

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance Department
Originating Department

Council Meeting Of: April 3, 2017

Account Code No. #: Various

Joe Newlin
Prepared By

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:

Department Head:
City Manager:

Initial Date

[Signature] 3/23/18
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 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

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: April 3, 2018

Jung-Han Chen

Account Code No. #:

Prepared By:

Budgeted Amount:

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 Snively 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:

City Attorney:

City Manager:

JHC / 3/28/18
DRE / 3/28/18

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 been 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:

Department Head:

Initial Date
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

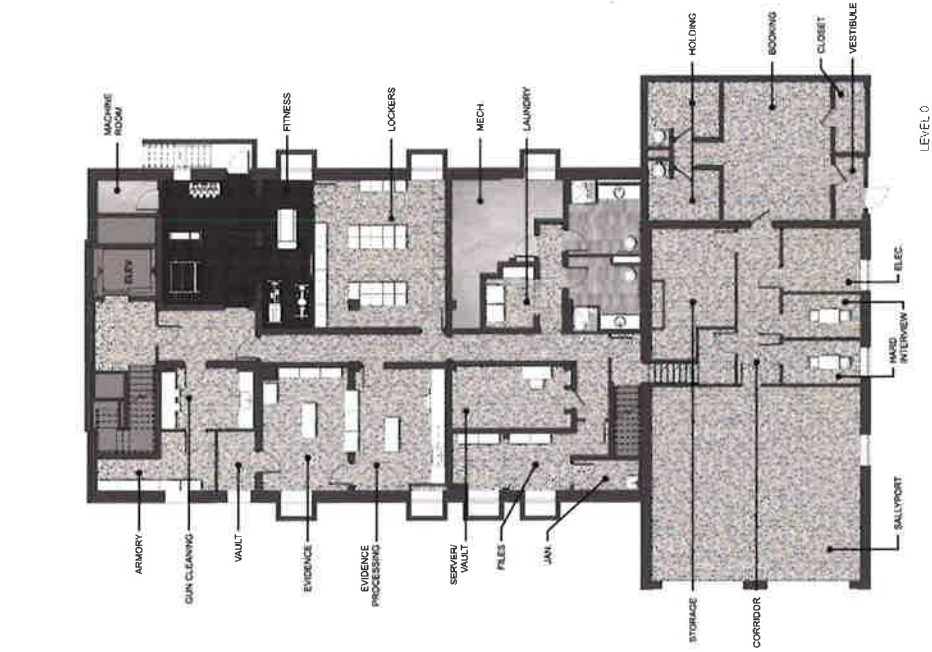
ADOPTED:

ATTEST:

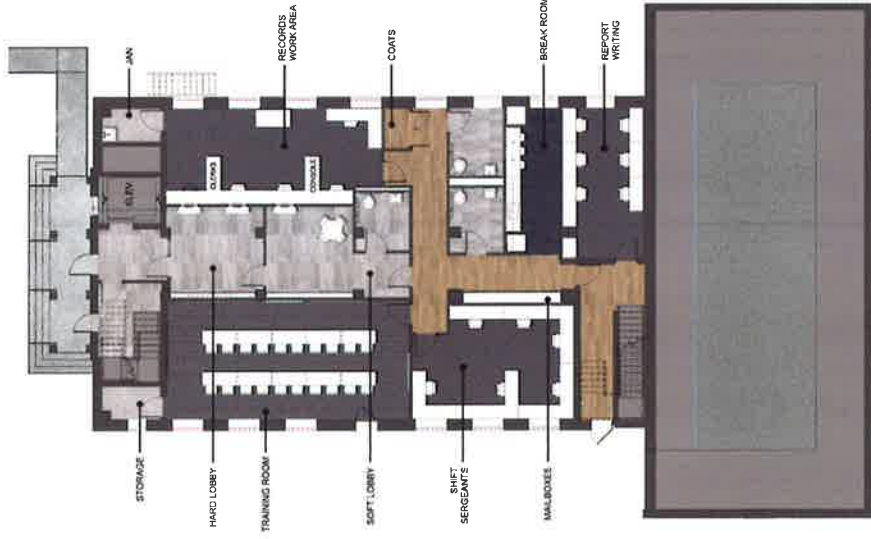
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

