



AGENDA
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE

TUESDAY, MARCH 19, 2024 AT 7:30 PM

William Snavelly, Mayor

Chantel Raghu, Vice-Mayor
Jason Bracken
Michael Smith

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.

1. Roll Call.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Public Participation.
 - A. Presentation - Enjoy Oxford Kim Daggy, Executive Director
 - 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. To speak, you may approach the podium and wait to be addressed by the Mayor. You will

need to state your name and address for the public record. 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.

5. 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 March 5, 2024, City Council Work Session (Heather Barbour, Clerk of Council)
- B. Minutes of the March 5, 2024, City Council Meeting (Heather Barbour, Clerk of Council)
- C. A Report Regarding the March 6, 2024, Environmental Commission Meeting (Jessica Greene, Assistant City Manager)
- D. A Resolution Authorizing the City Manager to Waive the Fees Adopted in the Fee Ordinance for the Street Closures for the Visitors Bureau (Enjoy Oxford) for the 2024 Annual Summer Music Festival (Jessica Greene, Assistant City Manager)

6. Resolutions.

- A. A Resolution Authorizing the City Manager to Waive the Fees Adopted in the Fee Ordinance for the Street Closures for the Oxford Chamber of Commerce for the 2024 Annual Oxford Wine & Craft Beer Festival (Jessica Greene, Assistant City Manager)
- B. A Resolution Accepting the Bid and Authorizing the City Manager to Enter into an Agreement with Barrett Paving Materials, Inc. for the 2024 Street Resurfacing and Maintenance Program at a Cost of \$669,469.00 With Alternate #3 Costing \$31,346.00 Plus a Contingency in the Amount of \$70,000 for a Total Cost Not to Exceed \$770,815.00.(Michael Dreisbach, Service Director)
- C. A Resolution Authorizing the City Manager to Apply for, Accept, and Enter Into a Water Supply Revolving Loan Account (WSRLA) Agreement on Behalf of the City of Oxford for 100% of Private-Side Lead Service Line Costs for Customers Participating in the City's Lead Service Line Replacement Program. (Michael Dreisbach, Service Director)
- D. A Resolution of Council Authorizing the City Manager to Submit a Grant Application to the Ohio Department of Natural Resources Clean Ohio Trails Fund for \$500,000.00

as a Matching Grant to the OKI Funding Received for the Construction of Phase V of the Oxford Area Trail and Authorizing the City Manager to Utilize Funds Raised By the OATS Property Tax Levy to Fund a 20% Local Match for this Grant if Awarded. (Jessica Greene, Assistant City Manager)

- E. A Resolution Authorizing the City Manager to Waive the Water and Sanitary Capacity Benefit Charges for the Butler County Regional Transit Authority's Multimodal Transportation Center. (Douglas Elliott, City Manager)

7. 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
- B. Second Reading

8. Discussion Item

- A. Fire/EMS Staffing and Additional Funding

9. Announcements & Communications.

- A. 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.

- B. Future Meetings.

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

DATE

Meeting

1.	Date	Meeting	Location	Time
	Mar 20	Board of Building Appeals	Courthouse	5:30 p.m.
	Mar 26	Board of Zoning Appeals	Courthouse	6:30 p.m.
	Apr 2	City Council	Courthouse	7:30 p.m.
	Apr 3	Environmental Commission	Municipal Building	7:00 p.m.

Apr 4	Housing Advisory Commission	Municipal Building	5:00 p.m.
Apr 8	Oxford Recreation Board	Municipal Building	11:30 a.m.
Apr 9	Oxford Parking & Transportation Advisory Board	Municipal Building	8:30 a.m.
Apr 10	Historic & Architectural Preservation Commission	Courthouse	6:15 p.m.
Apr 15	Public Arts Commission of Oxford	Municipal Building	4:15 p.m.
Apr 16	City Council	Courthouse	7:30 p.m.

10. Adjourn.



**MINUTES
OXFORD CITY COUNCIL WORK SESSION
COURTHOUSE
TUESDAY, MARCH 5, 2024 AT 6:45 PM**

1. Roll Call.

A work session meeting of the Oxford City Council was called to order by Mayor Snavelly on Tuesday, March 5, 2024, at 6:45 p.m. Members in attendance were Michael Smith, Amber Franklin, Alex French, Jason Bracken, David Prytherch, and Chantel Raghu.

Staff Members in Attendance

Mr. Douglas Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. John Jones, Police Chief; Mr. John Detherage, Fire Chief; Mr. Sam Perry, Community Development Director; Mr. Casey Wooddell, Parks and Recreation Director; Ms. Heidi Hill, Finance Director; Mr. Chris Conard, Law Director; and Ms. Heather Barbour, Clerk of Council.

2. Topic

Ms. Greene and Mr Elliott started the discussion by presenting slides (slides included in minutes). Ms. Greene and Mr. Elliott address questions and comments from the Council.

A. Fire/EMS Discussion

3. Adjourn.

Motion – Mayor Snavelly called for Adjournment at 7:29 p.m.
(Voice Vote) 1st 2nd
AYE # 7

NAY # 0
ABS # 0

CITY OF OXFORD
COUNCIL WORK SESSION OF 3/5/2024
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
- 2024 Fire/EMS Budget includes 3 additional Firefighter/Paramedics

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 2009-2023

Entity	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
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	1,964	1,859
MU	593	NA	NA	460	468	595	707	734	763	726	727	313	529	680	720
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	2,644	2,579
Oxford Township	161	235	140	200	172	159	151	197	188	207	199	197	205	205	206
Mutual Aid	8	12	12	3	6	12	1	11	42	35	27	42	29	32	53
Milford Township	103	66	117	68	97	185	208	204	211	201	224	160	190	256	285
Hanover Township	1	2	1	0	0	0	0	0	0	0	0	0	0	0	3
College Corner	9	12	15	3	6	14	16	39	47	61	42	29	39	60	29
Reily Township	0	0	0	1	4	5	2	5	3	2	2	4	8	9	15
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	3,206	3,170

Fire Calls 2009-2023

Entity	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
City of Oxford	419	572	591	426	375	447	527	516	630	635	569	499	596	685	629
MU	190	*	*	186	191	215	265	274	289	244	208	123	173	325	360
Subtotal City & MU	609	572	591	612	566	662	792	790	919	879	777	622	769	1,010	989
Oxford Township	58	62	40	53	35	49	49	62	59	65	40	53	44	47	48
Mutual Aid	1	1	3	3	0	4	0	2	1	5	10	7	10	12	13
Milford Township	3	1	4	3	7	18	18	5	5	19	14	12	18	17	17
Hanover Township	1	1	1	0	0	0	0	0	0	0	0	0	0	0	1
College Corner	0	1	4	0	0	1	1	2	0	0	0	0	0	4	4
Reily Township	0	0	0	1	2	3	1	1	1	1	1	1	5	2	3
Total	672	638	643	672	610	737	861	862	985	969	842	695	846	1,092	1,075

EMS Calls 2009-2023

Entity	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
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	1,279	1,230
MU	403	*	*	274	277	380	442	460	474	482	519	190	356	355	360
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	1,634	1,590
Oxford Township	103	173	100	147	137	100	102	135	129	142	159	144	161	158	158
Mutual Aid	7	11	9	0	6	8	1	9	41	30	17	35	19	20	40
Milford Township	100	65	113	65	90	167	190	199	206	182	210	148	172	239	268*
Hanover Township	0	1	0	0	0	0	0	0	0	0	0	0	0	0	2
College Corner	9	11	11	3	6	13	15	37	47	61	42	29	39	56	25
Reily Township	0	0	0	0	2	2	1	4	2	1	1	3	3	7	12
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	2,114	2,095

* Milford Township number includes 40 mutual aid calls for
Seven Mile

Fire Incidents By Type 2014-2023

Type	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Fire	106	100	82	66	84	73	66	61	80	60
Subtotal Building Fire	21	12	16	16	15	22	14	13	23	14
Overpressure, explosion, (no fire)	6	13	10	4	6	5	4	7	7	9
Rescue & EMS	52	40	54	48	48	38	35	45	54	84
Hazardous Condition (no fire)	58	77	70	111	121	96	77	64	75	71
Service Call	72	86	51	43	56	52	34	70	83	56
Good Intent Call	65	69	68	74	107	110	97	114	114	122
False Alarm & False Call	375	471	522	634	531	467	376	483	682	668
Special Incident Type & Severe Weather	2	5	5	5	16	1	6	2	3	5
Total	736	861	862	985	969	842	695	846	1,098	1075

Fire Incidents By Type Percentage Of Total 2014-2023

Type	% of 2014	% of 2015	% of 2016	% of 2017	% of 2018	% of 2019	% of 2020	% of 2021	% of 2022	% of 2023
Fire	14.40	11.61	9.51	6.70	8.67	8.67	9.50	7.21	7.29	5.58
Subtotal Building Fire	2.85	1.39	1.86	1.62	1.55	2.61	2.01	1.54	2.09	1.30
Overpressure, explosion, (no fire)	0.82	1.51	1.16	0.41	0.62	0.59	0.58	0.83	0.64	0.84
Rescue & EMS	7.07	4.65	6.27	4.87	4.95	4.51	5.04	5.31	4.92	7.81
Hazardous Condition (no fire)	7.88	8.94	8.12	11.27	12.49	11.40	11.08	7.57	6.83	6.60
Service Call	9.78	9.99	5.92	4.37	5.78	6.18	4.89	8.27	7.56	5.21
Good Intent Call	8.83	8.01	7.89	7.51	11.04	13.06	13.96	13.48	10.38	11.35
False Alarm & False Call	50.96	54.71	60.56	64.37	54.80	55.46	54.10	57.09	62.11	62.14
Special Incident Type & Severe Weather	0.27	0.58	0.58	0.50	1.65	0.12	0.86	0.24	0.27	0.47
Total	100	100	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
2023	14	\$9,200
2022	23	\$76,000
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

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

SUMMARY FOR 2022

- 65.9% of Calls were EMS (2,114)
- 34.1% of Calls were Fire (1,098)
 - 2.09 % of Fire Calls were Building Fires (23)
 - 62.11% of Fire Calls were False Alarm or False Calls (682)
 - Of the 23 Building Fires in 2022 the Total Estimated Fire Loss was \$76,000

SUMMARY FOR 2023

- 66.1% of Calls were EMS (2,095)
- 33.9% of Calls were Fire (1,075)
 - 1.30 % of Fire Calls were Building Fires (14)
 - 62.14% of Fire Calls were False Alarm or False Calls (668)
 - Of the 14 Building Fires in 2023 the Total Estimated Fire Loss was \$9,200

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%)
• Milford Township Contract	\$12,000	(0.56%)
• Other	\$223,319	(10.37%)
• Total	\$2,153,074	(100%)

