

**FAIRFIELD CITY COUNCIL
REGULAR MEETING AGENDA
FAIRFIELD MUNICIPAL BUILDING
5350 PLEASANT AVENUE
FAIRFIELD, OHIO 45014**

MONDAY, JANUARY 27, 2014

7:00 PM

MAYOR.....STEVE MILLER
COUNCILMEMBER 1ST WARD.....ADAM B. JONES
COUNCILMEMBER 2ND WARD.....MARTY JUDD
COUNCILMEMBER 3RD WARD.....DEBBIE PENNINGTON
COUNCILMEMBER 4TH WARD.....TERRY SENGER

COUNCILMEMBER AT-LARGE...CHAD OBERSON
COUNCILMEMBER AT-LARGE...MIKE SNYDER
COUNCILMEMBER AT-LARGE...BILL WOESTE
CITY MANAGER.....ARTHUR E. PIZZANO
CLERK OF COUNCIL.....ALISHA WILSON
LAW DIRECTOR.....JOHN H. CLEMMONS

Guidelines for Citizen Comments: Thank you for your interest and participation in city government. Fairfield City Council's Guidelines for Citizen Comments describe the rules for addressing City Council. The guidelines are posted in the Council Chambers.

ADA Notice: The City of Fairfield is pleased to provide accommodations to disabled individuals or groups and encourage full participation in city government. Should special accommodations be required, please contact the Clerk of Council at 867-5383 at least 48 hours in advance of the meeting.

1. **Call to Order**
2. **Prayer/Pledge of Allegiance**
3. **Roll Call**
4. **Agenda Modifications**
5. **Executive Session Requests**
6. **Public Hearing(s)**
7. **Special Presentations and Citizen Comments**
 - a) Oath of Office
 - Police Officer – Thomas G Portaleos Jr.
 - Police Officer – Samuel N Larsh
 - Firefighter/Paramedic – Kyle G Temple
 - b) Commendations for four (4) Police Officers
8. **Mayor/Council Reports**
9. **Approval of Minutes**
 - a) Regular Meeting Minutes of January 13, 2014
10. **OLD BUSINESS**
 - (A) **PUBLIC WORKS COMMITTEE**
Chad Oberson, Chairman; Mike Snyder, Vice Chairman, Bill Woeste, Member
 - (1)  Resolution declaring necessity of repairing sidewalks (including aprons).
 - Resolution – Second Reading

11. NEW BUSINESS

(A) **DEVELOPMENT SERVICES COMMITTEE**

Bill Woeste, Chairman; Adam Jones, Vice Chairman, Mike Snyder, Member

(1) Ordinance amending Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio, Section 1141.02, the City of Fairfield, Ohio, Zoning Map.

- Motion – Read by Title Only (Optional)
- Ordinance – First Reading

(2) Ordinance to authorize the City Manager to enter into a Professional Services Contract with the Fairfield Chamber of Commerce.

- Motion – Read by Title Only (Optional)
- Ordinance – First Reading

(B) **PUBLIC UTILITIES COMMITTEE**

Marty Judd, Chairman; Chad Oberson, Vice Chairman, Adam Jones, Member

(1) Ordinance to authorize the City Manager to enter into a contract with Bronco Excavating, Inc. for the Seward I Road Sewage Pump Station.

- Motion – Read by Title Only (Optional)
- Resolution – First Reading
- Motion – Suspend Second and Third Readings
- Motion – Adoption

(2) An Ordinance granting Butler Rural Electric Cooperative, Inc., its successors and assigns, the right to acquire, construct, maintain and operate in the streets, thoroughfares, alleys, bridges and public places of the City of Fairfield, State of Ohio and its successors, lines for the distribution of electric power and energy to parts of the City of Fairfield and the inhabitants thereof for light, heat, power and other purposes and for the transmission of the same within, through or across said City of Fairfield, State of Ohio.

- Motion – Read by Title Only (Optional)
- Resolution – First Reading

(C) **PARKS, RECREATION AND ENVIRONMENT COMMITTEE**

Debbie Pennington, Chairman; Terry Senger, Vice Chairman, Marty Judd, Member

(1) Ordinance to authorize the City Manager to enter into a contract with Robert P. O'Brien Enterprises, Incorporated, DBA Shamrock Enterprises for the Fairfield Aquatic Center Renovation Project.

- Motion – Read by Title Only (Optional)
- Resolution – First Reading
- Motion – Suspend Second and Third Readings
- Motion – Adoption

(D) **FINANCE & BUDGET COMMITTEE**

Terry Senger, Chairman; Debbie Pennington, Vice Chairman, Chad Oberson, Member

(1) Contractual Appropriations - \$400,000 for the Seward I Road Sewage Pump Station Project; \$250,000 for the Fairfield Aquatic Center Renovation Project.

- Motion – Read by Title Only (Optional)
- Ordinance – First Reading
- Motion – Suspend Second and Third Readings
- Motion – Adoption

(2) Non-Contractual Appropriations - \$5,200 purchase of audio/visual equipment for Municipal Building conference room; \$30,000 for Comprehensive Parks and Recreation Master Plan.

- Motion – Read by Title Only (Optional)
- Ordinance – First Reading
- Motion – Suspend Second and Third Readings
- Motion – Adoption

12. **Meeting Schedule**

Monday, February 10	Regular Meeting, 7:00 p.m.
Monday, February 24	Regular Meeting, 7:00 p.m.
Monday, March 10	Council-Manager Briefing, 6:00 p.m.; Regular Meeting, 7:00 p.m.

13. **Executive Session of Council (if needed)**

14. **Adjournment**

AGENDA

**COUNCIL-MANAGER BRIEFING
FAIRFIELD MUNICIPAL BUILDING
5350 PLEASANT AVENUE**

**MONDAY, JANUARY 27, 2014
6:00 P.M.**

1. Design Construction & Materials Manual – Tim Bachman

MINUTES
REGULAR MEETING OF COUNCIL
JANUARY 13, 2014

Call to Order

Mayor Steve Miller called the Regular Meeting of Council to order at 7:00 PM at the Fairfield Municipal Building, 5350 Pleasant Avenue.

Prayer/Pledge of Allegiance

Councilmember Jones led in prayer and the Pledge of Allegiance.

Roll Call

Clerk Wilson called the roll of Council. Present members were Councilmember Adam Jones, Councilmember Marty Judd, Councilmember Debbie Pennington, Councilmember Terry Senger, Councilmember Chad Oberson, Councilmember Mike Snyder, and Councilmember Bill Woeste.

Agenda Modifications

Executive Session Requests

Councilmember Marty Judd, seconded by Councilmember Debbie Pennington, moved for Executive Session to discuss pending and imminent litigation and security arrangements. Motion carried 7-0.

Public Hearing(s)

Special Presentations and Citizen Comments

Erin Blevins, 5978 Ricky Drive, addressed Council regarding her seven dogs and obtaining a kennel license, which was denied by the Board of Zoning Appeals. Ms. Blevins referred to several sections of the Ohio Revised Code and stated that pets are personal property and the City has no right to take away her personal property. Mayor Miller deferred to Law Director John Clemmons, who stated that an agreement had been drafted by the Ohio Civil Rights Commission and signed by Ms. Blevins, wherein she agreed to reduce the number of dogs down to two (2). Mayor Miller stated that the matter was closed, but Ms. Blevins could have her attorney contact Mr. Clemmons.

Doug Songer, 1029 Clint Avenue, Hamilton, addressed Council regarding an abuse complaint he made last year about his granddaughter. He stated that the police department had ignored him and not conducted an investigation. Mayor Miller advised him to submit his contact information to the Clerk and Chief Dickey would be in touch regarding the matter.

Mayor/Council Reports

Councilmember Snyder reported that there are several openings for Boards and Commissions this year and encouraged residents to apply. The deadline for applications is February 14, 2014. Information regarding the openings and application are available online and in the Clerk of Council's office. Also, he recognized Betsy Hope for her work with the Fairfield Community Foundation for eleven (11) years. Ms. Hope has accepted another position and he thanked her for her work in Fairfield. Diane Ruder has been named interim president.

Councilmember Oberson commended Public Works for their hard work on the inclement weather this

year. He also reported that Wake Nation at Joyce Park is expanding, building a pond with activities for younger children.

Councilmember Judd reported that the State of Ohio has awarded the Water Division the Water Flouridation Quality Award for the calendar year of 2012. He congratulated the department on their hard work.

Councilmember Senger reported that 2013 was the best Income Tax collection year in the history of the city, which shows the variety of business in the city and that the residents are doing well with employment.

Approval of Minutes

Regular Meeting Minutes of December 9, 2013

- The Regular Meeting Minutes of December 9, 2013 were approved as written

OLD BUSINESS

NEW BUSINESS

COMMUNITY & PUBLIC RELATIONS COMMITTEE

Mike Snyder, Chairman; Bill Woeste, Vice Chairman, Debbie Pennington, Member

Simple Motion: Motion to approve Council Committee Assignments dated January 1, 2014.

Councilmember Snyder, seconded by Councilmember Pennington, moved to approve Council Committee Assignments dated January 1, 2014. Motion carried 7-0. SIMPLE MOTION NO. 1-14. APPROVED 7-0.

PUBLIC SAFETY COMMITTEE

Adam Jones, Chairman; Marty Judd, Vice Chairman, Terry Senger, Member

Simple Motion: Motion to approve a liquor permit application in the name of RMH Franchise Corporation, dba Applebees Neighborhood Grill & Bar, 5331 Pleasant Avenue, Fairfield, OH 45014 (Permit Classes: D5I and D6).

Councilmember Jones, seconded by Councilmember Judd, moved to approve a liquor permit application in the name of RMH Franchise Corporation, dba Applebees Neighborhood Grill & Bar. Motion carried 7-0. SIMPLE MOTION NO. 2-14. APPROVED 7-0.

Ordinance to amend various other sections of the Traffic and General Offenses Codes of Ordinance No. 166-84, the Codified Ordinances of Fairfield, Ohio.

Councilmember Adam Jones, seconded by Councilmember Debbie Pennington moved to read the following two (2) ordinances by title only. Motion Carried 7-0.

Background: City Manager Pizzano recommended an ordinance to amend various sections of the Traffic and General Offenses Code. This is done each year, based on changes at the State level. Legislative Action: Councilmember Jones presented the first reading of this ordinance.

Councilmember Adam Jones, seconded by Councilmember Mike Snyder moved to suspend the rules requiring three (3) readings of this ordinance. Motion Carried 7-0. Councilmember Adam Jones, seconded by Councilmember Terry Senger moved to adopt . Motion Carried 7-0. ORDINANCE NO. 1-14. APPROVED 7-0.

Ordinance to authorize the City Manager to enter into an agreement for indigent legal representation for 2014 in the Fairfield Municipal Court with the Butler County Public Defender Commission/Butler County Board of Commissioners and declaring an emergency.

Background: City Manager Pizzano recommended an agreement for indigent legal representation for 2014. This agreement saves the city approximately \$40,000 each year. Legislative Action: Councilmember Jones presented the first reading of this ordinance.

Councilmember Adam Jones, seconded by Councilmember Mike Snyder moved to approve suspend the rules requiring three (3) readings of this ordinance. Motion Carried 7-0. Councilmember Adam Jones, seconded by Councilmember Marty Judd moved to adopt . Motion Carried 7-0. ORDINANCE NO. 2-14. APPROVED 7-0.

PUBLIC UTILITIES COMMITTEE

Marty Judd, Chairman; Chad Oberson, Vice Chairman, Adam Jones, Member

Resolution permitting a Hamilton property owner at 3406 Port Union Road to receive City of Fairfield sewer service and declaring an emergency.

Councilmember Marty Judd, seconded by Councilmember Debbie Pennington moved to read the following resolution by title only. Motion Carried 7-0.

Background: City Manager Pizzano recommended a resolution to allow a city of Hamilton property owner to receive City of Fairfield sewer service. This is in an area that the City of Hamilton does not have sewer access and agreements are made between the two cities to allow residents to receive neighboring city utilities. Legislative Action: Councilmember Judd presented the first reading of this resolution.

Councilmember Marty Judd, seconded by Councilmember Debbie Pennington moved to suspend the rules requiring three (3) readings of this resolution. Motion Carried 7-0. Councilmember Marty Judd, seconded by Councilmember Adam Jones moved to adopt. Motion Carried 7-0. RESOLUTION NO. 1-14. APPROVED 7-0.

PUBLIC WORKS COMMITTEE

Chad Oberson, Chairman; Mike Snyder, Vice Chairman, Bill Woeste, Member

Resolution declaring necessity of repairing sidewalks (including aprons).

Councilmember Chad Oberson, seconded by Councilmember Adam Jones moved to read the following resolution by title only. Motion Carried 7-0.

Background: City Manager Pizzano recommended a resolution to declare necessity of repairing sidewalks. This is a yearly program to maintain sidewalks. Residents may choose to repair sidewalks on their own or have the city repair them and bill them for the cost. Legislative Action: Councilmember Oberson presented the first reading of this resolution.

FINANCE & BUDGET COMMITTEE

Terry Senger, Chairman; Debbie Pennington, Vice Chairman, Chad Oberson, Member

Non-Contractual Appropriations - \$95,000 for 2014 Annual Drainage Program; \$85,000 for 2014 Grounds, Entry-ways and Landscaping Program.

Councilmember Terry Senger, seconded by Councilmember Debbie Pennington moved to read the following ordinance by title only. Motion Carried 7-0.

Background: City Manager Pizzano recommended an ordinance for appropriations for the 2014 Annual Drainage Program and the 2014 Grounds, Entry-ways and Landscaping Program. These appropriations were in the 2013 CIP budget and funds for Public Works to use throughout the year on miscellaneous expenses for drainage and landscaping throughout the city. Legislative Action: Councilmember Senger presented the first reading of this ordinance.

Councilmember Terry Senger, seconded by Councilmember Adam Jones moved to suspend the rules requiring three (3) readings of this ordinance. Motion Carried 7-0. Councilmember Terry Senger, seconded by Councilmember Mike Snyder moved to adopt . Motion Carried 7-0. ORDINANCE NO. 3-14. APPROVED 7-0.

