



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	September 2, 2020
COUNCIL MEETING DATE:	October 6, 2020
AGENDA TITLE:	Resolution Authorizing Staff to Submit an Application for Financial Assistance to Ohio Public Works Commission
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 10/2/20</i> <i>MB 9/22/20</i>

Discussion:

The City has identified a section of brick pavement on Main St. (SR732) from High St. (US 27) to Park Place that is in need of reconstruction. A combination of base failure and water main breaks has led to settling in some areas as well as the loss of some surface brick. The estimate to remove and replace this segment of Main St. is \$350,000.

Ohio Public Works Commission - Issue One funds, administered by the Butler County Engineer's Office, are available to local governments for projects that improve safety. The City of Oxford, through an application process, has the opportunity to apply for Issue One funds to be used for the removal and reconstruction of this roadway segment. Total project costs are estimated to be approximately \$350,000. The City may be eligible to receive approximately \$276,500 from the Commission (79%). The City would be required to provide approximately \$73,500 as the local match to completely fund the project (21%). The local funding would be required in 4Q FY 2021 as we would contract for the work in December of 2021 for construction in the summer of 2022. Construction would be timed to try to minimize impact on area residents, BCRTA operations, and school bus transportation for Talawanda School District. **Construction during the summer will have an impact on events held in the Uptown Parks during the project period.**

The City's application for funding, should Council approve the project, will include the following project schedule with **construction in 2022:**

Project Engineering	October 2020 – October 2021
Bid Advertising and Award	October 2021 – December 2021
Construction	June 2022 through July 31, 2022

RESOLUTION NO.

A RESOLUTION OF COUNCIL SUPPORTING THE SUBMISSION OF A GRANT APPLICATION FOR OHIO PUBLIC WORKS COMMISSION ISSUE 1 FUNDS TO BE USED FOR THE DESIGN AND RECONSTRUCTION OF MAIN STREET (SR732) BETWEEN HIGH STREET (US27) AND PARK PLACE.

WHEREAS, Ohio Public Works Commission Issue One Funds, administered by the Butler County Engineer's Office, are available to local governments for safety improvement projects; and

WHEREAS, the City Manager and the Service Director recommend Council authorize the City Manager to apply for and sign all documents necessary to receive a grant from the Ohio Public Works Commission for the design and reconstruction of Main Street (SR732) between High Street (US27) and Park Place.

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

SECTION 1: Council, having determined the reconstruction of Main Street (SR732) between High Street (US27) and Park Place to be beneficial to the City, hereby supports the use of grant funds to assist with the cost.

SECTION 2: Council hereby authorizes the City Manager to submit a grant application to the Ohio Public Works Commission requesting Issue 1 funds for the design and reconstruction of Main Street (SR732) between High Street (US27) and Park Place.

SECTION 3: The City Manager is further authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



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It is Staff's recommendation that Council authorize the City Manager to apply for and sign all documents necessary to receive a grant from the Ohio Public Works Commission for the design and reconstruction of Main Street (SR732) between High St. (US27) and Park Place.



State of Ohio
Public Works Commission
Application for Financial Assistance

IMPORTANT: Please consult "Instructions for Financial Assistance for Capital Infrastructure Projects" for guidance in completion of this form.

Applicant

Applicant: City of Oxford Subdivision Code: 017-59234

District Number: 10 County: Butler Date: 08/25/2020

Contact: Scott Otto Phone: (513) 524-5208
(The individual who will be available during business hours and who can best answer or coordinate the response to questions)

Email: sotto@cityofoxford.org FAX: _____

Project

Project Name: Main St. Brick Repairs Zip Code: 45056

Subdivision Type	Project Type	Funding Request Summary
(Select one)	(Select single largest component by \$)	(Automatically populates from page 2)
☐ 1. County	☒ 1. Road	Total Project Cost: <u>350,000</u> .00
☒ 2. City	☐ 2. Bridge/Culvert	1. Grant: <u>276,500</u> .00
☐ 3. Township	☐ 3. Water Supply	2. Loan: <u>0</u> .00
☐ 4. Village	☐ 4. Wastewater	3. Loan Assistance/ Credit Enhancement: <u>0</u> .00
☐ 5. Water (6119 Water District)	☐ 5. Solid Waste	Funding Requested: <u>276,500</u> .00
	☐ 6. Stormwater	

District Recommendation (To be completed by the District Committee)