Fire/EMS Fund Expenditures FY 2021

• Personnel Services	\$1,841,593	(81.70%)
• Operating Expenses	\$410,124	(18.19%)
• Capital Outlay	\$2,419	(0.11%)
• Total	\$2,254,136	(100%)

Fire/EMS Fund Revenue FY 2022

• Income Tax	\$1,369,916	(53.84%)
• EMS Billing & Collections	\$559,171	(21.98%)
• Oxford Township Contract	\$126,000	(4.95%)
• Milford Township Contract	\$24,000	(0.94%)
• Other	\$247,711	(9.74%)
• MU Contribution Equipment	\$217,660	(8.55%)
• Total	\$2,544,458	(100%)

Fire/EMS Fund Expenditures FY 2022

• Personnel Services	\$2,225,416	(67.24%)
• Operating Expenses	\$431,236	(13.03%)
• Capital Outlay New Pumper	\$652,980	(19.73%)
• Total	\$3,309,630	(100%)

Fire/EMS Fund Revenue FY 2023

• Income Tax	\$1,389,389	(58.65%)
• EMS Billing & Collections	\$538,668	(22.74%)
• Oxford Township Contract	\$158,000*	(6.67%)
• Milford Township Contract	\$26,000	(1.10%)
• Other	\$256,893	(10.84%)
• Total	\$2,368,950	(100%)

* 2nd Half Contract Amount Posted 1/2/2024

Fire/EMS Fund Expenditures FY 2023

• Personnel Services	\$2,304,358	(80.62%)
• Operating Expenses	\$553,859	(19.38%)
• Capital Outlay New Pumper	\$0	(0%)
• Total	\$2,858,217	(100%)

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. Fund deficit of \$329,852 w/o capital cost.
- FY 2023 Actual (\$489,267*)
- FY 2024 Estimate (\$909,693) w/ \$400,000 transfer from GF
- Estimated Ending Fund Balance for FY 2024 of \$478,432

* Includes Oxford Township 2nd Half Contract Amount

Revenue Options

Property Tax Levy

- 2.15 mills voted outside millage
- \$1,062,332 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 of \$600,000 to \$1,000,000

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

Miami University Student and Facility Impact

Five Year Averages (2017-2021)

• <u>EMS Calls for 17-23 age group</u>	<u>28.5%</u>
• Fire Calls at Miami Facilities	23.5%
• Fire Calls at Student Housing	19.7%
• <u>Combined Fire Calls</u>	<u>43.12%</u>
• <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 & 2023 Assessed Valuation of Taxable Real Property

Type	2022 Assessed Value	2023 Assessed Value	2022 % of Total	2023 % of Total	% Change 2022 to 2023
Agricultural	\$861,230	\$1,007,930	0.22%	0.21%	17.03%
Residential	\$226,549,620	\$297,241,670	59.58%	62.12%	31.20%
Industrial	\$2,662,980	\$3,310,240	0.70%	0.69%	24.31%
Commercial	\$150,188,090	\$176,910,350	39.50%	36.98%	17.79%
Total	\$380,261,920	\$478,470,190	100%	100%	25.83%

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

- 2023 Assessed Value of Taxable Property \$494,107,920
- 2.15 mills \$1,062,332
- 3.25 mills \$1,605,851
- 3.50 mills \$1,729,378

PROPERTY TAX LEVY

Impact on Property Values

Home Market Value	Home Assessed Value	2.15 mills	3.25 mills	3.5 mills
\$100,000	\$35,000	\$75.25	\$113.75	\$122.50
\$200,000	\$70,000	\$150.50	\$227.50	\$245.00
\$300,000	\$105,000	\$225.75	\$341.25	\$367.50
\$400,000	\$140,000	\$301.00	\$455.00	\$490.00

INCOME TAX LEVY

Revenue Estimates

Rate	Estimated Income
.0025%	\$1,292,355

INCOME TAX LEVY

Impact on Taxable Income

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

Recommendation

- 2.15 mill property tax levy
- \$1,062,332 Additional Fire/EMS Revenue

Butler County 2023 Real Property Effective Tax Rates Class I (Mills)

• Oxford-Talawanda CSD	40.04073
• Hamilton-Hamilton CSD	47.587952
• Hamilton-Talawanda CSD	42.27733
• Middletown-Middletown CSD	58.01715
• Fairfield-Fairfield CSD	40.623747
• Monroe-Monroe LSD	51.208955
• Trenton-Edgewood CSD	47.380864
• West Chester TWP-Lakota LSD	45.868968
• Liberty TWP-Lakota LSD	43.090652

Butler County 2024 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%

City of Oxford & Miami University Partnership

- Letter sent to President Gregory P. Crawford on July 20, 2023 by City Manager requesting \$1 million dollar contribution each year to support Oxford Division of Fire/EMS operations.
- Letter received dated August 16, 2023 from Ted Pickerill, Chief of Staff, requesting additional information before meeting to discuss City's request.
- Additional information requested in letter included a breakdown for the current and past five years of Fire and EMS calls by geographic location and demographics, to include Miami students (both on and off campus), and by age. For Fire calls- data regarding false alarms to the Miami campus to explore ways to reduce such calls in the future.

City of Oxford & Miami University Partnership Cont'd

- Met twice with Miami University officials to discuss staffing and funding (December 22, 2022 & January 8, 2024).
- The most equitable solution is a contribution (PILOT) from Miami University and a municipal property tax levy. The Miami University contribution addresses the impact of the students and facilities on Fire/EMS incidents (32.8% from 2017 to 2021). The property tax levy addresses the impact of the elderly population (60 years and over) on EMS incidents (over 42% in FY 2022).

Oxford EMS Calls By Age 2011

Age	Calls	% of Total Calls	2010 Population	% of Population
0-9	58	3.52%	886	4.15%
10-19	339	20.58%	5,089	23.81%
20-29	350	21.25%	10,985	51.40%
30-39	75	4.55%	971	4.54%
40-49	107	6.50%	770	3.60%
50-59	129	7.83%	1,050	4.91%
60-69	111	6.74%	779	3.64%
70-79	161	9.78%	439	2.05%
80 and over	317	19.25%	402	1.88%
Total	1,647	100%	21,371	100%

Note: 19 calls with no age listed were excluded from Total

Oxford EMS Calls By Age 2022

Age	Calls	% of Total Calls	2020 Population	% of Population
0-9	39	2.04%	1,025	4.45%
10-19	366	19.14%	6,516	28.29%
20-29	315	16.48%	10,519	45.67%
30-39	123	6.43%	1,274	5.53%
40-49	104	5.44%	883	3.83%
50-59	159	8.32%	823	3.57%
60-69	218	11.40%	942	4.09%
70-79	258	13.49%	675	2.93%
80 and over	330	17.26%	378	1.64%
Total	1,912	100%	23,035	100%

Note: 203 calls with no age listed were excluded from Total

City of Oxford

2010 & 2020 Population By Age And Percentage Of Population

Age	2010 Population	% of Population	2020 Population	% of Population	Number Difference
0-9	886	4.15%	1,025	4.45%	+139
10-19	5,089	23.81%	6,516	28.29%	+1,427
20-29	10,985	51.40%	10,519	45.67%	-466
30-39	971	4.54%	1,274	5.53%	+303
40-49	770	3.60%	883	3.83%	+113
50-59	1,050	4.91%	823	3.57%	-227
60-69	779	3.64%	942	4.09%	+163
70-79	439	2.05%	675	2.93%	+236
80 and over	402	1.88%	378	1.64%	-24
Total	21,371	100%	23,035	100%	+1,664

City of Oxford

2010 & 2020 Population By Selected Age Categories

Age Group	2010 Population	% of Population	2020 Population	% of Population	Difference 2020-2010
16 & over	20,081	94.0%	21,448	93.1%	+1,367
18 & over	19,915	93.2%	21,227	92.2%	+1,312
21 & over	12,038	56.3%	12,105	52.6%	+67
62 & over	1,420	6.6%	1,806	7.8%	+386
65 & over	1,188	5.6%	1,515	6.6%	+327
Total	21,371	100%	23,035	100%	+1,664

Miami University Oxford Campus Fall 2022 Undergraduate Enrollment By Age

Age	Enrollment	Percentage of Total
Under 18	245	1.45%
18-19	7,600	45.07%
20-21	7,483	44.37%
22-29	1,356	8.04%
25-29	118	0.70%
30-34	21	0.13%
35-39	12	0.07%
40-49	17	0.10%
50-64	7	0.04%
65 & Over	5	0.03%
Total	16,864	100%

Miami University Oxford Campus Fall 2022 Graduate Enrollment By Age

Age	Enrollment	Percentage of Total
Under 18	0	0%
18-19	0	0%
20-21	46	2.05%
22-29	554	24.70%
25-29	631	28.13%
30-34	380	16.94%
35-39	223	9.94%
40-49	279	12.44%
50-64	119	5.31%
65 & Over	11	0.49%
Total	2,243	100%

EMS BILLING RATES

Jurisdiction	BLS Rate	ALS 1 Rate	ALS 2 Rate	Mileage Rate	Last Rate Change
Hanover Township Trustees	\$ 673.00	\$ 829.00	\$ 1,157.00	\$ 14.20	-
City of Middletown	\$ 575.00	\$ 761.00	\$ 1,212.00	\$ 14.50	Jan 1, 2015
City of Hamilton	\$ 674.00	\$ 807.00	\$ 1,158.00	\$ 21.89	Apr 24, 2014
City of Fairfield	\$ 800.00	\$ 1,000.00	\$ 1,250.00	\$ 16.00	Mar 1, 2023
Wayne Township	\$ 550.00	\$ 750.00	\$ 850.00	\$ 14.00	Jun 1, 2015
Township of Ross Trustees	\$ 650.00	\$ 800.00	\$ 900.00	\$ 14.00	May 1, 2016
St Clair Township Office	\$ 500.00	\$ 750.00	\$ 850.00	\$ 14.00	-
Village of Seven Mile	\$ 650.00	\$ 750.00	\$ 950.00	\$ 15.00	Apr 1, 2016
Morgan Twp Trustees	\$ 700.00	\$ 900.00	\$ 1,000.00	\$ 17.00	Jan 9, 2013
Fairfield Township Ohio	\$ 550.00	\$ 750.00	\$ 850.00	\$ 14.00	Nov 17, 2011
Liberty Township Trustees	\$ 500.00	\$ 700.00	\$ 800.00	\$ 14.00	Mar 5, 2013
Averages	\$ 620.18	\$ 799.73	\$ 997.91	\$ 15.33	
City of Oxford	\$690.00	\$1,030.00	\$1,280.00	\$21.00	Jan 1, 2022

Summary:

Deficit spending is a growing issue over past few years and is unsustainable.

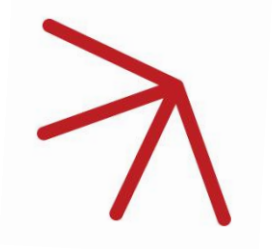
What has changed?

