



AGENDA

OXFORD CITY COUNCIL

COURTHOUSE

TUESDAY, FEBRUARY 7, 2023

EXECUTIVE SESSION 7:15 P.M.

R.C. 121.22(E)(1) To Consider Appointments to Boards and Commissions

1. Roll Call.

William Snavelly, Mayor

Chantel Raghu, Vice-Mayor

Jason Bracken

Glenn Ellerbe

Amber Franklin

Alex French

David Prytherch

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda, and Consent Agenda items, will be heard under Public Comments – and (2) Comments on all Resolutions and Ordinances will be heard during Council consideration of said item. Please wait until you are recognized by the Mayor, state your name and address so that your comments may be properly recorded and limit your remarks to a period of five minutes or less.

REGULAR MEETING

7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

3. Public Participation.
 - A. Appointments to Boards and Commissions.
 - B. Public Comments.

The purpose of the Public Comments Section is for members of the Public to speak to the City Council on any subject not scheduled on the Agenda, except Consent Agenda items. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff or other members of the public and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

4. Consent Agenda.

All matters under the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

 - A. Minutes of the January 17, 2023, City Council Work Session (Heather Barbour, Clerk of Council) pg 5
 - B. Minutes of the January 17, 2023, City Council Meeting (Heather Barbour, Clerk of Council) pg 46
 - C. Minutes of the January 20, 2023, City Council Retreat Work Session (Heather Barbour, Clerk of Council) pg 61
 - D. A Resolution declaring certain City Property no longer needed for any Municipal purpose as surplus and authorizing its advertisement and sale to the highest bidder by public auction, including internet electronic auction. (Mike Dreisbach, Service Director) pg 63
 - E. A Resolution declaring certain City Property no longer needed for any Municipal purpose as surplus and authorizing its advertisement and sale to the highest bidder by public auction, including internet electronic auction. (Geoff Robinson, Acting Police Chief) pg 65

5. Resolutions.

1. A Resolution authorizing the City Manager to use American Rescue Plan Act (ARPA) funds and enter into a contract with Neighborhood Housing Services as an Affordable Housing Consultant & Developer, at a cost not to exceed \$25,000.00 per year. (Jessica Greene, Assistant City Manager) pg 67
2. A Resolution adopting the 2023 Measurable Action Items to progress toward Comprehensive Plan Goals. (Jessica Greene, Assistant City Manager) pg73
3. A Resolution authorizing the City Manager to apply for the Butler County American Rescue Plan Act (APRA) funds to be used for a One-Stop Social Services Facility. (Jessica Greene, Assistant City Manager) pg 89
4. A Resolution authorizing the City Manager to apply for the Butler County American Rescue Plan Act (ARPA) funds to build a new facility for the Oxford Seniors. (Jessica Greene, Assistant City Manager) pg 96
5. A Resolution authorizing the City Manager to apply for the Butler County American Rescue Plan Act (ARPA) funds to be used for City Infrastructure and to establish a Social Services Facility fund. (Jessica Greene, Assistant City Manager) pg 112
6. A Resolution authorizing the City Manager to enter into a contract with Voss Toyota for the purchase of a Toyota Tacoma with specified options at a cost not to exceed \$37,032.00 (Geoff Robinson, Acting Police Chief) pg 116
7. A Resolution accepting the Environmental Commission's recommendation to adopt a landscape naturalization master plan to promote biodiversity, carbon sequestration, and reduced mowing. (Mike Dreisbach, Service Director) pg 123

6. Ordinances.

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

A. First Reading.

1. An Ordinance authorizing the City Manager to enter into an easement agreement between the City of Oxford and G. Alan Kyger Trust for public utility easements to repair existing sanitary and storm lines as set forth in Exhibit "A" attached hereto. (Mike Dreisbach, Service Director) pg 173

2. An Ordinance authorizing the City Manager to enter into an easement agreement between the City of Oxford and G. Alan Kyger Trust for public utility easements for planned sanitary sewers as set forth in Exhibit “A” attached hereto. (Mike Dreisbach, Service Director) pg 179
3. An Ordinance amending Ordinance No. 3697 Supplemental Budget Ordinance Number 1 to make supplemental appropriations for fiscal year 2023. (Joe Newlin, Finance Director) pg 185

B. Second Reading

1. An Ordinance to approve current replacement pages to the Oxford Codified Ordinances. (Doug Elliott, City Manager) pg 190

7. A. Announcements & Communications.

1. Remarks from City Council and City staff.

The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

2. Future Meetings.

(Note: Meetings are held at the Court House unless otherwise indicated.)

WED – Feb. 8	CANCELED- Historic & Architectural Preservation Commission 6:15 p.m.
MON – Feb. 13	Parking & Transportation Advisory Board Meeting 9:30 a.m. Municipal Building
MON – Feb. 13	Recreation Board Meeting 11:30 a.m. Municipal Building
TUES – Feb. 14	Public Arts Commission Meeting 4:30 p.m. Municipal Building
TUES – Feb. 14	Planning Commission Meeting 7:00 p.m.
THUR –Feb.16	Climate Action Steering Committee Meeting 8:30 a.m. Municipal Building
THUR– Feb. 16	Police Community Relations & Review Commission Meeting 7:00 p.m.
MON – Feb. 20	Holiday – City Offices Closed
TUES – Feb. 21	Housing Advisory Committee Meeting 3:30 p.m. LCNB Community Room
TUES – Feb. 21	City Council Meeting 7:30 p.m.
TUES – Feb. 28	Board of Zoning Appeals Meeting 6:30 p.m.
WED - Mar. 1	Environmental Commission Meeting 7:00 p.m. Municipal Building
TUES – Mar. 7	City Council Meeting 7:30 p.m.

8. Adjourn.



OXFORD CITY COUNCIL Work Session Minutes

Tuesday, January 17, 2023

Roll Call

William Snavelly Mayor	Chantel Raghu Vice Mayor
Jason Bracken	Amber Franklin
Alex French	Glenn Ellerbe
David Prytherch	

A work session meeting of the Oxford City Council was called to order by Mayor William Snavelly on Tuesday, January 17, 2023, at 6:00 p.m. Members in attendance were Amber Franklin, Alex French, Glenn Ellerbe, David Prytherch, Jason Bracken, and Chantel Raghu arrived at 6:09 pm.

Staff Members in Attendance

Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Mike Dreisbach, Service Director; Mr. Sam Perry, Community Development Director; Mr. Casey Wooddell, Parks and Recreation Director; Mr. Chris Conard, Law Director; Mr. Joe Newlin, Finance Director; Mr. John Detherage, Fire Chief; Mr. Geoff Robinson, Lieutenant, Acting Police Chief and Ms. Heather Barbour, Clerk of Council.

Motion to Approve the Agenda.

(Voice Vote) 1st Mr. Prytherch 2nd Ms. French

AYE #6

NAY #0

ABS # 0

Presentation- American Rescue Plan Act Proposals

Ms. Greene presented a review of the County ARPA request process, which included information on the following:

- 2021 County Proposal One Stop Social Services Facility
- 2022 Amended Proposal
- Option 1: Select a social service agency and resubmit the proposal for ARPA funding
- Option 2: City Infrastructure and new Fund for Social Service Facility

Ms. Greene addressed questions and comments from Council members. Mayor Snavelly thanked Ms. Greene for the presentation.

(Slides included)

Discussion – Fire/EMS Staffing and Funding at 6:48 pm.

Mr. Elliott presented Fire/EMS discussion topics, which included information on the following:

- Staffing Challenges
- Fire/EMS Statistics from 2009-2021
- Building Fires and estimated Fire Loss by the Year 2014-2021 Statistics
- Revenue Options

Mr. Elliott addressed questions and comments from Council members. Mayor Snavelly thanked Mr. Elliott for the presentation.

(Slides included)

Adjournment

Motion to Adjourn Meeting at 7:22 p.m.

(Voice Vote) 1st Ms. Raghu 2nd Ms. French

AYE #7

NAY #0

ABS # 0



Review of County ARPA request process



Even with joint applicants- the City is the sub recipient and responsible for success of program application.





2021

One Stop Social Services Facility

Butler County Commissioners Proposal



2021 County Proposal

One Stop Social Services Facility:

- 6,000 SF facility –ADA Compliant
- Ground floor:
 - Staff offices of new housing non profit.
 - Satellite offices for County Social Service providers with no Oxford location.
 - Commercial Kitchen for Food Security Programs with Miami University
 - Shared Educational Space
 - Shared campus with TOPSS and Family Resource Center.
- **Basement Level**
 - Emergency Cold Shelter Space: lockers, shower facilities, partitions.
 - Emergency Tornado Shelter for adjacent Mobile Home Park.



RENDERED REAR ELEVATION



RENDERED FRONT ELEVATION



ARPA funds need to be utilized by 2026



Why an Amended Proposal to County?

Since 2021:

- Both Ann and Brad resigned.
- City learned that FRC not able to provide case management/management of emergency shelter after Brad's departure.
- City learned a lot about best practice response to homeless- permanent supportive housing. Start up funding available for this model and then funding support for 15 years. With this information- recommend movement away from emergency shelter with cots.



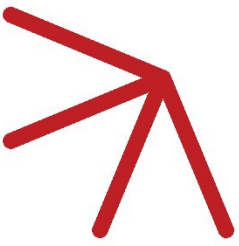
2022 Amended Proposal

Recommended to Oxford City Council a pivot to ask for \$3M in funds for the renovation of the TRI community center for operational space, and the addition of senior organization's wing. Instead of One Stop Social Service Center with TOPSS/FRC.

Council approved 11/1/2022.
New proposal was sent to Butler County.



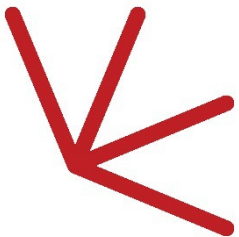
2022 Amended Proposal



\$1.5M awarded by Butler County.

City asked Oxford Seniors to decide if they can still use and fulfill renovation and be out of current facility by 2025.

Seniors Board voted yes.



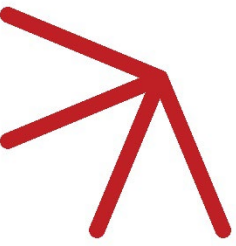
But wait...

While we received a notice of funding for the “Multi Generational Community Center project” the actual Resolution passed by the County states: TOPSS project.

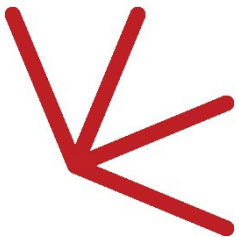
(Which is not the name of either proposal)



Now what?



With our lack of communication with a key partner and the County's miswording on the Resolution language- the City has asked for a pause to allow Council to decide what you'd like to propose to the County.



City staff are concerned that local non profits will have a hard time planning and building new facilities under ARPA guidelines by 2026.

With Council approval, the City intends to work with Neighborhood Housing Services Housing Nonprofit to continue to explore funding for Permanent Supportive Housing Model as a homeless response.



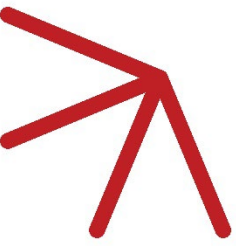
Options:

Option 1: Select a social service agency and resubmit the proposal for ARPA funding.

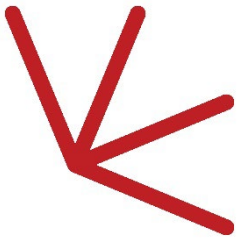
- We would pass these funds through to the nonprofit.
- They would be responsible for the construction of facility and adhering to all ARPA rules and timelines.
- Demonstrating the feasibility and sustainability of this project will be key in seeking approval from the County.

Option 2: City Infrastructure and New Fund for Social Service Facility

- Use funds to help us with our road costs for 3 years (\$500K a year). (Or other infrastructure)
- Use what we would have used on infrastructure from our general fund, and place these monies in a special fund for non profit facility improvements.
- Allows nonprofits time to explore options, develop construction plans and costs, establish operational procedures, and be free of the tight ARPA timeline.
- Because it would be general fund monies, organizations could use the funds as grant matches for other funding and be able to leverage the funding further if needed.



Discussion



CITY OF OXFORD
COUNCIL WORK SESSION OF 1/17/2023
FIRE/EMS STAFFING & REVENUE OPTIONS



OXFORD DIVISION OF FIRE/EMS

- Presently staffed with 9 FT Firefighter/Paramedics
- 3 FT Firefighter/Paramedics per 24 hour shift
- Schedule is 24 hours on & 48 hours off
- PT Firefighter/Paramedics/EMTs supplement FT staff (3 on Thursday, Friday, & Saturday- 2 on remaining days)
- Difficult to maintain or find PT Firefighter/Paramedics/EMTs)
- 2 (and possibly 3) FT Firefighter/Paramedics leaving for other city departments due in part to large number of incidents and lack of staff

Problem Issues

- Need for Additional Staff
- Eliminate Deficit Spending
- Funding for Capital Equipment Replacement

Comparative Numbers

Location	Fairfield	Hamilton	Middletown	Monroe	Fairfield Township	Liberty Township	Kent	Oxford
No. of FT FF/ Paramedics	54	105	82	40	9	42	36	9
Total Fire/EMS Calls in 2021	6,965	14,468	12,987	3,250	3,245	3,098	5,058	3,041
% False Alarm Calls of Total Fire Calls in 2021	12.49%	NA	17.6%	15.04%	19.35%	NA	30.17%	57.09%
No. of Fire/EMS Calls in 2021 per FT FF/Par.	129	138	158	81	361	74	141	338

Fire & EMS Calls 2009-2021

Jurisdiction	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
City of Oxford	1,472	1,984	2,024	1,494	1,469	1,474	1,579	1,653	2,029	2,007	1,843	1,621	2,041
MU	593	NA	NA	460	468	595	707	734	763	726	727	313	529
Subtotal City & MU	2,065	1,984	2,024	1,954	1,937	2,069	2,286	2,387	2,792	2,733	2,570	1,934	2,570
Oxford Township	161	235	140	200	172	159	151	197	188	207	199	197	205
Mutual Aid	8	12	12	3	6	12	1	11	42	35	27	42	29
Milford Township	103	66	117	68	97	185	208	204	211	201	224	160	190
Hanover Township	1	2	1	0	0	0	0	0	0	0	0	0	0
College Corner	9	12	15	3	6	14	16	39	47	61	42	29	39
Reily Township	0	0	0	1	4	5	2	5	3	2	2	4	8
Total	2,347	2,311	2,309	2,229	2,222	2,444	2,664	2,843	3,283	3,239	3,064	2,366	3,041

Fire Calls 2009-2021

Jurisdiction	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
City of Oxford	419	572	591	426	375	447	527	516	630	635	569	499	596
MU	190	*	*	186	191	215	265	274	289	244	208	123	173
Subtotal City & MU	609	572	591	612	566	662	792	790	919	879	777	622	769
Oxford Township	58	62	40	53	35	49	49	62	59	65	40	53	44
Mutual Aid	1	1	3	3	0	4	0	2	1	5	10	7	10
Milford Township	3	1	4	3	7	18	18	5	5	19	14	12	18
Hanover Township	1	1	1	0	0	0	0	0	0	0	0	0	0
College Corner	0	1	4	0	0	1	1	2	0	0	0	0	0
Reily Township	0	0	0	1	2	3	1	1	1	1	1	1	5
Total	672	638	643	672	610	737	861	862	985	969	842	695	846

* MU included in City of Oxford

EMS Calls 2009-2021

Jurisdiction	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
City of Oxford	1,053	1,412	1,433	1,068	1,094	1,027	1,052	1,137	1,399	1,372	1,274	1,122	1,445
MU	403	*	*	274	277	380	442	460	474	482	519	190	356
Subtotal City & MU	1,456	1,412	1,433	1,342	1,371	1,407	1,494	1,597	1,873	1,854	1,793	1,312	1,801
Oxford Township	103	173	100	147	137	100	102	135	129	142	159	144	161
Mutual Aid	7	11	9	0	6	8	1	9	41	30	17	35	19
Milford Township	100	65	113	65	90	167	190	199	206	182	210	148	172
Hanover Township	0	1	0	0	0	0	0	0	0	0	0	0	0
College Corner	9	11	11	3	6	13	15	37	47	61	42	29	39
Reily Township	0	0	0	0	2	2	1	4	2	1	1	3	3
Total	1,675	1,673	1,666	1,557	1,612	1,707	1,803	1,981	2,298	2,270	2,222	1,671	2,195

* MU included in City of Oxford

Fire Incidents By Type 2014-2021

Type	2014	2015	2016	2017	2018	2019	2020	2021	% of Total 2014	% of Total 2015	% of Total 2016	% of Total 2017	% of Total 2018	% of Total 2019	% of Total 2020	% of Total 2021
Fire	106	100	82	66	84	73	66	61	14.40	11.61	9.51	6.70	8.67	8.67	9.50	7.21
Subtotal Building Fire	21	12	16	16	15	22	14	13	2.85	1.39	1.86	1.62	1.55	2.61	2.01	1.54
Overpressure , explosion, (no fire)	6	13	10	4	6	5	4	7	0.82	1.51	1.16	0.41	0.62	0.59	0.58	0.83
Rescue & EMS	52	40	54	48	48	38	35	45	7.07	4.65	6.27	4.87	4.95	4.51	5.04	5.31
Hazardous Condition (no fire)	58	77	70	111	121	96	77	64	7.88	8.94	8.12	11.27	12.49	11.40	11.08	7.57
Service Call	72	86	51	43	56	52	34	70	9.78	9.99	5.92	4.37	5.78	6.18	4.89	8.27
Good Intent Call	65	69	68	74	107	110	97	114	8.83	8.01	7.89	7.51	11.04	13.06	13.96	13.48
False Alarm & False Call	375	471	522	634	531	467	376	483	50.96	54.71	60.56	64.37	54.80	55.46	54.10	57.09
Special Incident Type & Severe Weather	2	5	5	5	16	1	6	2	0.27	0.58	0.58	0.50	1.65	0.12	0.86	0.24
Total	736	861	862	985	969	842	695	846	100	100	100	100	100	100	100	100

Number of Building Fires and Estimated Fire Loss By Year

Year	Number of Building Fires	Total Estimated Loss
2021	13*	\$142,000*
2020	14	\$88,800
2019	22	\$557,953
2018	15	\$583,340
2017	16	\$401, 960
2016	16	\$45,700
2015	12	\$317,000
2014	21	\$487,200

* Building Fire with estimated loss of \$192,000 on Wayne Trace Road in Wayne Township not included in total

SUMMARY FOR 2021

- 72.2% of Calls were EMS (2,195)
- 27.8% of Calls were Fire (846)
 - 1.54 % of Fire Calls were Building Fires (13)
 - 57.09% of Fire Calls were False Alarm or False Calls (483)
 - Of the 13 Building Fires in 2021 the Total Estimated Fire Loss was \$142,000

Need for Additional Staff

- Each FF/Paramedic costs \$156,995
- Option #1 6 new staff \$941,970 (2 additional each shift)
- Option #2 12 new staff \$1,883,940 (4 additional each shift)

Fire/EMS Fund Revenue FY 2021

• Income Tax	\$1,292,355	(60.02%)
• EMS Billing & Collections	\$499,400	(23.19%)
• Oxford Township Contract	\$126,000	(5.86%)
• Other	\$235,319	(10.93%)
• Total	\$2,153,074	(100%)

Fire/EMS Fund Expenditures FY 2021

• Personnel Services	\$1,841,593
• Operating Expenses	\$410,124
• Capital Outlay	\$2,419
• Total	\$2,254,136

Fire/EMS Fund Deficit Spending

- FY 2021 Actual (\$101,062)
- FY 2022 Actual (\$765,172) includes capital cost of Fire Pumper at \$652,980 plus MU 1/3 contribution of \$217,660 for a net effect of -\$435,320 or deficit of \$329,852
- FY 2023 Estimate (\$556,741)

Revenue Options

Property Tax Levy

- 3.25 mills voted outside millage
- \$1,264,008 per year
- Miami University Property Exempt

Income (Earnings) Tax

- 0.25% voted increase
- \$1,292,000 per year
- Pension and Investment Income Exempt

Miami University Contribution

- Payment In Lieu of Taxes (PILOT)
- Agreed Annual amount
- Student Fee

Miami University Student and Facility Impact Five Year Averages (2017-2021)

• EMS Calls for 17-23 age group	28.5%
• Fire Calls at Miami Facilities	23.5%
• Fire Calls at Student Housing	19.7%
• Combined Fire Calls	43.12%
• <u>All Fire & EMS Calls</u>	<u>32.8%</u>

City of Oxford

2022 Assessed Valuation of Exempted Real Property

Type	Assessed Value	% of Total
United States of America	\$326,710	0.09%
State of Ohio	\$90,389,760	23.77%
County	\$225,900	0.06%
Township	\$61,230	0.02%
City	\$8,983,070	2.36%
Board of Education	\$10,913,880	2.87%
Schools, Colleges, & Private Academies	\$244,938,820	64.42%
Private Charitable Institutions	\$10,507,070	2.76%
Churches	\$4,757,480	1.25%
Cemeteries	\$492,720	0.13%
Municipal TIF & Other Tax Abatements	\$8,610,850	2.27%
Total	\$380,207,490	100%

City of Oxford

2022 Assessed Valuation of Taxable Real Property

Type	Assessed Vlaue	% of Total
Agricultural	\$861,230	0.22%
Residential	\$226,549,620	59.58%
Industrial	\$2,662,980	0.70%
Commercial	\$150,188,090	39.50%
Total	\$380,261,920	100%

PROPERTY TAX LEVY

- Voted (Outside) Millage
- Levy Purpose- Special Purpose
- Levy Types- Fixed Rate vs. Fixed Sum
 - Fixed Rate Levy for Special Purpose
- Additional Fixed Rate Levy (vs. renewal or replacement)

PROPERTY TAX LEVY

Revenue Estimates

- 2020 Assessed Value of Taxable Property \$388,925,590
- 3.25 mills \$1,264,008
- 3.50 mills \$1,361,730
- 3.75 mills \$1,458,996
- 4.00 mills \$1,556,262

PROPERTY TAX LEVY

Impact on Property Values

Home Market Value	Home Assessed Value	3.25 mills	3.5 mills	3.75 mills	4.00 mills
\$100,000	\$35,000	\$113.75	\$122.50	\$131.25	\$140.00
\$200,000	\$70,000	\$227.50	\$245.00	\$262.50	\$280.00
\$300,000	\$105,000	\$341.25	\$367.50	\$393.75	\$420.00
\$400,000	\$140,000	\$455.00	\$490.00	\$525.00	\$560.00

INCOME TAX LEVY

Revenue Estimates

Rate	Estimated Income
.0025%	\$1,292,355
.0050%	\$2,584,710

INCOME TAX LEVY

Impact on Taxable Income

Annual Income	.0025%	.0050%
\$25,000	\$62.50	\$125
\$50,000	\$125	\$250
\$100,000	\$250	\$500

Recommendation

- 4 mill property tax levy
- \$1,556, 262 Additional Revenue

Butler County 2021 Real Property Gross Tax Rates (Mills)

• Oxford	72.620
• Hamilton-Hamilton CSD	73.950
• Hamilton-Talawanda CSD	76.190
• Middletown	66.990
• Fairfield-Fairfield CSD	82.420
• Monroe-Monroe LSD	63.440
• Trenton-Edgewood CSD	71.550
• West Chester TWP-Lakota LSD	98.530
• Liberty TWP-Lakota LSD	95.030

Butler County 2021 Municipal Income Tax Rates

- Oxford 2% (plus 1% school district traditional tax)
- Hamilton 2%
- Middletown 2%
- Fairfield 1.5%
- Monroe 2% (qualifying homeowners 1.5%)
- Trenton 1.5%



OXFORD CITY COUNCIL Meeting Minutes

Tuesday, January 17, 2023
[Link for website video here](#)
Full Transcript available upon request.

Roll Call **TIME** 00:00

William Snavelly Mayor	Chantel Raghu Vice Mayor
Jason Bracken	Amber Franklin
Alex French	Glenn Ellerbe
David Prytherch	

A regular meeting of the Oxford City Council was called to order by Mayor William Snavelly on Tuesday, January 17, 2023, at 7:30 p.m. Members in attendance were Amber Franklin, Alex French, Glenn Ellerbe, David Prytherch, Jason Bracken, and Chantel Raghu.

Staff Members in Attendance

Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Mike Dreisbach, Service Director; Mr. Sam Perry, Community Development Director; Mr. Casey Wooddell, Parks and Recreation Director; Mr. Chris Conard, Law Director; Mr. Joe Newlin, Finance Director; Mr. John Detherage, Fire Chief; Mr. Geoff Robinson, Lieutenant, Acting Police Chief and Ms. Heather Barbour, Clerk of Council.

Pledge of Allegiance **TIME** 01:01

Approval of the Agenda [TIME 01:23](#)

Motion – To Adopt

(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE #7

NAY #0

ABS #0

Public Participation [TIME 01:42](#)

Presentation- Mental and Behavioral Health Grant – Amy Macechko, Health and Wellness Coordinator for Talawanda School District and Director of the Coalition for a Healthy Community, and Tyler Wash, executive Director, Tri Health.

Mr. Wash introduced the team and gave a brief background on the two-million-dollar grant for mental and behavioral health. Ms. Macechko stated that the first million-dollar grant the Coalition received was in 2019 to look at prevention, treatment, and recovery activities and services specific to the City of Oxford and Oxford Township. Ms. Macechko announced that the two-million-dollar grant allowed us to expand service to the entire Talawanda School District. Ms. Macechko shared a success story from the harm reduction services program, specifically the syringe services program that is now up and running. Ms. Macechko offered to answer any questions. (Slides included in minutes) Mr. Ellerbe asked what the City could do to help achieve your goals. Ms. Macechko answered that they are working on the action plan, and she would welcome the option to partner because it will take everyone to bring this action plan to life. Mayor Snavelly thanked Ms. Macechko and Mr. Wash for their presentation.

Public Comments

The purpose of the Public Comments Section is for members of the Public to speak to the City Council on any subject not scheduled on the Agenda, except Consent Agenda items. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff or other members of the public and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

Resident Name Address/ Resident Comment / Request

Lara Osborne *Former President of TOPSS Board* Spoke about her time on the board in 2019 and offered to be a resource for information. Ms. Osborne mentioned questions of fairness, and social services in Oxford have been underfunded. Ms. Osborne added there are solutions for us to work together.

Steve Schnabl 44 Autumn Drive Mr. Schnabl is the Director of the Oxford Seniors Center and the Housing Advisory Commission Chair. Mr. Schnabl noted the level of commitment of those serving on the Commission to help those who are experiencing housing needs. Mr. Schnabl alerted Council on the flood at the Seniors Center that occurred on December 24th. Mr. Schnabl is unsure of the total amount of damage. Mr. Schnabl mentioned that the Seniors Center is closed to the public currently, but the transportation and meals on wheels services remain in effect. Mr. Schnabl stated that for the Seniors Center alone, they will need somewhere in the five-million-dollar range.

Kathy Brinkman 404 Emerald Woods Drive Ms. Brinkman shared some material from the work session that she wanted to add to the permanent record. Ms. Brinkman expressed concerns about the change in the ARPA Grant application originally submitted to Butler County. Ms. Brinkman asked that the original grant application be restored. Ms. Brinkman added that going forward; we should try to make things more transparent when changes are being made.

