



AGENDA
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE

TUESDAY, JULY 16, 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. Appointments to Boards and Commissions.
 - B. Presentation - Oxford Seniors Center - Ms. Emily Liechty
 - C. 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 from the June 18, 2024, City Council Work Session. (Heather Barbour, Clerk of Council)
- B. Minutes from the June 18, 2024, City Council Meeting. (Heather Barbour, Clerk of Council)
- C. A Resolution Declaring Certain City Property No Longer Needed For Any Municipal Purpose As Surplus And Authorizing Its Advertisement And Trade-In Or Sale To The Highest Bidder By Internet Auction. (Michael Dreisbach, Service Director)

6. Resolutions.

- A. A Resolution Authorizing The City Manager To Sign The Economic Development Agreement With Miami University. (Douglas R. Elliott, Jr., City Manager)
- B. A Resolution Authorizing The City Manager To Sign The Agreement Between The City Of Oxford And Miami University For The Provision Of Fire And Emergency Medical Services. (Douglas R. Elliott, Jr., City Manager)
- C. A Resolution Authorizing The City Manager To Increase The “Do Not Exceed” Contract With Barrett Paving Materials, Inc. To Accommodate A Request From Habitat For Humanity To Install The Surface Course Of Asphalt On Fuller Way And Carter Court. (Michael Dreisbach, Service Director)
- D. A Resolution Authorizing The City Manager To Enter Into A Professional Services Contract With McKenna Associates, Inc. For The Creation Of A Historic Preservation Plan, New Historic District Design Guidelines And A New Chapter 11 Subdivision And Zoning Code Into A Unified Development Ordinance For A Total Fee Of \$199,000.00 (Sam Perry, Community Development Director)

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

1. An Ordinance Amending Ordinance No. 3750 Supplemental Budget Ordinance Number 4 To Make Supplemental Appropriations For Fiscal Year 2024. (Heidi Ridenour, Finance Director)

B. Second Reading

8. 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. Jul 16	City Council Executive Session	Courthouse	7:15 p.m.
Jul 16	City Council	Courthouse	7:30 p.m.
Jul 17	Board of Building Appeals	Courthouse	5:30 p.m.
Jul 18	Climate Action Steering Committee	Municipal Building	8:30 a.m.
Jul 23	Board of Zoning Appeals	Courthouse	6:30 p.m.
Aug 1	Housing Advisory Commission	Municipal Building	6:00 p.m.
Aug 6	City Council	Courthouse	7:30 p.m.
Aug 7	Environmental Commission	Municipal Building	7:00 p.m.
Aug 12	Recreation Board	Municipal Building	11:30 a.m.

Aug 12 Public Arts Commission	Miami Museum	Art 4:15 p.m.
Aug 13 Oxford Parking and Transportation Advisory Board	Municipal Building	8:30 a.m.
Aug 13 Planning Commission	Courthouse	7:00 p.m.
Aug 14 Historic and Architectural Preservation Commission	Courthouse	6:00 p.m.
Aug 15 Civil Rights Commission	Municipal Building	4:00 p.m.

9. Adjourn.



MINUTES
OXFORD CITY COUNCIL WORK SESSION
COURTHOUSE
TUESDAY, JUNE 18, 2024 AT 5:30 PM

1. Roll Call.

A work session meeting of the Oxford City Council was called to order by Mayor Snavelly on Tuesday, June 18, 2024, at 5:30 p.m. Members in attendance were Amber Franklin, Alex French, Jason Bracken, David Prytherch, and Michael Smith. Chantel Raghu arrived at 6:25 p.m.

Staff Members in Attendance

Mr. Douglas R. Elliott, Jr., City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Michael Dreisbach, Service Director; Mr. John Jones, Police Chief; Mr. John Detherage, Fire Chief; Mr. Sam Perry, Community Development Director; Mr. Geoff Robinson, Police Lieutenant; Mr. Casey Wooddell, Parks and Recreation Director; Ms. Heidi Ridenour, Finance Director; Ms. Stephaine Gray, Assistant Finance Director, Ms. Reena Murphy, Sustainability Coordinator; and Ms. Heather Barbour, Clerk of Council.

2. Topic

A. Review and Discussion of Council Initiatives for the 2025 Budget

Ms. Greene started her presentation by reviewing the request from the City Council Retreat in January to ask the boards and commissions for input on the budget process. Ms. Greene noted that, unlike the average work session, the Council wanted the public to be able to comment during this work session. Ms. Greene mentioned that Staff would report on prioritization and recommendations, and that after gaining guidance from the Council, Staff would draft legislation to bring back to the Council to be voted on. Ms. Greene then went over the budget timeline,

presented slides, and addressed questions and comments from the Council. (slides included in minutes).

3. Public Comments

Public Comment - None.

4. Adjourn.

Motion – To Enter Into Recess at 6:15 p.m.
(Voice Vote) 1st Mayor Snavely 2nd Mr. Bracken
AYE # 6
NAY # 0
ABS # 0



Staff Report on Councilor Budget Ideas

2025 Budget Process

January 2024: Council Retreat

- Begin exploring ideas for 2025
- Staff and B&C have 5-6 months to evaluate and research

June 2024 Work Session (Today!)

- Staff will report out on prioritization from B&C and/or their own staff recommendation.
- Council will welcome public comment
- Staff respond to Council comments with draft legislation to be presented for a Council vote.
- The City Manager will incorporate approved cost items into City Manager 2025 Proposed Operating Budget.

2025 Budget Process

June-September 2024 City Manager Drafts Capital Improvement Plan (CIP) Budget

- September 9th Council Work Session to review proposed CIP
- September 17th Normal Council meeting- public comments welcome regarding proposed CIP budget.

September –October 2024 City Manager Drafts Operating Budget

- October 10th Council Work Session to review City Manager's Proposed Operating Budget for 2025.
- October 15th Normal Council Meeting- public comments welcome regarding proposed budgets

November, 2024 Final Budget Introduced For Adoption

- November 5th First Reading
- November 19th Second Reading and Vote
- Public Comments are welcome at both meetings.

Important Note

The following slides are ideas that City Councilors wanted reviewed and researched for the 2025 budget.

These ideas and concepts are in addition to the already planned projects and essential services that the city provides. A sample of current projects:

- Water softening
- Trail construction
- Code updates for Part 11
- OPD training
- OFD new staff hiring
- Amtrak
- Housing at Chestnut Street and Hester Rd.

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: Smart Growth and Quality Places

Area to be researched:

Update historic preservation guidelines and make recommendation on contributing historic structures or expansion of historic districts.

Staff report:

Planning to include as part of Chapter 11 code update – a Unified Development Ordinance

May take from mid 2024 to early 2026 to complete.

Budget Impact:

2024 ARPA funds for Code Update: \$150K+

Staff time.

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: Safe And Efficient Travel For All Modes Of Transportation

Area to be researched:

Develop an area plan for Miami University owned Chestnut Fields & surrounding neighborhood.

Staff report:

Chestnut Fields is a designated Ec Dev target area and will be a part of the 2024 Ec Dev Strategic plan.

Once Ec Dev Strat Plan is complete, we can decide where to focus our efforts first.

Budget Impact:

2024 ARPA funds: \$50K

Staff time.

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: Safe And Efficient Travel For All Modes Of Transportation

Area to be researched:

Examine Main Street corridor between BCRTA and Uptown to improve transit access.

Staff report:

City was awarded bike/ped planning grant to connect to transit.

This area will be reviewed as a part of that planning grant. Implementation late 2024-early 2025.

Budget Impact:

2024 Planning Grant: \$100K, City Match \$17K

Staff Time

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: Safe And Efficient Travel For All Modes Of Transportation

Area(s) to be researched:

Develop a parking in lieu of fee as an alternative to required on site parking .

Feasibility study to cover open ditch on Locust Street across from Kroger gas station.

Staff report:

Items not recommended for 2025. Will be considered at later date.

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: Housing Opportunities For Everyone

Area(s) to be researched:

Develop RFP for 47 acres for mixed income, mixed types housing and include some small neighborhood business.

Staff report:

HAC recommended for 2025.

Budget Impact:

Staff Time

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: Housing Opportunities For Everyone

Area(s) to be researched:

Explore ways to prevent corporate purchase of homes.

Staff report:

HAC recommended for 2025.

Budget Impact:

Staff Time

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: Housing Opportunities For Everyone

Area(s) to be researched:

Develop inclusionary zoning- density bonus, set asides, fee waivers, expedited approval, no parking minimums.

Staff report:

HAC recommended for 2025. It is expected that incentive and waiver processes and procedures will be included in the code update and the Ec Dev plan.

Budget Impact:

2024 ARPA Part 11 Code Update \$150K+.

2024 ARPA Economic Strategic Plan \$50K+

Staff Time

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: Housing Opportunities For Everyone

Area(s) to be researched:

Develop a mixed income neighborhood overlay district.

Staff report:

HAC recommended for 2025. The code update will include a complete re-write of the zoning code, subdivision code and zoning map.

Budget Impact:

2024 ARPA Part 11 Code Update \$150K+

Staff Time

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: Housing Opportunities For All

Area(s) to be researched:

- Explore regulation of manufactured/mobile homes
- Develop eviction diversion program
- Housing stabilization services: Funding for FRC for emergency payments for rent, utilities, and other expenses
- Develop ban on source of income discrimination
- Develop community land trust
- Explore TOPA/COPA
- Improve inspection enforcement

Staff report:

Not prioritized by HAC for 2025. Majority will be considered at a later date. However, inspection staffing is being increased due to a grant.

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: A Thriving and Resilient Year Round Economy

Area(s) to be researched:

Explore ways to redevelop uptown surface lot.

Staff report:

We will request that this area be included in the review for the Economic Development Strategic Plan.

Budget Impact:

2024 ARPA Ec Dev strat plan \$50K

Staff Time

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: A Thriving and Resilient Year Round Economy

Area(s) to be researched:

Explore ways to expand outdoor dining

Develop a restaurant week + night market.

Staff report:

Items not recommended for 2025. Will be considered at a later date.

Budget Impact:

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: A Sustainable Oxford

Area(s) to be researched:

Develop an energy plan to meet Oxford's demand with renewables generated locally/regionally.

Staff report:

EC, CASC have ranked as top priority for 2025. Shift focus from energy plan to generating renewable energy for our local government operations.

Estimated Budget Impact:

\$4K estimated per building for solar study. Unknown system and installation costs.

\$100K estimated for community energy needs assessment.

Staff Time

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: A Sustainable Oxford

Area(s) to be researched:

Expand the city's urban tree canopy by supporting tree planting and urban forestry programs.

Staff report:

Staff recommended with EC and CASC feedback. Keep budget the same. Have PSP review approved street trees list and make recommendations for species based on sequestration potential, climate resilience, native.

Explore grants for tree canopy expansion and Bradford pear removal..

Estimated Budget Impact:

No change

Staff Time for PSP project and grant research, application.

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: A Sustainable Oxford

Area(s) to be researched:

S1-A6: Install EV charging stations in places available for public use.

Staff Report:

EC and CASC Recommend

Two DCFC Stations (dual port) to be built at Church / Main surface lot with potential to add two additional stations. Grant also includes one station for the Municipal Building parking lot.

Estimated Budget Impact:

- \$905,489 Grant pending with OKI
- Staff Time

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: A Sustainable Oxford

Area(s) to be researched:

Curbside composting +/- biomass fuel

Staff report:

EC and CASC Recommend

Estimated Budget Impact:

- Staff time to collaborate with Hamilton County composting capacity research and possible growth of GoZero operations in the region.

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: A Sustainable Oxford

Area(s) to be researched:

Review our existing Tree Ordinance with goal of strengthening conservation of mature forests in development review.

Staff report:

EC and CASC Recommended. The tree ordinance is within the zoning code and will be reviewed along with the overall code update.

Estimated Budget Impact:

- 2024 ARPA Chapter 11 Code Rewrite \$150K+
- Staff time

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: A Sustainable Oxford

Area(s) to be researched:

Revise street guidelines to incorporate green infrastructure

Staff report:

EC, CASC, OPTAB Recommended.

Establish Storm Water Revenue source to fund this goal.

Estimated Budget Impact:

- Staff time to study storm water revenue funds in other communities and explore steps to begin here.

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: A Sustainable Oxford

Area(s) to be researched:

Explore incentives for furnished apartments
Explore TOPSS Food rescue/food waste prevention.
Implement Landscape Naturalization Master Plan

Staff report:

Not prioritized by EC, CASC or OPTAB for 2025. Ideas will be saved for review at a later date.

Estimated Budget Impact:

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: A Celebration Of The People And Places That Make Oxford Unique

Area(s) to be researched:

Implementation of Public Art projects

Public arts/murals that celebrates multicultural history including indigenous people -

Staff report:

PACO recommends.

2025 Duke substation on Locust is potential for a public art mural.

Estimated Budget Impact:

- Funding for the entire spring street duke wall will be \$64,250. Duke gifting \$10K. Asking Enjoy Oxford for 1/2 of remaining \$54,250.
- Amount from Council \$27, 120 for mural, plus \$2K other programming. \$29,125
- Staff time

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: A Celebration Of The People And Places That Make Oxford Unique

Area(s) to be researched:

Crosswalk art

Creative Bike Racks

Community tile art and ID community partners

Staff report:

Not prioritized by PACO.

Estimated Budget Impact:

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: A Connected, Livable, And Equitable Community For All

Area(s) to be researched:

Restructuring civil rights commission with council representation

Staff report:

CRC recommendation: Research CRC roles and responsibilities to make a recommendation for CRC updates in our community.

Estimated Budget Impact:

Staff Time

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: A Connected, Livable, And Equitable Community For All

Area(s) to be researched:

Headstart or before/after school care

Staff report:

Staff continue to try to explore grants for childcare start ups. Have determined that there is \$30K available to grant.

Need to develop program parameters.

OPRD has discussed the need with Butler County for another HeadStart program in Oxford. OPRD does not have the current facilities to offer this partnership, but a new TRI building would allow a more robust discussion on this possibility.

Estimated Budget Impact:

\$30K from interest from Revolving Loan Fund

Staff Time

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: A Connected, Livable, And Equitable Community For All

Area(s) to be researched:

Two generation childcare at Oxford Seniors

Staff report:

Not recommended at this time.

Estimated Budget Impact:

Councilor Ideas/Comp Plan Prioritization

Comp Plan Goal: Essential Services

Area(s) to be researched:

Participatory Budgeting

Staff report:

In 2024, we are hosting the first ever pre budget public work session and allowing for public comment.

GFOA has a good article discussing improving public engagement in budgeting and using scientific surveys to ensure that voices not in the room are also being heard.

Estimated Budget Impact:

Cost of city random sample survey with budget questions or open city budget survey = \$18K

Staff Time



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, JUNE 18, 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.

Motion – To Return from Recess at 6:28 p.m.
(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0

Motion – To Enter Executive Session at 6:29 p.m. O.R.C. 121.22 (G)(1) To Consider Appointments to Boards and Commissions.

