

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: April 17, 2012

Kim Newton

Prepared By

Account Code No. #: 110.408.52340 (60%);
321.816.52340 (20%); 331.836.52340 (20%)

April 5, 2012

Date Prepared

Budgeted Amount: \$58,000

Agenda Title: Award of contract for Information Technology Support Services to NextStep Networking.

Recommendation: Approve

Discussion:

The City of Oxford advertised Requests for Proposals (RFP) for services of a firm ("Consultant") qualified, experienced and successful in meeting the IT needs of the municipality and its employees.

The consultant is to provide a technology professional to act as the City's part-time System Administrator and provide ongoing IT support services for the City and its departments and agencies. The consultant will provide premium monitoring of the primary server(s) via a combination of remote and on-site proactive network maintenance.

Four (4) RFP's were received, evaluated and scored by a team of six (myself, Alan Kyger, Bob Holzworth, John Detherage, John Jones and Andrew Wilson.) After evaluating and summarizing the scores, the team chose NextStep Networking as the preferred consultant and is requesting that Council authorize the City Manager to enter into a contract with NextStep Networking for three years beginning June 1, 2012 and expiring May 31, 2015, with two, one (1) year options, for an annual amount of \$47,400 (our current contract is \$49,500.) At the end of each year, an audit will be conducted evaluating the number of users and systems with the following terms:

- If there is a change less than 10% either way, then the price is valid for another year;
- If the change is more than a 10% increase, then a 10% increase will be applied for the following year;
- If there is a 10% decrease, then the price will be reduced by 10%.
- The two, one (1) year options will be subject to a 5% increase per year.
- Any service not covered under the contract will be billed at a preferred, discounted hourly rate of \$125 per hour.

It is important to note, NextStep Networking previously serviced the city's IT needs for several years prior to our current provider, Intrust Group, who took over the city's IT support in 2007. We are confident NextStep Networking will provide excellent service for the City of Oxford's IT needs.

Approved By:

Initial Date

Department Head:

City Attorney:

City Manager:

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[Signature] 4/13/12

RESOLUTION NO.

A RESOLUTION ACCEPTING THE PROPOSAL OF NEXTSTEP NETWORKING AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A THREE (3) YEAR CONTRACT WITH TWO (2), ONE (1) YEAR OPTIONS WITH NEXTSTEP NETWORKING FOR INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES AT AN ANNUAL COST OF \$47,400 SUBJECT TO CERTAIN TERMS AND CONDITIONS AFTER THE FIRST YEAR.

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

SECTION 1: Council hereby finds that the IT Selection Team solicited Requests for Proposals (RFPs) for IT support services for the City of Oxford and the IT Selection Team reviewed the five (5) proposals submitted and chose Nextstep Networking as the preferred IT consultant.

SECTION 2: Council hereby accepts the IT Selection Team's recommendation that the City utilize Nextstep Networking for the City's IT support services.

SECTION 3: The City Manager is hereby authorized to enter into a three (3) year contract with two (2), one (1) year options with Nextstep Networking for IT support services at an annual cost of \$47,400 subject to certain terms and conditions after the first year.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW(STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Service Department
Originating Department

Council Meeting Of: April 3, 2012

Michael Dreisbach
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

March 27, 2012
Date Prepared

Agenda Title: An Ordinance Repealing Oxford Codified Ordinance Chapter 135, Environmental Commission, And Adopting New Chapter 135, Environmental Commission.

Recommendation: Approve.

Discussion:

The Environmental Commission has requested City Council to consider changing the current quorum from five (5) members to four (4) members. City regulations related to the Environmental Commission have been codified in the Oxford Code of Ordinances under Chapter 135.

For your consideration, attached is a proposed Ordinance to amend Chapter 135 to modify the quorum requirement to a simple majority of members. Additionally, the amended ordinance allows the Planning Commission representative to be a voting member of the Environmental Commission instead of an ex-officio member.

Approved By:

Department Head:
City Manager:

Initial Date

[Signature] / 3/28/12
[Signature] / 3/30/12

ORDINANCE NO.

ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE CHAPTER 135, ENVIRONMENTAL COMMISSION, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE CHAPTER 135, ENVIRONMENTAL COMMISSION.

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

SECTION I: Council hereby finds that the City of Oxford Environmental Commission held a public meeting on February 29, 2012 and recommended that Council amend Oxford Codified Ordinance Chapter 135, Environmental Commission, to change the current quorum requirement from five (5) voting members to four (4) members. Staff recommends an additional amendment to change the Planning Commission member from an Ex-Officio member to a voting member.

SECTION II: Council hereby repeals Chapter 135 of the Oxford Code of Ordinances and adopts new Chapter 135 as follows (deletions are struck out and new language is in bold) as follows:

135.01 CREATION AND PURPOSE

- (a) There is hereby created an Environmental Commission composed of seven Oxford residents appointed as set forth in this chapter.
- (b) The purposes of the Environmental Commission shall be:
 - (1) To promote and foster an awareness of environmental issues in the community.
 - (2) To investigate, promote and insure the consideration of environmental quality in the development of City policies, goals and programs.
 - (3) To promote the protection and enhancement of environmental quality through community programs.
 - (4) To promote the dissemination of environmental information to the community.
 - (5) To advise, report and recommend to Council concerning any and all matters referred by Council for such advice, report and recommendation.
- (c) The Commission shall also address the following four environmental issues:
 - (1) Tree management including the following topics:
 - A. Maintenance of trees.
 - B. Removal of hazardous trees.
 - (2) Solid waste management including the following topics:
 - A. Refuse collection program.
 - B. Recycling program.
 - C. Yard waste disposal program.
 - D. Litter control program.
 - E. Water and wastewater treatment by-product disposal.
 - F. Household hazardous waste disposal.
 - (3) Water resource management including the following topics:
 - A. Protection and conservation of the City's water supply.

- B. Wellhead protection program.
 - C. Stormwater control program.
 - D. Wastewater treatment and disposal.
- (4) Open space management including the following topics:
- A. Green belt program.
 - B. Wooded area reserves.
 - C. Park areas.
 - D. City beautification programs.
- (d) The Commission shall also:
- (1) Review the City's comprehensive plan and recommend to the Planning Commission standards for protection of the environmental quality of the City.
 - (2) Develop a tree management program which should include the establishment of performance objectives, definition of service to be delivered, funding mechanism to support the program, and administrative policy and procedure for implementing the program.

135.02 DUTIES.

In order to achieve its purposes, the Environmental Commission shall:

- (a) Receive citizens' inquiries on environmental concerns, issues and problems and make recommendations to Council on resolution of those issues and concerns.
- (b) Investigate, develop and recommend for Council's consideration policies, legislation and programs which protect, enhance or maintain the environmental quality of the community.
- (c) Develop and recommend for Council's consideration revenue sources for funding the implementation of programs which protect, enhance or maintain the environmental quality of the community.
- (d) Conduct meetings for the discussion and resolution of issues and concerns which may impact the environmental quality of the community.
- (e) Develop and recommend to Council environmental standards for evaluating the impact of future growth and development of the City.

135.03 COMPOSITION AND TERM OF OFFICE.

- (a) The Environmental Commission shall be composed of seven members appointed by Council from among **City of Oxford** residents. All members shall have, to the greatest extent practical, interest and proficiency in environmental issues. One member shall be a City Council member **and one member shall be a Planning Commission member. Two** ~~Three~~ members shall be **City of Oxford** residents. Three members shall have educational and/or professional experience in the environmental field.
- (b) The City Manager shall serve as an ex-officio member of the Commission.
- (c) The Planning Commission member **shall be** appointed by the Planning Commission. ~~shall serve as an ex-officio member of the Commission, and confirmed by Council.~~
- (d) Members of the Commission shall be appointed by a majority of Council.

- (e) Appointment for Commission members first taking office shall be as follows:
- (1) Council **and Planning Commission** members until November 30 of the current year.
 - (2) Two members for two years.
 - (3) Two members for three years.
 - (4) **One** member for four years.

After the initial appointments, all Commission members except for the Council member **and the Planning Commission member** shall serve for a period of four years and without compensation. No member shall serve more than eight consecutive years. The Council member **and the Planning Commission member** shall be appointed for a one year term beginning December 1, and ending November 30, the following year.