Meeting Schedule

Clerk Wilson read the following meeting schedule:

- Monday, January 27 Regular Meeting, 7:00 p.m.
- Monday, February 10 Regular Meeting, 7:00 p.m.
- Monday, February 24 Regular Meeting, 7:00 p.m.

Executive Session of Council (if needed)

Council adjourned to Executive Session at 7:30 PM.

Adjournment

The Regular Meeting of Council adjourned at 8:15 PM.

ATTEST:

Clerk of Council

Mayor's Approval

Date Approved _____





214





WINTON RD.

CRESTVIEW AVE.

S. GILMORE RD.

SHERWOOD DR.

FOUR MICH.

ROYAL MANOR

HIDDEN HILLS DR.

KINGS RIDGE SQUARE

COACHMOUNT DR.

EAST HIGHWOOD DR.

S. HIGHWOOD DR.

N. HIGHWOOD DR.

NEPTUNE WAY

SATURN DR.

BOEHM DR.

MARTHA LN.

EWING DR.

RESERVE CT.

HEFFRON DR.

PARKLAND HILLS DR.

CHESTERFIELD ST.

VERNON DR.

MONICA DR.

WALTER DR.

SMON WAY

CHARTER OAK DR.

BEA DR.

CLARA DR.

HENESY DR.

HANNAH VIEW DR.

HALLMARK CT.

STABLEGATE CT.

SHENANDOAH DR.

YELLOWSTONE DR.

OAK DR.

RANDY DR.

WILKENS ST.

INDEPENDENCE PL.

WILLAMSBURG PL.

JAMES TOWN

WILSON BR.

TOUSENT DR.

RESWIN DR.

PEACHTREE CT.

SIGMON DR.

BARLEY DR.

VERNON DR.

MONICA DR.

WILKENS ST.

ANNANDALE DR.

SHOAL CT.

PINACLE PEAK DR.

WOODSIDE

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SMONS LN.

EL LANE

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WHITNEY LN.

VARSITY CT.

DESULES CT.

DESULES CT.

N. TURTECREEK DR.

WHITNEY LN.

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RESOLUTION NO. _____

RESOLUTION DECLARING NECESSITY OF REPAIRING SIDEWALKS
(INCLUDING APRONS).

WHEREAS, the Public Works Director has heretofore prepared plans, specifications and an estimate of cost for the repair of certain sidewalks (including aprons) at the locations hereinafter set forth; and

WHEREAS, said plans, specifications and estimate of cost are now on file in the office of the Clerk of Council;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Fairfield, Ohio, that:

Section 1. It is necessary to repair certain sidewalks (including aprons) in the City of Fairfield, Ohio, at the addresses of the abutting properties which are shown in the cost estimates prepared by the Public Works Director and which cost estimates are on file in the office of the Clerk of Council and are incorporated herein by reference.

Section 2. The plans, specifications and estimate of cost for said repair now on file in the office of the Clerk of Council be and the same hereby are approved.

Section 3. The owners of each lot and parcel of land bounding and abutting upon the proposed sidewalks shall repair that portion of said sidewalks (including aprons) which abuts his/her property, in accordance with the plans and specifications now on file in the office of the Clerk of Council within thirty (30) days after service of notice of the passage of this resolution.

Section 4. In the event any such abutting property owner does not complete the repair of that portion of such sidewalks (including aprons) which abut his/her property in accordance with said plans and specifications and within the time period as hereinbefore prescribed, then this Council shall cause the same to be done and the entire cost thereof shall be assessed upon the property of such abutting property owner.

Section 5. The Clerk of Council be and she hereby is authorized and directed to serve notice of the passage of this resolution upon the owners of the lots and lands abutting upon said sidewalks (including aprons) in the manner provided by law.

Section 6. This Resolution shall take effect at the earliest period allowed by law.

Passed

Mayor's Approval

Posted _____

First Reading _____

Rules Suspended _____

Second Reading _____

Third Reading _____

ATTEST:

Clerk of Council

This is to certify that this Resolution has been duly published by posting and summary publication as provided by Charter.

Clerk of Council

Item No. 11(A)

City of Fairfield, Ohio
City Council Meeting Communication

Date 1-27-14

Item:

An ordinance approving a change in zoning from C-3, General Business District to R-2, One to Four Family Residential District on approximately one acre tract of land located at 4990 Winton Road.

Financial Impact:

None.

Synopsis:

The undeveloped property is surrounded by residentially zoned land to the south and west. To the north is a funeral home and other low intensity land uses. To the east is a used car lot and other similar high intensity commercial uses that abut Route 4. In order to protect the character of the neighborhood, to foster residential cohesiveness and to limit the encroachment of non-compatible land uses, the City requests the zoning be changed from C-3 to R-2.

Background:

The property received approval from the Board of Zoning Appeals (BZA) for a use variance to construct a duplex on June 5, 2013. A condition of approval was to maintain the eastern half of the lot as perpetual green space in order to prohibit the continuation of commercial uses in a residential area. The property owner had concerns regarding the marketability of the site given that one-half is unbuildable. On December 4, 2013 the property owner requested and received a three month extension of their use variance from BZA. In addition, the property owner owns two commercial lots abutting this site that front on Route 4, which contain a used car lot.

Recommendation:

It is recommended that City Council have first reading on this item at the January 27 meeting, set the public hearing for February 10, 2014 and await the written recommendation from the Planning Commission.

Legislative Actions: Rules Suspension and Adoption Requested?
Emergency Provision Needed?

No.
No.

Prepared by: Erin Donlon (Planning Manager)
Approved for Content by: Timothy Beckman
Financial Review (where applicable): Sally Hagan
Legal Review (where applicable): John H. Clemmens
Accepted for Council Agenda: Kevin Wilson



ORDINANCE NO. _____

ORDINANCE AMENDING ORDINANCE NO. 166-84, THE
CODIFIED ORDINANCES OF FAIRFIELD, OHIO, SECTION
1141.02, THE CITY OF FAIRFIELD, OHIO, ZONING MAP.

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. The official Zoning Map of the City of Fairfield, Ohio, which is incorporated into Ordinance No. 166-84, The Codified Ordinances of Fairfield, Ohio, Section 1141.02, is hereby amended by changing the zoning classification of the one acre tract located at 4990 Winton Road, entire lot 143 of the City of Fairfield, Butler County, Ohio, from its present C-3, General Business District, to R-2, One to Four Family Residential District.

Section 2. This Ordinance shall take effect at the earliest period allowed by law.

Passed	_____	_____
		Mayor's Approval
Posted	_____	
First Reading	_____	Rules Suspended _____
Second Reading	_____	
Third Reading	_____	

ATTEST:

Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

Clerk of Council

City of Fairfield, Ohio
City Council Communication

Date: 1-27-14

Item:

An ordinance authorizing the City Manager to execute a Professional Services Contract with the Fairfield Chamber of Commerce.

Financial Impact:

The proposed contract would compensate the Chamber in an amount not to exceed \$15,000 for the 2014 Platinum Sustaining Sponsorship Program, as appropriated in the recently approved 2014 budget.

Synopsis:

The Fairfield Chamber of Commerce is an important economic development partner with the City. The proposed one year contract would continue the City's Platinum Sustaining Sponsorship of the Chamber for 2014. The City would receive recognition for its sponsorship as well as complimentary admission to several events throughout the year.

In addition, the Chamber would assist with important business retention assistance. Over the past five years, the Chamber has completed more than 450 business retention surveys with mostly small retail and commercial businesses. These surveys provide valuable insight into the needs and concerns of the business community.

Recommendation:

It is recommended that City Council approve the ordinance.

Legislative Actions:	Rules Suspension and Adoption Requested?	No.
	Emergency Provision Needed?	No.

Prepared by: Gregg A. Kothmann
 Approved for Content by: Timothy Beckmann
 Financial Review (where applicable): May Hoop
 Legal Review (where applicable): Steve Hollenhorst
 Accepted for Council Agenda: Heidi Wilson

PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made by and between the City of Fairfield, an Ohio municipal corporation with an address of 5350 Pleasant Avenue, Fairfield, Ohio 45014 (hereinafter referred to as "City") and the Fairfield Chamber of Commerce, an Ohio non-profit corporation, with an address of 670 Wessel Drive, Fairfield, Ohio 45014 (hereinafter referred to as "Chamber").

WHEREAS, the City is desirous of enhancing and promoting its business environment so as to create economic development opportunities; and

WHEREAS, the Chamber is a long-standing and recognized leader of the Fairfield business community; and

WHEREAS, the City desires to engage the professional and noncompetitive services of the Chamber to coordinate and implement the Platinum Sustaining Sponsorship Program; and

NOW, THEREFORE, in consideration of the promises, covenants and agreements herein contained, the City and Chamber mutually agree as follows:

1. SCOPE OF SERVICES. The Chamber shall, in a satisfactory and proper manner as determined by the City's Director of Development Services, coordinate and implement the Platinum Sustaining Sponsorship Program, as described in Exhibit A, "Scope of Services", and by this reference made a part hereof.
2. TERM. The services will commence upon execution of this Contract by both parties hereto, and shall expire on December 31, 2014.
3. COMPENSATION. The City agrees to compensate the Chamber for services provided pursuant to this Contract in an amount up to but not in excess of Fifteen Thousand Dollars (\$15,000). The compensation shall be distributed as described in Exhibit B, "Budget", and by this reference made a part hereof.
4. TERMINATION. The City may terminate or modify this Contract immediately upon notification to the Chamber. The City shall compensate the Chamber for all financial commitments made by the Chamber and approved by the City before the Contract termination date.
5. ASSIGNMENT. This agreement is not transferable or assignable without the express written approval of City.
6. NOTICES. All notices or other communications required by the Contract shall be personally served or sent by U.S. mail addressed to the parties as follows, or addressed in such other way as either party may from time to time designate.

To the City:
City of Fairfield
Department of Development Services
5350 Pleasant Ave.
Fairfield, OH 45014

To the Chamber:
Fairfield Chamber of Commerce
Attn: President
670 Wessel Dr.
Fairfield, OH 45014

IN WITNESS WHEREOF, the City of Fairfield, Ohio, by Arthur E. Pizzano, its City Manager, and pursuant to Ordinance No. _____, has caused this instrument to be executed this _____ day of _____, 2014 and the Fairfield Chamber of Commerce by Kert Radel, its President, has caused this instrument to be executed this _____ day of _____, 2014.

Witness:

CITY OF FAIRFIELD, OHIO

By _____
Arthur E. Pizzano, City Manager

FAIRFIELD CHAMBER OF COMMERCE

By _____
Kert Radel, President

Approved as to form:

Approved as to content:

John H. Clemmons
Fairfield City Law Director

Timothy Bachman
Development Services Director

EXHIBIT A
SCOPE OF SERVICES

Platinum Sustaining Sponsorship Program

The Chamber agrees to coordinate and implement a Platinum Sustaining Sponsorship Program that includes the following services:

- A. *Recognition and Events* – The City shall be prominently recognized as a Platinum Sustaining Sponsor of the Chamber. This recognition shall include, but not be limited to, verbal recognition at all Chamber events, listings on all Chamber publications (letterhead, newsletters, signs, event banners, etc...), and prominent listing on the Chamber website and e-bulletins. Also included is a complementary table at the Annual Dinner event and the Business Showcase luncheon event, and a complementary double exhibitor booth with electricity at the Business Showcase event.

- B. *Business Retention* – The Chamber will provide assistance with City business retention efforts, with a focus on small retail/commercial businesses. The Chamber will promptly report any information or issues gleaned from these meetings to the City and will assist with coordinating any necessary City response. The City and Chamber will also create a business retention survey form. This form will be completed by Chamber staff after every small business meeting, and copies of the forms will be submitted to the City in a quarterly report that will be submitted to the City. In addition, Chamber staff will assist with organizing business retention meetings, including Mayor/City Manager lunch meetings.

**EXHIBIT B
BUDGET**

Platinum Sustaining Sponsorship Program

The City will compensate the Chamber in an amount of Fifteen Thousand Dollars (\$15,000) during the term of the Contract for the Platinum Sustaining Sponsorship Program.

Compensation will be distributed by the City upon received Chamber invoices as follows:

- A. *Recognition and Events* – The City will pay \$8,000, no later than March 2014.
- B. *Business Retention and Entrepreneur Assistance* – The City will pay equal quarterly payments of \$1,750 (for the quarters of January-March, April-June, July-September, and October-December) upon the submission of the quarterly business retention reports.

ORDINANCE NO. _____

ORDINANCE TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH THE FAIRFIELD CHAMBER OF COMMERCE.

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. The City Manager is hereby authorized to enter into a professional services contract with the Fairfield Chamber of Commerce in accordance with the agreement on file in the office of the City Manager.

Section 2. This Ordinance shall take effect at the earliest period allowed by law.

Passed	_____	_____
		Mayor's Approval
Posted	_____	
First Reading	_____	Rules Suspended _____
Second Reading	_____	
Third Reading	_____	

ATTEST:

Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

Clerk of Council

CITY OF FAIRFIELD, OHIO
CITY COUNCIL MEETING COMMUNICATION

ITEM NO. 11(8)11

Date: 1/27/14

ITEM:

Contract with Bronco Excavating Inc. and appropriation in the amount of \$400,000 from the Sewer Expansion Fund for the Seward I Road Sewage Pump Station

FINANCIAL IMPACT:

Project was included in the 2013-2017 Capital Improvement Program under project WWD-13-015. This project includes local funds from the Sewer Expansion Fund in the amount of \$300,000 and \$100,000 from a Duke Energy Development Grant. These combined amounts include a project contingency of approximately 10%.

SYNOPSIS:

Project includes relocation and capacity upgrade of a new of Seward Road I Sewage Pump Station.

BACKGROUND:

Relocate Seward No. 1 Pump Station, just to the North, where an existing pump station resides in order to improve operating capacity required for future expansion. New growth in the area and the Koch Foods expansion caused the need to finalize construction of a new Seward No. 1, Sewage Pump Station. The new station will support future expansion in the industrial park and have a life expectancy of 50 years. Rules suspension is being requested.

