City of Oxford OHIO
HOME OF MIAMI UNIVERSITY

Agenda

Oxford City Council

Court House

TUESDAY, APRIL 3, 2018

EXECUTIVE SESSION

None.

1. Roll call. Kate Rousmaniere, Mayor; Steve Dana - Vice Mayor; Chantel Raghu; Glenn Ellerbe; Mike Smith; David Prytherch; Edna Southard

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MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items <u>not</u> 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 <u>five</u> minutes or less.

REGULAR MEETING
7:30 P.M.

PLEDGE OF ALLEGIANCE

2. <u>Approval of Agenda.</u>

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. Request for use of Memorial Park - Coalition for a Healthy Community - Sharon Klein.

      Park Request

   B. 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 March 20, 2018 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

      Minutes

   B. Report regarding the March 13, 2018 Planning Commission Meeting. (Jung-Han Chen, Community Development Director)

      Report

   C. Report regarding the March 15, 2018 Recreation Board Meeting. (Casey Wooddell, Parks and Recreation Director)

      Report

   D. Report regarding the March 21, 2018 Board of Zoning Appeals Meeting. (Jung-Han Chen, Community Development Director)

      Report

   E. A Resolution authorizing the sale of salvaged, junk and/or abandoned motor vehicles. (John Jones, Police Chief)

      Staff Report/Resolution

5. Resolutions.

   1. A Resolution to accept the gift of a new playground structure from McCullough-Hyde Memorial Hospital/TriHealth to be installed at the Leonard Howell Park on Bonham Road in the City of Oxford. (Casey Wooddell, Parks and Recreation Director)

Staff Report/Resolution

2. A Resolution authorizing the sale of alcoholic beverages in the Oxford Memorial Park for the Butler County United Way 2018-2019 Community Campaign kick-off event with conditions. (Doug Elliott, City Manager)

Staff Report/Resolution

3. A Resolution accepting the proposal and authorizing the City Manager to enter into an agreement with Spectrum Enterprise to provide internet access to the City's remote sites at an estimated cost of $2,294.98 per month. (Kim Newton, Assistant to the City Manager)

Staff Report/Resolution

4. A Resolution accepting the proposal and authorizing the City Manager to enter into an agreement with Cincinnati Bell to provide internet access to the City/Police Administrative Building and local and long distance telephone service to the City/Police Administrative Building and remote sites at an estimated cost of $2,128.53 per month. (Kim Newton, Assistant to the City Manager)

Staff Report/Resolution

5. A Resolution accepting the bid and authorizing the City Manager to enter into a contract with Empire Building Company for the renovation of the City owned structure at 101 E. High Street including the base bid and alternates Number M1 through M4 at a cost of $3,743,500.00 plus a contingency amount of ten percent (10%) of the contract price or $374,350.00 for a total cost not to exceed $4,117,850.00. (Mike Dreisbach, Service Director)

Staff Report/Resolution

6. A Resolution accepting the bid of Insurance Specialist Group, Inc., DBA Love Insurance Partners for the City's property and casualty insurance coverage for 2018. (Joe Newlin, Finance Director)

Staff Report/Resolution

6. Ordinances. Ordinances are adopted using a two-step procedure. First reading introduces the Ordinance and provides an opportunity for public input on the subject as well as allowing Council to request more information as needed. Second reading is to provide Council with the opportunity to consider new information and to deliberate.

A. First Reading - None.

B. Second Reading.

1. An Ordinance Amending Ordinance No. 3449. Supplemental Budget Ordinance No. 2 To Make Supplemental Appropriations For Fiscal Year 2018. (Joe Newlin, Finance Director)

Staff Report/Ordinance

7. A. Announcements & Communications.

   1. Remarks from City Council and City Staff.

B. 1. Future Meetings.

WED - Apr 4 Historic and Architectural Preservation Commission Work Session 6:00 p.m.

WED - Apr 4 Historic and Architectural Preservation Commission Meeting 6:30 p.m.

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

TUES - Apr 10 Planning Commission Meeting 7:30 p.m.

THUR - Apr 12 Civil Rights Commission Meeting 4:00 p.m. Lane Library

FRI - Apr 13 Student Community Relations Commission Meeting 2:30 p.m. LCNB

TUES - Apr 17 City Council Meeting 7:30 p.m.

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

THUR - Apr 19 Recreation Board Meeting 4:00 p.m. Senior Center

THUR - Apr 19 Police Community Relations & Review Commission Meeting 7:00 p.m.

MON - Apr 23 Housing Advisory Commission Meeting 7:00 p.m. Municipal Building

FRI - Apr 27 Community Improvement Corporation Meeting 12:00 p.m. LCNB

FRI - Apr 27 Student Community Relations Commission Meeting 2:30 p.m. LCNB

8. Adjourn.

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Clerk of Council
Originating Department

Council Meeting Of: April 3, 2018

Mary Ann Eaton
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

April 20, 2017
Date Prepared

Agenda Title: Request for use of Uptown Park.

Recommendation: N/A

Discussion:

The Coalition for a Healthy Community (Obesity Prevention Workgroup) wishes to use the Oxford Memorial Park pavilion each Saturday, June through September, of 2018 from 8:45 until 10:00 a.m. for their "Yoga in the Park" event. The period of use may not exceed 2 days without City Council approval. Council has approved this request since 2015. The only change from previous requests is to extend the event through the month of September.

If other events are taking place in the Memorial Park the yoga group will move to a Miami University property.

Approved By:

	Initial	Date
Department Head:		
City Manager:	DRE	3/30/18

Rev. 6/16

CITY OF OXFORD
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■ REQUEST FOR PUBLIC PARK PERMIT

☐ REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: 06 / 09 / 2018 through 09 / 29 / 2018 **From:** 9 AM **To:** 10 AM

Today's Date: 01 / 31 / 2018 ☐ 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)* Sharon Klein
Address: 110 North Poplar Street
Oxford, Ohio 45056
Telephone: 513-524-5421
Cellular: 513-839-0296
Fax: 513-524-5424
Email: sharon_klein@MHMH.trihealth.com

** Person in charge - Primary contact*

Organization: Coalition for a Healthy Community- Oxford Area
Advisor:
Address:
Telephone:
Cellular:
Fax:
Email:
Non-Profit: ☑ Yes ☐ No

RECEIVED
1-31-18
City of Oxford

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)

Yoga In the Park- Held weekly on Saturday AMs

Projected Attendance: 50-75 weekly Has this event been held previously? ☑ Yes ☐ No If "YES", when? 2015-2017

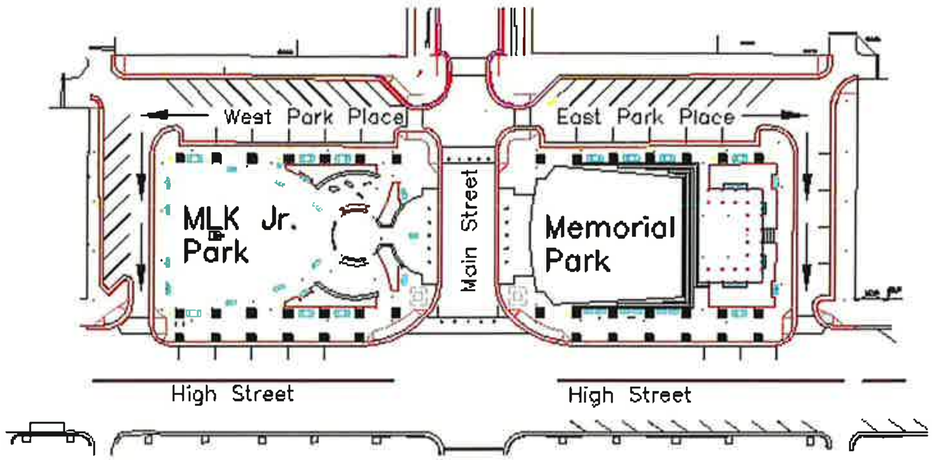
Will food, goods, services or merchandise be sold at the event? ☐ Yes ☐ No
If "YES", please see Section 729.05, Sales on Certain Municipal Property Prohibited (attached to last page of application.)
Note: If you or your organization are handing out information on the public sidewalk, no permit is required.

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: Sharon Klein Date: 01 / 31 / 2018

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 and/or the Oxford Community Event Coordinating Committee.



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.

We are asking for Memorial Park for Yoga in the Park every Saturday am from 0900-1000, for the months of June, July, August and September. We will coordinate with Jessica Greene for dates we will need to move our program to accommodate other programs (currently just dog days and porcshe show). We have an alternative site (MU President Crawford's home Lewis Place). Last year we averaged around 50 people each session, but we have grown each year. Attendance is free, but we will ask for donations for our Thriving Oxford matching grant funding.

Only set up is people setting out their yoga mats. They usually arrive between 0845-0900. We are gone by 10am.

Additional Requests:
(Include details in narrative)

- [x] Pavilion
- [ ] Extra trash cans*
- [ ] Sound system (with operator)**
- [ ] Stage lighting*
- [ ] Special power requirements (explain in narrative)**
- [ ] Street Closure**
- [ ] Other: ______

Time Details

	Start	End
Setup	0845	
Event	0900	1000
Breakdown		

**See fee sheet*

** 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

CITY OF OXFORD
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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-meeting with the Police (524-5247) and Service Department (524-5206) prior to approval. *Note: Requests **WILL NOT** be approved prior to the pre-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 requestor is responsible for cleanup. Failure to cleanup 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 Division and the requestor 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. Miami University approval is required for student events.
12. 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 requestor 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 the public right-of-way.

FEE INFORMATION

No Parking Signs	$.35 ea.
Metered Parking	$10.00/ea
Trash Boxes	$5.00/ea.
Personnel	
Police Officer(s)	Contact OPD
Sound Technician	$25.00/hr
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.

_______________________________ Date: ___/___/____

Applicant's Signature

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

________________________________ Date: ____________________

City Manager's Signature

Reason(s) event not approved:

A regular meeting of the Oxford City Council was called to order by Vice Mayor, Steve Dana on Tuesday, March 20, 2018 at 7:30 p.m. Those members present were, Glenn Ellerbe, David Prytherch, Chantel Raghu, Mike Smith and Edna Southard. Mayor Rousmaniere was excused.

Staff members present: Mr. Doug Elliott, City Manager; Mr. Mike Dreisbach, Service Director; Mr. John Jones, Police Chief; Mr. Joe Newlin, Finance Director; Mr. Jung-Han Chen, Community Development Director; Mr. Casey Wooddell, Parks and Recreation Director; Mr. Alan Kyger, Economic Development Director; Mr. John Detherage, Fire Chief; Mr. Steve McHugh, Law Director and Ms. Mary Ann Eaton, Clerk of Council.

PLEDGE OF ALLEGIANCE

Vice Mayor Dana requested the Pledge of Allegiance.

APPROVAL OF AGENDA

Ms. Southard moved to approve the agenda. Mr. Ellerbe seconded. The motion passed 6-0-0.

PUBLIC PARTICIPATION

PROCLAMATION
'EDUCATION & SHARING DAY OXFORD'

Vice Mayor Dana read the Proclamation and presented it to Rabbi Yossi Greenberg.

Rabbi Greenberg, thanked Vice Mayor Dana and Councilors for the Proclamation noting Education and Sharing Day is a tradition dating back to 1978 when President Carter was the first President to dedicate this day to the Rebbe. Rabbi Greenberg advised 40 years later over 30 states and hundreds of cities throughout the nation recognize Education and Sharing Day. Rabbi Greenberg noted the Proclamation honors the Rebbe, Rabbi Menachem Schneerson one of the foremost Jewish leaders of the 20th century who ran from Nazi Germany in 1941 and came to the U.S. with a mission. Rabbi Greenberg advised the Rebbe started a network of educational centers which today is in the thousands spanning over 100 countries and all 50 states. Rabbi Greenberg noted the Rebbe was a great man and this was a great cause.

Vice Mayor Dana thanked Rabbi Greenberg and thanked him for the education provided to Council.

PUBLIC COMMENTS

Ms. Prue Dana, 131 W. Collins Street, updated Council and the public on a new Habitat for Humanity house being built at 704 Carter Court noting volunteers were needed on Saturdays from 8:30 a.m. until 4:00 p.m. Ms. Dana advised this was the 9th of 10 houses on Carter Court.

Vice Mayor Dana thanked Ms. Dana for bringing the Habitat home to everyone's attention.

Ms. Carla Blackmar, 400 W. Vine Street, advised she was the founding member of an improvised Facebook group called "Take 3 Oxford" that is a citizen led initiative for everyone to pick up three pieces of trash per day. Ms. Blackmar noted the initiative was organized over social media and they get a lot of interesting feedback from people about areas of trouble and concern where refuse is involved in Oxford. Ms. Blackmar advised there was noise on social media about the general state of the alleys and streets in the Mile Square. Ms. Blackmar noted there was a lot of debris year round not just on green beer day. Ms. Blackmar advised her concern was plastic pollution because it never biodegrades but breaks down into tiny pieces that flow into the water system and ultimately into the ocean which has problematic consequences for human health and for environmental health. Ms. Blackmar encouraged a more proactive approach on the part of the City of Oxford to managing this problem noting some potential ideas included changing from the red open recycling bins to the lidded trolleys and making sure they are taken out on trash day and removed the day after so they don't fall over and spill rubbish into the street. Ms. Blackmar noted she felt enforcement of the existing code and fines could be more proactive because it was everyone's responsibility. Ms. Blackmar advised there was also a lot of conversation about whether it is possible to ban throwing ads and phone books into yards where they are scattered about and never picked up.