Funding Type Requested	SCIP Loan - Rate: _____ % Term: _____ Yrs	Amount: _____ .00
(Select one)		
☐ State Capital Improvement Program	RLP Loan - Rate: _____ % Term: _____ Yrs	Amount: _____ .00
☐ Local Transportation Improvement Program	Grant:	Amount: _____ .00
☐ Revolving Loan Program	LTIP:	Amount: _____ .00
☐ Small Government Program	Loan Assistance / Credit Enhancement:	Amount: _____ .00
District SG Priority: _____		

For OPWC Use Only

STATUS	Grant Amount: _____ .00	Loan Type: ☐ SCIP ☐ RLP
Project Number: _____	Loan Amount: _____ .00	Date Construction End: _____
_____	Total Funding: _____ .00	Date Maturity: _____
Release Date: _____	Local Participation: _____ %	Rate: _____ %
OPWC Approval: _____	OPWC Participation: _____ %	Term: _____ Yrs

1.0 Project Financial Information (All Costs Rounded to Nearest Dollar)

1.1 Project Estimated Costs

Engineering Services

Preliminary Design:	_____	.00	
Final Design:	_____	.00	
Construction Administration:	_____	.00	
Total Engineering Services:	a.) _____	0 .00	0 %
Right of Way:	b.) _____	.00	
Construction:	c.) _____	318,182 .00	
Materials Purchased Directly:	d.) _____	.00	
Permits, Advertising, Legal:	e.) _____	.00	
Construction Contingencies:	f.) _____	31,818 .00	10 %
Total Estimated Costs:	g.) _____	350,000 .00	

1.2 Project Financial Resources

Local Resources

Local In-Kind or Force Account:	a.) _____	.00	
Local Revenues:	b.) _____	73,500 .00	
Other Public Revenues:	c.) _____	.00	
ODOT / FHWA PID: _____	d.) _____	.00	
USDA Rural Development:	e.) _____	.00	
OEPA / OWDA:	f.) _____	.00	
CDBG:	g.) _____	.00	
☐ County Entitlement or Community Dev. "Formula"			
☐ Department of Development			
Other: _____	h.) _____	.00	
Subtotal Local Resources:	i.) _____	73,500 .00	21 %

OPWC Funds (Check all requested and enter Amount)

Grant: <u>100</u> % of OPWC Funds	j.) _____	276,500 .00	
Loan: <u>0</u> % of OPWC Funds	k.) _____	.00	
Loan Assistance / Credit Enhancement:	l.) _____	0 .00	
Subtotal OPWC Funds:	m.) _____	276,500 .00	79 %
Total Financial Resources:	n.) _____	350,000 .00	100 %

1.3 Availability of Local Funds

Attach a statement signed by the Chief Financial Officer listed in section 5.2 certifying all local resources required for the project will be available on or before the earliest date listed in the Project Schedule section. The OPWC Agreement will not be released until the local resources are certified. Failure to meet local share may result in termination of the project. Applicant needs to provide written confirmation for funds coming from other funding sources.

2.0 Repair / Replacement or New / Expansion

2.1 Total Portion of Project Repair / Replacement:	<u>350,000</u> .00	<u>100</u> %
2.2 Total Portion of Project New / Expansion:	<u>0</u> .00	<u>0</u> %
2.3 Total Project:	<u>350,000</u> .00	<u>100</u> %

A Farmland
Preservation letter is
required for any
impact to farmland

3.0 Project Schedule

3.1 Engineering / Design / Right of Way	Begin Date: <u>08/03/2020</u>	End Date: <u>10/01/2021</u>
3.2 Bid Advertisement and Award	Begin Date: <u>10/01/2021</u>	End Date: <u>12/31/2021</u>
3.3 Construction	Begin Date: <u>06/01/2022</u>	End Date: <u>08/01/2022</u>

Construction cannot begin prior to release of executed Project Agreement and issuance of Notice to Proceed.

Failure to meet project schedule may result in termination of agreement for approved projects. Modification of dates must be requested in writing by project official of record and approved by the Commission once the Project Agreement has been executed.

4.0 Project Information

If the project is multi-jurisdictional, information must be consolidated in this section.

4.1 Useful Life / Cost Estimate / Age of Infrastructure

Project Useful Life: 25 Years Age: 2001 (Year built or year of last major improvement)

Attach Registered Professional Engineer's statement, with seal or stamp and signature confirming the project's useful life indicated above and detailed cost estimate.

4.2 User Information

Road or Bridge: Current ADT 4,884 Year 2019 Projected ADT 6,000 Year 2039

Water / Wastewater: Based on monthly usage of 4,500 gallons per household; attach current ordinances.