RECOMMENDATION:

The project was submitted for formal competitive bidding with two (2) bids received. The bids are summarized on the attached table. Staff is recommending that a contract for the project be awarded to Bronco Excavating Inc., the lowest and best bidder. An appropriation in the amount of \$400,000 is being requested from the Sewer Expansion Fund.

LEGISLATIVE ACTION: Suspension of Rules and Adoption Requested?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, explain above.
	yes	no	
Emergency Provision Needed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, explain above.
	yes	no	

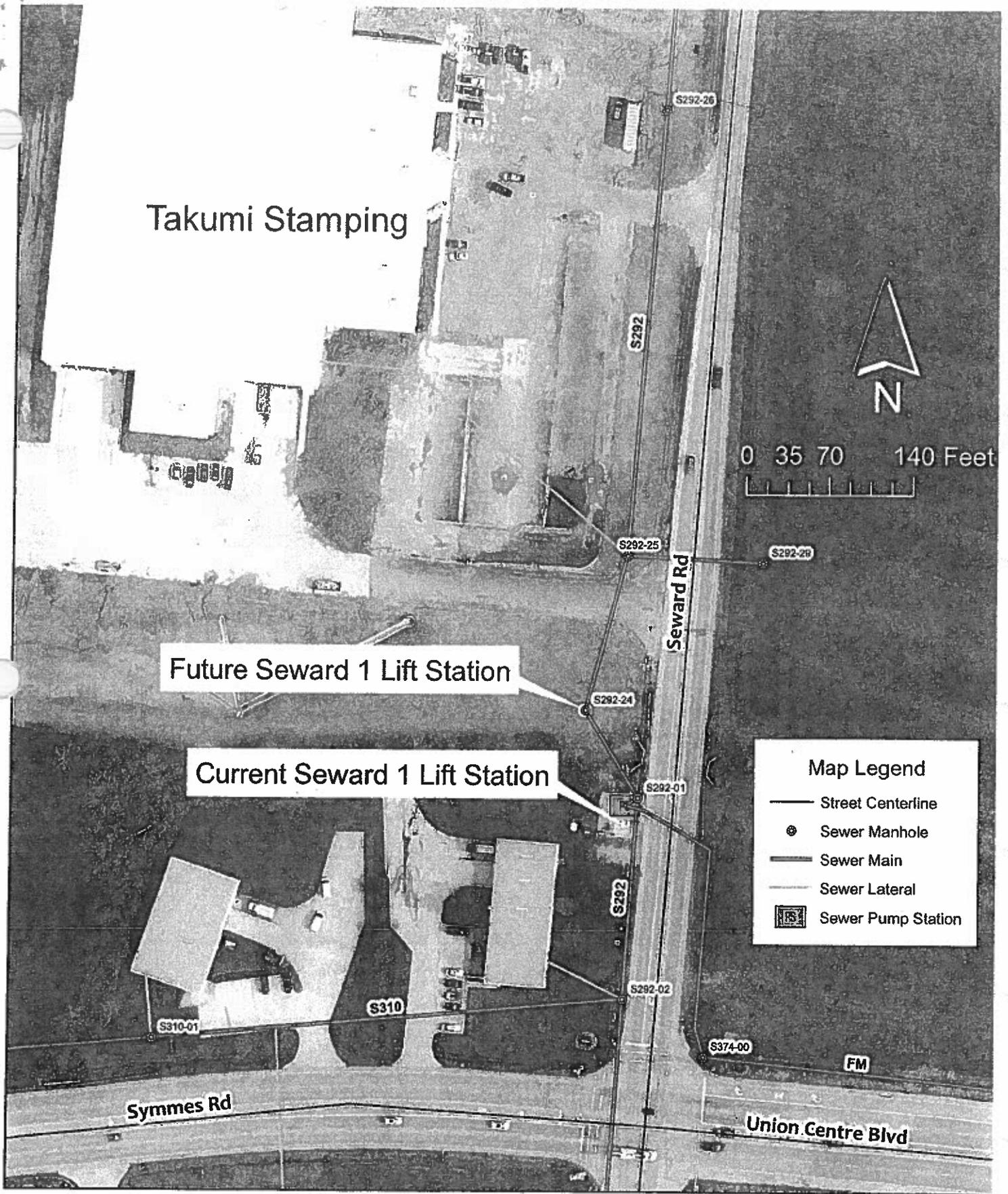
Prepared by: [Signature]
Approved for Content by: [Signature]
Financial Review (where applicable): Mary Anne
Legal Review (where applicable): [Signature]
Accepted for Council Agenda: [Signature]

**City of Fairfield, Ohio
Bid Opening - Results**

Project(s): New Seward Road Pump Station No. 1
Project Estimate: \$385,000
Date: December 16, 2013 (City of Fairfield, Council Chambers)

Contractor (Address & Phone)	Base Bid	Addendum #1, 2, 3 Received	Bid Security	Non- Collusion Affidavit	PP Taxes Affidavit
Welsh Excavation Co., Inc. 5780 State Route 128 Cleves, OH 45002 513-353-9014	\$411,440.50	Yes	Yes - Bond	Yes	Yes
Bronco Excavating Inc. 280 Donald Drive Fairfield, OH 45014 513-829-9880	\$390,000.00	Yes	Yes - Bond	Yes	Yes

** These bids will be reviewed by the Public Utilities Department and a recommendation will be made to Council. There is no guarantee that the contract will be awarded to the lowest bidder. Contracts are awarded to the bidder deemed to be the best and the lowest bid.



Seward 1 Lift Station Relocation

ORDINANCE NO. _____

ORDINANCE TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BRONCO EXCAVATING, INC. FOR THE SEWARD I ROAD SEWAGE PUMP STATION.

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. The City Manager is hereby authorized to enter into a contract with Bronco Excavating, Inc. for the Seward I Road Sewage Pump Station in accordance with the bid on file in the office of the City Manager.

Section 2. This Ordinance shall take effect at the earliest period allowed by law.

Passed	_____	_____
		Mayor's Approval
Posted	_____	
First Reading	_____	Rules Suspended _____
Second Reading	_____	
Third Reading	_____	

ATTEST:

Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

Clerk of Council

ORDINANCE NO. _____

AN ORDINANCE GRANTING TO BUTLER RURAL ELECTRIC COOPERATIVE, INC., ITS SUCCESSORS AND ASSIGNS, THE RIGHT TO ACQUIRE, CONSTRUCT, MAINTAIN AND OPERATE IN THE STREETS, THOROUGHFARES, ALLEYS, BRIDGES AND PUBLIC PLACES OF THE CITY OF FAIRFIELD, STATE OF OHIO AND ITS SUCCESSORS, LINES FOR THE DISTRIBUTION OF ELECTRIC POWER AND ENERGY TO PARTS OF THE CITY OF FAIRFIELD AND THE INHABITANTS THEREOF FOR LIGHT, HEAT, POWER AND OTHER PURPOSES AND FOR THE TRANSMISSION OF THE SAME WITHIN, THROUGH OR ACROSS SAID CITY OF FAIRFIELD, STATE OF OHIO.

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. That Butler Rural Electric Cooperative, Inc. and its successors and assigns (hereinafter called "Grantee") are hereby granted the right, privilege, franchise and authority to acquire, construct, maintain and operate in, above, under, across and along the streets, thoroughfares, alleys, bridges, and public places (as the same now exist or may hereafter be laid out) of the City of Fairfield, State of Ohio, and its successors (hereinafter called "City"), lines for the distribution of electric energy, either by means of overhead or underground conductors, with all the necessary or desirable appurtenances to render public utility service in the City and to the inhabitants thereof by supplying electric power and energy to the City and to the inhabitants thereof, and to persons or entities beyond the limits thereof, for light, heat, power or any other purposes or purpose for which electric power and energy is now or may hereafter be used, and the transmission of the same within, through or across the City; provided, however, that Grantee shall provide electric service hereunder only within: (1) the area or areas of the City either presently being provided electric service by Grantee, or which, at the date of this ordinance or any time thereafter, is included in the area or areas shown on maps filed with the Public Utilities Commission of Ohio which indicate the certified territory of the Grantee established pursuant to Sections 4933.81 to 4933.90 of the Revised Code of Ohio, and (2) any other area or areas annexed to the City after the date of this ordinance any portion of which is either being provided electric service by Grantee at the time of such annexation, or which, at the time of such annexation or at any time thereafter, is included within the Grantee's aforementioned certified territory.

Section 2. That said lines and appurtenances shall be constructed so as to interfere as little as possible with the traveling public in its use of the streets, thoroughfares, alleys, bridges and public places of the City. The location of all poles and conduits shall be made under such reasonable supervision of the proper board or committee of the City government as permitted by law.

Section 3. That the rights, privileges and franchise hereby granted shall be in full force and effect for a period of Twenty-five (25) years from the date of the passage of this ordinance, and shall automatically renew for additional periods of twenty-five (25) years, unless notice of termination is given by the City or the Grantee at least one (1) year prior to the end of the initial term or any renewal term.

That the rights, privileges and franchise hereby granted shall not be construed to be exclusive and the Council of the City hereby reserves the power to grant similar rights, privileges and franchises to any other person or persons, firm or firms, corporation or corporations.

Section 4. That said Grantee shall save the City harmless from any and all liability arising in any way from any negligence of Grantee in the erection, maintenance or operation of said lines for the distribution and transmission of electric power and energy.

Section 5. That whenever said Grantee shall begin the erection of any lines or equipment it shall promptly and diligently prosecute the work to completion and leave the streets, thoroughfares, alleys, bridges, and public places where such work is done in as good condition of repair as before such work was commenced.

Section 6. That wherever in this ordinance, reference is made to the City or the Grantee, it shall be deemed to include the respective successors or assigns of either; and all rights, privileges and obligations herein contained by or on behalf of said City, or by or on behalf of said Grantee, shall be binding upon, and inure to the benefit of the respective successors and assigns of said City, or of said Grantee, whether so expressed or not.

Section 7. That the City and the inhabitants thereof served by Grantee under this ordinance shall become members of the Grantee and shall be served at the rates and pursuant to the other terms and conditions of service of general applicability to the members of the Grantee as such rates and other terms and conditions of service are established by the members and the Board of Trustees of the Grantee from time to time.

Section 8. That this ordinance shall be accepted by the Grantee within sixty (60) days from the date of the passage of the same.

Section 9. This Ordinance shall take effect at the earliest period allowed by law.

Passed _____
Mayor's Approval _____

Posted _____

First Reading _____ Rules Suspended _____

Second Reading _____

Third Reading _____

ATTEST:

Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

Clerk of Council

Active Clients\City of Fairfield\Ordinances\2014\Butler Rural Electric - Ord

**CITY OF FAIRFIELD, OHIO
CITY COUNCIL MEETING COMMUNICATIONS**

ITEM:

DATE: 1-27-14

An agreement with Robert P. O'Brien Enterprises, Incorporated, DBA Shamrock Enterprises for the Fairfield Aquatic Center Renovation Project.

FINANCIAL IMPACT:

An appropriation in the amount of \$250,000.00, which includes a 10% contingency, will be required to fund this project.

SYNOPSIS:

It is necessary for City Council to authorize the City Manager to enter into an agreement with Robert P. O'Brien Enterprises, Incorporated, DBA Shamrock Enterprises for the Fairfield Aquatic Center Renovation Project.

BACKGROUND:

In July 1997, the City opened the Fairfield Aquatic Center; which at the time was considered a state of the art outdoor aquatic facility. In 2010, the spray ground feature was added to provide an updated feature/amenity in order to remain one of the premier municipal aquatic facilities in the tri-state region. In 2013, during the start-up of the aquatic center, the pool experienced a water loss problem and dropped approximately 12" in a 24 hour period and then remained at a constant level. The problem was found within the recirculation (return) system and a series of temporary repairs were implemented to allow for the aquatic center to open. Following the close of the season, Brandstetter Carroll, Inc., the original architects/engineers for the Fairfield Aquatic Center, were retained to prepare biddable drawings/specifications to renovate the facility. All the renovations are within the physical shell of the pool, the mechanical systems and/or underground piping. The renovation include a PVC liner of the pool shell, replacement of the stainless steel gutter boxes, deck drain replacements, pool floor joint replacements, welding of all stainless steel seams (pool wall, gutters, recirculation returns, etc.), main drain lining, pool gutter grating replacement, wading pool filter replacement, the termination of a supply line.

The bids for the project were opened on January 13, 2014, and Shamrock Enterprises was selected as the lowest and best bidder. The project estimate was \$271,000.00; and Shamrock Enterprises bid was \$230,083.00. The specifications were designed so that the renovations would not interrupt the pool season.

The architect and staff reviewed the bids and the recommendation of the architect was to accept Shamrock Enterprises' bid. Shamrock Enterprises has worked with both the architect and the city on numerous aquatic projects, including the Spray Ground project and both have had good experiences with the bidder. The Parks and Recreation Board discussed this matter at their January meeting and passed a resolution regarding this course of action.

The Parks and Recreation Board identified in its 2013-2017 Capital Improvement Program upgrades at the Fairfield Aquatic Center; including the PVC liner, but did not anticipated the needed repairs of the stainless steel gutters, returns, shell, etc., when the 2013-2017 CIP was implemented. The Board and staff will be reviewing the CIP to prioritize other projects in order to provide funds for the project.

RECOMMENDATION:

It is recommended that City Council authorize and direct the preparation of legislation authorizing the City Manager to enter into an agreement with Robert P. O'Brien Enterprises, Incorporated, DBA Shamrock Enterprises for the renovations at the Fairfield Aquatic Center in accordance with the proposal on file in the office of the City Manager. Suspension of Rules and Adoption is requested in order that the majority of the renovations can be completed prior to the opening of the aquatic center.

LEGISLATIVE ACTION:

Suspension of Rules and Adoption Requested? YES NO If yes, explain above.

Emergency Provision Needed? YES NO If yes, explain above.