(f) The City Manager shall appoint an administrative staff person as administrative liaison to the Environmental Commission. The function of the staff member is to support and assist the Commission to the extent resources allow.

135.04 EXPENDITURES.

(a) The resources of the City as to staff assistance, materials and supplies shall be available to the Commission subject to availability.

(b) Funds may only be expended by the Commission with prior approval and authority from Council.

135.05 MEETINGS.

(a) The Environmental Commission shall meet at least once per month. The Commission may hold such additional meetings as required to conduct its business or as requested by Council. Special meetings may be called by the chairperson or by any two members of the Commission.

(b) The Commission shall designate the time and place of the meetings and shall notify the Clerk of Council **and the City Manager** ~~and ex-officio Planning Commission member~~ at least twenty-four hours in advance.

(c) **Four** ~~Five voting~~ members shall constitute a quorum for the transaction of business.

(d) All meetings of the Environmental Commission other than authorized executive sessions shall be open to public attendance. The Commission will fully comply with both the letter and spirit of Ohio R.C. 121.22.

135.06 RULES AND PROCEDURES.

(a) Notwithstanding the requirements established in this chapter, the Commission may establish its own rules and procedures subject to the majority approval of Council.

(b) The members of the Commission shall elect from the Commission a chairperson, vice-chair and secretary. The chairperson shall preside at meetings of the Commission and perform other duties commonly prescribed to such office. The vice-chair shall perform the same duties as the chairperson in the chairperson's absence. The secretary shall prepare the minutes of each meeting and oversee the development of written reports and documents of the Commission.

(c) Any action, report or other issue referred to Council by the Commission shall be by majority vote of the Commission. Nothing herein prohibits a minority opinion being developed and forwarded along with the majority's action or report.

(d) Upon a majority vote of the commission to refer to Council any action, report or other issue, the Council person who is a member of the Commission shall move to add the action, report or other issue to the Council agenda at the next regular meeting of Council.

(e) Any time the Commission proposes an environmental service program, the Commission shall include in the proposed program a definition of the service to be delivered, funding mechanism to support the program and recommended administrative policies and procedures for implementing the program.

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: April 17, 2012

Service Department
Originating Department

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

April 6, 2012
Date Prepared

Agenda Title: Environmental Commission Meeting of April 4, 2012

Recommendation: For Review and Consideration

Discussion:

Environmental Commission members present at the Wednesday, April 4, 2012 meeting were: Vice-Chair, Mr. Wright Gwyn; City Council Representative, Ms. Kate Rousmaniere; Planning Commission Representative, Mr. Ted Wong; Ms. Kelly Church, Mr. Kevin Armitage, and Mr. Vince Hand. Chair, Mr. Charlie Ford, had previously informed the Commission that he would be unable to attend the April 4th meeting. A quorum was present. Also in attendance was Ms. Melissa Benoit.

Minutes from the February 29, 2012 Commission meeting was unanimously accepted as presented.

Mr. Ted Wong apprised Commissioners of a pending presentation at the Planning Commission's work session at 6:30 pm on Tuesday, April 10th. A graduate student with Miami University's Institute for the Environment and Sustainability is investigating a bicycle and pedestrian plan for Oxford.

Progress updates for the various portions of the storm water regulation development were made. Staff relayed information from a storm water seminar. The Ohio EPA recommended adaption of construction erosion and sediment control regulations that incorporate, by reference, Ohio's permit as the best way to ensure technical equivalence with the OEPA's requirements. The Commission's Earth Day "EarthFest" participation was discussed. The Butler County Soil and Water Conservation District has graciously decided to provide the Commission with a watershed and nonpoint source display model to replicate storm water pollution and effects of best management practices. The model allows for hands-on demonstrations. Public education handouts concerning storm water issues, the Emerald Ash Borer, recycling and recycling container request will also be present.

Staff updated Commissioners on Arbor Day activities. The Arbor Day celebratory tree planting is scheduled for 11:00 am on Friday, April 27th at the TRI Community Center. A recognition ceremony for the Memorial Tree Program is to be subsequently held at noon in the Oxford Community Park.