- Employee retention challenges
- Increase cost in payroll
- Increase cost in capital
- Increasing population

Based on data, our major users are the elderly and Miami University students.

Income tax not keeping up with growing costs.

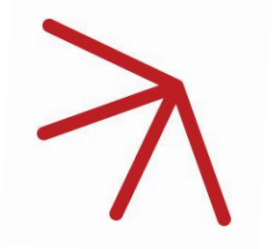
Calls for Service



2023 EMS Calls (Top 6, tie for 5th)			
Address	Landmark Name	District	Count
The Knolls-- All Addresses	The Knolls	City of Oxford	176
4166 Somerville Rd	Woodland Country Manor	Milford Twp	69
5032 College Corner Pike	Parkview Arms Apartments	City of Oxford	48
36 E High St	Brick Street	City of Oxford	40
300 S Locust St	Kroger	City of Oxford	21
5279 College Corner Pike	Days Estate	City of Oxford	21



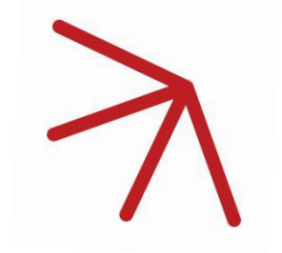
Calls for Service



2023 Fire Calls Top 5			
Address	Landmark Name	District	Count
355 Tallawanda Rd	Hepburn Hall	Miami University	31
310 Tallawanda Rd	Sigma Alpha Epsilon	City of Oxford	26
350 Western Dr	Havighurst Hall	Miami University	21
5056 College Corner Pike	Comfort Inn	City of Oxford	20
600 Maple Ave	Dodds Hall	Miami University	20



Calls for Service



- 2022:
 - 21.2% of Fire/EMS calls are on campus property
 - 42.2% of EMS calls are to elderly age 60+ which are 8.7% of the population (2020)
- 2023:
 - 22.7% of Fire/EMS calls are on campus property
 - 43.4% of EMS calls are to elderly age 60+, which are 8.7% of the population (2020)



Fire Fund Deficit Review



2023 deficit estimate pre labor contract, without new property valuation and 6 new staff.

\$1.82M average annual deficit over 12 years (2024-2035)

2024 updated deficit estimate with new contract wages, applying property tax income from new valuation and 6 new staff.

\$1.66M average annual deficit over 12 years (2024-2035)



	Revenue	Expense	With + 6 staff over 6 years (+3 in 2024, and +1 each in 2026, 2028, 2030)
2024	\$ 2,751,164.00	\$ 3,650,577.00	(899,413.00)
2025	\$ 2,755,377.54	\$ 6,145,388.00	(3,390,010.46)
2026	\$ 2,947,760.32	\$ 3,925,979.64	(978,219.32)
2027	\$ 2,975,525.51	\$ 4,059,194.03	(1,083,668.52)
2028	\$ 3,003,678.56	\$ 4,121,851.85	(1,118,173.29)
2029	\$ 3,032,225.01	\$ 4,380,761.31	(1,348,536.29)
2030	\$ 3,061,170.47	\$ 4,663,943.83	(1,602,773.37)
2031	\$ 3,090,520.63	\$ 4,787,480.50	(1,696,959.88)
2032	\$ 3,120,281.26	\$ 4,914,608.81	(1,794,327.55)
2033	\$ 3,150,458.23	\$ 5,045,435.35	(1,894,977.12)
2034	\$ 3,181,057.48	\$ 5,180,069.92	(1,999,012.44)
2035	\$ 3,212,085.04	\$ 5,318,625.60	(2,106,540.55)
Total	\$ 36,281,304.05	\$ 56,193,915.85	(19,912,611.79)
Avg per year	\$ 3,023,442.00	\$ 4,682,826.32	\$ (1,659,384.32)

Addressing the deficit

PROPERTY TAX LEVY Revenue Estimates

2024 Approximately 8,500 students or 36.9% of 23,035 total population reside on campus.

- Miami Payment in Lieu of Taxes based on campus residency 36.9%
 - **\$612,312.00**

2023 Assessed Value of Taxable Property \$494,107,920.00

- 2.15 mills = \$1,062,332.00 City Revenue



Combined: \$1,674,644.00



PROPERTY TAX LEVY

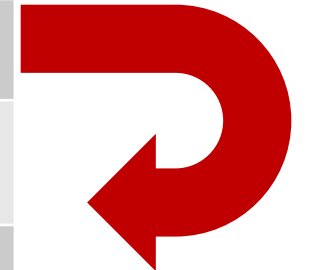
Estimated levy contribution by property value per year

Home Market Value	Home Assessed Value	2.15 mills
\$100,000	\$35,000	\$75.25
\$200,000	\$70,000	\$150.50
\$300,000	\$105,000	\$225.75
\$400,000	\$140,000	\$301.00



Butler County 2023 Real Property Effective Tax Rates Class I (Mills)

City and School District	Class I Mills
Oxford-Talawanda CSD	40.04073 (<i>42.19073 with increase</i>)
Fairfield-Fairfield CSD	40.623747
Hamilton-Talawanda CSD	42.27733
Liberty TWP-Lakota LSD	43.090652
West Chester TWP-Lakota LSD	45.868968
Trenton-Edgewood CSD	47.380864
Hamilton-Hamilton CSD	47.587952
Monroe-Monroe LSD	51.208955
Middletown-Middletown CSD	58.01715

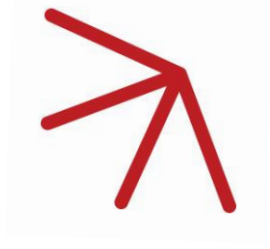


Income Tax Levy

	Income Tax Rate	Total Revenue	General Fund	Fire Fund
Current	2%	\$11,242,426.00	\$9,853,037.00	\$1,389,389.00
Proposed	2.3%	\$12,928,789.90	\$9,853,037.00	\$3,075,752.90
				\$1,686,363.90 Difference

****Miami still willing to contribute but we need to decide what formula to use.***

Butler County 2024 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%



Examples of Income tax increase and impact

	Current 2%	Proposed increase 2.3%	Additional
Annual Salary	Income tax	Income tax	
\$25,000.00	\$500.00	\$575.00	\$75.00
\$50,000.00	\$1,000.00	\$1,150.00	\$150.00
\$100,000.00	\$2,000.00	\$2,300.00	\$300.00



Public Input Strategy?

Education campaign with community with Q&A

Vote ultimate voice

Option 1: Legislation introduction and public comment

- 2 Resolutions, offering 2 opportunities for comment

OR

Option 2: *Pre legislation* special meeting with public comment and Q&A, then introduce legislation.

- Offering 3 opportunities for comment
- OR other alternatives?



Discussion



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, MARCH 5, 2024 AT 7:30 PM

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.

1. Roll Call.

A regular meeting of the Oxford City Council was called to order by Mayor Snively on Tuesday, March 5, 2024, at 7:30 p.m. Members in attendance were Michael Smith, Amber Franklin, Alex French, Jason Bracken, David Prytherch, and Chantel Raghu.

Staff Members in Attendance

Mr. Douglas Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. John Jones, Police Chief; Mr. John Detherage, Fire Chief; Mr. Sam Perry, Community Development Director; Mr. Casey Wooddell, Parks and Recreation Director; Ms. Heidi Hill, Finance Director; Mr. Chris Conard, Law Director; and Ms. Heather Barbour, Clerk of Council.

2. Pledge of Allegiance.

3. Approval of Agenda.

Motion – To Approve the Agenda.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

4. Public Participation.

- A. Notice to Legislative Authority - Weisman Enterprises Holdings Inc. 151 West High Street Oxford, Ohio 45056 (Douglas Elliott, City Manager)

Motion – To Receive without Comment.
(Voice Vote) 1st Mr. Prytherch 2nd Ms. Raghu
AYE # 7
NAY # 0
ABS # 0

- 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. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. 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.

Public Comment - Ms. Ann Fuehrer, Dana Drive - Ms. Fuehrer, one of the facilitators for OASH, forwarded a report from July 2023 through January 2024 to the Councilors and City Staff. Ms. Fuehrer noted the report contained the results of the point-in-time count conducted during the week of December 11, 2023. Ms. Fuehrer mentioned the importance of the availability of housing vouchers. Ms. Fuehrer shared that OASH is now a registered nonprofit corporation in Ohio. Ms. Fuehrer commented on the Work Session and the need for public input because of the possible tax increase.

Public Comment - Ms. Anne Bailey, 192 Stone Creek Drive - Ms. Bailey, chair of the Eradicating Systemic Poverty Team of Oxford and one of four facilitators of OASH. Ms. Bailey shared that on March 18th, OASH will host a meeting for anyone interested in learning more about housing choice vouchers (HCV).

5. 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.

Motion – To Approve the Consent Agenda.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

- A. Minutes of the February 20, 2024, City Council Work Session (Heather Barbour, Clerk of Council)
- B. Minutes of the February 20, 2024, City Council Meeting (Heather Barbour, Clerk of Council)
- C. A Resolution Approving Then and Now Certificates for Purchase Orders Issued Above \$3,000.00 where an Invoice was Received Prior to the Purchase Order Date, as a Requirement of Ohio Revised Code 5705.41(d). (Heidi Hill, Finance Director)
- D. A Resolution Authorizing the Oxford Division of Police to Retain for Use by the Municipality Certain Unclaimed Property in its Possession (John Jones, Police Chief)
- E. A Resolution Declaring Certain Property in the Police Division's Possession as Surplus and Not Needed for Any Municipal Purpose and Authorizing its Advertisement and Sale to the Highest Bidder at Public Auction or Internet Auction. (John Jones, Police Chief)
- F. A Resolution Declaring Certain City Property No Longer Needed for Any Municipal Purpose and Authorizing its Trade to An Authorized Firearms Dealer. (John Jones, Police Chief)

6. Resolutions.

- A. A Resolution Placing A Moratorium, Not To Exceed Six (6) Months, On New Short-Term Rentals Within The City Of Oxford, Ohio. (Sam Perry, Community Development Director)

Motion – To Adopt Resolution No. 7577.

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

AYE # 7

NAY # 0

ABS # 0

Motion – To Amend Resolution No. 7577 by striking the 10th Whereas statement on page 62 of Council's packet, that reads Whereas, existing regulations do not prohibit homes being purchased for the sole purpose of short term rental usage; and.

(Voice Vote) 1st Mr. Prytherch 2nd Mr. Bracken

AYE # 7

NAY # 0

ABS # 0

Motion – To Amend Resolution No. 7577 by changing Section 2 to read No New Short Term Rental shall be permitted license adding as principal uses within the City of Oxford and only those accessory for a primary use may be permitted.