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

AYE # 7
Mr. Prytherch, Ms. Raghu, Mr. Bracken, Mr. Smith, Ms. Franklin, Ms. French and Mayor Snavely
NAY # 0
ABS # 0

Motion – To Return from Executive Session at 7:07 p.m. O.R.C. 121.22 (G)(1) To Consider Appointments to Boards and Commissions.

(Voice Vote) 1st Mr. Prytherch 2nd Ms. Raghu
AYE # 7
NAY # 0
ABS # 0

A regular meeting of the Oxford City Council was called to order by Mayor Snavely on Tuesday,

June 18, 2024, at 7:30 p.m. Members in attendance were Amber Franklin, Alex French, Jason Bracken, David Prytherch, Michael Smith, and Chantel Raghu.

Staff Members in Attendance

Mr. Douglas R. Elliott, Jr., City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Michael Dreisbach, Service Director; Mr. John Jones, Police Chief; Mr. John Detherage, Fire Chief; Mr. Sam Perry, Community Development Director; Mr. Geoff Robinson, Police Lieutenant; Mr. Casey Wooddell, Parks and Recreation Director; Ms. Heidi Ridenour, Finance Director; Mr. Jordan Staley, Assistant 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. Appointments to Boards and Commissions

Motion – To Nominate Baljinnyam Dashdori, Steven Chaffin, and Matt Wyatt to the Board of Zoning Appeals; Alan Kyger to the Personnel Appeals Board; Jason Merz, Sarah Meaney, and Jake Richardson to the Recreation Board; Remah Dinc and Sean Wagner to the Historic and Articleural Preservation Commission; Rebecca Howard to the Civil Rights Commission; Lee Fisher to the Oxford Parking and Transportation Advisory Board; Steve Schnabl to the Housing Advisory Commission; Egon Krann and Christopher Skoglund to the Police Community Relations and Review Commission; Steve Schnabl to the Student Community Relations Commission; Tim McGowan and John Harlan to the McCullough-Hyde Foundation Board of Trustees.

(Voice Vote) 1st Ms. Raghu 2nd

AYE # 6

NAY # 0

ABS # 1

B. Public Hearing - 2025 Tax Budget (Heidi Ridenour, Finance Director)

Motion – To Open The Public Hearing.

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

AYE # 7

NAY # 0

ABS # 0

Ms. Ridenour presented her staff report, gave a timeline for the preliminary tax budget for 2025, and offered to answer any questions.

Public Comment - None.

Motion – To Close The Public Hearing.

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

AYE # 7

NAY # 0

ABS # 0

C. Public WiFi Discussion

Ms. Greene presented her findings regarding public Wi-Fi as a follow-up from February 2024 (the full report is included in the minutes). Ms. Greene addressed questions and comments from the Council. Ms. Greene gave details on several options and asked the Council for guidance on how to move forward. Mayor Snavely thanked Ms. Greene for her report and asked Ms. Greene to briefly research a possible grant for TOPSS fund to help low-income individuals pay for Wi-Fi and the cost of just the Uptown with a more highly performing system.

Public Comment - None.

D. 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 - Mr. Mark Boardman, 4385 Harris Road, Milford Township - Mr. Boardman spoke on behalf of Three Valley Conservation Trust. Mr. Boardman presented slides on the

completion of the Ruder Preserve - OATS Boardwalk (slides included in minutes). Mr. Boardman noted that the boardwalk was built to ADA compliance standards. Mr. Boardman thanked several organizations and individuals for their contributions to the boardwalk. Mr. Boardman mentioned that the boardwalk is not quite fully accessible due to the distance of the accessible parking to the boardwalk entrance. Mr. Boardman suggested that a paved parking area be created near the entrance and that Three Valley Conservation Trust would be willing to discuss cost-sharing with the City and other agencies. Mayor Snavelly thanked Mr. Boardman for his presentation and would like Staff to take a look at the accessible parking area.

Public Comment - Mr. Steve Schnabl, 44 Autumn Drive - Mr. Schnabl shared that he intended to be at the work session but missed the time for public comments. Mr. Schnabl stated staff time, and especially administrative staff time, is one of the most valuable components, and the leadership staff is stretched very thin. Mr. Schnabl noted that some of that has to do with the number of commissions in place and would encourage you to consider looking at the outcomes of the commissions to see that each continues to have a positive impact beyond simply being a feel-good. Mr. Schnabl mentioned the discussion of redistributing the CDBG funds being added to what had been the operating fund budget set aside for non-profits in the community.

Public Comment - Mr. Gary Landrum, Parkview Arms Apartments - Mr. Landrum shared that some of the residents have been trying to call HUD and the Department of Health and keep getting circled back around. Mr. Landrum was told that the City needs to hold the management company accountable.

Public Comment - Ms. Susan Saylor, Parkview Arms Apartments - Ms. Saylor has been a resident for the past six years, and during that time, she hasn't had issues, but she's made it her home.

Public Comment - Ms. Ann Fuehrer, Dana Drive - Ms. Fuehrer shared that she's been observing Council for the past two and a half years and has seen increasing transparency, availability of the process to the public, and more inclusivity. Ms. Fuehrer was glad to hear Council talking about the role of partnerships. Ms. Fuehrer asked the Council to think very carefully about public assistance, that is a really important part of the budget and how to get participation is also important.

Public Comment - Ms. Maria Johnson, Parkview Arms Apartments - Ms. Johnson mentioned some behavior that could be considered retaliation. Ms. Johnson updated the Council on the repairs to some of the major appliances in her apartment. Ms. Johnson noted that Lynda had come to inspect the stove; she turned it on and felt that it was working, but didn't wait to see if the stove stayed hot. Ms. Johnson stated she still has continuing issues.

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 June 4, 2024, City Council Meeting. (Heather Barbour, Clerk of Council)
- B. A Report Regarding The June 5, 2024, Environmental Commission Meeting (Jessica Greene, Assistant City Manager)
- C. A Resolution Approving Then And Now Certificates For Purchase Orders Issued Above \$3,000 Where An Invoice Was Received Prior To The Purchase Order Date, As A Requirement Of Ohio Revised Code 5705.41 (D). (Heidi Ridenour, Finance Director)

6. Resolutions.

- A. A Resolution Authorizing The City Manager To Enter Into A Law Enforcement Mutual Assistance Agreement With Miami University Police. (John Jones, Police Chief)

Motion – To Adopt Resolution No. 7614.
(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin
AYE # 7
NAY # 0
ABS # 0

Chief Jones presented his staff report and addressed questions and comments from the 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

B. Second Reading

1. An Ordinance Authorizing The Tax Budget For The Year 2025 And Directing That The Same Be Transmitted To The Butler County Auditor. (Heidi Ridenour, Finance Director)

Motion – To Adopt Ordinance No. 3768.
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

Mr. Bracken, Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Smith, and Mayor Snavelly

NAY # 0

ABS # 0

Ms. Ridenour reported no changes since the first reading and offered to answer any questions.

Public Comment - None.

2. An Ordinance Approving A Conditional Use Permit Application To Allow For A Retail Use Exceeding 15,000 Square Feet In The General Business (GB) District For The Purpose Of Accommodating A New Tractor Supply Company Store On Property Located At 5728 College Corner Pike, Oxford, Ohio 45056 With Conditions (Sam Perry, Community Development Director)

Motion – To Adopt Ordinance No. 3769.
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 7

Mr. Smith, Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, and Mayor Snavelly
NAY # 0
ABS # 0

Mr. Perry reported no changes since the first reading and offered to answer any questions.

Public Comment - None.

8. 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. Jun 19	Board of Building Appeals - CANCELED	Courthouse	5:30 p.m.
Jun 25	Board of Zoning Appeals	Courthouse	6:30 p.m.
Jul 2	City Council - CANCELED	Courthouse	7:30 p.m.
Jul 4	City Offices CLOSED-Holiday		
Jul 4	Housing Advisory Commission - CANCELED	Municipal Building	6:00 p.m.
Jul 8	Public Arts Commission of Oxford	Municipal Building	4:15 p.m.
Jul 9	Planning Commission	Courthouse	7:00 p.m.
Jul 10	Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
Jul 15	Public Arts Commission of Oxford	Municipal Building	4:15 p.m.

Jul 16 City Council
Jul 17 Board of Building Appeals

Courthouse 7:30 p.m.
Courthouse 5:30 p.m.

9. Adjourn.

Motion – To Adjourn at 8:35 p.m.
(Voice Vote) 1st Ms. Franklin 2nd Ms. Raghu
AYE # 7
NAY # 0
ABS # 0

June 18, 2024 Discussion Item:

Public Wi-Fi
Follow up from February 2024

Discussion Item: Public Wi-Fi

With the CARES Act fund, we installed public Wi-Fi at the cost of \$327K. The annual ongoing cost was \$31.2K that three contract is up and expires mid-February 2024.

The 2024 Operating Budget Includes \$31.2K/year for Public Wi-Fi the PowerNet Company. The new cost proposed by PowerNet is \$144K for 3 years, \$48K per year. This is \$16.8K more than we budgeted for 2024. The price increase is in hardware maintenance. We had prepaid 3 years of hardware maintenance with our initial install.

The breakdown is as follows:

The cost for renewal for the next 3 years for PowerNet is \$48,201.46 yearly: Their billing structure is every 6 months.

For internet service and maintenance to tower: \$75,600.00

- \$12,600 every 6 months.

For Hardware support, Management, Security, and Services: \$69,004.39

- \$11,500.73 every 6 months

All in: \$144,604.39 for 3 years.

- \$24,100.73 every 6 months.

The average daily usage for November, December, and January is as follows:

Uptown Park and TRI Center (combined) 10.2 devices

Community Park: 5.9 devices

Tower-staff only: 4 devices

PVA: 115 devices

Average Daily Use for April, May, June:

Uptown/TRI: 30 devices

OCP: 23 devices

PVA: 145 devices

Note: We do not have any way to know the number of individual people using the service; we only know the number of connected devices. (Laptop, smart watch, smart phone, etc.).

To keep the same level of service, we will need to cut \$16.8K somewhere in the budget.

Solutions Researched:

Keeping Parks and PVA service. (\$48K/year)

- Researched another provider doing public Wi-Fi for entire service area. Came back at a similar price to PowerNet.
- Asked Enjoy Oxford and Chamber of Commerce if they would help city and split the \$16.8K extra per year, \$8.4K each annually.
 - Both boards voted no. Cited poor quality of public WiFi and improved accessibility and technology with the ability to use hotspots on cell phones.

PVA Only: (\$18K)

- Based on the usage, we asked PowerNet if we could provide Wi-Fi at PVA only and the answer was no.
- We researched another provider(s), to provide to only PVA. Parallel Technologies.
 - They responded with roughly \$18K/year to provide Wi-Fi to PVA by connecting Spectrum to the existing Wi-Fi equipment.
 - This will run a new line to PVA and is assuming the reuse of the current WiFi equipment.
- Questioned PVA resident council if internet was helpful. Response: Yes.

Cancel the Program. Share income eligible internet programs.

- If we drop the program we can sell existing equipment and backup equipment.
- Spectrum has a income eligible 50 Mg internet service for \$15/month. Must be eligible for free and reduced lunch or SSI.
- We could explore a grant to TOPSS/FRC to assist with monthly internet service fees.

Staff Recommendation:

Cancel the program, sell equipment, and help education about low-income internet services.

Rationale:

The over air public Wi-Fi repeaters offer a poor quality service often impacted by rain, clouds or tree cover. This cannot be improved at this time.

There is an increase in the performance of cell phone hot spots.

Serving only one lower income apartment complex is not equitable. There are several other apartment complexes that also house individuals/families that are lower income.

There are existing programs that assist with the affordability of internet.



Mark Boardman

Three Valley Conservation Trust





Ruder Preserve - OATS Boardwalk Update





Ruder Preserve - OATS Boardwalk

COMPLETED!





ool
nter

er Stadium

Coaches Plaza

d

Walter L. Gross Jr.
Family Student Athlete...

all

Text

OATS Trail

East boardwalk
off OATS Trail

Helen S. Ruder Preserve

West boardwalk

Four Mile Creek

Bonham Rd

Bonham Rd

Shadowy Hills Dr





OATS TO FOUR MILE CREEK
BOARDWALK & VIEWING PLATFORM
This boardwalk connector is being funded by donations and built by volunteers.
Join us online today using the QR code above or by visiting
www.3vct.org/donate
Oxford









about 500 feet
along the stream



Reinforced railing

Railing height (34')



Distance between spindles
Distance from base of deck





Handrail size and spacing: ADA standard





The Ruder Family - gift of the land to Three Valley Conservation Trust

Hardy and Barb Eshbaugh – monetary donation

Betty Rogers & Ernst Bever – monetary donation

Nancy Nicholson – monetary donation (Parking lot)

Ed and Jan Teets – monetary donation and volunteer hours

Kelley Franks – monetary donation

Bill & Kay Snavelly – monetary donation

Jerry and Josette Stanley – monetary donation

Mark and Linda Boardman – monetary donation / volunteer hours

Jessica Boardman - monetary donation

Paul & Carol Lamberger – monetary donation

Lauren Enda – monetary donation

Steve Gordon – volunteer hours

Trevor Olgilvie – Scout Troop 850 – volunteer hours and funding

Jack Heitger - Scouts Troop 930 – volunteer hours and funding

Dick Munson – Tree donations

Tom Farmer – volunteer hours

Steve Nimis – volunteer hours

Barb Hamilton – volunteer hours

Rick Momeyer – volunteer hours

Donna McCollum – volunteer hours

Hays Cummins – volunteer hours

Sydni Moore – Ross Christian Church volunteer youth group

Suellen Albert, Adriane Ruther, Sandra Tyler – Phenology trail markers

Individual Contributors money and time/talent



Bayer Corporation – Feed-A-Bee Program – restoration funding
Adams Legacy Foundation – boardwalk funding
Elizabeth Wakeman Foundation - restoration and boardwalk funding
Duke Energy Foundation – restoration and boardwalk funding
Greater Dayton Conservation Fund - boardwalk construction
Oxford Community Foundation - signage
Dayton Disability Foundation – boardwalk funding
Northern Cincinnati Foundation – seed library
Alpha Phi Omega – volunteer hours
Miami University Naval ROTC – volunteer hours
Oxford Chamber of Commerce – James Robinson grant – boardwalk funding
Songbird Environmental – material donations
Taking Root – restoration funding
Monarch Watch – restoration materials, milkweed plugs
Butler County Lumber – in-kind (free material delivery; design assistance)
Kester Katto – In kind landscaping
Ace Hardware – material donations
Chipotle – food donations
City of Oxford – material donations/access partners
Oxford Township – material donations
Miami University – material donations

Organization Contributors money and in-kind





Boardwalk is COMPL



Access is restricted.



It's a long walk on the OATS
trail from existing parking



There is a gravel drive, but only open to “authorized vehicles”



paved handicap parking area
paved extension to boardwalk entrance



Ruder Preserve - OATS Boardwalk Update





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:	7/10/2024
COUNCIL MEETING DATE:	July 16, 2024
AGENDA TITLE:	A Resolution Declaring Certain City Property No Longer Needed For Any Municipal Purpose As Surplus And Authorizing Its Advertisement And Trade-In Or Sale To The Highest Bidder By Internet Auction. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE MBD

DISCUSSION:

The equipment described below is either out of service, reaching the end of its useful life, or could be traded in or auctioned for the purchase of new equipment in the 2024 Capital Equipment budget. Vehicles #11-39 and #12-26 still have useful life and will be transferred to another Service Dept. Division for secondary use.