The Commission adjourned at 8:25 p.m. The next regularly scheduled meeting of the Environmental Commission is on Wednesday, May 2, 2012 at 7:00 p.m. in the Municipal Building's Second Floor Conference Room.

Approved By:

Department Head:

City Manager:

Initial Date
WGB 4/9/12
JRE 4/13/12

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: April 17, 2012

Jung-Han Chen

Account Code No. #:

Prepared By

Budgeted Amount:

April 9, 2012
Date Prepared

HAPC MEETING REPORT – April 4, 2012

Chairman Smith introduced Sam Perry, Planner, to the Commission and welcomed Sam to the Commission's regular monthly meeting.

Requests for Review:

HAPC-04-2012 35 E. Church St. Installation of a new wall sign, **Sign Connection, Jane Fiehrer, Applicant/Agent**

The Applicant seeks a COA for a wall sign measuring 2' by 40'. Per the Applicant in speaking with Staff, six indirect gooseneck light fixtures will be placed across the building façade, but only four are shown on the drawing. No details of the lighting fixtures have been submitted for review.

The Commission felt that the proposed sign seemed to meet the guidelines of the Historic District. The Commission voted 7-0-0 to approve the request as submitted, subject to any changes to the approval reviewed by the Commission.

HAPC-05-2012 35 E. Church St. Installation of a LED channel wall sign, **Sign Connection, Jane Fiehrer, Applicant/Agent**

This is the second wall sign the Applicant seeks for approval at the same business location. The proposed sign is a LED channel letter sign and is internally illuminated.

The Design Guidelines of the Historic District specifically recommend indirect illumination to all signs located on the outside of a building. The proposed sign does not conform to this recommendation. It should not be approved since the design does not follow the Design Guidelines. Additionally, the location of the sign does not meet the location requirement of the zoning district and must be addressed by a Variance Hearing before the Board of Zoning Appeals.

The Commission expressed concern about the proposed signage since it would not be consistent with the ambience of the Uptown District. The Commission did discuss an indirectly illuminated arrangement, but felt that it would be the decision of the owner/operator. The Commission voted 6-1-0 to deny the requested LED channel wall sign as proposed.

Historic District Signage

Chairman Smith shared with the Commission the sign design he developed last year and asked for any input. Mr. Smith will take those comments, make changes and send to all members for consideration.

2012 Historic Marker Application

There have been two applications filed for the Historic Marker Program.

Historic Tours

Ms. Henderson provided an update on the Historic Tours to the Commission with the time and routes that would happen in May, 2012.

Administrative Findings/Approvals

HAPC-ADM-01-2012 17 E. High Street, Subway, installation of a replacement awning, Subway System, Inc. Applicant *Administratively Approved 3/30/12*

Other Business

HAPC Inventory Update on April 2, 2012

Several Commission members met to update the Historic Inventory. Staff will update the information onto the base map.

Adjournment

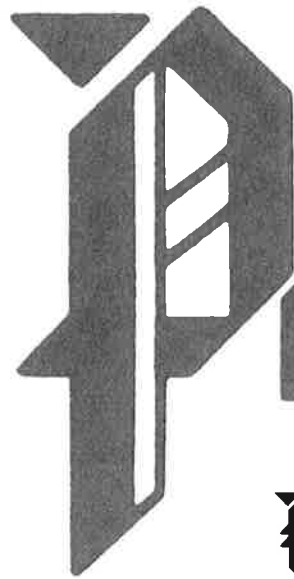
The next regular meeting is May 2, 2012.

Department Head:

City Attorney:

City Manager:

JHC 4/9/12
DRE 4/13/12



Office of the Mayor

Proclamation

Whereas:

the Oxford Unit of the NAACP will host the Annual Freedom Fund Banquet at the Miami University Shriver Center Multi-Purpose Room and the theme is "Affirming America's Promise"; and

WHEREAS, the Banquet has grown over the years to become one of the most highly attended functions in the Oxford community; and

WHEREAS, the attendees of the Banquet represent all walks of life in the greater Oxford community; and

WHEREAS, since 1909 the NAACP's efforts have proved successful in historic legislative victories, and progressive changes that have affected our entire nation; and

WHEREAS, the NAACP focuses on challenging issues that are foremost in our changing society; and

WHEREAS, the Oxford Unit of the NAACP raises funds during this event to award scholarships to graduates of Talawanda High School; and

WHEREAS, this event will take place Sunday, April 22, 2012 at 5:00 P.M. and the Keynote Speaker will be Pastor Tracie M. Hunter, Esq.