Mr. Bill Snavely, Dana Drive, noted he was representing the Environmental Commission and advised they were looking into the issue of ads and phonebooks. Mr. Snavely noted the Environmental Commission was also looking into electrical charging stations for vehicles and contacted Tesla Corporation who would provide the charging stations at no cost to the City except for the electricity. Mr. Snavely advised the Tesla chargers could charge other electric vehicles as well. Mr. Snavely noted the Environmental Commission felt this was moving in positive ways for the environment and they hoped for Council's support. Mr. Snavely advised members of the Tesla Corporation would be in Oxford at a time to be determined in the near future to meet with the Mayor and others to identify locations that are amenable to the City and staff for the charging stations. Mr. Snavely noted the chargers would also be available for the hotels or other businesses that would like to have one. Mr. Snavely noted the Environmental Commission needed guidance from Council on how to proceed with this initiative.

Mr. Snavely advised from his days on Council he was very proud of the Uptown Park and he felt it was developing beautifully. Mr. Snavely noted he was there recently and noticed corrosion at the base of the tables and the benches and advised it was a lot less expensive to maintain these features than to replace them.

Mr. Dana advised he felt the electric charging stations were very appropriate and Ms. Southard noted her support as well.

CONSENT AGENDA

MINUTES

Minutes of the March 6, 2018 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORTS

Report regarding the February 21, 2018 Board of Zoning Appeals Meeting. (Jung-Han Chen, Community Development Director)

Report regarding the March 7, 2018 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

Mr. Smith moved to approve the consent agenda. Ms. Raghu seconded. The motion passed 6-0-0.

RESOLUTIONS

RESOLUTION
AGREEMENT WITH
BOBCAT ENTERPRISES, INC.

A Resolution No. 6065 authorizing the City Manager to enter into an agreement with Bobcat Enterprises, Inc. for the purchase of a 2018 Bobcat Excavator E-45 and specified equipment at state contract pricing at a cost not to exceed $59,764.30. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised the proposed equipment was budgeted for and it was a planned expense for the Water Distribution Division of the Service Department. Mr. Dreisbach noted this was a critical machine that was used on a daily bases and it would replace the existing machine that is 9 years old.

Mr. Smith noted the discount from the Department of Administrative Services was very good at 30%.

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

Ms. Southard moved to adopt Resolution No. 6065. Mr. Ellerbe seconded. The motion passed 6-0-0.

RESOLUTION
CONTRACT WITH
R.A. MILLER

A Resolution No. 6066 accepting the bid and authorizing the City Manager to enter into a contract with R.A. Miller Construction Co. for the installation of sidewalk handicap ramps as set forth on Exhibit "A" attached hereto at a cost of $109,254.00 plus a contingency amount of 5% of the contract price or $5,462.70 for a total cost not to exceed $114,716.70. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised the City continued the tradition of utilizing CDBG funds to remove architectural barriers for those with disabilities and the focus with this program is the north Mile Square in advance of where the City intends to resurface roads in the future. Mr. Dreisbach noted staff identified 81 different corners that will receive new ramps with this funding.

Mr. Dreisbach advised the City received 5 very competitive bids and R.A. Miller Construction Co. provided the lowest and best bid and they have an excellent work record with the City.

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

Ms. Southard referred to the Walking Audit she participated in a few weeks ago where the participants walked from Kramer School down Sycamore Street and discovered a few handicap ramps that were not quite aligned. Ms. Southard noted this would not make it possible for a person with disabilities to cross the street safely and inquired what measures were being taken to make sure this does not happen again. Mr. Dreisbach advised after resurfacing, road markings are placed back on the roadway and they will be placed in alignment with the ramps that are installed. Ms. Southard suggested the ramps should be monitored so they are appropriately placed and aligned with the cross street. Mr. Dreisbach advised that was staff's practice where possible. Mr. Elliott noted the resurfacing project was not complete when the Walking Audit took place. Mr. Dreisbach advised there were some intersections in town that were off-set or had irregular angles and those were difficult to correct such as at Brown Road and Sycamore Street.

Ms. Raghu inquired what made the R.A. Miller bid the best bid of the five received and Mr. Dreisbach advised it was the lowest priced bid .

Mr. Smith referred to the Alternates on page 26 of Council's packet and inquired if they would be constructed and Mr. Dreisbach advised yes.

<u>Mr. Ellerbe moved to adopt Resolution No. 6066. Mr. Smith seconded. The motion passed 6-0-0.</u>

**RESOLUTION
CONTRACT WITH
BARRETT PAVING**

A Resolution No. 6067 accepting the bid and authorizing the City Manager to enter into an agreement with Barrett Paving Materials, Inc. for the 2018 street resurfacing and maintenance work at a cost of $378,591.20 plus a contingency amount of 5.65% of the agreement price or $21,400.00 for a total cost not to exceed $399,991.20. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised staff identified streets and prioritized them in need of resurfacing and advertised for bids. Mr. Dreisbach noted two bids were received with the Barrett Paving bid being the best and lowest bid. Mr. Dreisbach referred to Exhibit "A" on page 30 of Council's packet which listed all of the streets to be repaved. Mr. Dreisbach offered to answer any questions.

Mr. Dana referred to the *Corridor Safety Improvement Plan* mentioned on page 28 of Council's packet and inquired how long it had been in existence and how up to date it was. Mr. Dreisbach advised it was originally known as *Shifting Gears* written in 2014, a masters level study of how the City could improve pedestrian and bicycling safety and opportunity in Oxford. Mr. Dreisbach noted when resurfacing or when major construction projects occur, staff looks to see what could be incorporated from the study.

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

Mr. Smith referred to Alternate #1 for Vine Street on page 30 of Council's packet and inquired if it would be resurfaced and Mr. Dreisbach advised there was not enough funding for it.

Mr. Prytherch advised he felt Sycamore Street was not as pedestrian friendly as it could be and inquired if there would be any changes or improvements to crosswalk markings on Sycamore Street. Mr. Dreisbach advised all of the intersections would have marked crosswalks and new and improved school zone safety measures would be added around Kramer Elementary School on Locust Street and on Sycamore Street. Mr. Dreisbach noted some missing segments of sidewalk would be connected on Brown Road. Mr. Prytherch noted there had been talk about how to accommodate bicycles on this corridor and at one time an 8 foot sidewalk was discussed as opposed to a 5 foot sidewalk. Mr. Dreisbach advised the sidewalks would be 5 feet in width which he felt most people find to be adequate. Mr. Prytherch noted he presumed any solution for bicycles on Sycamore would have to be on street. Mr. Dreisbach advised it would be a major assessment to property owners to increase the width of the sidewalk on Sycamore Street.

Mr. Ellerbe moved to adopt Resolution No. 6067. Mr. Smith seconded. The motion passed 6-0-0.

**RESOLUTION
OF NECESSITY**

A Resolution No. 6068 declaring that it is necessary to improve those portions of certain properties as shown in Exhibit "A" attached hereto in the City of Oxford, Ohio, by repaving, re-curbing, and repairing the sidewalks, curbs, and gutters. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised this was the first step of legislation to have a curb, gutter and sidewalk assessment program for 2018. Mr. Dreisbach referred to pages 34-35 of Council's packet which lists all of the properties involved and advised the City will make notice to all property owners of the deficiencies and they will be expected to repair their defective curb, gutter and sidewalks. Mr. Dreisbach noted if the property owners do not make the repairs, the City will contract for the repairs and eventually submit another Ordinance to Council to access the cost to the property owners. Mr. Dreisbach advised the repairs needed to be made prior to the summer repaving project.

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

Mr. Ellerbe noted this was a standard annual event.

Mr. Prytherch inquired if there were provisions to accommodate bicycles on Sycamore Street and Mr. Dreisbach advised not with the existing parking configuration. Mr. Prytherch noted he felt when major projects were being considered it was the time to discuss how to accommodate all modes of transportation.

Mr. Ellerbe moved to adopt Resolution No. 6068. Mr. Smith seconded. The motion passed 6-0-0.

RESOLUTION
CONTRACT WITH
REDTREE INVESTMENT GROUP

A Resolution No. 6069 authorizing the City Manager and the Finance Director to contract with RedTree Investment Group Services for the management of the City's investable funds. (Joe Newlin, Finance Director)

Mr. Newlin advised in 2013 the City issued a RFP for Investment Advisors and received 8-10 proposals. Mr. Newlin noted the City chose Baird Investment Advisors beginning in April of 2013 and entered into a contract for 3 years with two additional one year term extensions. Mr. Newlin advised in 2014 the investment team purchased all of the client contracts from Baird and formed RedTree Investment Group. Mr. Newlin advised the original contract is set to expire April 25, 2018 and the proposed new contract is for one year and it allows for annual extensions each April. Mr. Newlin noted the City has a very good relationship with RedTree, their monthly fee is computed on eight basis points and they will continue to pay the City's custodial fee to US Bank which is a savings of approximately $4,000 annually.

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

Council was supportive of renewing the contract with RedTree.

Mr. Smith moved to adopt Resolution 6069. Ms. Southard seconded. The motion passed 6-0-0.

ORDINANCE
FIRST READING
SUPPLEMENTAL BUDGET

An Ordinance Amending Ordinance No. 3449. Supplemental Budget Ordinance Number 2 To Make Supplemental Appropriations For Fiscal Year 2018. (Joe Newlin, Finance Director)

Mr. Newlin referred to page 38 of Council's packet and discussed the necessary adjustments to the budget to accommodate a contribution made to the Parks and Recreation Department and to accommodate the improvements to be made to the current Municipal facility.

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

Mr. Prytherch clarified that part of the proposed Supplemental Budget was for the renovation of the historic Municipal Building for use by the Police Division. Mr. Elliott advised that was correct and noted a Resolution would come forward at the next meeting for Council to authorize the City Manager to sign a contract with Empire Building of Cincinnati for the renovation of the Municipal Building. Mr. Elliott answered additional questions regarding the funding for the Municipal Building renovations.

ORDINANCES
SECOND READING

ORDINANCE
AMENDING THE DESIGN GUIDELINES
FOR HISTORIC DISTRICTS

An Ordinance No. 3465 Accepting The Historic and Architectural Preservation Commission's Recommendation And Amending The Design Guidelines For The City Of Oxford's Historic Districts To Incorporate The New Uptown Historic District Inventory. (Jung-Han Chen, Community Development Director)

Mr. Chen advised he had no new information since the first reading of the proposed Ordinance and acknowledged several people for their efforts in completing the new Historic District Inventory project including Mike Kohus, the current Chair of the HAPC, Robert Benson who authored the inventory's architecture style and members of the HAPC. Mr. Chen advised Mr. Kohus would share with Council the HAPC's work plan for the rest of this year.

Mr. Mike Kohus, advised the HAPC held a Work Session on March 7, 2018 to discuss the Historic Inventory and to discuss future work plans which include the following topics:

1. Review existing Demolition Codes and requirements.
2. Set up a Work Session with the Planning Commission.
3. Expand the Historic Inventory.
4. Community Awareness.
5. Community Engagement.
6. Inventory maintenance.
7. Signage for entering into the Uptown Historic District.

Mr. Kohus noted this seemed like an aggressive schedule although the HAPC felt it was doable and some sub-committees were formed to move forward on these initiatives for 2018.

Mr. Bob Benson, 6090 Contreras Road, noted he was formerly a member of the Planning Commission and of the HAPC and some of these initiatives began when he was on those commissions. Mr. Benson advised he was delighted to see what has come out of the last few years of work. Mr. Benson noted the new Uptown Historic District Inventory is the most comprehensive and accurate analysis of the Uptown Historic District that Oxford has ever had. Mr. Benson advised designations have been corrected and buildings have been re-thought and much work has gone into a very diligent effort of the part of HAPC to provide the high quality that this particular inventory gives evidence of. Mr. Benson noted continuing research will lead to additions and modifications over time because the inventory is a work in progress. Mr. Benson advised he believed there were at least three benefits of having the new inventory and that they were interlocked. Mr. Benson noted first, identifying and celebrating the historic architecture of Oxford emphasizes the fact that these buildings sustain our identity as a community, they are our visible connection to the past, they help us know who we are because we know where our history has taken place and in this way they engender pride of place. Mr. Benson advised secondly, this new inventory articulates better than ever before the choices about what can or ought to be changed and what ought not to be altered in our architectural environment and what ought to be preserved, restored and even adaptively reused.