(Voice Vote) 1st Mr. Prytherch 2nd Mr. Bracken

AYE # 0

NAY # 0

ABS # 0

After Mr. Conard had concerns with this amendment Mr. Prytherch withdrew the motion.

Mr. Perry presented his staff report and addressed questions and comments from the Council.

Public Comment - None.

- B. A Resolution Authorizing the City Manager to Enter into a New Commitment with the Electrification Coalition to Receive Technical Assistance Related to Electric Vehicle (EV) Infrastructure and Policy (Sam Perry, Community Development Director)

Motion – To Adopt Resolution No. 7578.

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

AYE # 7

NAY # 0

ABS # 0

Mr. Perry presented his staff report and addressed questions and comments from the Council.

Public Comment - None.

- C. A Resolution Authorizing the City Manager to Amend the Professional Services Project Contract with Bayer Becker, Inc. for the Re-alignment and Design of Oxford Area Trail System (OATS) Phase V at a Cost of \$798,164.00 (Including Contingency) Plus Additional Expenses in the Amount of \$113,267.00 for a Total Cost Not to Exceed \$911,431.00. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7579.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Ms. Greene presented her staff report addressing questions and comments from Council.

Public Comment - None.

7. Ordinances.

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

- A. First Reading

None.

- B. Second Reading

None.

8. Discussion Item

- A. Possible amendment to the Rules of Council, Rule 10 - Oral Communications to Council (at a meeting of Council) are encouraged but shall be permitted pursuant to Rule #10.

Mayor Snavelly began the discussion by mentioning the request for discussion that came from a public comment from the February 20, 2024, meeting (pages 43 -45 of Council's agenda packet).

9. Announcements & Communications.

- A. 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.

- B. Future Meetings.

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

DATE

Meeting

1.	Date	Meeting	Location	Time
	Mar 6	Environmental Commission	Municipal Building	7:00 p.m.
	Mar 7	Housing Advisory Commission	Municipal Building	5:00 p.m.
	Mar 11	Oxford Recreation Board	Municipal Building	11:30 a.m.
	Mar 12	Planning Commission	Courthouse	7:00 p.m.
	Mar 13	Historic & Architectural Preservation Commission	Courthouse	6:15 p.m.
	Mar 14	Oxford Parking & Transportation Advisory Board	LCNB Community Room	2:30 p.m.

Mar 14	Civil Rights Commission	Municipal Building	4:00 p.m.
Mar 19	City Council	Courthouse	7:30 p.m.
Mar 20	Board of Building Appeals	Courthouse	5:30 p.m.
Mar 26	Board of Zoning Appeals	Courthouse	6:30 p.m.
Apr 2	City Council	Courthouse	7:30 p.m.
Apr 3	Environmental Commission	Municipal Building	7:00 p.m.
Apr 8	Oxford Recreation Board	Municipal Building	11:30 a.m.

10. Adjourn.

Motion – To Adjourn at 8:47 p.m.
 (Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin
 AYE # 7
 NAY # 0
 ABS # 0



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Reena Murphy
DATE PREPARED:	3/11/2024
COUNCIL MEETING DATE:	March 19, 2024
AGENDA TITLE:	A Report Regarding the March 6, 2024, Environmental Commission Meeting (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	A Sustainable Oxford
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

Environmental Commission members present were: Jon Ralinovsky, Chair; Chantel Raghu, Vice Chair and City Council Representative; Jason Bracken, Planning Commission Representative and City Council Member; Peggy Branstrator; Anna Abey. Members of the public present were James Vinch and Daniel Vanwormer. The staff liaison present was Reena Murphy.

Approval of the Agenda

Motion: Ms. Branstrator 2nd: Mr. Bracken Vote: Unanimous

Approval of the Minutes

Motion: Ms. Branstrator 2nd: Mr. Bracken Vote: Unanimous

Discussion

The Commission discussed adopting a zero waste events policy for the city.

Mr. Ralinovski provided a sample policy for the commission to discuss. The commission discussed what type of events would be impacted by a zero-waste events policy. There was a consensus to begin with City lead events and then implement a policy for all events utilizing city property, particularly those with food vendors. The commission also discussed different fee structures for events and event vendors. For example, there would be a difference in fees for events/vendors that utilize compostable materials and those that do not.

The commission discussed how Oxford is preempted from banning polystyrene and questioned if the city could require compostable materials to be used as a condition of a public permit.

The commission reviewed and recommended the Arbor Day and Earth Day proclamations be shared with Council for approval.

The commission discussed the merging of the Environmental Commission and Climate Action Steering Committee. Staff proposed merging the Environmental Commission and the Climate Action Steering Committee to streamline environmental engagement and address concerns regarding staff capacity. Staff recommended revisiting the established ordinances to ensure representation from other boards and commissions. If the boards merged, members of both boards would be preserved. Staff recommended forming a small subcommittee to evaluate the structure of the merged board and begin joint meetings among the boards in April. Mr. Ralinovski and Ms. Branstrator volunteered to serve on this small committee.

Ms. Branstrator shared that she supports having two boards, as the two boards provide additional oversight for the city's sustainability efforts. She also feels that merging would result in one large board with too many topics. She shared that the Climate Action Steering Committee could meet less often, maintaining the two boards and reducing staff capacity.

Mr. Bracken shared that he worries having one board would cause ideas to get lost, however, is understanding of staff capacity. He expressed interest in exploring a different meeting schedule for both boards (i.e. every other month) to reduce staff capacity.

Mr. Vinch suggested that Climate Action Steering Committee become a subcommittee of the Environmental Commission, so that there is still a specific group focused on climate, but there is one commission voice for engagement and project feedback.

The Environmental Division provided a quarterly summary of gas vent emissions, food scraps, and urban forestry. The solar flare at GV23 has reduced the landfill's methane emissions by 253.37 MT (481.81 MT CO₂e) in 8 months of operation. The flare reduced the total CO₂e monthly emissions for the landfill between 39%-92%, depending on the month.

In 2023, the food scrap program diverted 17.71 tons. The program has collected 92.71 since it began in April 2019. For 2024, 2.17 tons have been collected, with an average weekly collection of 620 lbs/week.

The City of Oxford was approved for re-certification for the Tree City USA program.

Staff shared the 2024 Council Goals and 2025 Research Areas with the commission to brainstorm for discussion next month. Staff also shared that Oxford was awarded the OEPA Recycle Ohio Grant to implement recycling education and zero waste events.



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:	2/22/2024
COUNCIL MEETING DATE:	March 19, 2024
AGENDA TITLE:	A Resolution Authorizing the City Manager to Waive the Fees Adopted in the Fee Ordinance for the Street Closures for the Visitors Bureau (Enjoy Oxford) for the 2024 Annual Summer Music Festival (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Celebration of the People and Places that Make Oxford Unique
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Neutral
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO WAIVE THE FEES ADOPTED IN THE FEE ORDINANCE FOR THE STREET CLOSURES FOR THE VISITORS BUREAU (ENJOY OXFORD) FOR THE 2024 ANNUAL SUMMER MUSIC FESTIVAL.

WHEREAS, Enjoy Oxford has requested Council to consider waiving the fees for the street closures for the 2024 Annual Summer Music Festival; and

WHEREAS, Oxford City Council has approved this request every year since 2005. The fee for each street closure is \$135.00.

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

SECTION 1: Council, having considered the request and determined that the Summer Music Festival is a benefit to the entire community and that waiving the fees for the street closures is in the best interest of the community, hereby authorizes the City Manager to waive the fees for the street closures for the 2024 Annual Summer Music Festival.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

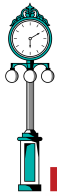
INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

Meter Rental

Road Closure/Detour

ROW 00606



Trash Cans

City of
Oxford OHIO

HOME OF MIAMI UNIVERSITY

APPROVED

RE **See stipulations below**

REQUEST FOR PUBLIC **PERMIT**

Rev. 1/19

Date(s) of Event: **06-09-2024** **08-29-2024** From: **06:00** PM To: **10:00** PM

Today's Date: **05 / 07 / 21** ☐ Emergency Utility Repair (check box, if applicable)

--- Applicant shall allow a minimum of 3 business days for processing ---

Responsible Adult:

(18 years of age or older)*

Kim Daggy
Address: 14 W. Park Place, Ste. C
Oxford, OH 45056
Telephone: (513) 523-8687
Cellular: (574)360-3384
Fax:
Email: kimdaggy@enjoyoxford.org

Organization: Oxford Visitors Bureau dba Enjoy Oxford

Advisor:

Address: same

Telephone: (513)523-8687

Cellular:

Fax:

Email: info@enjoyoxford.org

Non-Profit: ☒ Yes ☐ No

* Person in charge - Primary contact

PARK REQUESTED

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

TITLE OF EVENT (be specific and include projected attendance)

Uptown Music Concert Series 2024 00606

Projected Attendance: 200 Has this event been held previously? ☒ Yes ☐ No If "YES", when? Annually