Prepared by: Brad W. K.
Approved for Content by: [Signature]
Financial Review (where applicable): [Signature]
Legal Review (where applicable): [Signature]
Accepted for Council Agenda: [Signature]

Jim Bell

From: Mike Carroll <mcarroll@bciaep.com>
Sent: Wednesday, January 15, 2014 8:25 AM
To: Jim Bell
Subject: RE: Aquatic Center Renovation Bid

Jim,

I reviewed the numbers with our estimate, and in all categories, the bidder's numbers are pretty consistent with our estimate, with the exception of two areas. The welding repair is considerably under our estimate, and the alternate bid for gutter grating is substantially over our estimate.

I have talked to another pool contractor who informed me that my lineal foot estimate for the grating was significantly less than what he would charge, so my number is probably wrong.

On the welding, that is a difficult thing for me to estimate, since it so labor intensive, with few materials, so we probably err on the high side. The bidder is responsible for the work, and we both have experience with this bidder, so I would be comfortable with accepting that bid also.

Mike Carroll
Brandstetter Carroll Inc.
Phone 859-268-1933
www.brandstettercarroll.com

From: Jim Bell [<mailto:jbelle@fairfield-city.org>]
Sent: Wednesday, January 15, 2014 8:10 AM
To: Mike Carroll
Subject: RE: Aquatic Center Renovation Bid

Mike:

Any comments on Shamrock's bid numbers?

Jim
James A. Bell, Director
City of Fairfield, OH
Parks and Recreation
411 Wessel Drive
Fairfield, OH 45014
513-867-5348

From: Mike Carroll [<mailto:mcarroll@bciaep.com>]
Sent: Monday, January 13, 2014 5:13 PM
To: Jim Bell
Subject: RE: Aquatic Center Renovation Bid

From what I could tell, I was guessing he might be. You got enough money to do the alternates?

Mike Carroll

From: Jim Bell [mailto:jbell@fairfield-city.org]

Sent: Monday, January 13, 2014 3:41 PM

To: Mike Carroll

Cc: Bob Schappacher; Greg Morrow; bwilliams@fairfield-city.org

Subject: FW: Aquatic Center Renovation Bid

Mike:

FYI, bid documents for your review; Shamrock was the sole bidder on the project.

Jim

James A. Bell, Director

City of Fairfield, OH

Parks and Recreation

411 Wessel Drive

Fairfield, OH 45014

513-867-5348

From: Megan Meiners

Sent: Monday, January 13, 2014 3:33 PM

To: Jim Bell

Subject: Aquatic Center Renovation Bid

Hi Jim,

Attached is the scanned bid from Shamrock Enterprises for the Aquatic Center Renovations.

Thank you,

Megan

City of Fairfield

Bid Tabulation: Fairfield Aquatic Center Renovations

Engineer's Estimate: \$271,000

Bid Opening: January 13, 2014

		Bidder (Name, Address, Phone)			
		Shanrock Enterprises 11849 Paddys Run Rd. Hamilton, OH 45013			
Item #	Description	Bid Materials & Labor	Bid Materials & Labor	Bid Materials & Labor	Bid Materials & Labor

1	PVC Liner (Main Pool and Wading Pool)	109,234.00			
2	Gutter Collection Box Replacements	7,338.00			
3	Concrete Repairs	4,352.00			
4	Deck Drain Replacement	38,340.00			
5	Pool Floor Joint Replacement	1,680.00			
6	Pool Wall Welding	11,502.00			
7	Main Drain Line Lining	3,617.00			
8	Zero Depth Supply Termination	2,191.00			
9	TOTALS #1 - #8	178,254.00			

ALTERNATES

10	Pool Gutter Grating	30,660.00			
11	Wading Pool Filter Replacement	21,169.00			

These bids will be reviewed by the Parks and Recreation Department and a recommendation will be made to Council.

There is no guarantee that the contract will be awarded to the lowest bidder. Contracts are awarded to the

bidder deemed to be the best and the lowest.

CITY OF FAIRFIELD, OHIO
SECTION N
BID FORM
FAIRFIELD AQUATIC CENTER
RENOVATIONS

The undersigned, having full knowledge of the site, plans and specifications for the above improvement and the conditions of this proposal, hereby agrees to furnish all services, labor, materials, and equipment necessary to complete the entire project according to the plans, specifications and completion date, and to accept the indicated sums specified on this bid form as full compensation for the work in this proposal.

ITEM #1 PVC Liner (Main Pool and Wading Pool)

TOTAL MATERIALS AND LABOR

For the sum of

ONE HUNDRED NINE THOUSAND TWO HUNDRED THIRTY-FOUR DOLLARS
(Amount in Words)

109,234.00 DOLLARS
(Amount in Figures)

ITEM #2 Gutter Collection Box Replacements

TOTAL MATERIALS AND LABOR

For the sum of

SEVEN THOUSAND THREE HUNDRED THIRTY-EIGHT DOLLARS
(Amount in Words)

7,338.00 DOLLARS
(Amount in Figures)

ITEM #3 Concrete Repairs

TOTAL MATERIALS AND LABOR

For the sum of

FOUR THOUSAND THREE HUNDRED FIFTY-TWO DOLLARS
(Amount in Words)

4,352.00 DOLLARS
(Amount in Figures)

SECTION N/BID FORM (Continued)
FAIRFIELD AQUATIC CENTER RENOVATIONS

ITEM #4 Deck Drain Replacement

TOTAL MATERIALS AND LABOR

For the sum of

THIRTY-EIGHT THOUSAND THREE HUNDRED FORTY DOLLARS
(Amount in Words)

38,340.00 DOLLARS
(Amount in Figures)

ITEM #5 Pool Floor Joint Replacement

TOTAL MATERIALS AND LABOR

For the sum of

ONE THOUSAND SIX HUNDRED EIGHTY DOLLARS
(Amount in Words)

1,680.00 DOLLARS
(Amount in Figures)

ITEM #6 Pool Wall Welding

TOTAL MATERIALS AND LABOR

For the sum of

ELEVEN THOUSAND FIVE HUNDRED TWO DOLLARS
(Amount in Words)

11,502.00 DOLLARS
(Amount in Figures)

SECTION N/BID FORM (Continued)
FAIRFIELD AQUATIC CENTER RENOVATIONS

ITEM #7 Main Drain Line Lining

TOTAL MATERIALS AND LABOR

For the sum of

THREE THOUSAND SIX HUNDRED SEVENTEEN DOLLARS
(Amount in Words)

3,617.00 DOLLARS
(Amount in Figures)

ITEM #8 Zero Depth Supply Termination

TOTAL MATERIALS AND LABOR

For the sum of

TWO THOUSAND ONE HUNDRED NINETY-ONE DOLLARS
(Amount in Words)

2,191.00 DOLLARS
(Amount in Figures)

ITEM #9 TOTALS FOR ITEMS #1 - #8

TOTAL MATERIALS AND LABOR

For the sum of

ONE HUNDRED SEVENTY-EIGHT THOUSAND TWO HUNDRED FIFTY-FOUR DOLLARS
(Amount in Words)

178,254.00 DOLLARS
(Amount in Figures)

SECTION N/BID FORM (Continued)
FAIRFIELD AQUATIC CENTER RENOVATIONS

ITEM #10 ALTERNATE BID - Pool Gutter Grating

TOTAL MATERIALS AND LABOR

For the sum of

THIRTY THOUSAND SIX HUNDRED SIXTY DOLLARS
(Amount in Words)

30,660.00 DOLLARS
(Amount in Figures)

ITEM #11 ALTERNATE BID - Wading Pool Filter Replacement

TOTAL MATERIALS AND LABOR

For the sum of

TWENTY-ONE THOUSAND ONE HUNDRED SIXTY-NINE DOLLARS
(Amount in Words)

21,169.00 DOLLARS
(Amount in Figures)

ITEM #12 BID FORM ATTACHMENTS

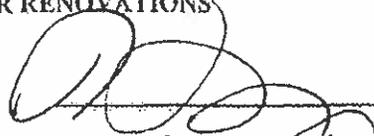
I have attached the completed Bid Bond, Non-Collusion Affidavit, completed List of Subcontractors, completed Bidder's Questionnaire and Bidder's Worksheet to this Bid.

Type of Bid Security: Bid Bond _____
Certified Check _____
Cashier's Check _____

Addendum Received: Number(s) NONE RECEIVED Yes ___ No ___

SECTION N/BID FORM (Continued)
FAIRFIELD AQUATIC CENTER RENOVATIONS

SIGNATURE



NAME

ROBERT J. HUMBERT

COMPANY

ROBERT P. O'BRIEN ENTERPRISES, INC.
DBA SHAMROCK ENTERPRISES

ADDRESS

11849 PADDYS

CITY/STATE/ZIP

HAMILTON, OHIO 45013

TELEPHONE

(513) 931-9641

E-MAIL ADDRESS

SHAMROCKPOOLS@FUSE.NET

SOCIAL SECURITY NUMBER OF
COMPANY OWNER/FEDERAL
I.D. NUMBER

285-62-8366 / 31-1144358

The City of Fairfield reserves the right to reject any or all bids or to award parts, or correct or waive irregularities in proposals should it be deemed in the best interest of the City of Fairfield, Ohio, to do so.

Work will start fifteen (15) days after Notice to Proceed and will be completed within one hundred and twenty (120) days, unless otherwise specified in the contract documents.

Bidder's Worksheet - Fairfield Aquatic Center Renovation

NO	ITEM	QUANTITY	UNIT	UNIT COST	ITEM COST	SUBTOTAL
1	PVC Liner					
	Main Pool	13,176	S.F.	7.26	95,650.50	
	Wading Pool	1,871	S.F.	7.26	13,583.50	
	Subtotal	15,046.00				109,234.00
2	Gutter Collection Box Replacement	3	Each	2,446.00	7,338.00	7,338.00
	Subtotal					
3	Concrete Repair	200	S.F.	21.76	4,352.00	4,352.00
	Subtotal					
4	Deck Drain Replacement	270	L.F.	142.00	38,340.00	38,340.00
	Subtotal					
5	Pool Floor Joint Replacement	190	L.F.	8.84	1,680.00	1,680.00
	Subtotal					
6	Pool Wall Welding	1	Each	11,502.00	11,502.00	11,502.00
	Subtotal					
7	Main Drain Line Lining	1	Each	3,617.00	3,617.00	3,617.00
	Subtotal					
8	Zero Depth Supply Termination	1	Each	2,191.00	2,191.00	2,191.00
	Subtotal					
9	Totals - Numbers 1-8					178,254.00
	ALTERNATE BID					
10	Pool Gutter Grating	730	L.F.	42.00	30,660.00	30,660.00
	Subtotal					
11	Wading Pool Filter Replacement	1	Each	21,169.00	21,169.00	21,169.00
	Subtotal					

END OF BID FORM

ORDINANCE NO. _____

ORDINANCE TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH ROBERT P. O'BRIEN ENTERPRISES, INCORPORATED DBA SHAMROCK ENTERPRISES FOR THE FAIRFIELD AQUATIC CENTER RENOVATION PROGRAM.

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. The City Manager is hereby authorized to enter into a contract with Robert P. O'Brien Enterprises, Incorporated dba Shamrock Enterprises for the Fairfield Aquatic Center Renovation Program in accordance with the bid on file in the office of the City Manager.

Section 2. This Ordinance shall take effect at the earliest period allowed by law.

Passed _____
Mayor's Approval _____

Posted _____

First Reading _____ Rules Suspended _____

Second Reading _____

Third Reading _____

ATTEST:

Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

Clerk of Council

CITY OF FAIRFIELD, OHIO
CITY COUNCIL COMMUNICATION

ITEM:

January 27, 2014

Request for appropriation for **contractual** agenda items.

FINANCIAL IMPACT:

\$650,000.00 from noted funding source.

SYNOPSIS:

The following appropriations have been requested to fund the contracts appearing under New Business on Council's meeting agenda dated January 27, 2014:

- \$400,000 for the Seward I Road Sewage Pump Station Project
- \$250,000 for the Fairfield Aquatic Center Renovation Project.

BACKGROUND:

Please refer to specific Council Communications dated January 27, 2014 for a description of these items.

RECOMMENDATIONS:

It is recommended that City Council suspend the rules requiring a second and third reading of this Ordinance and adopt the appropriations listed above.

LEGISLATIVE ACTIONS:

Suspension of Rules & Adoption Requested?	<input checked="" type="checkbox"/>	<input type="checkbox"/> If yes, explain
	yes	no above
Emergency Provision Needed?	<input type="checkbox"/>	<input checked="" type="checkbox"/> If yes, explain
	yes	no above

Prepared by: Alicia Wilson

Approved for Content by: Alicia Wilson

Financial Review (where applicable) by: Mary Hoops

Legal Review (where applicable) by: John Chamberlain

Accepted by Council Agenda: Alicia Wilson

ORDINANCE NO. _____

ORDINANCE TO AMEND ORDINANCE NO. 109-13 ENTITLED "AN ORDINANCE TO MAKE ESTIMATED APPROPRIATIONS FOR THE EXPENSES AND OTHER EXPENDITURES OF THE CITY OF FAIRFIELD, OHIO, DURING A PERIOD BEGINNING JANUARY 1, 2014, AND ENDING DECEMBER 31, 2014."

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. Ordinance No. 109-13, the 2014 Appropriation Ordinance, is hereby amended in the following respects:

From:	Unappropriated Sewer Expansion Fund	\$400,000
To:	40816025-252000 Improvements Other Than Building (Seward Road Sewage Pump Station Project)	\$400,000

From:	Unappropriated Capital Improvement Fund	\$250,000
To:	40216025-252000 Improvements Other Than Building (Fairfield Aquatic Center Renovations)	\$250,000

Section 2. This Ordinance shall take effect at the earliest period allowed by law.

Passed	_____	_____
		Mayor's Approval
Posted	_____	
First Reading	_____	Rules Suspended _____
Second Reading	_____	
Third Reading	_____	

ATTEST:

Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

Clerk of Council

CITY OF FAIRFIELD, OHIO
CITY COUNCIL COMMUNICATION

ITEM:

January 27, 2014

Request for appropriation for **non-contractual** agenda items.