Mr. Benson noted buildings are often viewed as purely a matter of short-term pragmatic financial value yet a historic district that is understood, preserved, and celebrated inevitably increases the economic value of the very buildings that populate it and a well documented and carefully studied historic district can motivate civic government, public institutions, and both local and regional businesses to envision a vibrant present and future supported by the values of tradition, identity, and sense of place. Mr. Benson advised thirdly, understanding the historic inventory means that we recognize Oxford's single most valuable resource, its historic architecture which opens an opportunity that has not been exploited here yet: "Heritage Tourism". Mr. Benson noted this means the architectural environment of the historic district and what it contains can become a destination for tourists and visitors and it means an acknowledged and celebrated history of place not only matters to us personally and socially but has positive, developable economic value. Mr. Benson urged Council to accept and embrace the new Uptown Historic District Inventory and to vote to incorporate it into the Design Guidelines of the Uptown District as Council would be doing a huge favor for us now and for the generations that follow us in the future.

Vice Mayor Dana thanked Mr. Benson for his excellent work on this project and for the vision it contains.

Ms. Southard advised one of the HAPC's goals is for public knowledge of this inventory and they were aiming to get the public to know about it. Ms. Southard noted Valerie Elliott of the Smith Library would like the inventory to be available at the Smith Library so the general public can access it. Ms. Southard advised Jessica Greene of Enjoy Oxford has agreed that the goal of Heritage Tourism is very important and more tours of the Uptown District were planned. Ms. Southard noted Steve Gordon is very engaged in the idea of showing the historic houses as is Councilor Smith. Ms. Southard advised the HAPC was trying to engage the community so they know about the work that has been done and so the public will be engaged in preserving the buildings.

Mr. Kohus noted there was a lot of enthusiasm on the part of the HAPC for these initiatives.

Mr. Prytherch advised he was pleased to hear the HAPC had an aggressive agenda because Oxford's historic fabric was its heritage.

Ms. Southard noted the HAPC welcomed everyone's ideas about how to publicize the inventory and how to engage the community regarding it.

<u>Mr. Ellerbe moved to adopt Ordinance No. 3465. Ms. Southard seconded. The Ordinance was adopted by the following roll call:</u>

AYE: Mr. Smith, Ms. Southard, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Dana (6)

NAY: None (0)

ABSL None (0)

ORDINANCE
NEW CHAPTER 1331

An Ordinance No. 3466 Repealing Oxford Codified Ordinance Chapter 1331 Entitled Historic and Architectural Preservation, And Adopting New Oxford Codified Ordinance Chapter 1331 Entitled Historic And Architectural Preservation. (Jung-Han Chen, Community Development Director)

Mr. Chen advised the revised language will ensure the terminology is consistent between the Codified Ordinance and the new inventory and asked for Council's approval of the proposed legislation.

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

Ms. Southard noted it was clear that the proposed changes do clarify matters and are a good move.

Mr. Smith advised the proposed changes clean up the Ordinance so they match the language in the inventory and vice-versa when they reference each other.

Mr. Smith moved to adopt Ordinance No. 3466. Mr. Ellerbe seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Southard, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Smith, Mr. Dana (6)

NAY: None (0)

ABS: None (0)

ANNOUNCEMENTS

Mr. Elliott advised staff received bids on March 9, 2018 for the Oxford Police Station Renovation Project at City Hall and 4 bids were received. Mr. Elliott noted the lowest bid received was from Empire Building of Cincinnati with a base bid of $3,589,000. Mr. Elliott noted the bid included 4 Alternates some of which may or may not be necessary. Mr. Elliott advised that was the reason for the supplemental appropriation on this evening's agenda since staff now knows what the contract price will be. Mr. Elliott noted at the next meeting staff will ask Council to adopt the supplemental appropriation after it's second reading and pass a Resolution authorizing the City Manager to sign a contract with Empire Building.

Mr. Elliott recapped a meeting he and Chief Detherage attended with David Creamer, Vice President for Finance and Business Services at Miami University and some of their staff to discuss ways to reduce false or nuisance fire alarms on Miami's campus. Mr. Elliott noted in 2014 the City Fire/EMS Division responded to 375 false alarms and in 2017 that number jumped to 634 although all of those were not on the campus. Mr. Elliott advised Chief Detherage presented information on a device that attaches to the side of a microwave and when the device detects smoke from burning food, the power is shut off to the microwave which may avoid setting off the fire alarm.

Mr. Elliott noted the City needed to work with the university to reduce the number of false alarms because that type of increase is not sustainable for the City's Fire/EMS operation.

Chief Jones thanked Council for the appropriation to renovate the Municipal Building for use by the Police Division noting his staff was very excited to have a larger space.

Chief Jones referred to the comments made by Ms. Blackmar this evening and advised OPD supported any efforts to help with litter control. Chief Jones noted OPD does address party litter and issues a lot of citations for party litter.

Chief Jones advised Green Beer Day was for the most part uneventful for OPD noting he felt the mitigation efforts with other agencies was very positive.

Chief Jones referred to the weather forecast for this evening and reminded everyone of the parking restrictions on snow routes and of the property owner's obligation to keep their sidewalks free from snow and ice.

Mr. Wooddell displayed pictures of the new mural painted on the walls at the Tri Building by Mr. Joe Prescher who is part of a proposed Public Arts Commission Oxford.

Mr. Wooddell advised the Parks and Recreation Department was coordinating the 2018 Park Clean Up Day in partnership with Miami University and the Coalition for a Health Community. Mr. Wooddell noted on April 7th from 9 a.m. to noon volunteers were welcome at the Leonard Hall Park to participate in the clean up efforts.

Mr. Wooddell noted McCullough-Hyde Memorial Hospital/TriHealth has agreed to donate and pay for a new playground structure for the Leonard Hall Park and a Resolution would be forthcoming to accept the donation.

Mr. Wooddell updated everyone on the Request for Proposals for the new aquatic center.

Mr. Kyger noted his support for the HAPC's gateway initiative and advised the Uptown Historic District was also the Uptown Business District and he felt it would be great to coordinate the gateways together.

Mr. Kyger advised he attended the Royal 24 Gym ribbon cutting earlier this evening noting the transformation of the facility on S. College Avenue was marvelous.

Mr. Kyger noted there had been 7 new business openings year to date and announced that Seaview Outfitters would be closing at the end of May. Mr. Kyger noted his hope another retailer would lease their space.

Mr. Kyger advised a Restaurant and Retailer Work Session would take place next Wednesday hosted by Enjoy Oxford, the Chamber of Commerce and the City. Mr. Kyger noted Mayor Rousmaniere and the Cincinnati Chinese Chamber of Commerce were hosting a luncheon for Asian owned businesses in town and advised there were 18 active Asian owned businesses in town right now with 4 more due to open.

Ms. Raghu noted the most profound conversation she had this week was with a local farmer who used to sell his products to Miami University for the cafeteria and he advised her that now they have decided to try to move away from a-la-carte and towards possibly the meals being produced in Cincinnati, frozen and then sold here. Ms. Raghu advised she felt cheapest was not always better and she felt there were other values that go into play when Council decides to give money to other companies in terms of maybe what wages they provide employees or what benefits. Ms. Raghu noted she was curious about the other bids and how they treat their employees and maybe there was a reason they might be a little bit more.

Mr. Ellerbe congratulated OPD for having an uneventful Green Beer Day noting he took a short trip around Oxford to check things out. Mr. Ellerbe noted he remembered times where it would get very wild in certain places and it was quite calm this year.

Mr. Smith thanked Officers Carlson and Lindner for taking him along from 5 a.m. until noon last Thursday on what he was happy to say was the most uneventful Green Beer Day he could remember in the last 20 years.

Ms. Southard advised a public information session took place last week regarding the OATS Trail which was well presented by Jessica Greene and Councilor Prytherch at the Oxford Community Arts Center.

Ms. Southard advised she attended a worthwhile program at the LCNB last week hosted by a local group called Defending Democracy regarding Nuclear Proliferation.

Ms. Southard thanked OPD for their excellent work on Green Beer Day.

Mr. Prytherch thanked Ms. Blackmar for speaking to Council this evening noting she lead the effort called "Take 3 Oxford" which was an incredible effort with people picking up trash voluntarily. Mr. Prytherch advised the group focused on the Mile Square this past week and he would like Council to think about ways to support the residents who venture to invest and live in the Mile Square. Mr. Prytherch noted the alleys in the Mile Square were not Council's vision of what the City should look like between the litter and the property maintenance issues. Mr. Prytherch advised an enhanced presence might be needed although he was aware of staffing issues. Mr. Prytherch suggested coordinating a Mayor's Walk About in the Mile Square to see the issues, talk to residents, and set an agenda for the future.

Mr. Elliott advised trash and recycling was everyone's business and noted staff might look into requiring the lidded recycle bins for single-family residences in the Mile Square. Mr. Elliott suggested residents call to stop unwanted ads and phone books from being thrown in their yards. Mr. Elliott reiterated it was everyone's business and noted everyone needed to work together to combat the litter issues.

Vice Mayor Dana advised he would speak to the topic of growth management and noted he felt one of the greatest opportunities Oxford had was how to manage its growth that we know is coming and that is here now. Vice Mayor Dana advised the opportunity that he refers to is coordination between the City and the university and in particular on US 27 South. Vice Mayor Dana noted on February 6, 2018 the Planning Commission met with Council to try to address the issue of what growth management means.

Vice Mayor Dana advised there would be pressure on US27 South and he would like to see a collaborative effort between the university and the City in addressing this issue. Vice Mayor Dana noted there were 4 different zoning districts approaching Oxford from US 27 South and suggested a sub-committee of the Planning Commission would look at the creation of a mini comprehensive plan for what the City can do in bringing to US 27 a coordinated plan to manage the growth and to make it a desirable place to live that lives up to the comprehensive plan of the kind of intimacy that is treasured in the Mile Square. Vice Mayor Dana urged members of the public, Council members or Planning Commission members to pursue this discussion with him.

ADJOURN

Mr. Smith moved to adjourn at 9:14 p.m. Ms. Southard seconded. The motion passed 6-0-0.

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting Of: April 3, 2018

Account Code No. #:

Budgeted Amount:

Community Development
Originating Department

Jung-Han Chen
Prepared By:

March 28, 2018
Date Prepared:

Agenda Title: Planning Commission Meeting Report- March 13, 2018

Election of Officers:
Mr. Robert Bell was reappointed Chair of the Planning Commission, Mr. Richard Daniels as Vice Chair. Mr. Daniels will remain as CIC Representative, Mr. William Snavely as Environmental Commission Representative, and Mr. Peter McCarthy, as HAPC Representative.

Public Hearing:
PC-2018-02, Zoning Code Text Amendment, to amend Chapter 1141.01 Accessory Regulations, adding 1141.01(a)(5) Short Term Rentals, City of Oxford Applicant
After having had several years' worth of discussions, including forming a committee, creating a survey and holding multiple Planning Work sessions, short term rental language was developed to provide some sort of guidance and framework to address this new lodging alternative. Discussion began when service organizations raising funds for their organizations came before the Planning Commission to see if renting out their private residences during various Miami University events was allowed.
A framework was presented which provided for short term rentals with and without permits, depending upon location, owner occupancy and number of times per year.
A lengthy discussion took place, along with having received public input, and it was determined that there was still room for improvement in the language, and additional public input was needed. Therefore PC-2018-02 was tabled until the April 10, 2018 meeting.

Next Meeting:
The next Planning Commission meeting will take place, April 10, 2018 at 7:30 p.m.

Approved By:

Department Head: Jhc / 3/28/18
City Attorney: /
City Manager: DRE / 3/28/18

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation
Originating Department

Council Meeting Of: April 3, 2018

Account Code No. #: N/A

Prepared By: Casey D. Wooddell

Budgeted Amount: N/A

Date Prepared: March 19, 2018

Agenda Title: Oxford Recreation Board Meeting, 3/15/18

Recommendation: Approve

Attendance: Present: Ken Bogard, Shaunna Tafelski, Edna Southard (Council Rep.), Kevin Ackley, Craig Bennett, Wes Cole
Liaisons: Casey Wooddell, City Staff; Deanna Barbour, Secretary

Discussion:

Board Chair Mr. Bogard opened the meeting of the Oxford Recreation Board on Thursday, March 15, 2018 at the Oxford Senior Center at 4:00pm.

Report from Recreation Director: Casey Wooddell provided the Parks and Recreation Report. This report included information about a couple upcoming projects. The first one is a project by a group of architecture students from Miami whom are designing and building an obstacle course at the dog park. This project is taking place on April 8 and April 15, from 11am-5pm each day. Volunteers are still needed to assist. The group is focusing on raising funds in order to keep the City from using any funding to cover costs. The second project is a Park Revitalization Day at Leonard Howell Park on Saturday, April 7th. This is a partnership event between the Coalition for Healthy Community, Parks and Recreation, McCullough-Hyde TriHealth and Miami Athletics. Miami will provide athletes to work as volunteers and interact with local kids.

Mr. Wooddell also reminded board members of the two spring soccer events this year; PUMA Soccer Showcase in April and EPIC Cup in May.

Lastly, Mr. Wooddell provided board members with copies of OPRD's new activity guide for April-September 2018, as well as a flyer being used to recruit spring/summer seasonal employees for lifeguards, concessions and camp leaders.