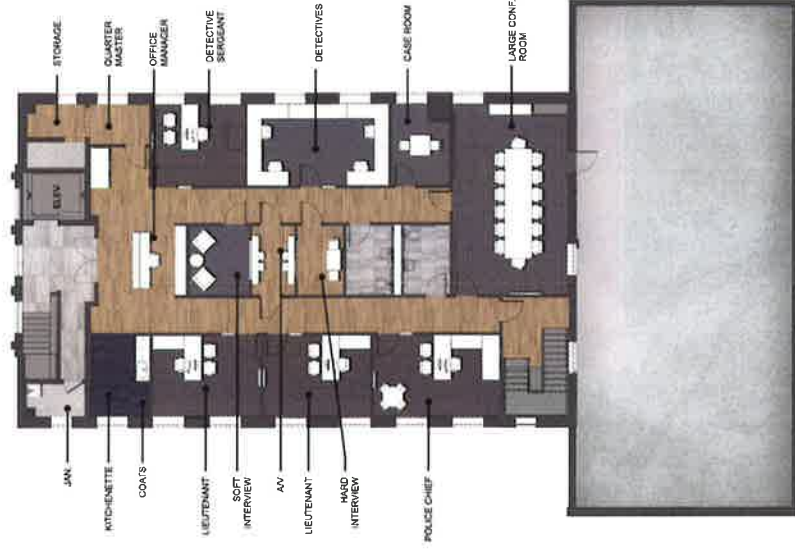
PREPARED BY: LAW (STAFF)



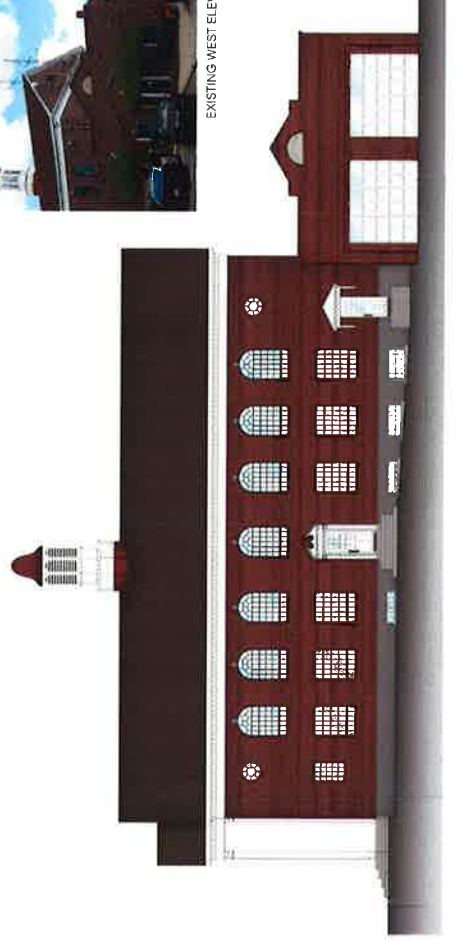
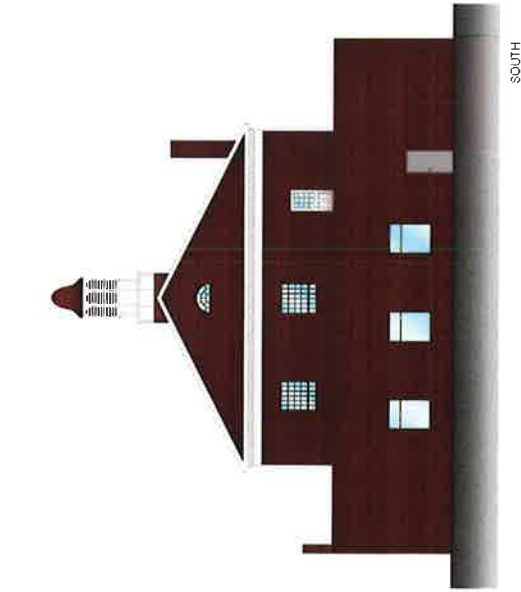
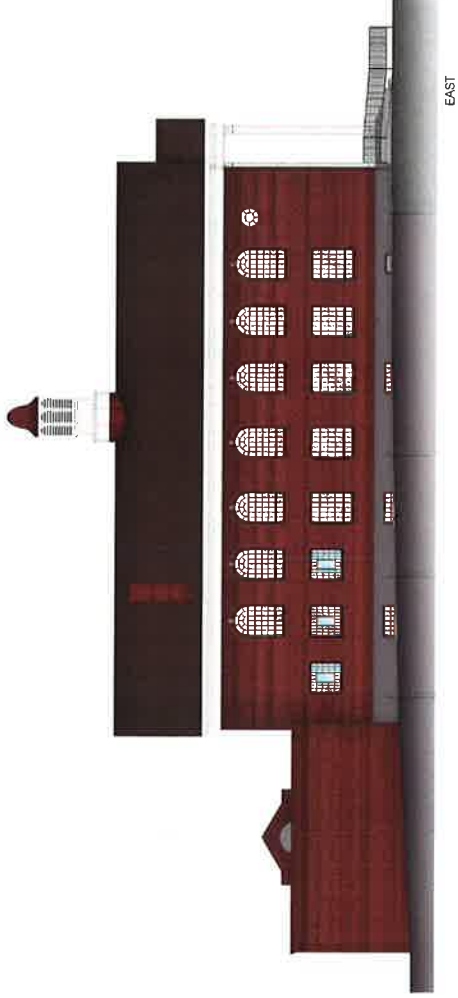
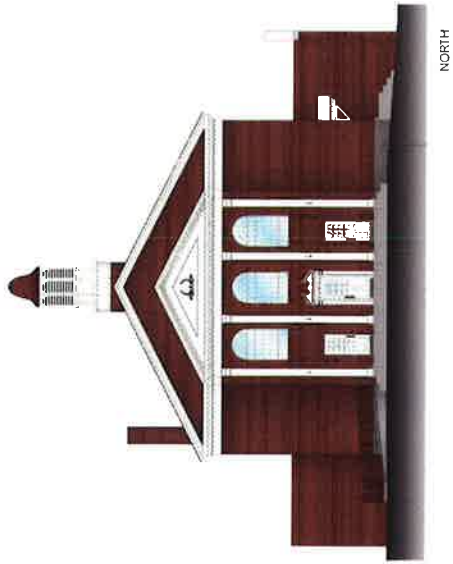
LEVEL 0