Cindy Carpenter Butler County Commissioner and Hanover Township Resident Ms. Carpenter agrees that we all need to be more transparent. Ms. Carpenter expressed support in reviewing the TOPSS and FRC proposal to construct a new building. Ms. Carpenter noted she is supporting two other community center proposals, to have equity around the county. Ms. Carpenter added that when the amended proposal came through, it was labeled as an amended proposal for the social services center. Ms. Carpenter added that she didn't review the proposal to see if it was a different proposal. Ms. Carpenter shared that Butler County still has around 5 million ARPA dollars left.

Nicola Rodrigues Client Services, Family Resource Center Ms. Rodrigues explained that the former FRC Director had stepped down in August 2022. Ms. Rodrigues added that the FRC is no longer operating the organized cold shelter as they have the past two years due to the lack of funding and staffing. Ms. Rodrigues shared that the FRC has still been able to house people in need at the neighboring Budget Inn in emergencies and extreme cold weather conditions. Ms. Rodrigues shared that the FRC offers ongoing case management. Ms. Rodrigues noted the benefits of having a new building in the future to operate the cold shelter and continue the services currently offered. Ms. Rodrigues asked the City for a list of concerns they have in lieu of building the new building.

Sherry Martin Executive Director of TOPSS Ms. Martin advised that she would be emailing the Council later after she had collected her thoughts. Ms. Martin mentioned the time constraints, and that they have a shovel-ready project. Ms. Martin added that the mortin building that could be built in just a few days.

Consent Agenda [TIME 38:14](#)

All matters under the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

- A. Minutes of the January 3, 2023, City Council Meeting (Heather Barbour, Clerk of Council) **Page 5 of the Agenda Packet**

- B. Report regarding the January 4, 2023, Environmental Commission Meeting (Mike Dreisbach, Service Director) **Page 53 of the Agenda Packet**

Motion – To Remove the January 3, 2023, Minutes

(Voice Vote) 1st Ms. Franklin 2nd

AYE #

NAY #

ABS #

Mayor Snively explained that since two Councilors were not in attendance, they would like to abstain from approving the minutes. Also, there was a typo in the voice vote that reads 4-0-0, and it should read 5-0-0. Mr. Conard advised that the motion can be to adopt the minutes so those who were not present can vote. Mr. Conard added that the minutes reflect the action of the body. Those who were not present could still vote to adopt the minutes.

Motion – To Adopt

(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE #5

NAY #0

ABS #2

Resolutions

Resolution No. 7463 [TIME 39:48](#)

Page 57 of the Agenda Packet

1. A Resolution authorizing the City Manager to accept the Ohio Department of Natural Resources (ODNR) Nature Works Local Assistance Grant in an amount not to exceed \$46,206. (Casey Wooddell, Parks and Recreation Director)

Comments from the Public – None

Motion – To Adopt Resolution No. 7463

(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin

AYE #7

NAY #0

ABS #0

Ordinances

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

First Reading None [TIME43:42](#)

1. An Ordinance to approve current replacement pages to the Oxford Codified Ordinances. (Doug Elliott, City Manager)

Page 68 of the Agenda Packet

Comments from the Public – None

Second Reading

Ordinance No. 3706 [TIME 45:06](#)

Page 71 of the Agenda Packet

1. An Ordinance levying upon the lots and lands enumerated in the list of estimated assessments (Exhibit A) the amounts set forth on such list and setting forth terms for payment of assessments. (Mike Dreisbach, Service Director)

Comments from the Public – None

Motion – To Adopt Resolution No. 3706

(Roll Call Vote) 1st Ms. Raghu 2nd Ms. French

AYE #7

Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, Mr. Ellerbe, Ms. Franklin, and Mayor Snively

NAY #0

Names Here

ABS #0

Names Here

Ordinance No. 3707 [TIME 46:03](#)

Page 76 of the Agenda Packet

2. An Ordinance repealing the November 2008 Oxford Comprehensive Plan and all amendments thereto, and adopting a new Comprehensive Plan entitled Oxford Tomorrow. (Sam Perry, Community Development Director)

Comments from the Public – Ann Fuehrer *Dana Drive* Ms. Fuehrer speaking in her professional role as the Consulting Facilitator for OCPJ. Ms. Fuehrer thanked City Council for hosting the work session on the ARPA Proposals and Fire/EMS Staffing and Funding. Ms. Fuehrer noted that transparency is important and opportunities for the public to see Council debates at work are important. Ms. Fuehrer thanked the members of the public that were there to comment. Ms. Fuehrer shared that she had participated in all of the public input sessions held for the Comprehensive Plan. Ms. Fuehrer commended City Staff and Council for listening to the public. Ms. Fuehrer mentioned that the role of the public is not done, because we need to know how this plan is going to get turned into goals, legislation, and funding priorities.

Motion – To Adopt Resolution No. 3707

(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE #7

Mr. Prytherch, Ms. Raghu, Mr. Bracken, Mr. Ellerbe, Ms. Franklin, Ms. French, Mayor Snavelly

NAY #0

Names Here

ABS #0

Names Here

Announcements & Communications

Remarks from City Council and City Staff [TIME 54:14](#)

The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

Adjournment

Motion to Adjourn Meeting at 8:42 p.m. [TIME 01:13:20](#)

(Voice Vote) 1st Ms. Raghu 2nd Ms. French

AYE #7

NAY #0

ABS #0



Mental and Behavioral Health Grant

About the Grant

The Oxford community has been awarded \$2 million grant to support mental and behavioral health.

- A \$2 million federal grant has been secured to support mental and behavioral health.
- The four-year grant was awarded by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services through its Rural Communities Opioid Response Program.
- Improving rural behavioral health care service delivery includes increasing access to utilization of prevention, treatment and recovery services to improve the care for those affected by behavioral health conditions, which may include substance use disorder and mental health disorders.

Consortium

A consortium was formed to lead and manage the implementation plans. The consortium will communicate regularly and will meet at least quarterly to ensure successful results.

- McCullough-Hyde Memorial Hospital Foundation
- Coalition for a Healthy Community-Oxford Area
- McCullough-Hyde Memorial Hospital/TriHealth
- Miami University
- Talawanda School District
- Butler County Mental Health and Addiction Recovery Services Board
- Epiphany Community Services

Service Area

The mental and behavioral health projects, programs and publications developed as a result of the grant will impact communities throughout:

- City of Oxford
- Hanover Township
- Milford Township
- Oxford Township
- Reily Township
- Miami University and its student population

Related Efforts

A similar Consortium was the recipient of a \$1 million grant in 2019 intended to address prevention, treatment and recovery activities to support the Oxford community.

- The grant is bringing in \$1 million over three years, with that third year starting September 1, 2022. Programmatic effort were established in three phases – building connections, building capacity and care delivery.
- Current Impact:
 - Supported the implementation of a social and emotional learning (SEL) program, Panorama, in the Talawanda School District
 - Collaborated with the Regional Harm Reduction Collaborative to offer weekly, community-based harm reduction services including medication take back days.
 - Ability to engage a peer support specialist with lived experience, from DeCoach Rehabilitation Centre. Available onsite three days a week or via telehealth while off-sight, in the OB and ED at McCullough-Hyde.

Goals

Throughout the next four years, the consortium will work to achieve the following goals:

- Address structural- and systems-level barriers to improve rural residents' access to quality, integrated substance use disorder and other behavioral health care services.
- Improve the quality and sustainability of rural behavioral health care services through supporting rural health care providers to offer coordinated, evidence-based, trauma-informed substance use disorder and other behavioral health care services.
- Improve the capacity of the behavioral health care system to address rural community risk factors and social determinants of health that affect the behavioral health of rural residents.

Disclaimers & Additional Information

This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling \$2 million with zero percentage financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS, or the U.S. Government. For more information, please visit [HRSA.gov](https://www.hrsa.gov).

The McCullough-Hyde Memorial Hospital Foundation is a 501(c)3 charitable organization supporting the McCullough-Hyde Memorial Hospital and communities located in Butler and Preble counties in Ohio and Franklin and Union counties in Indiana. With roots dating back to 1937, the Foundation is a self-funded organization which means 100 percent of all donations support the program or service designated by the donor. For more information, please visit TriHealth.com/MHMHFoundation.

Attn: Oxford City Council

1.17.23

I am writing re the City's proposed allocation of resources under the grant from the American Rescue Plan Act Proposal. I understand a final vote has not been made but a discussion is occurring today at a work session.

In short, I thought the grant request indicated funds would be directed, in part, toward social services for a One-Stop Center to assist our most vulnerable citizens, often with emergency needs. However, there some indication that the original RFP designations have been shifted to other areas (e.g. train platform and relocation of Senior Center.) While these are both very worthy services and should be funded at some point, I hope that council will address in tonight's meeting what happened to the designated funds for a One-Stop Social Service Center?

FYI, the concept of a One-Stop Center has been in discussion for several years now and is supported by many of the key stakeholders who would be involved. I also recall the community survey by the City re how funds should be spent and emergency social services was a stated priority by community members. In the interest of transparency and responsibility to the community, please provide an update as to how/if this funding was changed and what will happen to the funding of the much needed One-Stop Social Services Center.

I recognize these are difficult decisions, and there are many needs to consider but I do hope you will consider our most vulnerable citizens as you vote on funding.

Thank you for your time, commitment and service.

Terri Spahr Nelson, MSSW, LISW (longtime resident and business owner)

Terri Spahr Nelson, MSSW, LISW 1.17.23



OXFORD CITY COUNCIL Work Session Minutes

Friday, January 20, 2023

Roll Call

William Snavelly Mayor	Chantel Raghu Vice Mayor
Jason Bracken	Amber Franklin
Alex French	Glenn Ellerbe
David Prytherch	

A work session meeting of the Oxford City Council was called to order by Mayor William Snavelly on Friday, January 20, 2023, at 12:30 p.m. The Retreat Work Session has held at the Lane Public Library Havighurst meeting room. Members in attendance were Amber Franklin, Alex French, Glenn Ellerbe, David Prytherch, Jason Bracken, and Chantel Raghu.

Staff Members in Attendance

Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Mike Dreisbach, Service Director; Mr. Sam Perry, Community Development Director; Mr. Casey Wooddell, Parks and Recreation Director; Mr. Ben Mazer, Assistant Law Director; Mr. Joe Newlin, Finance Director; Mr. Geoff Robinson, Lieutenant, Acting Police Chief; and Mr. John Detherage, Fire Chief was excused.

Motion to Approve the Agenda.

(Voice Vote) 1st Ms. Raghu 2nd Ms. French

AYE #7

NAY #0

ABS # 0

Discussion- Council reviewed progress toward the 2022 Goals. Council reviewed the 2023 proposed action items to work toward the newly adopted Comprehensive Plan. Ms. Greene gathered input from Council on amendments for the 2023 action item. Council then shared new ideas and items for 2024 to be researched and returned to Council during the creation of the 2024 operating budget. . Ms. Greene will compile the results and prepare a Staff Report and Resolution to formally adopt the proposed 2023 Goals and Action Items.

Adjournment

Motion to Adjourn Meeting at 3:40 p.m.

(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin

AYE #7

NAY #0

ABS # 0

STAFF REPORT

ORIGINATING DEPARTMENT:	Service
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	January 25, 2023
COUNCIL MEETING DATE:	February 7, 2023
AGENDA TITLE:	Disposal of Surplus Equipment
COUNCIL GOAL AREA:	Infrastructure (Water, Wastewater, Streets, Grounds)
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DR</i> 1.30.23 MBD 1/25/23

DISCUSSION:

The Oxford Cemetery Association has transferred their assets to the City as they have dissolved the Association. While the City will utilize many of the assets, Staff requests the City Council declare the following equipment as surplus, and allow for the auction (in person or Internet) of said equipment:

1. 1996 Chevrolet C3500 truck
2. Gravely 152 Mower
3. Gravely 148 Mower

The City does not plan to replace the truck. Staff intends to replace the Gravely mowers with other equipment more suitable to the site conditions of the cemetery.

This Resolution will authorize the City Manager to dispose of the stated equipment by either in-person or Internet auction at the City's earliest convenience.

RESOLUTION NO.

A RESOLUTION DECLARING CERTAIN CITY PROPERTY NO LONGER NEEDED FOR ANY MUNICIPAL PURPOSE AS SURPLUS AND AUTHORIZING ITS ADVERTISEMENT AND SALE TO THE HIGHEST BIDDER BY PUBLIC AUCTION, INCLUDING INTERNET ELECTRONIC AUCTION.

WHEREAS, the 1996 Chevrolet C3500 Truck, Gravely 152 Mower, and Gravely 148 Mower are surplus and no longer needed for any municipal purpose, and

WHEREAS, the City Manager and the Service Director recommend that the 1996 Chevrolet C3500 Truck, Gravely 152 Mower, and Gravely 148 Mower be declared surplus and that the same be advertised and sold to the highest bidder by public auction, including internet electronic auction at the earliest convenience of the City.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and hereby declares the 1996 Chevrolet C3500 Truck, Gravely 152 Mower, and Gravely 148 Mower as surplus.

SECTION 2: Council further authorizes the advertisement and sale of the surplus equipment 1996 Chevrolet C3500 Truck, Gravely 152 Mower, and Gravely 148 Mower to the highest bidder by public auction, including internet electronic auction, with the proceeds thereof deposited in the General Fund.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Police Division
PREPARED BY:	Geoff Robinson
DATE PREPARED:	1.28.23
COUNCIL MEETING DATE:	2.7.23
AGENDA TITLE:	A Resolution to dispose of vehicle #9567.
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRC</i> 1.30.23 <i>GR #22</i>

DISCUSSION:

STAFF FURTHER RECOMMENDS THAT COUNCIL APPROVE THE CITY MANAGER TO DISPOSE OF VEHICLE #9567, A 2009 DODGE DAKOTA, BY ELECTRONIC AUCTION AT THE EARLIEST CONVENIENCE OF THE CITY.

RESOLUTION NO.

A RESOLUTION DECLARING CERTAIN CITY PROPERTY NO LONGER NEEDED FOR ANY MUNICIPAL PURPOSE AS SURPLUS AND AUTHORIZING ITS ADVERTISEMENT AND SALE TO THE HIGHEST BIDDER BY PUBLIC AUCTION, INCLUDING INTERNET ELECTRONIC AUCTION.

WHEREAS, the 2009 Dodge Dakota pickup truck is surplus and no longer needed for any municipal purpose, and

WHEREAS, the City Manager and the Acting Police Chief recommend that the 2009 Dodge Dakota be declared surplus and that the same be advertised and sold to the highest bidder by public auction, including internet electronic auction, at the earliest convenience of the City.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Acting Police Chief and hereby declares the 2009 Dodge Dakota as surplus.

SECTION 2: Council further authorizes the advertisement and sale of the surplus equipment 2009 Dodge Dakota to the highest bidder by public auction, including internet electronic auction, with the proceeds thereof deposited in the Parking Improvement Fund.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager's Office
PREPARED BY:	Jessica Greene, Assistant City Manager
DATE PREPARED:	January 27, 2023
COUNCIL MEETING DATE:	February 7, 2023
AGENDA TITLE:	Contract for Services – Non-Profit Housing Consultant Services – Neighborhood Housing Services Inc.
COUNCIL GOAL AREA:	Housing
BUDGETED AMOUNT:	Up to \$25,000/annually
ACCOUNT CODE:	429.420.52462 (ARPA)
RECOMMENDATION:	Approval <i>DRC</i> 1.31.23

Summary:

In both 2021 and 2022, the community's housing needs have been a top priority of City Council. The recently completed Comprehensive Plan also identified housing as a top priority from the community. In 2022, City Council decided to allocate American Rescue Plan Act (ARPA) funds toward housing plans and projects. Some of the funds are being used to acquire and develop property. Some of the funds will be used to retain professional services since there is not dedicated City of Oxford housing staff member/s.

A Request for Statement of Qualifications was advertised. A subcommittee of the Housing Advisory Commission assisted staff in reviewing the two Statements of Qualifications as well as interviewing the two respondents:

1. **Neighborhood Housing Services (NHS)** (Hamilton, Ohio – contact: Lorie DiStaola)
2. **Center for Community Revitalization (CCR)** (Hamilton, Ohio – contact: Mindy Muller)

The subcommittee determined that the best fit for Oxford was NHS; therefore the attached contract was developed. This provider will serve as a resource to the staff for housing goal implementation and to the community for education. NHS has a wealth of experience and certifications in the housing sector, including but not limited to: counseling, financing, grants, property development and property management. The contract includes a renewable agreement for services through December 31, 2024 with a fee not to exceed \$25,000 per year.

Staff recommends approval of the resolution, which would authorize the City Manager to sign the contract.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO USE AMERICAN RESCUE PLAN ACT (ARPA) FUNDS AND ENTER INTO A CONTRACT WITH NEIGHBORHOOD HOUSING SERVICES AS AN AFFORDABLE HOUSING CONSULTANT & DEVELOPER AT A COST NOT TO EXCEED \$25,000.00 PER YEAR.

WHEREAS, housing needs remain a top priority of City Council, and the recently adopted Comprehensive Plan has also identified housing as a top priority; and

WHEREAS, City Council decided to allocate American Rescue Plan Act (ARPA) funds toward housing plans and projects; and

WHEREAS, a request for Statement of Qualifications was advertised; and

WHEREAS, a subcommittee of the Housing Advisory Commission and staff reviewed and interviewed respondents; and

WHEREAS, the subcommittee determined that the best fit for Oxford was Neighborhood Housing Services (NHS); and

WHEREAS, the City Manager and Assistant City Manager accept the recommendation of the subcommittee.

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

SECTION 1: The City Manager and Assistant City Manager recommend that Neighborhood Housing Services be retained to serve as a resource to staff for housing goal implementation and community education at a cost not to exceed \$25,000.00 per year.

SECTION 2: Council hereby accepts the recommendation of the City Manager and Assistant City Manager and authorizes the City Manager to enter into a contract with Neighborhood Housing Services to serve as a resource for staff for housing goal implementation and community education at a cost not to exceed \$25,000.00 per year. The contract shall be in a form acceptable to the Law Director.

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

ADOPTED:
ATTEST:

MAYOR

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW(STAFF)

AGREEMENT FOR SERVICES

This agreement (the "Agreement") is made and entered into as of the _____ day of _____, 2023 by and between **City of Oxford**, (hereafter referred to as the "Client"), having a place of business at **15 South College Ave. Oxford Ohio 45056.** and **Neighborhood Housing Services of Hamilton, Inc.** (hereafter referred to as "Housing Consultant"), having a place of business at **100 South Martin Luther King Jr. Blvd. Hamilton, Ohio 45011.**

The contract is in regards to providing the following professional housing consultant services and scope of work:

- Assist the City of Oxford in creating an Action Plan to address the need for quality affordable housing and identify potential quality affordable housing projects over the next 3 to 5 years -this includes surveying neighborhoods/residents who are at or below 80% of the AMI in the City of Oxford to assess and identify the housing needs of low-to-moderate income households.
- Assist the City of Oxford with identifying and meeting with local employers to determine the need for a Workforce Housing development in Oxford to help address the housing needs of their existing employees and help attract new employees.
- Assist the City of Oxford to determine if local employers are willing to partner with the City of Oxford and support a Workforce Housing project.
- Assist the City of Oxford with the transitioning of the existing Housing Advisory Commission. Create and select a new Housing Advisory Commission, including creating a new description of the "roles and responsibilities" for the members of the newly created Housing Advisory Commission or modify the existing one to include: policy recommendations, outreach, marketing and fundraising.
- Assist the City of Oxford with additional housing services as needed and agreed upon by both parties.

Now, therefore, the parties hereto agree as follows:

1. WORK. Housing Consultant agrees to assist the City of Oxford by providing the professional housing consulting services as listed above. Housing Consultant agrees to use reasonable care to ensure that all facts and statements are true and that any services provided does not infringe upon any copyright, right of privacy, proprietary right, right of publicity, or any other right of a third party. Housing Consultant agrees that the Client has the right to edit any work as it deems appropriate for publication or submission on behalf of the Client, and that Housing Consultant will cooperate with Client in editing and otherwise reviewing any work prior to publication or submission. Client is responsible for providing accurate information for letters of intent and grant proposals to the Housing Consultant in a timely fashion.

2. CONFIDENTIALITY. Housing Consultant acknowledges that he/she may be furnished or may otherwise receive or have access to information which relates to the Client's past, present or future projects or services and related information. Housing Consultant agrees to preserve and protect the confidentiality of this information and all physical forms thereof, whether disclosed to Housing Consultant before this Agreement is signed or afterward.

3. LENGTH OF SERVICE: Housing Consultant agrees to begin Work upon execution of Agreement for Services and shall continue until 12/31/24. This agreement may be modified at the option of both parties. This Agreement will automatically renew in one year increments if neither party cancels the Agreement.

4. CANCELLATION: Upon written cancellation, Client is responsible for payment for all professional services provided and scope of work incurred by Housing Consultant. Client must give Housing Consultant a 30 day written notice of intent to cancel the Agreement for Services. Housing Consultant must give Client a 30 day written notice of intent to cancel Agreement for Services.

5. COMPENSATION. Client agrees to pay the Housing Consultant an hourly rate of \$75.00 (Seventy Five and 00/100 dollars) for a maximum of 333 hours not to exceed \$25,000 per calendar year. Housing Consultant will submit invoices on a monthly basis for hours worked while the Agreement is in effect. If the parameters of the services or scope of work changes, or if it involves much more time than originally estimated, Housing Consultant will inform Client and they can renegotiate the rate or the maximum number of hours. The hourly rate may be adjusted after the initial year upon mutual consent.

6. PAYMENT AND COLLECTION. Unless otherwise specified in writing, invoices not paid within 30 days of the invoice date will accrue interest at 1.5% per month. Client agrees to pay for each check returned for insufficient funds or any other reason \$25 per occurrence or 5% of the value of each returned item, whichever is greater. Client agrees to pay all reasonable attorney's fees (at least 15% of all amounts due, including interest) if any account is placed with an attorney for collection. Client agrees that the purchase of the services described herein constitutes "doing business" in the State of Ohio and submits itself to the jurisdiction of the State of Ohio with respect to any suit brought by the Housing Consultant to collect any sums hereunder.

7. CLIENT APPROVAL: Client is responsible for providing written approval signifying that the professional services and scope of work is accurate and complete. Upon acceptance of the professional services and scope of work, client accepts responsibility for any further processes in which the professional services and scope of work is used. Housing Consultant is not responsible for any revisions or errors occurring after acceptance of the professional services or scope of work provided.

8. CHANGES: Any verbal or written changes made by the Client to the professional services provided or scope of work following its initiation by Housing Consultant are subject to additional charges. Should such change negate any part of the professional services provided or scope of work already completed at the time of the changes, Client accepts responsibility for payment of the completed work and all services related to it, in addition to charges for the change itself.

I, Douglas R. Elliott, Jr. (Client representative) assert that I am a person employed by the City of Oxford (Client) and that I have the authority to promise payment for the services rendered by Neighborhood Housing Services of Hamilton, Inc. I assert that I have read, understood, and agree to the terms of this Contract and Agreement.

Client Signature and Date

I, Lorie DiStaola, Executive Director of Neighborhood Housing Services Inc., assert that I have read, understood, and agree to terms of this Contract and Agreement.

Housing Consultant Signature and Date



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	January 30, 2023
COUNCIL MEETING DATE:	February 7, 2023
AGENDA TITLE:	Adoption Of 2023 Measurable Action Items To Progress Toward Comprehensive Plan Goals.
BUDGETED AMOUNT:	NA
ACCOUNT CODE:	NA
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRC</i> 1.31.23

DISCUSSION:

Department heads created a list of proposed measurable action items to demonstrate progress toward the goals in the newly adopted Comprehensive Plan. Staff has edited the goal and objectives language on the tracking sheet to mirror the language in the Comprehensive Plan.

On January 17, 2023, the Oxford City Council had a work session to review the 2023 draft action items that staff presented. Council shared their feedback and edits that they wanted to see in the 2023 action items language.

Staff has made edits to the initial draft to incorporate City Councilor's input. The attached chart is the final proposed draft of the 2023 Action Items that staff will toward this year. Staff will provide reports throughout the year with a formal update to Council in July with a midyear update and in January with a year-in-review update.

Several of the goals and objectives in the Comp Plan will take many years to complete, but establishing incremental and measurable action items each year will help us stay focused and on task as we seek to achieve these ambitious goals.



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

At the work session, Councilors also shared their ideas for 2024 implementation. Staff will begin research on these items and bring back a report of project costs and suggested timelines during the 2024 budget creation cycle, which starts in June 2023.

See attached Council Retreat Summary for a review of 2023 action item edits and 2024 research topics.

RESOLUTION NO.

A RESOLUTION ADOPTING THE 2023 MEASURABLE ACTION ITEMS TO PROGRESS TOWARD COMPREHENSIVE PLAN GOALS.

WHEREAS, the new Comprehensive Plan identifies eight goals for the City of Oxford, and lists objectives and actions to achieve these goals.

WHEREAS, the Comprehensive Plan identifies the following Guiding Pillars: Diversity, Equity, and Inclusion; Environmental Sustainability; Economic Development; Quality Life; University-City Relations; Service Excellence and Fiscal Responsibility. Government Transparency and Collaborative Growth; and

WHEREAS, the Oxford City Council and City Staff met to identify which actions to take toward the Comprehensive Plan goals in 2023 and 2024.

WHEREAS, City Staff Created the 2023 Action Steps and Measurable Goals, with the input from City Council as set forth in Exhibit “A” and attached hereto; and

WHEREAS, many of the goals and objectives in the Comprehensive Plan will take many years to complete, but establishing incremental and measurable action items each year will help keep the focus on tasks we seek to achieve these goals; and

WHEREAS, City Staff will provide updates throughout the year with a formal update to Council in July with a midyear update, and in January with a year-in-review update; and

WHEREAS, if new action items or goals are introduced throughout the year, one of these identified goals or actions may need to be postponed.

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

SECTION 1: The City Manager recommends adopting the 2023 Measurable Action Items to progress toward Comprehensive Plan Goals.

SECTION 3: Council, having reviewed the City Manager’s Recommendation hereby adopts the 2023 Measurable Action Items to progress toward Comprehensive Plan Goals.