FINANCIAL IMPACT:

\$35,200.00 from noted funding source.

SYNOPSIS:

The following appropriations have been requested:

\$5,200 purchase of audio/visual equipment for Municipal Building conference room
 \$30,000 for Comprehensive Parks and Recreation Master Plan

BACKGROUND:

Please refer to specific Council Communications dated January 27, 2014 for a description of these items.

RECOMMENDATIONS:

It is recommended that City Council suspend the rules requiring a second and third reading of this Ordinance and adopt the appropriations listed above.

LEGISLATIVE ACTIONS:	Suspension of Rules & Adoption Requested?	<input checked="" type="checkbox"/>	<input type="checkbox"/> If yes, explain
		yes	no above
	Emergency Provision Needed?	<input type="checkbox"/>	<input checked="" type="checkbox"/> If yes, explain
		yes	no above

Prepared by: Alicia WilsonApproved for Content by: Alicia WilsonFinancial Review (where applicable) by: Mark KingLegal Review (where applicable) by: John ClementsAccepted by Council Agenda: Alicia Wilson

**City of Fairfield, Ohio
City Council Meeting Communication**

Date 1-27-2014

Item:

An appropriation in the amount of \$5,200 for the purchase of various audio/visual equipment to be installed in a Municipal Building conference room.

Financial Impact:

An appropriation in the amount of \$5,200 (\$4,727 plus 10% contingency) will be needed from the General Fund.

Synopsis:

The Development Services Department proposes to acquire a computer and associated equipment for their conference room in order to access the Geographic Information System (GIS), internet and other programs that will help facilitate meetings and presentations. The associated equipment includes a flat TV monitor, wireless keyboard and associated cables. The proposed upgrade is listed in the Capital Improvement Program.

Background:

Currently the conference room is not equipped with any type of telecommunication service. Staff is required to create paper copies of maps, plans and pictures, which requires a large amount of paper. By going paperless, the Department will save money and reduce its carbon footprint.

Recommendation:

It is recommended that City Council pass this appropriation enabling the department to purchase these items.

Legislative Actions: Rules Suspension and Adoption Requested? No.
Emergency Provision Needed? No.

Prepared by: Erin Douvan (Planning Manager)

Approved for Content by: Timothy Beckman

Financial Review (where applicable) Wally Hagan

Legal Review (where applicable) John A. Clemmens

Accepted for Council Agenda: William Wilson



Estimate

Estimate No: 20
 Date: 1/13/2014
 Territory:
 Sales Rep

Steve Tucker
 1723 Bladeston Drive
 Brooksville, Ky 41004

Home: 606-735-3403
 Fax: 606-735-3403
 Cell: 606-7825261
 Email: steventucker7@windstream.net
 Website: www.company.com

For:
 City Of Fairfield
 Fairfield Ohio 45014
 Joseph Waldmann
 Conference Room

Code	Description	Quantity	Rate	Amount
	Provide the following: 50" Slim LED TV. Wall Mount for TV and speakers Local HDMI faceplate and cable connections to TV Local VGA input plate for connectivity to display Local Audio input plate for sound to display Keyboard and mouse KVM switch for second input Network cabling for internal network and DMZ PC for network access and display functionality	1.00	\$3,570.00	\$3,570.00
	Installation/Labor and Misc. Materials	1.00	\$1,157.00	\$1,157.00

* Indicates non-taxable item

Subtotal	\$4,727.00
TAX (0.00%)	\$0.00
Total	\$4,727.00

**CITY OF FAIRFIELD, OHIO
CITY COUNCIL MEETING COMMUNICATIONS**

ITEM:

DATE: 1/27/14

An agreement with Eppley Institute for Parks and Public Lands, Indiana University to conduct a Comprehensive Parks and Recreation Master Plan.

FINANCIAL IMPACT:

A financial appropriation in the amount of \$30,000.00 is necessary to fund this proposal.

SYNOPSIS:

A Comprehensive Parks and Recreation Master Plan will provide a valuable tool in assisting the staff in effective short, medium and long range vision planning for the parks and recreation needs of the citizens of Fairfield.

BACKGROUND:

This project has been identified by the City of Fairfield in its Capital Improvement Program; and will be used as the primary planning document to guide the Parks and Recreation Department over the course of the next 10 years. The document will be used in conjunction with the City of Fairfield's 20 Year Comprehensive Plan (2009); and will build upon the findings of the Senior Adult Recreation Needs Assessment (2003), the Cultural Arts Center Feasibility Study (2000), the Parks and Recreation Needs Assessment (1999) and the Parks and Recreation Needs Assessment (1989).

The scope of services, for the Comprehensive Parks and Recreation Master Plan, will include these components:

- A. Recreation Demand, Supply and Needs Analysis – Research recreation use within the City of Fairfield, research existing supply of public and non-public recreation facilities within the City of Fairfield, and analyze/compare the demand and supply of recreation of recreation facilities within the City. Determine the recreation needs for the next 10 years and incorporate Recreation Demand and Needs Analysis Section in the Comprehensive Park and Recreation Master Plan.
- B. Parks and Facilities Needs Assessment – Perform site inspections of City of Fairfield parks/facilities and assess current conditions and provide recommendations for enhancements or improvements; including undeveloped properties under the jurisdiction of the Parks and Recreation Department. Provide potential and possibilities for providing linkages between parks/facilities.
- C. Community Survey – Conduct community survey work to attain information that reflects residents' wants/needs for programming and facilities; as described in A and B above.
- D. Master Plan – Will consist of the above components and be used as the strategic document to provide for the short, intermediate and long-range recreation, parks and facility development.

An RFQ was solicited from five (5) local/regional universities and two (2) regional parks and recreation consultant firms; the RFQ deadline was December 9, 2013; the RFQ stated a not-to-exceed project cost estimate of \$30,000.00. The Eppley Institute was the sole responder and an interview was conducted on December 8, 2014. The Eppley Institute is nationally recognized as a leader in recreational research and the City has used the services of the

Institute on several occasions to administer two (2) comprehensive Community Recreation Needs Assessment study (1989 and 1999) and the Senior Recreational Needs Assessment Study (2003).

The Parks and Recreation Board reviewed this project at their January meeting and passed a resolution in support of this project.

RECOMMENDATION:

It is recommended that City Council authorize and direct the preparation of legislation authorizing the City Manager to enter into an agreement with the Eppley Institute for Parks & Public Land, Indiana University, in accordance with the proposal on file in the office of the City Manager.

LEGISLATIVE ACTION:

Suspension of Rules and Adoption Requested? YES [] NO [X] If yes, explain above.

Emergency Provision Needed? YES [] NO [X] If yes, explain above.

Prepared by:

B.W.

Approved for Content by:

[Signature]

Financial Review (where applicable):

May Adams

Legal Review (where applicable):

[Signature]

Accepted for Council Agenda:

David Wilson



Statement of Qualifications
Fairfield Park and Recreation Department
Comprehensive Park and Recreation Master Plan

Estimated Fee Schedule

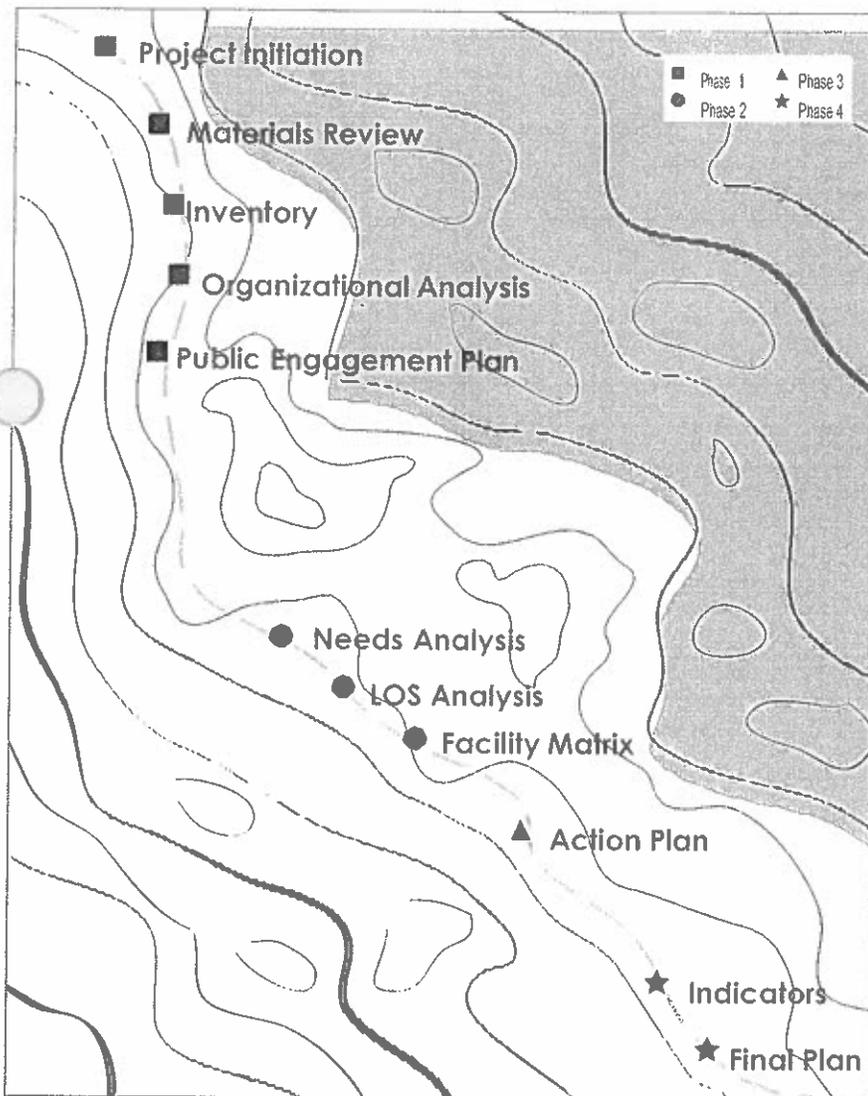
Project Phase	Estimated Cost
Recreation Demand, Supply and Needs Analysis	\$8,123
Parks and Facilities Needs Assessment	\$8,795
Community Survey	\$7,050
Master Plan	\$5,991
Total Project Cost, Not to Exceed	\$29,959

Steph A. Wright

City of Fairfield Comprehensive Park and Recreation Master Plan

Eppley Institute for Parks and Public Lands, Indiana University

Project Approach



Phase 1

JAN – MAR

Phase 2

APR – JUN

Phase 3

JUL – SEP

Phase 4

OCT – DEC

Deliverables

The Fairfield Comprehensive Park and Recreation Master Plan will be more than a simple document, but rather a wide-ranging and dynamic collection of tools for staff, boards, and the public. Its components will support both long-term decision-making as well as the daily execution of operations. Moreover, it offers methods of engaging stakeholders well beyond this project.

- Review of Organizational Guiding Principles
- Industry Trends Analysis
- Service Area Map
- Facility and Service Inventory
- Facility Needs Criteria Matrix
- Web-based Public Engagement Platform
- Public Engagement Summary Report
- Synopsis of Key Reports
- Systems Analysis Report
- Community Survey Results
- Needs Assessment
- Benchmark Report
- Active Living and Healthy Lifestyles Analysis
- Framework Plan and Alternatives
- Strategic Action Plan
- Implementation Strategy and Indicators Analysis
- Draft Comprehensive Plan Documents
- Final Comprehensive Plan Document

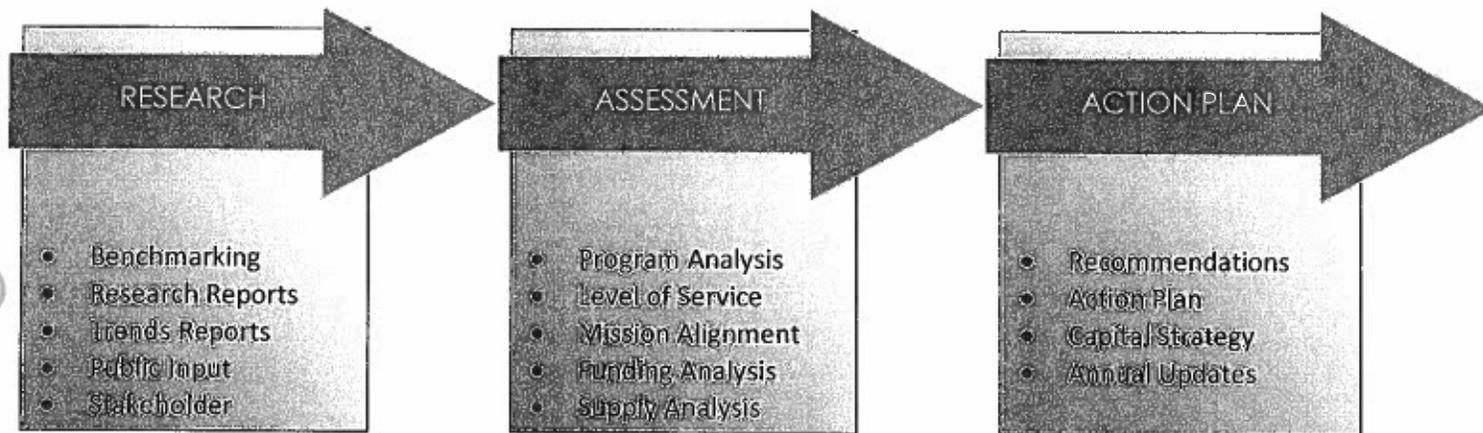
Project Team

Qualifications

- Local presence, national experience
- Proven track record
- Unparalleled public engagement methods
- Invaluable credibility with boards, council, staff, and public
- Institutional knowledge; past experience and projects with Fairfield
- Access to unmatched resources
- Innovative technology
- Complementary focus on research, training, and service