LEVEL 1



LEVEL 2





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

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:	<u>CDW</u> \ 3/19/2018
City Manager:	<u>DRF</u> \ 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

Account Code No. #: N/A

Prepared By

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:

**Department Head:
City Manager:**

Initial Date

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

City Manager

Originating Department

Council Meeting Of: April 3, 2018

Doug Elliott

Account Code No. #: N/A

Prepared By

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:

DSE \ 3/28/18

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.

SECTION 2: 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)



- ☒ 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)*

Address: Pamela R. Cottle
323 North Thrd Street
Hamilton, OH 45011

Telephone: 513.785.2348

Cellular: 513.594.6733

Fax: 513.863.3467

Email: pcottle@bc-unitedway.org

Organization: Butler County United Way

Advisor: Pamela R. Cottle

Address: 323 North Third Street
Hamilton, OH 45011

Telephone: 513.785.2348

Cellular: 513.594.6733

Fax: 513.863.3467

Email: pcottle@bc-unitedway.org

Non-Profit: ☒ Yes ☐ No

* Person in charge - Primary contact

PARK REQUESTED

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

TITLE OF EVENT (be specific and include projected attendance)

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.)

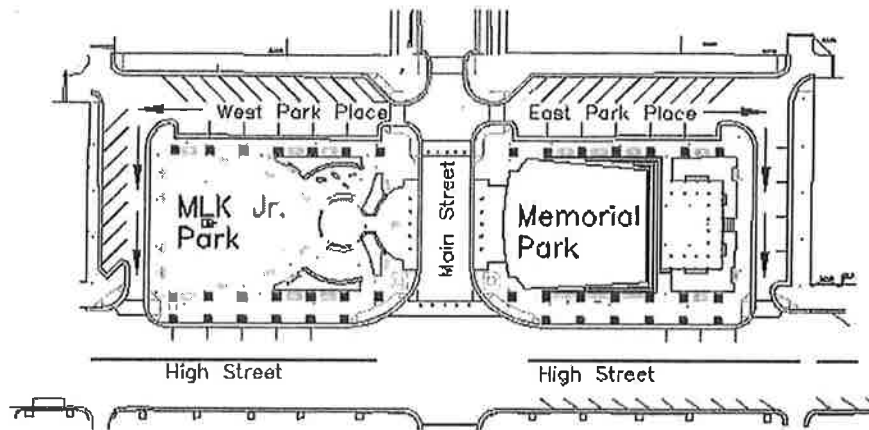
Note: If you or your organization are handing out information on the public sidewalk, no permit is required.

