staff also prints and files large quantities of documents for all city employees. The efficiencies gained by this new system will allow for increased staff performance at the current staffing levels.

The Assistant Manager recommends Council authorize the City Manager to enter into an agreement with BSA to furnish and implement a new Human Resources portal to efficiently manage the day-to-day operations of the Human Resources Department at a cost not to exceed \$20,950.

Approved By:

Initial Date

Department Head:

City Manager:

DRE \ 2/28/20

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BELLEFEUIL, SZUR & ASSOCIATES (BSA) TO FURNISH AND IMPLEMENT A NEW HUMAN RESOURCES PORTAL AT A COST NOT TO EXCEED \$20,950.00.

WHEREAS, the current manner in which Human Resource data is tracked, filed and reported is labor intensive and not cost effective for the City; and

WHEREAS, Bellefeuil, Szur & Associates (BSA) offers a Human Resource portal that will provide the ability for staff to track and store applicant and employee information, efficiently run required regional, state and federal reports, and it provides a secure server for staff to log into to review certain personal data; and

WHEREAS, the BSA product will work in conjunction with the existing BSA payroll modules; and

WHEREAS, the City Manager and the Assistant Manager recommend Council authorize the City Manager to enter into an agreement with Bellefeuil, Szur & Associates (BSA) to furnish and implement a new Human Resources portal to efficiently manage the day-to-day operations of the Human Resources Department at a cost not to exceed \$20,950.00.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: City Council accepts the recommendation of the City Manager and the Assistant City Manager and authorizes the City Manager to enter into an agreement with Bellefeuil, Szur & Associates (BSA) to furnish and implement a new Human Resources portal at a cost not to exceed \$20,950.00.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: March 3, 2020

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

February 18, 2020

Date Prepared

Agenda Title: A Resolution authorizing the sale of alcoholic beverages in the Uptown Parks area for the Oxford Community Foundation's "Brews for Bricks" event to be held on August 15, 2020 from 4:00 p.m. until 9:30 p.m. with one condition.

Recommendation: n/a

Discussion:

Please see the attached Resolution and Park/Right-of-Way Permit application.

Approved By:

Initial Date

Department Head:

City Manager:

DRE 2-28-20

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE SALE OF ALCOHOLIC BEVERAGES IN THE UPTOWN PARKS AREA FOR THE OXFORD COMMUNITY FOUNDATION'S "BREWS FOR BRICKS" EVENT TO BE HELD ON AUGUST 15, 2020 FROM 4:00 P.M. UNTIL 9:30 P.M. WITH ONE CONDITION.

WHEREAS, the Oxford Community Foundation wishes to hold a "Brews for Bricks" event in the Uptown Parks on Saturday, August 15, 2020 from 4:00 p.m. until 9:30 p.m.; and

WHEREAS, the Oxford Community Foundation is requesting permission to have trucks parked along E. Park Place for the sale of beer and food during the event; and

WHEREAS, the Oxford Community Foundation has stated they will meet all legal requirements necessary to accommodate said beer trucks.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council having considered the request finds it would be beneficial for the Oxford Community Foundation's fundraising event to allow the sale of beer with the following condition:

- A. The Oxford Community Foundation shall obtain a "F" State of Ohio Liquor Permit, to allow for the sale of beer during said event.

SECTION 2: Council hereby authorizes the sale of alcoholic beverages in the Uptown Parks area for the Oxford Community Foundation's "Brews for Bricks" event pursuant to the conditions set forth above.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)



REQUEST FOR PUBLIC PARK PERMIT



REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: 8 / 15 / 20 through 8 / 15 / 20 From: 03:00 PM To: 10:30 PM

Today's Date: 12 / 20 / 19 ☐ Emergency Utility Repair (check box, if applicable)

--- Applicant shall allow a minimum of 3 business days for processing ---

Responsible Adult:

(18 years of age or older)* Betsy Hope

Address: _____

Telephone: _____

Cellular: _____

Fax: _____

Email: betsy@oxfordfdn.org

Organization: Oxford Community Foundation

Advisor: _____

Address: 22 E. High Street

Oxford, OH 45056

Telephone: 513-533-0623

Cellular: 513-476-7116

Fax: _____

Email: admin@oxfordfdn.org

Non-Profit: ☒ Yes ☐ No

* Person in charge - Primary contact

PARK REQUESTED

- ☐ Merry Day Park (adjacent to the Miami Mobile Home Park, Reagh Way Drive)
- ☐ Leonard Howell Park (Bonham Road)
- ☐ Oxford Community Park (Fairfield Road) – Contact 523-6314 to confirm date(s)
- ☒ Memorial Park (E. Park Place & N. Main Street – has pavilion)
- ☐ Martin Luther King Jr. Park (W. Park Place & N. Main Street – animal sculptures & fountain)
- ☐ Other: _____

TITLE OF EVENT (be specific and include projected attendance)

Brews for Bricks

Projected Attendance: 500 Has this event been held previously? ☐ Yes ☒ No If "YES", when?

Will food, goods, services or merchandise be sold at the event? ☒ Yes ☐ No

If "YES", please see Section 729.05, Sales on Certain Municipal Property Prohibited (attached to last page of application.)

Note: If you or your organization are handing out information on the public sidewalk, no permit is required.

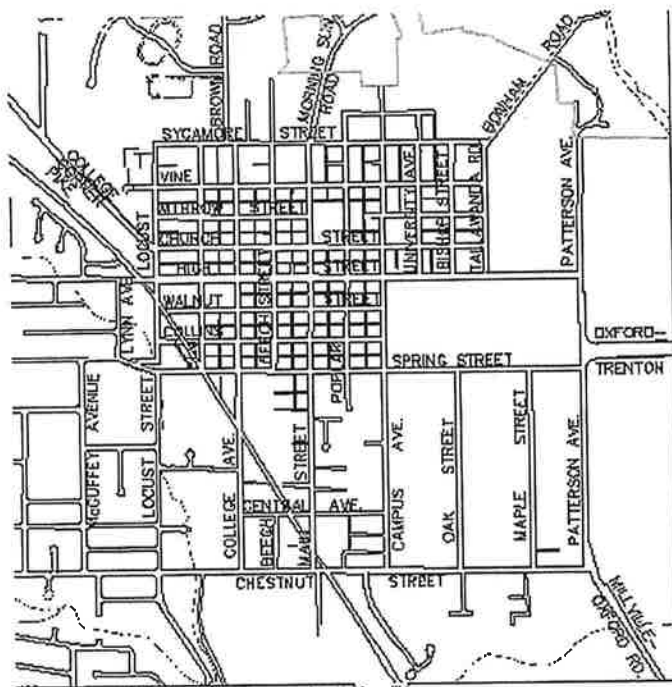
DESCRIPTION OF EVENT

Place a description of the event, along with additional requests, on the appropriate attachment. If request is only for use of a right-of-way, use the attachment labeled City of Oxford / Right-of-Way Request Details.

Applicant's Signature: B Hope Date: 12 / 20 / 19

I have read and understand the rules, guidelines and conditions. Furthermore, I understand that acceptance of them is a condition of approval; and, if approval is granted, it is only for the event specified above. I also understand that the request will be reviewed by various City of Oxford officials and additional conditions may be required before final approval is granted. If additional conditions are required, I agree to meet with the appropriate officials.

Note
If your event is outside the boundaries of this map, either attach a separate map or contact the City for assistance.



CITY OF OXFORD / RIGHT-OF-WAY REQUEST DETAILS

Instructions for Applicant: Please clearly denote the parade route, streets and/or sidewalk areas being requested. Place a concise narrative explanation on the following lines. Attach additional pages if necessary. **Note: Any work in the public right of way requires the submittal of a maintenance of traffic plan.**

The Oxford Community Foundation (OCF) is requesting the closure of Main Street between Memorial Park and Martin Luther King Jr. Park as well as the closure of East Park Place.

We are requesting all the parking on East Park Place.

We are also requesting all the parking on West Park Place.

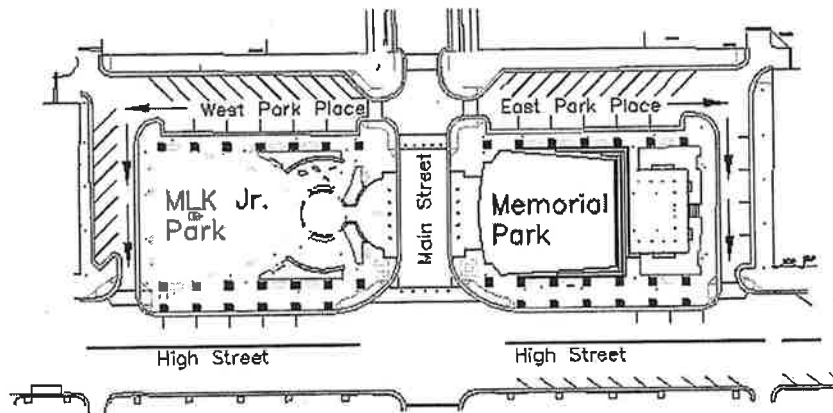
Additional Requests:
(Include details in narrative)

- ☒ No Parking Signs*
- ☐ Detour(s)
- ☐ Police Assistance

Time Details

	Start	End
Setup	3:00 pm	3:00 pm
Event	4:00 pm	9:30 pm
Breakdown	9:30 pm	10:30 pm

*Generally the responsibility of the applicant.



OXFORD MEMORIAL PARK & MARTIN LUTHER KING JR. PARK

Instructions for Applicant: Please clearly denote (1) the sections of the parks that you are requesting, (2) parking spots needed and (3) proposed street closures. Place a concise narrative explanation on the following lines. Attach additional pages if necessary.

Pls see attached.