be sold at the event? ☒ Yes ☐ No

es on Certain Municipal Property Prohibited (attached to last page

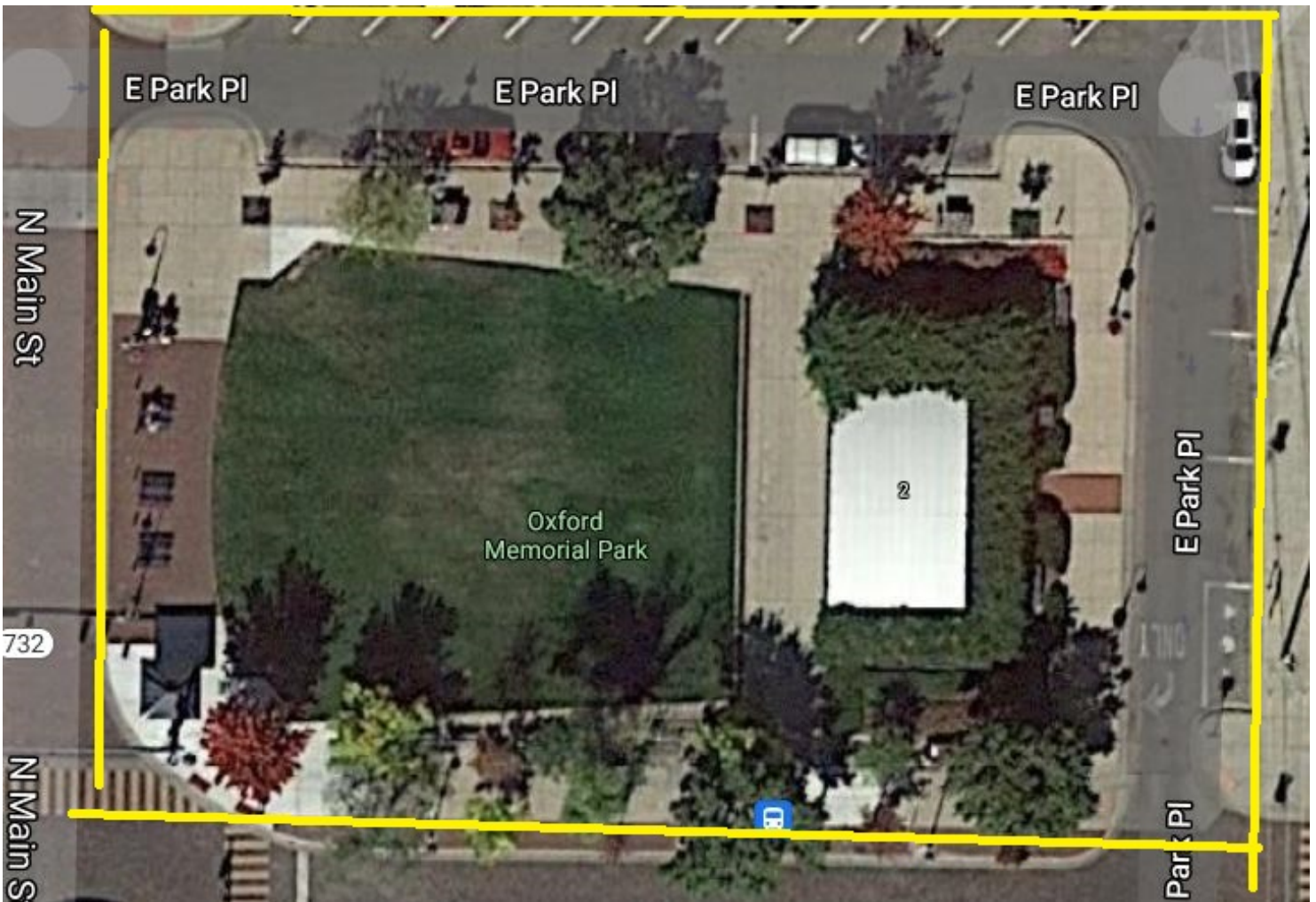
rding out information on the public sidewalk, no permit is required.

ith additional requests, on the appropriate attachment. If request
attachment labeled City of Oxford / Right-of-Way Request Details.

Applicant's Signature: [Signature] Date: 5 / 7 / 21

I have read and understand the rules, guidelines and conditions. Furthermore, I understand that acceptance of them is a condition of approval; and, if approval is granted, it is only for the event specified above. I also understand that the request will be reviewed by various City of Oxford officials and additional conditions may be required before final approval is granted. If additional conditions are required, I agree to meet with the appropriate officials.

City Council Resolution attached



Instructions for Applicant: Please clearly denote the parade route, streets and/or sidewalk areas being requested. Place a concise narrative explanation on the following lines. Attach additional pages if necessary. **Note: Any work in the public right of way requires the submittal of a maintenance of traffic plan.**

Thursdays as scheduled (in process).

Close Main Street between MLK & Memorial Park due to higher pedestrian traffic and social distancing.

Reserve parking in East Park for Band, Sound Tech, and Sponsors as needed.

Unused parking spots will be opened to the general public.

Use of sidewalk areas around Parks for sponsor tents if needed and Enjoy Oxford Information Bike Cart (opened park to allow for social distancing).

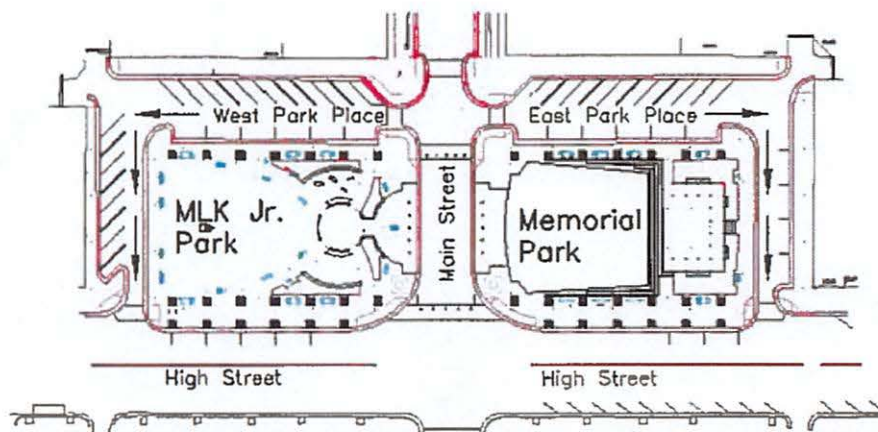
Enjoy Oxford will post and remove NO PARKING signs.

Additional Requests:
(Include details in narrative)

- ☒ No Parking Signs*
- ☐ Detour(s)
- ☐ Police Assistance

**Generally the responsibility of the applicant.*

Time Details		
	Start	End
S	6:00 PM - 10:00 PM	-
E		
B		



OXFORD MEMORIAL PARK & MARTIN LUTHER KING JR. PARK

Instructions for Applicant: Please clearly denote (1) the sections of the parks that you are requesting, (2) parking spots needed and (3) proposed street closures. Place a concise narrative explanation on the following lines. Attach additional pages if necessary.

Use of Pavilion and lighting system.

Use of Memorial Park & MLK Park for community attendance.

Power on at trees.

Potential for sponsors to sell their products.

Additional Requests:
(Include details in narrative)

- ☒ Pavilion
- ☒ Extra trash cans*
- ☒ Special power requirements (explain in narrative)**
- ☒ Street Closure**
- ☒ Other: Enjoy Oxford will print, post, and remove all NO PARKING SIGNS.

*See fee sheet

Time Details

	Start	End
Setup	_____	_____
Event	_____	_____
Breakdown	_____	_____

** Contact the Streets & Maintenance Division 3 days prior to the event at
513-523-8412

NOTE: Street closures will be at the discretion of the Oxford Police Department



Stipulations and Fees

Note: FULL PAYMENT REQUIRED BEFORE THE EVENT

RIGHT-OF-WAY

Applicants should allow a minimum of **three (3) business days** for the request to be processed from the time it is submitted to city officials. *(Please provide the City with as much lead time as possible. Events requiring road closures and staffing will require additional processing time. Large event requests shall be submitted no less than fourteen (14) days in advance of the event.)*

Area shall be cleaned at the end of each day

The City of Oxford reserves the right to modify, suspend, or revoke this permit at the sole discretion of the City of Oxford.

to hire police officers.

10. All special conditions specified by department heads must be complied with. Fees may be assessed for special services – see below.

11. NO markings may be made on streets or sidewalks within the public right-of-way.

USE OF PARKS (ALL THOSE ABOVE, PLUS)

1. No motor vehicles may be parked within the area of the park or on any sidewalk.
2. Banners are only permitted on the stage area during the function and must be removed immediately after the event. Tying is the only acceptable way of affixing a banner to the stage area.
3. No signs are permitted.
4. The applicant is responsible for damage to grass, shrubs or trees as a result of the event and agrees to compensate the City of Oxford the cost of repairs and/or replacement.
5. No structure shall be defaced and no structure shall be erected within four (4) feet of the base of a tree or shrub.
6. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within any park.
7. The applicant will be required to provide the City with a certificate of insurance naming the City as an additional insured for events with live animals or inflated play structures with a minimum of \$1M coverage. Insurance for other events may be required and reviewed on a case by case basis.

FEE INFORMATION

No Parking Signs	\$1.00/ea.
Metered Parking	\$10.00/ea
Trash Boxes	\$5.00/ea.
Personnel	
Police Officer(s)	Contact OPD
Street Dept. Personnel	\$25.00/hr
Electrician	\$100.00
Park & Rec Personnel	Contact OPRD
Road Closures	
Main Street	\$135.00**
US 27 Detour	\$135.00**
**Includes labor	
Sports Fields/Gazebo	
Contact OPRD – 523-6314	

APPLICANT'S ASSURANCE

I have reviewed the estimated cost for the event and agree to compensate the City for services rendered as specified above. If the event runs past the stated end time, I understand that additional charges will accrue and agree to compensate the City accordingly.

Applicant's Signature

Date: ____ / ____ / ____

CITY USE ONLY

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

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

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

Reviewer(s): _____

APPROVAL SECTION (with conditions)

Police Chief: ☐ Approved ☐ Not Approved ____/____

Fire Chief: ☐ Approved ☐ Not Approved ____/____

Service Director: ☐ Approved ☐ Not Approved ____/____

Recreation Director: ☐ Approved ☐ Not Approved ____/____

City Manager: ☐ Approved ☐ Not Approved

Oxford City Council Resolution (attached)

City Manager's Signature

Date: _____

Reason(s) event not approved:

729.05 SALES ON CERTAIN MUNICIPAL PROPERTY PROHIBITED.

No person shall sell, offer to sell or solicit orders for goods, wares or merchandise for immediate or future delivery, or services to be furnished, performed or provided in the present or in the future, within parking meter zones or upon any municipally-owned or controlled property other than streets. This law shall not be applicable to nonprofit or charitable community organizations operating with the express consent of the Office of the City Manager and shall not apply to the lawful use of sidewalk space where such use is expressly authorized by the Codified Ordinances of Oxford, nor shall this section be applicable to the selling at a Farmers' Market of farm produce when such produce has been raised and grown by the vendors and provided that such selling has been specifically authorized and regulated by the Council. Any sale or use of alcohol upon any municipally-owned or controlled property shall be approved by City Council.

(Ord. 3211. Passed 3-19-13.)



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:	3/5/2024
COUNCIL MEETING DATE:	March 19, 2024
AGENDA TITLE:	A Resolution Authorizing the City Manager to Waive the Fees Adopted in the Fee Ordinance for the Street Closures for the Oxford Chamber of Commerce for the 2024 Annual Oxford Wine & Craft Beer Festival (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Celebration of the People and Places that Make Oxford Unique
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Neutral
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO WAIVE THE FEES ADOPTED IN THE FEE ORDINANCE FOR THE STREET CLOSURES FOR THE OXFORD CHAMBER OF COMMERCE FOR THE 2024 ANNUAL OXFORD WINE & CRAFT BEER FESTIVAL.

WHEREAS, the Oxford Chamber of Commerce has requested the Council to consider waiving the fees for the street closures for the 2024 Annual Oxford Wine & Craft Beer Festival; and

WHEREAS, the fee for each street closure is \$135.00.

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

SECTION 1: Council, having considered the request and determined that the Oxford Wine & Craft Beer Festival is a benefit to the community and that waiving the fees for the street closures is in the best interest of the community, hereby authorizes the City Manager to waive the fees for the street closures for the 2024 Annual Oxford Wine & Craft Beer Festival.