New Business: Mr. Wooddell provided a report of the RFQs which were submitted to the City by three Design-Build teams, noting the City will invite all three teams to provide detailed proposals. Those teams will have about four weeks to respond to the RFP, and the City is targeting May 1st council meeting as the date to request City Council to authorize the signing of a contract with one of the teams.

Board members discussed the potential relationship with Oxford Community Foundation in regards to a fundraising campaign for the Oxford Aquatic Center. Mr. Wooddell noted he would work directly with City Manager Doug Elliott, and Jim Robinson from the Community Foundation (filling in for Leah Flynn during maternity leave) to establish the details of this relationship. The OCF Board is meeting later this month to discuss their proposed fee.

Ms. Southard discussed the potential creation of a Public Arts Commission for the Oxford community, and how this commission could possibly contribute to the new aquatic facility. More discussion to follow regarding this relationship.

Next, the board members had preliminary discussions of a potential name for the new aquatic center. The City has a process for naming facilities which will need to be followed in order for this to happen. The Recreation Board will continue this discussion, along with guidance from City Manager Elliott and City Council.

Lastly, Recreation Board members discussed potential dates for a public information session to inform members of the public about this project. The board is targeting May 16 at the high school, middle school or arts center. These details are all still to be determined.

Meeting Adjourned: 4:53pm.

Approved By:	Initial Date
Department Head:	CDW \ 3/19/2018
City Manager:	DRE \ 3/30/18

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager | Community Development **Originating Department**

Council Meeting Of: April 3, 2018

Account Code No. #: | Sam Perry **Prepared By**

Budgeted Amount: | March 28, 2018 **Date Prepared**

Agenda Title:	**Board of Zoning Appeals Meeting Report – March 21, 2018**

Adjudication Hearings

BZA-2018-07, 9 E. High Street, Masonic Lodge, variance to Section 1143.10(c)(2) front yard setback requirement in the vacated Right-of-Way, **Scott Webb, Appellant**
The Masonic Lodge building, also known as Skyline, has two basement tenants that are having difficulty with access. The only access is by steps. There is an elevator but it only accesses the upper lodge. The building owners planned to construct a 10 x 15 foot addition facing Main Street for a new elevator to serve the ground and basement levels. The addition encroaches into the required front yard by 10 feet, leaving 6 feet remaining. The BZA discussed the case using the decision standards. The BZA found that the variance was not warranted primarily because there was available land that would not require a variance. The variance was denied 4-0. One recused.

BZA-2018-08, 211 W. Collins Street, variance to Section 1143.03(c), R1MS rear yard setback requirement of 35', **Scott Webb, Appellant**
This property and the adjacent alley lot was recently purchased by the owner to make improvements for residential rental property. There is an unfinished upper level with dormer windows. However in order to use the space, a stair needs to be added that would cause an expansion as a new rear dormer. Due to the rear yard being a separate alley lot, the rear yard setback is 20 feet instead of at least 35 feet. The new rear dormer would not encroach any further than the current building does. The BZA discussed the case using the decision standards. The BZA found that the variance was warranted because it was not a substantial change to the existing conditions. Approved 4-0. One member left.

BZA-2018-09, 209 N. Campus Avenue, variance to Section 1143.05(c), minimum lot width 75' and 7,500 sf of lot area for a two-family dwelling; and Section 1143.05(c) maximum front yard lot coverage of 5%, **Scott Webb, Appellant**
This case related to construction of a new building was tabled at the request of the applicant because one member was recused and one member left the meeting during the second case. All three remaining board members would have had to vote in favor of the variances in order to approve. Automatically placed on the April agenda.

BZA-2018-10, 207 W. Collins Street, variance to Section 1143.03(c) 5' rear yard setback; variance to Section 1143.03(c) front yard lot coverage limited to 5% when the site is accessed from an alley; variance to Section 1149.04(a)(1) parking limits in the required front yard to one required parking space, **Scott Webb, Appellant**
This case related to construction of a new building on an alley lot was tabled at the request of the applicant because a different single member was recused and one member left the meeting earlier. All three remaining board members would have had to vote in favor of the variances in order to approve. Automatically placed on the April agenda.

The next regular BZA meeting will be 6:30 p.m. on Wednesday, April 18, 2018 at 118 West High Street. The 2018 Caseload for BZA is significantly higher than 2017. There were 15 cases in all of 2017. The first four months of 2018 have 12 cases.

Approved By:		Initial	Date
	Department Head:	MC	3/28/18
	City Attorney		
	City Manager:	DRE	3/30/18

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott

Police
Originating Department

Council Meeting Of: April 3, 2018

John A. Jones
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

March 26, 2018
Date Prepared

Agenda Title: Resolution to sell junk/abandoned motor vehicles to the highest bidder.

Recommendation: Adopt the resolution

Discussion: Pursuant to Oxford City Code and in accordance with ORC 4513.62, the Division of Police requests that City Council approves the sale of salvage/junk/abandoned motor vehicles described in the attached Exhibit A to the highest bidder and that the proceeds from such sale be placed in the General Fund.

Approved By:

	Initial	Date
Department Head:		
City Manager:	DRE	3/30/18

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE SALE OF SALVAGED, JUNK AND/OR ABANDONED MOTOR VEHICLES.

WHEREAS, the Police Chief recommends that unclaimed motor vehicles ordered into storage pursuant to Section 4513.62 of the Ohio Revised Code be sold to a motor vehicle salvage dealer or scrap metal processing facility at the highest obtainable salvage price. The motor vehicles to be sold are listed on Exhibit "A" attached hereto and incorporated herein by reference.

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

SECTION 1: City Council hereby accepts the recommendation of the Police Chief and authorizes the sale of the salvaged, junk and/or abandoned motor vehicles listed on Exhibit "A" to a motor vehicle salvage dealer or scrap metal processing facility at the highest obtainable salvage price. The proceeds thereof shall be placed in the General Fund.

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

MAYOR

ADOPTED:

ATTEST

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

EXHIBIT 'A'

Salvage Vehicle List – March 2018

The following vehicles are currently stored at the OPD impound lot and are unclaimed by the owner after due notice. OPD has obtained salvage titles for the below vehicles and we are requesting they be sold to a salvage dealer.

1. **2002 Lincoln**
   VIN#: 1LNHM87A92Y677021

2. **2008 Ford**
   VIN#: 1FMCU03Z68KE61436

3. **2004 Hyundai**
   VIN#: KMHWF35H04A018616

4. **2000 Chrysler**
   VIN#: 1C4GP64LXYB631002

5. **2001 Honda**
   VIN#: 1HGES15551L008655

6. **2008 Toyota**
   VIN#JTDKB20U287807883

7. **Unknown year/make homemade trailer**
   VIN#:----------------

8. **2000 Dodge**
   VIN#: 2B3HD76V0YH289859

9. **2002 Chevrolet**
VIN#: 1G1JC524X27310068

10. **1995 Ford**
VIN#: 1FALP404XSF218732

11. **1997 Dodge**
    VIN#: 4B3AU42N3VE116487

12. **1993 Ford**
    VIN#: 1FTCR10A6PUD27037

13. **2003 Ford**
VIN#: 3FAFP37393R106755

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation
Originating Department

Council Meeting Of: April 3, 2018

Account Code No. #: ________________

Prepared By: Casey D. Wooddell

Budgeted Amount: ________________

Date Prepared: 3/20/2018

Agenda Title: Playground Donation – Leonard Howell Park

Recommendation: Approve / Accept

Discussion:

McCullough Hyde Memorial Hospital / TriHealth has agreed to purchase a new playground structure to be installed at Leonard Howell Park on Bonham Road. This park previously housed a play structure, but it was removed several years ago due to its condition.

With the increased usage of this park, particularly due to the location of the newly constructed paved recreation trail, the installation of a new play structure in this location will invite park and trail users to visit and utilize this trailhead location.

The City of Oxford gratefully accepts this donation from MHMH / TriHealth, whom will pay the playground vendor directly for the costs of the structure and installation. MHMH / TriHealth has requested the City sign a letter committing to the maintenance of the structure and site, as well as allowing MHMH / TriHealth to display a sponsor recognition plaque on site.

Approved By:	Initial	Date
Department Head:	CDW	3/20/18
City Manager:	DRE	3/30/18

RESOLUTION NO.

A RESOLUTION TO ACCEPT THE GIFT OF A NEW PLAYGROUND STRUCTURE FROM MCCULLOUGH-HYDE MEMORIAL HOSPITAL/TRIHEALTH TO BE INSTALLED AT THE LEONARD HOWELL PARK ON BONHAM ROAD IN THE CITY OF OXFORD.

WHEREAS, the grantor, McCullough-Hyde Memorial Hospital/TriHealth, has offered to give, and the City is desirous of accepting, a new playground structure to be installed at the Leonard Howell Park on Bonham Road in the City of Oxford; and

WHEREAS, the City has the right to acquire property by gift pursuant to Section 715.01 of the Ohio Revised Code; and

WHEREAS, the City Manager and the Parks and Recreation Director recommend acceptance of the gift of a new playground structure from McCullough-Hyde Memorial Hospital/TriHealth to be installed at the Leonard Howell Park on Bonham Road in the City of Oxford.

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

SECTION 1: Council has determined that the City would benefit from accepting the gift and that the same will improve the welfare, health and wellness of countless families in the greater Oxford area.

SECTION 2: City Council hereby accepts the gift of a new playground structure from McCullough-Hyde Memorial Hospital/TriHealth to be installed at the Leonard Howell Park on Bonham Road in the City of Oxford.

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

____
MAYOR

ADOPTED:

ATTEST:

____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)

McCullough-Hyde
Memorial Hospital | TriHealth

Casey D. Wooddell, CPRP, CPO
Director, Oxford Parks & Recreation
6025 Fairfield Rd.
Oxford, Oh 45056

March 19, 2018

Dear Casey,

McCullough-Hyde Memorial Hospital|TriHealth is committed to our community's health and wellness. Our commitment is demonstrated on a daily basis by providing outstanding, compassionate medical care and by providing financial assistance to those who cannot afford hospital services.

McCullough-Hyde|Trihealth is also addressing our communities top identified health concerns: Mental Health; Obesity; Alcohol and other drugs. We have tackled these areas by providing Mental Health First Aid to community members and first responders, supporting drug take back day and providing funding for the connector from the city to the Black Covered Bridge trail head.

As partners with the City of Oxford, we are always willing to consider new and innovative ways to promote health and safety. When McCullough-Hyde Memorial Hospital|TriHealth became aware of the need for new playground equipment at the Leonard Howell Park, we were happy to be able to assist with up to $23,000 in funding for the project. I understand that you and Sharon Klein have been in discussion and will review the playground proposal together for approval. Historically we have worked successfully with DWA and are happy to provide a PO to them so the work can begin as soon as the scope is agreed upon.

Safe active play for children has been shown to help decrease childhood obesity and related health issues. We appreciate the opportunity to help meet this vital need.

Sincerely,

Brett Kirkpatrick
Administrator

110 North Poplar Street
Oxford, OH 45056
Main 513 523 2111
MHMH.org

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

City Manager
Originating Department

Council Meeting Of: April 3, 2018

Doug Elliott
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

March 23, 2018
Date Prepared

Agenda Title: A Resolution authorizing the sale of alcoholic beverages in the Oxford Memorial Park for the Butler County United Way 2018-2019 Community Campaign Kickoff event.

Recommendation: n/a

Discussion:

The Butler County United Way is requesting permission to have a craft beer booth at their 2018-2019 Community Campaign Kickoff event in the Oxford Memorial Park on Tuesday, June 26, 2018. The craft beer booth will be housed in a tent within the confines of the park and all requirements will be met with respect to the liquor permit, ID check, wristbands and perimeter roping. Butler County United Way has offered craft beer sales at other kick off events and their staff is familiar with the process.

Approved By:		Initial Date
	Department Head:	\
	City Manager:	DRE \ 3/30/18

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE SALE OF ALCOHOLIC BEVERAGES IN THE OXFORD MEMORIAL PARK FOR THE BUTLER COUNTY UNITED WAY 2018-2019 COMMUNITY CAMPAIGN KICKOFF EVENT WITH CONDITIONS.

WHEREAS, Butler County United Way is holding a 2018-2019 Community Campaign Kickoff event in the Oxford Memorial Park on Tuesday, June 26, 2018; and

WHEREAS, Butler County United Way is requesting permission to have a craft beer booth on the premises of the Oxford Memorial Park during the kickoff event; and

WHEREAS, Butler County United Way has stated they will meet all legal requirements necessary to accommodate said craft beer booth.

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 Butler County United Way event if the sale of craft beer during the event was permitted with the following conditions:

1. The Butler County United Way shall obtain a "F" State of Ohio Liquor Permit, which will allow the sale of beer at the 2018-2019 Community Campaign Kickoff event.
2. The craft beer booth shall be roped off and each person entering the roped off area shall be at least 21 years of age to purchase beer.