Additional Requests:
(Include details in narrative)

- ☒ Pavilion
- ☒ Extra trash cans*
- ☒ Special power requirements (explain in narrative)**
- ☒ Street Closure**
- ☐ Other: _____

*See fee sheet

Time Details

	Start	End
Setup	3:00 pm	3:00 pm
Event	4:00 pm	9:30 pm
Breakdown	9:30 pm	10:30 pm

**** Contact the Streets & Maintenance Division 3 days prior to the event at 513-523-8412**

NOTE: Street closures will be at the discretion of the Oxford Police Department



Stipulations and Fees

Note: FULL PAYMENT REQUIRED BEFORE THE EVENT

RIGHT-OF-WAY

Applicants should allow a minimum of **three (3) business days** for the request to be processed from the time it is submitted to city officials. *(Please provide the City with as much lead time as possible. Events requiring road closures and staffing will require additional processing time. Large event requests shall be submitted no less than fourteen (14) days in advance of the event.)*

1. Applicant shall manage all work zones in the Right-of-Way in compliance with the Ohio Manual of Uniform Traffic Control.
2. Large events (estimated at over 500 people, including all concerts and performances, will require a pre-event meeting with the Police (524-5247) and Service Department (524-5206) prior to approval. *Note: Requests **WILL NOT** be approved prior to the pre-event meeting.*
3. The period of use may not exceed two (2) days without city council approval.
4. At least one legally responsible adult must sign the request.
5. The usage may not discriminate for or against a given class of people.
6. All ordinances that regulate noise **shall** be observed.
7. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within the public right-of-way.
8. The applicant is responsible for cleanup. Failure to clean up may result in subsequent requests being denied or a deposit being required. In addition, a cleaning charge may be assessed.
9. Safety staffing levels will be determined by the Oxford Police Department and the applicant may be required to hire police officers.
10. All special conditions specified by department heads must be complied with. Fees may be assessed for special services – see below.
11. NO markings may be made on streets or sidewalks within the public right-of-way.

USE OF PARKS (ALL THOSE ABOVE, PLUS)

1. No motor vehicles may be parked within the area of the park or on any sidewalk.
2. Banners are only permitted on the stage area during the function and must be removed immediately after the event. Tying is the only acceptable way of affixing a banner to the stage area.
3. No signs are permitted.
4. The applicant is responsible for damage to grass, shrubs or trees as a result of the event and agrees to compensate the City of Oxford the cost of repairs and/or replacement.
5. No structure shall be defaced and no structure shall be erected within four (4) feet of the base of a tree or shrub.
6. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within any park.
7. The applicant will be required to provide the City with a certificate of insurance naming the City as an additional insured for events with live animals or inflated play structures with a minimum of \$1M coverage. Insurance for other events may be required and reviewed on a case by case basis.

FEE INFORMATION

No Parking Signs	\$1.00/ea.
Metered Parking	\$10.00/ea
Trash Boxes	\$5.00/ea.
Personnel	
Police Officer(s)	Contact OPD
Street Dept. Personnel	\$25.00/hr
Electrician	\$100.00
Park & Rec Personnel	Contact OPRD

Road Closures

Main Street	\$135.00**
US 27 Detour	\$135.00**

**Includes labor

Sports Fields/Gazebo

Contact OPRD – 523-6314

APPLICANT'S ASSURANCE

I have reviewed the estimated cost for the event and agree to compensate the City for services rendered as specified above. If the event runs past the stated end time, I understand that additional charges will accrue and agree to compensate the City accordingly.

Blope

Applicant's Signature

Date: 12 / 20 / 19

CITY USE ONLY

	Service	Hours	Rate	Estimate	Final
1			\$	\$	\$
2			\$	\$	\$
3			\$	\$	\$
4			\$	\$	\$
5			\$	\$	\$
	Total		\$	\$	\$

	Applicant's Initials	Review Date
Police Department		
1		
2		
3		
4		
Fire Department		
1		
2		
3		
4		
Service Department		
1		
2		
3		
4		
Recreation Department (if applicable)		
1		
2		
3		
4		
City Manager		
1		
2		
3		
4		

Pre-Meeting (if applicable): Reviewed with _____ on _____.

Reviewer(s): _____

APPROVAL SECTION (with conditions)

Police Chief:	☐ Approved	☐ Not Approved	_____/____
Fire Chief:	☐ Approved	☐ Not Approved	_____/____
Service Director:	☐ Approved	☐ Not Approved	_____/____
Recreation Director:	☐ Approved	☐ Not Approved	_____/____
City Manager:	☐ Approved	☐ Not Approved	

City Manager's Signature

Date: _____

Reason(s) event not approved:

729.05 SALES ON CERTAIN MUNICIPAL PROPERTY PROHIBITED.

No person shall sell, offer to sell or solicit orders for goods, wares or merchandise for immediate or future delivery, or services to be furnished, performed or provided in the present or in the future, within parking meter zones or upon any municipally-owned or controlled property other than streets. This law shall not be applicable to nonprofit or charitable community organizations operating with the express consent of the Office of the City Manager and shall not apply to the lawful use of sidewalk space where such use is expressly authorized by the Codified Ordinances of Oxford, nor shall this section be applicable to the selling at a Farmers' Market of farm produce when such produce has been raised and grown by the vendors and provided that such selling has been specifically authorized and regulated by the Council. Any sale or use of alcohol upon any municipally-owned or controlled property shall be approved by City Council.

(Ord. 3211. Passed 3-19-13.)

Brews for Bricks – Park Permit Request

Requesting use of Memorial Park including the pavilion

Requesting access to electric at the pavilion and at the trees

Requesting 4 extra trash cans

Brews for Bricks, building a foundation for our community

- Fundraising event to benefit the Oxford Community Foundation (OCF)
- Ticketed event, but anyone may attend
 - To drink you must purchase tickets, but anyone may attend the event.
- Beer Trucks – 3
- Food Trucks – 3 to 5
- Beer and Food Trucks will be lined along E. Park Place
- Beer and Food vendors will carry their own mobile licenses
- Live music will be on the stage for the duration of the event
 - Sound technician will be provided by OCF
- Tents, tables and chairs will be placed on the perimeter of the lawn

OCF will carry event insurance.

Once permit is approved by city council the Foundation will request our F2 permit

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: March 3, 2020

Account Code #: 126.370.60015

Budgeted Amount: \$119,000.00

Service Department
Originating Department

Michael B. Dreisbach, Service Director

Prepared By

February 18, 2020

Date Prepared

Agenda Title: Program year 2019 CDBG Handicap Ramp Improvements Contract

Recommendation: Approve

Discussion: The City's 2020 capital improvement budget includes \$119,000 in the Community Development Block Grant (CDBG) fund for the construction of handicap ramps with tactile dome mats. \$96,321 is available for construction; the balance is used to offset costs to administer the program. Staff advertised using CDBG guidelines for improvements specified on the attached Exhibit "A".

Total estimated linear feet of curb / gutter replacements: **782 feet**

Total estimated square feet of sidewalk / ramp replacements: **4,115 sq. ft.**

Total new handicap ramps with tactile detection mats: **54**

The City advertised for bids in the *Hamilton Journal-News* on Jan 31 and Feb 7, 2020. Six sealed bids were opened and publicly read on Feb. 14, 2020 with the following results:

Bearcat Construction	\$83,755.00
Jackson Construction	87,139.40
W.G. Stang	93,282.50
R.A. Miller	99,637.50
Hendy, Inc.	107,916.25
Adleta Construction	137,222.02

The lowest and best bid for concrete improvements was provided by Bearcat Construction, Inc. in the amount of \$83,755.00. Bearcat Construction has completed one contract with the City of Oxford with acceptable results.

It is Staff's recommendation that Council authorize the City Manager to enter into an agreement with Bearcat Construction, Inc. for the installation of improvements per project specifications at a cost of \$83,755.00. Staff is requesting a contingency in the amount of \$12,245.00, therefore the contract not to exceed amount requested is **\$96,000.00**. This is the full allotment from HUD for construction expenses in the 2019 CDBG program year.

Approved By:

Department Head:

City Manager:

Initial

Date

MBD \ 2/19/20

DRE \ 2/28/20

2020 CDBG Sidewalks and Handicap Ramp Improvements

EXHIBIT "A"

2019 Funding

1/27/20 - EK

Location		Lin Ft.Curb Removal & Replacement	Sq ft Sidewalk / Ramp Removal & Replacement	# of Detectable Warning Mats on each Sidewalk Ramp	8 inch Thick Alley Apron	NOTES
Maple & Garrod						
	NE	0	55	1		
	SE	0	55	1		
Chestnut & Maple						
	NE	30	100	1		
	NW	47	100	2		
	SW	10	75	1		
Chestnut & Silvoor						
	SE	20	20	1		
	SW	23	35	1		
Chestnut & Cedar						
	SE	20	49	1		
	SW	14	150	2		
Chestnut & Oak						
	NE	28	150	2		
Chestnut & Arrowhead						
	NE	10	50	1		
Poplar & Central						
	SW	27	85	1		
	NW	15	72			
Poplar & Rose						
	NW	13	75	1		
	SW	15	55	1		
Poplar & Linden						
	NW	27	60	1		
	SW	22	100	1		
Poplar & Wooster						
	NW	17	60	1		
	SW	19	60	1		
Wooster & Oberlin						
	SE	28	80	1		
	SW	21	60	1		
Beech & Central						
	SE	18	50	1		
	SW	25	100	1		
	NW	41	75	1	125	
Midblock Alley Apron		28	50	0	90	114 / 130 W Central
College & Central						
	NE	18	100	1		
	SE	20	125	1		

Chestnut & Kehr					
NE	18	42	1		
NW	11	72	1		
SE	15	63	1		
SW	13	156	1		
Kehr & Gardenia					
SE	0	42	1		
Gardenia & Callie (Apricot?)					
NE	0	0	1		
NW	0	42	1		
Gardenia & Silverleaf					
NE	0	50	1		
SE	0	50	1		
SW	0	50	1		
Kehr & Roberts					
NW		0	1		
SW	0	30	1		
Roberts & Morgan Cir					
SE	0	108	1		
SW	0	108	1		
Maxine & Sandra					
NE	20	150	1		
NW	41	250	2		
SW	18	175	1		
Sandra & Glenview					
NE	0	80	1		
NW	0	65	1		
Dana & Melissa					
SE	0	40	0		
Maxine & Melissa					
NE	11	140	1		
NW	11	78	1		
Chestnut & McGuffey					
NE	39	132	1		
NW	5	50	1		
5041 College Corner Pike					
N	12	48	1		
S	12	48	1		
	Lin Ft.Curb Removal & Replacement	Sq ft Sidewalk / Ramp Removal & Replacement	# of Detectable Warning Mats on each Sidewalk Ramp	8 inch Thick Alley Apron	
Totals of each	782	4115	54	215	

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BEARCAT CONSTRUCTION, INC. FOR THE INSTALLATION OF HANDICAP RAMPS WITH TACTILE DOME MATS AS SET FORTH ON EXHIBIT "A" ATTACHED HERETO AT A COST OF \$83,755.00 PLUS A CONTINGENCY IN THE AMOUNT OF AMOUNT OF \$12,245.00 FOR A TOTAL COST NOT TO EXCEED \$96,000.00.