Vehicle Disposal 2024 (Service Department)

Division	Veh #	Year	Description	Mileage / Hours
Engineering	10-01	2010	Ford Escape	134,232+
Streets & Maintenance	02-45	2002	C8500 Single Axle Dump (end of usable life, out of service)	48,745
Streets & Maintenance	02-24	2002	Chevrolet 1500 pickup (current Paint Truck)	107,705+
Streets & Maintenance	93-32	1993	Ford Ranger Pick-up (end of usable life, out of service)	121,575
Streets & Maintenance	501	2000	ODB Leaf Vacuum (replaced 2023, out of service)	1705hrs
Waste Water Collections	05-46	2005	F350 4x4 Service Body (end of usable life, out of service)	80,901
Water Distribution	11-39	2011	F250 4x4 (Transfer to OCP for transportation in town)	66,874+
Water Distribution	01-30	2001	Dodge D350 Service Truck (replaced 2024)	33,600+
Water Plant	08-37	2008	Ford F250 4x4 (ordering new 2024)	133,727+
Water Plant	12-26	2012	F150 (Transfer To Streets for Paint Truck)	46,887+

This Resolution will authorize Staff to dispose of this surplus equipment (or transfer to another Division as indicated). Staff will maximize returns on the equipment either by electronic auction (such as GovDeals) or by trade in value when purchasing new equipment.

RESOLUTION NO.

A RESOLUTION DECLARING CERTAIN CITY PROPERTY NO LONGER NEEDED FOR ANY MUNICIPAL PURPOSE AS SURPLUS AND AUTHORIZING ITS ADVERTISEMENT AND TRADE-IN OR SALE TO THE HIGHEST BIDDER BY INTERNET AUCTION.

WHEREAS, the equipment listed in “Exhibit A” is no longer needed for Service Division operations; and

WHEREAS, the City Manager and the Service Director recommend that the equipment listed in “Exhibit A” be declared surplus and that the same be advertised and used as a trade-in or sold to the highest bidder at an internet 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 that the equipment listed in “Exhibit A” is surplus.

SECTION 2: Council further authorizes the advertisement and the trade-in or sale of the equipment listed in “Exhibit A” to the highest bidder at an internet auction, with 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:	City Manager
PREPARED BY:	Douglas Elliott
DATE PREPARED:	6/26/2024
COUNCIL MEETING DATE:	July 16, 2024
AGENDA TITLE:	A Resolution Authorizing The City Manager To Sign The Economic Development Agreement With Miami University. (Douglas R. Elliott, Jr., City Manager)
COUNCIL GOAL AREA:	A Thriving and Resilient Year-Round Economy
BUDGETED AMOUNT:	\$270,000, annually
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

In our initial meeting, Miami and City staff agreed to split the projected twelve-year average annual Fire/EMS Fund deficit 50-50 (at \$1.27M each). When Miami staff brought this concept forward to their BOT Finance Committee, there was concern about economic development and the future of our tax base, especially with their increasingly remote workforce and the negative impact on our income tax.

The City and Miami discussed at length the goals around economic development. Miami proposed using part of its \$1.27M annual Fire EMS contribution and setting \$270K aside annually for economic development. Their proposal would leave \$1M for Fire EMS operations and \$270K for Economic Development activities from the Miami contribution.

The City explained that we needed all of their contributions to go toward Fire/EMS operations. We also explained that it would be confusing to the voters to explain this proposed Economic Development set aside when going for a Fire/EMS property tax levy. City staff then shared all of our recent economic development activity.

Past investments (2021-2023): \$1,020,158

College@Elm project:

New Sewer Line expansion: \$150,000

Installation of parking lot: \$245,000

Purchase of adjacent property to support future expansion potential: \$575,158

OXD/ Miami University Airport:

Site readiness grant used to plan for site needs for OXD master plan. \$50K

Current projects (2024): \$350,000

Amtrak:

Design and Engineering: \$300,000

RedTiger Investments:

Economic Development Strategic Plan \$50,000 with ARPA Funds

OXD:

Working with Aspire on All Future Ohio Site preparation grant for infrastructure installation.

Amount TBD/Future: (2025-2026) \$2M

Future Projects (2025 and beyond)

Amtrak:

Construction: \$2M

In summary, we have invested over \$1.3M in economic development infrastructure and planning in the past 3 years and will invest an additional \$2M in the next 2 years.

In 2024, the City appropriated \$238,488 for economic development staffing and operations.

Miami still expressed their desire for us to formalize a partnership to work toward economic growth. As a compromise, the City recommended an agreement to formalize our commitment to economic development and ensure that we maintain a stated level of investment.

On the legislative agenda is a resolution authorizing the City Manager to sign the proposed Economic Development Agreement with Miami University (included as Exhibit A). The Miami University Board of Trustees approved the signing of the agreement at the June 28, 2024 meeting. I recommend adoption of this resolution.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN THE ECONOMIC DEVELOPMENT AGREEMENT WITH MIAMI UNIVERSITY.

WHEREAS, Miami University and The City of Oxford recognize the mutual benefits of collaboration in economic development initiatives to foster a thriving community and local economy; and

WHEREAS, The City of Oxford provides essential infrastructure, services, and support that contribute to a vibrant community, making it an attractive place to live, work, and study; and

WHEREAS, Both parties are committed to leveraging their unique resources, expertise, and capabilities to attract and retain businesses, promote entrepreneurship, and create job opportunities within the region; and

WHEREAS, The City Manager and the Assistant City Manager recommend Council authorize the City Manager to sign, on behalf of the City, the proposed Agreement attached hereto as Exhibit “A” with Miami University for economic development.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Assistant City Manager and finds that the Agreement for economic development will benefit the community and authorizes the City Manager to sign the Agreement on behalf of the City.

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)

ECONOMIC DEVELOPMENT AGREEMENT

BETWEEN

CITY OF OXFORD

AND

MIAMI UNIVERSITY

This Economic Development Agreement (this "Agreement") is entered into by and between the City of Oxford ("City"), an Ohio municipal corporation, and Miami University ("University"), a public university established and existing under the laws of the State of Ohio. The City and the University may be referred to in this Agreement individually as a "Party" or collectively as the "Parties."

Whereas, the City of Oxford's Comprehensive Plan has an economic goal of a thriving and resilient year-round economy;

Whereas, the City has experienced economic challenges, such as vacant store fronts, a lack of housing for local employees, and limited job growth; and

Whereas, a strong local economy and local employment provides the income tax to provide the services of a municipality;

Whereas, the University acknowledges the importance of being located in an attractive, safe, and economically viable community and the University will have a greater role in the City's economic development activities and jointly work with the City to grow the economy of Oxford through job creation and other efforts that will economically benefit and sustain both Parties;

Whereas, economic development is essential for creating jobs, enhancing the quality of life, and providing the resources necessary for sustainable community growth;

Whereas, attracting new businesses and supporting existing businesses are critical strategies for revitalizing the local economy and ensuring long-term economic stability;

Whereas, fostering entrepreneurship and innovation within the community can lead to the development of new industries and economic opportunities;

Whereas, investment in infrastructure, education, and workforce development is necessary to create an environment conducive to economic growth and competitiveness;

Whereas, collaboration with local, regional, and national partners, including the City, University, non-profits, and the private sector, is essential to achieving sustainable economic development;

Whereas, promoting economic diversity and inclusivity ensures that the benefits of economic development are shared by all members of the community.

NOW, THEREFORE, in consideration of the mutual representations and covenants contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which the Parties hereby acknowledge, the Parties hereby agree as follows:

1. The City of Oxford will appropriate \$270,000.00 annually toward economic development activities during the term of the Fire and EMS Service Agreement between the City of Oxford and Miami University.
2. The City agrees to develop a long-term economic plan that establishes goals for economic growth with input from the University that are sufficient to sustain City services and include annual economic growth targets and to report the progress towards these goals.
3. The City and the University commit to meet monthly to promote economic development necessary to build a strong tax base and to create an economically sustainable future for the City.
4. The City and University will explore grant opportunities and collaborate on applications for funding that will be jointly beneficial to the Parties and spur economic growth.
5. The City will provide a semi-annual economic development report that summarizes its accomplishments and the gap between the actual activity and the goals.
6. The preamble and the recitals preceding this Agreement are hereby incorporated into this Agreement by reference. This Agreement, including the preamble and recitals at the beginning of this Agreement, constitutes the sole and entire agreement between the Parties with respect to the subject matter contained herein. Any amendment or modification to this Agreement shall only be effective when reduced in writing and signed by both Parties.
7. This Agreement, and all disputes and other matters arising out of or relating to this Agreement, whether sounding in contract, tort, statute, or otherwise, shall be (a) governed by, and construed in accordance with, the laws of the State of Ohio, without

giving effect to any jurisdiction's conflict of laws provisions; and (b) subject to the sole and exclusive jurisdiction of the state and federal courts of competent jurisdiction located in the State of Ohio. The Parties agree that nothing in this Agreement shall be construed as a waiver of the sovereign immunity of the University and/or the State of Ohio beyond the waiver provided in Ohio Revised Code 2743.02.

8. Neither Party shall advertise or release any public statements that it has contracted with the other Party without such other Party's prior written consent. Neither Party shall use the other Party's name, logos, trademarks, service marks, trade names, or brand indicia (collectively, "Marks") for any reason or in any manner, without the other Party's prior written consent. Each Party consenting to the use of its Marks hereunder shall remain the sole and exclusive owner of and retain all right, title and interest in and to its Marks and the goodwill associated therewith.
9. Any communications regarding this Agreement between the City and the University shall be directed to the following individuals on behalf of their respective entity:

If to the City: City of Oxford
Douglas R. Elliott, Jr.
15 S. College Avenue
Oxford, OH 45056

If to Miami: Miami University
David K. Creamer
Senior VP of Finance and Business Services
218 Roudebush Hall
501 East High Street
Oxford, OH 45056

10. Neither Party shall assign, transfer, delegate, or subcontract (whether by contract, operation of law, or otherwise) any of its rights or obligations under this Agreement without the prior written consent of the other Party. Any purported assignment or delegation in violation of this paragraph shall be null and void. This Agreement is binding on and inures to the benefit of the Parties and their respective successors and permitted assigns.
11. No waiver by any Party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and signed by the Party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

12. Neither Party shall assign, transfer, delegate, or subcontract (whether by contract, operation of law, or otherwise) any of its rights or obligations under this Agreement without the prior written consent of the other Party. Any purported assignment or delegation in violation of this paragraph shall be null and void. This Agreement is binding on and inures to the benefit of the Parties and their respective successors and permitted assigns.
13. The University's obligations under this Agreement are subject to all necessary funds being available or encumbered pursuant to Ohio Revised Code section 126.07. If the state legislature-approved appropriations do not include fund for the continuation of this Agreement for any fiscal year after the first year and the University budget has no funds from any other sources to continue this Agreement, then the University may terminate this Agreement without penalty or additional costs by providing the City thirty (30) days written notice. The City may terminate this Agreement with thirty (30) days written notice.
14. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, email, or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the dates indicated below, to be effective for all purposes as of the latter of the two dates.

CITY OF OXFORD:

By: _____
Douglas R. Elliott, Jr., City Manager Date

Pursuant to Resolution No. _____

MIAMI UNIVERSITY:

By: _____
David Creamer, SVP for Finance Date
and Business Services



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:	6/26/2024
COUNCIL MEETING DATE:	July 16, 2024
AGENDA TITLE:	A Resolution Authorizing The City Manager To Sign The Agreement Between The City Of Oxford And Miami University For The Provision Of Fire And Emergency Medical Services. (Douglas R. Elliott, Jr., City Manager)
COUNCIL GOAL AREA:	A Connected, Livable, and Equitable Community for All
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

The City and Miami University reached a tentative agreement on April 18, 2024 to provide additional funding for the City's Division of Fire/EMS. Both parties agreed to contribute \$1,270,000 for 10 years to the Fire/EMS fund (Fund 418) to provide additional staffing and capital equipment. This proposed funding would address the 12 year estimated average annual fund deficit of \$2,540,000. The tentative agreement was contingent upon the City's passage in the General Election of November 5, 2024 of a 2.6 mill 10 year Fire/EMS real property tax levy. After the City Manager presented a draft agreement to Miami University on April 24, 2024, the City received proposed changes to the agreement which included a desire to formalize an economic development partnership. As a result, it was decided that a separate economic development agreement would best address this concern. On the legislative agenda is a resolution authorizing the City Manager to sign the proposed Fire and EMS Agreement with Miami University (included as Exhibit A). The Miami University Board of Trustees approved the signing of the agreement at the June 28, 2024 meeting. I recommend adoption of this resolution.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SIGN THE AGREEMENT BETWEEN THE CITY OF OXFORD AND MIAMI UNIVERSITY FOR THE PROVISION OF FIRE AND EMERGENCY MEDICAL SERVICES.

WHEREAS, Miami University and The City of Oxford recognize the critical importance of effective and efficient fire and emergency medical services (EMS) for the safety and well-being of the entire community; and

WHEREAS, Miami University and The City of Oxford are dedicated to promoting the safety and well-being of all community members through proactive and sustained support for Fire and EMS Services; and

WHEREAS, the safety and security of students, faculty, staff, and residents are paramount, and adequate funding for fire and EMS services is essential to maintaining a safe environment; and

WHEREAS, both parties recognize the necessity of collaboration and shared responsibility in funding and supporting Fire and EMS Services to meet the growing demands of the community; and

WHEREAS, the City Manager and the Assistant City Manager recommend Council authorize the City Manager to sign, on behalf of the City, the proposed Agreement attached hereto as Exhibit "A" with Miami University for the provision of Fire and EMS services.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Assistant City Manager and authorizes the City Manager to sign the Agreement on behalf of the City.

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)

FIRE AND EMS SERVICE AGREEMENT

BETWEEN

CITY OF OXFORD

AND

MIAMI UNIVERSITY

This Fire and EMS Service Agreement (this “Agreement”) is entered into by and between the City of Oxford (“City”), an Ohio municipal corporation, and Miami University (“University”), a public university established and existing under the laws of the State of Ohio. The City and the University may be referred to in this Agreement individually as a “Party” or collectively as the “Parties.”