SECTION2: Council hereby authorizes the sale of alcoholic beverages in the Oxford Memorial Park for the Butler County United Way 2018-2019 Community Campaign Kickoff 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: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)

Rev. 6/16

CITY OF OXFORD
HOME OF MIAMI UNIVERSITY

■ REQUEST FOR PUBLIC PARK PERMIT

☐ REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: 06 / 26 / 18 through 06 / 26 / 18 **From:** 6:00 PM **To:** 8:00 PM

Today's Date: 03 / 19 / 18 ☐ 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)*	Pamela R. Cottle	Organization:	Butler County United Way
Address:	323 North Third Street	Advisor:	Pamela R. Cottle
	Hamilton, OH 45011	Address:	323 North Third Street
Telephone:	513.785.2348		Hamilton, OH 45011
Cellular:	513.594.6733	Telephone:	513.785.2348
Fax:	513.863.3467	Cellular:	513.594.6733
Email:	pcottle@bc-unitedway.org	Fax:	513.863.3467
		Email:	pcottle@bc-unitedway.org
** Person in charge - Primary contact*		Non-Profit:	☑ Yes ☐ No

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)

2018-19 Community Campaign Kickoff

Projected Attendance: 100-200 Has this event been held previously? ☑ Yes ☐ No If "YES", when? June 2017 in Fairfield

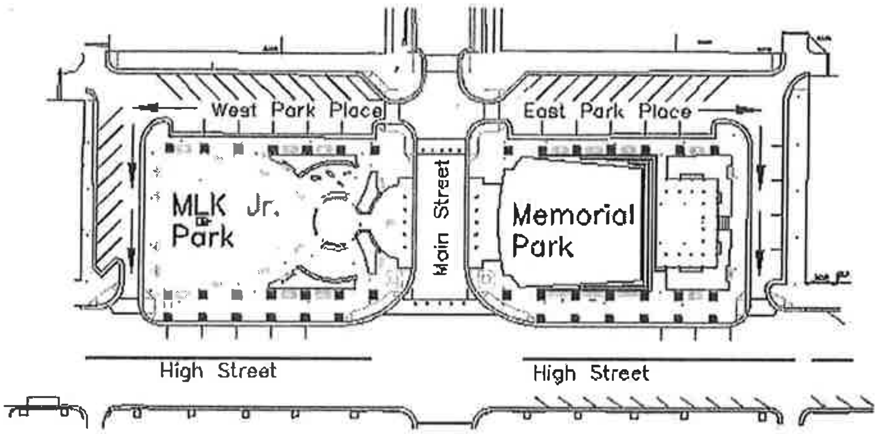
Will food, goods, services or merchandise be sold at the event? ☑ Yes ☐ No
If "YES", please see Section 729.05, Sales on Certain Municipal Property Prohibited (attached to last page of application.)
Note: If you or your organization are handing out information on the public sidewalk, no permit is required.

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: Pamela R. Cottle Date: 03 / 19 / 2018

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 and/or the Oxford Community Event Coordinating Committee.



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.

We are requesting use of the entire Memorial Park area including the stage area. We will be having a live band for our event and will also need audio support as well lighting support. We would like to have four (4) spaces reserved for the unloading and loading of event supplies for Butler County United Way as well as the Band. It is not anticipated that we will have food trucks; however, if plans change, it is possible that we will require two (2) additional spaces on the East Park Place side of the venue. All reserved spaces could be on that side. There are no anticipated street closures. It is anticipated that we will be having a craft beer booth at the venue. This will be housed in a tent within the confines of the park and will follow all predetermined requirements ('F' Permit, ID Check, wristbands, perimeter roping, city council approval, etc.) We have offered craft beer sales at two previous kick off events and are familiar with the process. We would require 1-2 police officers, based on the recommendation of the Oxford Police Chief. We would also like our partner agencies to be able to erect freestanding booths within the venue area, preferably on the cement walks.

Additional Requests:
(Include details in narrative)

- [ ] Pavilion
- [ ] Extra trash cans*
- [x] Sound system (with operator)**
- [x] Stage lighting*
- [ ] Special power requirements (explain in narrative)**
- [ ] Street Closure**
- [ ] Other: ______

Time Details

	Start	End
Setup	4:30 PM	6:00 PM
Event	6:00 PM	8:00 PM
Breakdown	8:00 PM	8:30 PM

**See fee sheet*

** 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

Rev. 6/16

CITY OF OXFORD
HOME OF MIAMI UNIVERSITY

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-meeting with the Police (524-5247) and Service Department (524-5206) prior to approval. *Note: Requests **WILL NOT** be approved prior to the pre-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 requestor is responsible for cleanup. Failure to cleanup 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 Division and the requestor 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. Miami University approval is required for student events.
12. 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 requestor 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 the public right-of-way.

FEE INFORMATION

No Parking Signs	$.35 ea.
Metered Parking	$10.00/ea
Trash Boxes	$5.00/ea.
Personnel	
Police Officer(s)	Contact OPD
Sound Technician	$25.00/hr
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.

Pamela K. Cottle Date: 3/19/18

Applicant's Signature

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

________________________________ Date: ____________________

City Manager's Signature

Reason(s) event not approved:

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting Of: April 3, 2018

Account Code No. #: Various

Budgeted Amount: $121,620.00

City Manager's Office
Original Department

Kim Newton
Prepared By

March 12, 2018
Date Prepared

Agenda Title:

Authorization for the City Manager to enter into a contract with Spectrum Enterprise to provide internet access to the remote sites.

Discussion:

Request for Proposals to provide internet access and local and long distance telephone service to the City/Police Administrative Building and our remote sites was advertised in the Journal-News on February 7th and 14th as well as the City's website.

The City received three (3) proposals; one from CNI Fiber; Charter/Spectrum Enterprise and Parallel Technologies with a blend of Cincinnati Bell and Spectrum Internet. Staff reviewed the three proposals and felt the blend of Cincinnati Bell and Spectrum Internet provided the best and lowest proposal. The total estimated monthly cost for Spectrum's internet service to the remote sites is $2,294.98. A separate resolution is on Council's agenda for Cincinnati Bell's internet/fiber connection to the City/Police Administrative Building and phone services to all locations.

The Spectrum proposal is for a 3-year contract with two (2) one-year renewal options at an estimated cost of $2,294.98/month or $27,539.76/year. A breakdown of costs at each location is available in Council's packets.

Total annual cost savings with both Cincinnati Bell and Spectrum services is $9,249.36 per year.

Approved By:

	Initial	Date
Department Head:		
City Attorney:		
City Manager:	DRE	3/30/18

RESOLUTION NO.

A RESOLUTION ACCEPTING THE PROPOSAL AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH SPECTRUM ENTERPRISE TO PROVIDE INTERNET ACCESS TO THE CITY'S REMOTE SITES AT AN ESTIMATED COST OF $2,294.98 PER MONTH.

WHEREAS, a request for proposals was published in the *Journal News* on February 7, 2018 and on February 14, 2018. The request for proposals was also posted on the City's website. Sealed proposals were opened and read aloud on March 5, 2018 with three firms submitting proposals; and

WHEREAS, the City Manager and the Assistant to the City Manager recommend Council accept the proposal and authorize the City Manager to enter into an agreement with Spectrum Enterprise to provide internet access to the City's remote sites at an estimated cost of $2,294.98 per month.

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

SECTION 1: Council finds Spectrum Enterprise to be the lowest and best proposal and accepts the proposal of an estimated $2,294.98 per month for internet access to the City's remote sites for a period of three years with two one-year renewal options.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with Spectrum Enterprise to provide internet access to the City's remote sites at an estimated cost of $2,294.98 per month for a period of three years with two one year renewal options.

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

____
MAYOR

ADOPTED:

ATTEST:

____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)

Current Carrier	Service Description	Current Cost	Contract Expiration	Numbers	Service Description	Proposed Carrier	Current Cost
Bell	Custom Connections	$ 29.99	4/16/2018	513-273-8047	Custom Connections	Bell	$ 24.99
Building Barn	Zoomtown Lite	$ 35.00			Zoomtown Lite	Bell	$ 35.00
513-273-8047							
6801 Fairfield Road							
Account # 273-8047 433							
	Total	$ 64.99			Total		$ 59.99
Bell	CBAD						
Admin. / Police							
513-528-5200							
101 E. High Street							
Account # 6668208							
	Total	$ -			Total		$ -
Bell	Any Distance $25.00 Commit Plan	$ 25.00	5/16/2018	See attached list of numbers	Any Distance $25.00 Commit Plan	Bell	$ 25.00
Admin. / Police							
513-528-5200							
101 E. High Street							
Account # 0792175							
	Total	$ 25.00			Total		$ 25.00
Bell	CBAD						
Admin. / Police							
513-528-5200							
101 E. High Street							
Account # 0015778							
	Total	$ -			Total		$ -
Bell	Custom Connections (14)	$ 349.86	4/16/2018	513-524-1548, 524-0401	Custom Connections (14)	Bell	$ 349.86
Admin. / Police				523-7298, 523-7769, 523-7817			
513-528-5200				523-9111, 524-1145, 524-1547			
101 E. High Street				524-2944, 524-3257, 524-4304			
Account # 513-524-1548 657				524-4405, 524-5890, 524-9111			
	Total	$ 349.86			Total		$ 349.86
Bell	PRI Facility	$ 375.00		DID Blocks 5200-5219, 5220-5239	PRI Facility	Bell	$ 250.00
Admin. / Police	Two Way DID Channels (23)	$ 115.00		5240-5259, 5260-5279, 5280-5299	Two Way DID Channels (23)		
513-528-5200	DID Blocks (5)	$ 15.00			DID Blocks (5)		$ 15.00
101 E. High Street	Addl.Bus. Listings	$ 94.50		Non Contractual			
Account # 513-524-5200 364	Deluxe Call Forwarding (4)	$ 53.00			Deluxe Call Forwarding		Included
	Total	$ 652.50			Total		$ 265.00
Bell	Custom Connections (1)	$ 24.99	4/16/2018	513-523-7946	Custom Connections (1)	Bell	$ 24.99
513-523-7946							
6025 Fairfield Road							
Account # 513-523-7946 566							
	Total	$ 24.99			Total		$ 24.99
Bell - VPLS	CB Initial 100mb 101 E High	$ 650.00	7/2/2018	Data Circuits	100M Dedicated Internet (Fuse)	Bell	$ 599.00
Admin. / Police	FUSE Ded. 30mb 101 E High	$ 430.00			HSD 100M X 10M Coax Internet (Backup)	Spectrum	$ 59.99
513-528-5200	CB Ethernet Service PVC/VLAN (7)	$ 140.00					
101 E. High Street	CB Ethernet Service 100mb Additional	$ 360.00					
118 W High St	CB Ethernet Service 3mb 118 W High	$ 235.00			100M ELAN- 101 E. High Street	Spectrum	$ 675.00
	CB Ethernet Service PVC/VLAN 118 W High	$ 20.00			10M ELAN- 118 W. High St	Spectrum	$ 350.00
217 S Elm	CB Ethernet Service 3mb 217 S Elm	$ 235.00			20M ELAN- 217 Elm Street	Spectrum	$ 400.00
	CB Ethernet Service PVC/VLAN 217 S Elm	$ 20.00			10M ELAN- 945 Collins Rd	Spectrum	$ 350.00
4935 Oxford Trenton	CB Ethernet Service 3mb 4935 Oxford Trenton	$ 235.00			20M ELAN- 6025 Fairfield Rd	Spectrum	$ 400.00
	CB Ethernet Service PVC/VLAN 4935 Oxford Trenton	$ 20.00			**100M x 10M Coax Internet- 4935 Oxford-Trenton Rd	Spectrum	$ 59.99
501 McKee Ave	CB Ethernet Service 3mb 501 Mckee Ave	$ 235.00			**100M x 10M Coax Internet- 503 McKee Ave	Spectrum	$ 59.99
	CB Ethernet Service PVC/VLAN 501 McKee Ave	$ 20.00					
6025 Fairfield Road	CB Ethernet Service 3mb 6025 Fairfield Rd.	$ 235.00					
	CB Ethernet Service PVC/VLAN 6025 Fairfield Rd.	$ 20.00					
945 Collins Run Rd	CB Ethernet Service 3mb 945 Collins Run Rd.	$ 235.00					
	CB Ethernet Service PVC/VLAN 945 Collins Run Rd	$ 20.00					
Account # 513-P53-5390 390							
	Total	$ 3,110.00			Total		$ 2,953.97
Bell	CBLD Usage	$ 107.25					
Admin. / Police							
513-528-5200							
101 E. High Street							
Account # 513-P93-7178 178							
	Total	$ 107.25			Total		$ -
Bell	Custom Connections (2)	$ 49.98	4/16/2018	513-524-4731	Custom Connections (2)	Bell	$ 49.98
Fire				513-524-8249			