WHEREAS, the City advertised for bids in the *Journal News* on January 31, 2020 and on February 7, 2020. Six (6) sealed bids were opened and publicly read on February 14, 2020. The lowest and best bid was submitted by Bearcat Construction, Inc. in the amount of \$83,755.00; and

WHEREAS, the City Manager and the Service Director recommend Council accept the bid of Bearcat Construction, Inc. as the lowest and best bid for the installation of handicap ramps with tactile dome mats as set forth on Exhibit "A" attached hereto at a cost of \$83,755.00.

WHEREAS, the City Manager and the Service Director further recommend Council authorize the City Manager to enter into a contract with Bearcat Construction, Inc. for the installation of handicap ramps with tactile dome mats as set forth on Exhibit "A" attached hereto at a cost of \$83,755.00 plus a contingency in the amount of \$12,245.00 for a total cost not to exceed \$96,000.00.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: City Council accepts the recommendation of the City Manager and the Service Director and hereby accepts the bid of Bearcat Construction, Inc. and further authorizes the City Manager to enter into a contract with Bearcat Construction, Inc. for the installation of handicap ramps with tactile dome mats as set forth on Exhibit "A" attached hereto at a cost of \$83,755.00 plus a contingency in the amount of \$12,245.00 for a total cost not to exceed \$96,000.00.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: March 3, 2020

Account Code #: 417.750.54340

Budgeted Amount: \$150,000.00

Service Department
Originating Department

Michael B. Dreisbach, Service Director

Prepared By

February 18, 2020

Date Prepared

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

Recommendation: Approve

Discussion: The 2020 capital improvement plan includes funding for the repair of defective curb, gutter, and sidewalk in advance of street pavement resurfacing. On Feb. 4, 2020, the City Council approved **Resolution No. 7158** authorizing Staff to move forward with a special assessment project to repair defective curb, gutter, and sidewalk as defined in Exhibit "A" in the Resolution.

Staff prepared and filed plans with the City Clerk as required by ORC 729.03 and the Clerk served notice to the properties involved. The City advertised this project for bids on Jan 31 & Feb 7, 2020 in the *Journal News* as well as multiple plan clearinghouses. Bids were opened on Feb. 14, 2020, with five bidders submitting the following results:

Jackson Construction, Inc.	\$114,038.06
R.A. Miller	120,365.50
W.G. Stang	131,300.00
Adleta Construction	135,365.20
Hendy, Inc.	162,248.00

The City has worked with Jackson Construction on numerous contracts in the past; all with very favorable outcomes. It is important that this work, particularly the curb & gutter, be completed prior to street resurfacing operations in July.

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

Staff recommends the City Council authorize the City Manager to enter into an agreement with Jackson Construction, Inc. for the construction and replacement of designated curb, gutter, and sidewalk per project specifications at a cost of \$114,038.06. Staff is also requesting a 10% contingency in the amount of \$11,403.80, therefore the contract amount not to exceed shall be **\$125,441.86**.

Approved By:

Department Head:

City Manager:

Initial Date

MBD \ 2/18/20

DRE \ 2/28/20

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH JACKSON CONSTRUCTION, INC. FOR THE CONSTRUCTION AND REPLACEMENT OF DESIGNATED CURB, GUTTER, AND SIDEWALK PER PROJECT SPECIFICATIONS AT A COST OF \$114,038.06 PLUS A CONTINGENCY AMOUNT OF TEN PERCENT (10%) OF THE CONTRACT PRICE OR \$11,403.80 FOR A TOTAL COST NOT TO EXCEED \$125,441.86.

WHEREAS: the City advertised for bids in the *Journal News* and with multiple plan clearinghouses on January 31, 2020 and on February 7, 2020. Five (5) sealed bids were opened and publicly read on February 14, 2020. The lowest and best bid was provided by Jackson Construction, Inc. in the amount of \$114,038.06; and

WHEREAS: the City Manager and the Service Director recommend Council accept the bid of Jackson Construction, Inc. for the construction and replacement of designated curb, gutter, and sidewalk per project specifications at a cost of \$114,038.06 plus a contingency amount of ten percent (10%) of the contract price or \$11,403.80 for a total cost not to exceed \$125,441.86.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and accepts the bid of Jackson Construction, Inc. for the construction and replacement of designated curb, gutter, and sidewalk per project specifications at a cost of \$114,038.06 plus a contingency amount of ten percent (10%) of the contract price or \$11,403.80 for a total cost not to exceed \$125,441.86.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Jackson Construction, Inc. for the construction and replacement of designated curb, gutter, and sidewalk per project specifications at a cost of \$114,038.06 plus a contingency amount of ten percent (10%) of the contract price or \$11,403.80 for a total cost not to exceed \$125,441.86.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: March 3, 2020

Account Code #: 141.720.51000/63181

Budgeted Amount: \$500,000

Service Department

Originating Department

Michael B. Dreisbach

Prepared By

February 18, 2020

Date Prepared

Agenda Title: 2020 Street Resurfacing and Maintenance Program

Recommendation: Approval

Discussion:

The 2020 Capital Improvement budget includes \$500,000 for street resurfacing and maintenance. Staff has evaluated the surface condition of City streets in order to provide data for the compilation of the 2020 Street Resurfacing Program. Several factors were considered in recommending a street for resurfacing including traffic volume, road base condition (or lack of a proper base), curb and gutter condition, drainage conditions, past street and utility cuts, proposed underground work scheduled, and current surface condition. Additionally, staff reviewed and updated the City Infrastructure Inventory which includes data on street, water, wastewater, and stormwater systems.

The list of streets proposed for resurfacing is detailed on the attached Exhibit "A".

A request for bids was published in the Hamilton Journal on Jan. 31 & Feb. 7, 2020. Sealed proposals were opened and read aloud on February 14, 2020. Two firms submitted bids with the following results:

Barrett Paving Materials, Inc.	\$ 460,970.40
John R. Jurgensen Co.	\$ 516,491.90

(Continued)

Approved By:

Department Head:

Initial

Date

MED

2/19/20

City Manager:

DRE

2/28/20

Bids submitted included the following line item cost breakdowns:

- Asphalt milling
- Asphalt placing and compacting
- Traffic control
- Pavement / traffic marking replacements
- Thermoplastic street markings
- Blue reflective armored markers to indicate fire hydrant locations
- Yellow / white markers to enhance lane marking safety

In addition to this street maintenance project, the City requested the engineering firm of Bayer Becker to evaluate if any facets of the *Corridor Safety Improvement Plan* and *Complete Streets Policy* could be implemented in association with this capital project. No improvements were noted as being necessary (at this time) for the following streets: Marcia Drive, David Drive, Merry Day Drive, Dick Road, James Road, and Joseph Drive. A recommendation for the installation of “Sharrows” was made for the following streets: Elm Street, Contreras Road, and consider the installation of sharrows (and some crosswalk markings) for Withrow Street. The report also noted sidewalk only on one side of Contreras Road. Bayer Becker made recommendations for Chestnut St. including considering the construction of a 12’ multi-use path on the north side of Chestnut St. from Oak St. to Patterson Ave. (the existing sidewalk is 5’ wide), and consider the elimination of one lane of on-street parking and the installation of one dedicated bicycle lane. This area is currently a Permitted Parking Zone as authorized by Ordinance.

The lowest and best bid for the 2020 Street Maintenance Program was provided by Barrett Paving Materials, Inc. with a bid of \$460,970.40. Staff is requesting a contingency amount of \$39,029 for this contract (approximately 8.5%). It is Staff’s recommendation that Council authorize the City Manager to enter into an agreement with Barrett Paving Co. for a total amount not to exceed **\$499,999.40**.

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BARRETT PAVING MATERIALS, INC. FOR THE 2020 STREET RESURFACING AND MAINTENANCE WORK AT A COST OF \$460,970.40 PLUS A CONTINGENCY AMOUNT OF \$39,029.00 FOR A TOTAL COST NOT TO EXCEED \$499,999.40

WHEREAS, a request for bids was published in the *Journal News* on January 31, 2020 and on February 7, 2020. Sealed proposals were opened and read aloud on February 14, 2020 with two firms submitting bids; and

WHEREAS, the City Manager and the Service Director recommend Council accept the bid and authorize the City Manager to enter into an agreement with Barrett Paving Materials, Inc. for the 2020 street resurfacing and maintenance work at a cost of \$460,970.40 plus a contingency amount of \$39,029.00 for a total cost not to exceed \$499,999.40.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council finds Barrett Paving Materials, Inc. to be the lowest and best bidder and accepts the bid of \$460,970.40 for the 2020 street resurfacing and maintenance work as described in Exhibit "A" attached hereto and incorporated herein.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with Barrett Paving Materials, Inc. at a cost of \$460,970.40 plus a contingency amount of \$39,029.00 for a total cost not to exceed \$499,999.40 for the 2020 street resurfacing and maintenance work as described in Exhibit "A" attached hereto and incorporated herein.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

2020 Resurfacing

EXHIBIT "A"

Street Name

From

To

Marcia Dr.	David Dr.	David Dr.											
David Dr. B	Dana Dr.	Marcia Dr.											
David Dr. C	Marcia Dr.	Marcia Dr.											
David Dr. D	Marcia Dr.	Dana Dr.											

Chestnut St. O Base Repairs	Oak	Cedar Dr.											
Chestnut St. P Base Repairs	Cedar Dr.	Silvoor											
Chestnut St. Q Base Repairs	Silvoor Lane	Maple											
Chestnut St. R Base Repairs	Maple	Patterson											

Chestnut St. O	Oak	Cedar Dr.											
Chestnut St. P	Cedar Dr.	Silvoor											
Chestnut St. Q	Silvoor Lane	Maple											
Chestnut St. R	Maple	Patterson											

Elm St. A	Spring St.	Collins St.											
Elm St. B	Collins St.	Walnut St.											
Elm St. C	Walnut St.	High St.											
Elm St. D	High St.	Church St.											

Withrow St. C	College Ave.	Beech St.											
Withrow St. D	Beech St.	Main St.											