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

ADOPTED:

MAYOR

ATTEST:

CLERK OF COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW(STAFF)

City of Oxford Measurable Actions 2023				
Comp Plan Goal	Department	Objective	Department Strategies & Tasks	Department Measure Of Success
A Connected Livable, and Equitable Community for All	Assistant City Manager	C2: Expand and improve access to community social services.	C2-A1: Ensure adequate year round childcare services.	By May 2023 Develop day care forgivable loan program rules and procedures to encourage in home Type A and Type B childcare facilities that accept vouchers from JFS. By October 2023 Promote program and have 3 program applications.
A Connected Livable, and Equitable Community for All	Community Development	C3: Support high quality health services for the region.	Make efforts to curb youth nicotine use.	By March 2023, work with the Butler County General Health District to pass a Tobacco Retail Licensing program that will increase enforcement of underage nicotine sales and limit the number of tobacco retail locations.
A Connected Livable, and Equitable Community for All	Fire	C4: Provide high quality, coordinated public safety services.	Ensure adequate staffing and compensation for public safety staff.	By May 2023, review and identify possible funding sources for Fire/EMS staffing. By July 2023, Develop and implement an action plan to establish funding for additional Fire/EMS Staff.
A Connected Livable, and Equitable Community for All	Fire	C4: Provide high quality, coordinated public safety services.	Ensure adequate staffing and compensation for public safety staff.	By December 2023, Complete negotiations for Captain and Firefighter/Paramedic union.
A Connected Livable, and Equitable Community for All	Fire	C4: Provide high quality, coordinated public safety services.	Replace portable radios.	By December 2023, Complete purchase, delivery, training and place in service.
A Connected Livable, and Equitable Community for All	Fire	C4: Provide high quality, coordinated public safety services.	C4-A1: Coordinate public safety needs with local partners.	By July 2023, negotiate with Miami University a higher percentage contribution for Fire/EMS capital expenditures.
A Connected Livable, and Equitable Community for All	Parks & Recreation	C2: Expand and improve access to community social services.	C2-A1: Ensure adequate year round childcare services.	By June 2023, provide summer expansion of pre school age programming to allow for year-round care for preschool age children.
A Connected Livable, and Equitable Community for All	Police	C4: Provide high quality, coordinated public safety services.	C4-A2: Ensure public safety staff have access to appropriate education and training.	By August 2023 complete full implementation of new policy and procedure manual with Lexipol

A Connected Livable, and Equitable Community for All	Police	C4: Provide high quality, coordinated public safety services.	Ensure adequate staffing and compensation for public safety staff.	By April 2023, complete negotiations for patrol and sergeants & lieutenant labor unions
A Connected Livable, and Equitable Community for All	Police	C4: Provide high quality, coordinated public safety services	C4-A2: Ensure public safety staff have access to appropriate education and training	By December 2023 each sworn police officer will complete a minimum of 24 hours of continuing professional training.
A Connected Livable, and Equitable Community for All	Police	C4: Provide high quality, coordinated public safety services	C4-A6: Review public facility needs and plan for repair, replacement, or expansion	By August 2023 complete upgrades and new installation of Smart Meter technology to support on street parking in the area of the College @ Elm Project.
A Connected Livable, and Equitable Community for All	Police	C4: Provide high quality, coordinated public safety services	C4-A1: Coordinate public safety needs with local partners	By August 2023 complete assignment of officer to regional drug task force and complete backfill staffing in compliance with Ohio AG Office Violent Crime Reduction Grant.
A Connected Livable, and Equitable Community for All	Police	C4: Provide high quality, coordinated public safety services	C4-A3: Decrease emergency calls by implementing prevention programs	By July 1, 2023 complete an accomplishments, opportunities for growth, and unmet needs assessment of the Police Social Services Liaison program.
A Sustainable Oxford	Assistant City Manager	S1: Reduce emissions toward neutrality by 2045	Hire FT Climate Sustainability Coordinator to implement climate actions	By June 2023, 1 FTE Climate Sustainability Specialist is hired. By December 2023, Climate Action Sub Plan is approved by City Council and inserted as sub plan into the Comp Plan.
A Sustainable Oxford	Assistant City Manager	S3: Become a Zero Waste Community.	S3-A1: Increase community waste diversion through reuse, recycling and composting.	By April 2023, conduct research of logistics and costs to have a coordinated trash and recycling program for Uptown Businesses. By October 2023, if found viable, establish funding and have pilot ready to launch for January 2024.
A Sustainable Oxford	Assistant City Manager	S3: Become a Zero Waste Community.	S3-A1: Increase community waste diversion through reuse, recycling and composting.	By August 2023, fund and launch an educational campaign to inform residents and MU students about what can be recycled and how.
A Sustainable Oxford	Assistant City Manager	S4: Conserve Oxford's Natural Resources	S4-A8: Expand public education on sustainability and conservation, using public lands and facilities as a model	By May 2023, fund and launch an educational campaign about how to plant pollinator gardens and have native lawns within current code regulations.
A Sustainable Oxford	City Manager	S1: Reduce emissions towards neutrality by 2045	S1-A1: Develop an energy plan to meet Oxford's demand with renewables generally locally/regionally.	By October 2023, finalize the engineering design for the City solar array and develop the interconnection agreement the City and Duke energy.

A Sustainable Oxford	Community Development	S2: Build resilience for a changing climate	S1-A2: Adopt climate-responsive building and zoning codes	By December 2023, conduct research on the following topics to allow for data analysis for proposed building code electrification ordinance: 1. Research the potential impact on the electric utility capacity/redundancy 2. Research the potential impact on community aesthetics if additional overhead power lines and transformers are needed to meet demand/redundancy 3. Research the potential impact on urban tree canopy/street trees if trees in rights of way and front yards need to be removed in order to bring in additional electric capacity 4. Research the potential impact of the financial impact on capital construction cost of affordable housing 5. Develop the operational aspects of enforcing a building electrification local code amendment using existing staff or contracted staff
A Sustainable Oxford	Service	S1: Reduce emissions towards neutrality by 2045	S1-A1: Develop an energy plan to meet Oxford's demand with renewables generally locally/regionally.	By October 2023, complete energy assessment of City owned property for solar installation on city buildings and other renewable energy options.
A Sustainable Oxford	Service	S3: Become a Zero Waste Community.	S3-A1: Increase community waste diversion through reuse, recycling and composting.	By June 2023, develop an RFP to solicit bids for curbside food composting. By September 2023, review responses and determine the feasibility and costs of an expanded food composting program.
A Thriving and Resilient Year-Round Economy	Assistant City Manager	E3: Support existing businesses	E3-A3: Promote the Revolving Loan Fund to local businesses	By May 2023 Develop program rules and procedures for a forgivable matching loan for sustainability upgrades or facade improvements. By October 2023, promote the program and have 3 applications.
A Thriving and Resilient Year-Round Economy	Assistant City Manager	E2: Encourage entrepreneurship, innovation, and startup businesses	E2-A1: Support business startups and local entrepreneurship.	By May 2023, build out an office space and move ec dev staff into the building to support business start-ups in partnership with Miami University.

A Thriving and Resilient Year-Round Economy	Assistant City Manager	E1: Attract new business and employment opportunities to diversify the local economy	E1-A4: Develop a tax abatement program or other form of financial assistance for businesses that leads to high quality job growth	By December 2023, develop a robust incentive toolkit that may include; tax abatement, fee waivers, utility offsets, etc.
A Thriving and Resilient Year-Round Economy	Assistant City Manager	E4: Attract visitors to Oxford year-round.	E4-A1: Create events and activities that drive economic impact.	Develop one new large-scale event that will create significant economic benefit to the Oxford economy. Event ideation, planning, etc. in 2023, with the event to be hosted in 2024.
A Thriving and Resilient Year-Round Economy	Assistant City Manager	E1: Attract new business and employment opportunities to diversify the local economy	E1-A5: Explore job creation at OXD/CVG Airport	By August 2023, approve annexation, development or utility service agreement.
A Thriving and Resilient Year-Round Economy	Community Development	E1: Attract new business and employment opportunities to diversify the local economy	E1-A1: Foster a culture of service excellence in attracting new businesses and assisting new business startups	By March 2023, modernize application processes and codes to expedite building and zoning permits
Accessible, High-Quality Infrastructure	Community Development	L4: Coordinate with regional jurisdictions and partners to plan for future growth and development	L4-A2: Develop an annexation policy and adequate public facilities ordinance to ensure growth aligns with public goals	By May 2023, there will be a Planning Commission recommendation of adequate public facilities ordinance to City Council.
Accessible, High-Quality Infrastructure	Service	U1: Accessible, High quality infrastructure	U1-A9: Replace lead water pipes for public health and safety	By May 2023, survey all parcels abutting planned road projects for lead service lines. By Dec 2023, guide parcel owners for replacement of private lead service lines.
Accessible, High-Quality Infrastructure	Service	S2: Build resilience for a changing climate	S2-A4: Manage adequate water supplies and demand for projected future conditions	By Dec 2023, complete the rehabilitation of a vertical turbine well in the Seven Mile well field to restore full pumping capabilities.
Accessible, High-Quality Infrastructure	Service	U1: Maintain and improve high quality public services.	U1-A8: Implement water softening for the public potable water supply	By Dec 2023, complete selection of membrane technology and vendor for water softening and complete 60% engineering for new softening plant.
Celebration of the People and Places that Make Oxford Unique	Parks & Recreation	R1: Maintain and improve existing parks, recreation and cultural facilities and programs.	R1-A4: Improve or modify existing playgrounds to be more inclusive.	By December 2023, enhance the playground at the Oxford Community Park to be more ADA inclusive, particularly for wheelchair users.
Celebration of the People and Places that Make Oxford Unique	Parks & Recreation	R1: Maintain and improve existing parks, recreation and cultural facilities and programs.	R1-A2: Develop a Community Center that offers programming, recreation, access to social services, and rentable community space.	By July 2023, work closely with the TRI Board and Recreation Board to launch a fundraising campaign to allow for the renovation/growth of the TRI Community Center.

Celebration of the People and Places that Make Oxford Unique	Parks & Recreation	R3: Promote parks, arts and culture throughout the community.	R3-A2: Support partnerships to create new education, recreation, and cultural opportunities for the community.	By April 2023, OPRD will finish the project which began in 2020 of renovating one adult field into three youth fields.
Celebration of the People and Places that Make Oxford Unique	Parks & Recreation	R1: Maintain and improve existing parks, recreation, and cultural facilities and programs.	Ensure access to restroom facilities.	By October 2023, identify revenue source for \$112K that can be paired with the capital budget for the construction of a public restroom in the Uptown parks.
Essential Operations	Assistant City Manager	Ensure adequate cyber security for City operations.	Upgrade the City to Office 365.	By June 2023, upgrade to Office 365. Train all staff on the impact of changes and how to best use this new
Essential Operations	Assistant City Manager	Attract and Retain professional, high quality staff.	Review pay ranges for City positions to ensure similarity with similar communities.	By June 2023 conduct a wage analysis of all city positions. Compare against Butler County cities, other college towns, and 10 communities of similar size and income in Ohio. Make recommendations for wage adjustments as necessary.
Essential Operations	Assistant City Manager	Maintain transparency of public records for Oxford citizens.	Improve online accessibility to public records.	By March 2023, implement the CivicPlus Agendas & Minutes tool. Digitize Resolutions through 1990 by December 2023.
Essential Operations	Finance	Provide transparency and service excellence with public tax dollars	Complete the compilation and audit of the City's 2022 Comprehensive Annual Fiscal Report and submit the report to the Government Finance Officers Association for the "Certificate of Achievement for Excellence in Financial Reporting" Award	Award presented to the City of Oxford
Essential Operations	Finance	Provide transparency and service excellence with public tax dollars	Complete the compilation and audit of the City's 2021 Comprehensive Annual Fiscal Report and prepare Popular Annual Financial Report and submit the report to the Government Finance Officers Association for the "Award for Outstanding Popular Annual Financial Reporting"	Award presented to the City of Oxford

Essential Operations	Finance	Provide transparency and service excellence with public tax dollars	Complete the budgeting process and have Council pass the 2023 Budget and submit the report to the Government Finance Officers Association for the "Distinguished Budget Presentation" Award	Award presented to the City of Oxford
Essential Operations	Finance	Provide excellent customer service resources	Implement integration with our current SmartBill provider to encompass a full service online web portal for viewing and paying utility bills.	By March 2023, begin implementation of new software. By October 2023 launch software for public use.
Essential Operations	Finance	Maintain transparency of public records for Oxford citizens.	Modernize cemetery records from paper cards to digital files.	By May 2023 research possible cemetery operations software. By September 2023 implement cemetery operations software.
Essential Operations	Service	U1: Maintain and improve high quality public services.	Renew coatings on water storage facilities to protect water quality and lengthen service life of assets.	By November 2023, blast and recoat internal and external coatings on 2MG water reservoir.
Housing Opportunities for Everyone	Assistant City Manager	H1: Expand Housing options for all life stages	H1-A5: Support developments and programs addressing supportive and transitional housing.	By March 2023, work with Neighborhood Housing Services to develop a Permanent Supportive Housing project outline that will determine the number of units we seek to create. Then develop a sustainability plan for project funding. By July 2023: Seek funding to build/renovate properties for PSH as a homelessness response and implement sustainable funding model to provide case
Housing Opportunities for Everyone	Community Development	H3: Protect existing naturally occurring affordable housing (NOAH)	Develop and train additional code enforcement staffing	By July 2023, determine if funding is available for additional code enforcement staffing.
Housing Opportunities for Everyone	Community Development	H2: Ensuring housing affordability and attainability for all income levels	H2:A1: Activate a nonprofit entity devoted to expanding attainable housing opportunities.	By March 2023, scope of work and contracts signed with Neighborhood Housing Services. By October 2023, establish housing plan that outlines goals and where to prioritize seeking funding.

Housing Opportunities for Everyone	Community Development	H1: Expand Housing options for all life stages	H1-A1: Update zoning regulations to increase density and promote a diversity of residential housing types and living arrangements.	By June 2023 determine if funding is available to an in house consultant to assist with zoning regulation updates. If funding found to be viable, by October 2023, hire an in house consultant team to prepare development code <u>amendments</u> .
Housing Opportunities for Everyone	Community Development	H1: Expand Housing options for all life stages	H1-A5: Support developments and programs addressing supportive and transitional housing.	Assist Community Development Professionals with their cottage community development on City owned land. The goal is to break ground in August 2023.
Safe and Efficient Travel for All Modes of Transportation	Community Development	M2: Facilitate the safe and efficient flow of traffic within and through the city	M2-A2: Adopt Access Management Regulations	By June 2023 determine if funding is available for the development and adoption of an access management policy.
Safe and Efficient Travel for All Modes of Transportation	Service	M1: Promote alternative modes of transportation.	M1-A4: Establish passenger rail service to/from Oxford.	By June 2023, Complete Project Scope document with ODOT. Continue with preliminary engineering through 2023. Project planned for bidding in October 2025 with <u>construction completed by the end of 2026.</u>
Safe and Efficient Travel for All Modes of Transportation	Service	M3: Foster an environment and a culture of active transportation.	M3-A2: Expand the Oxford Area Trails system by completing the perimeter loop and linking to neighborhoods and commercial areas.	By March 2023, Begin advertising to construct phases 3 & 4 of the Oxford Area Trail System. Construction could be complete by December 2023 with good weather conditions. By December 2023, complete Stage three engineering and design for phase 5 of the Oxford Area Trail System. Final design approval is expected from ODOT by Sept. <u>2024</u>
Safe and Efficient Travel for All Modes of Transportation	Service	M2: Safe and Efficient Travel for All Modes of Transportation	M2: Facilitate the safe and efficient flow of traffic within and through the city	By Oct 2023, remove the existing Kehr Rd. culvert and replace with a new culvert (with funding assistance from OPWC).
Smart Growth and Quality Places	Community Development	L4: Coordinate with regional jurisdictions and partners to plan for future growth and development	L4-A2: Develop an annexation policy and adequate public facilities ordinance to ensure growth aligns with public goals	By April 2023, have a Planning Commission recommendation of annexation policy to City Council.

Smart Growth and Quality Places	Community Development	L4: Coordinate with regional jurisdictions and partners to plan for future growth and development	L4-A1: Create a joint plan for land use & development with surrounding jurisdictions	By April 2023, City staff attend Oxford Township meeting to collect initial input.
Smart Growth and Quality Places	Community Development	L1: Ensure future development and redevelopment contributes to an aesthetic, character, and quality that is uniquely Oxford	L2-A4: Create a Mile Square Master Plan L1-A2: Explore increasing allowable building height in one or more targeted locations	By June 2023 survey historic resources as a part of the efforts of zoning code modernization.

2023 Council Retreat Summary

Staff shared progress toward 2022 goals.

Staff shared proposed 2023 action plans that demonstrate progress toward the Oxford Tomorrow Comprehensive Plan.

Council then provided feedback on what else they would like to occur in 2023:

3+ stickers will be researched and brought back to City Council for review

2023 Actions

Sustainability Building Code Amendment (3 stickers for 2023+2 in 2024 for 5 stickers total)

- City Control: Develop net zero building electrification ordinance for new construction and retrofit
- City Control: Explore incentives or code to have building electrification requirements.

Sustainability Category (4 stickers)

- City Control: Evaluate the feasibility of yard waste collection and curbside food compost collection.
- City Influence: Incentivize Recycling
- City Influence: Encourage Business Recycling
- City Influence: Uptown Commercial Trash and Recycling Coordination

Childcare category: (4 stickers)

- City Control: Ensure the childcare forgivable loan program includes the requirement to accept JFS childcare vouchers
- City Influence: Explore the possibility of a Head Start program in Oxford
- City Influence: Explore the possibility of a two-generation approach with oxford seniors.

Fire EMS Equipment and Staffing. (4 stickers)

- City Control: Investigate funding options for fire staffing
- City Influence: Negotiate with Miami to contribute more than 30% toward Fire/EMS equipment.

Parking Lot:

- City Control: Revise the list of approved street trees to native species only
- City Control: Review whole house Airbnb usage and neighborhoods.
- City Control: Research the ability to stop corporate purchasing of houses

2024 Research Areas

Council then indicated to staff what they want to be researched, developed, and brought back for the 2024 budget season in May/June 2024.

- *In-process indicates a long-term plan that has action steps planned in 2024.*
- *3+ stars will be researched and brought forward to Council during the 2024 budget development process.*

Housing Opportunities For Everyone:

- **City Control: Develop a project and explore funding for housing development on city-owned land.** (In process)

Safe And Efficient Travel For All Modes Of Transportation:

- **City Control: Develop an updated Transportation Plan** (In process)
 - That includes finalizing Oxford Area Trail plan/route/cost, plan for spokes to Oxford Area Trail, neighborhoods and business centers, and other City transportation needs
- **City Control: Engineering for phase 5 of Oxford Area Trail.** (In process)
 - Write grants to supplement the costs of phase 5.
- **City Control: Amtrak engineering** (in process)
- **City Control: Draft a planning grant to explore RR overpass or underpass.** (in process)

A Connected, Livable, And Equitable Community For All:

- **City Control: Update and modernize the zoning code to ...** (8 stickers)
 - Ease restrictions for daycare providers
 - Develop mixed-income neighborhoods overlay districts
 - Encourage/allow accessory dwelling units (“Yes in my backyard federal funding”)
 - Inclusionary zoning- allows for density bonuses, set asides, fee waivers, expedited approval, and no parking minimums.
 - Review height requirements in mile square area
- **City Influence: Explore eviction diversion programs** (3 stickers)
- **Parking Lot:**
 - Explore noncongregate emergency sheltering (1 sticker)
 - Connect clients of FRC and TOPSS with job opportunities at College@Elm
 - Ban source of income discrimination
 - Encourage a neighborhood association that is more representative (PVA)

Celebration Of The People And Places That Make Oxford Unique:

- **Implement Creative Placemaking Category (3 stickers)**
- **City Influence: City can encourage:**
 - Collaboration between PACO and HAPC
 - Enjoy Oxford co-promote Lane/HAPC historic walking tours
 - Host a ½ marathon
 - Oxford history installation in Uptown (maybe Enjoy Oxford office)
 - Night Markets
 - Restaurant Week
 - Spring Version of Otoberfest
 - Ghost Tours
 - Have Oxford swag for sale (t-shirts, sweatshirts, etc.)
 - Art Mural celebration of indigenous history- hire an indigenous artist. Unveil with Tribe visit in November
 - Find other creative uses for the cemetery- solar, exhibits, golf
 - Competition/voting for Oxford logo/motto
 - Encourage outdoor dining
- **Parking Lot:**
 - City Control: Identify a funding source for art. Consider a % for art program. (1 sticker)
 - City Control: Extend City Historical Protection beyond Uptown and include landmark structures. (1 sticker)
 - City Influence: Citywide living room conversations with partners: County Commissioners, Miami, and Nonprofits, etc.

A Thriving and Resilient Year-Round Economy:

- **Parking Lot:**
 - City Influence: Encourage economic growth by developing the “garden district” area on Elm Street. (2 stickers)

A Sustainable Oxford:

- **Parking Lot:**
 - City Control: Building Code Changes (2 stickers)
 - Implement an all-electric zoning requirement
 - Require solar in code for new construction
 - City Influence: Food Rescue and food waste prevention (1 sticker)
 - City Control: Zero waste practices at all public events, including food composting
 - City Influence: Curbside composting
 - City Influence: Encourage community gardens at OCAC or public parks
 - City Control: Expand naturalization implementation on public lands

Essential Operations:

- **Parking Lot:**
 - City Control: FTE gap analysis and cost to rectify. (2 stickers)
 - City Control: Reassess the Healthcare system for city employees
 - City Control: Professional development opportunities for all year-round city employees

Accessible High-Quality Infrastructure:

- **Parking Lot:**
 - City Influence: Supervise/Assist with TOPPS construction project.

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	January 30, 2023
COUNCIL MEETING DATE:	February 7, 2023
AGENDA TITLE:	Application for Butler County American Rescue Plan Funds to be used for Talawanda Oxford Pantry & Social Services New Facility Project with a priority ranking of 1.
COUNCIL GOAL AREA:	Connected, Livable, and Equitable Community for All
BUDGETED AMOUNT:	\$1,500,000.00
ACCOUNT CODE:	NA
RECOMMENDATION:	Neutral
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRC</i> 1.31.23

DISCUSSION:

OCTOBER 2019:

On October 15, 2019, the Oxford City Council passed a Resolution to lease a portion of land at the Merry Day Park to the Talawanda Oxford Pantry & Social Services (TOPSS) for the construction and ownership of a new facility. This 6,000 SF, one-story building was estimated to be just over \$1M for construction. The building was to be used for the collection, storage, and distribution of food items by the TOPSS organization. It also allowed for the operation of other nonprofit entities as approved by the City of Oxford. The agreement specified that if TOPSS no longer utilized the structure, the ownership would revert to the City of Oxford, or TOPSS would be required to restore the site to its original condition.

FEBRUARY 2021

TOPSS leadership sent a letter to the City Manager stating they would not pursue the TOPSS building in the original format and that the lease was no longer required. They said their current joint space with FRC allowed for their operations and food storage/distribution.

The letter encouraged the City to do more to address homelessness.

AUGUST 2021:

In August 2021, the City of Oxford learned that County American Rescue Plan Funds were available and attended a work session to present a new concept based upon this original 2019 proposed building of TOPSS.

The 2021 concept- A One Stop Social Services Center, added a basement and was a shared proposal led by the City of Oxford and with the partnership of the Family Resource Center (FRC) and TOPSS.

This new joint FRC and TOPSS One Stop Social Service Center concept had a goal of the following:

- One-Stop Social Service Model
- Operations of a new housing nonprofit initiated by the City of Oxford and funded by a short-term rental lodging tax.
- Shared campus with TOPSS and Family Resource Center.
- Commercial Kitchen and education space for feeding programs and food education programs.
- New basement level that includes Emergency Cold Shelter operations and provides a tornado shelter for adjacent mobile home community

There was no updated cost estimate for this proposal, but the City asked for \$1.5M toward this project.

NOVEMBER 2022:

Since August, the City staff has learned a great deal about new housing approaches to dealing with homelessness and has begun making plans for permanent supportive housing models instead of an emergency shelter model. The City had also pivoted toward a housing nonprofit to help develop new housing. This reasoning and concerns about project viability due to current nonprofit staffing levels, and the tight timelines of ARPA funds, led staff to request and submit a new proposal for funding to the Butler County Commissioners.

On November 1, 2022, City Staff recommended a new proposal to the County in replacement of the FRC/TOPSS proposal for the purpose of a multi-generational facility that moved the Oxford Seniors Organization into the TRI Building and helped with that building renovation. There is no formal cost estimate for this project, but the City's request was changed to \$3M.

This new proposal's secondary benefit was that it allowed the Oxford Seniors to move out of their existing building. The goal is for Talawanda School District to take over the existing Oxford Seniors Building and allow for the removal of the Nelson Morrow Building for the Amtrak project.

DECEMBER 2022:

December 19, 2022- The Butler County Commissioners passed a resolution for \$1.5M for Talawanda Oxford Pantry. This resolution title was not the name of either proposal from the City of Oxford. City staff were confused and inquired with the County about the Commissioners' vote regarding the original or amended proposal. County staff clarified that the County Commissioners received and discussed the the amended proposal, but the Resolution title they voted on was not updated. Around this same time, there was strong

public dissent about the amended proposal, and many from the Oxford public wanted the original proposal of the One Stop Social Service Center to be considered for funding.

JANUARY 2023:

On January 12, 2023, the City Manager formally requested that the County Commissioners allow the Oxford City Council to affirm what they wanted to propose to the Butler County Commissioners.

On January 17, 2023, a work session reviewed the proposals of the One Stop Social Services Center (FRC and TOPSS) and the Multi-Generational Facility (Oxford Seniors and TRI Board). The work session also discussed a third option of paying for infrastructure and creating a social services facilities fund with funds the City would have used. These monies put into the social services facilities fund would be from the general fund and allow for no tight timelines or ARPA rule restrictions.

Mayor Snavelly requested that two resolutions be presented for Council review and vote. The One Stop Social Service Center with a ranking of 1st priority and the Multi-Generational Facility with a ranking of 2nd priority. With any submission of multiple proposals, it is necessary to list the priority ranking of the projects.

FEBRUARY 2023:

This is a resolution for a One Stop Social Services Facility for \$1.5M with a first priority ranking. If awarded by the County, this project will be constructed by TOPSS and shared by the FRC. The City will act as the fiscal agent and pass the funds through to TOPSS which has indicated they will act as the lead organization for this project. City staff has asked for an updated outline of their approach to this project, and it is attached.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR THE BUTLER COUNTY AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO BE USED FOR A ONE-STOP SOCIAL SERVICES FACILITY.

WHEREAS, Butler County has received \$74.4 million in America Rescue Plan funds and has invited local municipalities to apply for project funding; and

WHEREAS, the new Comprehensive Plan identifies an objective to expand and improve access to community and social services; and

WHEREAS, the One-Stop Social Services Center would house a commercial kitchen and educational space; the basement would function as an emergency shelter for the homeless and tornado shelter for the adjacent mobile home community; and

WHEREAS, the City would act as the fiscal agent and pass the funds through to the Talawanda Oxford Pantry and Social Services (TOPSS), who has indicated they will act as the lead organization and facilitate the construction of a new facility in adherence with the ARPA guidelines; and

WHEREAS, the City Manager and Assistant City Manager recommend the City Manager apply for the \$1.5 Million of the Butler County American Rescue Plan Act funding to allow the construction of a new one-stop social services facility to be owned and managed by the TOPSS organization.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and further authorizes the City Manager to apply for \$1.5 Million of the Butler County American Rescue Plan Act to help fund the construction of the One-Stop Social Services Center.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

Capital Project Funding Request of Butler County Commissioners

Organizational Information:	
Organizational Lead Applicant: <i>(If a partnership, which organization will be the primary lead in this project?)</i>	Co-Leads: TOPSS & FRC
Primary Point of Contact:	Nicola Rodrigues Sherry Martin
Organization Address:	5445 College Corner Pike Oxford, Ohio 45056
Email:	nrodrigues@frcoxford.org Sherry.martin@topss.org
Phone:	513-255-3888 (Nicola) 513-255-3425 (Sherry)
EIN or EUI:	51-0596248 (TOPSS) 31-0958091 (FRC)
Project Details:	
Where are you in the planning for your capital project? (Check one)	
Planning Phase: <i>We are still exploring our space needs, still need to develop construction plans and costs.</i>	
Refinement Phase: <i>We have initial plans for construction and estimated costs. These need to be updated and finalized before we can proceed.</i>	
Shovel Ready: <i>We have final construction plans and updated costs. We are ready to hire a construction firm to build our facility.</i>	We have final construction plans with updated costs, and we are ready to accept bids. ✓
Additional Funding? If your facility will cost more than \$1.5M, how will your organization find additional funds?	
We do not believe that our facility will exceed our budget, but if it does, we have a capital fundraising campaign ready to implement the moment our proposal is approved. The FRC has offered their ability to finance their commercial property if it becomes necessary.	