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)

Uptown Park Permit Request

ROW 00576

Saturday, Jun. 1, 2024

Oxford Wine & Craft Beer Festival

Road Closure/Detour

Trash Boxes

Meter Rental

Service Personnel

City Council agenda - 03/19/2024



Uptown Parks Permit Request

Memorial Park & Martin Luther King Jr. Park

* Organization Name

Oxford Chamber of Commerce

Organization Phone

513-523-5200

* Organization Mailing Address

102 W. High St., Oxford, OH 45056

Are you a non-profit?

Yes

. . .

* Contact's First Name

Kelli

* Contact's Last Name

Riggs

Contact's Phone

513-289-9909

* Email

president@oxfordchamber.org

* Contact's Mailing Address

34 Jeffrey Dr., Oxford, OH 45056

. . .

Which park(s) are you requesting? Select all that apply.

- ☒ Memorial Park (East Park Place & North Main Street - Pavilion)
☒ Martin Luther King Jr. Park (West Park Place & North Main Street - Fountain)

* Name of the Event

Oxford Wine & Craft Beer Festival

Projected Attendance

2000

Date Requested

12/01/2023

Format: MM/DD/YYYY

Has this event been held previously?

Yes

Event Start Time & End Time

2:00pm-10:00pm

Set Up Time Range

8:00am-2:00pm

Tear Down Time Range

10:00-midnight

Event Description

. . .

Do you need reserved parking?

Yes

Are you requesting a road closure for this event?

Yes

Will there be portable heaters/fire pits?

No

Will tents, tables and/or chairs be used?

Yes

Will you need police officers for this event? Depending on the event, this may be required.

Yes

Will you be renting portable restrooms for this event? (if yes, we recommend renting ADA compliant portable restrooms)

Yes, and we do.

Will you need electricity?

Yes

Will you be bringing a sound system and/or technician?

Yes to both.

Will alcohol, food, services and/or other items be sold?

Yes

If yes to alcohol, food or service, please explain briefly.

Drink tickets for tastings, food trucks, vendors, etc.

Will you be exiting the park during the event? (i.e. for a race/run)

No

Any other information that you would like to share?

This is the chamber's 16th annual fundraising event we host.

. . .

Please attach a site map sketch for this event, if possible.

Choose File No file chosen

Please attach the route map, if applicable (for parades, runs, etc...)

Choose File No file chosen

*** Event Details Accuracy Acknowledgement**

☒ By checking this box, I acknowledge that all of the event details, as listed above, are accurate.

[Click here to read the Stipulations & Fees and then acknowledge below.](#)

*** Event Stipulations & Fees Acknowledgement**

☒ By checking this box, I acknowledge that I have reviewed the stipulations and estimated cost for the event and agree to compensate the City for services rendered as specified in the final invoice. If the event runs past the stated end time and/or the stipulations are not adhered to, I understand that additional charges will accrue and agree to compensate the City accordingly.

Indemnification Clause: The Permittee hereby agrees to indemnify, defend, save and hold harmless the City of Oxford its officers and employees from and against all suits or claims that may be based on damage or injury or death to any person or property that may occur while the City of Oxford property is being used by Permittee. Permittee further agrees to the payment of the City's attorneys' fees for all claims and damages arising directly or indirectly from or related to the use, occupancy or possession of the City of property. Damages includes all liabilities, costs, losses, fines, penalties, claims suits, actions, costs and expenses.

*** Indemnification Clause Acknowledgement**

☒ By checking this box, I acknowledge that I have reviewed the indemnification clause above.

*** Today's Date**

11/16/2023

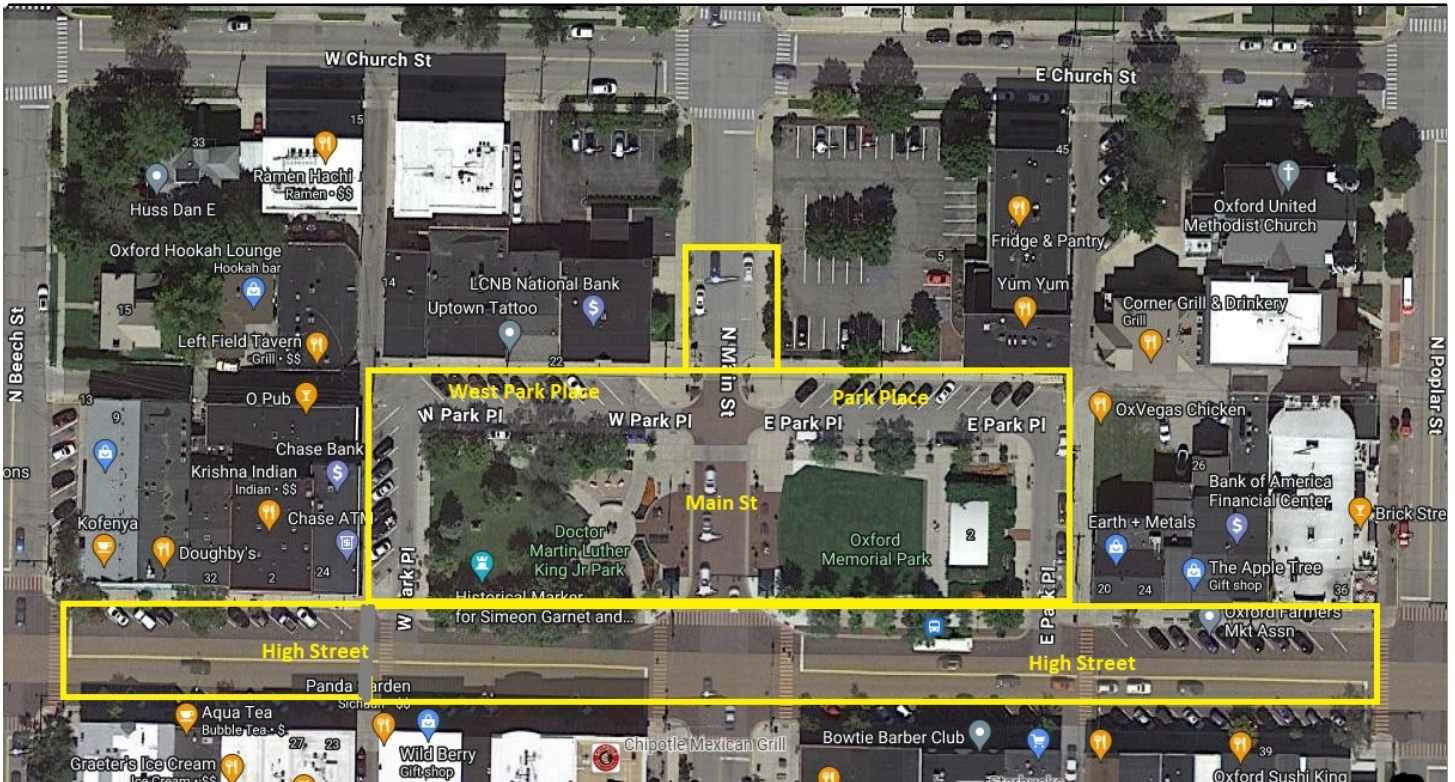
Format: MM/DD/YYYY

*** Electronic Signature**

Kelli Riggs

If approved, you will receive an approved permit. If an invoice is required, it will also be sent with the approved permit. Invoice payment is due prior to the event.

If you have any questions, reach out to John Buchholz at (513) 839-4781 or jbuchholz@cityofoxford.org.



Request closure of the following streets/areas for annual Wine & Craft Beer Festival.

Area shall be cleaned at the end of each day

It is **PROHIBITED** to insert anything into the ground within any park due to the irrigation system

The City of Oxford reserves the right to modify, suspend, or revoke this permit at the sole discretion of the City of Oxford.

Certificate of Liability

Uptown Parks Stipulation & Fees

Memorial Park & Martin Luther King Jr. Park

Applicants should allow a minimum of five business days for the request to be processed from the time it is submitted to City Officials. *Please provide the City with as much lead time as possible. Events requiring road closures and staffing will require additional processing time. Large event requests (over 500 people) shall be submitted no less than sixty (60) days in advance of the event.*

1. Large events (estimated at over 500 people), including all concerts and performances, will require additional approval by City Departments.
2. Events exceeding 2 consecutive days or repeat events of 2 or more sessions will require City Council approval.
3. At least one legally responsible adult must sign the request.
4. The usage may not discriminate against a given class of people.
5. All ordinances that regulate noise shall be observed, unless a variance is requested and approved.
6. The applicant is responsible for cleanup and removal of litter & trash immediately after the event. Failure to clean up may result in subsequent requests being denied or a deposit being required. In addition, a cleaning charge may be assessed.
7. Safety staffing levels will be determined by the Oxford Police Department and the applicant may be required to hire police officers.
8. All special conditions specified by department heads must be complied with. Fees will be assessed for special services.
9. No markings may be made on streets or sidewalks within the public right-of-way.
10. No motor vehicles may be parked within the area of the park or on any sidewalk.
11. Banners are only permitted on the stage area during the function and must be removed immediately after the event. Tying is the only acceptable way of affixing a banner to the stage area.
12. The applicant is responsible for damage to grass, shrubs or trees as a result of the event and agrees to compensate the City of Oxford the cost of repairs and/or replacement.
13. No structure shall be defaced and no structure shall be erected within four feet of the base of a tree or shrub.
14. No nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within any park. This includes sign or flag frames, posts, spikes, etc... Applicant is financially responsible for damages to parks and infrastructure.
15. If alcohol will be sold at the event, you must obtain F2 permit from the Ohio Department of Commerce, Division of Liquor Control and obtain approval from either City Council or the City Manager.

- a. **Note: Event participants may use Oxford's year-round Designated Outdoor Refreshment Area (DORA). No permit is required for DORA usage, but please follow DORA rules.**
16. Food for sale is allowed at events hosted by a nonprofit or charitable community organization. Food trucks or tents must have a mobile food unit license or a temporary food license through the Butler County Board of Health.
17. **The applicant will be required to provide the City with a certificate of insurance naming the City as an additional insured for events with banner installation, live animals or inflated play structures with a minimum of \$1M coverage. Insurance for other events may be required and reviewed on a case by case basis.**
18. The Permittee hereby agrees to indemnify, defend, save and hold harmless the City of Oxford its officers and employees from and against all suits or claims that may be based on damage or injury or death to any person or property that may occur while the City of Oxford property is being used by Permittee. Permittee further agrees to the payment of the City's attorneys' fees for all claims and damages arising directly or indirectly from or related to the use, occupancy or possession of the City of property. Damages includes all liabilities, costs, losses, fines, penalties, claims suits, actions, costs and expenses.