Whereas, public safety services are the cornerstone of a healthy community, with a well-staffed and well-trained fire department being an essential component in providing such services;

Whereas, the City operates and manages the Oxford Fire and EMS Division (the “Oxford Fire/EMS Division”);

Whereas, University has acknowledged that its students are a significant portion of the residents served by the Oxford Fire/EMS Division, and in the spirit of working cooperatively with the City, the University has previously supported the Oxford Fire/EMS Division by voluntarily incurring one-third of the cost of major equipment purchases;

Whereas, over the next ten years the operating expenses for the Oxford Fire/EMS Division is estimated to cost \$25.4 million more than the City will collect in taxes and from EMS billing and township contracts (the “Funding Gap”);

Whereas, to address the Funding Gap and to support the Oxford Fire/EMS Division, the City will present a 2.6 mill 10-year fire and EMS real property tax levy in the General Election of November 5, 2024 (the “2024 Fire/EMS Levy”);

Whereas, on February 17, 1809, the Ohio General Assembly passed *An Act to Establish the Miami University*, 7 Ohio Laws 184, which created the University and declared that all lands and buildings owned or otherwise used by the University were exempt from taxes;

Whereas, neither the University nor any University students living in on-campus housing would be subject to the 2024 Fire/EMS Levy;

Whereas, if passed, the 2024 Fire/EMS Levy will not cover the entire Funding Gap, and the City has requested that the University provide the City additional funding over the next ten years;

Whereas, if the 2024 Fire/EMS Levy were to apply to the University and its students living in on-campus housing, then the City would collect approximately \$1 million annually through student rent payments made to the University;

Whereas, to ensure that its students, faculty, and staff continue to receive adequate fire and EMS services, the University is willing to contribute up to \$1.27 million per year for the next ten years to assist the City close the Funding Gap for the Oxford Fire/EMS Division; and

Whereas, the University and City are parties to that certain Economic Development Agreement of even date herewith, whereby the City has agreed to take steps to strengthen its long-term economic viability and to incorporate input from the University in matters involving economic development (the “Economic Development Agreement”).

NOW, THEREFORE, in consideration of the mutual representations and covenants contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which the Parties hereby acknowledge, the Parties hereby agree as follows:

1. The Oxford Fire/EMS Division will provide fire and EMS services to University students, staff, and buildings located within the corporate boundaries of the City and Oxford Township.
2. The University will contribute annually \$1,270,000 to the City for the Fire & EMS Fund (Fund 418) each year for 10 years beginning on January 1, 2025 and ending on December 31, 2034, contingent upon the City’s successful passage of the 2024 Fire/EMS Levy. For avoidance of doubt, this Agreement shall be deemed terminated in its entirety, and shall be of no further effect, in the event that the 2024 Fire/EMS Levy is not passed.
3. The University will make payments of \$635,000 semiannually for ten years (20 total payments), but will commence making these payments only after the City begins to collect property taxes generated by the 2024 Fire/EMS Levy.
4. The City hereby agrees that (a) the \$1.27 million of annual funding the City receives from the University under this Agreement, and all amounts received by the City pursuant to the 2024 Fire/EMS Levy, shall be used exclusively for the services provided by the Oxford Fire/EMS Division as of January 1, 2025; and (b) the City shall not expand the scope or breadth of the fire and EMS services provided by the Oxford Fire/EMS Division during the term of this Agreement, without first consulting with the University to review the proposed expansion of scope and financial support for said expansion; provided, however, nothing in this Agreement shall preclude the City from hiring additional staff to meet its obligation to provide adequate fire and EMS services.
5. The funding provided under this Agreement will constitute the entire monetary contribution to the City by the University for the term of this Agreement, and no additional new payments will be requested by the City or made by the University while this Agreement remains in effect, including, without limitation, any funding for fire/EMS equipment.
6. The University’s obligation to provide funding under this Agreement shall be contingent upon the City Council reaffirming this Agreement, the Economic Development Agreement, and the City’s obligations under both such agreements as may be required by Ohio Revised Code 731.48 (or any other similar statute, regulation, or ordinance). If the City Council is required to reaffirm this Agreement, the Economic Development Agreement, or the City’s obligations under both such agreements pursuant to applicable law, and if the City Council fails to so reaffirm, then this Agreement shall be deemed terminated, and the University shall have no further payment obligations hereunder.
7. The City will provide the University each year of this Agreement with a copy of the Annual Comprehensive Financial Report prepared by the City which includes all income received and expenses incurred in the City’s Fire & EMS Fund.

8. The City will provide the University with fire & EMS statistics to include calls for service for each jurisdiction served by the Oxford Fire/EMS Division each year of this Agreement.
9. The preamble and the recitals preceding this Agreement are hereby incorporated into this Agreement by reference. This Agreement, including the preamble and recitals at the beginning of this Agreement, constitutes the sole and entire agreement between the Parties with respect to the subject matter contained herein. Any amendment or modification to this Agreement shall only be effective when reduced in writing and signed by both Parties.
10. This Agreement, and all disputes and other matters arising out of or relating to this Agreement, whether sounding in contract, tort, statute, or otherwise, shall be (a) governed by, and construed in accordance with, the laws of the State of Ohio, without giving effect to any jurisdiction's conflict of laws provisions; and (b) subject to the sole and exclusive jurisdiction of the state and federal courts of competent jurisdiction located in the State of Ohio. The Parties agree that nothing in this Agreement shall be construed as a waiver of the sovereign immunity of the University and/or the State of Ohio beyond the waiver provided in Ohio Revised Code 2743.02.
11. The University and City will collaborate to provide information to the public regarding this partnership to address the community's Fire EMS public safety needs. Neither Party shall use the other Party's name, logos, trademarks, service marks, trade names, or brand indicia (collectively, "Marks") for any reason or in any manner, without the other Party's prior written consent. Each Party consenting to the use of its Marks hereunder shall remain the sole and exclusive owner of and retain all right, title and interest in and to its Marks and the goodwill associated therewith. The Parties acknowledge and agree that nothing in this Section shall limit or otherwise modify each Party's obligations under the Open Meetings Act (Ohio R.C. 121.22).
12. Any communications regarding this Agreement between the City and the University shall be directed to the following individuals on behalf of their respective entity:

If to the City: City of Oxford
 Douglas R. Elliott, Jr.
 City Manager
 15 S. College Avenue
 Oxford, OH 45056

If to Miami: Miami University
 David K. Creamer
 Senior VP of Finance and Business Services
 218 Roudebush Hall
 501 East High Street
 Oxford, OH 45056
13. Neither Party shall assign, transfer, delegate, or subcontract (whether by contract, operation of law, or otherwise) any of its rights or obligations under this Agreement without the prior written consent of the other Party. Any purported assignment or delegation in violation of this paragraph shall be null and void. This Agreement is binding on and inures to the benefit of the Parties and their respective successors and permitted assigns.
14. No waiver by any Party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and signed by the Party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any right, remedy, power, or privilege

arising from this Agreement shall operate or be construed as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

15. Neither Party shall assign, transfer, delegate, or subcontract (whether by contract, operation of law, or otherwise) any of its rights or obligations under this Agreement without the prior written consent of the other Party. Any purported assignment or delegation in violation of this paragraph shall be null and void. This Agreement is binding on and inures to the benefit of the Parties and their respective successors and permitted assigns.
16. The University's obligations under this Agreement are subject to all necessary funds being available or encumbered pursuant to Ohio Revised Code section 126.07. If the state legislature-approved appropriations do not include fund for the continuation of this Agreement for any fiscal year after the first year and the University budget has no funds from any other sources to continue this Agreement, then the University may terminate this Agreement without penalty or additional costs by providing the City thirty (30) days written notice.
17. The execution of the Economic Development Agreement is a material inducement for the University to enter into this Agreement. Accordingly, the University may terminate this Agreement in the event that the City fails to materially perform its obligations under the Economic Development Agreement.
18. If any expenditure of funds by the University under this Agreement is deemed to be not for a proper public purpose by any Ohio governing body or authority, then the City shall take steps to reimburse the University for any amounts previously funded by the University under this Agreement. The obligations set forth in this Section are not intended (and shall not be interpreted by either Party, including any third-parties) as an obligation to indemnify the other Party. The terms of this Section shall survive the expiration or early termination of this Agreement.
19. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, email, or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

[Signature Page Follows]

FIRE AND EMS SERVICE AGREEMENT

Signature Page

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the dates indicated below, to be effective for all purposes as of the latter of the two dates.

CITY OF OXFORD:

By: _____
Douglas R. Elliott, Jr., City Manager Date

Pursuant to Resolution No. _____

MIAMI UNIVERSITY:

By: _____
David Creamer, SVP for Finance Date
and Business Services



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:	7/10/2024
COUNCIL MEETING DATE:	July 16, 2024
AGENDA TITLE:	A Resolution Authorizing The City Manager To Increase The “Do Not Exceed” Contract With Barrett Paving Materials, Inc. To Accommodate A Request From Habitat For Humanity To Install The Surface Course Of Asphalt On Fuller Way And Carter Court. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	\$600,000
ACCOUNT CODE:	141.720.63133
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE MBD 7/10/24

DISCUSSION:

On March 19, 2024, City Council approved **Resolution No. 7582** authorizing the City Manager to enter into an agreement with Barrett Paving Materials, Inc. for the City's annual street resurfacing project. The approved maximum amount for the contract was \$770,815.00 including an allowance for contingencies.

At this time, the City plans to move forward with all proposed alternates for the project including Erickson Dr., Oberlin Ct., Wooster Place, and the Brookville Rd / Chestnut St. / Oxford-Reily Rd. intersection (in conjunction with the OATS Phase IV project).

Subsequently, we have had a request from Habitat for Humanity to have the City place the surface course of asphalt on their project streets, Fuller Way and Carter Ct., through the City's existing contract with Barrett Paving. Habitat for Humanity will reimburse the City for our costs through the existing contract, and they will benefit from the economy of scale using the City's contract and purchasing power.

The estimated costs for asphalt placement on both streets totals \$45,000.

This Resolution will authorize a new "Not to Exceed" contract amount with Barrett Paving Materials, Inc. for the 2024 Street Resurfacing Program at a new maximum authorization of \$815,815.00. No contingency is requested for the additional work added to the contract. A supplemental appropriation is not necessary for this additional amount; currently appropriated capital improvement dollars (Fund 141) will be used to cover the additional costs pending reimbursement from Habitat for Humanity.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO INCREASE THE “DO NOT EXCEED” CONTRACT WITH BARRETT PAVING MATERIALS, INC. TO ACCOMMODATE A REQUEST FROM HABITAT FOR HUMANITY TO INSTALL THE SURFACE COURSE OF ASPHALT ON FULLER WAY AND CARTER COURT.

WHEREAS, the City Council approved Resolution No. 7582 authorizing the City Manager to enter into an agreement with Barrett Paving Materials, Inc. for the City's annual street resurfacing project. The approved maximum amount for the contract was \$770,815.00, including an allowance for contingencies; and

WHEREAS, the City plans to move forward with all proposed alternates for the project, including Erickson Dr., Oberlin Ct., Wooster Place, and Brookville Rd / Chestnut St. / Oxford-Reily Rd. intersection (in conjunction with the OATS Phase IV project); and

WHEREAS, Habitat for Humanity has requested the City place the surface course of asphalt on Fuller Way and Carter Court through the City's existing contract with Barrett Paving at an estimated cost of \$45,000.00; and

WHEREAS, This Resolution will authorize a new "Not to Exceed" contract amount with Barrett Paving Materials, Inc. for the 2024 Street Resurfacing Program at a new maximum authorization of \$815,815.00. No contingency is requested for the additional work added to the contract.

WHEREAS, the City Manager and the Service Director recommend Council accept the bid and authorize the City Manager to increase the agreement with Barrett Paving Materials, Inc. for the 2024 street resurfacing and maintenance program and the surface course asphalt for Fuller Way and Carter Court at a cost not to exceed \$815,815.00.

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

SECTION 1: The City Manager is hereby authorized to increase the agreement with Barrett Paving Materials, Inc. at a cost not to exceed \$815,815.00 for the 2024 street resurfacing, and maintenance work and the surface course asphalt for Fuller Way and Carter Court.

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)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	7/9/2024
COUNCIL MEETING DATE:	July 16, 2024
AGENDA TITLE:	A Resolution Authorizing The City Manager To Enter Into A Professional Services Contract With McKenna Associates, Inc. For The Creation Of A Historic Preservation Plan, New Historic District Design Guidelines And A New Chapter 11 Subdivision And Zoning Code Into A Unified Development Ordinance For A Total Fee Of \$199,000.00 (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	Economic Development
BUDGETED AMOUNT:	100,000
ACCOUNT CODE:	
RECOMMENDATION:	Approve as submitted
CITY MANAGER/DEPT HEAD APPROVAL:	SP

DISCUSSION:

The 2023 Oxford Tomorrow Comprehensive Plan identified the development codes, such as Subdivision, Zoning and Historic Preservation, as items in need of updating in order to accomplish community goals. The most recent major re-write of Zoning Code was in 2003, with partial amendments in later years: 2013 and 2017. Subdivision Code was partially amended in 2011. Historic District Design Guidelines were written in 1994 with partial updates in 2018 and 2019. There has never been a Historic Preservation Plan to guide development codes regarding the balance of economic development with preservation.

City Council targeted the American Rescue Plan Act funding for the updating of development codes and the creation of an Economic Development Strategic Plan. The two will work hand-in-hand to accomplish community goals.

City staff advertised a three-part Request for Proposals: (1) Unified Development Ordinance, (2) Historic Preservation Plan and (3) Historic District Design Guidelines. Six proposals for the proposed scope of

work were received. Four of the six proposed to complete all three aspects. The top three respondents were interviewed by the selection committee. The committee comprised of City staff and representatives of the Planning Commission, the Historic and Architectural Preservation Commission and the City Council. Procurement requirements stipulate that the lowest and best be retained. Compass Point was the lowest; however the selection committee found that McKenna was the best fit for Oxford. City staff and the committee are therefore recommending that City Council authorize the City Manager to contract with McKenna.

McKenna - \$199,000.00

Compass Point - \$167,574.00

Orion / MKSK - \$202,855.00

American Structurepoint - \$189,000.00

ZoneCO - \$117,000 (UDO and Guidelines only)

Practical Planning Partners - \$143,500.00 (Preservation Plan and Guidelines only)

The project will begin with the consultant working with staff on analyzing existing codes. There will be several methods of stakeholder engagement available: open house, website, map and survey; all preceding the formal adoption.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH MCKENNA ASSOCIATES, INC. FOR THE CREATION OF A HISTORIC PRESERVATION PLAN, NEW HISTORIC DISTRICT DESIGN GUIDELINES AND A NEW CHAPTER 11 SUBDIVISION AND ZONING CODE INTO A UNIFIED DEVELOPMENT ORDINANCE FOR A TOTAL FEE OF \$199,000.00

WHEREAS, the 2023 Oxford Tomorrow Comprehensive Plan included an objective to update development codes; and

WHEREAS, the City Council designated a portion of the City of Oxford's allocation of American Rescue Plan Act funding to update Part 11 Subdivision and Zoning Codes for the purpose of housing development and economic development; and

WHEREAS, the Community Development Department published a Request for Proposals on the City website and on the website of the Ohio Chapter of American Planning Association; and

WHEREAS, six proposals were received; and

WHEREAS, a seven member selection committee reviewed and scored the proposals, recommending McKenna Associates for the contract; and

WHEREAS, the Community Development Director and City Manager accept the recommendation of the selection committee.

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

SECTION 1: Council hereby accepts the recommendation of the Community Development Director and the City Manager to contract with McKenna Associates, Inc for a total fee of \$199,000.00.