Operations/Maintenance: *What will your annual operational and maintenance costs be for this new facility? How will your organization fund these future expenses?*

We don't foresee the annual upkeep being more than the facilities we use now. In fact, with a more efficient building, we estimate that utilities will be less in the new building. Especially considering we'll be splitting expenses between two organizations on one building, instead of separately paying for 3 different buildings. On top of that, TOPSS will no longer be paying rent, which will free up some of our funds. We also currently have several volunteers who help out with maintaining our facilities and property.

Will other partners will be a part of this facility? If yes, explain your partnership model:

Besides the partnership between TOPSS and the FRC, we would like to invite other social service partners into our space. Depending on how much they use the space, they could contribute to expenses. For example, if an agency like SELF wanted to use an office regularly, we would like to work out an arrangement where they would pay something to cover their space and energy use. We have plans to regularly invite partners to utilize our multipurpose room for classes, training, and other community events. We would prefer to find a way for that to happen at no cost.

Anything else you want to share with the County Commissioners?

Talawanda Oxford Pantry and Social Services (TOPSS) and the Family Resource Center (FRC) would be pleased to accept the award of \$1.5 million from the City of Oxford, a sub-recipient of Butler County American Rescue Plan Act (ARPA) funds.

We thank the County Commissioners for giving us this opportunity to present the proposal and provide additional and updated information about the project. We are eager for the opportunity to see this through and excited for all our clients to gain access to services under one roof. A commercial kitchen providing nutritious, warm meals in a comfortable setting, a tornado, and cold shelter ensuring security and protection for human survival, and the ability to conduct ongoing programs and provide services that are currently not available or difficult to gain access to will provide a wrap-around model of assistance to our clients. The building is a sustainable option for our agencies who in turn work with clients to build a sustainable life. Boards of both non-profits recently voted to support going forward with the proposed facility and are currently in consultation about future steps in making that happen.

Looking at the financial statements for the two organizations, it is clear that in order to meet the increased demand exacerbated, or perhaps exposed, by the COVID pandemic, both organizations need to operate as efficiently as possible, and need to attract increased donations and grant funding. The show of faith exhibited by the City as it directs these funds to these agencies will be a significant selling point for targeted philanthropy appeals made by TOPSS and FRC in the near future. Both agencies come with considerable assets, TOPSS in the form of cash reserve and cash assets, following 16 years of operation characterized by prudent fiscal stewardship, and FRC with a valuable property that could be leveraged to cover the operating expenses of the new facility.

We hope to move forward with fulfilling a vision that dozens of dedicated citizens of Oxford and the Talawanda School District, whose missions are to eradicate poverty, food insecurity, and homelessness, have been pursuing for decades.

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	January 30, 2023
COUNCIL MEETING DATE:	February 7, 2023
AGENDA TITLE:	Application for Butler County American Rescue Plan Funds to be used for an Oxford Seniors Facility Project with a priority ranking of 2.
COUNCIL GOAL AREA:	Connected, Livable, and Equitable Community for All
BUDGETED AMOUNT:	\$3,000,000.00
ACCOUNT CODE:	NA
RECOMMENDATION:	Neutral
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRC</i> 1.31.23

DISCUSSION:

JUNE 2021:

The Oxford Seniors Organization indicated to the City that their organization is looking to build a new facility and inquired about land at Western Knolls that the City currently owns. The City Manager indicated a willingness to discuss with the City Council a donation of 3 acres for the purpose of a new Senior Center.

APRIL 2022:

The Oxford Seniors Organization informed the City that they had voted to begin formal discussions to collaborate with the TRI Board for a joint building-a multi-generational community center.

MAY 2022:

On May 17, 2022, the Oxford City Council passed a resolution authorizing the City Manager to sign an Option to Trade Real Estate Agreement between the City of Oxford and Talawanda School District. This agreement would trade the Oxford Seniors Building for the Nelson Morrow Building to allow for the Amtrak project. The Talawanda staff would move into what is now the Oxford Senior Center to allow for the demolition of the Nelson Morrow Building, which is a necessary step for the Amtrak platform.

SEPTEMBER 2022:

September 22, 2022 City staff inquired with County about the possibility of an amended proposal to support the TRI Board/Oxford Seniors due to concerns with FRC/TOPSS staffing and a change in homelessness response to permanent supportive housing instead of cold sheltering. The City was informed that we could draft a new proposal. A verbal conversation indicated that sooner than later would be preferred.

OCTOBER 2022:

October 14, 2022 staff submitted a new proposal of \$3M for the TRI Board/Seniors organization to renovate their current facility and add a section for the Oxford Seniors. \$1.5M was for the TRI board for renovations. \$1.5M was for the seniors to add a wing for their operations.

The proposal was to renovate the existing facility to improve shared operations, improve the preschool operational space, and add the capacity for senior programming by constructing a wing for the Seniors Organization. There is also a plan to add a new community gym.

- \$1.5M of our request will go toward the renovation of shared operational space. This will include staff offices, restrooms, and community meeting rooms.

- \$1.5M of our request will go toward the creation of a new wing to house the Oxford Senior specific programming.
- The TRI Board will contribute the funds for the new community gym.

Moving the Oxford Seniors Organization into the newly renovated TRI community center will allow Talawanda to move into the former Oxford Senior's location. This allows the City to demolish the former TSD Nelson Morrow building and construct an Amtrak platform.

NOVEMBER 2022:

On November 1, 2022 City Council voted on a resolution to submit this proposal to the County Commissioners. Staff verbally indicated that it had already been turned in, but would withdraw the application if not supported. Staff gave a verbal report that this proposal was replacing the One Stop Social Services Center proposal.

DECEMBER 2022:

December 7, 2022 Staff received an email that County supported the amended proposal but only for \$1.5M, not the full \$3M requested. (An attachment dated 11/24/2022 was included that outlined the amended proposal of \$3M and indicating an award amount of \$1.5M.)

December 14, 2022 Staff asked the Seniors Organization to meet with their board and vote to decide if they could use the \$1.5M to construct a new facility and agree to vacate the current location by December 2025.

The Seniors Board reported verbally to staff that the board had voted yes they would accept the funds for construction and agree to vacate by that date. City began drafting a memorandum of understanding agreement.

December 19, 2022- The Butler County Commissioners passed a resolution for \$1.5M for Talawanda Oxford Pantry. This resolution title was not the name of either proposal from the City of Oxford. City staff were confused and inquired with the County about the Commissioners' vote regarding the original or amended proposal. County staff clarified that the County Commissioners received and discussed the amended proposal, but the Resolution title they voted on was not updated.

Around this same time, there was strong public dissent about the amended proposal, and many from the Oxford public wanted the original proposal of the One Stop Social Service Center to be considered for funding.

JANUARY 2023:

On January 12, 2023, the City Manager formally requested that the County Commissioners allow the Oxford City Council to affirm what they wanted to propose to the Butler County Commissioners.

On January 17, 2023, a work session reviewed the proposals of the One Stop Social Services Center (FRC and TOPSS) and the Multi-Generational Facility (Oxford Seniors and TRI Board). The work session also discussed a third option of paying for infrastructure and creating a social services facilities fund with funds the City would have used. These monies put into the social services facilities fund would be from the general fund and allow for no tight timelines or ARPA rule restrictions.

The Mayor requested that two resolutions be presented for both the One Stop Social Service Center and the Multi-Generational Facility. With any submission of multiple proposals, it is necessary to list priority ranking of the projects.

FEBRUARY 2023:

This is a resolution for Oxford Seniors for \$3M with a priority ranking of second. This project, if awarded by the County, will be constructed by the Oxford Seniors. The City is hopeful that a partnership with the TRI can continue, but the ultimate goal is to allow the seniors to build a new facility and let Talawanda to take over their current building to allow for the demolition of the Nelson Morrow building for the Amtrak project. The City would act as fiscal agent and pass the funds through to the Oxford Seniors, who will be responsible for the construction of the facility and adherence to ARPA rules. City staff have asked for an updated outline of their approach to this project, which is attached.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR THE BUTLER COUNTY AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO BUILD A NEW FACILITY FOR THE OXFORD SENIORS.

WHEREAS, Butler County has received \$74.4 million in America Rescue Plan funds and has invited local municipalities to apply for project funding; and

WHEREAS, the City Comprehensive Plan has an objective R1-A2 to develop a Community Center that offers programming, recreation, access to social services, and rentable community space; and

WHEREAS, In June 2021, the Oxford Seniors Organization informed the City of its desire for a new facility. In April 2022, the Board of the Oxford Seniors Organization and TRI Board began working together on the concept of a joint facility; and

WHEREAS, In May 2022, the City of Oxford and Talawanda School District entered into an Option to Trade Real Estate Agreement, trading the existing Oxford Seniors Building for the Nelson Morrow Building to allow for the new Amtrak platform; and

WHEREAS, The construction of a new Oxford Seniors facility will allow Talawanda District staff to take ownership of the current Oxford Seniors building and allow for the demolition of the Nelson Morrow building for the Amtrak project; and

WHEREAS, the City would act as the fiscal agent and pass the funds through to the Oxford Seniors, who have indicated they will act as the lead organization and facilitate the construction of a new facility in adherence with the ARPA guidelines; and

WHEREAS, the City Manager and Assistant City Manager recommend the City Manager apply for the \$3 Million of the Butler County American Rescue Plan Act funding to allow for the construction of a new Oxford Seniors facility.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and further authorizes the City Manager to apply for \$3 Million of the Butler County American Rescue Plan Act to help fund the construction of the Oxford Seniors facility, which will allow many city goals to progress.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

Capital Project Funding Request of Butler County Commissioners

Organizational Information:	
Organizational Lead Applicant: <i>(If a partnership, which organization will be the primary lead in this project?)</i>	Oxford Seniors
Primary Point of Contact:	Steve Schnabl, Executive Director
Organization Address:	922 Tollgate Dr, Oxford, OH 45056
Email:	Sschnabl@oxfordsenior.org
Phone:	513-523-8100
EIN or EUI:	31-0934786
Project Details:	
Where are you in the planning for your capital project? (Check one)	
• Planning Phase: <i>We are still exploring our space needs, still need to develop construction plans and costs.</i>	☒ (Needs review from Planning Commission)
• Refinement Phase: <i>We have initial plans for construction and estimated costs. These need to be updated and finalized before we can proceed.</i>	☐
• Shovel Ready: <i>We have final construction plans and updated costs. We are ready to hire a construction firm to build our facility.</i>	☐
Additional Funding? If your facility will cost more than \$1.5M, how will your organization find additional funds?	
We estimate our new space will cost our agency \$5.0 million. ARPA funding will be crucial to success. Oxford Seniors may be eligible for other ARPA funding via either the Council on Aging of SW Ohio or Ohio Dept of Aging. Annually, we raise about \$100,000 for operating expenses via United Way, donations, memorial gifts, private/family foundation grants, and sponsorships. We plan to undertake a capital fundraising campaign for the new site, in harmony with the T.R.I. board on the joint community center project. Our fundraising history is an asset to success. Older adults are the fastest growing part of the U.S. population; Oxford is promoting itself as a wonderful place to retire. The need for services will continue to grow. Older adults cover a broad spectrum of economic stability, with many being low-to-moderate income.	

Operations/Maintenance: *What will your annual operational and maintenance costs be for this new facility? How will your organization fund these future expenses?*

Oxford Seniors routinely earns about 80% of its \$600,000 annual operating budget that sustains seventeen staff (many who are part-time). We generate those funds from a variety of state and federal contract sources on a unit-of-service-provided basis (one meal or one ride provided, etc.).

While our staff includes a part-time custodian; current major building repairs, utilities (gas, water, electricity, and trash service) and grounds care are provided by the City of Oxford. While Oxford Seniors raised funds to build on Tollgate Drive donated land in the 1980's, with several additions at our expense since that time, ownership was transferred to the City of Oxford by 1989. The City has leased the building to Oxford Seniors for \$1 per year since that time. The current lease period ends December 31, 2024.

The City has tentatively indicated similar support will be offered on the T.R.I. grounds.

Will other partners will be a part of this facility? If yes, explain your partnership model:

Oxford Seniors and the T.R.I. board have signed a Memorandum of Understanding to work cooperatively on mutually developing an intergenerational community center on the T.R.I. grounds, with a focus on health and wellness programming in shared spaces. The Oxford Seniors section would also house our social service programs: Nutritious weekday lunches; social work supports; Meals on Wheels; Senior and specialized transportation; non-medical equipment lending program; and Independent Living Assistance for older adults. Our Adult Day Service (ADS) for people with dementia and other similar conditions might also become housed at the new building, but at considerable costs for its added space.

Oxford Seniors is strongly embedded in the Oxford community with multiple ongoing relationships that enhance our services. We subcontract with Shared Harvest Food Bank to enroll and deliver monthly senior supplementary food boxes. McCullough-Hyde TriHealth Hospital is the long-time source of food for our Meals on Wheels, ADS and Center lunches.

Oxford Seniors has an Affiliation Agreement with Miami University that creates linkages to departments such as Gerontology/Sociology, Farmer Business, Health/Kinesiology, Social Work, Engineering, Athletics; and Performing Arts. The agency routinely hosts interns from Gerontology, Social Entrepreneurship and Social Work. Scripps' Opening Minds through Art (OMA) offers its class to the public at our Center each Miami semester.

The Scripps Gerontology Center has expressed interest in formalizing a Learning Lab in our new location, further strengthening that partnership.

Oxford Seniors also plans a new relationship with Miami's Nursing and Health Services department.

Finally, we are exploring partnership with area healthcare providers like TriHealth and Kettering Health Network for shared activities at the new site.

Anything else you want to share with the County Commissioners?

Oxford Seniors also serves the rural areas near Oxford, following the outline of the Talawanda school district in Butler County. Communities like Reily, Okeana, Sommerville, College Corner are represented in our client and volunteer base. Some of our services further serve people with disabilities of all ages.

The joint Oxford Seniors/T.R.I. project would create a center in Oxford that equates very closely to the Booker T. Washington Center in Hamilton and the Sonny Hill Center in Middletown, each of which the Commissioners have supported with \$1.5 million ARPA commitments.

All three will serve significant segments of the low-income residents, integrated with other community members for increased respect and dignity. Community centers help people lead healthy lives and to continue to be active regardless of income level or age.

That goal fits perfectly with Oxford Seniors mission: **Dedicated to Serving Seniors and Strengthening Community.**

In Hamilton (\$33.5 million ARPA) and Middletown (\$19 million ARPA), each community has committed more local ARPA funds toward their respective community center enhancements. Oxford received only \$2.4 million in direct ARPA funding, far less. Oxford is naturally directing all its own limited ARPA funds to other high-priority infrastructure projects in the City. That fact led Oxford to request \$3 million in ARPA funds from Butler County

Given that Butler County still has about \$5 million unallocated from its \$74.5 million ARPA fund, any other support for Oxford area projects is warranted and would be welcomed by all Oxford and northwest Butler County area residents.

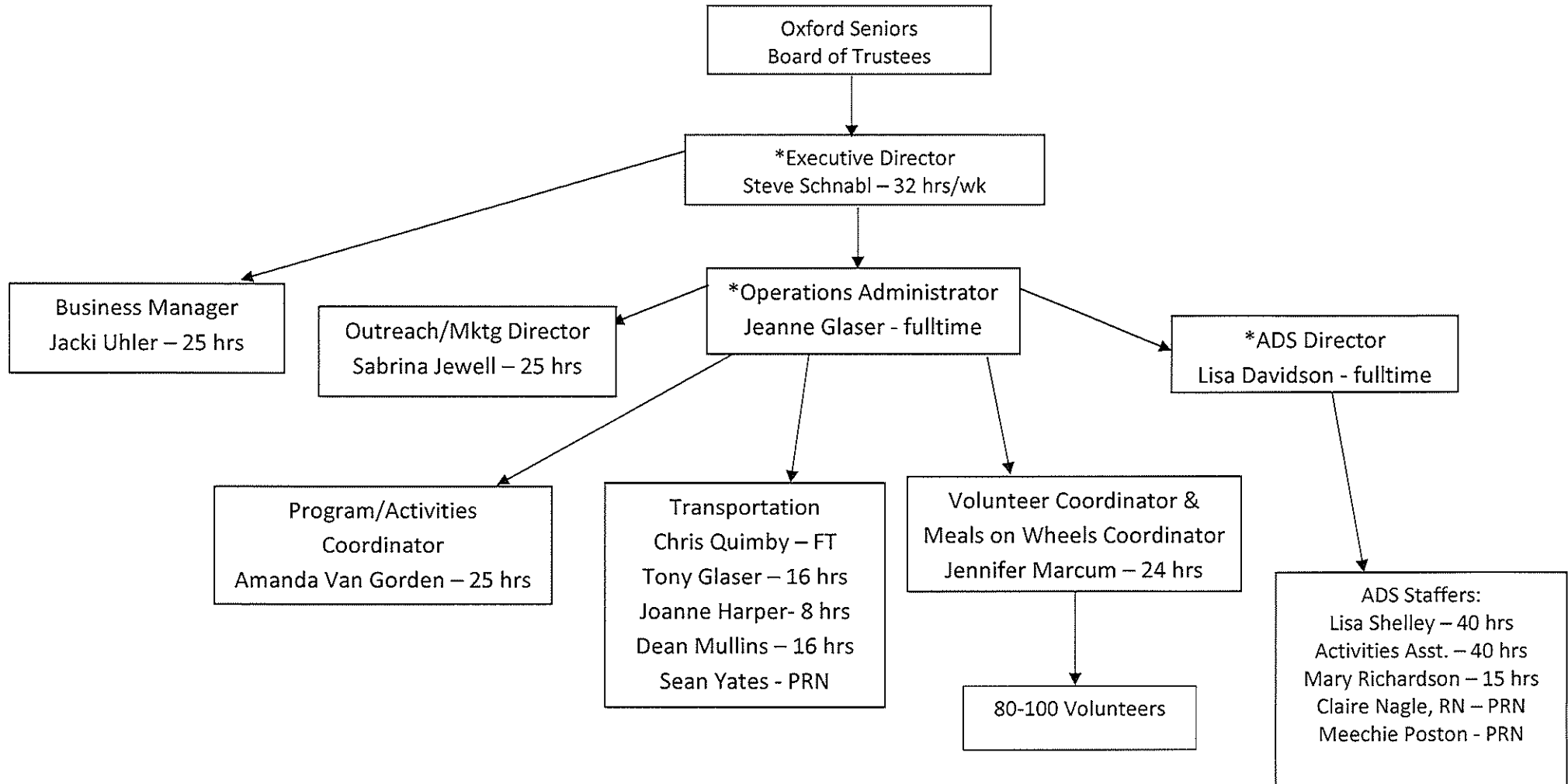
OXFORD SENIORS FY22 RESULTS

	ADULT DAY SERVICE	CONGREGATE MEALS	HOME DELIVERED MEALS	OUTREACH SERVICES	RECREATION AND CRAFTS	TRANSPORT	FUNDRAISING	SUPPORT	TOTAL
Ordinary Income/Expense - Cash Basis WORKFILE FOR FISCAL YEAR October 1, 2021 to September 30, 2022									
Operational income									
DONATIONS	2,648	6,212	12,653	6,240	557	6,052	55,500	19,488	109,350
GRANTS & BEQUESTS	34,101	0	4,861	10,937	8,008	26,071	0	91,698	175,676
DUES	0	0	0	0	10463	0	0	0	10,463
SALES & FEES	1,760	0	0	0	9,695	0	0	1,299	12,754
TITLE III	0	29,811	2,496	11,588	0	54,497	0	0	98,392
PASSPORT/MYCAR	8,744	0	4,463	0	0	50	0	0	13,257
ELDERLY SERVICES PROG	25,669	0	103,527	50	0	1,135	0	0	130,382
VETERANS ADMINISTRATION	37,536	0	0	0	0	0	0	0	37,536
PRIVATE PAY	22,476	0	3,801	0	0	0	0	0	26,277
MISCELLANEOUS	0	0	0	150	0	1,970	0	326	2,446
INVESTMENT INCOME	0	0	0	0	0	0	55,322	747	56,069
Income Apportionment	18,907	18,964	18,907	18,964	18,907	18,907	0	-113,558	0
TOTAL INCOME	151,842	54,987	150,709	47,929	47,630	108,682	110,822	0	672,602
Expenses									
SALARY AND OVERHEAD	110,191	0	28,199	31,059	23,878	67,528	0	149,903	410,758
PROFESSIONAL FEES	0	20	224	0	0	0	0	12,619	12,863
MAINTENANCE	19,994	257	7,665	516	857	15,028	0	34,763	79,080
MEALS	4,319	9,293	60,280	0	744	0	0	445	75,081
TELEPHONE/INTERNET	1,790	0	556	39	215	0	0	5,323	7,923
POSTAGE	47	0	58	6	1,451	0	348	1,604	3,514
RENT	5,500	0	0	0	0	0	0	1,381	6,881
INSURANCE	1,926	0	0	0	0	9,856	0	6,634	18,416
SUPPLIES	4,472	276	1,349	0	3,119	154	1,762	3,469	14,600
MISCELLANEOUS	851	35	320	2,406	2,622	0	0	2,676	8,910
MARKETING	0	0	0	50	0	0	500	1,346	1,896
APPORTIONMENT OF EXPENSE:	4,145	10,258	10,820	11,944	17,003	9,345	6,745	-70,260	0
DIRECT APP OF SALARIES	11,992	14,990	17,988	13,491	11,992	14,990	64,458	-149,903	0
Total Expense	165,228	35,129	127,459	59,512	61,881	116,900	73,813	0	639,922
% Sup. Salary apportioned	8	10	12	9	8	10	43		
INCOME LESS EXPENSES	-13,386	19,858	23,250	-11,582	-14,251	-8,218	37,009	0	32,680
Income to Endowment									

OXFORD SENIORS FIRST QUARTER FY23 RESULTS

	ADULT DAY SERVICE	CONGREGATE MEALS	HOME DELIVERED MEALS	OUTREACH SERVICES	RECREATION AND CRAFTS	TRANSPORT	FUNDRAISING	SUPPORT	TOTAL
Ordinary Income/Expense - Cash Basis - Workfile for the period ended December 31, 2022									
Operational income									
DONATIONS	0	1,150	2,697	2,790	31	1,885	9,175	14,010	31,738
GRANTS & BEQUESTS	1,000	0	0	10,601	0	5,312	0	2,319	19,232
DUES	0	0	0	0	5600	0	0	0	5,600
SALES & FEES	147	0	0	1,250	2,952	0	0	691	5,040
TITLE III	0	5,744	859	3,469	0	16,770	0	0	26,842
PASSPORT/MYCAR	0	0	0	0	0	0	0	0	0
ELDERLY SERVICES PROG	23,592	0	28,480	37	0	491	0	0	52,600
VETERANS ADMINISTRATION	8,540	0	0	0	0	0	0	0	8,540
PRIVATE PAY	9,459	0	775	0	0	0	0	0	10,234
MISCELLANEOUS	0	0	0	0	0	0	0	0	0
INVESTMENT INCOME	0	0	0	0	0	0	18,270	61	18,331
Income Apportionment	2,844	2,853	2,844	2,853	2,844	2,844	0	-17,081	0
TOTAL INCOME	45,582	9,747	35,655	21,000	11,427	27,302	27,445	0	178,157
Expenses									
SALARY AND OVERHEAD	43,386	3,088	9,166	10,725	9,704	26,334	5,754	22,908	131,065
PROFESSIONAL FEES	0	0	10	0	6	0	42	805	863
MAINTENANCE	300	0	900	0	0	4,598	0	5,289	11,087
MEALS	2,496	3,521	16,086	0	391	0	0	39	22,533
TELEPHONE/INTERNET	0	56	362	56	56	58	0	1,144	1,732
POSTAGE	0	0	0	0	424	0	308	1,080	1,812
RENT	1,000	0	0	0	0	0	0	345	1,345
INSURANCE	481	0	0	0	0	2,464	0	6,868	9,813
SUPPLIES	121	0	0	0	1,464	0	213	2,080	3,878
MISCELLANEOUS	40	0	0	613	622	0	0	781	2,056
MARKETING	0	0	0	0	0	0	0	629	629
APPORTIONMENT OF EXPENSE:	1,125	2,783	2,935	3,240	4,613	2,535	1,830	-19,060	0
DIRECT APP OF SALARIES	1,833	2,291	2,749	2,062	1,833	2,291	9,850	-22,908	0
Total Expense	50,781	11,739	32,208	16,696	19,112	38,280	17,997	0	186,813
% Sup. Salary apportioned	8	10	12	9	8	10	43		
INCOME LESS EXPENSES	-5,199	-1,992	3,447	4,304	-7,685	-10,978	9,448	0	-8,656
Income to Endowment							10,000		

TABLE OF ORGANIZATION as of February 2023



*Exempt Positions

Memorandum of Understanding between

Oxford Seniors

and

Talawanda Recreation, Inc.

922 Tollgate Dr.
Oxford, OH 45056

6025 Fairfield Rd
Oxford, OH 45056

1. PURPOSE AND SCOPE

- a. The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to their roles within the details of the proposed project to plan, build/renovate, and operate a multi-generational, recreational space to support the City of Oxford and Talawanda District communities.
- b. Both Oxford Seniors and Talawanda Recreation, Inc. (TRI) shall ensure that all associated activities are conducted in compliance with all applicable Federal laws, rules, and regulations and ethical principles set forth by their respective Boards.
- c. Each party to this MOU will maintain its organization's identity in providing service in collaboration to the City of Oxford and surrounding communities. Though parties are expected to collaborate in fulfilling the joint purpose, services and operation of these new/renovated spaces; each organization is separately responsible for establishing its own policies and financing its own activities. When outside funding that is applicable to both organizations is available, both Boards shall work together in, and agree on, determining the best use of the funds.

2. MOU TERM

- a. The term of this MOU Agreement is the period within which the project responsibilities of this agreement shall be performed. The term commences 11-27-, 2022 and terminates 11-27-, 2027 if renovations and/or construction is not commenced.
- b. A separate MOU will be developed when and if the project moves into an ongoing operational phase.

3. OXFORD SENIORS RESPONSIBILITIES

Oxford Seniors shall undertake the following activities during the duration of the MOU term:

- a. Ensure adherence to applicable federal and state laws and regulations and city guidelines in conjunction with Talawanda Recreation, Inc.
- b. Facilitate and attend meetings as requested by Talawanda Recreation, Inc. Or the City of Oxford
- c. Work jointly to address needs and issues as they arise.
- d. Work jointly with Talawanda Recreation, Inc. to prepare and present any necessary presentations and publications.
- e. Provide resources, including but not limited to:
 - i. Cooperation in the creation of a feasibility study of the potential project
 - ii. Access to mailing and email lists within privacy restrictions of our members/clients
 - iii. General ideas about amount of space needed for seniors services operations
- f. Provide Board approval on all design, modification, and building decisions to new or existing facilities related to Senior programming, but not those exclusive to specific programming/spaces that serve other populations.