Option 1- ELAN

513-524-4731 217 S. Elm Street Account # 513-524-4731 999							
	Total	$ 49.98			Total		$ 49.98
Bell Streets 513-523-8412 945 Collins Run Road Account #	Custom Connections (1)	$ 24.99	4/16/2018	513-535-8412	Custom Connections (1)	Bell	$ 24.99
	Total	$ 24.99			Total		$ 24.99
Bell Parks 513-523-6314 6025 Fairfield Road Account # 513-523-6315 625	Custom Connections (2)	$ 49.98	4/16/2018	513-523-6315 513-524-3547	Custom Connections (2)	Bell	$ 24.99
	Total	$ 49.98			Total		$ 24.99
Bell Water Treatment 513-523-1753 4935 Oxford-Trenton Road Account # 513-523-3382 942	Custom Connections (3)	$ 74.97	4/16/2018	513-523-3382 513-524-0203 513-524-3745	Custom Connections (3)	Bell	$ 74.97
	Total	$ 74.97			Total		$ 74.97
Bell Water Treatment 513-273-2002 4935 Oxford Trenton Road Account # 513-273-2002 455	Custom Connections (1)	$ 24.99	4/16/2018	513-273-2002	Custom Connections (1)	Bell	$ 24.99
	Total	$ 24.99			Total		$ 24.99
Bell Waste Water Treatment 513-523-2911 501 McKee Ave. Account # 513-523-0913 940	Custom Connections (3)	$ 74.97	4/16/2018	513-523-0913 513-273-8050 513-524-1158	Custom Connections (3)	Bell	$ 74.97
	Total	$ 74.97			Total		$ 74.97
Bell Waste Water Treatment 513-523-2911 501 McKee Ave. Account # 513-524-3027 941	Custom Connections (2)	$ 49.98	4/16/2018	513-524-3027 513-273-8027	Custom Connections (2)	Bell	$ 49.98
	Total	$ 49.98			Total		$ 49.98
Bell 513-524-0417 20 S. Main Street Account # 513-524-0417 045	Custom Connections (2)	$ 49.98	4/16/2018	513-524-0417 513-524-0617	Custom Connections (2)	Bell	$ 49.98 $ -
	Total	$ 49.98			Total		$ 49.98
Bell ? 513-726-0049 15 S College Ave Account # 513-723-8045 962	Custom Connections (1)	$59.99	MTM	513-273-8045	Custom Connections (1)	Bell	$ 24.99
	Total	$59.99			Total		$ 24.99
Bell 513-726-0049 4203 Hamilton Eaton Road Account # 513-725-0049 491	Measured Business Line (1) Zoomtown with Static IP	$ 24.99 $ 44.99	4/16/2018	513-726-0049	Measured Business Line (1) Zoomtown with Static IP	Bell Bell	$ 24.99 $ 44.99
	Total	$ 69.98			Total		$ 69.98
Bell 513-273-2083 5200 Bonham Road Account # 513-273-2083 256	Enterprise Zoomtown	$ 100.00	4/16/2018	513-273-2083	Zoomtown	Bell	$ 49.99
	Total	$ 100.00			Total		$ 49.99
Bell 513-273-2905 5200 Bonham Road Account # 513-273-2905 130	Custom Connections (1)	$ 24.95	4/16/2018	513-273-2905	Custom Connections (1)	Bell	$ 24.95
	Total	$ 24.95			Total		$ 24.95
Bell	Custom Connections (1) Zoomtown with static IP	$ 24.99 $ 44.99	4/16/2018	513-523-1963	Custom Connections (1) Zoomtown with static IP	Bell	$ 24.99 $ 39.99

513-523-1963 6730 Contreras Road Account # 513-523-1963 825							
	Total	$ 69.98			Total		$ 64.98
Bell Concession Stand 513-103-0862 6801 Fairfield Road Account # 513-103-0862 158	Zoomtown Direct	$ 35.00	4/16/2018	513-103-0862	Zoomtown Direct	Bell	$ 35.00
	Total	$ 35.00			Total		$ 35.00
Bell 513-523-0131 6801 Fairfield Road Account # 513-523-0131 041	Custom Connections (2)	$ 49.98	4/16/2018	513-523-0131 513-273-2095	Custom Connections (2)	Bell	$ 49.98
	Total	$ 49.98			Total		$ 49.98
Bell 513-524-1146 945 S. Main Street Account # 513-524-1146 944	Custom Connections (1)	$ 24.99	4/16/2018	513-524-1146	Custom Connections (1)	Bell	$ 24.99
	Total	$ 24.99			Total		$ 24.99
Bell 513-524-1138 10 Jeffery Drive Account # 513-524-1138	Custom Connections	$ 24.99	4/16/2018	513-524-1138	Custom Connections	Bell	$ 24.99
	Total	$ 24.99			Total		$ 24.99
		$ 5,194.29					$ 4,423.51

Note: No additional service fees.
Note:**Price is pending final site survey
:: Coax Internet Pricing for months 1-12. Year 13+ will be $79.99

Spectrum	
Location	Revenue
101 E. High Street	$ 675.00
118 W. High Street	$ 350.00
217 Elm Street	$ 400.00
945 Collins Rd	$ 350.00
6025 Fairfiled Rd	$ 400.00
4905 Oxford-Trenton Rd	$ 59.99
503 McKee Ave	$ 59.99
Total	$ 2,294.98

Cincinnati Bell	
Location	Revenue
101 E. High Street	$ 1,298.85
118 W. High Street	$ -
217 Elm Street	$ 49.98
945 Collins Rd	$ 24.99
6025 Fairfiled Rd	$ 49.98
4905 Oxford-Trenton Rd	$ 99.96
503 McKee Ave	$ 124.95
20 S. Main Street	$ 49.98
15 South College Ave	$ 24.99
4203 Hamilton Eaton Rd	$ 69.98
5200 Bonham Rd	$ 74.94
6730 Contreras Rd	$ 64.98
6801 Fairfield Rd	$ 144.97
945 S. Main Street	$ 24.99
10 Jeffery Dr	$ 24.99
Total	$ 2,128.53

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

City Manager's Office
Original Department

Council Meeting Of: April 3, 2018

Kim Newton
Prepared By

Account Code No. #: Various

Budgeted Amount: **$121,620.00**

March 12, 2018
Date Prepared

Agenda Title:

Authorization for the City Manager to enter into a contract with Cincinnati Bell to provide internet access to the City/Police Administrative Building and local and long distance telephone service to the City/Police Administrative Building and remote sites.

Discussion:

Request for Proposals to provide internet access and local and long distance telephone service to the City/Police Administrative Building and our remote sites was advertised in the Journal-News on February 7th and 14th as well as the City's website.

The City received three (3) proposals; one from CNI Fiber; Charter/Spectrum Enterprise and Parallel Technologies with a blend of Cincinnati Bell and Spectrum Internet. Staff reviewed the three proposals and felt the blend of Cincinnati Bell and Spectrum Internet provided the best and lowest proposal. The total estimated monthly cost for Cincinnati Bell's internet/fiber service to the City/Police Administrative Building and local/long distance telephone services to all City sites is $2,128.53. A separate resolution is on Council's agenda for Spectrum internet services to the City's remote sites.

The Cincinnati Bell proposal is for a 3-year contract with two (2) one-year renewal options at an estimated cost of $2,128.53/month or $25,542.36/year. A breakdown of costs at each location is available in Council's packets.

Total annual cost savings with both Cincinnati Bell and Spectrum services is $9,249.36 per year.

Approved By:		**Initial Date**
	Department Head:	\
	City Attorney:	\
	City Manager:	DKE \ 3/30/18

RESOLUTION NO.

A RESOLUTION ACCEPTING THE PROPOSAL AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CINCINNATI BELL TO PROVIDE INTERNET ACCESS TO THE CITY/POLICE ADMINISTRATIVE BUILDING AND LOCAL AND LONG DISTANCE TELEPHONE SERVICE TO THE CITY/POLICE ADMINISTRATIVE BUILDING AND REMOTE SITES AT AN ESTIMATED COST OF $2,128.53 PER MONTH.

WHEREAS, a request for proposals was published in the *Journal News* on February 7, 2018 and on February 14, 2018. The request for proposals was also posted on the City's website. Sealed proposals were opened and read aloud on March 5, 2018 with three firms submitting proposals; and

WHEREAS, the City Manager and the Assistant to the City Manager recommend Council accept the proposal and authorize the City Manager to enter into an agreement with Cincinnati Bell to provide internet access to the City/Police Administrative building and local and long distance telephone service to the City/Police Administrative Building and remote sites at an estimated cost of $2,128.53 per month for a period of three years with two one-year renewal options.

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

SECTION 1: Council finds Cincinnati Bell to be the lowest and best proposal and accepts the proposal of an estimated $2,128.53 per month for internet access to the City/Police Administrative Building and local and long distance telephone service to the City/Police Administrative Building and remote sites for a period of three years with two one-year renewal options.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with Cincinnati Bell to provide internet access to the City/ Police Administrative building and local and long distance telephone service to the City/Police Administrative Building and remote sites at an estimated cost of $2,128.53 per month for a period of three years with two one-year renewal options.

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

MAYOR

ADOPTED:
ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)

Current Carrier	Service Description	Current Cost	Contract Expiration	Numbers	Service Description	Proposed Carrier	Current Cost
Bell Building Barn 513-273-8047 6801 Fairfield Road Account # 273-8047 433	Custom Connections Zoomtown Lite	$ 29.99 $ 35.00	4/16/2018	513-273-8047	Custom Connections Zoomtown Lite	Bell Bell	$ 24.99 $ 35.00
	Total	$ 64.99			Total		$ 59.99
Bell Admin. / Police 513-528-5200 101 E. High Street Account # 6668208	CBAD						
	Total	$ -			Total		$ -
Bell Admin. / Police 513-528-5200 101 E. High Street Account # 0792175	Any Distance $25.00 Commit Plan	$ 25.00	5/16/2018	See attached list of numbers	Any Distance $25.00 Commit Plan	Bell	$ 25.00
	Total	$ 25.00			Total		$ 25.00
Bell Admin. / Police 513-528-5200 101 E. High Street Account # 0015778	CBAD						
	Total	$ -			Total		$ -
Bell Admin. / Police 513-528-5200 101 E. High Street Account # 513-524-1548 657	Custom Connections (14)	$ 349.86	4/16/2018	513-524-1548, 524-0401 523-7298, 523-7769, 523-7817 523-9111, 524-1145, 524-1547 524-2944, 524-3257, 524-4304 524-4405, 524-5890, 524-9111	Custom Connections (14)	Bell	$ 349.86
	Total	$ 349.86			Total		$ 349.86
Bell Admin. / Police 513-528-5200 101 E. High Street Account # 513-524-5200 364	PRI Facility Two Way DID Channels (23) DID Blocks (5) Addl Bus. Listings Deluxe Call Forwarding (4)	$ 375.00 $ 115.00 $ 15.00 $ 94.50 $ 53.00		DID Blocks 5200-5219, 5220-5239 5240-5259, 5260-5279, 5280-5299 Non Contractual	PRI Facility Two Way DID Channels (23) DID Blocks (5) Deluxe Call Forwarding	Bell	$ 250.00 $ 15.00 Included
	Total	$ 652.50			Total		$ 265.00
Bell 513-523-7946 6025 Fairfield Road Account # 513-523-7946 566	Custom Connections (1)	$ 24.99	4/16/2018	513-523-7946	Custom Connections (1)	Bell	$ 24.99
	Total	$ 24.99			Total		$ 24.99
Bell - VPLS Admin. / Police 513-528-5200 101 E. High Street 118 W High St 217 S Elm 4935 Oxford Trenton 501 McKee Ave 6025 Fairfield Road 945 Collins Run Rd Account # 513-P53-5390 390	CB Initial 100mb 101 E High FUSE Ded. 30mb 101 E High CB Ethernet Service PVC/VLAN (7) CB Ethernet Service 100mb Additional CB Ethernet Service 3mb 118 W High CB Ethernet Service PVC/VLAN 118 W High CB Ethernet Service 3mb 217 S Elm CB Ethernet Service PVC/VLAN 217 S Elm CB Ethernet Service 3mb 4935 Oxford Trenton CB Ethernet Service PVC/VLAN 4935 Oxford Trenton CB Ethernet Service 3mb 501 Mckee Ave CB Ethernet Service PVC/VLAN 501 McKee Ave CB Ethernet Service 3mb 6025 Fairfield Rd. CB Ethernet Service PVC/VLAN 6025 Fairfield Rd. CB Ethernet Service 3mb 945 Collins Run Rd. CB Ethernet Service PVC/VLAN 945 Collins Run Rd	$ 650.00 $ 430.00 $ 140.00 $ 360.00 $ 235.00 $ 20.00 $ 235.00 $ 20.00 $ 235.00 $ 20.00 $ 235.00 $ 20.00 $ 235.00 $ 20.00 $ 235.00 $ 20.00	7/2/2018	Data Circuits	100M Dedicated Internet (Fuse) HSD 100M X 10M Coax Internet (Backup) 100M ELAN- 101 E. High Street 10M ELAN- 118 W. High St 20M ELAN- 217 Elm Street 10M ELAN- 945 Collins Rd 20M ELAN- 6025 Fairfield Rd **100M x 10M Coax Internet- 4935 Oxford-Trenton Rd **100M x 10M Coax Internet- 503 McKee Ave	Bell Spectrum Spectrum Spectrum Spectrum Spectrum Spectrum Spectrum Spectrum	$ 599.00 $ 59.99 $ 675.00 $ 350.00 $ 400.00 $ 350.00 $ 400.00 $ 59.99 $ 59.99
	Total	$ 3,110.00			Total		$ 2,053.97
Bell Admin. / Police 513-528-5200 101 E. High Street Account # 513-P93-7178 178	CBLD Usage	$ 107.25					
	Total	$ 107.25			Total		$ -
Bell Fire	Custom Connections (2)	$ 49.98	4/16/2018	513-524-4731 513-524-8249	Custom Connections (2)	Bell	$ 49.98