Residential Water Rate Current \$ _____ Proposed \$ _____

Number of households served: _____

Residential Wastewater Rate Current \$ _____ Proposed \$ _____

Number of households served: _____

Stormwater: Number of households served: _____

4.3 Project Description

- A: SPECIFIC LOCATION (Supply a written location description that includes the project termini; a map does not replace this requirement.) 500 character limit.

The project is located on Main St. (SR 732) between High St. and E. & W. Park Place.

- B: PROJECT COMPONENTS (Describe the specific work to be completed; the engineer's estimate does not replace this requirement) 1,000 character limit.

Remove existing curb and gutter, brick pavers and concrete base. Install new underdrains and concrete base. Install new brick pavers and curb and gutter. Replace curb ramps and sidewalk as needed.

- C: PHYSICAL DIMENSIONS (Describe the physical dimensions of the existing facility and the proposed facility. Include length, width, quantity and sizes, mgd capacity, etc in detail.) 500 character limit.

The existing and proposed facility is approximately 150' x 40'.

5.0 Project Officials

Changes in Project Officials must be submitted in writing from an officer of record.

5.1 Chief Executive Officer

(Person authorized in legislation to sign project agreements)

Name: Douglas R. Elliott, Jr.

Title: City Manager

Address: 15 S. College Avenue

City: Oxford State: OH Zip: 45056

Phone: (513) 524-5201

FAX: _____

E-Mail: delliott@cityofoxford.org

5.2 Chief Financial Officer

(Can not also serve as CEO)

Name: Joseph Newlin

Title: Finance Director

Address: 15 S. College Avenue

City: Oxford State: OH Zip: 45056

Phone: (513) 524-5202

FAX: _____

E-Mail: jnewlin@cityofoxford.org

5.3 Project Manager

Name: Scott Otto

Title: City Engineer

Address: 15 S. College Avenue

City: Oxford State: OH Zip: 45056

Phone: (513) 524-5208

FAX: _____

E-Mail: sotto@cityofoxford.org

6.0 Attachments / Completeness review

Confirm in the boxes below that each item listed is attached (Check each box)

- ☐ A certified copy of the legislation by the governing body of the applicant authorizing a designated official to sign and submit this application and execute contracts. This individual should sign under 7.0, Applicant Certification, below.
- ☐ A certification signed by the applicant's chief financial officer stating the amount of all local share funds required for the project will be available on or before the dates listed in the Project Schedule section. If the application involves a request for loan (RLP or SCIP), a certification signed by the CFO which identifies a specific revenue source for repaying the loan also must be attached. Both certifications can be accomplished in the same letter.
- ☐ A registered professional engineer's detailed cost estimate and useful life statement, as required in 164-1-13, 164-1-14, and 164-1-16 of the Ohio Administrative Code. Estimates shall contain an engineer's seal or stamp and signature.
- ☐ A cooperative agreement (if the project involves more than one subdivision or district) which identifies the fiscal and administrative responsibilities of each participant.
- ☐ Farmland Preservation Review - The Governor's Executive Order 98-IV, "Ohio Farmland Protection Policy" requires the Commission to establish guidelines on how it will take protection of productive agricultural and grazing land into account in its funding decision making process. Please include a Farm Land Preservation statement for projects that have an impact on farmland.
- ☐ Capital Improvements Report. CIR Required by O.R.C. Chapter 164.06 on standard form.
- ☐ Supporting Documentation: Materials such as additional project description, photographs, economic impact (temporary and/or full time jobs likely to be created as a result of the project), accident reports, impact on school zones, and other information to assist your district committee in ranking your project. Be sure to include supplements which may be required by your local District Public Works Integrating Committee.

7.0 Applicant Certification

The undersigned certifies: (1) he/she is legally authorized to request and accept financial assistance from the Ohio Public Works Commission as identified in the attached legislation; (2) to the best of his/her knowledge and belief, all representations that are part of this application are true and correct; (3) all official documents and commitments of the applicant that are part of this application have been duly authorized by the governing body of the applicant; and, (4) should the requested financial assistance be provided, that in the execution of this project, the applicant will comply with all assurances required by Ohio Law, including those involving Buy Ohio and prevailing wages.

Applicant certifies that physical construction on the project as defined in the application has NOT begun, and will not begin until a Project Agreement for this project has been executed with the Ohio Public Works Commission. Action to the contrary will result in termination of the agreement and withdrawal of Ohio Public Works Commission funding from the project.

Certifying Representative (Printed form, Type or Print Name and Title)

Original Signature / Date Signed