729.05 SALES ON CERTAIN MUNICIPAL PROPERTY PROHIBITED. No person shall sell, offer to sell or solicit orders for goods, wares or merchandise for immediate or future delivery, or services to be furnished, performed or provided in the present or in the future, within parking meter zones or upon any municipally-owned or controlled property other than streets. This law shall not be applicable to nonprofit or charitable community organizations operating with the express consent of the Office of the City Manager and shall not apply to the lawful use of sidewalk space where such use is expressly authorized by the Codified Ordinances of Oxford, nor shall this section be applicable to the selling at a Farmers' Market of farm produce when such produce has been raised and grown by the vendors and provided that such selling has been specifically authorized and regulated by the Council. Any sale or use of alcohol upon any municipally-owned or controlled property shall be approved by City Council. (Ord. 3211. Passed 3-19-13.)

<u>Parking</u> No Parking Sign Metered Parking (less than 4 hours) Metered Parking (4 or more hours) <u>Personnel</u> First Police Officer Additional Officer (s) Police Supervisor (required for each 4 Police Officers) Police Command Officer (required for two squads of five Officers)	\$1/each \$6/each \$12/each \$55 per hour \$55 per hour \$65 per hour \$75 per hour
--	---

Street Department Personnel Electrician	\$30/hour \$120 plus materials
<u>Road Closure</u> Main Street US 27 Detour **includes labor	\$150** \$150**
<u>Sports Fields/Gazebo</u> Contact Oxford Parks & Recreation Department at 513-523-6314	

INVOICE

Customer ID: 00031
Invoice Number: 0000003253
Service Date: 06/01/2024
Invoice Date: 03/11/2024
Due Date: 03/11/2024
PO Number:

Property Address:

Bill To:

Oxford Chamber of Commerce
Kelly Riggs
102 W High St
Oxford, OH 45056

Pay To:

CITY OF OXFORD
FINANCE DEPARTMENT
15 SOUTH COLLEGE AVENUE
OXFORD, OH 45056
(513) 524-5221

Payment is due prior to the event!

Code	Description	Quantity	Unit Price	Amount
Rd Clo	Detour/Road Closure	2.00	150.00	300.00
P spot	Meterd Parking Spots	110.00	12.00	1,320.00
St Per	Streets Personnel for ROW	16.00	30.00	480.00
PD Per	Police Personnel for ROW	16.00	60.00	960.00
Trash	Trash/Recycle bin	25.00	6.00	150.00

Total Invoice: 3,210.00

Payments Applied: 0.00

Adjustment:

Total Due: 3,210.00

Please detach bottom portion and return with your payment.



CITY OF OXFORD
FINANCE DEPARTMENT
15 SOUTH COLLEGE AVENUE
OXFORD, OH 45056

Oxford Chamber of Commerce
Kelly Riggs
102 W High St
Oxford, OH 45056

INVOICE

Customer ID: 00031
Invoice Number: 0000003253
Service Date: 06/01/2024
Invoice Date: 03/11/2024
Due Date: 03/11/2024
Property Address:





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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service
PREPARED BY:	Mike Dreisbach
DATE PREPARED:	3/11/2024
COUNCIL MEETING DATE:	March 19, 2024
AGENDA TITLE:	A Resolution Accepting the Bid and Authorizing the City Manager to Enter into an Agreement with Barrett Paving Materials, Inc. for the 2024 Street Resurfacing and Maintenance Program at a Cost of \$669,469.00 With Alternate #3 Costing \$31,346.00 Plus a Contingency in the Amount of \$70,000 for a Total Cost Not to Exceed \$770,815.00.(Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	770,815.00
ACCOUNT CODE:	141.720.63133 (\$600,000); 141.720.63204 (\$136,500); 141.720.63180 (\$34,315)
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE MBD 3.11.24

DISCUSSION:

The 2024 Capital Improvement budget includes \$900,000 for street resurfacing, culvert construction, maintenance, and traffic control markings. Staff have evaluated the surface condition of City streets in order to provide data for the compilation of the 2024 Street Resurfacing Program. Several factors were considered in recommending a street for resurfacing including traffic volume, road base condition (or lack of a proper base), curb and gutter condition, drainage conditions, past street and utility cuts, proposed underground work scheduled, and current surface condition. Additionally, staff reviewed and updated the City Infrastructure Inventory which includes data on street, water, wastewater, and stormwater systems.

The list of streets proposed for resurfacing is detailed on the attached Exhibit “A”.

A request for bids was published in the Hamilton Journal and multiple plan clearinghouses on Feb. 16

and Feb. 23, 2024. Sealed proposals were opened and read aloud on March 1, 2024. Three firms submitted bids with the following results:

Company	Base Bid	Alt. #3
Barrett Paving	\$ 669,469.00	31,346.00
Mt. Pleasant	691,933.00	34,752.15
J R Jurgensen	707,389.30	23,961.93

Bids submitted included the following line item cost breakdowns:

- Asphalt milling
- Asphalt placing and compacting
- Traffic control
- Pavement / traffic marking replacements
- Thermoplastic street markings including bike lanes for McGuffey Ave.
- Blue reflective armored markers to indicate fire hydrant locations
- Yellow / white markers to enhance lane marking safety

The lowest and best bid for the 2024 Street Resurfacing & Maintenance Program was provided by Barrett Paving Materials, Inc. with a bid of \$669,469.00. Staff is also requesting authorization, at a cost of \$31,346.00, to approve Alternate #3 in the proposal (intersection improvements at Chestnut St. / Brookville Rd. / Oxford - Reily Rd SR732). Additionally, Staff is requesting a contingency amount of \$70,000.00 for this contract. It is Staff's recommendation that Council authorize the City Manager to enter into an agreement with Barrett Paving Co. for a total amount not to exceed **\$770,815.00**.

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BARRETT PAVING MATERIALS, INC. FOR THE 2024 STREET RESURFACING AND MAINTENANCE PROGRAM AT A COST OF \$669,469.00 WITH ALTERNATE #3 COSTING \$31,346.00 PLUS A CONTINGENCY IN THE AMOUNT OF \$70,000.00 FOR A TOTAL COST NOT TO EXCEED \$770,815.00.

WHEREAS, a request for bids was published in the *Journal News* and with multiple plan clearinghouses on February 16th and 23rd, 2024. Sealed proposals were opened and read aloud on March 1, 2024, with three firms submitting bids; and

WHEREAS, the City Manager and the Service Director recommend Council accept the bid and authorize the City Manager to enter into an agreement with Barrett Paving Materials, Inc. for the 2024 street resurfacing and maintenance program at a cost of \$669,469.00. with alternate #3 costing \$31,346.00 plus a contingency in the amount of \$70,000.00 for a total cost not to exceed \$770,815.00.

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

SECTION 1: Council finds Barrett Paving Materials, Inc. to be the lowest and best bidder and accepts the bid of \$669,469.00 for the 2024 street resurfacing and maintenance program as described in Exhibit “A” attached hereto and incorporated herein, including alternate #3.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with Barrett Paving Materials, Inc. at a cost of \$669,469.00 with alternate #3 \$31,346.00 plus a contingency in the amount of \$70,000.00 for a total cost not to exceed \$770,815.00 for the 2024 street resurfacing, and maintenance work as described in Exhibit “A” attached hereto and incorporated herein.

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)

2024 Resurfacing

Street Name

From

To

Campus Ave. K	Church St.	Withrow
Campus Ave. L	Withrow St.	Vine St.
Campus Ave. M	Vine St.	Willow Ln.
Willow Lane	Campus	W. Terminus
Campus Ave. N	Willow Ln.	Sycamore St.

Poplar St. K	High St.	Church St.
Poplar St. L	Church St.	Withrow St.
Poplar St. M	Withrow St.	Vine St.
Poplar St. N	Vine St.	Woodruff
Woodruff Ct.	Poplar	W. Terminus
Poplar St. O	Woodruff	Sycamore

Church St. A	Locust St.	Elm St.
Church St. B	Elm St.	College Ave.
Church St. C	College Ave.	Beech St.
Church St. D	Beech St.	Main St.
Church St. E	Main St.	Poplar St.
Church St. F	Poplar St.	Campus Ave.
Church St. G	Campus Ave.	University Ave
Church St. H	University Ave.	Bishop St.
Church St. I	Bishop St.	Tallawanda Rd.

Vine St. A	W. Terminus	Locust St.
Vine St. B	Locust St.	Elm St.
Vine St. C	Elm St.	College Ave.
Vine St. D	College Ave.	Beech St.

Vine St. I	University Ave.	Bishop St.
Vine St. J	Bishop St.	Tallawanda Rd.

Withrow St. E	W. Terminus @ McHyde	Campus Ave.
Withrow St. F	Campus Ave.	University Ave
Withrow St. G	University Ave.	Bishop St.
Withrow St. H	Bishop St.	Tallawanda Rd.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service
PREPARED BY:	Mike Dreisbach
DATE PREPARED:	3/11/2024
COUNCIL MEETING DATE:	March 19, 2024
AGENDA TITLE:	A Resolution Authorizing the City Manager to Apply for, Accept, and Enter Into a Water Supply Revolving Loan Account (WSRLA) Agreement on Behalf of the City of Oxford for 100% of Private-Side Lead Service Line Costs for Customers Participating in the City's Lead Service Line Replacement Program. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE MBD 3.11.24

DISCUSSION:

The Ohio Environmental Protection Agency (OEPA) is requiring all public water supply providers to submit an inventory of lead service lines, both on the public and private side of the service, to the agency by October 2024. The OEPA will have significant requirements of public utilities in the future for systems that have known lead water service lines. These requirements include specific notification to water users when construction in the area could cause sediments to be disturbed and possibly impact end users, distribution of lead removing water filtration pitchers, sampling and analysis of water following a disturbance from construction, water main break, etc..., and specific notification to users within 48 hours after receiving analytical results. Because of these requirements, and the clear benefits of removing source lead materials from the water system, Staff is recommending the City adopt a program to encourage removal and replacement of lead service lines (on both the public and private sides of the water service line).

Oxford utility Staff are nearing the completion of the required inventory for the OEPA and have identified fewer than 75 partial lead service lines in the City, predominately in the Mile Square area. It

should be noted that the City samples several residences in this area annually for lead at the consumer tap. For 2023, lead samples averaged well under 2 mg/L. The Action Level established by the OEPA for lead is 15 mg/L. Staff is proposing that all known lead service lines be replaced by a contractor with the Utility paying all costs for the project. Participants in the program would be required to sign an Agreement allowing a City contractor to perform the private side replacement, and that following replacement, the private side service remains the property and responsibility of the property owner. The City Council would need to approve any contract for lead service line replacements in excess of \$50,000.



As the City is aware of fewer than 75 properties impacted by at least a partial lead service line, at an average anticipated cost for replacement of \$3,000 per property, we expect this program to cost approximately \$225,000. Staff proposes to fund this expense through the OEPA's water supply revolving loan fund. In addition to receiving favorable interest rates, possibly as low as 0%, the City may also qualify for principal forgiveness for the loan up to a maximum of 53% of the loan being forgiven. Private side lead service line replacement costs incurred prior to this Resolution would not be eligible for funding from the Utility.