Contreras Rd. L	W. Corp Line	County Maint. Sign											
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Dick Rd.	Joseph Lane	Contreras Rd.											
James Rd.	Joseph Lane	Contreras Rd.											
Joseph Ln.	James Rd.	Dick Rd.											
Joseph Ln.	Dick Rd.	E. Terminus											

ALTERNATE #1

Silvoor Lane	S. Terminus	Chestnut St.
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CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Service Department
Originating Department

City Council Meeting of: March 3, 2020

Michael B. Dreisbach
Prepared By

Account Code #: 331.831.69162 & 320.810.65142

Budgeted Amount: \$63,000

February 18, 2020
Date Prepared

Agenda Title: Purchase of Replacement Equipment for Wastewater Collection and Water Treatment Divisions of the Service Department

Recommendation: Approve

Discussion: The 2020 Capital Equipment Budget includes \$63,000 for the purchase of replacement vehicles for the Wastewater Collection Division (WWColl) and Water Treatment Plant (WTP) divisions of the Service Department. The vehicles being replaced are a 2009 pickup truck and a 2007 compact truck respectively.

The State of Ohio – Department of Administrative Services (DAS) contract for the purchase of trucks and vans includes the following awards through Middletown Ford (State Contract #RS901720; Index # GDC093):

	<u>Contract Price</u>	<u>Options</u>	<u>Total Contract Price</u>
#23AT 4WD Ext Cab Pickup:	\$29,366.00	\$ 2,747.16	\$32,113.16
#5 AT Transit Connect Van:	24,819.00	1,109.00	25,928.00

Options for the pickup truck are detailed on the attached DAS price schedule and include delivery of the vehicle to Oxford, parts and service manuals, additional key, tow hitch, all terrain tires, eight foot truck bed, plow prep package, Bluetooth, switches, and bed liner. Options for the compact van include additional key, safety partition for driver, hinged rear doors, and door glass.

This Resolution will authorize the City Manager to enter into an agreement with Middletown Ford for the purchase of a 2020 F250 pickup truck as described as well as a 2020 Transit Connect compact cargo van at a total cost not to exceed \$58,041.16.

Approved By:

Department Head: Initial Date
MB 2/19/20

City Manager: DRE 2/28/20

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH MIDDLETOWN FORD FOR THE PURCHASE OF A 2020 F-250 PICKUP TRUCK WITH SPECIFIED OPTIONS AND A 2020 TRANSIT CONNECT COMPACT CARGO VAN WITH SPECIFIED OPTIONS AT STATE CONTRACT PRICING AT A COST NOT TO EXCEED \$58,041.16.

WHEREAS, the 2020 Capital Equipment Budget includes funding for the purchase of replacement vehicles for use by the Wastewater Collection Division and the Water Treatment Plant Division of the Service Department; and

WHEREAS, the City Manager and the Service Director recommend City Council authorize the City Manager to enter into a contract with Middletown Ford for the purchase of a 2020 F-250 pickup truck with specified options and a 2020 Transit Connect compact cargo van with specified options at state contract pricing at a cost not to exceed \$58,041.16.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and accepts the State Contract pricing for the purchase of a 2020 F-250 pickup truck with specified options and a 2020 Transit Connect compact cargo van with specified options at state contract pricing at a cost not to exceed \$58,041.16.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Middletown Ford for the purchase of a 2020 F-250 pickup truck with specified options and a 2020 Transit Connect compact cargo van with specified options at state contract pricing at a cost not to exceed \$58,041.16.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

WWC

Index No.: GDC093

Eff. Date: 01/01/20

Page 91

PRICE SCHEDULEITEM #23AT PICKUP - 8,500 LB. - 4WD - EXT. CAB - SHORT BED-MBE

DELIVERY:		INDICATE CITY/STATE OF MANUFACTURER:	
100-120 DAYS A.R.O. (SEE IV.A.)		Louisville, KY	
CONTRACTOR: Middletown Ford		MFG: Ford	MODEL: F-250
		MODEL NUMBER: X2B	
ITEM ID NO.: 37026		UNIT PRICE: \$ 29,366.00	
E85 Compatible? YES			

ITEM ID NO.	DELIVERY CHARGE	UNIT PRICE
37335	Delivery charge per mile, per vehicle round trip map mileage for delivery by the contractor	\$ 0.40
37336	Minimum Delivery Charge	\$ 120.00

ITEM ID NO.	DEALER OPTION/ORDER CODE	OPTION	UNIT PRICE
37605	Parts	Parts Manual: Electronic	\$ 400.00
37321	Service	Service Manual: Electronic	\$ 400.00
37617	Key	Additional Set of Keys with FOB Enabling Electronic Keyless Entry	\$ 250.00
Specify on P.O.	SBE	Seat Belt Extender (1 Unit)	\$ 0.00
Specify on P.O.	1S	Cloth Seat Covering	\$ 0.00
37357	Bed	Bed Liner: Hard	\$ 145.00
37618	52B	Tow Hitch / 7-Pin Receptacle / Brake Controller	\$ 250.00
37619	7-Pin	7-Pin Trailer Receptacle Wiring (See Supplement A, page 133)	\$ 75.00
37616	TBM	All Terrain Tires	\$ 450.00
STD	Standard	Trailer Tow Mirrors	STD
37620	76C	Backup Alarm	\$ 127.00
37364	8FT	8 ft. Bed in Lieu of Short Bed	\$ 200.00
37621	41P/473	Manufacturer Snow Plow Prep Package (Includes HD Suspension, HD Alternator, HD Transmission Cooling, Skid Plates, Etc.) Does not include Snow Plow	\$ 320.00
37369	Plow	Snow Plow Package (order w/Snow Plow Prep Package) Indicate Blade Length: 8'	\$ 3,600.00

SPECIFICATIONS**Pickup – 8,500 lb. – 4WD – Ext. Cab – Short Bed--MBE**

Item Number 23AT

Line No.	Standard Specification Items	Minimum Requirements	Exceptions
Powertrain			
1.	Engine Type (Liter / Cylinder)	6.0L, V8	
2.	Horsepower (Net HP)	360	
3.	Transmission	Automatic	
4.	Locking Differential	Required	
5.	Alternator (amps)	Manufacturer Standard	
6.	Battery (CCA)	Manufacturer Standard	
7.	Cooling System	Heaviest Duty Available	
8.	Alternative Fuel (Type)	Specify	
9.	Drivetrain	4WD	
Exterior			
10.	Body Side Moldings	Manufacturer Standard	
11.	Rear Door Type	Locking Tailgate	
12.	Bed Length (ft.)	5.5 – 6.5 Bidder to Specify:	6.5
13.	Rear Step Bumper	Manufacturer Standard	
14.	Tires	All Season	
15.	Spare Tire	Full	
Safety			
16.	Restraint System (Driver & Passenger)	Required	
17.	Supplement Restraint System (Driver & Passenger)	Required	
18.	Power Antilock Brakes (Front and Rear)	Required	
19.	Rear Camera	Required	
20.	Factory Installed Running Boards	Required	
Seating			
21.	Seating Capacity	6	
22.	Front Seat Type	Split Bench	
23.	Seat Covering	Vinyl	
24.	Floor Covering	Vinyl	
Dimensions			
25.	Wheelbase (in.)	142	
26.	Fuel Capacity (Gal.)	31	
27.	Headroom (Front/Rear) (in.)	40/38	
28.	Leg Room (Front/Rear) (in.)	41/31	
29.	Hip Room (Front/Rear) (in.)	60/61	
30.	Shoulder Room (Front/Rear) (in.)	65/65	
31.	Cargo Volume (cu. ft.)	60	
32.	Payload (lbs.)	3,100	
33.	Gross Vehicle Weight Rating (GVWR)(lbs.)	8,500	

SPECIFICATIONS (CONT'D)

Pickup – 8,500 lb. – 4WD – Ext. Cab – Short Bed–MBE
Item Number 23AT

Line No.	Standard Specification Items	Minimum Requirements	Exceptions
Accessories			
34.	Air Conditioning	Required	
35.	Tilt Wheel & Cruise Control	Required	
36.	Power Windows & Door Locks	Required	
37.	Keyed Door Locks	Required	
38.	2 Sets of Keys with FOB Enabling Electronic Keyless Entry	Required	
39.	Intermittent Windshield Wipers	Required	
40.	Radio	Standard AM/FM (less SAT)	
41.	Exterior Rear View Mirror	Dual	
42.	Cargo Dome Light	Automatic	
Warranty			
43.	Rust Proofing	Min. Factory Warranty	
44.	Manufacturer Standard	Min. 3 yr./36,000 Mile	
Optional Equipment Items			
45.	Parts Manual(s)		
46.	Service Manual(s)		
47.	Additional Set of Keys with FOB Enabling Electronic Keyless Entry		
48.	Seat Belt Extender		
49.	Cloth Seat Covering		
50.	Bed Liner (Bidder to Specify Type: _____)		
51.	Tow Hitch / 7-Pin Receptacle / Brake Controller		
52.	7-Pin Trailer Receptacle Wiring (See Supplement A, page 133)		
53.	All Terrain Tires		
54.	Trailer Tow Mirrors		
55.	Backup Alarm		
56.	8 ft. Bed in Lieu of Short Bed		
57.	Manufacturer Snow Plow Prep Package (Includes HD Suspension, HD Alternator, HD Transmission Cooling, Skid Plates, Etc.) Does not include Snow Plow		
58.	Snow Plow Package (order w/Snow Plow Prep Package)		

Water Treatment Plant
 Account # 320.810.65142
 Budget = \$25,000

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

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

To whom it may concern,

Thank you for allowing Middletown Ford to bid on your:

Vehicle Information							Date: 02/03/2020
Item #	Year	Make	Model	Trim	Body Style	Color	No. of Units
5AT	2020	FORD	TRANSIT CONNECT	XL	CARGO	OXFORD WHITE	1

Buyer Information						
Name	Address	City	State	Zip Code	Phone Number	
CITY OF OXFORD	15 S. COLLEGE AVENUE	OXFORD	OH	45056	513-523-8412	

Vehicle Bid (Per Unit)			Amount Due At Inception:	
Item ID No.	Description	Selling Price	[Down Payment:]	\$0.00
	2020 TRANSIT CONNECT	\$24,819.00		
	ADDITIONAL SET OF KEYS	\$60.00		
	HINGED REAR DOORS	\$250.00		
	METAL PARTITION	\$600.00	N/A	
59F	GLASS BOTH SIDES	\$179.00		
		\$0.00	[Trade(s):]	
		\$0.00	Trade 1	\$0.00
		\$0.00		
		\$0.00		
		\$0.00		
		\$0.00		
	CUSTOMER PICK UP	\$0.00	Trade 2	\$0.00
	Title Fee	\$0.00	Trade 3	\$0.00
	Reg. Fee (45-Day Tag)	\$20.00		
	Other Fees	\$0.00		
	Total Due	\$25,928.00	Total Credits	\$0.00

We would also like to announce that we participate in the state's Minority Business Enterprise (MBE) Program.