Experience

- City of Boulder 2013 Parks and Recreation Master Plan
- Anchorage Parks, Recreation, and Open Space Plan
- Wabash, IN Parks and Recreation Master Plan (3 updates in 15 years)
- Washington, DC Parks and Recreation Master Plan
- Gary, IN Parks and Recreation Master Plan
- National Park Service Training Centers Business Feasibility Study
- Indiana State Wildlife Action Plan Public Engagement and Scoping Study

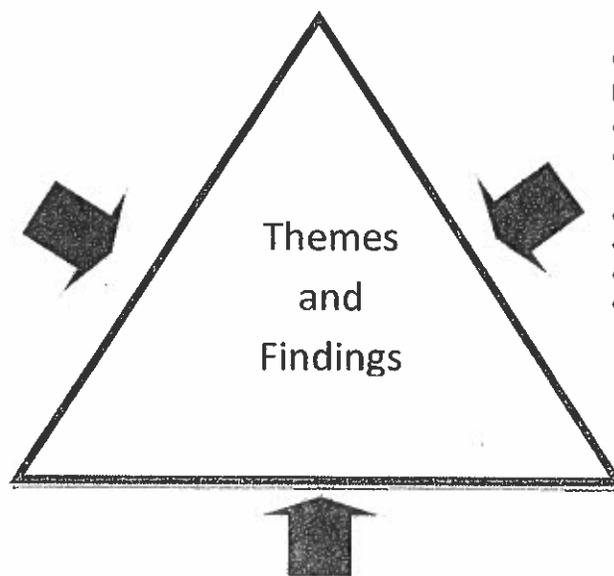


Research Includes:

- Trends and Demographics
- Plans and Policies Review
- Mission and Vision Review
- Assets and Benchmarking
- Financial Sustainability
- Organization Analysis

Community Engagement Includes:

- Stakeholder Interviews
- Parks and Recreation Providers
- Online Discussions
- Community Survey
- Public Workshops
- Community Outreach



Policy Direction

- City Council
- City Manager's Office
- Department Staff
- Parks and Recreation Board



CITY OF FAIRFIELD, OHIO
REQUEST FOR QUALIFICATIONS
PARKS AND RECREATION DEPARTMENT
COMPREHENSIVE PARKS AND RECREATION MASTER PLAN

Sealed proposals will be received by the City of Fairfield, until 3:00 PM, EST, Monday, December 9, 2013, at the Fairfield Parks and Recreation Department, 411 Wessel Drive, Fairfield, OH 45014, for the COMPREHENSIVE PARKS AND RECREATION MASTER PLAN for the Fairfield Parks and Recreation Department.

The Request For Qualifications Documents, which include detailed requirements, may be obtained on-line at www.fairfield-city.org/parks. The documents are titled COMPREHENSIVE PARKS AND RECREATION MASTER PLAN.

Proposals cannot be withdrawn for a period of ninety (90) days after the proposal opening.

The City of Fairfield reserves the right to reject any or all proposals or to correct or waive irregularities in the proposals should it be deemed in the best interest of the City to do so.

James A. Bell, Director
Parks and Recreation

CITY OF FAIRFIELD, OHIO
PARKS AND RECREATION DEPARTMENT
REQUEST FOR QUALIFICATIONS
Comprehensive Parks and Recreation Master Plan

1.0 Invitation

The City of Fairfield invites experienced planning consultants to submit a statement for qualifications and proposal to prepare a 10-Year Comprehensive Parks and Recreation Master Plan for the Fairfield Parks and Recreation Department. This is a Request for Qualifications (RFQ).

2.0 Project Background

This project has been identified by the City of Fairfield in its Capital Improvement Program; and will be used as the primary planning document to guide the Parks and Recreation Department over the course of the next 10 years. The document will be used in conjunction with the City of Fairfield's 20 Year Comprehensive Plan (2009); and will build upon the findings of the Senior Adult Recreation Needs Assessment (2003), the Cultural Arts Center Feasibility Study (2000), the Parks and Recreation Needs Assessment (1999) and the Parks and Recreation Needs Assessment (1989).

3.0 Scope of Services

The scope of services, for the Comprehensive Parks and Recreation Master Plan, will include these components:

- A. Recreation Demand, Supply and Needs Analysis – Research recreation use within the City of Fairfield, research existing supply of public and non-public recreation facilities within the City of Fairfield, and analyze/compare the demand and supply of recreation of recreation facilities within the City. Determine the recreation needs for the next 10 years and incorporate Recreation Demand and Needs Analysis Section in the Comprehensive Park and Recreation Master Plan.
- B. Parks and Facilities Needs Assessment – Perform site inspections of City of Fairfield parks/facilities and assess current conditions and provide recommendations for enhancements or improvements; including undeveloped properties under the jurisdiction of the Parks and Recreation Department. Provide potential and possibilities for providing linkages between parks/facilities.
- C. Community Survey – Conduct community survey work to attain information that reflects residents' wants/needs for programming and facilities; as described in A and B above.
- D. Master Plan – Will consist of the above components and be used as the strategic document to provide for the short, intermediate and long-range recreation, parks and facility development.

4.0 Instructions to Proposers

Sealed proposals will be accepted until 3:00 PM, EST, Monday, December 9, 2013. Proposals received after that time will not be accepted. Three copies of the proposal should be submitted to:

City of Fairfield, Ohio
Parks and Recreation Department
411 Wessel Drive
Fairfield, Ohio 45014

Concise and focused proposals are suggested with a target length of no more than 20 pages, including samples of previous work. Proposals should include, in a clearly marked separate and sealed envelope, a description of the estimated fee schedule based upon estimated project cost of \$30,000.00 and scope of services. The fee schedule should be on a not-to-exceed basis. Indicate the basis and approach regarding the fee structure for the various components of the project's scope of services.

5.0 Proposal Format

Proposals shall be relevant and concise. To facilitate the evaluation process, the following format will be required:

5.1 Brief Description of the Prime Firm

- A. Name of business and office location
- B. Length of time in business
- C. Total number of local and other employees
- D. Name of principals, their disciplines and Ohio registration
- E. Professional services provided by the firm

5.2 Sub-consultants

Please list any firms that will act as sub-consultants to your firm, its specialty areas, location of office, number of employees, and firm's experience related to this project. Provide information regarding prior projects on which sub-consultants have worked with your firm.

5.3 Project Team

- A. List those individuals who will do the work on this project. Provide the following information for each team member: Team Assignment, General and Professional Qualifications, Project Experience (relevant to this project while with this firm).

5.4 Relevant Project Experience

- A. Include brief description of work that demonstrates the teams experience in the master planning for comparable sized communities completed within the past five years, including:
 1. Name of client, contact person and telephone number.
 2. Location.

5.5 Project Approach

Indicate the steps the firm will undertake to accomplish the project scope of services and tasks. Discuss the firm's unique ability, if any, to professionally and effectively design the proposed project.

6.0 Selection Process/Schedule

Advertisement – Beginning November 11, 2013, a cover letter and the RFQ will be posted on the City of Fairfield website www.fairfield-city.org/parks.

Written Inquires/Questions Deadline – November 22, 2013, all inquiries and/or questions will be submitted in writing to the City Contact (Section 7.0), prior to 5:00 PM on November 22, 2013. A written response will be returned to all Consulting Firms of Record by December 3, 2013.

Qualifications Submittal – December 9, 2013

Short-list of Finalists Selection Notification – December 20, 2013

Interview Finalists – January 8, 2014

Parks and Recreation Board Recommendation – January 21, 2014

City Council Agenda for Approval - February 10, 2014, February 24, 2014 and March 10, 2014

Selected Firm expected to begin work – April 15, 2014

Selected Firm expected to complete work – October 15, 2014

The consultant shall submit a Draft Master Plan to the Parks and Recreation Director and/or Parks and Recreation Department Project Leader for review at the 25%, 50% and 75% completion stage.

The consultant shall present the final version of the Comprehensive Master Plan to the Parks and Recreation Board and the City Council.

Proposals will be accepted until 3:00 PM, EST, Monday, December 9, 2013 at the location listed in 4.0 of this RFP. A staff selection committee will review the proposals and recommend the awarding of the project to the Fairfield Parks and Recreation Board and the Fairfield City Council. The final award of the project will be approved by the Fairfield City Council. Evaluation criteria will be based upon the firm's qualifications, experience, comparable projects, professional design approach and philosophy to address the scope of services, and fee schedule.

The City of Fairfield reserves the right to evaluate the proposals submitted, reject any or all proposals or to correct or waive irregularities in proposals should it be deemed in the best interest of the City to do so.

7.0 City Contact

Questions may be directed to James A. Bell, Parks and Recreation Director, 411 Wessel Drive, Fairfield, Ohio 45014. Contact phone number is (513) 867-5348 and fax number is (513) 867-6070. Contact's e-mail address is jbelle@fairfield-city.org.

Qualifications Statement
for



CITY OF FAIRFIELD, OHIO
Parks and Recreation Department

COMPREHENSIVE MASTER PLAN
QUALIFICATIONS DOCUMENT

December 6, 2013

eppley

December 6, 2013

James A. Bell, Director
City of Fairfield, Ohio
Parks and Recreation Department
411 Wessel Drive
Fairfield, OH 45014

**SUBJECT: QUALIFICATION STATEMENT FOR FAIRFIELD COMPREHENSIVE PARKS
AND RECREATION MASTER PLAN**

Dear James:

The Eppley Institute for Parks and Public Lands is pleased to submit our qualifications to prepare the Comprehensive Parks and Recreation Master Plan for the City of Fairfield, OH. With our extensive local and national experience in parks master planning, recreation programs, and facilities planning, our team is uniquely qualified to assist you in this important project.

The Comprehensive Park and Recreation Master Plan presents the City of Fairfield with a unique opportunity to integrate several different plans, analyses, and reports into a single, focused, and sustainable plan that continues the careful, exceptionally effective long range vision planning for Fairfield's citizens. The Master Plan provides the Fairfield community with a platform to identify the park and recreation needs of the community through reviewing current conditions, assessing the interests, opportunities, issues, and desires of its citizens, and envisioning a future for one of the most valued amenities of Fairfield residents—their park and recreation system.

The Eppley Institute team has delivered unparalleled expertise in community park and recreation master planning for some of the best cities in America, including Fairfield, and we would like the opportunity to expand on previous work done in your community. The strength of the Eppley Institute team lies in two important realities; 1) our extraordinary expertise with over 20 years and 250 public agency real-world projects to design practical solutions that work in locations across the nation, and 2) our commitment to community involvement, which is evidenced in this proposal.

Community engagement and public involvement are foundational to the master planning process. The Eppley Institute ensures that this foundational requirement is elevated in master planning for communities through thorough

and innovative techniques that facilitate effective decision-making in the public arena. The team excels at processes and strategies that will enable the Fairfield community to come to consensus on long-term approaches for the viability of the parks and recreation system well into the future. This commitment to an inclusive and comprehensive public outreach program, as evidenced by the Institute's national reputation for effective and unique public involvement processes, most recently in Boulder, CO, is a critical component of this proposal.

In addition, the Eppley Institute team provides award winning project management, project oversight, and quality control every step of the way, along with its considerable technology resources, expandable research and planning staff, park and recreation management expertise, and the ability to travel to Fairfield as needed. The result is the creation of a uniquely talented and broadly experienced multi-disciplinary team committed to and passionate about parks and recreation, the important role of master plans, and the continuation and enhancement of the community's vital parks and recreation system.

Stewardship, play and recreation, and sustainability are also the focus of the Eppley Institute team when serving clients or working in city government. Recognizing the limits of public funding, as well as the responsibility of stewarding critical environmental, health, cultural, and recreational assets of the communities in which they work, each team member is committed to the balance of environmental, recreational, and financial continuation of the systems, facilities, staffing, and programs that make the City of Fairfield Parks and Recreation Department potentially one of the region's benchmark programs.

With our proven record of providing the highest quality professional services at reasonable costs, our consultant team can assure you effective and timely services. We welcome the opportunity to discuss this project further. Please do not hesitate to contact us with questions or to provide any additional information.

Respectfully Submitted,



Stephen A. Wolter
Executive Director

Qualifications to Complete

City of Fairfield Comprehensive Park and Recreation Master Plan

A Snapshot of the Eppley Institute

The Eppley Institute for Parks and Public Lands, located in Bloomington, Indiana, was founded in 1993 by the Recreation, Park, and Tourism Studies Department at Indiana University. The mission of the Institute is to partner with recreation, park, and public land organizations to enhance access, choice, and quality of natural, cultural, and recreational experiences. We are dedicated to meeting the needs of park, recreation, and public land organizations. Our strategic foundation enables us to successfully provide high quality, practical services that meet the needs of the City of Fairfield and the Parks and Recreation Department.

The Eppley Institute currently employs 10 full time staff and utilizes additional project support staff on an as needed basis whose specializations range from IT to graphic design. As part of Indiana University, the Eppley Institute is also able to call upon professors, experts, researchers, and graduate students in a wide variety of fields.

The Eppley Institute provides professional services in three main areas: planning and design; training and education; and research and assistance. The service area of planning and design applies to the RFQ for the City of Fairfield Parks and Recreation Department Comprehensive Master Plan. Eppley's park and recreation planning and design services balance the needs and desires of a community with practical, real-world constraints, and economic realities. Through extensive research and analysis, continuous community involvement, public engagement, and a combination of local and national expertise, we create plans that are widely supported and successfully implemented.