This Resolution shall direct Staff to develop a policy for lead service line replacements throughout the water system, including payment of all costs for the private side of lead service lines and development of an Agreement that must be signed by property owners to participate in the program. The Resolution also authorizes the City Manager to take all actions necessary to apply for funding for the program through the OEPA's water supply revolving loan fund.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR, ACCEPT, AND ENTER INTO A WATER SUPPLY REVOLVING LOAN ACCOUNT (WSRLA) AGREEMENT ON BEHALF OF THE CITY OF OXFORD FOR 100% OF PRIVATE-SIDE LEAD SERVICE LINE COSTS FOR CUSTOMERS PARTICIPATING IN THE CITY'S LEAD SERVICE LINE REPLACEMENT PROGRAM.

WHEREAS, the Ohio Environmental Protection Agency (OEPA) is requiring all public water supply providers to submit an inventory of lead service lines, both on the public and private side of the service, to the agency by October 2024; and

WHEREAS, The OEPA will have significant requirements of public utilities in the future for systems that have known lead water service lines; and

WHEREAS, the Ohio Water Supply Revolving Loan Account (WSRLA) requires the government authority to pass legislation for the application of a loan and the execution of an agreement as well as designating a dedicated repayment source.

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

SECTION 1: Council authorizes the City Manager to apply for a WSRLA loan, sign all documents for, and enter into a Water Supply Revolving Loan Account (WSRLA) with the Ohio Environmental Protection Agency and the Ohio Water Development Authority for 100% of private-side lead service line costs for customers participating in the City's Lead Service Line Replacement Program on behalf of the City of Oxford, Ohio.

SECTION 2: That the dedicated source of repayment will be the Water 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)

LET'S GET THE LEAD OUT!



Is Lead in Your Plumbing?

Today, there's growing awareness that some homes have lead in water pipes, fixtures and plumbing. Lead presents health concerns for people of all ages and particularly for infants and young children. In children, low levels of exposure have been linked to learning disabilities, behavioral problems and other issues.

Where water meets lead

The water leaving the treatment plant and traveling through water mains is almost always free of lead. However, lead is sometimes present in pipes connecting older homes to the water system or in fixtures and home plumbing. Water utilities adjust the water's chemistry at the treatment plant to minimize the possibility of lead dissolving into the water, but there are additional steps you can take at home.

What You Can Do

Have your water tested

Contact your water provider to see if it has home testing options available. If not, it can help you find a certified laboratory to test your water. Tests typically run between 15 and 50 dollars.



Find out if you have a lead service line

Your utility may or may not know if you have a lead service line. If not, you can find out yourself or with the help of a licensed plumber. Service lines typically enter the home in the basement or crawl space. If the pipe is lead, it will have a dull finish that shines brightly when scratched with a key or coin. Using a magnet can also help you identify a lead pipe, because even a strong magnet will not cling to lead.

Have your plumbing inspected

A licensed plumber can inspect both your service line and other materials in contact with your drinking water. Lead solders, pipe fittings and brass fixtures can be potential problems.

Protect Your Household

There are steps you can take right away to reduce the possibility of lead in your water:

■ Run the Tap Before Use

Lead levels are likely at their highest when water has been sitting in the pipe for several hours. Clear this water from your pipes

by running the cold water for several minutes—which allows you to draw fresh water from the main. Your water provider or plumber can help you assess the right length of time.



■ **Clean Aerators**—Aerators are small attachments at the tips of faucets which regulate the flow of water. They can accumulate small particles of lead in their screens. It's a good idea to remove your aerators at least monthly and clean them out.



■ **Use Cold Water-** Begin with cold water for drinking, cooking or preparing baby formula, because hot water dissolves lead more quickly.

■ **Filter the Water-** Many home water filters are effective at removing lead. If you purchase a filter, make sure it is certified for lead removal and that you maintain it properly. Find out more on filter certification at www.nsf.org.



For More Information

There are a number of resources available for more information about lead, water filtration systems and other related issues.

CDC-Lead in Drinking Water- The U.S. Centers for Disease Control and Prevention has information on lead's health effects and tips for protection from water and other common sources of exposure. www.cdc.gov/nceh/lead

Drinktap.org- A public service of the American Water Works Association, drinktap.org was created to provide people information about a variety of water-related issues, from water quality to conservation.

Epa.gov/lead- The federal agency responsible for the safety of America's drinking water, EPA hosts a comprehensive website that addresses all sources of lead in the home.

Nsf.org- NSF International provides consumer information about water filter capabilities, including claims to reduce lead. The NSF can also be reached at 800.NSF.8010.



American Water Works Association

Dedicated to the World's Most Important Resource®

4858/2016

Lead

Keep Your Water Safe

Test Your Water
Check Pipes and Plumbing
Protect Your Family
Get the Lead Out!



Let's Get the Lead Out!

The surest way to protect against lead in water is to get the lead out altogether.

■ Replace lead service lines

If you have a lead service line, talk to a licensed plumber about getting it replaced. Contact your utility to see if there are payment options or rebate programs.

■ Replace other plumbing that contains lead

Hire a licensed plumber to look for and replace lead solder, fixtures or other potential sources of lead.



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:	3/12/2024
COUNCIL MEETING DATE:	March 19, 2024
AGENDA TITLE:	A Resolution of Council Authorizing the City Manager to Submit a Grant Application to the Ohio Department of Natural Resources Clean Ohio Trails Fund for \$500,000.00 as a Matching Grant to the OKI Funding Received for the Construction of Phase V of the Oxford Area Trail and Authorizing the City Manager to Utilize Funds Raised By the OATS Property Tax Levy to Fund a 20% Local Match for this Grant if Awarded. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Safe and Efficient Travel for All Modes of Transportation
BUDGETED AMOUNT:	\$500,000.00
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

Phase 5 of the Oxford Area Trail is planned to begin construction in July 2025 and be completed by July 2026. This phase will connect Talawanda High School to Talawanda Middle School and provide a connection to the Chestnut Fields multi-modal facility. Phase 5 will cost an estimated \$5,123,250.87 to construct, and we have a grant from OKI for \$2,763,730.00 for construction.

Our local match requirement is \$2,359,520.87. This Clean Ohio Grant of \$500K may be applied to our match requirement and help extend our levy funds for future trail phases.

RESOLUTION NO.

A RESOLUTION OF COUNCIL AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION TO THE OHIO DEPARTMENT OF NATURAL RESOURCES CLEAN OHIO TRAILS FUND FOR \$500,000.00 AS A MATCHING GRANT TO THE OKI FUNDING RECEIVED FOR THE CONSTRUCTION OF PHASE V OF THE OXFORD AREA TRAIL AND AUTHORIZING THE CITY MANAGER TO UTILIZE FUNDS RAISED BY THE OATS PROPERTY TAX LEVY TO FUND A 20% LOCAL MATCH FOR THIS GRANT IF AWARDED.

WHEREAS, The State of Ohio, through the Ohio Department of Natural Resources, administers financial assistance for trails through the Clean Ohio Trails Fund; and

WHEREAS, The Oxford Comprehensive Plan has a goal of Safe and Efficient Travel for All Modes of Transportation and an action item to Expand the Oxford Area Trails System by completing the perimeter loop and linking to neighborhoods and commercial areas; and

WHEREAS, The City of Oxford desires financial assistance through grants to be used toward the construction of the Oxford Area Trail System; and

WHEREAS, Citizens of Oxford approved a property tax levy that will generate funds through 2028 to allow for the engineering, design, and construction of the Oxford Area Trail System (OATS); and

WHEREAS, The City Manager recommends the city be authorized to submit a grant application to the Ohio Department of Natural Resources Clean Ohio Trails Fund for \$500,000.00 as a matching grant to the OKI funding received for the construction of Phase V of the Oxford Area Trail and authorizing the City Manager to utilize funds raised by the OATS property tax levy to fund a 20% local match for this grant if awarded.

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

SECTION 1: Council approves submitting the application to the Ohio Department of Natural Resources Clean Ohio Trails Fund for the expansion of the Oxford Area Trail System.

SECTION 2: Should the grant be awarded to the City of Oxford, Oxford City Council agrees to obligate 20% of local matching funds raised by the OATS property tax levy.

SECTION 3: Council hereby authorizes the City Manager to submit a grant application to the Ohio Department of Natural Resources Clean Ohio Trails Fund for \$500,000.00 as a matching grant to the OKI funding received for the construction of Phase V of the Oxford Area Trail System.

SECTION 4: 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:	City Manager
PREPARED BY:	Douglas Elliott
DATE PREPARED:	3/7/2024
COUNCIL MEETING DATE:	March 19, 2024
AGENDA TITLE:	A Resolution Authorizing the City Manager to Waive the Water and Sanitary Capacity Benefit Charges for the Butler County Regional Transit Authority's Multimodal Transportation Center. (Douglas Elliott, City Manager)
COUNCIL GOAL AREA:	Safe and Efficient Travel for All Modes of Transportation
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

The Butler County Regional Transit Authority (BCRTA) is constructing a \$23.7 million Multimodal Transportation Center located at 97 West Chestnut St. in Oxford. This facility will provide a one-stop transfer location for BCRTA services in Oxford and serving Miami University, as well as, connections to Hamilton and other regional destinations. The facility will also include “back of house” transit operations including indoor vehicle storage, vehicle fueling, vehicle washing, and maintenance areas. This Chestnut Street Multimodal Station and Shared Service Facility will also provide a waiting area with ticket and train schedule information for the Oxford Amtrak platform stop. I am recommending that City Council waive the water and sanitary capacity benefit charges for the Butler County Regional Transit Authority’s Multimodal Transportation Center since this facility has broad public transportation benefit for the community. BCRTA will still be liable for the water meter and tap fee, as well as, the inspection fees for both water and wastewater.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO WAIVE THE WATER AND SANITARY CAPACITY BENEFIT CHARGES FOR THE BUTLER COUNTY REGIONAL TRANSIT AUTHORITY'S MULTIMODAL TRANSPORTATION CENTER.

WHEREAS, the Butler County Regional Transit Authority is constructing a \$23.7 million Multimodal Transportation Center located at 97 West Chestnut Street in Oxford, Ohio; and

WHEREAS, this facility will provide a one-stop transfer location for BCRTA services in Oxford and serving Miami University, as well as connections to Hamilton and other regional destinations; and

WHEREAS, this facility will also include "back of house" transit operations including indoor vehicle storage, vehicle fueling, vehicle washing, and maintenance areas; and

WHEREAS, this Chestnut Street Multimodal Station and Shared Service Facility will also provide a waiting area with ticket and train schedule information for the Oxford Amtrak stop.

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

SECTION 1: Council accepts the recommendation of the City Manager and hereby authorizes the City Manager to waive the water and sanitary capacity benefit charges for the Butler County Regional Transit Authority's Multimodal Transportation 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)