We greatly appreciate you giving Middletown Ford the opportunity to earn your business! The above quote is good for 30 days unless otherwise specified. Quotes given on vehicles on the State bid are good until the dates specified on the state bid. **PLEASE NOTE:** Any upfits such as Dump Bodies, Utility Bodies, Snow Plows etc. May add up to 6-8 weeks onto vehicle delivery time on state bid.

WE ALSO ACCEPT TRADE-INS!

Sincerely,

WTP

PRICE SCHEDULE

ITEM #5AT – CARGO VAN – COMPACT – 5,200 LB. –MBE

DELIVERY:	INDICATE CITY/STATE OF MANUFACTURER:		
154-170 DAYS A.R.O. (SEE IV.A.)	Valencia, Spain		
CONTRACTOR: Middletown Ford	MFG: Ford	MODEL: Transit Connect	MODEL NUMBER: E7E
ITEM ID NO.: 36992	UNIT PRICE: \$ 24,819.00		
E85 Compatible? YES			

ITEM ID NO.	DELIVERY CHARGE	UNIT PRICE
37335	Delivery charge per mile, per vehicle round trip map mileage for delivery by the contractor	\$ 0.40
37336	Minimum Delivery Charge	\$ 120.00

ITEM ID NO.	DEALER OPTION/ORDER CODE	OPTION	UNIT PRICE
37605	PARTS	Parts Manual: Electronic	\$ 400.00
37321	SERVICE	Service Manual: Electronic	\$ 400.00
37322	KEY	Additional Set of Keys with FOB Enabling Electronic Keyless Entry	\$ 60.00
37338	MP	Metal (Behind Seats) Safety Partition	\$ 600.00
37339	PP	Plexiglas (Behind Seats) Safety Partition	\$ 1,000.00
Specify on P.O.	SBE	Seat Belt Extender (1 Unit)	\$ 0.00
37340	S7E	Hinged Rear Doors	\$ 250.00
37345	BA	Backup Alarm	\$ 100.00

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: March 3, 2020

Account Code #: 330.831.69163

Budgeted Amount: \$120,000

Service Department
Originating Department

Michael B. Dreisbach
Prepared By

February 18, 2020
Date Prepared

Agenda Title: Purchase of Replacement Equipment for Wastewater Collection Division of the Service Department

Recommendation: Approve

Discussion: The 2020 Capital Equipment Budget includes \$120,000 for the purchase of a replacement backhoe for the Wastewater Collection Division (WWColl) of the Service Department. The equipment being replaced is a 2004 model Case backhoe.

The State of Ohio – Department of Administrative Services (DAS) contract for the purchase of loaders and backhoes includes the following award through Southeastern Equipment Co. (State Contract #800585; Index # STS515):

	<u>Contract Price</u>	<u>Options</u>	<u>Total Contract Price</u>
Case 590SN Backhoe	\$96,505.92	\$ 19,191.69	\$115,697.61

Options for the backhoe are detailed on the attached price schedule and include delivery of the vehicle to Oxford, 4WD transmission, auxiliary hydraulics, pilot controls, 18", 24", and 93" buckets, stabilizer pads, thumb control, ride control w/ climate, air seat, LED safety lights, cold start battery, and tool box.

This Resolution will authorize the City Manager to enter into an agreement with Southeastern Equipment Co. for the purchase of a 2020 Case 590SN backhoe as described at a cost \$115,697.61. The City has been offered \$25,000 trade in value for our current 2004 machine. Staff recommends Council accept the trade in value; therefore the total contract value with Southeastern Equipment Co. shall not exceed \$90,697.61.

Approved By:

Department Head:

Initial MBD Date 2/19/20

City Manager:

DRE \ 2/28/20

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH SOUTHEASTERN EQUIPMENT CO. FOR THE PURCHASE OF A 2020 CASE 590SN BACKHOE WITH SPECIFIED OPTIONS AT STATE CONTRACT PRICING AT A COST NOT TO EXCEED \$90,697.61 WHICH INCLUDES A DISCOUNT OF \$25,000.00 FOR THE TRADE-IN OF THE CURRENT (2004) MACHINE.

WHEREAS, the 2020 Capital Equipment Budget includes funding for the purchase of a replacement backhoe for use by the Wastewater Collection Division of the Service Department; and

WHEREAS, the City Manager and the Service Director recommend City Council accept the trade-in offer of \$25,000.00 for a 2004 backhoe and authorize the City Manager to enter into a contract with Southeastern Equipment Co. for the purchase of a 2020 Case 590SN backhoe with specified options at state contract pricing at a cost not to exceed \$90,697.61.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and accepts the trade-in offer of \$25,000.00 for a 2004 backhoe.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Southeastern Equipment Co. for the purchase of a 2020 Case 590SN backhoe with specified options at state contract pricing at a cost not to exceed \$90,697.61.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)



STS DETAILED EQUIPMENT QUOTE

SALESPERSON: Scott Runnells
CUSTOMER CONTACT:

JANUARY 17, 2020

QUOTE PREPARED FOR:

CITY OF OXFORD
15 SOUTH COLLEGE AVE
OXFORD, OH 45056
P: 513-523-2171

FACILITY QUOTED FROM:

404 Brearden Rd., Monroe, OH 45050
Branch: (513) 539-9214
Mobile: (513) 519-6855
Email: srunnells@southeasternequip.com

QUOTE INFORMATION:

Account Number: 570972

Index #	Contract	UNSPCS	Oaks ID
STS515	800585	22101500	800585-3

Eq # / Item #	Product Description	Hours	Product Notes	List Price	Discount %	STS Total Price
	- CASE 590SN T4 FINAL LOADER BACKHOE - CAB 2 DOOR WITH HEAT/AC & RADIO - EXTENDABLE HOE WITH POWERLIFT - 4WD POWERSHIFT H TYPE TRANSMISSION - 1,100 LB HEAVY COUNTERWEIGHT - PILOT BACKHOE CONTROLS WITH POWER LIFT - BI DIRECTIONAL AUXILIARY HYDRAULICS - COMBINATION FLIP OVER STABILIZER PADS - PREMIUM AIR SUSPENSION CLOTH SEAT - RIDE CONTROL & COMFORT STEER - TOOL BOX - LED LIGHT PACKAGE - DUAL BATTERIES - 14X17.5, 10PR FRONT TIRES - 21LX24, 10PR (R4) REAR TIRES - 93" HD LONG LIP LOADER BUCKET WITH BOLT ON CUTTING EDGE - HYDRAULIC THUMB INSTALLED - 18" BUCKET - 24" BUCKET		CASE 590SN T4 FINAL LOADER BACKHOE	\$183,647.00	37%	\$115,697.61
Total STS Price						\$115,697.61

NOTES:

EQUIPMENT WARRANTY AND DELIVERY INFORMATION:

Warranty Type: Sold with standard manufacturer warranty.
Warranty Detail:

Delivery Method: Hired Truck
Delivery Date:
Delivery Info:

TRADE-IN EQUIPMENT:

Year	Serial #	Manufacturer	Model	Trade-In Allowance
2004	N4C309118	CASE CE	590SM II	\$25,000.00
Total Trade-In Estimate				\$25,000.00

Finance Rate Options (Estimate Only)			
	Months	Rate	Estimated Cost
Term 1		%	
Term 2		%	
Term 3		%	
Term 4		%	
Term 5		%	

QUOTE TOTALS*	
Total Equipment Price	\$115,697.61
Estimated Trade-In Allowance	\$25,000.00
Trade-In Difference	\$90,697.61
Applied Rent	
Carrying Charge	
Fuel, DEF & Other	
Freight/Trucking	
Title and License Fees	
Total Trade Payoff	\$0.00
Total Price Before Tax	\$90,697.61
Sales Tax	
FET Tax	
Total Amount Due	\$90,697.61
Down Payment	
Estimated Balance Due	\$90,697.61

STS Quote

Date: January 14, 2020
Prepared By: Scott Runnells
Southeastern Address: 404 Breaden Road
City, State, Zip Code: Monroe, Oh. 45050
Phone: 513-539-9214
Fax: 513-539-6917
Email: srunnells@southeasternequip.com

Index #	Contract #	NIGP Code
ST5515	800585	22101500

www.southeasternequip.com



STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

S & L GOVERNMENT PRICING SCHEDULE

SCHEDULE NUMBER: 800585

EFFECTIVE DATES: 10/01/2017 TO 09/30/2020

The Department of Administrative Services has completed the evaluation and analysis of the State Term Schedule (STS) offering submitted by the Contractor as listed herein. The Contractor listed herein has been determined to provide competitive, economical and reasonable pricing for the items contained in their offer. The respective offer, including the Standard Contract Terms & Conditions, any proposal amendment, special contract terms & conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this State Term Schedule.

This State Term Schedule is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Schedule is renewed, terminated, or cancelled in accordance with the Standard Contract Terms and Conditions.

This State Term Schedule is available to all state agencies, state institutions of higher education and political subdivisions properly registered as members of the Cooperative Purchasing Program of the Department of Administration Services, as applicable.

Agencies are eligible to make purchases of the supplies and/or services in any amount and at any time as determined by the agency (see maximum order limit). The State makes no representation or guarantee that agencies will purchase the supplies and/or services approved in the State Term Schedule.

State agencies may make purchases under this State Term Schedule up to \$2500.00 using the state of Ohio payment card. Any purchases that exceed \$2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

This State Term Schedule and any Amendments thereto are available from the DAS website at the following address:
<http://procure.ohio.gov>.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: March 3, 2020

Account Code #: 320.811.65143

Budgeted Amount: \$75,000

Service Department

Originating Department

Michael B. Dreisbach

Prepared By

February 18, 2020

Date Prepared

Agenda Title: Purchase of Replacement Equipment for Water Distribution Division of the Service Department

Recommendation: Approve

Discussion: The 2020 Capital Equipment Budget includes \$75,000 for the purchase of a replacement skid steer loader for the Water Distribution Division of the Service Department. The equipment being replaced is a 1994 Case 1845C.

The Sourcewell (aka National Joint Purchasing Alliance) contract for the purchase of loaders and backhoes includes the following award through Zimmer Tractor, Inc. (Contract #040319-KBA):

	<u>Contract Price</u>	<u>Options</u>	<u>Total Contract Price</u>
SVL75-2HFWC Loader	\$63,767.22	\$ 8,550.00	\$72,317.22

Options for the loader are detailed on the attached price schedule and include an extended two year warranty and a four year service agreement for the machine.