With the advantage of working across the country, the Eppley Institute has gained a wealth of expertise in recreation, park, and land management planning and design. We work closely with a diverse network of partners to develop tools that are comprehensive, innovative, grounded, strategic, and effective in addressing the unique issues that face our partners. Our work in this functional area includes:

- System-wide Master Plans
- Public Meeting Facilitation
- Public Surveys
- Benchmarking Analysis
- Level of Service Analysis
- Comprehensive Management Plans
- Strategic Plans
- Stakeholder Interviews
- Asset Management Analysis and Plans
- Site-specific Planning and Design

Our projects are designed to meet each partner's specific needs. Others may reuse and recycle content in producing deliverables, but each project the Institute undertakes is customized to the client's needs. The Institute consistently goes beyond the bounds of most traditional approaches. We not only understand, but strongly advocate for, the comprehensive and universal role that parks and recreation serves in communities. To that end, we develop strategies and recommendations that reflect:

- Public Health
- Environmental Protection
- Asset and Facility Management
- Economic Impact
- Education and Interpretation
- Public Policy
- Cultural Heritage

Summary Description of Institute Qualifications

Name and Office Location:	Eppley Institute for Parks and Public Lands, Indiana University 501 N. Morton Street, Suite 101 Bloomington, IN 47401
Length of Time in Business:	20 Years, Since 1993
Total Number of Employees:	10 Full-time; 10-28 part-time depending upon specialty duties required
Executives (Principals):	Stephen A. Wolter, CPRP Professional in parks, recreation, urban planning, and public lands management
Professional Services Offered:	Park and Recreation related Planning Related Services as below: <ul style="list-style-type: none"> • System-wide Master Plans • Comprehensive Management Plans • Strategic Plans • Public Meeting Facilitation • Public Surveys • Stakeholder Interviews • Benchmarking Analysis • Asset Management Analysis and Plans • Level of Service Analysis • Site-specific Planning and Design

Project Team

Because of our experience working on master plan projects, the Eppley Institute has developed a methodology that allows team members to each contribute individually to the project, while also providing support and collaboration to the team effort. This method will provide the City of Fairfield Parks and Recreation Department with national expertise in research, analysis, service standards, gap analysis, strategic planning, financial analysis, market research, and community engagement. The exhibit below, Figure 1 (followed by staff profiles) provides a picture of the capabilities and experience of the Eppley team for the City of Fairfield Parks and Recreation Department Comprehensive Master Plan.

Exhibit 1: Consultant Team Capability in Required Qualifications

Consulting Team Member or Reference Project Experience	Public Engagement/Community Survey	Parks and Facilities Needs Assessment	Recreation Park Facility Planning, Operation and Design	Project Management and Coordination	Professional Certification GPRP	Asset Management	Recreation Demand, Supply, and Needs Analysis	Park Policy, Capital Funding and Practices Development
People								
Wolter,	●	●	●	●	●	●	●	●
Hackerd	●	●		●		●	●	
Hochstetter	●	●	●	●	●		●	
Capps	●	●		●		●	●	
Wiltz	●	●	●	●			●	
Projects								
Anchorage, AK	●	●	●	●	●	●	●	●
Boulder, CO	●	●	●	●	●	●	●	●
Business Feasibility Study – NPS Training Centers	●	●		●	●	●	●	
Gary, IN	●	●	●	●	●	●	●	●
IN State Wildlife Action Plan	●			●	●			●
Washington, DC	●	●		●	●		●	●

Individual Team Member Qualifications



Steve Wolter, CPRP
Executive Director, Principal, Eppley Institute

Summary

Steve Wolter's role as Executive Director of the Eppley Institute involves leading major programs in technical assistance, research, training and education, and planning for Indiana University. He has more than thirty years of experience in the training and education of students and professionals in the parks, recreation, and public lands field. His parks management experience includes facilities management, urban and regional planning, recreation, sports, and tourism. He has served as project manager in the development of master and strategic plans, needs assessments, and training development plans. While directing the Eppley Institute, Steve also teaches leadership, philanthropy, planning, public policy, and information technology classes in his role as Assistant Professor at Indiana University, Bloomington.

Experience

- Eppley Institute for Parks and Public Lands, 12 years
Executive Director since 2003, Director, 2001-2003, Assistant Director, 1996-2001
- Other firms, 30 years' experience including:
 - Director, Parks & Recreation, City of Bloomington, IN
 - Associate Director, Recreational Sports, Indiana University
 - Director, Parks, Recreation and Facilities, City of Morro Bay, CA
 - Facility Manager, Parks and Recreation, City of Santa Maria, CA
 - Assistant Director, Recreational Sports, University of Minnesota, Duluth, MN

Education

M.S., Recreation and Park Management, Indiana University, 1980
B.A., Urban Studies, University of Minnesota, 1979

Related Projects

- Boulder Park and Recreation Master Plan Update
- Strategic Plan for USA/Amateur Softball Association
- Municipality of Anchorage Parks, Natural Resources, and Recreation Facilities Plan,
- City of Gary Park and Recreation Master Plan
- City of Fairfield, OH various projects
- City of Indianapolis Master Plan, St. Joseph County Regional Parks Comprehensive Plan,
- Tidelands Park Coastal Tidelands Development Project
- Morro Bay Community Center, Centennial Parkway Development,
- Hesperia, California; Park and Recreation Comprehensive Plan
- Municipality of Anchorage Parks and Recreation Management strategic reorganization
- Indiana Trails Study



Austin Hochstetler, CPRP
Project Manager, Eppley Institute

Summary

Austin Hochstetler became a project manager for the Eppley Institute in 2012. Mr. Hochstetler has worked largely in the parks and recreation field, holding various positions in the non-profit and public sectors. He brings diverse professional experiences that include positions with the Indiana Department of Natural Resources, Boy Scouts of America, and YMCA, and has worked in many capacities for Clemson University. He also has tremendous experience working in the outdoor recreation industry as an instructor and manager.

Mr. Hochstetler contributes to the advancement of the Eppley Institute's core values and goals with his strong research, organization, communication, and interpersonal skills, which he honed through his participation in grant research work for Housing and Urban Development (HUD) as well as his experience in evaluation research and park and recreation department assessments. With his background in working with people of varying ages and demographics, he has a keen ability to collaborate and communicate with stakeholder groups. His interests include not only building better people but also building better communities.

Experience

- Outdoor and Nature Programs Center Manager, Clemson University, 2010-2012
- Aquatics Manager, Monroe County YMCA, Bloomington IN, 2008-2010
- Recreation Attendant, Indiana Department of Natural Resources, 2007

Education

- M.S., 2012, Community Recreation Management, Clemson University
- B.S., 2010, Outdoor Recreation and Resource Management, Indiana University

Related Projects

- Iowa State Parks Strategic Plan
- City of Boulder, CO Park and Recreation Master Plan
- Indiana State Wildlife Action Plan
- International Park and Recreation Certification Program and Academy
- Symposium on Parks, Public Lands and Public Health in Indiana
- Facility Manager Leaders Program Return on Investment Analysis



Jeremy Hackerd
Project Manager, Eppley Institute

Summary

Mr. Hackerd became a Project Manager at the Eppley Institute for Parks and Public Lands in 2010 bringing valuable experience from many realms of public administration, policy, and education. He originally joined the Institute as an Instructional Designer providing key expertise in the development of e-courses and professional educational materials. Jeremy's background in

United States History, public history, and state government complement the Epley Institute's subject matter expertise quite well. Furthermore, his past experience managing the Indiana Historical Marker Program brings additional skill in project management, interpretation, public engagement, research, and writing. He also serves as the Assistant Director of the Great Lakes Park Training Institute.

Experience

- Assistant Director, Great Lakes Park Training Institute, 2012-Present
- Project Manager, Epley Institute for Parks and Public Lands, 2010-Present
- Instructional Designer, Epley Institute for Parks and Public Lands, 2009-2010
- Historical Marker Program Manager, Indiana Historical Bureau/State of Indiana, 2006-2009

Education

M.A., 2006, American History, Indiana University-Purdue University, Indianapolis
 B.A., 2003, Double Major (History and Political Science), Indiana University

Related Projects

- Jackson County (IN) Park Board Park and Recreation Master Plan
- Great Lakes Park Training Institute
- Park and Recreation Facility Management Certificate Program Survey Analysis
- National Park Service Partnership Practices Research and Survey
- Facility Management Software System 6.2 Update Survey



Nona Capps
 Project Manager, Epley Institute

Summary

Nona Capps became a project manager at the Epley Institute in 2010, after serving as the primary coordinator of partnership enrichment since 2009. Before joining the Institute, Ms. Capps worked for the National Park Service (NPS) as an interpretive park ranger and public information officer. She has a proven ability to work with diverse professionals, including park superintendents, incident management commanders, law enforcement rangers, and seasonal staff.

Ms. Capps plays a lead role in several Epley Institute projects, including providing project management of the Institute's partnership with the NPS Interpretive Development Program, the training and development program for all NPS interpretation staff. It also serves interpreters outside of the NPS, including those at state and local levels. She is also a key analyst for park and protected area strategic planning projects, including the controversial 2010 Assateague Island National Seashore Oversand Vehicle and Backcountry Use Study, which examined the best way to balance recreational use of the park with the need to protect natural resources. Her other projects include management of the Asset Management Key Skills Webinar Series for the National Park Service Park Facility Management Division.

Experience

- Project Manager, Eppley Institute for Parks and Public Lands, 2010-present
- Interpretive Park Ranger, Ozark National Scenic Riverways, National Park Service, 2009
- Interpretive Park Ranger, Whiskeytown National Recreation Area, National Park Service, 2008

Education

M.L.S., 2008, Library Science, Indiana University
 B.S., 2006, Spanish, Indiana University-Southeast

Related Projects

- National Park Service Interpretive Field School Feasibility Study
- National Park Service New Division Chief Leadership Development Program Needs Assessment Report
- National Park Service Human Resources Career Field Competency Gap Analysis Study Report
- Assateague Island National Seashore Oversand Vehicle and Backcountry Use Study



L. Kate Wiltz

Project Manager, Eppley Institute

Summary

Ms. Wiltz has worked in the environmental education, communication, and interpretation fields for many years. In addition she has experience with state and local agencies doing participatory program development and evaluation in natural resources. Prior to working at Eppley Institute, she worked for The Ohio State University Extension on a variety of public education and engagement programs. Kate has worked on program improvement projects with such national organizations as the North American Association for Environmental Education and the National Park Foundation. Her background in and commitment to utilization-focused and stakeholder-based approaches inform her work at Eppley.

Experience

- Project Manager, Eppley Institute for Parks and Public Lands, 2013-Present
- Extension Associate, Ohio State University Extension, 2001-2005

Education

M.S., 2001, Natural Resources, The Ohio State University
 B.A., 1993, Anthropology and Environmental Studies (Double Major), Indiana University

Related Projects

- Ohio State University School of Natural Resources Strategic Plan
- Ohio Landowner Attitudes Regarding Private Property Hunting Access
- Ohio Woodland Stewards Program Development and Evaluation
- Gwynne Conservation Area Visitor Survey

National Park Foundation PARKS Project Evaluation

Additional Resources

Because the Eppley Institute is part of Indiana University, the Institute is able to capitalize on the expertise of university faculty, graduate students, and staff in completing the Fairfield Comprehensive Park and Recreation Master Plan. This allows the Institute, as situations develop, to incorporate experts from Indiana University's Recreation, Parks, and Tourism Studies Department, the School of Public and Environmental Affairs, the School of Public Health and other experts into the Comprehensive plan effort. Additional documentation concerning the consultant team's qualifications can be provided as it may be needed.

Relevant Project Experience

The Eppley Institute has completed, since 1993, over 350 different projects for local, state, federal, not for profit, and profit making organizations including the City of Fairfield, OH. The Institute's success has been recognized in eight national and state awards given to the Institute and its staff since 1993. Exhibit 2 as follows lists a few of these many projects related to developing the Comprehensive Park and Recreation master Plan for Fairfield.

Exhibit 2: Eppley Institute Relevant Park and Recreation Master Plan Experience

Project Name	City of Boulder 2013 Parks and Recreation Master Plan
Location	Boulder, Colorado
Client Name, Contact, and Telephone Number	City of Boulder Parks and Recreation Department Jeff Dillon, Director 303-413-7215
Project Scope	10-Year Update to the Parks and Recreation Master Plan
Work Plan	Lead consultant. Work performed included all aspects of the master plan – SWOT analysis, mission, vision, goals, strategy development, community meetings, assisting in developing survey instruments, research, analysis, standards development, presentations to boards and City Council, draft text, final graphics, overall quality control.
Project Duration	January 2011 to October 2013
Fee	\$235,000
Project Name	Anchorage Parks, Recreation, and Open Space Plan and Technical Assistance Program
Location	Anchorage, AK
Client Name, Contact, and Telephone Number	Anchorage Parks and Recreation Department Holly Spoth-Torres, Park Superintendent 907-343-4585
Project Scope	Update and expansion of master plan to guide decision-making for the management of a system with 10,000 acres of parkland

Work Plan:

and thousands of recreation facilities and programs. Provide post-adoption support to implement plan strategies, improve business practices and develop staff.

Lead consultant. Conducted stakeholder interviews, workshops, focus groups, open forums, and public meetings. Created level of service standards for programs and facilities and, produced benchmark analysis of six peer cities to establish evaluation criteria. Established strategies and policies for land preservation, acquisition, and disposition. Mapped goals, timelines, and assignments of responsibility.

Project Duration:

November 2003 to October 2009

Fee:

\$178,000

Project Name: Business Feasibility Study – NPS Training Centers

Location:

Harpers Ferry, WV and Grand Canyon, AZ

Client Name, Contact, and Telephone Number:

Stephen T. Mather Training Center, National Park Service
Dave Dahlen, Superintendent
304-535-6218

Project Scope:

Evaluate the facility condition, needs, and viability of the Albright and Mather Training Centers, the two National Park Service signature training facilities. Completed condition assessment, fiscal and business practice analysis, pro-forma review of financial effectiveness and developed recommendations for improved viability.

Work Plan:

Lead consultant. Completed a business feasibility study to determine if these facilities could become self-sufficient. The study involved several components such as market research, benchmarking, operational analyses, financial analyses, and pro forma development.