SECTION 2: Council further authorizes the City Manager to contract with McKenna Associates, Inc for a total fee of \$199,000.00.

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: COMMUNITY DEVELOPMENT

CHECKED BY: LAW (STAFF)

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, 2024 by and between the CITY OF OXFORD, State of Ohio, hereinafter referred to as "City" and McKENNA ASSOCIATES, INC., a Michigan corporation of Northville, Michigan, hereinafter referred to as "Consultant."

WITNESS:

WHEREAS, the City is desirous of preparing its Unified Development Ordinance and Historic District Design Guidelines and Historic Preservation Plan ; and

WHEREAS, the City has reviewed and approved the Consultant's proposal dated April 24, 2024;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

SECTION 1. SCOPE OF SERVICES.

The Consultant shall perform all the necessary services under this Agreement.

The above services and task end products are specified and described in the proposal to the City by the Consultant, dated April 24, 2024 and the Proposal Addendum dated June 5, 2024. The Scope of Services UDC Approach and Work Plan on pages four (4) through thirteen (13) of said proposal and Proposal Addendum pages one (1) through eleven (11) are hereby attached to and made a part of this agreement. The Consultant shall carry out all activities and end products specified in the above-cited proposal in a satisfactory and proper manner as set forth in the proposal.

SECTION 2. MEETINGS.

- A. Unified Development Ordinance: The Consultant shall prepare for and attend up to eleven (11) meetings as specified in the attached Project Management Timeline on page thirty-four (34) of said proposal.
- B. Historic District Design Guidelines: The Consultant shall prepare for and attend up to one (1) community open house, one (1) walking tour and one (1) virtual working group meeting as specified in the attached Proposal Addendum.
- C. Historic Preservation Plan: The Consultant shall prepare for and attend up to one (1) community workshop, one (1) walking tour and one (1) virtual working group meeting, or thee (3) other equivalent meetings, as specified in the attached Proposal Addendum.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

- A. The City shall pay the Consultant for the work as described in SECTION 1. SCOPE OF SERVICES and SECTION 2. MEETINGS the amount of:
 - 1. Unified Development Ordinance: One Hundred Thousand Dollars (\$100,000.00)
 - 2. Historic District Design Guidelines: Forty-Nine Thousand Dollars (\$49,000.00)
 - 3. Historic Preservation Plan: Fifty Thousand Dollars (\$50,000.00)
- B. **Additional Services.** For additional professional services provided to the City, at the City's request, as described in Section 3. and which are beyond the Scope of Services and End Products described in Sections 1. and 2., above, including attendance at additional meetings or other services, the Consultant shall be compensated on an hourly basis as follows:

Professional Classification	Rate Per Hour*
President	\$200
Executive or Senior Vice President	\$180
Vice President	\$170
Director	\$165
Senior Principal or Manager	\$160
Principal	\$130
Senior	\$120
Associate	\$100
Assistant	\$90
Administrative Assistant	\$75
Consultation, preparation for, and sitting as expert witness in legal matters.	\$200

* Rates include the following overhead: Accounting, Advertising and Promotion, Books, Publications and Maps, Business Entertainment, Charitable Contributions, Computers, Furniture and Fixtures, Graphics Supplies and General Insurance, Interest, Legal, Licenses, Meals, Memberships and Subscriptions, Office Equipment, Office Space and Parking, Office Supplies, Postage (Except Overnight), Professional Dues, Software, Taxes and Telephone.

These rates do not include photography, outside reproduction, document or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate.

These hourly rates are valid through December 31, 2025, after which they may change per classification by a percentage equal to the increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.

- C. **Payment.** Payment for services shall be monthly based upon Consultant's estimated percent complete and a description of services performed. Consultant shall submit an invoice, and the City shall within thirty (30) days satisfy itself as to the performance of such work and pay the amount for services and reimbursement requested by the invoice.

SECTION 4. CITY DATA AND SERVICES TO BE PROVIDED TO CONSULTANT.

If requested by the Consultant and if available, the City shall furnish the following in digital format, or paper format if no digital version is available, without charge to the Consultant:

- A. Copies of previous Planning Commission minutes.
- B. Planning Commission agenda packages submitted to the Consultant prior to the meeting.
- C. One set of the most recent aerial photos (with property lines) of the City, as available from County or Regional Agencies.
- D. Copies of previously prepared plans, maps and ordinances, economic development data or economic studies, as applicable.
- E. Updated assessment and ownership data, tax maps, and other basic data to be gathered and/or made available from City and County files, as may become available.
- F. Information on utilities, both public and private, applicable records, minutes, agendas, base maps, tax maps, environmental data and other basic data to be gathered and/or made available from City files.
- G. Any professional, legal or accounting services connected with the project and the costs of publication, postings, notices and mailings. The City shall be responsible for all scheduling and notification of meetings.
- H. Information available to the City from State, regional, and local data sources.

SECTION 5. SERVICES.

The City hereby engages the services of the Consultant to perform the duties, provide the information, prepare such materials and render such advice as are fully described herein.

SECTION 6. TIME.

The Consultant shall complete work required and described in this Agreement within nine (9) months of authorization of this agreement, according to a mutually agreed upon schedule, unless the City and Consultant mutually agree to alter the timeline

SECTION 7. ACCEPTANCE.

Consultant hereby agrees to perform the services described herein.

SECTION 8 - EQUAL EMPLOYMENT OPPORTUNITY

There shall be no discrimination against any employee who is employed in the work covered by this Agreement or against any applicant for such employment because of race, color, religion, sex, national origin, or any reason prohibited by applicable law.

SECTION 9. OWNERSHIP OF DATA.

All reports, charts, maps, and graphics shall become the property of the City, and shall not be furnished to any other party without written permission of the City.

SECTION 10. COMPLIANCE WITH ALL LAWS

In performance of this agreement, the Consultant agrees to comply with all applicable federal, State and local statutes, ordinances and regulations, when applicable, including minimum wages, Social Security, unemployment compensation insurance, and Worker's Compensation, and to obtain any and all permits applicable to the performance of this agreement.

SECTION 11. NO CONFLICT OF INTEREST.

During the term of this contract, the Consultant agrees that it shall not accept employment, nor shall it perform services for or on behalf of any client whose interests are adverse to that of the City, or for which a conflict between the City and Consultant would be created, without the prior written consent of the City.

SECTION 12. COMPLIANCE WITH CODE OF ETHICS.

The consultant agrees it shall be bound by the American Planning Association Code of Professional Ethics.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement the day and year first above written.

WITNESS:

OXFORD, OHIO

By: _____

By: _____

McKENNA

By: _____

John R. Jackson, AICP, President

MCKENNA

UDO Approach

Communities for real life.

Scope of Services: UDC Approach



STREAMLINED PROCESSES

McKenna's approach to thoroughly updating Oxford's Zoning and Subdivision Codes to create a Unified Development Code is based on our success in modernizing and updating land use regulations for dozens of Midwestern communities, many of which wish to streamline their planning and zoning processes while ***maintaining regulatory excellence***. We understand that mid-size communities are increasingly under pressure to be development friendly, as existing and potential residents are demanding a range of building types and a mix of uses typically not favored by codes from the mid-20th Century. We will help your staff collect, organize, and include the necessary revisions to your code - to not only ***assist the public*** (residents, developers, and other stakeholders) but to also allow your team to ***more effectively administer*** the code so as to achieve the community-wide vision stated in the Comprehensive Plan.

As recommended in the 2023 Oxford Tomorrow Comprehensive Plan, the City desires a Unified Development Code that removes barriers to sustainability and economic development, and streamlines the creation of needed housing types in the community. Capitalizing on the momentum generated through this planning process, thoroughly updating and rewriting the Unified Development Code in a timely manner will ensure that the City has modernized regulations in place to achieve the community's vision. Additionally, the new code should be user-friendly, with clear regulations, clickable hyperlinks, tables, and effective graphics that support the text. McKenna will work with the City to develop a deliverable whose content integrates seamlessly with the existing Codified Ordinances hosted by American Legal Publishing, and/or as a standalone document if so desired.

FOCUS ON DESIGN OF PLACES

The conventional zoning model in place in most communities throughout the United States is based on a separation of uses, density controls, and rigid standards for key development attributes (such as setbacks or building height). The primary concern of these conventional codes is the regulation of use, with little or no

attention paid to physical form. The impacts of this paradigm – the loss of traditional urban form and the rise of prototype development styles that have no relation to local context – have been written into the American landscape over the past seventy years.

Design-based planning and zoning has the potential to revolutionize how local communities regulate development. The fundamental premise underlying design-based zoning is that regulating physical development form – and providing flexibility for use – is the key to producing a better built environment and implementing the desires of the community as expressed through the planning process.

Zoning codes that use **prescriptive** standards to clearly establish in advance how new development should look, where it should be located, and how it should relate to neighboring streets and buildings can be a game-changer. In contrast to the uncertainty of conventional standards, design-oriented codes offer a high degree of predictability: The community knows in advance what new development will look like, while developers know what is expected of them.

The McKenna team will utilize design-oriented coding in those areas where Oxford desires a certain physical character either to be retained, or when a certain physical character is desired from new development. We will work with City staff and stakeholders to identify areas of the city where this approach is particularly desirable. It is understood that the Focus Areas as defined in the Oxford Tomorrow plan are key starting points. Depending upon the area, design-driven zoning provisions could encourage new housing types, continuous street walls, high levels of window transparency, or entrances at sidewalks.

Our approach to writing design-oriented codes has been proven by our record of success, and is based on the following key tenets:

- **Regulate design, not density.** First and second-generation zoning codes primarily regulated density while neglecting design. We propose to regulate design first and density second. Density is not ugly or onerous when properly designed, and indeed, higher-density development is the greenest kind of development.

By taking a design-first approach, we will be able to incorporate the Goals and Objectives set forth in the 2023 Oxford Tomorrow Plan, including those for land use, housing, public health, and economic development. Achieving these ends in a use-based code is difficult, and will result in zoning standards that are not much different (and probably no more functional) than those in your existing code.

- **Allow a mix of uses.** When the first and second generations of zoning codes were written, a strict separation of uses in the name of “efficiency” and the protection of residential neighborhoods against non-residential uses were the paramount concerns. We have since learned that a heavy focus on use and a lack of attention to design leads to unpredictable and unattractive results. While protecting property values and quality of life in residential areas will still be a primary objective of the updated Unified Development Code, we will also add detailed design standards for residential and non-residential uses. These new standards will ensure that new development is appropriately sited and designed. For example, if designed properly, new “missing middle” housing types in established residential areas can actually increase property values and quality of life for Oxford residents.
- **Be sustainable.** The revised code will focus on sustainability at a number of levels. Updated standards can address elements including sustainable design, stormwater management, rooftop solar installations, minimizing the urban heat island effect, preserving existing natural features, and promoting multi-modal transportation access. The new code will foster the development of complete neighborhoods – walkable neighborhoods that offer a variety of commercial and public services and a range of housing options, in accordance with the Oxford Tomorrow Plan.
- **Create a user-friendly document.** We will create a user-friendly code that is formatted for both hard copy and online use, easily codified. The code will be fully cross-referenced, formatted to be easy to read either online or in hard copy, and will be written to be understood by the layperson. The new code will also include an extensive array of diagrams, tables, and illustrations to clarify the text and make the document as intuitive as possible.
- **Build in flexibility.** The new Unified Development Code needs to be flexible enough to encourage and permit a wide range of heretofore unanticipated uses. It also must include easy and straightforward processes to permit minor modifications to design standards when desired; this will account for situations

where small modifications to the design standards will result in an equal or superior project without requesting a variance.

With respect to the actual drafting of the code, McKenna has found the following 3-step approach to be successful:

1. **Make use of existing resources.** There are two facets to this:
 - a. ***Incorporate existing planning and zoning work into the revision process.*** Some of the relevant work to be considered naturally begins with the 2023 Oxford Tomorrow Comprehensive Plan, but also the Climate Action Plan, Transportation Plan, as well as regional plans and studies.
 - b. ***Tap the intellectual resources of the Planning Commission, Board of Zoning Appeals, Historic and Architectural Preservation Commission, and City staff.*** The professionals and appointed officials who have been at the front lines are best able to interpret planning documents, convey the City's vision, and provide an understanding of the details that must be addressed in the code.
2. **Involve the public.** McKenna involves the public in two ways:
 - a. Community outreach efforts that incorporate the strategic use of traditional and digital media.
 - b. A visioning process, which is a critical component of updating a Unified Development Code. We aim to lead an efficient communications process that avoids the trap of inducing "planning fatigue" in community stakeholders. In this case, we propose one public workshop to achieve the three characteristics of a good Vision:
 - i. It results in a Vision of a place the community really wants, after having a thorough understanding of all the implications of the design.
 - ii. The Vision is detailed to a very refined level.
 - iii. The Vision is capable of being implemented.
3. **Seek early buy-in regarding organization and format.** McKenna has found that it is important to seek buy-ins from the stakeholders regarding the organization and format of the proposed code before the drafting process begins. This step provides an understanding of what the final deliverable will look like and how each of the chapters and sections relate to each other.

KEY ELEMENTS OF A UNIFIED DEVELOPMENT CODE

We have found that a hybrid code can work for communities that have distinct character areas, and still have existing use-based standards that are functioning well in certain areas. To be successful, the design standards should be written to apply both to entire districts that are conceived as form-based districts, as well as to existing use-based districts as needed, typically as overlays. Form-based standards address, at a minimum:

Use Standards. Land use is a critical consideration when developing codes for any community. We review existing land uses, and make recommendations as needed to fit the desired character for the area.

Building Form Standards. We will develop an appropriate variety of building forms for each character area. In this way, we ensure that the scale of development is appropriate for the surrounding area. The code will establish standards for elements such as building placement and height, window placement and quantity, entrance placement and quantity, building access design, proportioning, entrances, parking, vehicular access, service, use, and special design features.

Complete Street Standards. Street types will be defined, illustrated, and mapped for a given district to ensure that the streets are not developed or redeveloped outside the district context. For each street type, the code will establish standards for sidewalks, planting or furnishings zones, travel lane widths, bike traffic, parking, curb geometry, trees, and/or lighting.

Landscape Standards. Landscape standards will be developed that foster aesthetically pleasing developments, minimize adverse visual impacts, and to improve the appearance of the public right-of-way.

Parking Standards. Parking standards are crafted reflect the realities of mixed-use developments. Since these areas often feature on-street parking, public parking, transit access, and car sharing, off-street parking reductions may likely be included.

IMPLEMENTING THE 2023 OXFORD TOMORROW COMPREHENSIVE PLAN AND ENSURING USABILITY

We know how to implement the recommendations that will result in development consistent with Oxford's vision for the future – specifically, the policies and recommendations of the 2023 Oxford Tomorrow Comprehensive Plan. Working with you, the McKenna team will review, analyze, select, and prepare a new Unified Development Code in an approach that best fits Oxford and its needs as outlined in the Request for Proposals.