This Resolution will authorize the City Manager to enter into an agreement with Zimmer Tractor, Inc. for the purchase of a 2020 SVL75-2HFWC Loader, as described, at a cost not to exceed \$72,317.22.

Approved By:

Department Head:

Initial

Date

MED

2/19/20

City Manager:

DRE

2/28/20

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH ZIMMER TRACTOR, INC. FOR THE PURCHASE OF A 2020 SVL75-2HFWC LOADER WITH SPECIFIED OPTIONS AT A COST NOT TO EXCEED \$72,317.22.

WHEREAS, the 2020 Capital Equipment Budget includes funding for the purchase of a replacement skid steer loader for use by the Water Distribution Division of the Service Department; and

WHEREAS, the City Manager and the Service Director recommend City Council authorize the City Manager to enter into a contract with Zimmer Tractor, Inc. for the purchase of a 2020 SVL75-2HFWC loader with specified options at a cost not to exceed \$72,317.22.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and accepts the contract pricing for the purchase of a 2020 SVL75-2HFWC loader with specified options at a cost not to exceed \$72,317.22.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Zimmer Tractor, Inc. for the purchase of a 2020 SVL75-2HFWC loader with specified options at a cost not to exceed \$72,317.22.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)



NJPA Arkansas 4600041718
NJPA Delaware GSS-17673
Nebraska 14777 (OC)
Mississippi (CE Only) 820036654

Customer Information
Keebler, Eric
City of Oxford
ekeeble@cityofoxford.org
5135238412

Quote Provided By
ZIMMER TRACTOR
Brian Petri
405 E. 7TH. ST.
BROOKVILLE, IN 47012
email: bpetri@zimmertractor.com
phone: 5133206000

— Standard Features —



Kubota

S Series

SVL75-2HFWC

*** EQUIPMENT IN STANDARD MACHINE ***

FEATURES

Vertical Lift Path Loader Frame
Standard Front Quick Coupler,
Float Standard
Hydraulic Quick Coupler
Option, High Flow Hydraulics
Loader Boom Lock
Open ROPS & Air Conditioned
ROPS/FOPS Cab Models
High Back, Adjustable, Vinyl,
Suspension Seat
2" Retractable Seat Belt and 2-
Piece Seat Bar
12V Electric Outlet
17.4 gpm Auxiliary Hydraulics
standard, 29.3 gpm Option
Direct To Tank Return Line
Rigid Mounted Undercarriage, 4
Lower Track Rollers
Rubber Tracks, 12.6" Standard,
15" Optional
Two Speed Travel System
Automatic Wet Disk Parking
Brake
Kubota 4 Hydraulic Pump Load
Sensing System
2 Gear, 2 Variable
Displacement Pumps
Hydraulic Joystick Controls
ISO Operating Pattern
Hand And Foot Throttle
Controls
Electronic Travel Torque
Management
Automatic Glow Plugs
Key Switch Stop/Start System
Self Bleed Fuel System
2 Front and 2 Rear Working
Lights
Hour Meter, Engine
Temperature and Fuel
Gauges and Warning Lights
Horn and Backup Alarm
Lockable Fuel Cap
Bolt On Grab Handles to enter
machine

BASIC UNITS

SVL75-2, 15.0" Rubber Tracks,
A/C ROPS/FOPS Cab
Hydraulic Quick Coupler, High
Flow Hydraulics

ENGINE
V3307 Kubota CR-TE4, Tier 4
Diesel Engine
4 Cylinder, 4 Cycle, Turbo Charged
74.3 Gross HP @ 2400 rpm

DIMENSIONS

Cab Height 82.0"
Width (without attachment) 65.9"
Width with wide track option
(without attachment) 68.3"
Length (without attachment) 109.0"
Length of Track on Ground 56.5"

OPERATIONAL

DIMENSIONS
Operating Weight*, SVL75H, 12.6"
Rubber Tracks, Open
ROPS/FOPS Cab, Mechanical
Quick Coupler 9,039 lbs.
Rated Operating Capacity (@ 35%
of Tipping Load) 2,300 lbs.
Rated Operating Capacity (ROC)
@ 35% of Tipping Load complies
with ISO 14397-1 and SAE J 818
for crawler loaders
Rated Operating Capacity (ROC)
@ 50% of Tipping Load 3,285 lbs.
Tipping Load 6,570 lbs.
Auxiliary Hydraulics Flow 17.4
gpm
Travel Speed (Low / High) 4.7 / 7.1
mph
Reach @ Maximum Height 41.7"
Height to Hinge Pin 119.1"
Ground Pressure 5.6 psi.
Traction Force 9,878 lbf.

* Includes operator's weight, 175
lbs.

SVL75-2HFWC Base Price: \$67,526.00

(1) ACCESSORY HARNESS \$63.00
\$6680-ACCESSORY HARNESS

(1) 74" HEAVY DUTY LOW PROFILE LONG
FLOOR BUCKET (19.2 CU-FT) W/CUTTING EDGE \$1,763.00
AP-HD74LLC-74" HEAVY DUTY LOW PROFILE LONG FLOOR
BUCKET (19.2 CU-FT) W/CUTTING EDGE

(1) SPECIAL APPLICATION DOOR KIT FOR CAB \$3,095.00
\$8658-SPECIAL APPLICATION DOOR KIT FOR CAB

(1) HOSE STAY \$98.00
\$8689-HOSE STAY

(1) ROTATING BEACON LIGHT KIT \$353.00
\$8678-ROTATING BEACON LIGHT KIT

(1) AIR RIDE SEAT SUSPENSION KIT \$541.00
\$8679-AIR RIDE SEAT SUSPENSION KIT

Configured Price: \$73,439.00

Sourcewell Discount: (\$17,625.36)

SUBTOTAL: \$55,813.64

1Yr SVL75-2HFWC Extended Warranty (3000 hrs) \$950.00

Dealer Assembly: \$444.83

Freight Cost: \$710.00

PDI: \$250.00

AP-SGV2072/ CLAW GRAPPLE 72' \$3,579.00

AP-PFL5548-93 / PALLET FORKS \$903.75

AP-HD74LLT / TOOTH BUCKET \$1,116.00

Total Unit Price: \$63,767.22

Quantity Ordered: 1

Final Sales Price: \$63,767.22

**Purchase Order Must Reflect
the Final Sales Price**

To order, place your Purchase Order directly with the quoting
dealer

\$ 72,317.22

*All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.

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**- \$950 1yr warranty
+ \$4500 2yr warranty
+ \$5000 4yr Service Agreement**

FORM E

CONTRACT ACCEPTANCE AND AWARD



(Top portion of this form will be completed by Sourcewell if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

Sourcewell Contract #: 040319-KBA

Proposer's full legal name: Kubota Tractor Corporation

Based on Sourcewell's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by Sourcewell.

The effective date of the Contract will be May 31, 2019 and will expire on May 31, 2023 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the Sourcewell Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at Sourcewell's discretion.

Sourcewell Authorized Signatures:

DocuSigned by:

Jeremy Schwartz

C0F02A138D0649...
SOURCEWELL DIRECTOR OF OPERATIONS AND
PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz
(NAME PRINTED OR TYPED)

DocuSigned by:

Chad Coquette

7E42B8F817A54CC...
SOURCEWELL EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette
(NAME PRINTED OR TYPED)

Awarded on May 28, 2019

Sourcewell Contract # 040319-KBA

Vendor Authorized Signatures:

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name Kubota Tractor Corporation

Authorized Signatory's Title VICE PRESIDENT

Alex M Woods

VENDOR AUTHORIZED SIGNATURE

Alex M Woods

(NAME PRINTED OR TYPED)

Executed on 5/30, 2019

Sourcewell Contract # 040319-KBA

By signing below, Proposer is acknowledging that he or she has read, understands, and agrees to comply with the terms and conditions specified above.

Company Name: Kubota Tractor Corporation

Address: 1000 Kubota Drive

City/State/Zip: Grapevine, TX 76051

Telephone Number: (817) 532-3875

E-mail Address: Jon.Cheek@Kubota.com

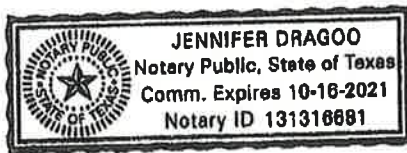
Authorized Signature: _____

Authorized Name (printed): Alex Woods

Title: Vice President, Sales Operations, Supply Chain and Parts

Date: 03/29/2019

Notarized



Subscribed and sworn to before me this 29th day of March, 2019

Notary Public in and for the County of Tarrant State of Texas

My commission expires: 10/16/2021

Signature: Jennifer Dragoo

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: March 3, 2020

Account Code #: 341.851.64706

Budgeted Amount: \$500,000

Service Department

Originating Department

Michael B. Dreisbach

Prepared By

February 18, 2020

Date Prepared

Agenda Title: Purchase of Replacement Industrial Tub Grinding Equipment for the Streets & Maintenance Division of the Service Department

Recommendation: Approve

Discussion: The 2020 Budget includes funding for the purchase of a replacement industrial tub grinder for use at the City's Class IV yard waste composting facility. This machine will be replacing a 1997 DuraTech model HD8.

The City developed specifications for a new industrial tub grinder to replace the 1997 model. Specifications included modern technology not available previously including an enclosed engine compartment with self-cleaning air intake screen, fixed mill hammers, lower decibel operating range, stacking conveyer with magnetic separator, and remote console that may be controlled by the City's loader operator.

The City advertised for bids in the Hamilton Journal News on Jan. 31 and Feb. 7, 2020. Bids were opened and publically read aloud on February 14, 2020 with the following results:

Baker & Sons	DuraTech model 2009	\$203,300.00
Columbus Equipment	Morbark 1000	465,000.00
Columbus Equipment	Morbark 1000 demo unit	335,000.00 (sold like new)

City Staff have reviewed the proposed equipment and recommend selection of the lowest bidder – the DuraTech 2009 offered by Baker & Sons Equipment Co. offered at less than half of the budget appropriated by the City. Baker & Sons has offered the City \$12,000 for the trade of our machine that is being replaced. Staff recommends we accept the trade value in this case.

This Resolution will authorize the City Manager to enter into an agreement with Baker & Sons Equipment Company for the purchase of a DuraTech model 2009 industrial tub grinder as specified at a cost of \$203,300.00. Baker & Sons will take the City's existing machine in trade for a cost reduction of \$12,000, therefore the amount not to exceed for this agreement shall be \$ 191,300.00.