513-524-4731 217 S. Elm Street Account # 513-524-4731 999							
	Total	$ 49.98			Total		$ 49.98
Bell Streets 513-523-8412 945 Collins Run Road Account #	Custom Connections (1)	$ 24.99	4/16/2018	513-535-8412	Custom Connections (1)	Bell	$ 24.99
	Total	$ 24.99			Total		$ 24.99
Bell Parks 513-523-6314 6025 Fairfield Road Account # 513-523-6315 625	Custom Connections (2)	$ 49.98	4/16/2018	513-523-6315 513-524-3547	Custom Connections (2)	Bell	$ 24.99
	Total	$ 49.98			Total		$ 24.99
Bell Water Treatment 513-523-1753 4935 Oxford-Trenton Road Account # 513-523-3382 942	Custom Connections (3)	$ 74.97	4/16/2018	513-523-3382 513-524-0203 513-524-3745	Custom Connections (3)	Bell	$ 74.97
	Total	$ 74.97			Total		$ 74.97
Bell Water Treatment 513-273-2002 4935 Oxford Trenton Road Account # 513-273-2002 455	Custom Connections (1)	$ 24.99	4/16/2018	513-273-2002	Custom Connections (1)	Bell	$ 24.99
	Total	$ 24.99			Total		$ 24.98
Bell Waste Water Treatment 513-523-2911 501 McKee Ave. Account # 513-523-0913 940	Custom Connections (3)	$ 74.97	4/16/2018	513-523-0913 513-273-8050 513-524-1158	Custom Connections (3)	Bell	$ 74.97
	Total	$ 74.97			Total		$ 74.97
Bell Waste Water Treatment 513-523-2911 501 McKee Ave. Account # 513-524-3027 941	Custom Connections (2)	$ 49.98	4/16/2018	513-524-3027 513-273-8027	Custom Connections (2)	Bell	$ 49.98
	Total	$ 49.98			Total		$ 49.98
Bell 513-524-0417 20 S. Main Street Account # 513-524-0417 045	Custom Connections (2)	$ 49.98	4/16/2018	513-524-0417 513-524-0617	Custom Connections (2)	Bell	$ 49.98 $ -
	Total	$ 49.98			Total		$ 49.98
Bell ? 513-726-0049 15 S College Ave Account # 513-723-8045 962	Custom Connections (1)	$59.99	MTM	513-273-8045	Custom Connections (1)	Bell	$ 24.99
	Total	$59.99			Total		$ 24.99
Bell 513-726-0049 4203 Hamilton Eaton Road Account # 513-725-0049 491	Measured Business Line (1) Zoomtown with Static IP	$ 24.99 $ 44.99	4/16/2018	513-726-0049	Measured Business Line (1) Zoomtown with Static IP	Bell Bell	$ 24.99 $ 44.99
	Total	$ 69.98			Total		$ 69.98
Bell 513-273-2083 5200 Bonham Road Account # 513-273-2083 256	Enterprise Zoomtown	$ 100.00	4/16/2018	513-273-2083	Zoomtown	Bell	$ 49.99
	Total	$ 100.00			Total		$ 49.99
Bell 513-273-2905 5200 Bonham Road Account # 513-273-2905 130	Custom Connections (1)	$ 24.95	4/16/2018	513-273-2905	Custom Connections (1)	Bell	$ 24.95
	Total	$ 24.95			Total		$ 24.95
Bell	Custom Connections (1) Zoomtown with static IP	$ 24.99 $ 44.99	4/16/2018	513-523-1963	Custom Connections (1) Zoomtown with static IP	Bell	$ 24.99 $ 39.99

513-523-1963 6730 Contreras Road Account # 513-523-1963 825							
	Total	$ 69.98			Total		$ 64.98
Bell Concession Stand 513-103-0862 6801 Fairfield Road Account # 513-103-0862 158	Zoomtown Direct	$ 35.00	4/16/2018	513-103-0862	Zoomtown Direct	Bell	$ 35.00
	Total	$ 35.00			Total		$ 35.00
Bell 513-523-0131 6801 Fairfield Road Account # 513-523-0131 041	Custom Connections (2)	$ 49.98	4/16/2018	513-523-0131 513-273-2095	Custom Connections (2)	Bell	$ 49.98
	Total	$ 49.98			Total		$ 49.98
Bell 513-524-1146 945 S. Main Street Account # 513-524-1146 944	Custom Connections (1)	$ 24.99	4/16/2018	513-524-1146	Custom Connections (1)	Bell	$ 24.99
	Total	$ 24.99			Total		$ 24.99
Bell 513-524-1138 10 Jeffery Drive Account # 513-524-1138	Custom Connections	$ 24.99	4/16/2018	513-524-1138	Custom Connections	Bell	$ 24.99
	Total	$ 24.99			Total		$ 24.99
		$ 5,194.29					$ 4,423.51

Note: No additional service fees.
Note:**Price is pending final site survey
:: Coax Internet Pricing for months 1-12. Year 13+ will be $79.99

Spectrum		
Location	Revenue	
101 E. High Street	$	675.00
118 W. High Street	$	350.00
217 Elm Street	$	400.00
945 Collins Rd	$	350.00
6025 Fairfiled Rd	$	400.00
4905 Oxford-Trenton Rd	$	59.99
503 McKee Ave	$	59.99
Total	$	2,294.98

Cincinnati Bell		
Location	Revenue	
101 E. High Street	$	1,298.85
118 W. High Street	$	-
217 Elm Street	$	49.98
945 Collins Rd	$	24.99
6025 Fairfiled Rd	$	49.98
4905 Oxford-Trenton Rd	$	99.96
503 McKee Ave	$	124.95
20 S. Main Street	$	49.98
15 South College Ave	$	24.99
4203 Hamilton Eaton Rd	$	69.98
5200 Bonham Rd	$	74.94
6730 Contreras Rd	$	64.98
6801 Fairfield Rd	$	144.97
945 S. Main Street	$	24.99
10 Jeffery Dr	$	24.99
Total	$	2,128.53

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Council Meetings of: April 3, 2018

Account Code #: 143.490.64701

Budgeted Amount: $2,761,813

Service Department
Originating Department

Michael Dreisbach, Service Director
Prepared By

March 19, 2018
Date Prepared

Agenda Title: Award of Construction Contract with Empire Building Company for Renovation of the Structure at 101 E. High St. for use by the Division of Police

Recommendation: Approve

Discussion:

The 2018 Capital Improvement Budget (Municipal Facilities Capital Improvement Fund) included $2,761,813 for the renovation of structures to accommodate City offices. The City has been working with CR Architects to develop plans and specifications for the renovation of two buildings to provide office space for City Administration and for an expanded Police Station. Renovations at the former Lane Library (15 S. College Ave.) will provide space for the Office of the City Manager, including the Clerk of Council, and the following Departments: Finance, Economic Development, Community Development, Human Resources, and Public Services. Renovations to the current Municipal Building (101 E. High St.) will provide space for the Division of Police. Renovations are nearing completion at the former Lane building, and City staff will be relocating there in the next few weeks.

The Police Station renovation project will be divided into two phases. Phase one consists of the renovation of the lower level (north side), first and second floors of the existing Municipal Building. Once this space has renovated, Police operations will move into the renovated space allowing for Phase Two – the renovation of the existing Police Station. The City has received approvals from the Historic &Architectural Preservation Commission (HAPC) for this project, but the City will ask for a review of a proposed exterior window design that has been modified since the original approval. Building plans are now being reviewed by the NIC plans examiner so that building permits may be issued.

Major features and improvements for the Oxford Police Station include the renovation of the second floor to house offices for Command Staff, Police administration, Detectives, as well as a large conference room and interview rooms. Renovation of the first floor space will accommodate Records, Communications, Sergeants, Report Writing, Training Room, and a public reception area. All plumbing, mechanical (including heating and cooling), and electrical systems will be replaced with modern energy efficient systems. The building will feature new energy efficient windows, replacement of the roof system with new clay tiles, and the installation of an elevator serving all three levels making the building ADA compliant.

The existing Police Station will be remodeled to include a secure vehicle area (Sallyport facing Poplar St.) for the loading/unloading of those in custody, booking and holding area, locker rooms, interview rooms, armory, evidence processing & vault, and building machine rooms.

Approved By:

	Initial	Date
Department Head:	MBD	3/20/18
City Manager:	DRE	3/21/18

The City developed plans and specifications for the project(s) and advertised extensively for bidders in *The Journal News* and multiple plan / project clearinghouses including Allied Construction, Builders Exchange, iSqFt Plan Room, and McGraw Hill (aka Dodge planroom). Bids were opened and publicly read at 11:00 am on March 9, 2018 with the following results:

Bidder	Municipal Building	Alt. M1	Alt. M2	Alt. M3	Alt. M4	Alt. Total	Total w Alt.
Estimated Cost	**$3,990,000**						
Empire Building	**$3,589,000**	$6,500	$20,000	$115,000	$13,000	$154,500	**$3,743,500**
Graybach, LLC	$3,670,900	$10,900	$36,200	$76,400	$13,000	$136,500	$3,807,400
AKA Construction	$3,786,400	$6,600	$39,500	$109,000	$14,400	$169,500	$3,955,900
Kramer & Feldman	$3,884,188	$12,497	$21,588	$108,663	-$12,500	$130,248	$4,014,436

The Architect's Opinion of Probable Cost for this project was estimated at $3.99M. Empire Building Company provided the lowest base bid of four submittals with a price of $3,589,000. The City also requested pricing on four Alternates for this project including the following:

Alternate #M1 – leveling a ramped floor to provide additional usable floor space on the second floor.
Alternate #M2 – hazard abatement if necessary for asbestos removal.
Alternate #M3 – basis of design for exterior window replacements. The City specified standards for window aesthetics as well as energy efficiency in order to obtain competition. The alternate funds would be used only if necessary to obtain the most historically accurate replacement windows as possible.
Alternate #M4 – basis of design for mechanical system instrumentation and controls. The alternate funds would only be used if the City chose to match the systems recently installed in the Lane renovation project.

It is important to note that this contract is for renovation of the 101 E. High St. property ONLY. There are several items that are not in this building contract that must be considered and funded separately including office furnishings not included in the plan, professional moving services for relocation during phases of construction, access control, security systems and cameras, and parking lot, sidewalk, alley & landscape improvements.

Empire Building Co. has a long history of building renovations, many being for public projects such as schools and University buildings. Staff has checked references provided by the company, all with acceptable results. The City's Architect (CR Architecture & Design) for the project supports a contract with Empire Building Co.

It is Staff's recommendation that City Council authorize the City Manager to enter into an agreement with Empire Building Company for the renovation of the structure at 101 E. High St., including the base bid and alternates # M1 – M4, at a cost of $3,743,500. Staff is also requesting a 10% contingency for this project in the amount of $374,350; therefore the total amount not to exceed for this contract is $4,117,850. This contract amount is greater than the current appropriation, therefore, a supplemental appropriation will be required to fully fund this contract.

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH EMPIRE BUILDING COMPANY FOR THE RENOVATION OF THE CITY OWNED STRUCTURE AT 101 E. HIGH STREET INCLUDING THE BASE BID AND ALTERNATES NUMBER M1 THROUGH M4 AT A COST OF $3,743,500.00 PLUS A CONTINGENCY AMOUNT OF TEN PERCENT (10%) OF THE CONTRACT PRICE OR $374,350.00 FOR A TOTAL COST NOT TO EXCEED $4,117,850.00.

WHEREAS, the City advertised extensively for bids in the *Journal News* and in multiple plan/project clearinghouses. Four (4) sealed bids were opened and publicly read on March 9, 2018. The lowest and best bid was submitted by Empire Building Company in the amount of $3,743,500; and

WHEREAS, the City Manager and the Service Director recommend Council accept the bid of Empire Building Company as the lowest and best bid for the renovation of the City owned structure at 101 E. High Street including the base bid and alternatives number M1 through M4 at a cost of $3,743,500.00 plus a contingency amount of ten percent (10%) of the contract price or $374,350.00 for a total cost not to exceed $4,117,850.00; and

WHEREAS, the City Manager and the Service Director further recommend Council authorize the City Manager to enter into a contract with Empire Building Company for the renovation of the City owned structure at 101 E. High Street including the base bid and alternates number M1 through M4 at a cost of $3,743,500 plus a contingency amount of ten percent (10%) of the contract price or $374,350.00 for a total cost not to exceed $4,117,850.00.