4. TALAWANDA RECREATION, INC. (TRI) RESPONSIBILITIES

Talawanda Recreation, Inc. shall undertake the following activities during the duration of the MOU term:

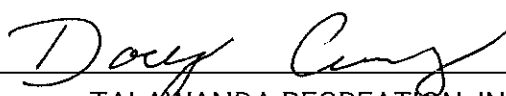
- a. Ensure adherence to applicable federal and state laws and regulations and city guidelines in conjunction with Oxford Seniors.
- b. Facilitate and attend meetings as requested by Oxford Seniors or City of Oxford
- c. Work jointly to address needs and issues as they arise.
- d. Work jointly with Oxford Seniors to prepare and present any necessary presentations and publications.
- e. Provide resources, including but not limited to:
 - i. A not yet determined amount of property and its specific location at 6025 Fairfield Rd
 - ii. Renovation plans for the existing TRI Community Center building
 - iii. Building plans for a new "field house" gymnasium space on existing ground at 6025 Fairfield Rd.
- f. Provide Board approval on all design, modification, and building decisions to new or existing facilities related to Senior programming except in spaces created primarily for use in senior services operations.

5. MISCELLANEOUS

- a. Neither party to this MOU has the authority to act on behalf of the other party. This MOU is not intended to be enforceable in any court of law or dispute resolution forum. The sole remedy for non-performance under this MOU shall be termination of partnership and terms, with no damages or penalty.

6. ACKNOWLEDGEMENTS

The aforementioned parties below, indicate agreement with this MOU by their Authorized Representatives' signatures.

 _____ OXFORD SENIORS	<u>11/22/22</u> DATE
 _____ TALAWANDA RECREATION, INC.	<u>11-22-22</u> DATE

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	January 31, 2023
COUNCIL MEETING DATE:	February 7, 2023
AGENDA TITLE:	Application for \$1.5M of Butler County American Rescue Plan Funds to be used for City Infrastructure and to establish a Social Services Facility Fund.
COUNCIL GOAL AREA:	Connected, Livable, and Equitable Community for All
BUDGETED AMOUNT:	\$1,500,000.00
ACCOUNT CODE:	NA
RECOMMENDATION:	Neutral
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRC</i> 1.31.23

DISCUSSION:

Councilor Ellerbe requested a resolution for an ARPA request for \$1.5M toward City Infrastructure and establishing a social services facility fund to be brought forward to City Council.

An application for Butler County ARPA funds for infrastructure improvements is an allowable use of ARPA and has been supported by the County Commissioners in other communities. The City would identify \$1.5M in already planned infrastructure projects and apply the County funds toward these expenses if awarded.

This Resolution also establishes the creation of a Social Facilities Infrastructure Fund. This fund will be created using the monies the City would have used from the general fund for infrastructure improvements.

This fund will be controlled by City Council to assist social service agencies with their capital needs. City Council can develop criteria for the review of social service proposals and award funds via this process. This fund will provide flexibility for the social service agencies in their projects. They may leverage the funds as grant matches for other State or Federal Funds. ARPA funds cannot be used as a match for any other State or Federal funding source. This City directed fund will also allow for a flexible timeline. Social Services agencies may act quickly if ready but also take their time if needed.

Council could direct these funds toward one organization or split them between multiple organizations at their discretion.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR THE BUTLER COUNTY AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TO BE USED FOR CITY INFRASTRUCTURE AND TO ESTABLISH A SOCIAL SERVICES FACILITY FUND.

WHEREAS, Butler County has received \$74.4 million in America Rescue Plan funds and has invited local municipalities to apply for project funding; and

WHEREAS, the City Comprehensive Plan has an objective U1 maintain and improve high-quality public services, and C3 supports high-quality health services for the region; and

WHEREAS, infrastructure improvements are an allowable use of ARPA funds and have been supported by the County Commissions in other communities; and

WHEREAS, the City would identify the \$1.5 Million in already planned infrastructure projects and apply the County funds toward these expenses if awarded; and

WHEREAS, also establishing the creation of a Social Facilities Infrastructure Fund; and

WHEREAS, the fund will be controlled by City Council to assist social service agencies with their capital needs, allowing a more flexible timeline; and

WHEREAS, the City Manager and Assistant City Manager recommend the City Manager apply for the \$1.5 Million of the Butler County American Rescue Plan Act funding to be used for City Infrastructure and establish a Social Services Facility fund.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and further authorizes the City Manager to apply for \$1.5 Million of the Butler County American Rescue Plan Act to be used for City Infrastructure and establish a Social Services Facility fund, which will allow more time to accomplish other city goals.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: GLENN ELLERBE

PREPARED BY: LAW (STAFF)

STAFF REPORT

ORIGINATING DEPARTMENT:	Police Division
PREPARED BY:	Geoff Robinson
DATE PREPARED:	January 28, 2023
COUNCIL MEETING DATE:	February 7, 2023
AGENDA TITLE:	City Council Meeting
COUNCIL GOAL AREA:	Deliver Service Excellence
BUDGETED AMOUNT:	\$48,000
ACCOUNT CODE:	142.711.61018
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<u>DRE 1.30.23</u> / <i>GUR #22</i>

DISCUSSION:

The Parking Division currently has two vehicles assigned to it for use by the Public Safety Assistants in their day-to-day job tasks. One of those vehicles, a 2009 Dodge Dakota pickup truck, is well beyond its useful life and is set for replacement this year as part of the 5 year Capital Equipment Budget this year.

As a result of the COVID-19 pandemic, purchasing fleet/government vehicles has become increasingly difficult. Staff has spent a considerable amount of time researching the availability of acceptable vehicles. Traditional purchasing through Ohio's State Term Schedule is not an option for a small form pickup truck such as the Toyota Tacoma. Quotes were obtained from four dealerships in the Southwest Ohio region. The base price for the 2023 Toyota Tacoma at Voss Toyota in Beavercreek, OH is \$35,350. The base price at 3 other dealerships is \$35,435.29. We anticipate the purchased truck will have dealer options like floor liners, bed mat, door edge guards, and door steps added for an additional cost of \$1,417.00.

The total purchase price for this vehicle with options and documentation fees will be \$37,032.00.

Staff further recommends that Council approve the City Manager to dispose of vehicle #9567, a 2009 Dodge Dakota, by electronic auction at the earliest date convenient to the City.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH VOSS TOYOTA FOR THE PURCHASE OF A TOYOTA TACOMA WITH SPECIFIED OPTIONS AT A COST NOT TO EXCEED \$37,032.

WHEREAS, the 2023 Parking Improvement Fund includes \$48,000. for the purchase of a replacement pickup truck; and

WHEREAS, the City Manager and the Acting Police Chief recommend City Council authorize the City Manager to enter into a contract with Voss Toyota for the purchase of a Toyota Tacoma with specified options at a cost not to exceed \$37,032.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Acting Police Chief and accepts the purchase of a Toyota Tacoma with specified options at a cost not to exceed \$37,032.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Voss Toyota for the purchase of a Toyota Tacoma with specified options at a cost not to exceed \$37,032.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)



TOYOTA

Voss Toyota

2110 Heller Drive
Beavercreek OH 45434
937-427-3700

2023 Tacoma SR

Tacoma SR 3.5L V6 engine AT 4x4 5-ft. bed
Double Cab



Model: 7594C

VIN: 3TMCZ5AN6PM06C637

Engine: 3.5L V6 Engine

Transmission: 6-Speed Automatic Transmission

EXTERIOR
Ice Cap

INTERIOR
Cement Gray Fabric

PRICE

Vehicle base model (MSRP *)	\$34,015.00
Port Installed Packages & Accessories	\$1,417.00
Delivery processing / handling	\$1,335.00
Total Advertised Price	\$36,767.00

Fuel Economy



TOTAL INSTALLED PACKAGES & ACCESSORIES

50 State Emissions	\$0.00
All-Weather Floor Liners and Door Sill Protectors	\$258.00
All-Weather Floor Liners and Door Sill Protectors includes: All-Weather Floor LinersDoor Sill Protectors.	
Bed Mat	\$180.00
Minimize damage to your truck bed and cargo with this heavyweight bed mat. It's made from a high-strength, cord-enhanced rubber compound that can withstand abuse without fading, rusting, cracking or breaking. Pebble finish minimizes shifting of cargo. Raised, angled ribs ease cargo loading/unloading. Knobby underside promotes aeration and drainage that keeps the truck bed dry to help prevent rust and mildew.	
Door Edge Guards	\$140.00
Help prevent door edge dings and chipped paint with this protective finishing touch. Thermoplastic-coated stainless steel is precisely matched to the exterior finish. Compression-fitted to door edge contours. Blend seamlessly to complement exterior styling.	
Predator Tube Steps	\$679.00
A highly functional and stylish upgrade for your truck, the predator tube step complements the Tacoma's rugged design and improves access to the cab. Black powder-coat finish. Drop steps for easy access. Durable, 6061 aluminum construction is chip- and rust-resistant.	
Tailgate Insert	\$160.00
Tailgate inserts emphasize the Tacoma stamp in the tailgate and are an easy way to customize the look of your truck. Individual letters strongly adhere into the stamped tailgate logo. Attached with strong adhesive backing. Two colors available, bright chrome or flat black.	

Total Optional Equipment	\$1,417.00
Vehicle base model (MSRP *)	\$34,015.00
Delivery processing / handling	\$1,335.00

Features

Mechanical & Performance

- Engine: 3.5-liter V6 direct-injection Atkinson-cycle engine with 278 hp @ 6000 rpm/265 lb.-ft. @ 4600 rpm
- Emission Rating: Low Emission Vehicle III (LEV-III)
- Drivetrain: 4WDemand part-time 4WD with electronically controlled transfer case and Automatic Limited-Slip Differential (Auto LSD)
- Body Construction: One-piece frame rails with eight cross members and fully boxed front sub-frame
- Steering: Variable-assist power rack-and-pinion steering
- Turning circle diameter, curb-to-curb (ft.) 40.6
- Engine 3.5L V6 Engine
- Weight Rating 5600 lbs
- Engine: 3.5-liter V6 DOHC 24-valve direct-injection Atkinson-cycle engine with VVT-iW (Variable Valve Timing-intelligent Wider Intake) and VVT-i (Variable Valve Timing-intelligent Exhaust), with 278 hp @ 6000 rpm/265 lb.-ft. @ 4600 rpm (bore x stroke: 94.0 x 83.0 mm.; compression ratio: 11.8)
- Transmission: 6-speed Electronically Controlled automatic Transmission with intelligence (ECT-i)
- Off-road: Hill Start Assist Control (HAC)
- Suspension: Coil-spring double-wishbone front suspension and stabilizer bar; leaf spring rear suspension with staggered outboard-mounted gas shock absorbers and stabilizer bar
- Brakes: Power-assisted ventilated front disc brakes; rear drum brakes with tandem booster and Star Safety System™
- 4WDemand part-time 4WD (4WD)
- 6-Speed Automatic Transmission

Exterior

- 5-ft. Short Bed
- Dark gray grille with black surround, and color-keyed heated power outside mirrors, door handles and rear bumper
- Deck rail system with four adjustable tie-down cleats and four fixed cargo bed tie-down points
- Variable intermittent windshield wipers with mist cycle
- Skid plate(s): on engine/front suspension
- Projector-beam headlights with turn Daytime Running Lights (DRL)
- Fiber-reinforced Sheet-Molded Composite (SMC) inner bed with steel outer panels, storage compartments and rail caps, with easy lower, lockable and removable tailgate
- 16-in. styled steel wheels with P245/75R16 tires
- Sliding rear glass with privacy glass
- Integrated color-keyed tailgate spoiler

Exterior Dimensions

- Overall height 70.6
- Overall length 212.3
- Bed length 60.5
- Bed width (between wheelwells) 41.5
- Overall width 74.4
- Wheelbase 127.4
- Bed height 19.1
- Track (front/rear) 63/63.2

Interior

- Analog instrumentation with speedometer, tachometer, coolant temperature and fuel gauges; 4.2-in. color Multi-Information Display (MID) with outside temperature, odometer, tripmeters and average fuel economy
- Urethane tilt/telescopic steering wheel with audio controls
- Fabric-trimmed seats; 4-way adjustable driver's seat with lumbar support; 4-way adjustable front passenger seat
- Power windows and door locks
- Manual day/night rearview mirror
- Three total USB ports: one USB media port, two USB charge ports
- Front dual zone automatic climate control with air filter and individual temperature settings for driver and front passenger

Audio Multimedia

- Audio—includes 7-in. touchscreen, six speakers, Android Auto™ & Apple CarPlay® & Amazon Alexa compatible, hands-free phone capability and music streaming via Bluetooth® wireless technology, SiriusXM® with 3-month Platinum Plan trial subscription. See toyota.com/audio-multimedia for details. S

ToyotaCare

- No cost maintenance \$0 (NO COST)
- 24-hour Roadside Assistance \$0 (NO COST)

Safety & Convenience

- Star Safety System™—includes Vehicle Stability Control (VSC), Traction Control (TRAC), Anti-lock Brake System (ABS) with
- Toyota Safety Sense™ P (TSS-P): Pre-Collision System w/ Pedestrian Detection (PCS w/PD), Dynamic Radar Cruise Control

- Electronic Brake-force Distribution (EBD), Brake Assist (BA) and Smart Stop Technology® (SST)
- Driver and front passenger active headrests
- LATCH (Lower Anchors and Tethers for CHildren) includes lower anchors for front passenger seats on Access Cab and outboard rear seats on Double Cab
- Class-IV towing hitch receiver, ATF cooler (not available on manual transmission), engine oil cooler, power steering cooler, 130-amp alternator, 4- and 7-pin connector with converter, and Trailer-Sway Control (TSC) (V6 only)
- Driver and front passenger seat-mounted side airbags, driver and front passenger knee airbags and front and rear Roll-sensing Side Curtain Airbags (RSCA)
- (DRCC), Lane Departure Alert, Automatic High Beams (AHB)
- Driver and front passenger Advanced Airbag System
- Tire Pressure Monitor System (TPMS)
- Child-protector rear door locks
- Engine immobilizer

*2023 Manufacturer's Suggested Retail Price excludes the Delivery +Processing and Handling Fee taxes license title and available or regionally required +equipment. Actual Dealer price may vary. Pricing fuel economy specification standard features and +available equipment are based on information available when this page was produced and +subject to change without notice.

ToyotaCare, which covers normal factory scheduled maintenance for 2 years or 25,000 miles, whichever comes first, is Included as part of the sales price of the vehicle for qualifying buyers. See participating dealer for eligibility and coverage details.

Disclaimer: This document is only representative of some of the information contained on an actual window sticker and is not meant to replace or + substitute for the actual window sticker on the vehicle. Please see your retailer for +further Information.

Create Date: 01/10/2023

STAFF REPORT

ORIGINATING DEPARTMENT:	Service
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	January 25, 2023
COUNCIL MEETING DATE:	February 7, 2023
AGENDA TITLE:	Adoption of a Landscape Naturalization Master Plan for City Facilities
COUNCIL GOAL AREA:	Infrastructure (Water, Wastewater, Streets, Grounds)
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DR</i> 1.30.23 MBD 1/25/23

DISCUSSION:

The Oxford Comprehensive Plan emphasizes environmental sustainability and conservation of natural resources including:

Goal S4 – A2 – Expand the City’s urban tree canopy by supporting tree planting and urban forestry programs.

Goal S4 – A3 – Utilize alternatives to conventional pesticides on public property.

Goal S4 – A8 – Expand public education on sustainability and conservation, using public lands and facilities as models.

In support of these goals, students from Miami’s Geography 459 course (Advanced Urban and Regional Development) prepared a master plan in conjunction with Oxford citizens, the Environmental Commission, and Miami University faculty. The plan addresses concepts, objectives, and case studies; naturalization methods; potential sites; and implementation strategies.



At the January 4, 2023 meeting of the Environmental Commission (EC), a motion was made in support of a proposed Resolution to the Oxford City Council to adopt the Landscape Naturalization Master Plan (Exhibit A) for City facilities. The motion passed 5-0. The Plan supports the listed priorities including increasing biodiversity, reduced maintenance costs (long term), aesthetics and awareness, and carbon sequestration.

While Staff supports the overall objectives of the Plan, there are concerns about the costs and physical efforts required by the Plan, even with volunteer assistance. The City continues to take on additional maintenance tasks with immediate needs such as the OATS trail and Oxford Cemetery. Facility maintenance budgets are not growing at the same pace as these maintenance needs. There are also some concerns with at least one management technique in the Plan calling for controlled burns of vegetation. This is not a common practice in this area and may pose significant risks if performed improperly.

Staff appreciates that implementing this Plan will need to be completed in phases, and in coordination with other goals, plans, capital projects, and other policies of the City Council and City Manager, and recommends approval of the Resolution.

RESOLUTION NO.

**A RESOLUTION ACCEPTING THE ENVIRONMENTAL COMMISSION’S
RECOMMENDATION TO ADOPT A LANDSCAPE NATURALIZATION MASTER PLAN
TO PROMOTE BIODIVERSITY, CARBON SEQUESTRATION, AND REDUCED MOWING.**

WHEREAS, the City of Oxford’s draft Oxford Tomorrow Comprehensive Plan emphasizes “Environmental Sustainability” as a guiding pillar and “A Sustainable Oxford” as a key goal, including objectives “Reduce Emissions towards Neutrality by 2045” and “Conserve Oxford’s Natural Resources,” and tactic to “Expand public education on sustainability and conservation, using public lands and facilities as models;” and

WHEREAS, Oxford City Council has repeatedly identified climate sustainability and climate as top strategic priorities; and

WHEREAS, climate action planning strategies include not only emissions reductions but also carbon sequestration; and

WHEREAS, threats of climate change and biodiversity loss are closely linked; and

WHEREAS, the City of Oxford, as manager of extensive publicly-owned lands, can lead by example; and

WHEREAS, in spring 2022, the Environmental Commission and a group of community stakeholders and conservation experts collaborated with a group of Miami University planning students to evaluate the feasibility of converting selected City-owned lands from mowed turf to naturalized landscapes; and

WHEREAS, the Environmental Commission endorses the Landscape Naturalization Master Plan and its strategies for promoting enhanced biodiversity, reduced maintenance, aesthetics and awareness, and carbon sequestration.

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

SECTION 1: City Council accepts the recommendations of the Environmental Commission to adopt the Landscape Naturalization Master Plan as guidance for the management of City-owned lands, including priority areas and strategies for conversion from turf to naturalized landscapes.

SECTION 2: City Council recognizes implementation will unfold in phases over time, in coordination with other relevant plans and policies, but this plan represents a commitment to and guidance for the progressive conversion of under-utilized turf into naturalized land-covers that enhance biodiversity, reduce mowing, sequester carbon, and provide beauty.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: DAVID PRYTHERCH

PREPARED BY: LAW (STAFF)



OXFORD, OH

LANDSCAPE NATURALIZATION MASTER PLAN

20
22



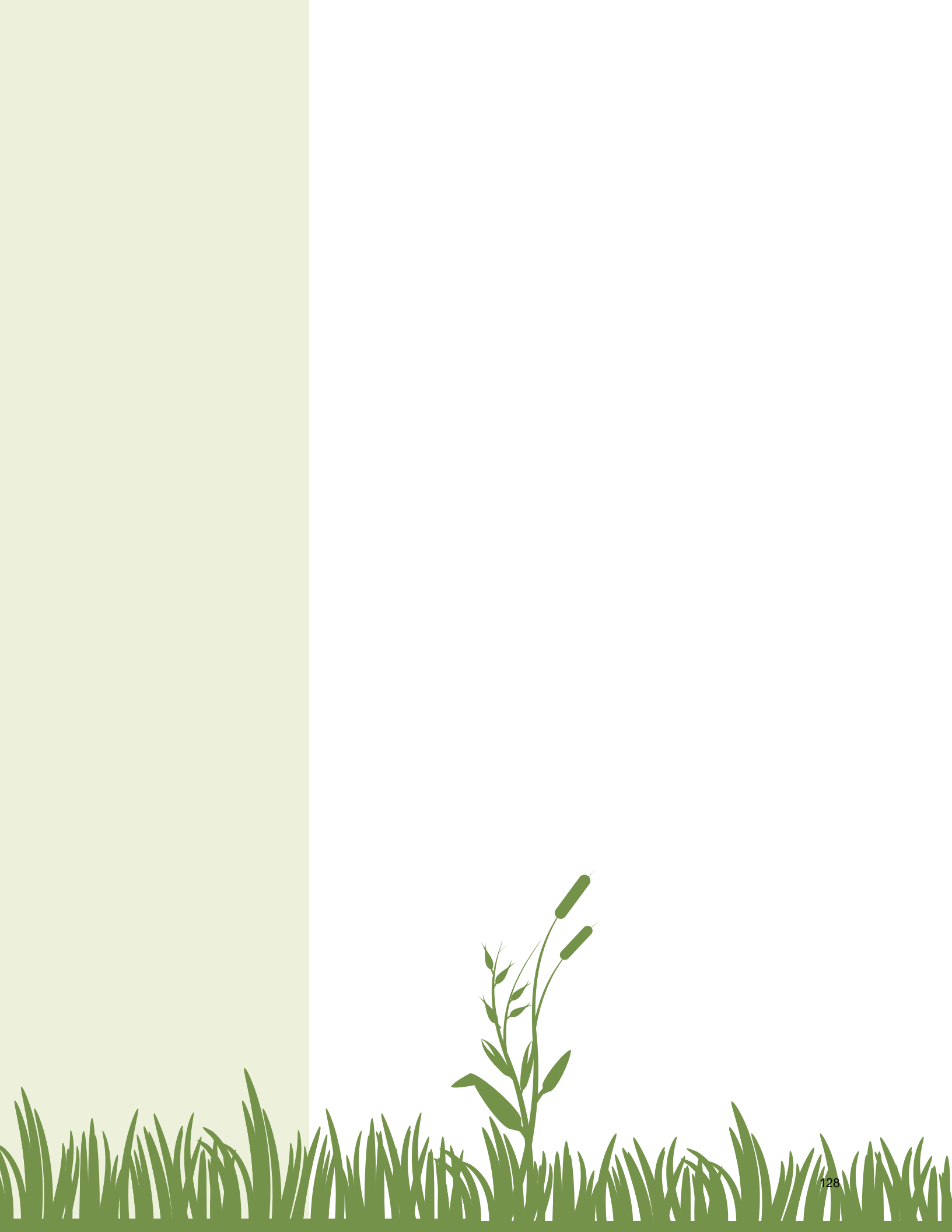


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INTRODUCTION

Sustainability is a key priority for the City of Oxford. As a major landowner, the City has opportunities to manage its lands in creative ways in order to achieve its sustainability goals. This plan explores the feasibility of converting some portions of City-owned land from high maintenance turf into more naturalized landscapes.

This plan aims to:

- *Clarify* landscape naturalization theory
- *Identify* and map potential land areas
- *Research* and *analyze* best practices
- *Develop* naturalization strategies specific to the City of Oxford

The City has identified 4 major objectives for this project:

- Decreased maintenance costs
- Increased biodiversity
- Increased aesthetics and beautification
- Carbon sequestration

Naturalization is an effective way to address all 4 of these objectives, and will help propel the City towards its goals of carbon neutrality and long term sustainability.

This plan analyzes fringe areas in parks as well as other underused city-owned land in order to recommend specific naturalization techniques for sites all across Oxford.

This plan is the result of collaboration between a team of Miami University students, City staff, and expert stakeholders. With diverse backgrounds in various aspects of science, planning, and business, we are able to invoke a positive change that will include the residents of Oxford.

EXISTING CONDITIONS

The Oxford Community Park, Merry Day Park, and the Waste water treatment plant are three of the main areas addressed by this project. Each of these areas, and more, has underutilized marginal spaces that the City could benefit from if naturalized. These naturalized spaces will bring beauty and biodiversity to high traffic areas, and decrease maintenance costs and add carbon sequestration to some less visible areas.

Oxford Community Park



Merry Day Park



Waste Water Treatment Center



NATURALIZATION PLANNING





WHAT IS NATURALIZATION?

NATURALIZATION

Transforming an existing cultivated landscape, such as lawns or gardens, into a habitat for native plants and wildlife, mimicking naturally occurring landscapes of that geographic area, such as forests, wetlands, and meadows.

NATURALIZATION PLANNING

A series of planning and land use techniques intended to improve and enhance the natural environment through the deliberate introduction of native species to a given area.

WHAT IS WRONG WITH GRASS?

The grass in Oxford's parks is impeccably maintained, and the clean appearance is one of the Community Park's main draws. However, shortcut rescue requires constant maintenance, taking hours to mow and edge, a significant portion of the maintenance budget, and contributes to Oxford's total greenhouse gas emissions. It also yields no opportunity for biodiversity, carbon sequestration, or sustainability education.

LANDSCAPE NATURALIZATION OBJECTIVES

BIODIVERSITY

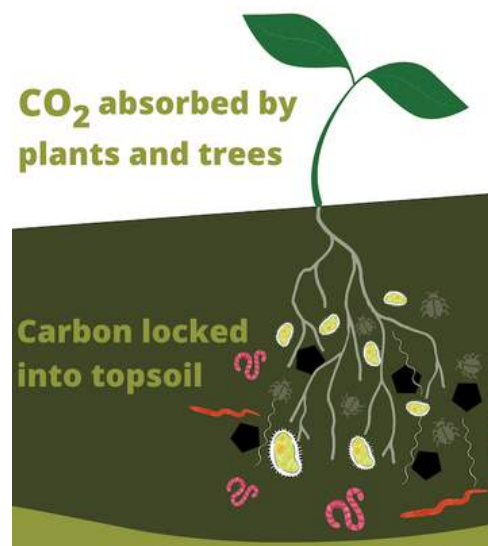
Biodiversity is one of the main goals of naturalization. The world wildlife organization WWF defines Biodiversity as “all the different kinds of life you’ll find in one area—the variety of animals, plants, fungi, and even microorganisms like bacteria that make up our natural world. Each of these species and organisms works together in ecosystems, like an intricate web, to maintain balance and support life. Biodiversity supports everything in nature that we need to survive: food, clean water, medicine, and shelter.”

Biodiversity can be calculated as a ratio of the number of unique species in an area compared to the total number of organisms. In their recent paper Davison et al., et al (2021) highlight that as the human population expands, so does the need for more land artificialization, which is one of the leading drivers of habitat loss and degradation. This shift in land use is the most pressing threat to biodiversity, and naturalization of landscapes provides a good alternative to artificialization, thereby restoring some biodiversity.

CARBON SEQUESTRATION

Carbon sequestration is defined by the U.S. Geological Survey as the process of capturing and storing atmospheric carbon dioxide.

The United Nations Paris Agreement international climate change treaty has proposed a strategy to store carbon dioxide in the soil by promoting more land uses such as forests and grasslands that have the ability to stock carbon dioxide in the soil through the carbon sequestration process. It is suggested that if we increase the quantity of carbon contained in soils by 0.4 percent per year, we can halt the annual increase in CO₂ in the atmosphere. Planting trees and grassland is one of the best methods to naturalize land use, which will increase the amount of carbon sequestered in the soil.



Bibliography: Davison, C. W., Rahbek, C., & Morueta-Holme, N. (2021). Land-use change and biodiversity: Challenges for assembling evidence on the greatest threat to nature. *Global Change Biology*, 27, 5414– 5429. <https://doi.org/10.1111/gcb.15846>

REDUCING MAINTENANCE COSTS

Reducing maintenance costs is a primary goal of naturalization planning. Currently the City of Oxford has budgeted tens of thousands of dollars towards park maintenance expenses such as fuel, contracted services, operating supplies, and tools/equipment. Naturalization of city land will decrease the long term expenses by reducing the amount of mowing, using less overall fuel, a reduction of fertilizer and application expenses, and less water for irrigation.