Our approach is based on the following essential elements:

- **Bring the code up-to-date.** McKenna will provide a thorough assessment and diagnostic review of the current Unified Development Code to ensure consistency with current Ohio legislation, State and Federal case law, and modern zoning practices. We will present this diagnostic review to City staff, the Planning Commission, and the Board of Zoning Appeals in a format that clearly communicates existing deficiencies to be addressed.
- **Include diagrams, tables, and illustrations.** The new Unified Development Code will include an array of graphics, which clarify regulations and make the document as user-friendly as possible. The use of diagrams, tables, and illustrations will reduce the need for lengthy sections of text and will result in a concise document.
- **Create a predictable process.** Clear, detailed processes and procedures will be included in the new code. Having a clear and predictable regulatory process is essential to promoting continued investment and new development in Oxford.
- **New zoning districts and overlay districts.** Include new zoning districts and overlay districts with form-based elements, where necessary, to align with the 2023 Comprehensive Plan's Future Character Types, as well as the Plan's goals for diversity in housing and flexibility in commercial and industrial uses.



Graphic illustration of front-parking design standards.

TABLE 3.1: ALLOWABLE BUILDING TYPES BY DISTRICT

	Building type (Article 4)																		
DISTRICT	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Government Service	P	P	P	P	P	P	P	P		P	C	P	C	C	C				C
Downtown Residential								P	P				C				P		C
Downtown Core											C	C	P						C
Entertainment												C	P				P	P	C
Tourism											C	P	P			P			
Medical Center	P	P	P	P	P	P	P			P		C		P	P		C		C
Arts/Culture											P	P							
Neighborhood Service											P	P							

KEY

- P Permitted
- C Conditional Approval Required
- UP Permitted in Second Story or Higher
- Not Permitted

MCKENNA

UDO Work Plan

Communities for real life.

Scope of Services: UDC Work Plan



A. PROJECT INITIATION

Work with the City’s Working Group. We will prepare for and facilitate an internal project Kick-Off Meeting with the City’s Working Group. As outlined in the RFP, the Working Group will include five (5) members designated by the City, comprised of Board and Commission members, as well as City staff.

The Kick-Off Meeting’s function will be to discuss overall project expectations and issues, embark upon an initial assessment of the existing Zoning and Subdivision Codes, and to agree upon the schedule and dates, ensuring that involved parties share the same expectations.

Meeting:	Results:
One (1) Virtual Kick-Off Meeting with the City’s Working Group	- Project meeting schedule - Agreement on review process

B. DIAGNOSTIC REVIEW

McKenna will review the 2023 Oxford Tomorrow Comprehensive Plan and other relevant plans, and consult with City staff as a prelude to preparing an Issues Report of the current Zoning Code. The purpose of the Issues Report is to determine the strengths and deficiencies of the current regulations and arrive at a plan of action for updating the code.

During this task, McKenna will examine the existing codes in light of current state-of-the-art regulatory methods, current legislation and court decisions, and in consideration of goals and objectives expressed in the 2023 Oxford Tomorrow Plan. In the process of completing the Issues Report, McKenna will review **Board of Zoning Appeals** decisions for the past five years to identify recurring problems. We will consult with the **City Attorney** about any relevant zoning litigation. The Issues Report will determine whether the current Zoning Code and other land development ordinances are consistent with current law, administrative rules, procedures, and regulations, and federal and state pre-emptions (such as laws regarding child and adult care, telecommunications towers, etc.). In a written report, McKenna will advise the City on the impact of laws and court decisions on the current code.

McKenna will complete an evaluation of existing zoning districts in relation to existing and planned future land uses. The purpose of this survey will be to collect necessary data to ensure that existing and proposed zoning districts remain in alignment with the 2023 Oxford Tomorrow Comprehensive Plan as the code updating process unfolds.

The Issues Report is a key determinant of how intensive the UDC process will be. The Review may determine that large portions of the existing codes do not need to be revised, thus shortening the process and reducing the necessary budget. Alternatively, the Review may determine that the code needs substantial alterations, necessitating a more intricate process. We will work with the Technical Committee to create a “To Do List” and map out the pathway to adoption of the updated Unified Development Code.

Meeting:	Results:
One (1) virtual meeting with the City Working Group to discuss results of the Issues Report	Written report of Issues Report of Unified Development Code, including recommendations and outline of a modernized and updated Code

C. STAKEHOLDER ENGAGEMENT

Community Outreach Efforts

We believe that a diverse outreach strategy is the best approach for public engagement and consensus-building. Multiple engagement methods will allow the public to identify key issues, form visions for various districts, and begin to design the standards of the new Unified Development Code in collaboration with the McKenna team and City staff members. McKenna will be onsite for two-days, in addition to managing online engagement and facilitating other council workshops and Working Group meetings. McKenna will host tours, complete Working Group Meetings, and host round tables with stakeholders during this visit to make the most of the City’s investment.

Public Engagement Communications Strategy

If desired, our team will develop an innovative communications strategy and materials to advertise the project publicly, and to plan and facilitate public outreach. We will develop an online platform, and would be eager to leverage it to its fullest potential as part of this effort. Our team will provide the content for all print and digital media advertisements.

Stakeholder Engagement Components

As the draft code is prepared, McKenna will work with the City to execute an equitable and intentional strategy to engage stakeholders, which will include all of the following:

1. **New Development Code Open House.** McKenna will work with the City to plan one (1) New Development Code Open House. Visioning exercises will allow participants to gain a sense of community vision, values,

hopes, problems, needs and issues. A common language is built, and priorities are set. We will have various boards and activities designed to solicit these ideas from participants.

2. **Website, Online Surveys, and “Virtual Issues Map”.** McKenna will prepare a series of online surveys throughout the process and host a website to provide continuous engagement and feedback opportunities. A “Virtual Issues Map” of Oxford can be created on the website where participants can comment on where areas of concern are within the city as it relates to zoning regulations. A strong sense of “Aha!!!” takes place when residents and interested persons can gather online and share their thoughts and ideas with the planning team.
3. **Walking Tours.** Ideas and visions best come to life in conversations that take place on-site. We propose hosting walking tours of desired character areas within the city for groups of 10 to 20 participants. As part of the real-time conversation that takes place, our team members can begin sketching design standards, identifying precedents (both good and bad) from existing development, and gaining an understanding of the city’s-built fabric at an intimate level.

The Outcome

Based on the results of the Workshops, the Working Group will create a preliminary Zoning Map, as well as draft elements of the code pertaining to permitted uses by district, building types and architectural standards.

Meeting:

- One (1) Community Workshop
- One (1) Walking Tour

Results:

- Public Input Summary
- Public Trust and Empowerment
- Preliminary Zoning Map
- Preliminary Code Elements



D. ANNOTATED OUTLINE AND FORMAT FOR UNIFIED DEVELOPMENT CODE

McKenna will next prepare a detailed outline of the new code, with cross-references to comparable sections of the existing codes. We will also prepare a format for typical pages, including headers and footers, font type and size related to the hierarchy of content, margins, graphics, and indexing.

McKenna will present the results of the outline and format to the City Working Group for comment and to obtain general agreement about the scope and nature of the proposed changes.

Meeting:

- One (1) meeting with City Working Group

Results:

- Detailed outline of the code
- Formatted pages for review and approval

2.8

CHAPTER 2: ZONING DISTRICTS

ZONING ORDINANCE 2020

GRAND HAVEN CHARTER TOWNSHIP

Section 2.09

TABLE OF PERMITTED USES.

(A) Provisions for the R-4 Manufactured Housing Park Residential District can be found in [Section 2.14](#).

(B) Throughout this table, P means "Permitted by Right" and S means "Permitted by Special Land Use Permit."

Community Uses	AG	RP	RR	R-1	R-2	R-3	C-1	C-2	I-1	Standards
Accessory Structures (Side or Rear Yards)	P	P	P	P	P	P	P	P	P	10.01
Accessory Structures (Front Yards)	S	S	S	S	S	S	S	S	S	12.07
Airports	S								S	12.04
Bus Terminal								S		12.11
Cemeteries			P					S		12.12
Government Buildings	S	S	S	S	S	S	S	S	S	12.04
Hospitals								S	S	12.22
Institutions of Higher Education	S						S	S	S	12.23
K-12 Schools				S	S	S	S	S		12.25
Marinas					S	S		S		12.29
Temporary Outdoor Events	S					S	S	S	S	12.43
Parking Garage						S	S	S	S	12.04
Public Parks	P	P	P	P	P	P	P	P	P	
Recreation – Indoor				S	S		S	S	S	12.37
Recreation – Outdoor				S	S	S	S	S		12.38
Religious Institutions				S	S	S	P	P		12.39
Conservation Area	S	S	S							12.16
Wireless Telecommunications										See Section 12.49

EFFECTIVE MARCH 22, 2020

EFFECTIVE MARCH 22, 2020

GRAND HAVEN CHARTER TOWNSHIP

CHAPTER 2: ZONING DISTRICTS

ZONING ORDINANCE 2020

2.9

Agricultural Uses	AG	RP	RR	R-1	R-2	R-3	C-1	C-2	I-1	Standards
Agriculture	P	S	S							12.08
Agri-Tourism	S	S	S				S	S		12.09
Greenhouse / Nursery	P	S	S				S	S		12.04
Housing for Farm Labor	P	S	S							
Keeping of Animals (Non-Intensive Livestock Operations)										See Section 14.02
Intensive Livestock Operations	S									12.24
Kennels	P	S	S				S	S	S	12.26
Mineral Mining	S	S							S	12.31
Roadside Farm Stands	P	S	S	S	S	S				12.40
Wineries	S	S	S				S	S		12.48
Residential Uses	AG	RP	RR	R-1	R-2	R-3	C-1	C-2	I-1	Standards
Family Daycare Homes	P	P	P	P	P	P				
Group Daycare Homes	S	S	S	S	S	S				12.19
Home Composting	P	P	P	P	P	P				
Minor Home-Based businesses	P	P	P	P	P	P				12.21.A
Major Home-Based businesses	S	S	S	S	S					12.21.B
Manufactured Housing Parks										2.14
Multiple Family Dwellings						P				12.04
State Licensed Residential Facilities (Non-Child Daycare)	≤ 6 Residents	P	P	P	P	P				
	7+ Residents	S	S	S	S	S				
Nursing or Convalescent Homes			S			P	S	S		12.32
Residential Units on Upper Floors of Mixed Use Buildings							S	S		12.04
Single Family Dwellings	P	P	P	P	P					12.04
Two-Family Dwellings					S	P				12.04

EFFECTIVE MARCH 22, 2020

EFFECTIVE MARCH 22, 2020

E. UNIFIED DEVELOPMENT CODE DRAFTING

We propose to develop the Unified Development Code and Zoning Map in four (4) parts as follows. Concurrent with these four (4) parts, we will continually update and revise the definitions so that the definitions article is always up to date. We will also “track changes” in Microsoft Word so that you can see all of the changes that have been made. Additionally, we will provide editorial comments in the margins of the draft Word document so that we can describe the purpose behind the proposed changes.

- 1. Zoning Districts and Form Based Code.** The first step in drafting the update will be to establish the zoning districts, with both use and form based standards as appropriate.
- 2. General Regulations.** This portion of the Unified Development Code will address supplemental regulations that support and enhance the use and design standards. While other city codes will be incorporated into the Unified Development Code, cross-references will be added to other codes, as needed, that apply.
- 3. Administration and Processes.** The administration section of the Unified Development Code will include all of the procedural and administrative requirements, in compliance with Ohio planning law. Tables and graphics will be used to more clearly define the “what” and “how” of zoning code administration.
- 4. Zoning Map.** Revisions to the Zoning Map will be required to incorporate any changes deemed necessary to reflect new or consolidated zoning districts, or to more properly zone properties according to the Oxford Tomorrow plan. McKenna will note changes to the Zoning Map that will be required by the new Unified Development Code and will make revisions in GIS in color. The updated Zoning Map will be adopted at the same time as the new Unified Development Code.

Meeting:

- Four (4) Working Group Meetings (Virtual)

Results:

- First Draft of new City Zoning Code (Microsoft Word electronic file with tabular data in Microsoft Excel and .pdf electronic file). Alternatively, Adobe InDesign may be used with permission of the City.
- First draft revised Zoning Map (ArcGIS electronic file + .pdf electronic file or other format at the desire of the City).



F. FULL DRAFT REVIEW

At this point in the process, the full draft UDC is presented to the Working Group for feedback.

Meeting:

- One (1) Working Group Meeting

Results:

- Full draft of Unified Development Code
- Draft revised Zoning Map

G. PUBLIC HEARINGS AND ADOPTION

1. **City Council Presentations.** McKenna will prepare for and present the Adoption Draft of the updated Unified Development Code at the City Council for adoption. McKenna will be prepared to answer questions and explain the reasoning behind the regulations. If no further revisions are requested, the Second Draft will then be considered the Adoption Copy of the Unified Development Code.
2. **Adoption Copy of Unified Development Code and Map.** Following adoption, McKenna will provide final copies of the adopted Unified Development Code in digital format, and a final copy of the Zoning Map in hard copy and digital format.

Meeting:

- One (1) Council presentation attended by McKenna

Results:

- Adoption of updated Unified Development Code
- Printed and digital copies of all deliverables



Project Management Timeline

We propose a 9-month schedule, from start of the project to completion of the Unified Development Code to be ready for adoption in March of 2025.

WORK TASK	MONTH								
	1	2	3	4	5	6	7	8	9
A. Project Initiation									
1. Kick-off Meeting (1 Working Group meeting)	X								
B. Issues Report									
1. Issues Report (1 Working Group meeting)		X							
C. Public Process									
1. New Development Code Open House (1 meeting)			X						
2. Online Website, Surveys, and Maps									
3. Walking Tours (1 meeting)			X						
D. Annotated Outline and Format for UDC									
1. Recommendations & Outline (1 Working Group meeting)				X					
E. Unified Development Code Drafting									
1. Zoning Districts									
2. General Regulations									
3. Administration/Processes									
4. Zoning Map									
5. Technical Meetings with Working Group (4 Working Group meetings)					XX	XX			
F. Full Draft Review									
1. Technical Meeting with Working Group (1 meeting)							X		
2. Preparation of Adoption Draft – Text and Map									
G. Adoption									
1. City Council Presentation (1 meeting)									X

X= Meeting



Proposal Addendum: Historic District Design Guidelines and Historic Preservation Plan

TO: Sam Perry, AICP, Community Development Director
City of Oxford, Ohio

FROM: Paul Lippens, AICP, Vice President

SUBJECT: **Proposal Addendum for Historic District Design Guidelines and Historic Preservation Plan**

DATE: June 5, 2024

Dear Director Perry,

It was a pleasure meeting with you and your colleagues on May 30 to discuss our response to the City's Request for Proposals for a Unified Development Code. Per your subsequent request, we are pleased to submit the following Addendum to our existing Proposal to prepare the Unified Development Code, which covers the tasks of completing updated Historic District Design Guidelines, as well as an optional Historic Preservation Plan.

These tasks are proposed and priced as optional Additional Services beyond the Scope of Work for the Unified Development Code, and do not supersede any content previously submitted to your team in our April 24 proposal for that work.