Approved By:

Department Head:

Initial

Date

MBD

2/19/20

City Manager:

DRE

2/25/20

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BAKER & SONS EQUIPMENT COMPANY FOR THE PURCHASE OF A DURA TECH MODEL 2009 INDUSTRIAL TUB GRINDER AS SPECIFIED AT A COST NOT TO EXCEED \$191,300.00, WHICH INCLUDES A DISCOUNT OF \$12,000.00 FOR THE TRADE-IN OF THE CURRENT (1997) EQUIPMENT.

WHEREAS, the 2020 Budget includes funding for the purchase of a replacement industrial tub grinder for use at the City's Class IV yard waste composting facility. This machine will replace the current 1997 equipment; and

WHEREAS, a request for bids was published in the *Journal News* on January 31, 2020 and on February 7, 2020. Sealed bids were opened and read aloud on February 14, 2020. The lowest and best bid was submitted by Baker & Sons Equipment Company which included a trade-in offer; and

WHEREAS, the City Manager and the Service Director recommend City Council accept the trade-in offer of \$12,000.00 for the 1997 Dura Tech model HD8 industrial tub grinder and authorize the City Manager to enter into a contract with Baker & Sons Equipment Company for the purchase of a Dura Tech model 2009 industrial tub grinder as specified at a cost not to exceed \$191,300.00.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and accepts the trade-in offer of \$12,000.00 for the 1997 Dura Tech model HD8 industrial tub grinder.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Baker & Sons Equipment Company for the purchase of a Dura Tech model 2009 industrial tub grinder as specified at a cost not to exceed \$191,300.00.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 3/3/2020

Joe Newlin
Prepared By

Account Code No. #: NA

Budgeted Amount: NA

2/25/2020
Date Prepared

Agenda Title: BANKING DEPOSITORY- MERCHANT SERVICE RESOLUTION

Recommendation: Approve

Discussion:

BACKGROUND

The five-year agreement for banking depository services with the current bank depository will expire on April 5, 2020. The Request for Proposals for bank depository services for next five years was issued in January and was due by 2:00 p.m., February 14, 2020. Three local banks responded to the depository section of the RFP. Proposals were received by the following banks:

First Financial Bank
First Merchants Bank
LCNB National Bank

BASIS FOR DECISION

The basis for the decision, as stated in item 15 in the RFP, "The City will choose its services based on the combination of the best service package and lowest service cost....It is our intent for you to receive a competitive return for the depository services rendered, while at the same time maximizing the cost savings and investment earnings of the City's funds."

Based on our qualitative review of the proposals received we are recommending First Financial Bank as the primary depository for City of Oxford funds, and LCNB National Bank as the backup depository for City of Oxford funds (City will maintain our current LCNB National Bank Parking Meter Account).

The Request for Proposals for merchant services for next five years was issued in January and was due by 2:00 p.m., February 14, 2020. Three local banks and one independent firm responded to the merchant services of the RFP. Proposals were received by the following:

Infintech (First Financial Bank)
Elavon (First Merchant Bank)
TSYS (LCNB National Bank – would only provide merchant service options if awarded the bid)
Certified Payments

BASIS FOR DECISION

The basis for the decision, as stated in item 15 in the RFP, “The City will choose its services based on the combination of the best service package and lowest service cost....It is our intent for you to receive a competitive return for the depository services rendered, while at the same time maximizing the cost savings and investment earnings of the City’s funds.”

Based on our qualitative review of the proposals received we are recommending Infintech as the City’s merchant service provider. Based on 2019 transaction count we should save conservatively \$1,100 per month.

Approved By:

Department Head:
City Manager:

Initial/Date

[Signature] 2/26/20
DIRE 2/28/20

RESOLUTION NO.

RESOLUTION DESIGNATING PUBLIC DEPOSITORIES AND AWARDING THE DEPOSIT OF ACTIVE PUBLIC FUNDS FOR A FIVE-YEAR PERIOD COMMENCING APRIL 6, 2020.

WHEREAS, applications for active deposits of the City of Oxford have been received from First Financial Bank, First Merchants Bank and LCNB National Bank, each of which has proposed to accept all or any part of the City of Oxford active deposits insofar as they are permitted by law to do so.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: The active deposits of the City of Oxford are hereby awarded to First Financial Bank, as provided for in Chapter 135 of the Ohio Revised Code for the five year period commencing April 6, 2020, and ending April 5, 2025. The amounts of such active deposits to be awarded to said bank as determined in accordance with the provisions of Ohio Revised Code Section 135.04, shall exclude the parking meter coin funds.

A depository account will be retained with LCNB National Bank for the convenience by proximity for the deposit of parking meter coins collected. LCNB National Bank shall act as the secondary depository of the active deposits of the City of Oxford.

Infintech will begin processing Merchant Service transactions commencing April 6, 2020, and ending April 5, 2025.

The Finance Director shall determine the dollar amounts to be deposited as said funds become available pursuant to law.

SECTION 2: Interest earned through pooled investments or individual investments shall be allocated to the participating funds in accordance with generally accepted accounting procedures. Interest may be earned by funds which derive a substantial portion of funding assistance from subsidies from another fund. In such cases, interest earned shall be credited to the fund contributing the subsidy. Interest shall be apportioned and credited to new funds as they are created.

SECTION 3: The City Manager and the Finance Director are hereby authorized to take all steps necessary to execute all documents necessary to effectuate the terms of this Resolution.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Council Meeting Of : 2/18/2020

Account Code No. : see below

Budgeted Amount :

Finance
Originating Department

Joe Newlin
Prepared By

2/12/2020
Date Prepared

Agenda Title:	2020 Supplemental Budget #2
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Recommendation:	Approve
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Issue 1

To make adjustment to budget for receipt of EMS Grant and subsequent purchases, from unencumbered balance
Although this was on the Staff Report it failed to make it to the ordinance, my bad.

Action Needed:

Revenue Side

Life Squad Gift (210)	3,637.00 Grant Receipt
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Expense Side

Life Squad Gift (210)	3,637.00 Expenditures for EMS purchases
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Net Effect on Fund Balance/(s) Increase/(Decrease)	-
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Issue 2

To make adjustment to budget for posting of health insurance internals for the month's of September \$5,992.50, October \$5,992.50
November \$5,992.50 and December \$6,120.00 of 2019. Internal posting error posting Parking employee's health insurance to the Street Fund and
posting Street employee's health insurance to the Parking Fund. The issue has been resolved and posting is corrected for 2020.

Action Needed:

Revenue Side

Parking Fund (130)	24,097.50 Transfer from Street Fund
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Expense Side

Street Fund (122)	24,097.50 Transfer to Parking Fund
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Net Effect on Fund Balance/(s) Increase/(Decrease)	-
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Issue 3

To make adjustment to budget for income tax refund to the Ohio Department of Taxation not enough revenue collected to offset
refund on net profit tax collected by the State from unencumbered balances

Action Needed:

Revenue Side

N/A

Expense Side

General Fund (110)	58,673.89 Payment to Ohio Department of Taxaation
Fire & EMS Fund (418)	8,381.98 Payment to Ohio Department of Taxaation

Net Effect on Fund Balance/(s) Increase/(Decrease)	(67,055.87)
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Total Net Effect on Fund Balance/(s) Increase/(Decrease)	(67,055.87)
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Breakdown by Fund

General Fund (110)	(58,673.89)
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Parking Fund (130)	24,097.50
Street Fund (122)	(24,097.50)
Life Squad Gift (210)	-
Fire & EMS Fund (418)	(8,381.98)
Net Effect on Fund Balance/(s) Increase/(Decrease)	(67,055.87)

Approved By:

Department Head:

City Manager:

Initials	Date
<u>DW</u>	<u>2/12/20</u>
<u>DRE</u>	<u>2-14-20</u>

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3538. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 2 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2020.

WHEREAS, additional appropriations are needed for the current fiscal year and monies are available for appropriation in those funds, and changes to estimated revenues.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS 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:

Life Squad Gift Fund 210	3,637.00
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SECTION 3: The following increase/(decrease) in appropriations from unencumbered balances be made:

General Fund 110	58,673.89
Life Squad Gift Fund 210	3,637.00
Street Fund 122	24,097.50
Fire & EMS Fund 418	8,381.98

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

Transfer from:	
Street Fund 122	24,097.50

Transfer to:	
Parking Fund 130	24,097.50

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

Parking Fund 130	24,097.50
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SECTION 6: In all other respects, Ordinance No. 3493 shall remain in full force and effect.

SECTION 7: This ordinance shall take effect immediately upon its adoption.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott, Jr.

Fire

Originating Department

Council Meeting Of: February 18, 2020

John Detherage

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

02-06-2020

Date Prepared

Agenda Title: Update and addition to Chapter 507, Police and Fire Civil Citations.

Recommendation: Adopt the Ordinance.

Discussion: In 2009 Ordinance 507.3 was adopted to allow for civil citations to be issued on first time offenses for several Ohio Fire Code violations. In the years since, referenced fire code section numbers have changed and the need for additional sections has come about. To address these issues the following changes are being submitted:

1. Add chapter 1511 of the Oxford Community Code to address open burning.
2. Add 308.1.6.3 to address Sky Lanterns
3. Change OFC 308.3.8 to 308.4.1
4. Add OFC 315.3.2 Means of Egress
5. Change OFC 1028.2 to 1031.2
6. Change OFC Rule 33 to 56

(iii) 308.1.6.3 Sky lanterns. A person shall not release or cause to be released an untethered sky lantern.

(b) 315.3.2 Means of egress. Combustible materials shall not be stored in exits or enclosures for stairways and ramps.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

JD 12-6-20

DRE 12-14-20

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 507.3 ENTITLED FIRE CIVIL CITATIONS AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 507.3 ENTITLED FIRE CIVIL CITATIONS.

WHEREAS, in 2009 Oxford Codified Ordinance Section 507.3 was adopted to allow civil citations to be issued for first time offenses for several Ohio Fire Code violations; and

WHEREAS, since 2009 referenced Ohio Fire Code section numbers have been updated and the need for additional sections is required. Additionally, open burning needs to be addressed.