OPERATING EXPENSES

52310	Uniform	299	210	500	84	350	500	0.0%
52311	Electric Service	8,466	8,700	12,550	4,663	9,000	13,052	4.0%
52312	Gas Service	2,770	3,832	3,000	3,777	4,200	3,000	0.0%
52313	Telephone	1,721	1,673	2,500	836	1,700	2,500	0.0%
52316	Community Park Electric	10,287	5,952	24,000	3,270	6,500	24,000	0.0%
52330	Training & Travel	236	9	2,000		400	2,000	0.0%
52340	Contracted Services	10,819	9,825	10,000	5,123	9,750	10,000	0.0%
52344	Community Park Contracted Services	8,572	6,915	9,000	2,970	5,900	9,000	0.0%
52350	General Liability Insurance	7,227	7,195	7,555	3,826	6,983	7,555	0.0%
52380	Memberships & Subscriptions			150		50	150	0.0%
52411	Postage			15		15	15	0.0%
52420	Operating Supplies	25,118	18,215	24,000	20,854	24,000	24,000	0.0%
52424	Community Park Operating Supplies	20,799	24,785	18,000	8,764	17,000	18,000	0.0%
52430	Vehicle Maintenance	6,262	2,548	7,000	2,624	5,000	7,000	0.0%
52440	Small Tools & Equipment		3,201	2,000		1,000	2,000	0.0%
52470	Fuel	10,465	8,746	11,000	7,832	10,000	11,000	0.0%
52480	Maintenance of Facilities	5,319	231	2,000	2,101	2,500	2,000	0.0%
	TOTAL	118,360	102,037	135,270	66,724	104,348	135,772	0.4%

AESTHETICS AND AWARENESS

Increasing aesthetics and awareness is important when implementing different naturalization applications. By using alternatives to mowing, native species will increase providing more biodiversity for citizens to learn about. Signage will be important in areas with high biodiversity and areas that may look less manicured than the public is used to, like prairies. This will help citizens understand what naturalization is and what it provides for the environment, as well as what techniques they may want to implement at their own homes.



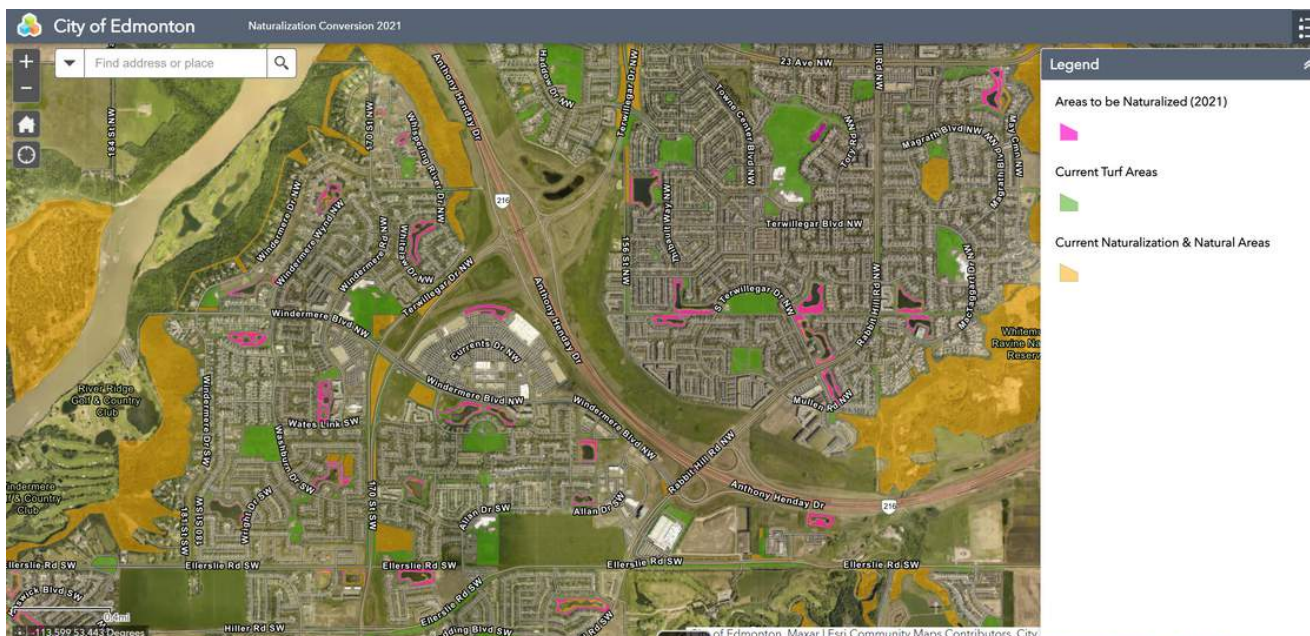
CASE STUDIES IN NATURALIZATION PLANNING

Edmonton, Alberta

Since 1998, the city of Edmonton has steadily been restoring sections of city-owned land back into naturalized areas that promote the growth and development of natural plant and wildlife species.

For almost 25 years government officials and community members have made land naturalization a city-wide priority. In the last 7 years, the city has managed to naturalize over 280 hectares (690 acres) of city-owned land, and through community engagement and best practice techniques, they plan to convert 150 hectares (370 acres) this year alone.

The naturalization process contributes to and aligns with the city plan goals of reducing carbon emissions and for beautification of community spaces, all while reducing maintenance costs. Edmonton is a city that is at the forefront of landscape naturalization and serves as a future guide for all cities.



An interactive map of naturalized and in progress areas throughout Edmonton

Saskatoon, Saskatchewan

The City of Saskatoon has been using alternatives to mowing for their parks since the 1990s. Like Oxford, they have areas that are manicured and areas that are naturalized. Their biggest challenge when naturalizing land is increasing the maintenance staff's knowledge and educating citizens about the land situations.

Their naturalization process happened in three steps:

1. Establish an area for native grasses or wildflowers.
2. Plant trees, shrubs, and wildflowers to increase natural seed dispersal and introduce structure into the landscape.
3. Increase staff knowledge and skillsets, and adapt horticultural maintenance to ecological maintenance.

Since weeds can outcompete during the establishing phase of native plants, the land chosen should be monitored, evaluated, and decided based on plant ecology.



Expanding Forests to Edge



Planting Native Species
Instead of Mowing

NATURALIZATION METHODS



LOW MOW

Low mow is a strategy of drastically reducing the maintenance of existing turf grasses. These areas have the ability to increase soil carbon sequestration around 5% overall, as well as decreasing carbon emissions from mowing. Periodic bush hogging is necessary to reduce woody invasive species.

This method can be kept out of high-traffic areas because it is less visually interesting than most other options. Low mow areas do not provide the desired biodiversity of native species, but can provide additional habitat.



FOREST EXPANSION

Forests can be expanded by directly planting native tree species, which will eventually provide homes and food for local wildlife. They will also eventually shade underlying turf and support lower lying native plants. The early growth and invasive species will need to be monitored closely, and saplings protected from deer browse. The trees will have the ability to increase carbon sequestration by around 60% in the soil.



NATIVE GRASSLAND

Grasses can range in diversity and can consist of as few or as many species as desired. This is our prioritized landscape due to relative ease of maintenance and attractive appearance. Grasslands have cheaper seeds per acre, are easy to implement and manageable later on, and provide an area that better hides weeds if ever left unmaintained.

Native grasslands are also a viable source for carbon sequestration. These natural landscapes have deep roots that are able to increase soil carbon by around 20%. On land has not been tilled or overgrazed it has the best potential to sequester carbon.

PRAIRIE

Prairies are strong contributors to biodiversity as they are made up of a wide range of grasses and wildflowers. With over 300 prairie plants native to Ohio, these are not only strong contenders for increasing biodiversity, but add to the beauty of the natural landscape as well.

Native grasslands and wildflowers have the ability to improve soil fertility and microbial diversity and their roots increase the landscapes carbon sequestration. Wildflowers can be implemented concurrent with or after an initial grassland has been established, making this a flexible option. When maintaining prairies, it is important to keep out unwanted and invasive species that can easily overpower native plants. They have the ability to increase soil carbon sequestration by approximately 25%.



A rain garden temporarily holds water, bringing biodiversity and improving drainage.

RAIN GARDEN

A rain garden is designed to temporarily store rain water to aid drainage and slow runoff. Native species within the garden will increase biodiversity. These require relatively higher maintenance and the water surface infiltration rate must be more than 0.5" to 1.0" per hour.

Existing stormwater basins are well suited to rain gardens, helping filter pollutants by intercepting urban stormwater. Signage can educate the public.

POLLINATOR GARDEN

Pollinator gardens are strong providers of compact biodiversity. They are best for public, high traffic areas that are in need of increased aesthetics. They provide opportunities for involvement within the community and education on local wildlife. These require high maintenance and funds but do not take up large portions of land. Maintenance is needed for weeding, planting, and watering. The price of pollinator gardens is largely dependent on the price of seeds. These seeds cost \$36/lb for 4-5 lbs/acre and 1lb/acre among grasses.



A pollinator garden adds beauty and biodiversity on Miami's campus.

PLANNING PROCESS





PROCESS TIMELINE

1

**Pre proposal Meeting
and Site Visits**
Feb 24, 2022

2

**Existing Conditions
Analysis and
Naturalization
Research**
Feb 24 - March 10,
2022

3

**Proposal Meeting
and Stakeholder
Engagement**
March 10, 2022

4

**Geographic Analysis
and Planning**
March 10 - April 21,
2022

5

**Draft Plan Meeting
and Final Stakeholder
Recommendations**
April 21, 2022

6

Plan Delivery
May 12, 2022

PRE PROPOSAL MEETING

Request for Proposals
Feasibility Analysis of Possible Naturalization of Portions of City-Owned Lands for Carbon Sequestration, Conservation, and Reduced Mowing/Maintenance

Client
City of Oxford Environmental Commission
Contacts: Mr. Jon Ralino, Chair, ralinoj@miamioh.edu
Mr. Steve Ohi, Parks and Maintenance Supervisor, Oxford Service Department, sohi@cityofoxford.org

Background
The City of Oxford has made a commitment to climate action as part of the Global Covenant of Mayors to reduce greenhouse gas emissions towards net neutrality by 2045. In addition to mitigation, carbon sequestration/offsetting is an important strategy for achieving net neutrality.

The City of Oxford owns and maintains lands for diverse purposes including active and passive recreation, transportation, and utilities management. Though lands in active use may be best maintained in turf grass (e.g. playing fields, public areas), some portions of city-owned lands may have potential for conversion to naturalized landscaping (e.g. margins/edges, stormwater basins). Naturalized landscaping – i.e. prairies and woodlands – has potential benefits for carbon sequestration (and offsets), biodiversity and pollination, and reduction in active mowing and chemical inputs. Naturalized landscaping can also provide aesthetic benefits equal to or greater than turf. However, this requires care in ecological restoration and management.

City staff and local citizens have ample expertise in park and landscape management, ecological restoration, native landscaping management, carbon offsets, and funding strategies, and can provide valuable resources and stakeholder perspective.

A planning process is necessary to engage local experts and stakeholders to geographically analyze City-owned lands, research best practices, analyze feasibility for naturalization, provide alternative recommendations to guide decision making, and research funding strategies.

Scope of Work
The City of Oxford seeks outside consulting to assist its Environmental Commission (and Service Department) in evaluating the feasibility of converting portions of City-owned lands to naturalized landscaping, through a planning process to:

1. clarify landscape naturalization and related public goals in consultation with stakeholders
2. identify and map areas not in active use that may be potentially suitable for conversion
3. research and analyze best practices for landscape naturalization, including potential

The project started by meeting with stakeholders who described the scope and aim of the project. The meeting allowed us to discuss possible locations to look into further, and allowed us to ask any questions we had to the stakeholders. After the meeting, we had enough information to begin researching case studies and best practices.

Request For Proposal that was issued.

SITE VISITS



Visiting the Oxford Community Park helped us to understand the scope of the project. By seeing the land in person, we were able to get a better understanding of the differences of each site.

EXISTING CONDITION ANALYSIS

Oxford Community Park



Harry Day Park



Waste Water Treatment Center



EDGE UNDERUTILIZATION

While some City-owned land needs to be maintained in turf, others at the margins do not need to be maintained in the same short, resource intensive way as the primary areas. Edge spaces that see less use should be naturalized in order to reduce maintenance costs in the long run and increase the opportunity for biodiversity and awareness.

STORM WATER BASINS

Storm water management areas are also maintained despite not requiring short grass and trimmed edges. These areas could be better served as naturalized land.

PROPOSAL AND STAKEHOLDER ENGAGEMENT MEETING



Marking possible locations on a map of the Community Park.



Proposal meeting with various stakeholders.

Site visits and stakeholder engagement are necessary to establish goals, understand existing conditions, and identify opportunities and challenges. A stakeholder group of City staff, local botanists, and environmentalists joined us to give feedback and provide input to inform and strengthen our analysis.

Stakeholder feedback was integral to the decision-making process. Sticky notes, surveys, and mapping exercises all provided valuable information in regards to the community's priorities, desires, and goals.

UNDERSTANDING PRIORITIES

The priority rankings for each of the listed objectives was determined through stakeholder survey. In order from highest to lowest priority, the goals are:

- Biodiversity
- Reduced maintenance cost
- Aesthetics and awareness
- Carbon sequestration

This ranking was then used to inform site and method selection based on each site's location and physical characteristics, and each method's costs and land impacts.

GEOGRAPHIC ANALYSIS

Site selection is an important part of naturalization. Using geographic analysis, we have been able to find and map underutilized sites that could be naturalized, which together comprise a significant area.

OBJECTID	Shape_Length	Shape_Area	Location	Area	Sqft	Site Size Rank
1	431.465689	8368.80029	SouthMainOccerfield	2.672844	90291.1	1
2	45.4299956	137.402642	SmallSouthOccerfield	0.0389431	1696.43	2
3	296.8240379	1074.68755	SoccerfieldParagangul	0.3805541	15568	3
4	242.3529719	2518.10117	NorthWestOccerfield	0.6221343	27104.8	4
6	308.2162257	3818.21984	NorthEastOccerfield	0.943469	41099.3	6
7	142.9600533	1226.12464	NorthEastBasketball	0.3037125	13236.3	7
8	696.521127	10040.4324	LargeNorthEastArea	2.4809569	108075	8
9	105.804421	2034.65059	SouthEastBasketball	0.5533495	24322.5	9
10	36.5020906	95.8084975	SmallAreaBasketball	0.0231798	1009.75	10
11	35.02208024	75.2671295	SmallAreaSouthBasketball	0.0385883	1810.175	11
12	38.10137623	105.516151	SmallAreaBasketball	0.0260724	1135.76	12
13	372.2324388	3876.82674	LargeAreaHwyGround	0.9579508	41730.2	13
14	79.2156055	590.672248	LargeAreaNorthEastBasketball	0.0985119	4264.55	14
15	241.8030885	2658.62076	LargeAreaHwyWaterpark	0.7063577	30770.3	15
16	145.6172607	7542.3484	LargeAreaSouthEastWaterpark	1.7401405	75803.8	16
17	150.3021385	800.930648	AreaNorthEastBasketball	0.222419	9697.71	17
18	43.4315883	140.135742	CenterAreaSouthOccerfieldParking	0.0344271	1508.42	18
19	175.9332051	1280.4959	AreaNorthEastBasketball	0.334399	13782.9	19
				11.37	495447	Total

Spreadsheet of Site Sizes



Community Park with suggestions from stakeholders

Process of Analysis

- Finding sites that met the requirements
 - Underutilized Turf
 - Edges of the park
 - Stormwater basins
 - Areas between paths and natural landscapes
- Mapping the areas in GIS
- stakeholder input recommendations from stakeholders
- Sorting sites by size and features

DRAFT PLAN MEETING

At the draft plan meeting, we presented our findings and recommendations to a group of stakeholders who gave us feedback and suggestions. This allowed us to double-check our information and start working on the final plan.

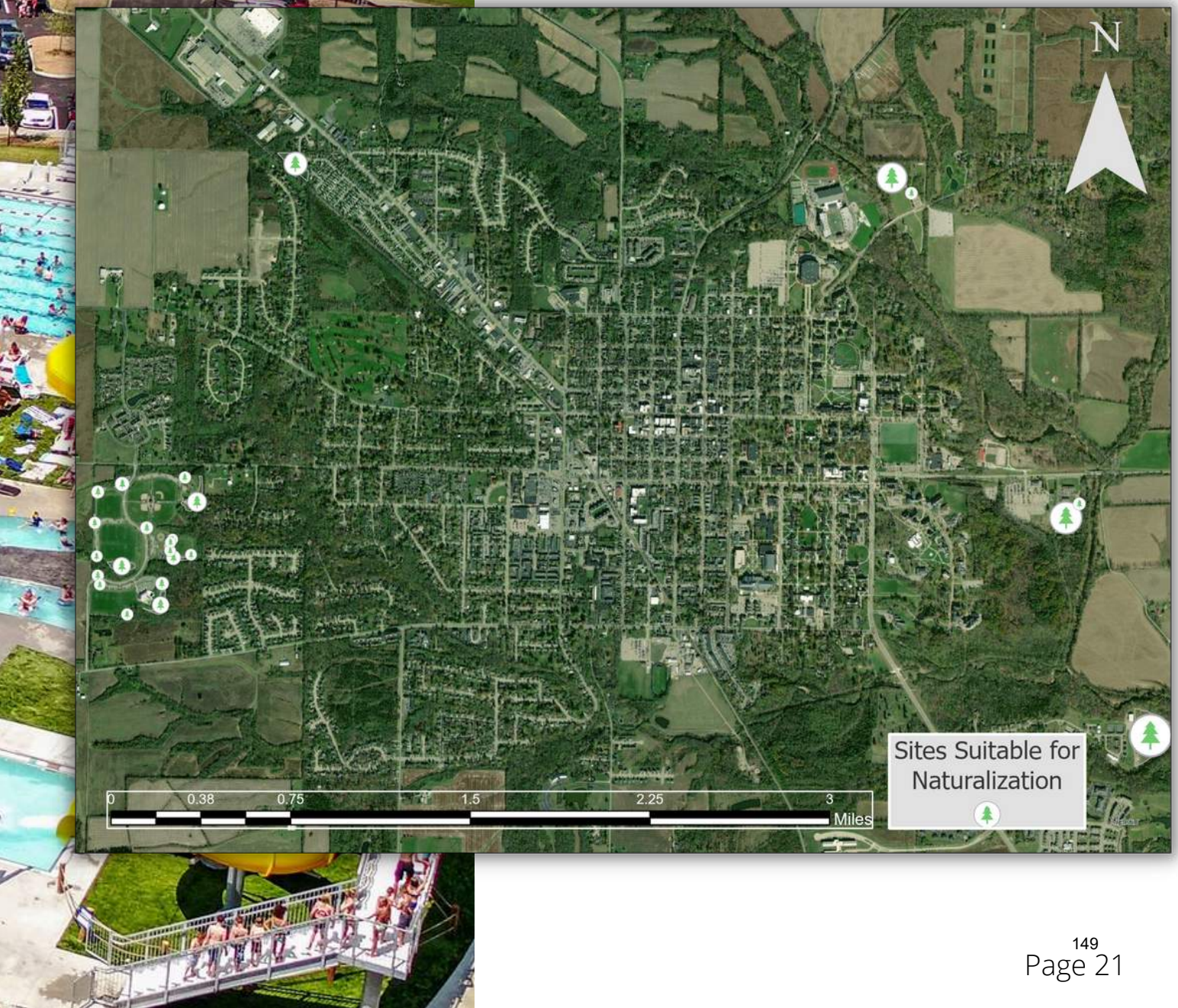
POTENTIAL SITES





OVERVIEW

Stakeholder engagement and geographic analysis have identified **38 acres** of land that are suitable for naturalization. These sites range in size from 16 acres to .01 acres and are located in public parks and public utility facilities. **18 acres** are currently being maintained as turf.

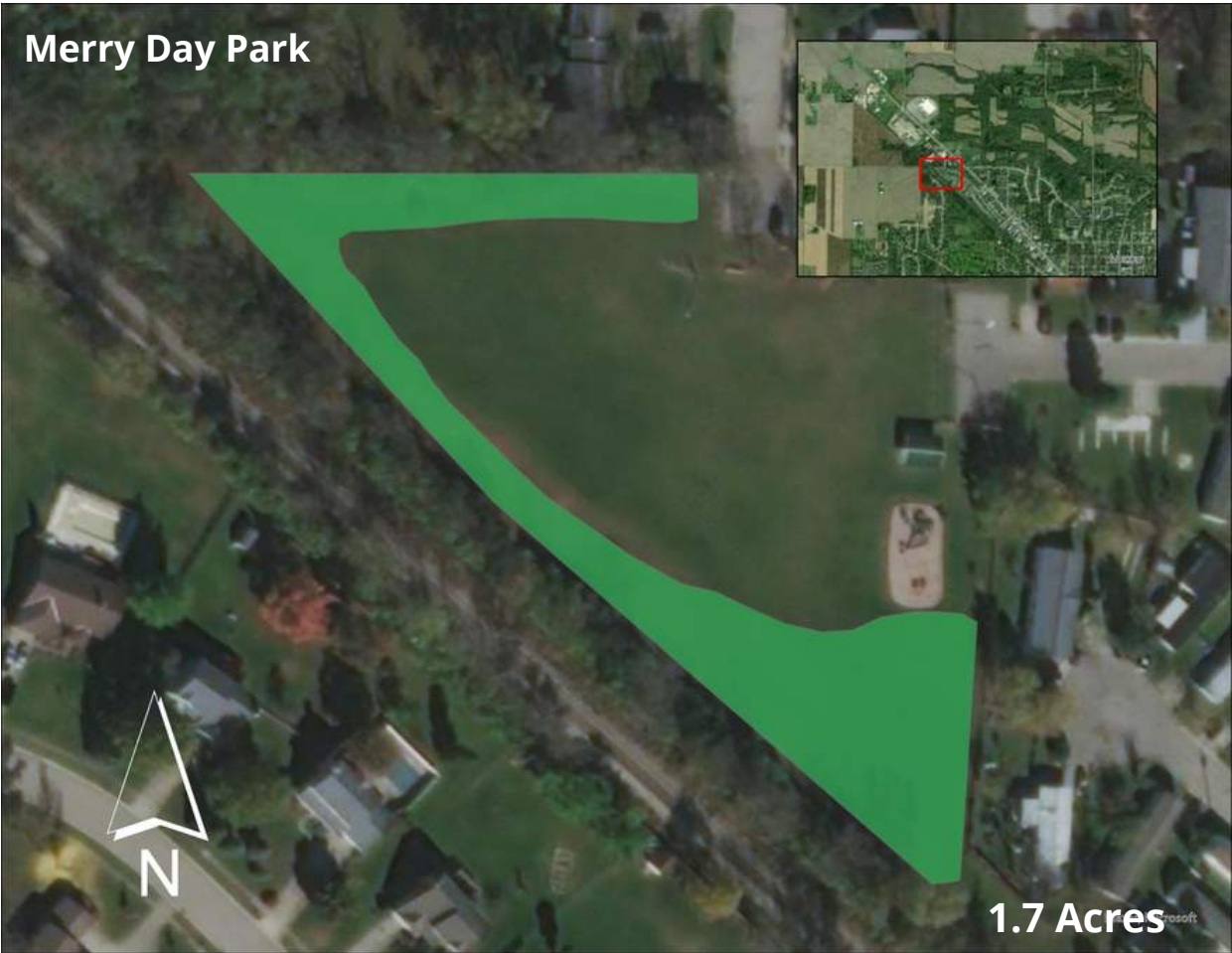


OXFORD COMMUNITY PARK

The Community Park offers many different sites for naturalization. Many of these locations are at the margins of active management areas, yet are highly visible and would provide great opportunities for naturalization.



OTHER PUBLIC PARKS



Merry Day Park (above) and Leonard G. Howell Park (left) should both receive attention around their borders. Both of these parks must remain usable for recreation, however the marginal spaces could be naturalized to help achieve Oxford's goals, as well as add to the natural beauty of the parks.