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 Empire Building Company and further authorizes the City Manager to enter into a contract with Empire Building Company for the renovation of the City owned structure at 101 E. High Street including the base bid and alternates number M1 through M4 at a cost of $3,743,500.00 plus a contingency amount of ten percent (10%) of the contract price or $374,500.00 for a total cost not to exceed $4,117,850.00.

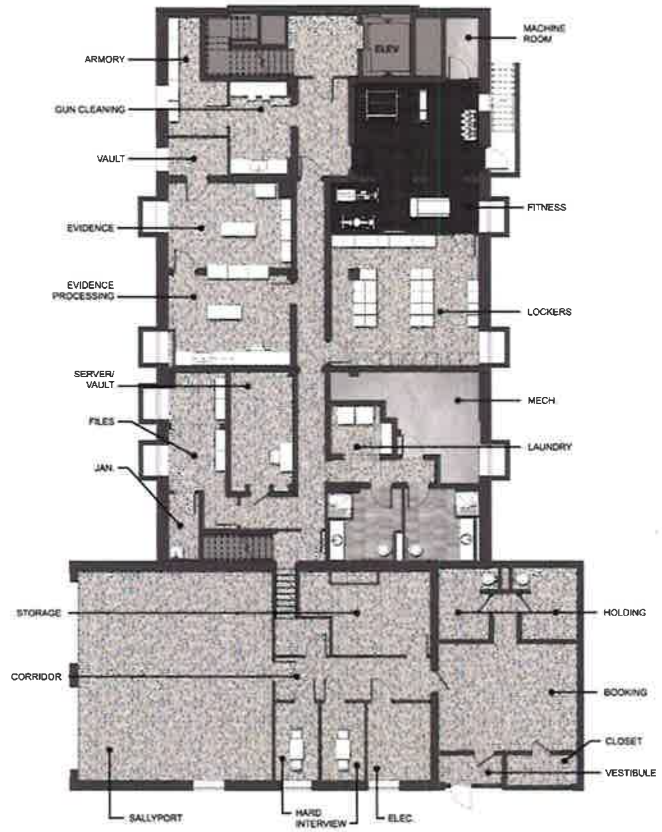
SECTION 2: This Resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:
ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)



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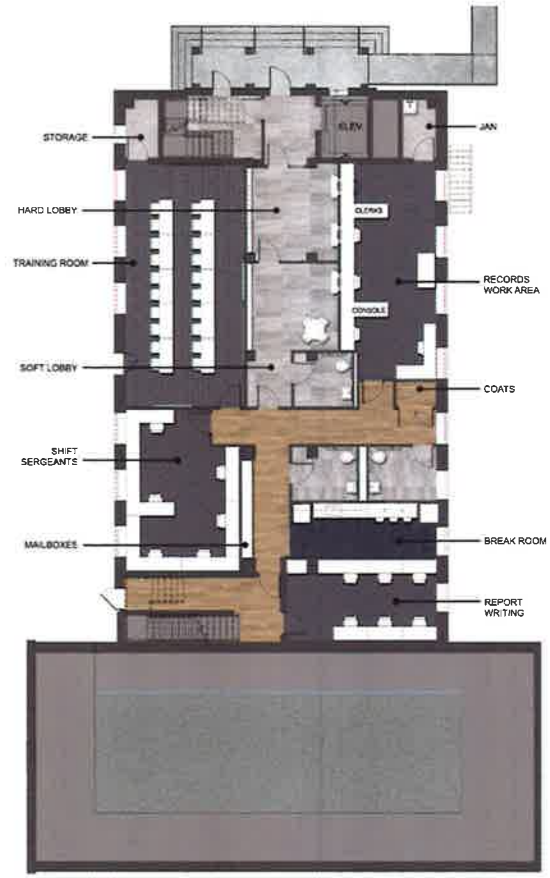

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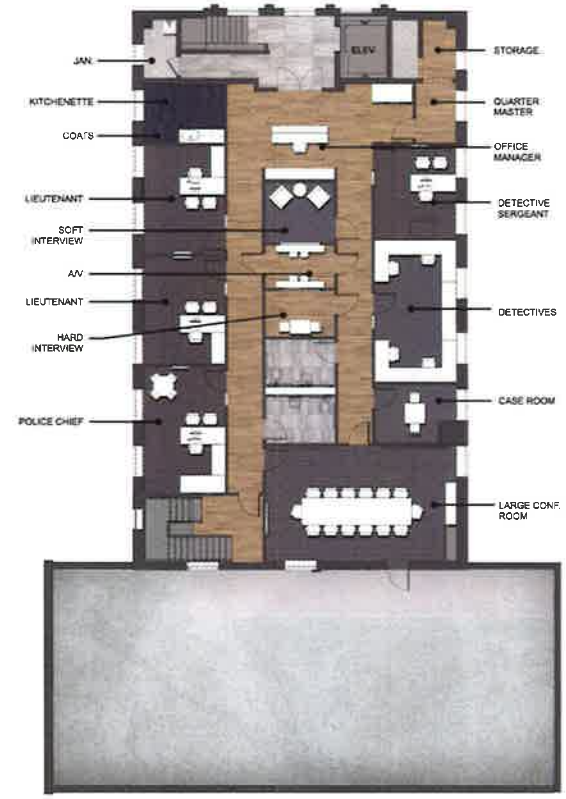

LEVEL 2

513 721 8080
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OXFORD MUNICIPAL / POLICE STATION RENOVATION
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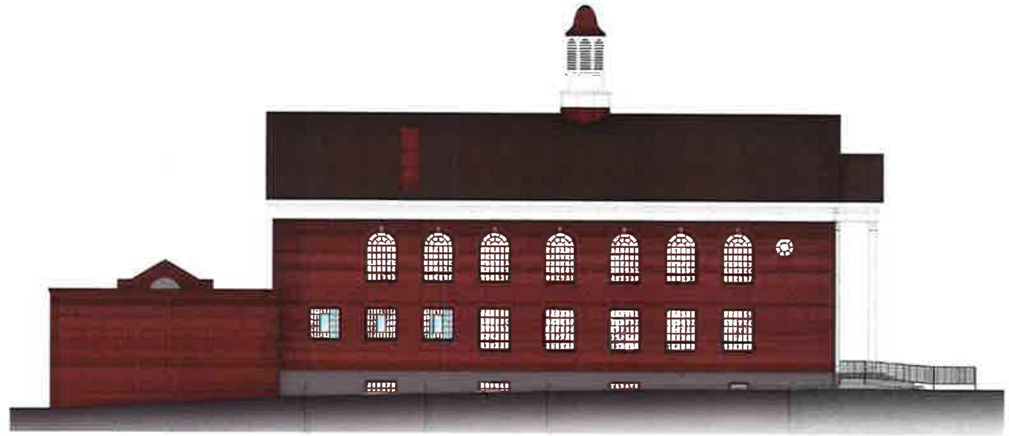
NORTH



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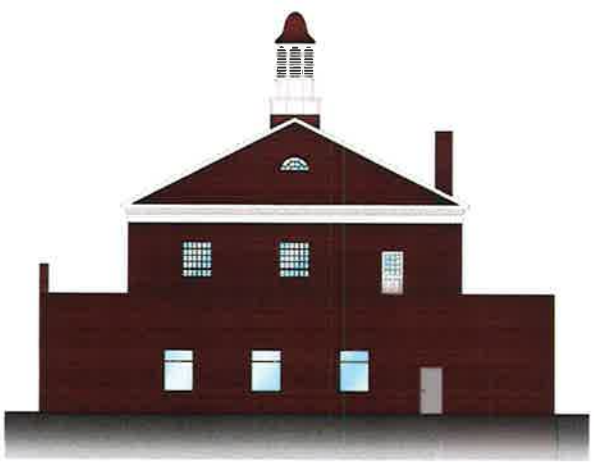

SOUTH

WEST

EXISTING WEST ELEVATION

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OXFORD MUNICIPAL / POLICE STATION RENOVATION
NEW EXTERIOR ELEVATIONS

CITY OF OXFORD

HARD LOBBY ENTRANCE

FIRST FLOOR BREAK ROOM

FIRST FLOOR TRAINING ROOM

SECOND FLOOR CONFERENCE ROOM

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Finance Department
Originating Department

Council Meeting Of: April 3, 2017

Joe Newlin
Prepared By

Account Code No. #: Various

Budgeted Amount: $188,036

March 23, 2018
Date Prepared

Agenda Title: 2018 Property and Casualty Insurance

Recommendation: Approve

Discussion:

Staff is requesting Council to approve the property and casualty insurance renewal of up to $169,500 for 2018. This represents less than 1% increase ($2,152) over last year's cost of $167,348. The primary increase is due to an increase in automobile coverage for a larger fleet than last year. Insurance premiums will be paid on a semiannual basis.

Approved By:

	Initial	Date
Department Head:	[signature]	3/23/18
City Manager:	DRE	3/30/18

RESOLUTION NO.

A RESOLUTION ACCEPTING THE INSURANCE BID OF INSURANCE SPECIALIST GROUP, INC., DBA LOVE INSURANCE PARTNERS FOR THE CITY'S PROPERTY AND CASUALTY INSURANCE COVERAGE FOR 2018.

WHEREAS, Insurance Specialist Group, Inc., dba Love Insurance Partners (hereinafter 'Love Insurance Partners') submitted an insurance bid not to exceed $169,500.00 for the City's property and casualty insurance coverage for 2018, a less than 1% increase over last year's cost of $167,348.00; and

WHEREAS, the City Manager and the Finance Director recommend Council accept the insurance bid of Love Insurance Partners not to exceed $169,500.00 for the City's property and casualty insurance coverage for 2018.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Finance Director and accepts the insurance bid of Love Insurance Partners not to exceed $169,500.00 for the City's property and casualty insurance coverage for 2018.

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

____
MAYOR

ADOPTED:

ATTEST:

____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to City Manager		Finance Originating Department
Council Meeting Of :	3/20/2018	
		Joe Newlin
Account Code No. :	see below	Prepared By
Budgeted Amount :		3/29/2018 Date Prepared

Agenda Title:	**2018 Supplemental Budget #2**
Recommendation:	**Approve**

Issue 1
To make adjustment to budget for contributions in the General Fund from the Oxford Community Foundation to operating expenditures

Action Needed:

Revenue Side

General (110)	1,854.45	Increase contribution revenue

Expense Side

General (110)	1,854.45	Increase operating expenditures
Net Effect on Fund Balance/(s) Increase/(Decrease)	-	

Issue 2
To make adjustment to budget for revenue in the Municipal Facilities Capital Improvement Fund for Municipal Building improvements and transfer funds from General Fund

Action Needed:

Revenue Side

Municipal Facilities Capital Improvement (143)	1,700,000.00	Transfer from General Fund

Expense Side

General (110)	1,700,000.00	Transfer to Municipal Facilities Capital Improvement Fund
Municipal Facilities Capital Improvement (143)	1,861,463.01	Municipal Building Improvements
Empire Building Contract with Alternates	3,743,500.00	
Additional Costs	749,350.00	
Total Costs	4,492,850.00	

March 13, 2018 Unencumbered Appropriated Balance	2,731,066.07
Increase in Appropriation	1,861,463.01
Total of Approriation 2018	4,592,529.08
Total Costs	4,492,850.00
Appropriated for Unknown Expenses	**99,679.08**

Net Effect on Fund Balance/(s) Increase/(Decrease)	(1,861,463.01)

Issue 3
To make adjustment to the budget for 20% match for TriHealth's donation of $23,000 for a playground structure at Leonard Howell Park on Bonham Road from the unencumbered balance in the Capital Equipment Fund

Action Needed:

Revenue Side

N/A

Expense Side

Capital Equipment (140)	**4,600.00**	**Playground structure at Leonard Howell Park City's match**
Net Effect on Fund Balance/(s) Increase/(Decrease)	**(4,600.00)**	
Total Net Effect on Fund Balance/(s) Increase/(Decrease)	(1,866,063.01)	
Breakdown by Fund		
General (110)	(1,700,000.00)	
Capital Equipment (140)	(4,600.00)	
Municipal Facilities Capital Improvement (143)	(161,463.01)	
Net Effect on Fund Balance/(s) Increase/(Decrease)	(1,866,063.01)	

Approved By:		Initials	Date
	Department Head:	[illegible]	3/29/18
	City Manager:	DRE	3/30/18

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO.3449. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 2 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2018.

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:

General Fund 110	1,854.45

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

General Fund 110	1,854.45
General Fund 110	1,700,000.00
Capital Equipment Fund 140	**4,600.00**

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

Transfer from:	
General Fund 110	1,700,000.00
Transfer to:	
Municipal Facilities Capital Impr. Fund 144	1,700,000.00

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

Municipal Facilities Capital Impr. Fund 144	1,700,000.00

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

Municipal Facilities Capital Impr. Fund 144	1,861,463.01

SECTION 7: In all other respects, Ordinance No. 3449 shall remain in full force and effect.

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

MAYOR

ADOPTED: ____________

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)