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*
- ☒ Sound system (with operator)**
- ☒ 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



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.

Samela K. Little

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	

City Manager's Signature

Date: _____

Reason(s) event not approved:

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:

Department Head:
City Attorney:
City Manager:

Initial Date


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
Bell Admin. / Police 513-528-5200 101 E. High Street Account # 8688208	Total CBAD	\$ 64.99			Total		\$ 59.99
Bell Admin. / Police 513-528-5200 101 E. High Street Account # 0792175	Total Any Distance \$25.00 Commit Plan	\$ 25.00	5/16/2018	See attached list of numbers	Total Any Distance \$25.00 Commit Plan	Bell	\$ 25.00
Bell Admin. / Police 513-528-5200 101 E. High Street Account # 0015778	Total CBAD	\$ 25.00			Total		\$ 25.00
Bell Admin. / Police 513-528-5200 101 E. High Street Account # 513-524-1548 657	Total 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	Total Custom Connections (14)	Bell	\$ 349.86
Bell Admin. / Police 513-528-5200 101 E. High Street Account # 513-524-5200 364	Total PRI Facility Two Way DID Channels (23) DID Blocks (5) Add'l Bus. Listings Deluxe Call Forwarding (4) Total	\$ 349.86 \$ 375.00 \$ 115.00 \$ 15.00 \$ 94.50 \$ 53.00 \$ 652.50		DID Blocks 5200-5219, 5220-5239 5240-5259, 5260-5279, 5280-5299 Non Contractual	Total PRI Facility Two Way DID Channels (23) DID Blocks (5) Deluxe Call Forwarding Total	Bell	\$ 349.86 \$ 250.00 \$ 15.00 Included
Bell 513-523-7946 6025 Fairfield Road Account # 513-523-7946 565	Total Custom Connections (1)	\$ 24.99	4/16/2018	513-523-7946	Total Custom Connections (1)	Bell	\$ 24.99
Bell - VPLS Admin. / Police 513-528-5200 101 E. High Street 217 S Elm 4935 Oxford Trenton 501 McKee Ave 6025 Fairfield Road 945 Collins Run Rd Account # 513-P53-5390 390	Total 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	\$ 24.99 \$ 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	Total 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	\$ 24.99 \$ 599.00 \$ 59.99 \$ 675.00 \$ 350.00 \$ 400.00 \$ 350.00 \$ 400.00 \$ 59.99 \$ 59.99
Bell Admin. / Police 513-528-5200 101 E. High Street Account # 513-P93-7178 178	Total CBLD Usage	\$ 3,110.00 \$ 107.25			Total		\$ 2,053.07
Bell Admin. / Police 513-528-5200 101 E. High Street Account # 513-P93-7178 178	Total Custom Connections (2)	\$ 107.25 \$ 49.98	4/16/2018	513-524-4731 513-524-8249	Total Custom Connections (2)	Bell	\$ 49.98