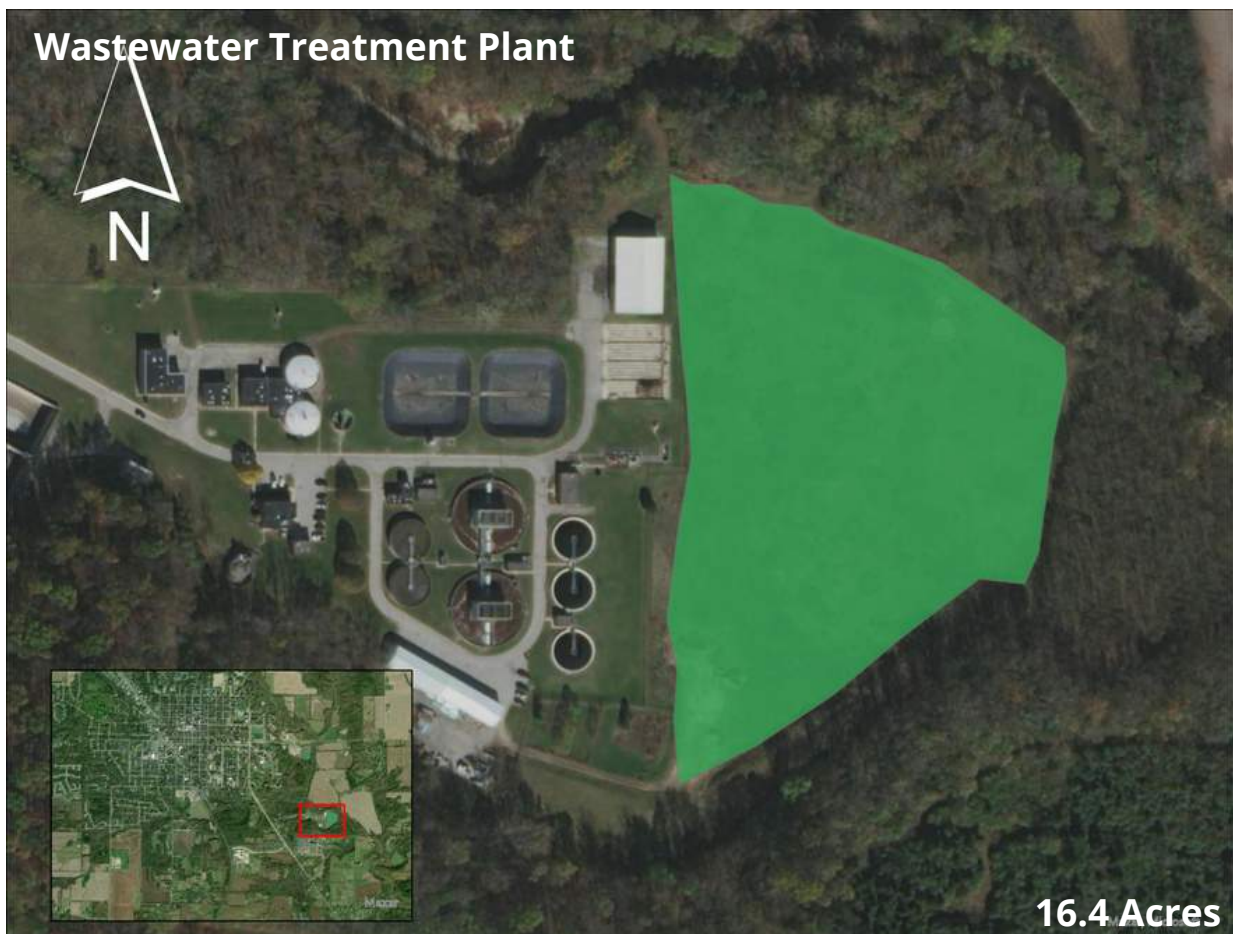
OTHER CITY OWNED LAND

Water Treatment Plant

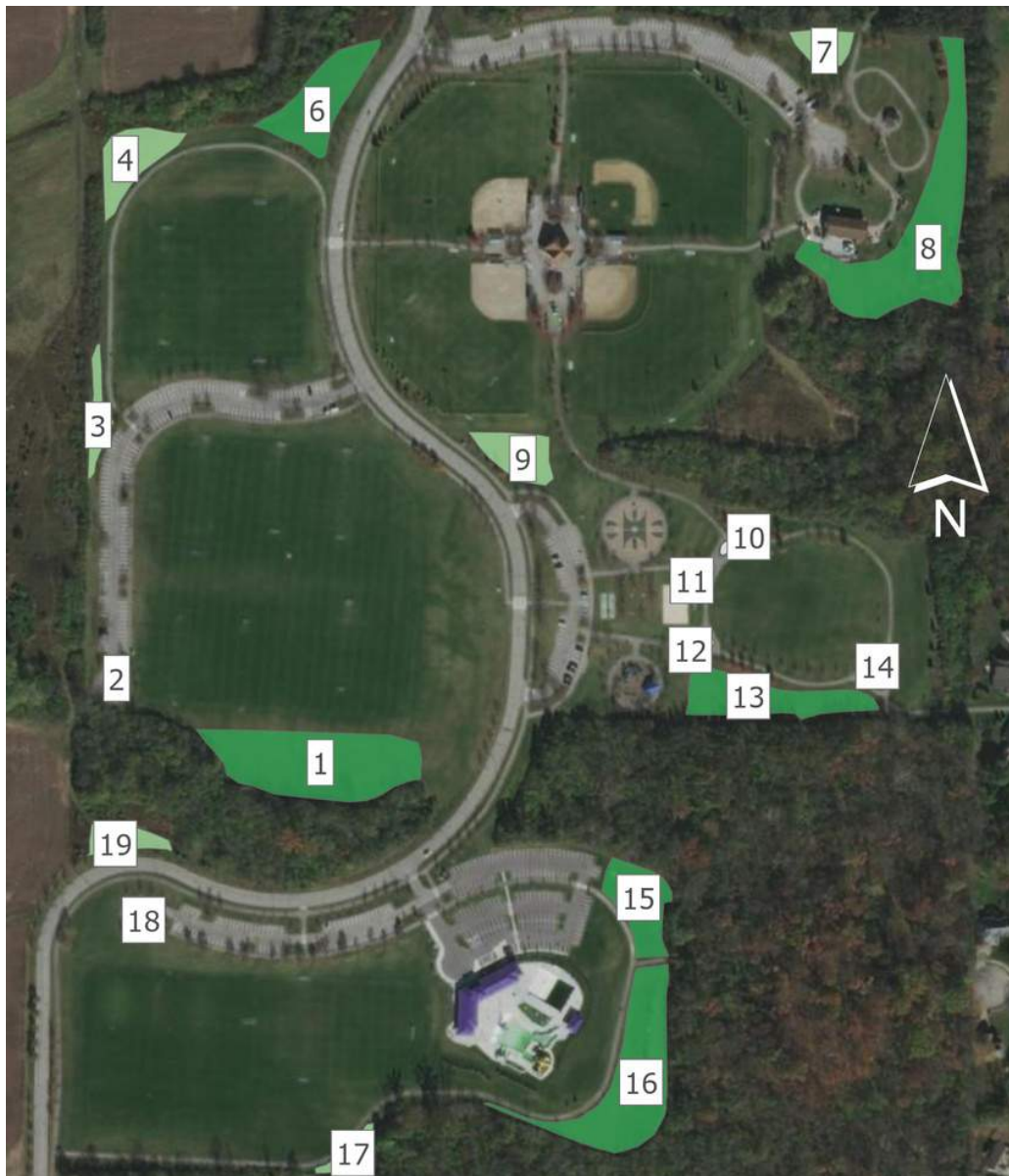


The Water Treatment plant (Left) and the Wastewater Treatment plant (below) both have opportunities for naturalization since neither space needs to be maintained as turf. The water treatment plant already has a large amount of low mow and honeysuckle. The wastewater treatment plant is already in low mow and partially naturalized. However, further opportunities exist at these sites for increased naturalization. The water tower and landfill are also possible sites

Wastewater Treatment Plant



SPECIAL NOTES ABOUT SITE SELECTION



Site 1 and 7 are wetter sites and may need special consideration in plant selection.

Site 15 and 9 are both primarily drainage, leading us to select mostly water related uses for these sites.

Site 13 contains fire hydrants and therefore is not suitable for a forest expansion or other land use that may block access.

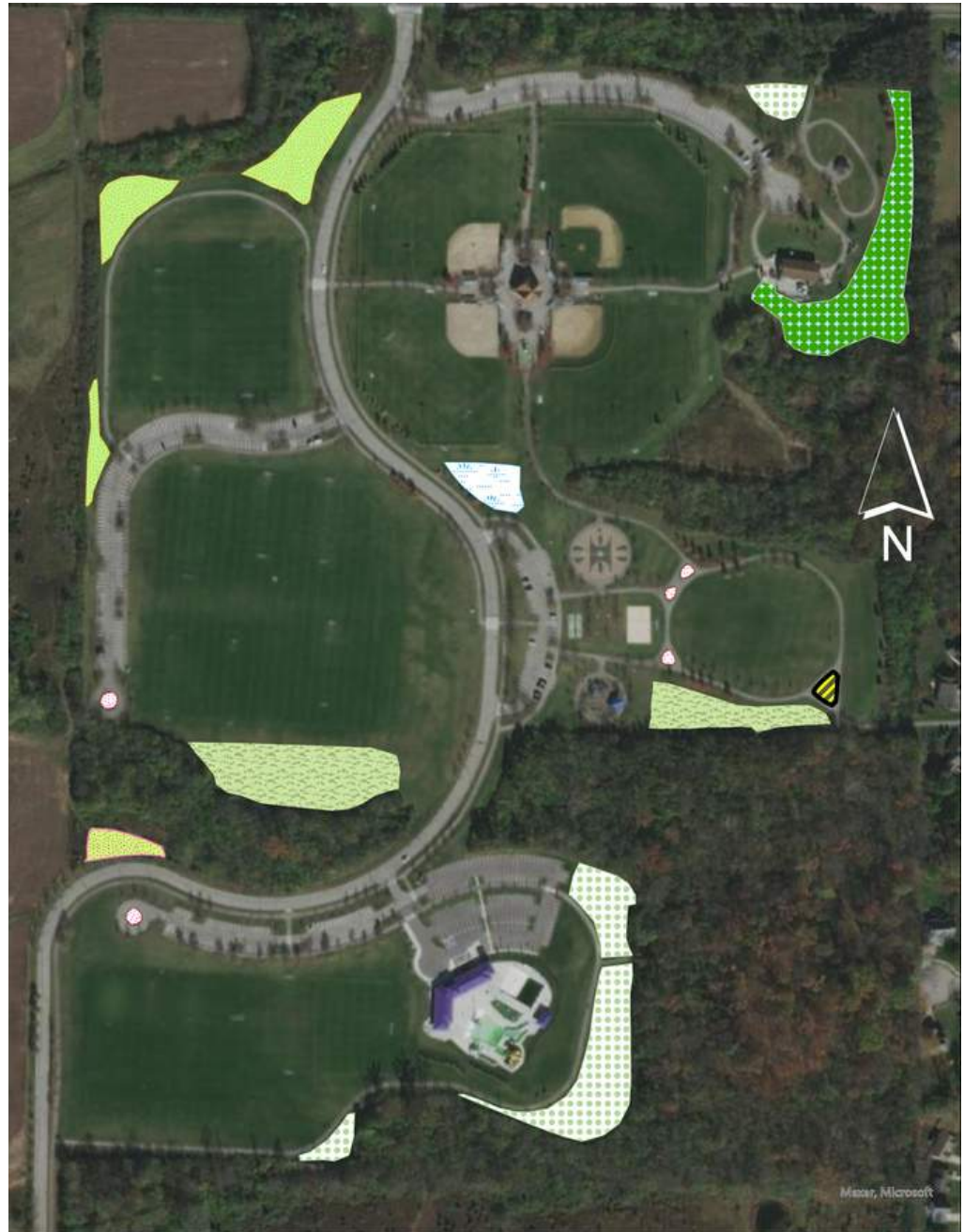
Sites 15 and 16 are not suitable for pollinator gardens due to their proximity to the pool.

APPLICATIONS



OVERVIEW

This section addresses what naturalization methods could go at which sites. The applications of naturalization methods take into account site-specific features, the surrounding landscape, and traffic.



The colors of this overview map represent different land uses that could be applied to specific sites in the Oxford Community Park. The same colors are applied to other locations.

OXFORD COMMUNITY PARK

Northwest and Southwest Region



In the northwest section of the park, native grasslands could be added around the northern soccer field. Forest expansion could also be an option, however the forest in this area is not as well developed. South of the baseball and softball fields a raingarden would be suitable for the existing detention basin.



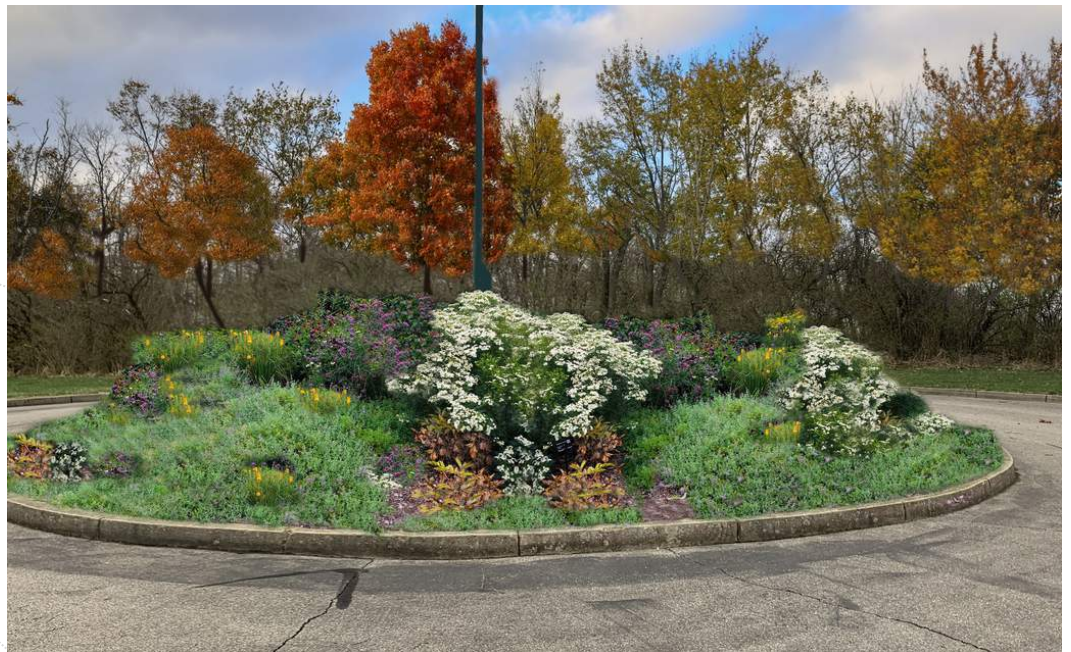
In the southwest section of the park, by the Aquatic Center, forest could be expanded to the existing path. Adjacent to the soccer field, a native grassland can be placed to provide a buffer with the forest. Pollinator gardens should go in the traffic circles, as they are small, highly visible sites.

ON THE GROUND

These renderings show what a potential native grassland and pollinator garden would look like in the Community Park. Both these methods increase the aesthetics of the park.



Native grassland located south of the soccer field in the Community Park



Pollinator garden located at west of the soccer field in the Community Park

OXFORD COMMUNITY PARK

Northeast and East Regions



These renderings help visualize these landscaping changes. Expanding the forest line and softening the edge between maintained grass and forest will give the park a more natural feel and flow, while also adding to the goals of biodiversity, carbon sequestration, reduced mowing, and awareness.



OTHER PUBLIC PARKS



These two park areas are ideal locations for native grassland because they are both nicely manicured parks used primarily for recreation, but with unnaturally shaped and underused borders. By planting native grasses along the edges of these parks we bring visual interest to these parks and raise awareness for sustainability and biodiversity initiatives, while retaining the parks' usefulness.

OTHER CITY OWNED LAND



The Waste Water treatment plant is not being maintained as turf, but it could be beneficial for biodiversity and carbon sequestration to plant native grass in the area. In the future, the area could be turned into future forest or a constructed wetland to aid in tertiary wastewater treatment.

The Water Treatment plant is largely covered in low mow turf and honeysuckle. It makes sense to maintain this area as little as is necessary. But the location along the Oxford Area Trail could merit consideration for native grasslands, prairie, or future forest.

IMPLEMENTATION



IMPLEMENTATION RESOURCES

The Prairie Nursery, a nursery in Wisconsin that provides resources and education on native species and land naturalization, has determined these 5 steps for successful prairie establishment:

THE FIVE STEPS TO SUCCESSFUL PRAIRIE MEADOW ESTABLISHMENT

- | | |
|--------------------------------------|---|
| 1. Site Selection | Sunny, well-ventilated, with low weed densities |
| 2. Plant Selection | Match plants to the soil and growing conditions |
| 3. Site Preparation | Kill ALL the weeds before planting! |
| 4. Planting Time & Method | Spring vs. fall, no-till vs. broadcast, nurse crops |
| 5. Post-Planting Management | Mowing and burning |
-

They have also prepared a full guide to meadow establishment that was informative in the creation of this plan.



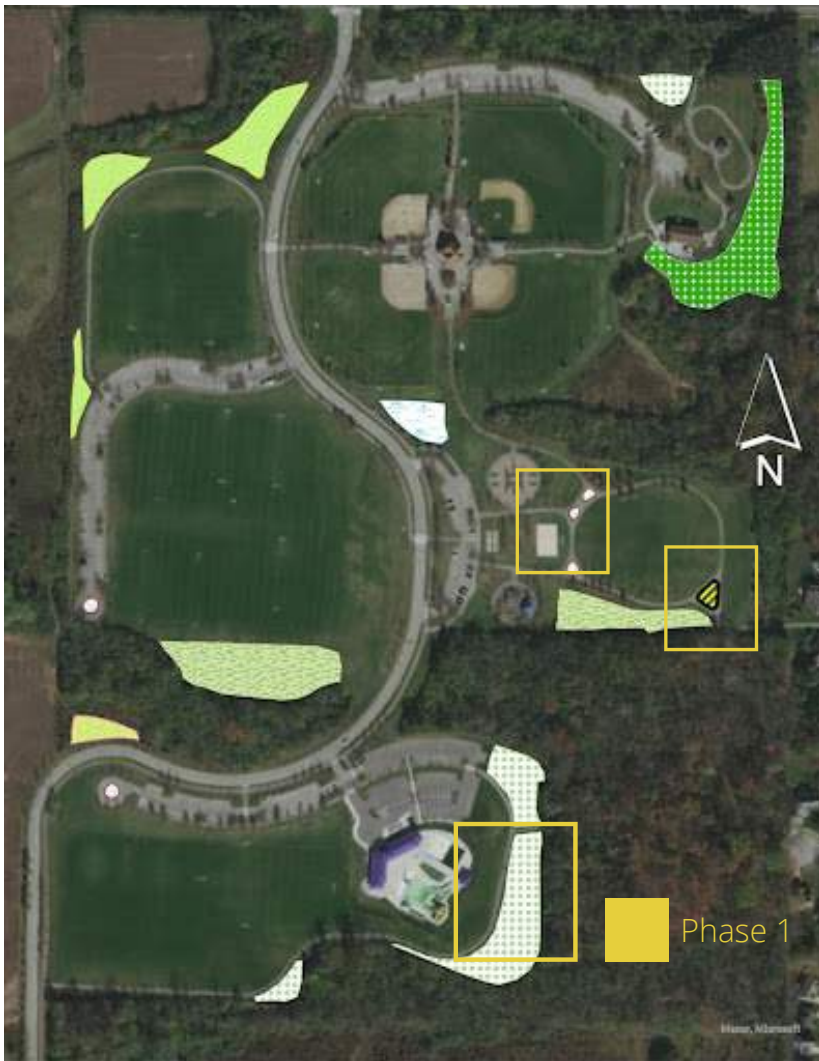
The city of Calgary has also created a comprehensive document on their initiative to retrofit current parks with naturalized land. This plan provides great insight into their planning process, particularly into specifics of weed management, soil building, and succession.



Citations for both of these documents can be found in the supporting documents section for further reading.

PHASED APPROACH

Naturalization is a process. New sites can be tackled in each phase, allowing time to realize results and gain public approval before moving on to larger, more costly, and more visible stages of implementation. These phases are a suggestion for the order of implementation.



PHASE 1

- Grassland tester area
- First pollinator garden
- Begin forest expansion

These three sites were selected for phase 1 since the tester area will allow for the grounds crew to practice and better understand maintenance tactics and obstacles. The pollinator garden will quickly receive public support and provide opportunities for education and signage. Forest expansion should be begun early due to the timeframe required to grow trees.

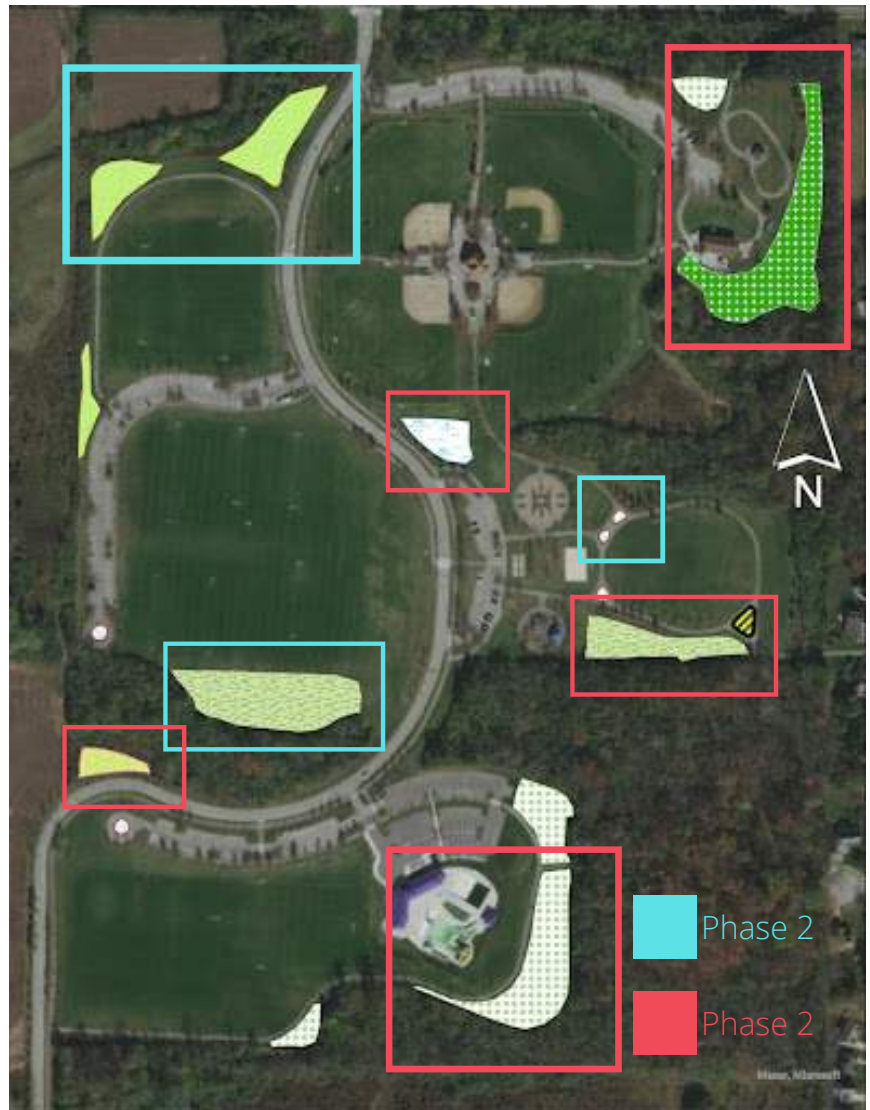
PHASED APPROACH

PHASE 2

- More grassland in corners and underused areas
- Further expand tree lines
- More pollinator gardens if desired

PHASE 3

- Prairie/tall grasses in more visible areas
- Rain gardens
- Finalize covering underused areas



Once public support is solidified, phase two will address the majority of the land area to be naturalized. Phase two could also include opportunity for additional education and beautification through more pollinator gardens, and further expansion of the tree line.

Phase three addresses the most visible and resource intense sites, such as the drainage area in the center of the park. This should be done last, once results are being seen around the park and there is likely to be more acceptance.

BY THE NUMBERS

Native Grassland Options

Native Short Grasses

\$570/Acre

- 7 grass species
- Little Bluestem is attractive and grows quickly
- Flowers can be added later for cheap beautification

Native Short Grasses (with Flowers)

\$755/Acre

- 4 grass species, 20 flowers
- Includes milkweed and other beneficial flowers
- Flowers can bloom within the first growing season

Native Tall Grasses

\$500/Acre

- 5 grass species
- Big Bluestem is particularly good at carbon sequestration
- 5-7 feet in final height

Seed mixes and prices from Ohio Prairie Nursery (OPN)



IMPLEMENTATION

GRANTS

In accordance with the goal of reducing costs, we have identified several different grant options. Some of the grants may not seem large, but when planning a small area like a pollinator garden, they can help pay for the seed and flowers. However, there are also larger ones to help with bigger projects like planting future forests and prairies.

Grateful Greens - Plant Grant Program

Grateful Greens has a simple application on its website. Applicants select a few boxes and write what they would use the money for in a text box. There are no documents to upload.

Plant America Community Project Grant

Plant America Community's website is a medium-level grant in simplicity. Navigate to the Grant Forms under Resources. Download the form and submit the materials needed to be considered.

Urban Canopy Restoration Grant

Ohio Department of Natural Resources offers the Urban Canopy Grant. The process is extensive. There are multiple criteria to meet and the city has to finish the project before receiving the money the grant offers.

MONEY SAVERS

- Partner with local businesses to buy seeds and plants
- Utilize volunteers in the community and an Adopt-A-Pollinator garden program

CONCLUSION

This plan provides a vision of public space that fundamentally changes how Oxford's landscapes interact with the natural environment. By implementing some of these suggestions, Oxford's parks can further align with the City's climate goals, by increasing biodiversity and carbon sequestration, as well as looking better and polluting less. Beautiful native grasses will surround the park, easing the transition from manicured sports facilities to forest. Signs will educate park users about the importance of sustainability, and pollinators and other native wildlife will be more abundant in these areas.

Overall, a significant amount of effort may be required on startup, but in the long-run maintenance costs will be reduced, biodiversity and carbon sequestration will be increased, and the landscape will be more educational and beautiful for all citizens.



ACKNOWLEDGMENTS

This project represents a collaborative effort between City of Oxford staff, community experts, stakeholders, and Miami University students. Special thanks to the environmental commission for allowing us to speak at one of their meetings.

Thank you to Steve Ohl, Tom Blomquist, Jon Ralinovsky, Hank Stevens, David Gorchoy, Steve Sullivan, Justin Fain, Charlie Stevens, Ross Olson, and everyone else whose thoughts and expertise was instrumental in shaping this project.

Thank you to David Prytherch for his guidance through this whole project.



ABOUT US

Sustainability Scholars Team

Our team is a group of six Geography 459 students with varying backgrounds of skills and specialties. As students living in Oxford, we are thankful for the opportunity to work with Oxford City Employees, Miami Professors, botanists, and Oxford Citizens. Our goal is to provide alternatives to landscape maintenance to decrease mowing and increase biodiversity to create a more beautiful environment for citizens.



Joshua Durst

Urban and Regional
Planning



Noah Chapin

Urban Planning,
Economics



Elena Hauer

Supply Chain Management



Avery Waco

Urban and Regional
Planning, Psychology



Walid Ouaret

Ecology, Evolution, and
Environmental Biology



Justin Spencer

Urban and Regional
Planning

APPENDIX

SUPPORTING DOCUMENTS

"Naturalization Guidelines: A Guide to Retrofitting Existing Park Spaces." City of Calgary. 2017.

Diboll, Neil, "Five Steps to Successful Prairie Establishment." The Prairie Nursery.

Murphy, Atticus. Crone, Elizabeth, "Pollinator Gardens: Landscaping for Biodiversity in the 21st Century." Tufts University, August 2021.

"Establishing Native Grasses." Natural Resources Conservation Service, March 2011.

Zoller, Chris. Establishing early successional habitat for wildlife. Ohioline. 2011, June 22.

PLANT AND SEED RESOURCES

The Ohio Prairie Nursery (OPN) - <https://www.opnseed.com/>

The Prairie Nursery - <https://www.prairienursery.com/>

Prairie Moon Nursery - <https://www.prairiemoon.com/>

Some Images sourced from:
City of Oxford
Calgary "Naturalization Guidelines"
Sierra Club
National Park Service







The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	January 25, 2023
COUNCIL MEETING DATE:	February 7, 2023
AGENDA TITLE:	Ordinance Authorizing Acceptance of an Easement for Existing sewers on Lot 4077 abutting College Corner Pike
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DR</i> 1.30.23 MBD 1/27/23

Discussion:

There are existing stormwater and sanitary sewer conduits running through Lot 4077 benefiting the City, however, these pipes are not known to be located in a recorded easement or right of way. The pipes run through the property connecting the City's ROW on US27 with the CSX ROW at the south end of the property. The Owner (G. Alan Kyger, Tr) of this property has worked with the City to create an easement on the entire lot allowing the City access to maintain and operate these conduits.

The Owner has also worked with the City to define a separate easement through the property to allow for construction of new conduits should they become necessary in the future. Mr. Kyger does not seek compensation for either of the two easements.

Staff recommends City Council approve this Ordinance accepting the two easements, and authorize the City Manager, or his designee, to take all steps necessary to cause the easement agreements and Exhibit A to be recorded with the Butler County Recorder's Office.

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN EASEMENT AGREEMENT BETWEEN THE CITY OF OXFORD AND G. ALAN KYGER TRUST FOR PUBLIC UTILITY EASEMENTS TO REPAIR EXISTING SANITARY AND STORM LINES AS SET FORTH IN EXHIBIT “A” ATTACHED HERETO.

WHEREAS, G. Alan Kyger Trust is the owner of lot 4077 in the area of College Corner Pike (US27); and

WHEREAS, easements are required for the repair and maintenance of existing sanitary storm lines; and

WHEREAS, the City Manager and the Service Director recommend Council authorizes the City Manager to enter into an easement agreement between the City of Oxford and G. Alan Kyger Trust for public utility easements to repair existing sanitary and storm lines as set forth in Exhibit “A” attached hereto.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Service Director and further authorizes the City Manager to enter into an easement agreement between the City of Oxford and G. Alan Kyger Trust for public utility easements to repair existing sanitary and storm lines as set forth in Exhibit “A” attached hereto.

SECTION 2: Council further directs the Clerk of Oxford City Council to cause the same to be recorded with the Butler County, Ohio Recorder’s Office.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

PUBLIC UTILITY EASEMENT – EXISTING SANITARY AND STORM LINES

G. Alan Kyger, Trustee of the G. Alan Kyger Trust Agreement Dated July 10, 2001 ("Grantor"), of Butler County, Ohio, grants, to The City of Oxford, Butler County, Ohio ("Grantee," whether one or more), whose address is 15 S. College Avenue, Oxford, Ohio 45056, a perpetual, non-exclusive Public Utility Easement to maintain, operate, tap into, repair, and/or remove the existing sanitary and storm sewer lines through the following described real property (the "Easement Area"):

Entire Lot Number 4077, in the City of Oxford, Butler County, Ohio.