WHEREAS, the City Manager and the Fire Chief recommend repealing Oxford Codified Ordinance Section 507.3 entitled Fire Civil Citations and adopting new Oxford Codified Ordinance Section 507.3 entitled Fire Civil Citations in accordance with updates to the Ohio Fire Code and to address open burning.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

SECTION 1: Council accepts the recommendation of the City Manager and the Fire Chief and hereby repeals Oxford Codified Ordinance Section 507.3 entitled Fire Civil Citations and adopts new Oxford Codified Ordinance Section 507.3 entitled Fire Civil Citations in accordance with updates to the Ohio Fire Code and to address open burning as follows: (Additions are bolded deletions are struck through)

507.03 FIRE CIVIL CITATIONS.

(a) A person who violates a standard of conduct set forth in a section or chapter of the Ohio Fire Code listed below **or Chapter 1511 of the Oxford Codified Ordinances entitled Open Burning** is liable for the civil fine specified in Section 507.04.

- * 107.6 Overcrowding
- * 110 Unsafe Buildings
- * **308.1.6.3 Sky Lanterns**
- * 308.3-8 .4.1 Open Flame in Group R-2 Dormitories
- * **315.3.2 Means of Egress**
- * 901.8 Removal of or tampering with equipment
- * 1028**31.2** Reliability of required exits
- * Rule ~~33~~**56** Explosives and fireworks

(b) A City officer or employee of the Oxford Fire Department charged with the enforcement of the Oxford Codified Ordinances may as authorized issue a civil citation or a misdemeanor citation for a violation of any section listed in this Section.

SECTION 3: This ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

the *Administrative Code* secured from the fire code official.

Exception: Use within inhabited premises or designated campsites that are not less than 30 feet (9144 mm) from grass-, grain-, brush- or forest-covered areas.

(i) **308.1.6.1 Signals and markers.** Flame-employing devices, such as lanterns or kerosene road flares, shall not be operated or used as a signal or marker in or upon wildfire risk areas.

Exception: The proper use of fusees at the scenes of emergencies or as required by standard railroad operating procedures.

(ii) **308.1.6.2 Portable fueled open-flame devices.** Portable open-flame devices fueled by flammable or combustible gases or liquids shall be enclosed or installed in such a manner as to prevent the flame from contacting combustible material.

Exceptions:

1. LP-gas-fueled devices used for sweating pipe joints or removing paint in accordance with *rule 1301:7-7-61 of the Administrative Code*.
2. Cutting and welding operations in accordance with *rule 1301:7-7-35 of the Administrative Code*.
3. Torches or flame-producing devices in accordance with *paragraph (H)(4)(308.4) of this rule*.
4. Candles and open-flame decorative devices in accordance with *paragraph (H)(3)(308.3) of this rule*.

(iii) **308.1.6.3 Sky lanterns.** A person shall not release or cause to be released an untethered sky lantern.

(g) **308.1.7 Religious ceremonies.** When, in the opinion of the fire code official, adequate safeguards have been taken, participants in religious ceremonies are allowed to carry hand-held candles. Hand-held candles shall not be passed from one person to another while lighted.

(i) **308.1.7.1 Aisles and exits.** Candles shall be prohibited in areas where occupants stand, or in an aisle or exit.

(h) **308.1.8 Flaming food and beverage preparation.** The preparation of flaming foods or beverages in places of assembly and drinking or dining establishments shall be in accordance with *paragraphs (H)(1)(h)(i)(308.1.8.1) to (H)(1)(h)(v)(308.1.8.5) of this rule*.

(i) **308.1.8.1 Dispensing.** Flammable or combustible liquids used in the preparation of flaming foods or beverages shall be dispensed from one of the following:

- (a) A 1-ounce (29.6 ml) container.
- (b) A container not exceeding 1-quart (946.5 ml) capacity with a controlled pouring device that will limit the flow to a 1-ounce (29.6 ml) serving.

(ii) **308.1.8.2 Containers not in use.** Containers shall be secured to prevent spillage when not in use.

(iii) **308.1.8.3 Serving of flaming food.** The serving of flaming foods or beverages shall be done in a safe manner and shall not create high flames. The pouring, ladling or spooning of liquids is restricted to a maximum height of 8 inches (203 mm) above the receiving receptacle.

(iv) **308.1.8.4 Location.** Flaming foods or beverages shall be prepared only in the immediate vicinity of the table being serviced. They shall not be transported or carried while burning.

(v) **308.1.8.5 Fire protection.** The person preparing the flaming foods or beverages shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency.

(2) **308.2 Permits required.** Permits shall be obtained from the fire code official in accordance with *rule 1301:7-7-01 of the Administrative Code* prior to engaging in the following activities involving open flame, fire and burning:

- (a) Use of a torch or flame-producing device to remove paint from a structure.
- (b) Use of open flame, fire or burning in connection with Group A or E occupancies.
- (c) Use or operation of torches and other devices, machines or processes liable to start or cause fire in or upon wildfire risk areas.

(3) **308.3 Group A occupancies.** Open-flame devices shall not be used in a Group A occupancy.

Exceptions:

1. Open-flame devices are allowed to be used in the following situations, provided approved precautions are taken to prevent ignition of a combustible material or injury to occupants:

- 1.1. Where necessary for ceremonial or religious purposes in accordance with *paragraph (H)(1)(g)(308.1.7) of this rule*.
- 1.2. On stages and platforms as a necessary part of a performance in accordance with *paragraph (H)(3)(b)(308.3.2) of this rule*.
- 1.3. Where candles on tables are securely supported on substantial noncombustible bases and the candle flames are protected.

2. Heat-producing equipment complying with *rule 1301:7-7-06 of the Administrative Code* and the *mechanical code as listed in rule 1301:7-7-80 of the Administrative Code*.

3. Gas lights are allowed to be used provided adequate precautions satisfactory to the fire code official are taken to prevent ignition of combustible materials.

(a) **308.3.1 Open-flame decorative devices.** Open-flame decorative devices shall comply with all of the following restrictions:

- (i) Class I and Class II liquids and LP-gas shall not be used.

(2) **314.2 Fixtures and displays.** Fixtures and displays of goods for sale to the public shall be arranged so as to maintain free, immediate and unobstructed access to exits as required by *rule 1301:7-7-10 of the Administrative Code*.

(3) **314.3 Highly combustible goods.** The display of highly combustible goods, including but not limited to flammable or combustible liquids, liquefied flammable gases, oxidizing materials, pyroxylin plastics and agricultural goods, in main exit access aisles, corridors, covered and open malls, or within 5 feet (1524 mm) of entrances to exits and exterior exit doors is prohibited when a fire involving such goods would rapidly prevent or obstruct egress.

(a) **314.3.1 Display of fireworks for retail sale.** The display of fireworks for retail sale shall be in accordance with *rule 1301:7-7-56 of the Administrative Code*.

(4) **314.4 Vehicles.** Liquid- or gas-fueled vehicles, boats or other motorcraft shall not be located indoors except as follows:

- (a) Batteries are disconnected.
- (b) Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19 L) (whichever is least).
- (c) Fuel tanks and fill openings are closed and sealed to prevent tampering.
- (d) Vehicles, boats or other motorcraft equipment are not fueled or defueled within the building.

(O) SECTION 315 GENERAL STORAGE

(1) **315.1 General.** Storage shall be in accordance with paragraphs (O)(2)(315.2) to (O)(5)(315.5) of this rule.

(2) **315.2 Permit required.** A permit for miscellaneous combustible storage shall be required as set forth in *rule 1301:7-7-01 of the Administrative Code*.

(3) **315.3 Storage in buildings.** Storage of materials in buildings shall be orderly and stacks shall be stable. Storage of combustible materials shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur.

(a) **315.3.1 Ceiling clearance.** Storage shall be maintained 2 feet (610 mm) or more below the ceiling in non-sprinklered areas of buildings or not less than 18 inches (457 mm) below sprinkler head deflectors in sprinklered areas of buildings.

(b) **315.3.2 Means of egress.** Combustible materials shall not be stored in exits or enclosures for stairways and ramps.

(c) **315.3.3 Equipment rooms.** Combustible material shall not be stored in boiler rooms, mechanical rooms, electrical equipment rooms or in fire command centers as specified in paragraph (G)(1)(e)(508.1.5) of *rule 1301:7-7-05 of the Administrative Code*.

(d) **315.3.4 Attic, under-floor and concealed spaces.** Attic, under-floor and concealed spaces used for storage of combustible materials shall be protected on the storage

side as required for 1-hour fire-resistance-rated construction. Openings shall be protected by assemblies that are self-closing and are of noncombustible construction or solid wood core not less than 1³/₄ inches (44.5 mm) in thickness. Storage shall not be placed on exposed joists.

Exceptions:

- 1. Areas protected by approved automatic sprinkler systems.
- 2. Group R-3 and Group U occupancies.

(4) **315.4 Outside storage.** Outside storage of combustible materials shall not be located within 10 feet (3048 mm) of a property line.

Exceptions:

- 1. The separation distance is allowed to be reduced to 3 feet (914 mm) for storage not exceeding 6 feet (1829 mm) in height.
- 2. The separation distance is allowed to be reduced where the fire code official determines that no hazard to the adjoining property exists.

(a) **315.4.1 Storage beneath overhead projections from buildings.** Where buildings are protected by automatic sprinklers, the outdoor storage, display and handling of combustible materials under eaves, canopies or other projections or overhangs are prohibited except where automatic sprinklers are installed under such eaves, canopies or other projections or overhangs.

(b) **315.4.2 Height.** Storage in the open shall not exceed 20 feet (6096 mm) in height.

(5) **315.5 Storage underneath high-voltage transmission lines.** Storage located underneath high-voltage transmission lines shall be in accordance with paragraph (P)(6)(b)(316.6.2) of this rule.

(6) **315.6 Storage in plenums.** Storage shall not be permitted in plenums. Abandoned material in plenums shall be deemed to be storage and shall be removed. Where located in plenums, the accessible portion of abandoned cables that are not identified for future use with a tag shall be deemed storage and shall be removed.

(P) SECTION 316 HAZARDS TO FIRE FIGHTERS

(1) **316.1 Trapdoors to be closed.** Trapdoors and scuttle covers, other than those that are within a dwelling unit or automatically operated, shall be kept closed at all times except when in use.

(2) **316.2 Shaftway markings.** Vertical shafts shall be identified as required by this paragraph.

(a) **316.2.1 Exterior access to shaftways.** Outside openings accessible to the fire department and that open directly on a hoistway or shaftway communicating between two or more floors in a building shall be plainly marked with the word "SHAFTWAY" in red letters not less than 6 inches (152 mm) high on a white background.