Project Duration:

May 2006 to July 2008

Fee:

\$58,000

Project Name: Parks and Recreation Master Plan

Location:

Wabash, IN

Client Name, Contact, and Telephone Number:

Wabash Parks Department
Todd Titus, Superintendent
260-563-4171

Project Scope:

Update of master plan to establish new management strategies dealing with development pressures, population growth, and shifting customer use patterns. Formalized collaborative model in the City with non-profits including "Field of Dreams" youth sports center, Honeywell Center, YMCA, and others to ensure no duplication of services occurred or was planned. Developed

Work Plan	significant trail system using natural resource corridors, community parks and schools, and important utility corridors to create a walkable city.
Project Duration	December 1999 to July 2008 in 3 separate projects for 5 year plans
Fee	\$28,000 per plan

Project Name: Gary Parks and Recreation Master Plan

Location	Gary, IN
Client Name, Contact, and Telephone Number	Gary Parks and Recreation Department Lori Peterson Latham 219-886-7099
Project Scope	Update of master plan to establish new priorities and define realistic objectives for the revitalization of the Gary Parks System. Plan was to ensure that local recreation and park facilities were made available given drastic reductions in staff, funding, and support. Developed a program for retaining open space and concentrating services in one park or facility within specified service districts with a focus on community partnerships to retain and/or improve park and recreation services.
Work Plan	Lead Consultant. Evaluated the physical condition and accessibility of existing park facilities and programs. Evaluated policies, organizational structure, budget, and guiding principles. Conducted benchmark analysis. Developed public engagement plan including stakeholder interviews, focus group meetings, community leader's workshop, partnership breakfast, and community forums. Provided a guide for park and recreation program development that reflected diverse community interests and addressed basic needs of the population and essential funding issues.
Project Duration	September 2008 to September 2009
Fee	\$64,000

Project Name: Indiana State Wildlife Action Plan

Location	Statewide- Indiana
Client Name, Contact, and Telephone Number	Indiana Department of Natural Resources Julie Kempf, Natural Resource Division (317) 234-3539
Project Scope	Update of State Wildlife Action Plan for receipt of federal grant

Work Plan	funds over 10 year period. Conducted research on state wildlife issues and facilitate public engagement and preliminary scope of work for state citizen survey and action plan finalization.
Project Duration	Lead Consultant. Utilized project management, research, public engagement via Pathfinders SM process to conduct 3 location based, and 2 online public meetings with over 200 organizations represented.
Fee	April 2013 to December 2013
	\$46,600

Project Approach

A master plan for parks and recreation is a comprehensive view of the system that supports a community's identity, values, health, vitality, economics, and culture. This master plan update performs the critical function of aligning the continuing vision for the City of Fairfield's Parks and Recreation Department with planning, design, standards, policies, practices, strategies, and tactics that inspire the community to work together to advance the system.

The Eppley Institute's experience with national practices in parks and recreation, trends research, and widely based experience will provide the City of Fairfield with a significant advantage in outfling a Park and Recreation Master Plan that will advance the Fairfield Park and Recreation System. The project approach outlined below builds on the scope of services provided in the RFQ.

Recreation Demand, Supply, and Needs Analysis

Accurately assessing a community's unique needs is fundamental to planning. Driven by data about the situation and environment, timely and appropriate decisions need to be made about how to meet the community's demand with a supply of the right mix of services. Demand is derived from multiple sources: community engagement, research on trends, findings from benchmark communities, and related research. Supply is informed by policy guidance, organizational structure, available resources, and other factors. As such, conducting a needs assessment requires a synthesis of a wide array of inputs that ultimately yield valuable information about how to establish Level of Service (LOS) standards.

The Eppley Institute project team proposes using a two-pronged approach to derive findings that inform service levels for the department. One source of information relies on the results of community engagement activities outlined in the community survey and public engagement processes of master plan development. Additionally, the project team will identify six regional and national communities to benchmark level of service analyses and strategic recommendations with similar data from Fairfield.

Parks and Facilities Needs Assessment

Individual site visits to each of the 28 parks and recreation facilities will provide a complete inventory, assessment and understanding of the City of Fairfield Parks and Recreation system. Photos and field notes will be used to document park components, including the types, number, and conditions of available facilities, as well as the overall design, effectiveness, and usability of the park. The project team will also assess the asset status (using industry standard metrics), environmental sustainability, and fundamental accessibility challenges of the site to make recommendations for planned level of service and operations at each park. Additional facets that will be assessed are program, partnership and revenue opportunities, visibility to the community, and potential development opportunities.

Additionally, the Epley Institute's experience with National Park Service for the past 10 years on park asset management practices, including built assets and natural assets. The project team will incorporate this expertise to recommend improvements and efficiencies in the City of Fairfield Parks and Recreation Department facilities and parks.

The results of the park evaluations will serve as an effective planning tool for the Fairfield Parks and Recreation Department. The value of the analysis of each park, individually addressed with detailed descriptions of available facilities and opportunities, analyses of existing conditions, and recommendations for improvement, will fundamentally help to drive project, use and program planning for the individual components and the overall system.

An optional service not found in the RFQ which might be considered by the City of Fairfield as an expanded scope of services would be to establish an asset management plan for Fairfield Parks and Recreation Department facilities that would include a documented deferred maintenance, asset priority determination, critical component renewal analysis, base line estimate of funds necessary to maintain the assets, as well as the funding gap.

Community Survey

The project team will address the community input process in a manner that encourages openness and willingness to identify needs and issues affecting citizens at an individual and community level. The process will begin by meeting with the Fairfield Parks and Recreation Board and with staff members. Information gathered at these meetings will be used to develop a stakeholder questionnaire that addresses current and future issues and concerns.

Stakeholder Interviews

Community stakeholders will be interviewed with two potential options or a combination thereof to choose from. The project team can conduct stakeholder interviews with up to 20 individuals or interviews can be conducted in groups of up to 3 people per interview. All comments from the interviews will be recorded and analyzed using qualitative data analysis methods to determine core themes. The stakeholder interviews will allow the Epley Institute to develop appropriate questions for the

community survey, identify areas for benchmark comparison research, and identify trend research that should be completed. In addition, physical system needs will be identified in these interviews.

Focus Groups

During the process user groups, specific demographic groups, and others will be identified for involvement in three focus groups. These focus groups can be scheduled prior to community survey, after community survey and in testing park and recreation master planning priorities or in both approaches as determined in project initiation meetings.

Public Workshop

After stakeholder interviews and focus groups have been completed and analyzed, a public workshop will be held in order to get additional feedback from members of the general public and ensure that all issues, concerns, and needs have been identified.

Community-Wide Survey

Results from these qualitative public input methods will be used to inform the creation of a community parks and recreation survey. The Eppley Institute will use a mail survey method with a random selection process to administer the survey. The process proposed would be to utilize a mail survey to select a sample population of citizens to respond to an internet based survey. For those who do not have access to the internet, paper copies can be mailed by the Fairfield Park and Recreation Department with postage paid return envelopes. The Eppley Institute has used this survey method for several projects and it has proven to be very successful with response rates in the 70% range.

A separate, identical Web-based survey will be created to place on the Fairfield Parks and Recreation Department website. This survey will allow any residents to respond to the survey questions via the website, and the opportunity to provide input as well. The data from this survey can be used to further add to the important random sample survey data in order to ensure the best possible reporting of community park and recreation need in the master plan process.

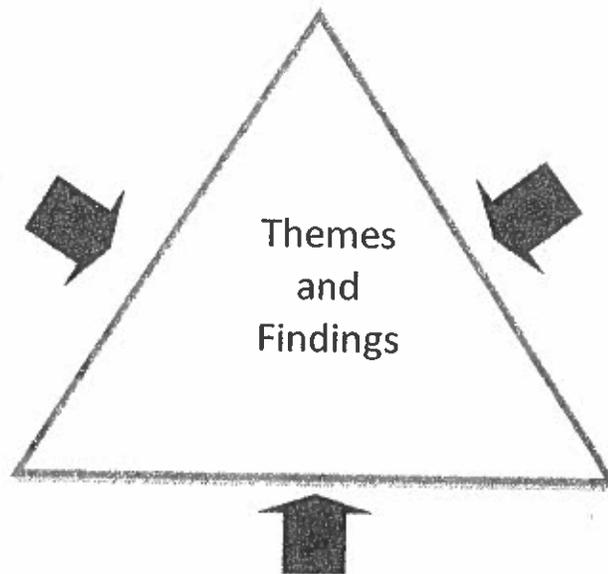
To finalize the community input process a public open house will be held to obtain feedback from residents about the draft master plan and ensure that the recommendations reflect the needs of the community. The project team will work closely with the Fairfield Parks and Recreation Department to decide on the specifics of the public meetings when the time approaches.

In summary, the Eppley Institute proposes a comprehensive, triangulated community survey and research method as represented in Exhibit 3, which validates community opinion, preferences, and interest in parks and recreation as the foundation of the park and recreation master plan for Fairfield.

Exhibit 3: Triangulated Community Park and Recreation Key Themes and Findings

Research Includes:

- Trends and Demographics
- Plans and Policies Review
- Mission and Vision Review
- Assets and Benchmarking
- Financial Sustainability
- Organization Analysis



Community Engagement Includes:

- Stakeholder Interviews
- Parks and Recreation Providers
- Online Discussions
- Community Survey
- Public Workshops
- Community Outreach

Policy Direction

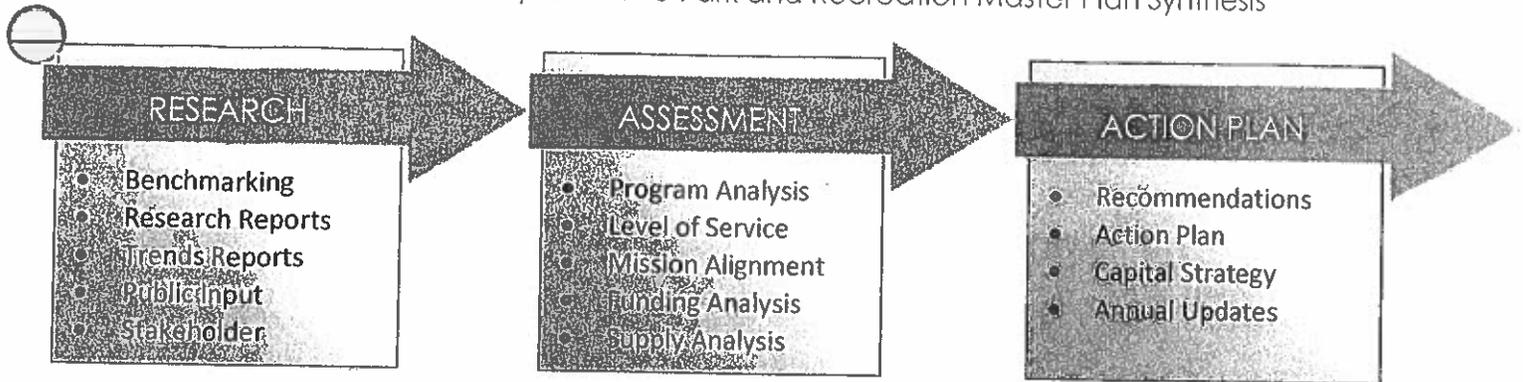
- City Council
- City Manager's Office
- Department Staff
- Parks and Recreation Board

Master Plan

The development of the Master Plan, a 10 year final draft that establishes direction for the Fairfield Park and Recreation Department and System, is of critical importance to the City. We understand the importance of this project from our prior experience assisting the Fairfield Park and Recreation Department with the Senior Adult Recreation Needs Assessment, and Park and Recreation Needs Assessments and are committed to ensuring the Master Plan is complete and effective. The critical processes that support the Master Plan focus on the synthesis of significant amounts of information and community themes and findings.

Synthesis of park and recreation master plans refers to the combination of many different components of information to form together form a single unified strategic action plan for the community focusing on parks and recreation system components. The project team anticipates working closely with the staff and Park and Recreation Board throughout the planning process to synthesis the many deliverables into one comprehensive document as shown in Exhibit 4.

Exhibit 4: Comprehensive Park and Recreation Master Plan Synthesis



To continue this collaboration, workshops will be held to ensure consensus is reached on the recommendations of the master plan. The Fairfield Parks and Recreation Department Comprehensive Master Plan will incorporate the results of the information gathering, benchmarking, service standards, and overall synthesis. A draft plan will be submitted for internal review and then presented to the public for comment in a public open house. The project team will review public, Board and staff comments, address them, and incorporate any necessary changes into the final Master Plan, which will then be presented to the Fairfield Park Board for final approval and adoption.

Concluding Remarks

The Eppley Institute is about the Comprehensive Master Plan and the opportunity to contribute to the success of the City of Fairfield and its Parks and Recreation Department. The project team will make all necessary arrangements to accommodate this engagement with priority. Indeed, we have assembled our consulting team by selecting a membership structure that places emphasis on responsiveness and accountability – not only to ensure that we provide the availability needed for this project but also to reflect superlative quality in every aspect of the plan.

Response and Inquiries

Further questions, requests for clarification, and/or response to this proposal should be directed to:

Stephen A. Wolter, Executive Director
 Eppley Institute for Parks & Public Lands, Indiana University
 812.855.7083 sawolter@indiana.edu

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ORDINANCE NO. _____

ORDINANCE TO AMEND ORDINANCE NO. 109-13 ENTITLED "AN ORDINANCE TO MAKE ESTIMATED APPROPRIATIONS FOR THE EXPENSES AND OTHER EXPENDITURES OF THE CITY OF FAIRFIELD, OHIO, DURING A PERIOD BEGINNING JANUARY 1, 2014, AND ENDING DECEMBER 31, 2014."

BE IT ORDAINED by the Council of the City of Fairfield, Ohio, that:

Section 1. Ordinance No. 109-13, the 2014 Appropriation Ordinance, is hereby amended in the following respects:

From:	Unappropriated Capital Improvement Fund	\$30,000
To:	40216025-252000 Other Professional Services <i>(Comprehensive Parks & Recreation Master Plan)</i>	\$30,000

From:	Unappropriated General Fund	\$5,200
To:	10041225-253200 Capital Equipment <i>(Audio/Visual Equipment for Municipal Building NW Conference Room)</i>	\$5,200

Section 2. This Ordinance shall take effect at the earliest period allowed by law.

Passed _____
Mayor's Approval _____

Posted _____

First Reading _____ Rules Suspended _____

Second Reading _____

Third Reading _____

ATTEST:

Clerk of Council

This is to certify that this Ordinance has been duly published by posting and summary publication as provided by Charter.

Clerk of Council