There are existing sanitary and storm sewer lines, used by the City of Oxford, that run through the Northwest side of the Easement Area. There are not, however, any known easements or maintenance agreements that grant rights or access to the City of Oxford to maintain, tap into, repair, and/or remove the existing lines. Grantor is therefore, granting the rights herein to the City of Oxford in this Public Utility Easement with the specified limitations contained herein.

It is Grantor's purpose in this Public Utility Easement to legally enable the City of Oxford to maintain the current lines while preventing damage to Grantor's improvements that currently lie within the Easement Area or which Grantor, his heirs, assigns, or successors may wish to add to the Easement Area in the future.

In addition, Grantor, simultaneous to the execution of this Public Utility Easement, has granted to the City of Oxford rights, under a separate Public Utility Easement, recorded in Volume _____, Page _____, of the Butler County Records, that allows the Grantee to construct new sanitary and storm sewer lines in the future, within a part of Entire Lot Number 4077, City of Oxford, which is described in that separate instrument. The separate instrument allows the City of Oxford to construct new lines if the current lines are no longer sufficient for the needs of the City of Oxford. In other words, while this instrument allows the City of Oxford to maintain, operate, tap into, repair and remove the existing lines, it does not allow the City to completely replace the existing lines or construct new lines, and it does not allow Grantee to damage Grantor's property except as allowed herein. The construction of new lines on Grantor's property is the subject of the separate Public Utility Easement.

This Public Utility Easement is granted subject to the following terms and conditions:

1. Other Consistent Uses. Grantor reserves the right to use the Easement Area for any purposes not inconsistent with rights granted by this Easement.

2. Restoration of Property. If any damage to Grantor's property is caused by Grantee's exercise of its rights under this Easement, Grantee, at Grantee's expense, shall promptly restore any disturbed areas as nearly as possible to the condition existing prior to the occurrence of the damage. Furthermore, Grantee, may not, without written consent of Grantor, his heirs, assigns or successors, exercise its rights under this Easement in the Easement Area within five (5) feet of any improvement or structure other than driveways, sidewalks, surface roads, parking lots, and similar improvements.

3. Title. Grantor covenants with Grantee that Grantor is the owner of the Easement Area described above and has full power to convey the rights conveyed by this Easement.

Prior instrument references: Deed Volume 8992, Page 1817, Butler County, Ohio, Records.
Replat Volume 9763, Page 1713, Butler County, Ohio, Records.

SIGNED this _____ day of January, 2023.

GRANTOR:

G. Alan Kyger, Trustee
G. Alan Kyger Trust dated July 10, 2001

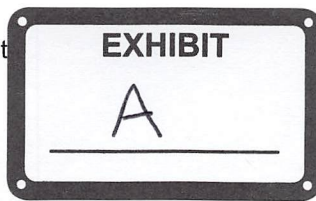
State of Ohio
County of Butler

The foregoing instrument was acknowledged before me this _____ day of January, 2023, by G. Alan Kyger, Trustee of the G. Alan Kyger Trust dated July 10, 2001.

Notary Public

This Instrument Prepared By: Matthew A. Troy, Esq., 29 N. Beech St., Oxford, Ohio 45056.

Date: November 2, 2022
Description: Public Utility Easement
Lot #4077
Location: City of Oxford
Butler County, Ohio



Situated in Lot #4077, Section 22, Town 5, Range 1, City of Oxford, Butler County, Ohio and being a Thirty (30.00) Foot Public Utility Easement in part of Lot #4077 and being the lands of G. Alan Kyger, Tr. as recorded in Official Record 8992, Page 1817 of the Butler County, Ohio Recorder's Office and being further described as follows:

Commencing at the northeast corner of said Lot #4077 and being the southerly boundary of Lot #1183 and being on the westerly right of way of College Corner Pike (S.R. #27), thence, leaving said northeast corner of Lot #4077 and southerly boundary of said Lot #1183 and with the westerly right of way of said College Corner Pike (S.R. #27), South 43° 16' 01" East, 41.58 feet to the **True Point of Beginning**;

thence, continuing with the westerly right of way of said College Corner Pike (S.R. #27), South 43° 16' 01" East, 30.00 feet;

thence, leaving the westerly right of way of said College Corner Pike (S.R. #27) and through said Lot #4077 for the following three courses:

- 1) South 46° 43' 59" West, 95.63 feet;
- 2) North 88° 16' 01" West, 61.33 feet;
- 3) South 47° 28' 11" West, 139.00 feet to the easterly right of way of CSX Railroad;

thence, with the easterly right of way of said CSX Railroad, with a curve to the left, having a central angle of 00° 07' 02", a radius of 14690.61 feet, an arc length of 30.06 feet, and a chord bearing and distance of North 46° 02' 47" West, 30.06 feet to the northerly boundary of said Lot #4077 and the southerly boundary of said Lot #1183;

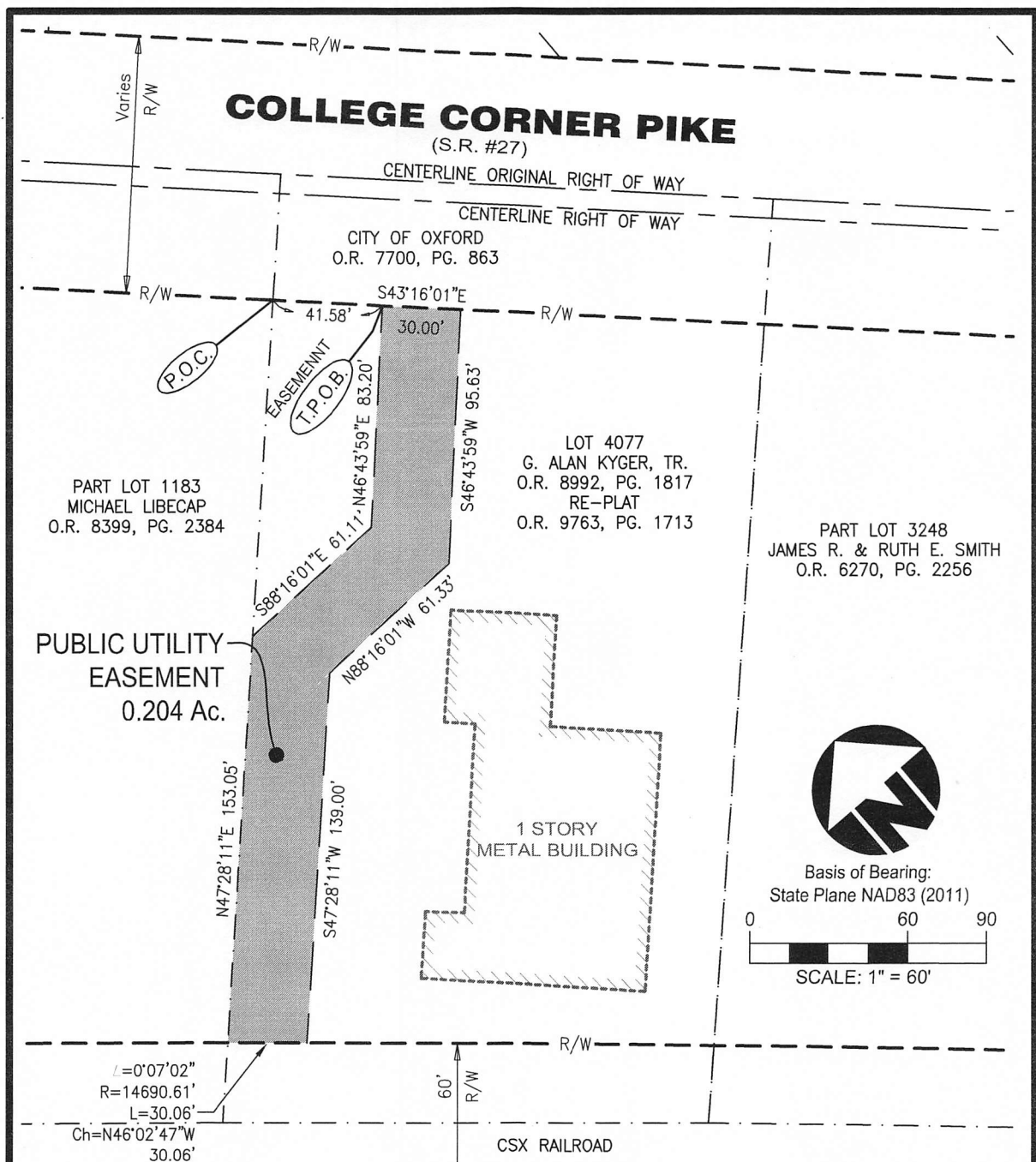
thence, leaving the easterly right of way of said CSX Railroad and with the northerly boundary of said Lot #4077 and the southerly boundary of said Lot #1183, North 47° 28' 11" East, 153.05 feet;

thence, leaving the northerly boundary of said Lot #4077 and the southerly boundary of said Lot #1183 and through said Lot #4077 for the following two courses:

- 1) South 88° 16' 01" East, 61.11 feet;
- 2) North 46° 43' 59" East, 83.20 feet to the **True Point of Beginning**;

The above description was prepared from an exhibit prepared by Bayer Becker, David Douglas Smith, Professional Land Surveyor #7121 in the State of Ohio on November 2, 2022.

Basis of Bearings: NAD83(2011) GPS Observations, (O.D.O.T. VRS/RTK Network), Ohio South Zone 3402.



Note: This exhibit was prepared from existing deeds and surveys of record. It does not represent a boundary survey.

Drawing:
21-0213 ES

Scale
1"=60'

Drawn by:
j.o.l.

Checked By:
DDS

Issue Date:
11-02-22

G. ALAN KYGER, TR.
CITY OF OXFORD
LOT 4077
SECTION 22, TOWN 5, RANGE 1
THE CITY OF OXFORD
BUTLER COUNTY, OHIO
EASEMENT EXHIBIT

**bayer
becker**

www.bayerbecker.com
110 S. College Avenue, Suite 101
Oxford, OH 45056 - 513.523.4270



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	January 25, 2023
COUNCIL MEETING DATE:	February 7, 2023
AGENDA TITLE:	Ordinance Authorizing Acceptance of an Easement for Planned sewers on Lot 4077 abutting College Corner Pike
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DR</i> 1.30.23 MBD 1/27/23

Discussion:

There are existing stormwater and sanitary sewer conduits running through Lot 4077 benefiting the City, however, these pipes are not known to be located in a recorded easement or right of way. The pipes run through the property connecting the City's ROW on US27 with the CSX ROW at the south end of the property. The Owner (G. Alan Kyger, Tr) of this property has worked with the City to create an easement on the entire lot allowing the City access to maintain and operate these conduits.

The Owner has also worked with the City to define a separate easement through the property to allow for construction of new conduits should they become necessary in the future. Mr. Kyger does not seek compensation for either of the two easements.

Staff recommends City Council approve this Ordinance accepting the two easements, and authorize the City Manager, or his designee, to take all steps necessary to cause the easement agreements and Exhibit A to be recorded with the Butler County Recorder's Office.

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN EASEMENT AGREEMENT BETWEEN THE CITY OF OXFORD AND G. ALAN KYGER TRUST FOR PUBLIC UTILITY EASEMENTS FOR PLANNED SANITARY SEWERS AS SET FORTH IN EXHIBIT “A” ATTACHED HERETO.

WHEREAS, G. Alan Kyger Trust is the owner of lot 4077 in the area of College Corner Pike (US27); and

WHEREAS, easements are required for the planned sanitary sewers; and

WHEREAS, the City Manager and the Service Director recommend Council authorizes the City Manager to enter into an easement agreement between the City of Oxford and G. Alan Kyger Trust for public utility easements for the planned sanitary sewers as set forth in Exhibit “A” attached hereto.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Service Director and further authorizes the City Manager to enter into an easement agreement between the City of Oxford and G. Alan Kyger Trust for public utility easements for the planned sanitary sewers as set forth in Exhibit “A” attached hereto.

SECTION 2: Council further directs the Clerk of Oxford City Council to cause the same to be recorded with the Butler County, Ohio Recorder’s Office.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

PUBLIC UTILITY EASEMENT

G. Alan Kyger, Trustee of the G. Alan Kyger Trust Agreement Dated July 10, 2001 ("Grantor"), of Butler County, Ohio, for valuable consideration paid, grants, to The City of Oxford, Butler County, Ohio ("Grantee," whether one or more), whose address is 15 S. College Avenue, Oxford, Ohio 45056, a perpetual, non-exclusive Public Utility Easement to construct, maintain, operate, tap into, repair, replace and/or remove sanitary and/or storm sewer lines through the following described real property (the "Easement Area"): See Exhibit A.

This Easement is granted subject to the following terms and conditions:

1. Other Consistent Uses. Grantor reserves the right to use the Easement Area for any purposes not inconsistent with rights granted by this Easement.
2. Restoration of Property. If any damage to Grantor's property is caused by Grantee's exercise of its rights under this Easement, Grantee, at Grantee's expense, shall promptly restore any disturbed areas as nearly as possible to the condition existing prior to the occurrence of the damage.
3. Building Restriction. No buildings or other structures shall be constructed in the Easement Area by Grantor, nor shall Grantor cause any excavating or filling to be done which, in the reasonable judgment of Grantee, would impair Grantee's exercise of the rights granted by this Easement or its ability to maintain its utility facilities. Grantor reserves the right, however, to construct driveways, sidewalks, surface roads and similar improvements across the Easement Area.
4. Title. Grantor covenants with Grantee that Grantor is the owner of the Easement Area described above and has full power to convey the rights conveyed by this Easement.

Prior instrument references: Deed Volume 8992, Page 1817, Butler County, Ohio, Records.
Replat Volume 9763, Page 1713, Butler County, Ohio, Records.

SIGNED this _____ day of January, 2023.

GRANTOR:

G. Alan Kyger, Trustee
G. Alan Kyger Trust dated July 10, 2001

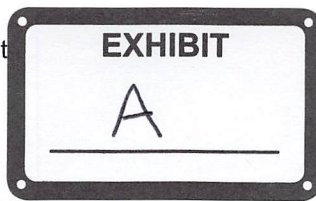
State of Ohio
County of Butler

The foregoing instrument was acknowledged before me this _____ day of January, 2023,
by G. Alan Kyger, Trustee of the G. Alan Kyger Trust dated July 10, 2001.

Notary Public

This Instrument Prepared By: Matthew A. Troy, Esq., 29 N. Beech St., Oxford, Ohio 45056.

Date: November 2, 2022
Description: Public Utility Easement
Lot #4077
Location: City of Oxford
Butler County, Ohio



Situated in Lot #4077, Section 22, Town 5, Range 1, City of Oxford, Butler County, Ohio and being a Thirty (30.00) Foot Public Utility Easement in part of Lot #4077 and being the lands of G. Alan Kyger, Tr. as recorded in Official Record 8992, Page 1817 of the Butler County, Ohio Recorder's Office and being further described as follows:

Commencing at the northeast corner of said Lot #4077 and being the southerly boundary of Lot #1183 and being on the westerly right of way of College Corner Pike (S.R. #27), thence, leaving said northeast corner of Lot #4077 and southerly boundary of said Lot #1183 and with the westerly right of way of said College Corner Pike (S.R. #27), South 43° 16' 01" East, 41.58 feet to the **True Point of Beginning**;

thence, continuing with the westerly right of way of said College Corner Pike (S.R. #27), South 43° 16' 01" East, 30.00 feet;

thence, leaving the westerly right of way of said College Corner Pike (S.R. #27) and through said Lot #4077 for the following three courses:

- 1) South 46° 43' 59" West, 95.63 feet;
- 2) North 88° 16' 01" West, 61.33 feet;
- 3) South 47° 28' 11" West, 139.00 feet to the easterly right of way of CSX Railroad;

thence, with the easterly right of way of said CSX Railroad, with a curve to the left, having a central angle of 00° 07' 02", a radius of 14690.61 feet, an arc length of 30.06 feet, and a chord bearing and distance of North 46° 02' 47" West, 30.06 feet to the northerly boundary of said Lot #4077 and the southerly boundary of said Lot #1183;

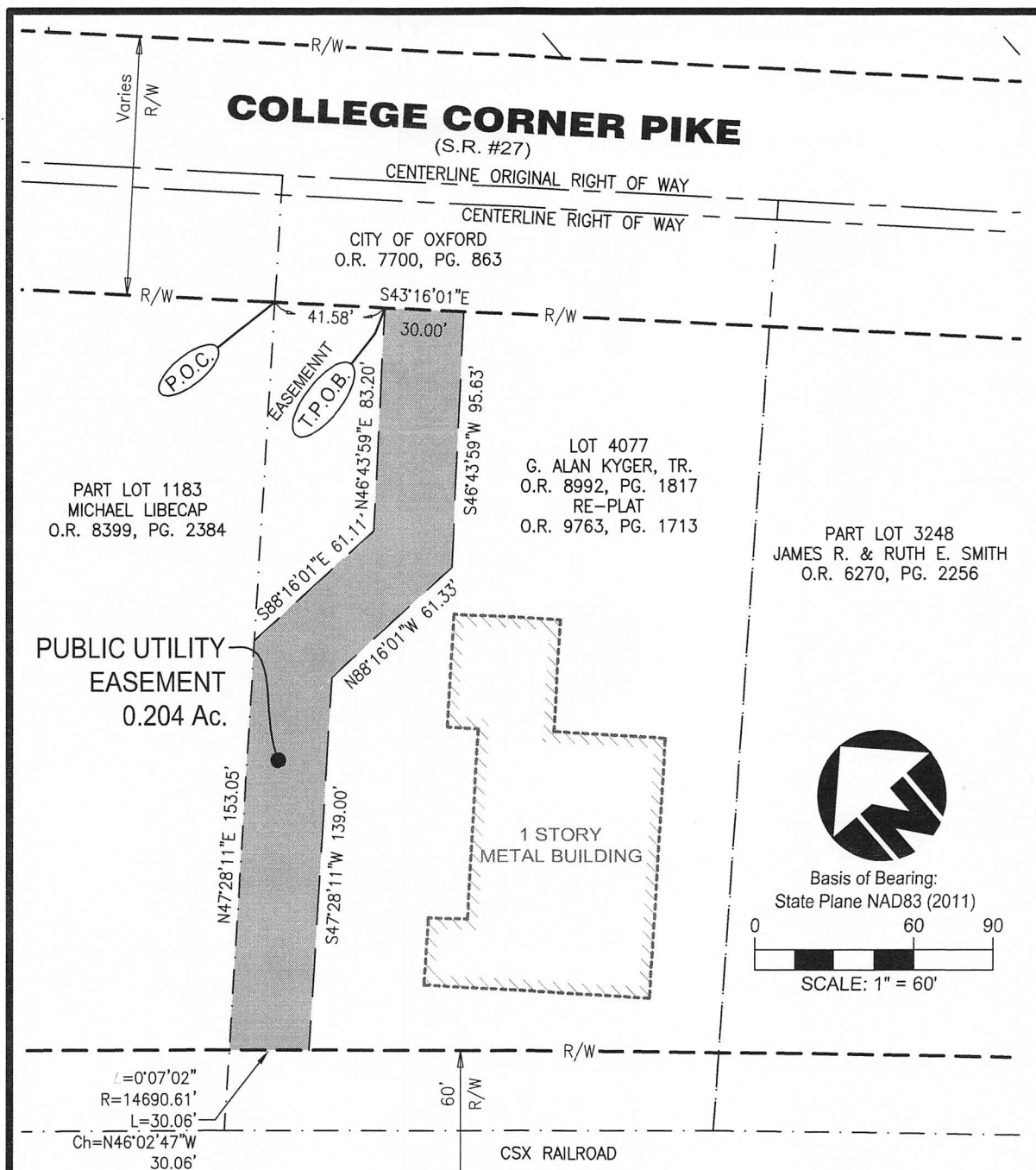
thence, leaving the easterly right of way of said CSX Railroad and with the northerly boundary of said Lot #4077 and the southerly boundary of said Lot #1183, North 47° 28' 11" East, 153.05 feet;

thence, leaving the northerly boundary of said Lot #4077 and the southerly boundary of said Lot #1183 and through said Lot #4077 for the following two courses:

- 1) South 88° 16' 01" East, 61.11 feet;
- 2) North 46° 43' 59" East, 83.20 feet to the **True Point of Beginning**;

The above description was prepared from an exhibit prepared by Bayer Becker, David Douglas Smith, Professional Land Surveyor #7121 in the State of Ohio on November 2, 2022.

Basis of Bearings: NAD83(2011) GPS Observations, (O.D.O.T. VRS/RTK Network), Ohio South Zone 3402.



Note: This exhibit was prepared from existing deeds and surveys of record. It does not represent a boundary survey.

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The City of Oxford
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15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Joe Newlin
DATE PREPARED:	1/30/2023
COUNCIL MEETING DATE:	2/7/2023
AGENDA TITLE:	Supplemental Budget Ordinance
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRC</i> 1.30.23 JN 1/30/23

DISCUSSION:

Issue 1

To make adjustment to budget revenue and appropriations for a transfer from the Parking Fund to the Parking Improvement Fund

Action Needed:

Revenue Side

Parking Improvement Fund (142) 50,000.00

Expense Side

Parking Fund (130) 50,000.00

Net Effect on Fund Balance/(s) -



The City of Oxford
(513) 524-5200
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Oxford, OH 45056

Issue 2

To make adjustment to budget revenue and appropriations for a water damage repairs at the Senior Center

Action Needed:

Revenue Side

General Fund (110)	74,362.15
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Expense Side

General Fund (110)	76,862.15
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Net Effect on Fund Balance/(s) Increase/(Decrease)	(2,500.00)
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Issue 3

To make adjustment to budget revenue and appropriations for the take over of the Oxford Cemetary from the Oxford Cemetary Association

Action Needed:

Revenue Side

General Fund (110)	193,086.20
--------------------	------------

Expense Side

General Fund (110)	133,424.00
--------------------	------------

Net Effect on Fund Balance/(s) Increase/(Decrease)	59,662.20
---	-----------



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Total Net Effect on Fund Balance/(s) Increase/(Decrease)	57,162.20
Breakdown by Fund	
General Fund (110)	57,162.20
Parking Fund (130)	(50,000.00)
Parking Improvement Fund (142)	50,000.00
Net Effect on Fund Balance/(s) Increase/(Decrease)	57,162.20

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3697 SUPPLEMENTAL BUDGET ORDINANCE NUMBER 1 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2023.

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

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

SECTION 1: Additional appropriations are needed for the current fiscal year and monies are available for appropriation in those funds, and changes to estimated revenues;

SECTION 2: The following increase/(decrease)in revenues be made:

General Fund 110	74,362.15
General Fund 110	193,086.20

SECTION 3: The following increase/(decrease)in expenditures be made:

General Fund 110	76,862.15
General Fund 110	133,424.00
Parking Fund 130	50,000.00

SECTION 4: following transfer(s) be executed:

Transfer from:

Parking Fund 130	50,000.00
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Transfer to:

Parking Improvement Fund 142	50,000.00
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SECTION 5: The following increase/(decrease)in revenues be made:

Parking Improvement Fund 142	50,000.00
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SECTION 5: In all other respects, Ordinance No. 3697 shall remain in full force and effect.

SECTION 6: This ordinance shall take effect immediately upon its adoption.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Doug Elliott
DATE PREPARED:	1.11.23
COUNCIL MEETING DATE:	1.17.23
AGENDA TITLE:	An Ordinance to approve current replacement pages to the Oxford Codified Ordinances.
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRC</i> 1.11.23

DISCUSSION:

The City of Oxford utilizes the services of Walter H. Drane Co. to codify City Ordinances. This includes ordinances unique to the City of Oxford (e.g., planning and zoning), as well as, the City's Traffic and General Offenses Codes which mirror state law (for the most part). The codification process includes making revisions, rearranging, and consolidating into various titles, chapters, and sections. Once adopted by City Council, these revisions are published both electronically and in limited hard copies. On the agenda is an ordinance to add, amend, or repeal certain sections and chapters.

ORDINANCE NO.

AN ORDINANCE TO APPROVE CURRENT REPLACEMENT PAGES TO THE OXFORD CODIFIED ORDINANCES.

Whereas, Council has determined that certain provisions within the Codified Ordinances should be amended to conform with current State law as required by the Ohio Constitution. Various ordinances of a general and permanent nature have been passed by Council, which should be included in the Codified Ordinances. The City has heretofore entered into a contract with Walter H. Drane Co. to prepare and publish revisions which are before Council.

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

SECTION 1: Council has determined that certain provisions within the Codified Ordinances should be amended to conform with current State law as required by the Ohio Constitution. Various ordinances of a general and permanent nature have been passed by Council which should be included in the Codified Ordinances. The City has heretofore entered into a contract with Walter H. Drane Co. to prepare and publish revisions which are before Council.

SECTION 2: The Ordinances of the City of Oxford, Ohio, of a general and permanent nature, as revised, recodified, rearranged and consolidated into component codes, titles, chapters and sections within the 2022 Replacement Pages so the Codified Ordinances are hereby approved and adopted.

SECTION 3: The following sections and chapters are hereby added, amended or repealed and respectfully indicated in order to comply with the current State law:

Administrative Code

101.03 Rules of Construction. (Amended)

Traffic Code

303.082 Private Tow-Away Zones. (Amended)

303.083 Impounding Vehicles on Public Property. (Added)

337.10 Lights, Emblems, and Reflectors on Slow-Moving Vehicles, Farm Machinery, Agricultural Tractors, and Animal-Drawn Vehicles. (Amended)

337.16 Number of Lights; Limitations on Flashing, Oscillating or Rotating Lights. (Amended)

General Offenses Code

513.01 Drug Abuse Control Definitions. (Amended)

513.16 Sale of Dextromethorphan. (Added)

517.01 Gambling Definitions. (Amended)

517.02 Gambling. (Amended)

517.06 Methods of Conducting a Bingo Game; Prohibitions. (Amended)

517.08 Raffles. (Amended)
517.09 Charitable Instant Bingo Organizations. (Amended)
517.11 Bingo or Game of Chance Records. (Amended)
517.13 Bingo Exceptions. (Amended)
517.14 Instant Bingo Conduct by a Veteran's or Fraternal Organization. (Amended)
517.15 Skill-Based Amusement Machines. (Amended)
517.16 Electronic Instant Bingo; Prohibited Conduct. (Added)
529.01 Liquor Control Definitions. (Amended)
529.07 Open Container Prohibited. (Amended)
537.19 Hazing Prohibited. (Added)
549.02 Carrying Concealed Weapons. (Amended)
549.04 Improperly Handling Firearms in a Motor Vehicle. (Amended)
549.10 Possessing Replica Firearm in School. (Amended)
549.12 Concealed Handgun Licenses; Possession of Revoked or Suspended License;
Additional Restrictions; Posting Signs Prohibiting Possession. (Added)

SECTION 4: The complete text of the Traffic and General Offenses Code sections listed above are set forth in full in the current replacement pages to the Codified Ordinances which are listed above are available upon request. Any summary publication of this Ordinance shall include a complete listing of these sections. Notice of adoption of each new section by reference to its title shall constitute sufficient publication of new matter contained therein.

SECTION 5: This Ordinance shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)