NOW, THEREFORE, I, Richard Keebler, Mayor of the City of Oxford, Ohio, do hereby proclaim April 22, 2012 as:

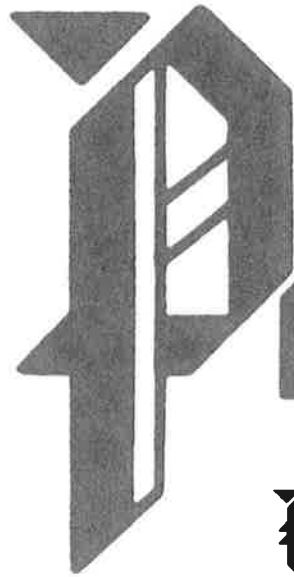
'FREEDOM FUND BANQUET DAY'

and encourage all citizens to strive toward making positive changes in the community, especially during this week.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 17th day of April, 2012.

RICHARD A. KEEBLER, MAYOR





Office of the Mayor

Proclamation

Whereas:

On April 22, 1970, United States Senator Gaylord Nelson of Wisconsin and Denis Hayes organized the first nation-wide day devoted to environmental awareness and education that was celebrated by an estimated 20 million Americans; and

WHEREAS, this day of environmental awareness and education is now celebrated world-wide in some 180 countries, with the participation of over 4,000 separate organizations; and

WHEREAS, individuals and institutions have a mutual responsibility to seek ecological, economical and ethical choices that enable the world, as well as our individual communities, to establish and maintain sustainable societies.

NOW, THEREFORE, I, Richard A. Keebler, Mayor of the City of Oxford, Ohio, do hereby proclaim that on Sunday, April 22, 2012, the City of Oxford will recognize and participate in the national and international celebration of:

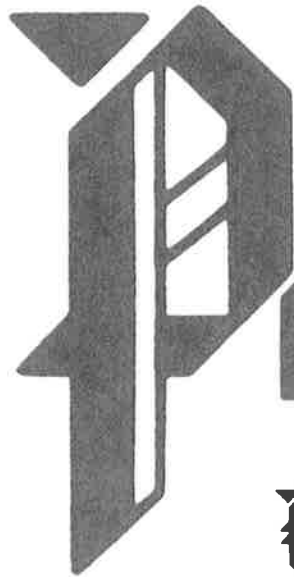
'EARTH DAY'

I urge all citizens to celebrate Earth Day and to remind each person of their right and responsibility to the wise use of this global home, to heal, preserve and improve the Earth and the quality of life for this and future generations, and to approach every day as an Earth Day.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 17th day of April, 2012.



RICHARD A. KEEBLER, MAYOR



Office of the Mayor

Proclamation

Whereas: in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska; and

WHEREAS, trees can produce oxygen, provide habitat for wildlife, reduce the erosion of our precious top-soil by wind and water, cut heating and cooling costs, moderate the temperatures, clean the air, and help to absorb rainwater and slow the velocity of storm water runoff; and

WHEREAS, trees are a resource providing us with wood for our homes, fuel for our fires, paper, and countless other wood products; and

WHEREAS, associated with the management of the approximately 3,410 street, park, and public trees in the community, the City of Oxford has fulfilled the national Arbor Day Foundation's requirements for "Tree City USA" for sixteen consecutive years.

NOW, THEREFORE, I, Richard A. Keebler, Mayor of the City of Oxford, Ohio, Tree City USA, do hereby proclaim that on the last Friday in April, April 27, 2012, the City of Oxford will recognize and participate in the national and international celebration of:

"ARBOR DAY"

I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 17th day of April, 2012.



RICHARD A. KEEBLER, MAYOR_