513-524-4731 217 S. Elm Street Account # 513-524-4731 999	Total Custom Connections (1)	\$ 49.98 \$ 24.99	4/16/2018	513-523-8412	Total Custom Connections (1)	\$ 49.98 \$ 24.99
Streets 513-523-8412 945 Collins Run Road Account #						
513-523-6314 9025 Fairfield Road Account # 513-523-6315 825	Total Custom Connections (2)	\$ 24.99 \$ 49.98	4/16/2018	513-523-6315 513-524-3547	Total Custom Connections (2)	\$ 24.99 \$ 24.99
Parkies 513-523-6314 8025 Fairfield Road Account # 513-523-6315 825						
Water Treatment 513-523-1753 4935 Oxford-Trenton Road Account # 513-523-3382 942	Total Custom Connections (3)	\$ 49.98 \$ 74.97	4/16/2018	513-523-3382 513-524-0203 513-524-3745	Total Custom Connections (3)	\$ 24.98 \$ 74.97
Water Treatment 513-523-2002 4935 Oxford Trenton Road Account # 513-273-2002 455						
Water Treatment 513-523-2002 4935 Oxford Trenton Road Account # 513-273-2002 455	Total Custom Connections (1)	\$ 74.97 \$ 24.99	4/16/2018	513-273-2002	Total Custom Connections (1)	\$ 74.97 \$ 24.99
Water Treatment 513-523-2911 501 McKee Ave. Account # 513-523-0913 940	Total Custom Connections (3)	\$ 24.99 \$ 74.97	4/16/2018	513-523-0913 513-273-8050 513-524-1158	Total Custom Connections (3)	\$ 24.99 \$ 74.97
Water Treatment 513-523-2911 501 McKee Ave. Account # 513-523-0913 940						
Water Treatment 513-523-3027 941 Account # 513-524-3027 941	Total Custom Connections (2)	\$ 74.97 \$ 49.98	4/16/2018	513-524-3027 513-273-8027	Total Custom Connections (2)	\$ 74.97 \$ 49.98
Water Treatment 513-524-0417 20 S. Main Street Account # 513-524-0417 045						
Water Treatment 513-524-0417 20 S. Main Street Account # 513-524-0417 045	Total Custom Connections (2)	\$ 49.98 \$ 49.98	4/16/2018	513-524-0417 513-524-0617	Total Custom Connections (2)	\$ 49.98 \$ 49.98
Water Treatment 513-726-0049 15 S College Ave Account # 513-723-0045 962						
Water Treatment 513-726-0049 15 S College Ave Account # 513-723-0045 962	Total Custom Connections (1)	\$ 49.98 \$ 59.99	MTM	513-273-8045	Total Custom Connections (1)	\$ 49.98 \$ 24.99
Water Treatment 513-726-0049 15 S College Ave Account # 513-723-0045 962						
Water Treatment 513-726-0049 4203 Hamilton Eaton Road Account # 513-725-0049 491	Total Measured Business Line (1) Zoomtown with Static IP	\$ 59.99 \$ 24.99 \$ 44.99	4/16/2018	513-726-0049	Total Measured Business Line (1) Zoomtown with Static IP	\$ 24.99 \$ 24.99 \$ 44.99
Water Treatment 513-726-0049 4203 Hamilton Eaton Road Account # 513-725-0049 491						
Water Treatment 513-273-2083 5200 Bonham Road Account # 513-273-2083 256	Total Enterprise Zoomtown	\$ 65.98 \$ 100.00	4/16/2018	513-273-2083	Total Enterprise Zoomtown	\$ 65.98 \$ 49.99
Water Treatment 513-273-2083 5200 Bonham Road Account # 513-273-2083 256						
Water Treatment 513-273-2905 5200 Bonham Road Account # 513-273-2905 130	Total Custom Connections (1)	\$ 100.00 \$ 24.95	4/16/2018	513-273-2905	Total Custom Connections (1)	\$ 100.00 \$ 24.95
Water Treatment 513-273-2905 5200 Bonham Road Account # 513-273-2905 130						
Water Treatment 513-523-1963 Account # 513-523-1963	Total Custom Connections (1) Zoomtown with static IP	\$ 24.95 \$ 44.99	4/16/2018	513-523-1963	Total Custom Connections (1) Zoomtown with static IP	\$ 24.95 \$ 39.99
Water Treatment 513-523-1963 Account # 513-523-1963						

[illegible]

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
1305 Elm Street	\$ 450.00
4995 Oxford/Trenton Rd	\$ 50.99
503 McKee Ave	\$ 50.99
Total	2,294.98

Cincinnati Bell		Revenue
Location		
101 E. High Street		\$ 1,298.85
118 W. High Street		\$ -
217 Elm Street		\$ 49.98
945 Colling Rd		\$ 24.99
6025 Fairfield Rd		\$ 49.98
49505 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 Meeting Of: April 3, 2018

Account Code No. #:

Budgeted Amount:

Community Development
Originating Department

Sam Perry
Prepared By

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:

Department Head:
City Attorney
City Manager:

Initial	Date
<i>JHC</i>	<i>3/28/18</i>
<i>DRE</i>	<i>3/28/18</i>

CITY OF OXFORD STAFF SUMMARY REPORT

Report to City Manager

Council Meeting Of :

Account Code No. :

Budgeted Amount :

3/20/2018

see below

Finance
Originating Department

Joe Newlin
Prepared By

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) 1,061,463.01 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 Appropriation 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:

Department Head:

City Manager:

Initials Date
DRE 3/29/18
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)

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

Account Code No. #: N/A

Prepared By

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:

Department Head:

Initial Date

City Manager:

DRE \ 3/30/18



- ☒ 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

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

* Person in charge - Primary contact

PARK REQUESTED

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

RECEIVED
 1-31-18
 City of Oxford

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

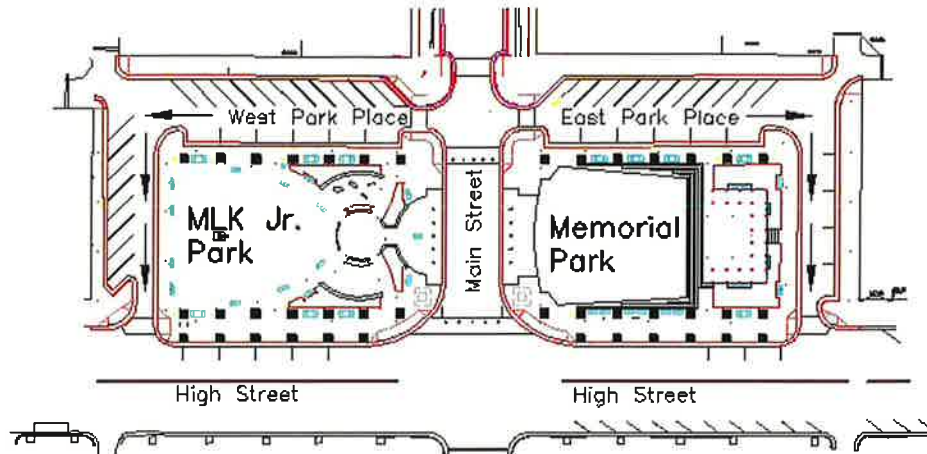
Place a description of the event, along with additional requests, on the appropriate attachment. If request is only for use of a right-of-way, use the attachment labeled City of Oxford / Right-of-Way Request Details.

Applicant's Signature: Sharon Klein

Digitally signed by Sharon Klein
 DN: cn=Sharon Klein, o=City of Oxford, ou=City of Oxford, email=sharon_klein@mhmh.trihealth.com, c=US

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)

- ☒ 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



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.

Applicant's Signature Date: ____/____/____

CITY USE ONLY

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

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

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

Reviewer(s): _____

APPROVAL SECTION (with conditions)

Police Chief: ☐ Approved ☐ Not Approved _____/_____

Fire Chief: ☐ Approved ☐ Not Approved _____/_____

Service Director: ☐ Approved ☐ Not Approved _____/_____

Recreation Director: ☐ Approved ☐ Not Approved _____/_____

City Manager: ☐ Approved ☐ Not Approved

City Manager's Signature

Date: _____

Reason(s) event not approved:

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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 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:

Department Head:
City Attorney:
City Manager:

Initial Date

DRK 3/30/14

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)

Spectrum	
Location	Revenue
101 E. High Street	675.00
1131 N. Broad Street	580.00
217 Elm Street	450.00
945 Collins Rd	350.00
6025 Fairfield Rd	400.00
4905 Oxford-Trenton Rd	59.99
503 Markes Ave	59.99
Total	2,234.98

Cincinnati Bell	
Location	Revenue
101 E. High Street	5
118 W. High Street	5
217 Elm Street	5
945 Collins Rd	5
6125 Fairfield Rd	5
4305 Oxford Trenton Rd	5
533 Wecker Ave.	5
29 S. Main Street	5
13 South College Ave	5
4303 Hamilton Eaton Rd	5
5300 Borchers Rd	5
6730 Centaurus Rd	5
6301 Fairfield Rd	5
945 S. Main Street	5
10 Jeffrey Dr	5
Total	5