In addition to the Team members proposed for the Unified Development Code, we have added several others whose expertise in Historic Preservation and Architectural History will be beneficial to the expanded Scope of Work:

Michael Boettcher, AICP, Senior Planner, is an expert on the intersection between zoning, development, and historic preservation. Michael has assisted local Historic District Commissions with design standards enforcement, and has developed historic preservation policy for adopted Comprehensive Plans. In addition to serving McKenna client communities, Michael serves on local Historic District Advisory Councils and hosts tours of historic architectural assets in the Detroit region.

Aayush Patel, Assistant Planner, is a skilled architectural illustrator and urban designer who has contributed illustrative content to design standards, zoning codes, and urban design plans. Aayush earned a Bachelor's of Architecture degree from Mumbai University, and a Master's degree in City Design from the University of Illinois-Chicago.

To complete the expanded Team, we have partnered with **Jessica Flores, LEED-GA**, Founding Principal of **Preservation Forward**. A seasoned architectural historian specializing in cultural resources management, Jessica has consulted for hundreds of clients throughout the local government, state agency, nonprofit, and private sectors throughout Michigan, Ohio, and West Virginia. Jessica's expertise spans all aspects of historic preservation planning, including assisting communities with leveraging financial incentives for redevelopment in historic districts.

Resumes for these additional proposed Team members may be found following this Addendum.



HISTORIC DISTRICT DESIGN GUIDELINES: SCOPE OF WORK AND APPROACH

TASK 1.1 – Project Initiation

We will prepare for and facilitate an internal project Kick-Off Meeting with the City's Working Group. As outlined in the RFP, the Working Group will include five (5) members designated by the City, comprised of Board and Commission members, as well as City staff.

The Kick-Off Meeting's function will be to discuss overall project expectations and issues, embark upon an initial assessment of the existing Historic Design Guidelines, and to agree upon the schedule and dates, ensuring that involved parties share the same expectations.

If preferred, this meeting can be combined with the Kick-Off Meeting for the Unified Development Code deliverable (See Task A on Page 8 of the Unified Development Code proposal).

Task 1.1 Deliverables:

- One (1) virtual Kick-Off Meeting with the City's Working Group
- Develop consensus on Project Schedule
- Develop agreement on Review Process

TASK 1.2 – Materials Review and Issues Report

We will thoroughly review all policies and documents concerning Oxford's historic resources, including the 2023 Oxford Tomorrow Comprehensive Plan, the 2018 Uptown Historic District Inventory, relevant portions of the existing Zoning Code, and the existing Historic District Design Guidelines.

This research is a prelude to preparing an Issues Report of the current Historic District Design Guidelines. The purpose of the Issues Report is to determine the strengths and deficiencies of the current Guidelines and arrive at a plan of action for updating them. At a bare minimum, elements of the Design Guidelines to be analyzed for the Issues Report include: Compatibility with today's best practices for building materials, typical and frequent building alterations, and new construction methods; Applicability to all blocks within the Uptown Historic District; and Assessment of overall document organization, user-friendliness, and graphic content.

Furthermore, the Issues Report will determine whether the current Design Guidelines are consistent with current Historic Preservation laws, policies, and incentive programs administered at the State and Federal levels.

Similar to the Issues Report proposed for the Unified Development Code, this report is a key determinant of how intensive the revisions to the Historic District Guidelines will be. We aim to identify those portions of the Guidelines that are working well for the City, as well as those that require varying degrees of revision. Upon completion of the Issues Report, we will present it to the Working Group to collaboratively develop a "To Do List" and map out a pathway to development and adoption of the revised Design Guidelines.

Task 1.2 Deliverables:

- One (1) virtual meeting with the City's Working Group to discuss the results of the Issues Report
- Written Issues Report of existing Historic District Design Guidelines, with recommendations for modernization and revision.

TASK 1.3 – Stakeholder Engagement

We understand that the City prefers an engagement strategy that is focused and directed; we therefore propose to supplement the engagement activities surrounding the Unified Development Code (see Task C on Page 9 of



the Unified Development Code proposal) with one (1) additional Open House workshop pertaining to the Historic District Design Guidelines. This Open House would be structured similarly to that for the Code revisions, with exercises to generate consensus on solving critical issues surrounding design, construction, and alterations in the Historic District. We will have various boards and activities designed to solicit these ideas from participants.

Our approach to a communications strategy would integrate with that agreed upon for the Unified Development Code revisions, including posting information on a website hosted by the City or as a separate branded entity, and expanding the Virtual Issues Map to incorporate feedback on design and construction within the applicable Historic Districts.

Finally, the walking tours proposed in the context of the Unified Development Code project would be replicated to focus specifically on the Uptown and University Historic Districts. We propose hosting walking tours of these Districts for groups of 10 to 20 participants, including the Working Group. As part of the real-time conversation that takes place, our team members can begin sketching design standards, identifying precedents (both good and bad), and gaining an understanding of the city's-built fabric at an intimate level.

Task 1.3 Deliverables:

- One (1) Community Open House
- One (1) Walking Tour
- Preliminary Design Guideline Elements sourced from community feedback

TASK 1.4 – Outline and Format

We will next prepare a detailed outline of the revised Design Standards, with cross-references to comparable sections of the existing Standards. We will also prepare a format for typical pages, focusing on overall document design, readability, typical graphics, and photographic layouts.

McKenna will present the draft outline and format to the City Working Group for comment and to obtain general agreement about the scope and nature of the proposed changes.

Task 1.4 Deliverables:

- One (1) virtual meeting with the City's Working Group to discuss Outline and Format
- Detailed outline of the revised Design Guidelines
- Sample formatted pages for review and approval

TASK 1.5 – Design Guidelines Drafting

We propose to draft the revised Design Guidelines per the agreed upon Outline and Format identified in Task 1.4. Generally, the elements to be approached in the drafting process will include:

- Introduction, Purpose, and Applicability of the Guidelines
- Narrative of Existing Conditions, including Community History and Context, Building Types, and Architectural Styles
- Integration of the 2018 Building Inventory into the Guidelines document
- Detailed Analysis of key precedent buildings
- Guidelines for Rehabilitation
- Guidelines for New Construction
- Guidelines for Site Alterations (including signs, lighting, patios, etc.)



The Draft Design Guidelines document will clearly “track changes” to show congruity between the existing and revised guidelines. Editorial commentary will be made in the margins to document the purpose and thinking behind any proposed revisions or changes.

Task 1.5 Deliverables:

- One (1) virtual Working Group meeting
- First Draft of new City Zoning Code (Microsoft Word electronic file with tabular data in Microsoft Excel and .pdf electronic file). Alternatively, Adobe InDesign may be used with permission of the City.

TASK 1.6 – Full Draft Review

When complete, the Full Draft of the Historic Design Guidelines will be presented to the Working Group for final review.

Task 1.6 Deliverables:

- One (1) Working Group meeting
- Full Draft of revised Historic District Design Guidelines

TASK 1.7 – Public Hearings and Adoption

We will prepare for and present the Adoption Draft of the updated Historic District Design Guidelines at a public meeting of the Historic and Architectural Preservation Commission for adoption. McKenna will be prepared to answer questions and explain the reasoning behind the guidelines. If no further revisions are requested, the Adoption Draft will then be considered the Adoption Copy of the Historic District Design Guidelines. Following adoption, McKenna will provide final copies of the adopted Historic District Design Guidelines in digital format.

Task 1.7 Deliverables:

- One (1) Historic and Architectural Preservation Commission meeting attended by McKenna
- Adoption of the revised Historic District Design Guidelines
- Digital copies of all deliverables

TIMEFRAME FOR COMPLETION

We propose to complete the above Scope of Work simultaneously with the Unified Development Code to allow for efficiencies in project staffing and meeting availability. The Timeline for Completion proposed for the Unified Development Code is nine (9) months (see the chart on Page 34 of the Unified Development Code proposal).

We understand that the City has some flexibility with timeframe, and wishes to complete both the Unified Development Code and Historic District Guidelines in a period of no more than 12-18 months. Considering this, we would be amenable to extending the overall timeframe to complete the Unified Development Code and revised Historic District Design Guidelines in a 12-month timeframe, to account for the additional Open House, Working Group meetings, and public hearings required.

PROPOSED BUDGET

We propose to complete the tasks outlined above for a **lump sum of \$49,000**. Please refer to the table on the following page for a breakdown of the budget by individual task.



ADDENDUM COST PROPOSAL FOR HISTORIC DISTRICT DESIGN GUIDELINES

TASK	BASE FEE
Task 1.1 – Project Initiation	\$3,000
Task 1.2 – Materials Review and Issues Report	\$7,500
Task 1.3 – Stakeholder Engagement	\$10,000
Task 1.4 – Outline and Format	\$2,500
Task 1.5 – Design Guidelines Drafting	\$20,000
Task 1.6 – Full Draft Review	\$3,000
Task 1.7 – Public Hearings and Adoption	\$3,000
TOTAL	\$49,000

HISTORIC PRESERVATION PLAN – INITIAL COST ESTIMATE

We understand that the City is additionally seeking a cost estimate for a 10-year Historic Preservation Plan, though this deliverable is not currently funded by Council. Given the Work Approach described above for the revised Historic District Design Guidelines, and our proposed team, we would be interested in working with the City on this project, should it be funded in a future budget year. The elements of such a Plan, at a minimum, would include:

- A thorough inventory of all historic and cultural resources in the City of Oxford, irrespective of their location in an established Historic District
- An assessment of existing Historic District boundaries, and of potential areas eligible for new Historic District formation
- A stakeholder engagement strategy including Open Houses, Workshops, surveys, and/or other means of public feedback
- Detailed recommendations and action steps pertaining to Historic Preservation goals such as, education, awareness, and protection of cultural resources
- Recommendations for designation of landmark properties throughout the City
- Strategies for leveraging State, Federal, and nonprofit programs to strategically fund and achieve Plan elements.

If conducted following or concurrent with the Unified Development Code and Historic District Design Guidelines projects, our team would be able to take advantage of our local knowledge base, working relationships, and work products stemming from those projects to “hit the ground running” and work with increased efficiency on the Historic Preservation Plan. With this advantage in mind, our Initial Cost Estimate for the Historic Preservation Plan is a **lump sum of \$50,000**.



Michael Boettcher, AICP

SENIOR PLANNER

EDUCATION

Master of Urban Planning
Wayne State University

Bachelor of Arts – Geography
Wayne State University

HONORS

Distinguished Leadership for a Student Planner, American Planning Association

40 Under 40, Crain's Detroit Business

Mayor Archer World Class Service Award, City of Detroit, Mayor's Office

Spirit of Detroit Award, City of Detroit, City Council

PROFESSIONAL EXPERIENCE

Community Development

Administered approximately \$20 million in annual Community Development Block Grant, HOME Investment Partnership and Emergency Solutions Grants for two Urban County recipients, from project proposal through accomplishment reporting to HUD. Oversaw team and community compliance in implementing and reporting on projects, and ensuring compliance with Davis-Bacon, Environmental Review and similar regulations. Initiated due diligence on new park construction and commercial rehabilitation projects while on the board and staff of a Detroit neighborhood nonprofit.

Economic Development

Managed economic development projects for the City of Detroit, guiding developers through City approval processes. Assessed housing conditions and blight for redevelopment in neighborhoods across Detroit for the City and private clients. Evaluated development incentives and historic designation for private client rehabilitation projects. Researched best practices to attract immigrants to Detroit to spearhead economic development. Analyzed residential and retail markets and prepared demand-projection reports for municipalities, developers and downtown development agencies.

Downtown Revitalization

Performed as the inaugural Executive Director and Main Street Manager for a pair of downtown development organizations. Established offices, hired staff, created policies and procedures, organized agency functions, and coordinated Board and committee work for both organizations. Enticed arts-related developer Artspace to initiate the \$16.5 million City Hall Lofts project and facilitated the five-acre, \$70 million Dearborn Town Center redevelopment project, both in East Downtown Dearborn. Crafted a popular district promotion campaign, tagline and graphic concept.

Long Range Planning

Authored and submitted for approval the current Master Plan of Policies for the City of Detroit with the Advance Planning team, coordinating public meetings and overseeing four planners in research on transportation, arts and culture, and other policies. Facilitated public Community Conversation sessions throughout Detroit and wrote "Planning Awareness" primers on urban planning and public transportation for the Detroit Works Project, now the nonprofit Detroit Future City organization. Translated documents between Spanish and English and conducted some live translation at public meetings.



PROFESSIONAL EXPERIENCE

Zoning

Served as interim Zoning staff for the City of Detroit Planning and Development Department upon Zoning staff retirements and resignations. Helped draft Commercial Design Guidelines for Detroit. Performed Special Land Use zoning reviews to facilitate sales of City of Detroit-owned properties. Reviewed tax incentive program designations for zoning compliance and Special Land Use zoning permits for Master Plan compliance.

Historic Preservation

Assisted Detroit Historic District Commission staff in documenting violations of historic district ordinances and standards. Wrote historic preservation policy text for the current City of Detroit Master Plan of Policies. Wrote and submitted Section 106 Reviews and ensured historic compliance with Secretary of the Interior Rehabilitation Standards for HUD-funded activities. Served on the Detroit Historic Designation Advisory Board and the City Council-appointed Neighborhood Advisory Committee for the "Events Center" (Little Caesars Arena) project.

Heritage Tourism

Conducted volunteer historic research for nonprofit Preservation Detroit. Created and led multiple tours of architecture, history, development, public spaces and public art in Metro Detroit on a freelance basis, showcasing the region to more than 20,000 people from more than 40 countries. Tour clients have included the Michigan Association of Planning, the University of Michigan, the Lincoln Institute of Land Policy and the Tashkent State University of Economics in Uzbekistan.

PUBLIC SERVICES

Member, City of Detroit Neighborhood Advisory Council for "The Mid" and "Event Center" (Little Caesars Arena) development projects

Past ad-hoc member, City of Detroit Historic Designation Advisory Board

Past member, City of Dearborn Design Review Committee

Past Community Development Committee Chair and board of Directors Member, Urban Neighborhood Initiatives, Detroit, Michigan

MEMBERSHIPS

American Institute of Certified Planners (AICP)

American Planning Association

Michigan Association of Planning



Aayush Patel

ASSISTANT PLANNER

EDUCATION

Master of City Design
College of Urban Planning and Public Affairs
 University of Illinois at Chicago

Bachelor of Architecture
Aditya College of Architecture
 Mumbai University

PROFESSIONAL EXPERIENCE

Architecture Planning and Design

Managed and assisted principal architects in site planning and architecture design for single family-residential projects in India and Dubai. Collaborate with site engineers and civil engineers for appropriate construction solutions for projects. Provide site administration and project management services for the company to ensure seamless project execution. Developed construction drawing sets independently for architecture projects and assisted senior design staff in preparation of interior design drawing sets and presentations. Participated in design development of various interior and architecture space planning projects with principal architects and senior design staff. Developed 3D models and visualizations using industry standard software and rendering platforms.

Public Engagement

Assisted in developing various public engagement activities to generate good quality community feedback from Chicago's South side neighborhood. Facilitated Charrette activities, public workshops, focus groups and presentations for urban planning and design project. Assisted in the planning of charrette exercises like investment priority ballot, "your dream block" using LEGO blocks to generate meaningful public feedback for multiple blocks along a truck corridor in McKinley park neighborhood in Chicago. Designed, developed and managed community and business surveys in English, Mandarin and Spanish using google forms followed by managing the collected database and access using QR codes.

Graphic Design/ Documentation

Prepared document layouts for plan documents for multiple urban planning and design projects like streetscapes, regional plans and neighborhood plans for various communities in Chicago. Produced maps and graphics including creative tabular data, charts using ArcGIS and Adobe creative suits to make compelling posters and graphic materials for plan documents. Hand sketches for street level activity mapping and diagramming for various conceptual urban design solutions from a birds eye perspective. Participated in graphic design and data reviewing for a non for profit urban design/ planning firm based in west of Chicago.

MEMBERSHIPS

American Planning Association
 American Institute of Architects
 Council of Architecture, India

CERTIFICATIONS

LEED Green Association (Pursuing)
 U.S. Green Building Council

Licensed Architect (India)
 Council of Architecture, India

Jessica Flores, MSHP, LEED GA

PRESERVATION FORWARD

Jessica@preservationforward.com

517/220-5144 www.preservationforward.com



Jessica is Founder and Principal of Preservation Forward a historic preservation consultancy specializing in economic development, adaptive reuse, and the rehabilitation of historic buildings with a focus on traditional building trades and historic materials. Preservation Forward is about understanding the built environment as it relates to a place and the people who love their place.

Previously, Jessica worked as a Community Outreach and Historic Building Specialist for the Michigan State Historic Preservation Office where she specialized in the environmental sustainability and rehabilitation of historic buildings. Jessica worked across the state of Michigan on all issues related to historic preservation.

She holds a LEED professional accreditation from the USGBC. She has a Master of Science degree in historic preservation with a focus on architectural conservation from Eastern Michigan University, a Bachelor of Arts in business administration from Ohio University, and an Associate of Applied Science degree in hands-on building preservation and construction technology from Belmont College.

Jessica has worked as a historic building pathologist and an architectural historian on a variety of cultural resource management and building construction projects. Jessica has worked with hundreds of local government leaders, state agencies, developers, contractors, and involved stakeholders in order to strengthen the role of historic preservation in communities across Michigan and beyond.

Jessica also brings forth a diverse background of preservation public policy knowledge & leadership skills. She has worked on many local & state campaigns throughout her home state of West Virginia. Jessica is a former board member of Preservation Action where she represented the Mountain State for preservation advocacy and efforts.

She is a faculty member within the School of Planning, Design, and Construction at Michigan State University. She proudly teaches the one and only historic preservation course at MSU! She is Vice Chair of the East Lansing Historic District Commission. In her free time, Jessica lobbies on Capitol Hill to convince federal legislators of the importance for appropriate legislation to preserve our nation's historic built environment.



Services to Preserve it Forward.

Historic Resource Education, Application, and Building Pathology

Successful strategies for Adaptive Reuse and Historic Building Redevelopment

- Identification of Historic Resources and Character-Defining Features of Historic Buildings Assessments of Building Inventory and Survey of Existing Conditions of Buildings
 - Education on Appropriate Design Guidelines and Standards for Appropriate Design
 - Asset Mapping for identification of historic assets- priorities for redevelopment
 - Education on traditional buildings arts, crafts, and historic building methods

Targeted Placemaking Strategies and a Historic Preservation Plan for Place

Leverage historic research to unlock your historic building's redevelopment potential

- Facilitation of a Community-Wide Public Forum/Charette to Identify a Sense of Place with Public Outreach and Capacity Building
 - Historic Preservation as a Tool for Economic Development Assistance and Education
- Asset Building Community Development: Enhancement of Existing Assets and Marketing of the Built Environment

Technical Advice and Guidance for Historic and Old Buildings

Creation and Development of Design Guidelines and Preservation Ethos for Communities and Downtowns

- Investigation of Existing Codes and Ordinances, Implementation of Universal Design Guidelines and ADA Accessibility in Existing Structures
- Facilitation of a Community Visioning Session: Identification of Goals, Appropriate Design Guidelines, Standards for Historic Preservation, and Proper Treatments for Historic Properties
- Storefront Design: Vacant Storefront Guidance, Design Strategy, and Compatible Design Concepts
- Building Basics Workshops in conjunction with a Creation and Enhancement of Building Basics Manual
 - Education and Outreach for Appropriate Design: signage, storefront, façade, streetscape, and accessibility

Guidance for Financial Incentives for Historic Preservation, Building Rehabilitation, and Regulatory Review

Additional Historic Preservation Guidance and Architectural Technology Expertise

- National Register of Historic Places and Local Historic Districts Nominations and Designations
- Incentives: Federal Historic Tax Credit Program and the newly reinstated Michigan State Historic Tax Credit Program
 - Construction guidance and technical advice on local, state, and federally-funded construction projects
- Technical Assistance Programs for Historic Preservation of Historic Transportation Facilities
- Regulatory guidance and consultation on behalf of the National Historic Preservation Act of 1966
 - National Environmental Policy Act of 1970
- The Secretary of the Interior's Standards for the Rehabilitation, Preservation, Restoration, and Reconstruction of Historic Buildings.
- Leadership and guidance in historical architecture rehabilitation and project management needs to comply with state building codes and federal standards

www.PRESERVATIONFORWARD.com PO Box 4490, East Lansing, MI 48826. 517.220.5144. jessica@preservationforward.com

Find out more! Follow Jessica Flores on LinkedIn and Preservation Forward on Facebook!

Clients

Preservation Forward has worked in all 83 of Michigan's counties to strengthen the role of historic preservation in Michigan.

A few of our clients who love their historic places are....



- ❖ Albion Reinvestment Corporation: *historic tax credit rehabilitation projects & project management*
- ❖ Alpena Marc: *historic tax credit rehabilitation project & construction guidance*
- ❖ Build Tech, Inc.: *historic research and documentation*
- ❖ Caster Concepts, Inc.: *historic tax credit rehabilitation projects & project management*
- ❖ City of Adrian: *architectural analysis and historic preservation outreach*
- ❖ City of Cheboygan: *Section 106 / architectural consultation of the NHPA*
- ❖ City of Davison: *Section 106 / architectural consultation of the NHPA*
- ❖ City of East Lansing: *Section 106 / architectural consultation of the NHPA*
- ❖ City of Ishpeming: *National Register of Historic Places consultation and designation*
- ❖ City of Jackson: *National Register of Historic Places consultation and Section 106 consultation of the NHPA*
- ❖ City of Laingsburg: *Section 106 / architectural consultation of the NHPA*
- ❖ City of Manistee: *Historic District Commissioner Training and Revision of the National Register of Historic Places boundaries and historic district consultation*
- ❖ City of Manistique: *Section 106 / architectural consultation of the NHPA*
- ❖ City of Negaunee: *National Register of Historic Places consultation and designation*
- ❖ City of Troy: *Section 106 / architectural consultation of the NHPA*
- ❖ City of Warren: *Historic District Plan, Historic Resource Survey of the Van Dyke Corridor Plan*
- ❖ Clinton County: *Section 106 / architectural consultation of the NHPA*
- ❖ Commercial Bank: *Section 106 / architectural consultation of the NHPA*
- ❖ Central Upper Peninsula Planning and Development: *Section 106 consultation of the NHPA and historic preservation outreach and technical education*
- ❖ Eaton County: *Section 106 / architectural consultation of the NHPA*
- ❖ Gemini Capital Management, LLC.: *National Register of Historic Places consultation and building assessment/ architectural analysis*
- ❖ Genesee County: *Section 106 / architectural consultation of the NHPA*
- ❖ Gillespie Group: *Historic building assessment, architectural analysis, & construction guidance*
- ❖ Huron-Clinton Metroparks: *Section 106 / architectural consultation of the NHPA*
- ❖ Jackson County: *Section 106 consultation of the NHPA and historic preservation education*
- ❖ Michigan Economic Development Corporation: *National Register of Historic Places consultation, historic preservation education & construction/technical guidance across Michigan*
- ❖ Michigan Main Street Center: *Michigan Main Street Program historic preservation outreach, appropriate design guidelines, building preservation education, technical guidance for buildings*
- ❖ Shiawassee County Chamber of Commerce: *Federal Historic Tax Credit consultation, building assessments, building conditions evaluations, & construction guidance*
- ❖ Sault Ste Marie Chamber and Visitors Bureau: *Section 106 consultation of the NHPA*
- ❖ Triterra: *Section 106 / architectural consultation of the NHPA*
- ❖ Village of Marcellus: *Historic Preservation Plan for the Village and historic preservation education*
- ❖ Village of Union City: *Section 106 / architectural consultation of the NHPA*

*The NHPA is the National Historic Preservation Act and consultation involves assessing the effects of undertaking on above-ground historic, architectural resources.

Preservation Forward

JESSICA FLORES, MSHP, LEED GA

Jessica has worked as a historic building pathologist and an architectural historian on a variety of cultural resource management and building construction projects. Jessica has worked with hundreds of local government leaders, state agencies, developers, contractors, and involved stakeholders in order to strengthen the role of historic preservation in communities across Michigan and beyond. Jessica also brings forth a diverse background of preservation public policy knowledge and leadership skills. She has worked on many local and state campaigns throughout her home state of West Virginia. Jessica is a former board member of Preservation Action where she represented the Mountain State for preservation advocacy and efforts.

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Education

Eastern Michigan University,
Master of Science in Historic Preservation with a Focus on
Architectural Conservation
Ohio University,
Bachelor of Arts in Business Administration
Belmont College,
Associate of Applied Science in hands-on building preservation and
construction technology

Professional Accreditation

LEED Green Associate, U.S. Green Building Council

Client Experience

- **Albion Reinvestment Corporation:** historic tax credit rehabilitation projects & project management
- **Alpena Marc:** historic tax credit rehabilitation project & construction guidance
- **Build Tech, Inc.:** historic research and documentation
- **Caster Concepts, Inc.:** historic tax credit rehabilitation projects & project management
- **City of Adrian:** architectural analysis and historic preservation outreach
- **City of Cheboygan:** Section 106 / architectural consultation of the NHPA
- **City of Davison:** Section 106 / architectural consultation of the NHPA



- **City of East Lansing:** Section 106 / architectural consultation of the NHPA
- **City of Ishpeming:** National Register of Historic Places consultation and designation
- **City of Jackson:** National Register of Historic Places consultation and Section 106 consultation of the NHPA
- **City of Laingsburg:** Section 106 / architectural consultation of the NHPA
- **City of Manistee:** Historic District Commissioner Training and Revision of the National Register of Historic Places boundaries and historic district consultation
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- **City of Warren:** Historic District Plan, Historic Resource Survey of the Van Dyke Corridor Plan
- **Commercial Bank:** Section 106 / architectural consultation of the NHPA
- **Central Upper Peninsula Planning and Development:** Section 106 consultation of the NHPA and historic preservation outreach and technical education
- **Eaton County:** Section 106 / architectural consultation of the NHPA
- **Gemini Capital Management, LLC.:** National Register of Historic Places consultation and building assessment/ architectural analysis
- **Genesee County:** Section 106 / architectural consultation of the NHPA
- **Gillespie Group:** Historic building assessment, architectural analysis, and construction guidance
- **Jackson County:** Section 106 consultation of the NHPA and historic preservation education
- **Michigan Economic Development Corporation:** National Register of Historic Places consultation, historic preservation education, and construction/technical guidance across Michigan
- **Michigan Main Street Center:** Michigan Main Street Program historic preservation outreach, appropriate design guidelines, building preservation education, technical guidance for buildings
- **Shiawassee County Chamber of Commerce:** Federal Historic Tax Credit consultation, building assessments, building conditions evaluations, and construction guidance
- **Sault Ste Marie Chamber and Visitors Bureau:** Section 106 consultation of the NHPA
- **Triterra:** Section 106 / architectural consultation of the NHPA
- **Village of Marcellus:** Historic Preservation Plan for the Village and historic preservation education
- **Village of Union City:** Section 106 / architectural consultation of the NHPA



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	7/8/2024
COUNCIL MEETING DATE:	July 16, 2024
AGENDA TITLE:	An Ordinance Amending Ordinance No. 3750 Supplemental Budget Ordinance Number 4 To Make Supplemental Appropriations For Fiscal Year 2024. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR DRE

DISCUSSION:

Issue 1: \$11,700 – General Fund (110)

To make adjustment to budgeted revenue and appropriation for Enjoy Oxford’s portion of Mural project.

Issue 2: \$18,100 – General Fund (110)

To make adjustment to budgeted revenue and appropriation for NeoGov implementation not included in the budget this year. Revenue increase will come from reimbursements to the General fund from RITA reimbursement.

Issue 3: \$9,100 – General Fund (110)
\$1,950 – Water Fund (321)
\$1,950 – Wastewater Fund (331)

To make adjustment to budgeted revenue and appropriation for Adobe licensing required with upgrade to Microsoft 365. Increased revenue will come from Workers’ comp premium reimbursements respective in each fund.

Issue 4: \$50,000 – General Fund (110)

To make adjustment to budgeted revenue and appropriation for increased permit applications and inspections over budgeted amounts.

Issue 5: \$45,000 – Capital Improvement Fund (141)

To make adjustment to budgeted revenue for reimbursement from Habitat for Humanity for paving of Fuller Way and Carter Court.

Issue 6: \$175,000 – Capital Improvement Fund (141)

To make adjustment to budgeted revenue to account for grant money awarded by the State of Ohio for the purpose of the uptown public restroom.

Issue 7: \$800,000 – OATS (144)

To make adjustment to budgeted revenue to account for grant money awarded by the State of Ohio for the purpose of bike/pedestrian bridge over the railroad tracks as part of Phase 5.

Issue 8: \$49,000 – ARPA Fund (429)

To make adjustment to budgeted revenue and appropriations for additional funding needed for the Zoning study. Additional revenue is interest earned in the ARPA fund.

Net affect by Fund:

General – \$0

Capital Improvement – (\$220,000)- increased fund balance

OATS – (\$800,000)- increased fund balance

Water - \$0

Wastewater - \$0

ARPA – \$0

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3750 SUPPLEMENTAL BUDGET ORDINANCE NUMBER 4 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2024.

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

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;

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

General Fund 110	11,700.00
General Fund 110	18,100.00
General Fund 110	9,100.00
General Fund 110	50,000.00
Capital Improvement Fund 141	45,000.00
Capital Improvement Fund 141	175,000.00
Oxford Area Trail 144	800,000.00
Water Fund 321	1,950.00
Wastewater Fund 331	1,950.00
American Rescue Plan Act Funds 429	49,000.00

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

General Fund 110	11,700.00
General Fund 110	18,100.00
General Fund 110	9,100.00
General Fund 110	50,000.00
Water Fund 321	1,950.00
Wastewater Fund 331	1,950.00
American Rescue Plan Act Funds 429	49,000.00

SECTION 4: In all other respects, Ordinance No. 3750 shall remain in full force and effect.

SECTION 5: 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)